



To: The Chairman and Members of Whitwick Parish Council

(Cllrs A Barker, L Collins, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence, J Straw, R Woodward, M Wyatt)

10 October 2019

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm on Thursday, 17 October 2019** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style with a long, sweeping underline.

Cathy Tibbles, PSLCC
Parish Manager

AGENDA

1081. APOLOGIES FOR ABSENCE

1082. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a '*disclosable pecuniary interest*' (in which case you must leave the meeting while that item is under discussion) or a '*disclosable non-pecuniary interest*' or a '*conflict of interest*' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

1083. MINUTES

To approve the minutes of the previous meeting held on 19 September 2019 (to follow).

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org.uk)

1084. COMMUNITY POLICING

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend). A date for a Beat Surgery at the Community Office has been set for Saturday 2 November 10 am – 12 noon.

1085. PUBLIC QUESTION AND ANSWER SESSION

1086. LEISURE CENTRE PROVISION

a) **New Leisure Centre** – For information only – The formal planning application for this development is due to be considered by the District Council Planning Committee on **Tuesday 15 October**. The meeting starts at 6.30 pm at the Council Offices, Whitwick Road, Coalville. Please contact the District Council if you need guidance on attending the meeting to speak or to observe.

b) **Future Of Hermitage Leisure Centre** - North West Leicestershire District Council will be holding a public consultation event on **Monday 4 November**, between 5 pm and 9 pm at the Hermitage Leisure Centre. Arrangements are still being finalised but publicity and invitations are being arranged by NWLDC.

See NWLDC website: <https://www.nwleics.gov.uk/pages/leisure-centres-project> for latest information on the project.

1087. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Project Working Party – VAS (Vehicle Activated Signs) – meeting held and proposals/action plan discussed with the County Council
- b) Christmas Lights Working Party – meeting(s) held
- c) Standing Orders Review meeting – further date to be set
- d) Civic Protocols Link Councillor
- e) Defibrillator Link Councillors
- f) Flood Action Plan Link Councillor – Cllr Woodward reviewing information
- g) Grit Bins Link Councillor
- h) Quarry Link Councillor – Quarry notified of Cllr Woodward's appointment
- i) Website Link Councillor
- j) Whitwick History Group Link Councillor(s)

Members' instructions are requested.

1088. CONSULTATIONS/REPRESENTATIVES

Members to consider:

- a) Invitation to appoint Parish Representative to serve on the Audit and Governance Committee, which has 4 vacancies following the elections held last May. (see enclosed);
- b) Leicestershire County Council invitation to participate in the voluntary Snow Warden scheme and to identify a person to be trained for treating an agreed schedule of footpaths in Whitwick (see enclosed);
- c) opportunity provided by the District Council to appoint a voluntary Tree Warden, (training provided) to share information on trees within the parish and encourage responsible stewardship.

Members' instructions are requested.

1089. INDUCTION, TRAINING AND FUTURE PLANNING

Members to note:

- a) All members have confirmed their attendance at - or committed to attend a future event (where possible) and read training information on the Code of Conduct;
- b) a date to review the Skills Audit and the Visioning Outcomes remains outstanding so 4-year plan (or longer) has not yet commenced;
- c) members to confirm what prior financial training they have attended and what should be undertaken to expand on existing knowledge before the budget process is commenced;
- d) in the absence of a Finance Working Party being appointed, members are asked to consider an agreed direction to the Responsible Finance Officer for 20/21 budget preparations;
- e) the Administrative Assistant has attended part of the SLCC National Conference (report to follow);

Members' instructions are requested.

1090. COMMUNITY SUPPORT/EVENTS

Members to consider:

- a) request by Cllr Barker to consider a scheme to recognise Local Citizens for their contribution to the community of Whitwick and explore options of what may be appropriate ways to do this;
- b) request by the Chairman to expand on the work of the Community Safety Champion and to consider the parish council holding a free self-defence training event in Park Hall, which she is willing to organise and attend to support the qualified instructor (if approval is given);
- c) making suggestions for 3 additional locations to be considered for future bench installations on non-parish land;
- d) setting a provisional date for community planting and meeting point to improve open spaces within Whitwick owned by the parish council;
- e) holding a parish event for VE Day commemorations in May 2020 – if a decision is made then Park Hall can be booked and a £250 grant applied for from NWLDC to hold an event

Members' instructions are requested.

1091. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the PMGP Committee meeting held on 10 October and note the delegated decisions taken (to follow when written).

Members to note the information.

1092. VACANCY - PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE

Members to consider the request of Cllr J Straw to be appointed to fill the vacancy on the above Committee for the remainder of the civic year.

Members' instructions are requested.

1093. NOTICE OF CONCLUSION OF EXTERNAL AUDIT

- a) Members to receive the statutory notice to advertise the conclusion of the External Audit by PKF Littlejohn LLP. As the audit was returned whilst the Parish Manager was on

annual leave (received at 22.57 hours on 20 September 2019) it was not possible to fulfil the requirement to display the notice by 30 September. The Certificate and Closure notice are duly displayed on the website and in the Community Office (see information enclosed).

b) members to consider the 'except for' matters raised by the auditor regarding the coding allocation of the cost of staff training.

Members to consider the information and agree any necessary action.

1094. DISTRICT COUNCILLORS' REPORTS

Verbal report to be given and questions may be raised by parish councillors.

1095. COUNTY COUNCILLOR'S REPORT

Verbal report to be given and questions may be raised by parish councillors.

1096. PLANNING MATTERS

(a) Applications

The Council has been consulted by NWLDC on the following applications:

REF 19/00200/CLE – Land Rear of 87A Talbot Street – Certificate of lawful existing use as builders yard and operation of builders business from premises (deadline 17/10/19 – extension granted for this re-consultation)

REF 19/01822/FUL - 36 Brooks Lane - Change of use of land for the siting of eight touring caravans for gypsies (deadline 25 October)

REF 19/01931/OUT - Land Adjacent To 98 Church Lane - Erection of two storey dwelling (outline; access and layout) (deadline 28 October)

REF 19/01966/CLP – 202 Leicester Road - Certificate of lawful proposed use for alterations to existing roof to provide for a hip to gable roof extension, insertion of rear dormer and insertion of velux roof lights (principal roofslope) (deadline 30 October)

Members' instructions are requested.

(b) Decisions

NWLDC have now approved the following applications:

REF 19/00561/FUL: Land At Cademan Street - Demolition of existing building and erection of a detached dwelling with associated off street parking

REF 19/01215/FUL - : 7 Whitwick Moor Thringstone - Erection of extension and alteration

REF 19/01601/FUL - 56 Coverdale - Proposed two-storey side extension

REF 19/01636/TPO - Beech House, Loughborough Road - Felling of 1no. Beech Tree (protected by TPO T113)

REF 19/01869/NMA – Land Adjoining 191 Loughborough Road - Non-material amendment to application 18/00865/FUL to allow for alterations to the site layout and private driveway at

Members' to note the information.

Additionally: REF 19/01566/FUL - Land Adjacent To A511 Stephenson Way - Construction of a temporary vehicular site access off the A511 for construction traffic and related works in association with planning application ref. 19/01343/FULM) **Application has been WITHDRAWN.**

1097. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Reports to be given.

Members' instructions are requested.

1098. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report (see attached), together with a list of matters which have previously been considered by the Council where action is not yet completed.

Members' instructions are requested.

1099. ACCOUNTS FOR PAYMENT

- a) To note the income received of £147,650.25 and £7633.15 for the latest periods (cash book report attached);
- b) To approve the following payments and salaries of £14,517.14 and £18,227.80 for the latest period (cash book report attached);
- c) To note the latest income and expenditure account for 2019/20 (information attached);
- d) To note the latest bank balances at the last month end as Unity current a/c £271,853.07; Unity Deposit a/c £12,178.33 and CCLA Public Sector Deposit Fund £145,000
- e) To note the bank charges being levied each month and the cheque cancellation charge for a recent transaction. Members are asked to agree a timescale for internet banking to be introduced by authorised internet signatories so that more timely BACS payments can be made and bank charges/associated costs reduced (Cllrs Barker, Spence, Straw and Woodward).

Members' instructions are requested.

Date of next meeting: Thursday 21 November 2019

Extract from the Council's Constitution

3.1 LOCAL ASSESSMENT OF MEMBER COMPLAINTS

3.1.1 Sub-committees of the Audit and Governance Committee

All Audit and Governance Committee members will form a pool from which members will be drawn based on their availability and the requirements of the particular Sub-committee as and when required.

(a) **Assessment Sub-committee**

Assessment of complaints in accordance with the Council's Guidance and to either:

- Accept the Monitoring Officer's recommendation of no failure to comply with the Code of Conduct
- Refer the matter for full investigation
- Refer the matter for other action

(b) **Review Sub-committee**

Consideration of requests for a review in accordance with the Council's Guidance.

(c) **Determinations Sub-committee**

To receive reports from the Monitoring Officer or her appointed Investigating Officer and to decide either:

- to determine finding of no failure to comply with the Code of Conduct
- to determine finding of failure to comply with the Code of Conduct and impose relevant sanctions
- Refer the matter for other action

in accordance with the Council Guidance.

3.1.2 Membership, Quorum and Other Matters

- (i) Each Sub-committee must be chaired by a District Council member.
- (ii) The quorum is three District Council members.
- (iii) The Sub-committee may co-opt at least one Parish Council member when decisions are taken concerning a Parish matter.
- (iv) The Sub-committee may co-opt at least one independent person as appropriate.
- (v) No member who considered a complaint at the Initial Assessment/Determination Sub-committee may consider the same complaint at the Review Sub-committee.

LCC Snow Warden Scheme - Guidance for Parish Councils

Leicestershire County Council will be launching the snow warden scheme again this season and we would like to invite Parish Councils to get involved in this scheme to help your community during the coming winter.

The snow warden scheme is primarily intended to provide local treatment of key footways during periods of prolonged snow and ice.

The pressure that severe winter conditions places on LCC resource means that we are not able to treat footways ourselves. The objective of the snow warden scheme is to support the use of local resources to clear

footways in the local community during prolonged severe weather. This locally delivered activity will enable greater community resilience when unfortunately in reality, the County Council's current budgetary position means we are not able to resource this service.

How the snow warden scheme works

If your parish council would like to participate this involved the following:

1. The Parish Council identifies a snow warden, either an individual who undertakes grounds maintenance tasks or a volunteer.
2. LCC will agree with the parish council a schedule of footways that would be treated (marked maps would be supplied).
3. LCC will provide the necessary equipment including protective clothing, a shovel, brush and wheelbarrow for the snow warden.
4. The snow warden will undertake the relevant training provided by LCC before they are able to carry out any duties. This will cover safe working practices, manual handling, salt use etc.
5. The identified snow warden will be indemnified against any third party claims providing they operate within the terms of the agreement and adhere to the safety guidelines outlined in the training provided.
6. Written agreement will be drawn up between both parties (Parish Council and County Council) to cover this service.

Calling for volunteer snow wardens

We are looking for residents who are able to give up some of their time to clear snow when the winter weather hits us.

Volunteers will receive training and advice on how to clear snow and ice safely. They would also be provided with protective clothing, a shovel and wheelbarrow.

 Leicestershire County Council

7. During extreme conditions of snow and ice we will notify participating parish councils by telephone, to agree commencement of the footway treatment. If however you do not receive a communication from us, we would also encourage you to report any areas of concern you may have to us, this will enable us to work collaboratively to clear the area.

8. LCC will make a contribution payment towards the cost of the hours worked. This is invoiced by the parish council after each period of severe weather, detailing the dates and hours worked, without this information we would be unable to process payment. Currently the level of contribution is £6.89 per hour worked. This payment is a contribution to the parish, not the individual. Remuneration to snow wardens by the parish council is at the discretion of the individual parish council.

2019/20 Winter Season

We are currently scheduling a series of half day training sessions for snow wardens and it is anticipated this will take place around late October/ early November. If you have existing snow wardens who have previously completed the training they need not attend, these sessions are aimed at new snow wardens and new recruits.

If your parish council would like to participate in the scheme or you require further information, please contact Group.support@leics.gov.uk.

This e-mail and any files transmitted with it are confidential. If you are not the intended recipient, any reading, printing, storage, disclosure, copying or any other action taken in respect of this e-mail is prohibited and may be unlawful. If you are not the intended recipient, please notify the sender immediately by using the reply function and then permanently delete what you have received.

Incoming and outgoing e-mail messages are routinely monitored for compliance with Leicestershire County Council's policy on the use of electronic communications. The contents of e-mails may have to be disclosed for requests under Data Protection or Freedom of Information legislation. Details about how we handle information can be found at <https://www.leicestershire.gov.uk/data-protection>

The views expressed by the author may not necessarily reflect the views or policies of the Leicestershire County Council.

Attachments to e-mail messages may contain viruses that may damage your system. Whilst Leicestershire County Council has taken every reasonable precaution to minimise this risk, we cannot accept any liability for any damage which you sustain as a result of these factors. You are advised to carry out your own virus checks before opening any attachment.

Whitwick Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Whitwick Parish Council for the year ended 31 March 2019 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Whitwick Parish Council on application to:</p> <p>(a) <u>CATHY TIBBLES, PARISH MANAGER</u> <u>COMMUNITY OFFICE,</u> <u>3A MARKET PLACE</u> <u>WHITWICK, LE67 5DT</u></p> <p>(b) <u>WEDNESDAYS - 1300 - 1600 HRS</u> <u>THURSDAYS - 1000 - 1300 HRS</u> <u>FRIDAYS - 1000 - 1300 HRS</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £1.00(c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>CATHY TIBBLES, PARISH MANAGER</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>7.10.19</u> <u>(FIRST AVAILABLE OPPORTUNITY)</u> <u>TO PUBLISH NOTICE</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Whitwick Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/19

and recorded as minute reference:

1001/20 06 19

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.whitwickpc.org.uk

Section 2 – Accounting Statements 2018/19 for

Whitwick Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	102,485	121,941	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	193,704	290,556	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,459	31,103	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	35,537	44,288	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	168,170	184,101	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	121,941	215,211	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	147,583	185,569	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,658	22,807	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		No	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

C. Hobbs

Date

13/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/19

as recorded in minute reference:

1002 / 200619

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Whitwick Parish Council – LE0269

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Box 4 figures for both years are incorrect as they include staff training costs. This is a misclassification of expenses and Boxes 4 and 6 should read £34,838 and £168,869 in the prior year column and £43,024 and £185,365 in the current year column, respectively. Please note that Box 4 should comprise all payments made in relation to the employment of staff including only employment expenses which are benefits (mileage, travel, etc.) but not items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PARISH MANAGER'S REPORT – 11 October 2019**1) EVENTS ATTENDED (plus forthcoming events)**

Oct 7	Meeting with Chairman – update and review matters
Oct 9	Site Meeting with LCC Highways to view locations for VAS, Benches and Parish Grit bins
Oct 10	Site Visit – Park Locking up checks
Oct 10	Discussion meeting with NWLDC regarding format/content of public consultation regarding future of Hermitage Leisure Site when helpful suggestions were made (7 pm at Park Hall)
Oct 11	PMGP Committee meeting at 8 pm
Oct 12	Site Meeting – Whitwick Park JR Landscaping
Oct 16	Meeting with Community Focus Team – update and review matters
Oct 17	Council Meeting
Oct 18	Site Meeting – Whitwick Park Tree surgeon(s)
Oct 25	Site Meeting – Whitwick Park Contractor
Nov 2	Beat Surgery – Community Office 10-12 noon
Nov 4	NWLDC Consultation Meeting at Hermitage Leisure Centre 5 pm – 9 pm
Nov 7	PMGP Committee Meeting at 7 pm
Nov 10	Remembrance Parade and Services

2) COMMUNICATIONS

Routine bulletins, publicity, queries and information received, plus:

- a) Letter of thanks from Whitwick Historical Group for the improved lighting installation in the Old Railway Station;
- b) concern and objections to a new planning application;
- c) direct contact made by Parish Manager with Royal British Legion to request Lamppost Poppies after failing to secure a supply in 2018 (reply still awaited);
- d) Sample template policy from NWLDC to use when Operation London Bridge is initiated;
- e) Format outline and invitations to NWLDC 'Future of Hermitage recreation ground and leisure centre site';
- f) Parliamentary Review 19/20 journal;
- g) Communications with Utility Warehouse regarding incorrect charges – credits awaited
- h) Newly designed SLCC website to improve accessibility and usability;
- i) Dog Fouling scheme to reduce the increase that occurs during dark winter nights;

Members to agree if further information or inclusion on future agendas is required.

3) COMMUNITY OFFICE

Whilst there has been a high level of activity to support some of the working parties, it is becoming a challenge to communicate by email to some members/public (depending on their email provider). The photocopier is also currently struggling to produce readable printouts, despite the endeavours of staff and engineers. Solutions will be needed to both of these matters which are disrupting our ability to work efficiently.

The new stock of '30 mph' wheelie bin stickers have arrived so please remind residents that this scheme continues to remind drivers of the speed limit within the village.

4) STAFF MATTERS

I'm grateful to all staff who continue to help deliver parish council services to residents, working additional hours to cover holidays with flexibility and always, without fail, showing a professional and helpful face for this council. I thank them for certainly being an invaluable asset when they present such a positive approach to all our residents, businesses and visitors.

5) MATTERS PENDING

The updated council action list will be appended to the next report (delayed due to being on annual leave).

Members have not asked to recommend for deletion any old action points that may now be superseded.

Members questions are invited and instructions requested.



Cathy Tibbles
Parish Manager

1099 a)

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		117,571.36					117,571.36	
51	Banked: 01/10/2019	146,640.25						
51	North West Leics District Coun	146,640.25			1090	100	500.00	Green Grant
					1076	100	142,256.75	Precept
					1080	100	3,883.50	Council Tax Support Grant
52	Banked: 01/10/2019	85.00						
52	Hirer	85.00			1300	100	65.00	Hall Hire 3/11/19
					560		20.00	Hall Hire Deposit 3/11/19
53	Banked: 01/10/2019	50.00						
53	Blossom & Bloom	50.00			1300	100	50.00	October Hall Hire - Mondays
54	Banked: 01/10/2019	70.00						
54	Blossom & Bloom	70.00			1300	100	70.00	Hall Hire Sept - Thurs
55	Banked: 01/10/2019	210.00						
55	Limelight Performing Arts	210.00			1300	100	210.00	Hall Hire Oct - Sat
56	Banked: 01/10/2019	165.00						
56	Yoga	165.00			1300	100	165.00	Hall Hire Oct-Jan Weds
57	Banked: 01/10/2019	120.00						
57	Westfitness Limited	120.00			1300	100	120.00	Hall Hire Oct - Mon
58	Banked: 01/10/2019	75.00						
58	Steady Steps	75.00			1300	100	75.00	Hall Hire Oct - Thurs
59	Banked: 01/10/2019	40.00						
59	Andrew Bridgen MP	40.00			1300	100	40.00	Hall Hire 01/20, 07/20
60	Banked: 01/10/2019	52.50						
60	Yoga Bellies	52.50			1300	100	52.50	Hall Hire Oct - Tues
120	Banked: 01/10/2019	120.00						
120	Westfitness Limited	120.00			1300	100	120.00	Hall Hire Nov - Mon
50	Banked: 11/10/2019	22.50						
50	North West Leics District Coun	22.50			1300	100	22.50	Hall Hire 17/9/19
Total Receipts for Month		147,650.25	0.00	0.00			147,650.25	
Cashbook Totals		265,221.61	0.00	0.00			117,571.36	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		129,506.78					129,506.78	
42	Banked: 01/09/2019	47.00						
42	Tiny Talk	47.00			1300	100	47.00	Part June 19
43	Banked: 01/09/2019	7,394.45						
43	HMRC VAT	7,394.45			1350	100	7,394.45	Qtr 1 19/20
43	Banked: 01/09/2019	60.00						
43	Hirer	60.00			1300	100	40.00	Hall Hire 10/5
					560		20.00	Hall Hire Deposit 10/5
	Unity Trust						12.27	Interest received
44	Banked: 01/09/2019	7,199.37						
44	HMRC VAT	7,199.37			1350	100	7,199.37	VAT Qtr 2 18/19
45	Banked: 01/09/2019	60.00						
45	Blossom & Bloom	60.00			1300	100	60.00	Hall Hire September
46	Banked: 01/09/2019	70.00						
46	Yoga Bellies	70.00			1300	100	70.00	Hall Hire Sept
47	Banked: 01/09/2019	97.13						
47	CCLA Public Sector Deposit Fun	97.13			1100	100	97.13	Interest Received
48	Banked: 01/09/2019	88.30						
48	CCLA Public Sector Deposit Fun	88.30			1100	100	88.30	Bank Interest Sept
49	Banked: 01/09/2019	86.08						
49	CCLA Public Sector Deposit Fun	86.08			1100	100	86.08	Bank Interest Aug
41	Banked: 10/09/2019	20.00						
41	Hirer	20.00			1300	100	20.00	Hall Hire 12/09
Total Receipts for Month		15,122.33	0.00	0.00			15,122.33 7633.15	
Cashbook Totals		144,629.11	0.00	0.00			129,506.78	

Previously approved 19/9/19

(Deposit Acc) Cashbook 2

Payments for Month 7

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2019	North West Leics District Coun	102	15.75			4410	400	15.75	Refuse Collection October
01/10/2019	North West Leics District Coun	103	15.70			4410	400	15.70	Refuse Collection Nov
01/10/2019	Community Voice	104	115.00			4530	300	115.00	Full Page Insert - Septembe
01/10/2019	Virgin Media	105	39.40		6.57	4250	350	32.83	Phone & Internet Sept
01/10/2019	Ace Copying Equipment	106	83.54		13.92	4120	210	69.62	September Copying
01/10/2019	Parish Online	107	180.00		30.00	4160	210	150.00	Parish Online Renewal
01/10/2019	The Play Inspection Company	108	360.00		60.00	4735	430	300.00	Annual Playground inspectic
01/10/2019	Kevin Isaaks	109	317.00			4510	300	317.00	Wheelie Bin Stickers & Logc
01/10/2019	Andrew Granger	110	300.00			4470	420	300.00	Allotment Rent 09/19-03/20
01/10/2019	S&J Electrical	111	285.00			4460	405	285.00	Repair shutter - Park Hall
01/10/2019	Lockwell Electrical	113	803.16		133.86	4460	410	669.30	Lights for Railway Building
01/10/2019	PKF Littlejohn LLP	114	960.00		160.00	4330	210	800.00	Review of Annual Return
01/10/2019	M. Bissell Display Limited	115	213.60		35.60	4610	460	178.00	Signs
01/10/2019	S&J Electrical	112	240.00			4460	410	240.00	Fit lighting at Railway Buildi
11/10/2019	JR Landscaping & Property Main	116	10,588.99		1,764.83	4715	430	1,380.47	Grass Cutting/Strimming Sept
						4720	430	151.06	Litter Pick/Bin Emptying Sep
						4725	430	478.30	Shrubs/Flower Displays Sep
						4730	430	5,589.34	Ranger Service Sept
						4735	430	375.00	Playground Inspection Sept
						4736	430	849.99	Bowling Green Sept
Total Payments for Month			14,517.14	0.00	2,204.78			12,312.36	
Balance Carried Fwd			250,704.47						
Cashbook Totals			265,221.61	0.00	2,204.78			263,016.83	

Payments for Month 6

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2019	Ace Copying Equipment	82	28.59		4.76	4120	210	23.83	June Copying
01/09/2019	Utility Warehouse	83	79.09		13.18	4250	350	65.91	Internet & Phone - August
01/09/2019	Virgin Media	84	64.88		10.81	4250	350	54.07	Phone & Internet - August
01/09/2019	Ace Copying Equipment	85	25.74		4.29	4120	210	21.45	August Copying
01/09/2019	Community Voice	94	115.00			4530	300	115.00	Full Page Insert - August
01/09/2019	Southern Electric	95	147.60		7.02	4200	350	140.58	Office Electric March-June
01/09/2019	HMRC PAYE	TAX 5	4,207.02			4000	200	3,403.81	TAX 5 - Office
						4010	200	411.90	TAX 5 - Park Hall
						4040	200	278.87	TAX 5 - ER's NIC
						4050	200	109.59	TAX 5 - ER's Pension
						4040	200	2.85	ER's NIC
01/09/2019	Christmas Trees	96	54.31			4510	300	54.31	Refund for Faulty Tree
01/09/2019	Unity Trust Bank	97	35.29			4130	210	35.29	Debit Interest & Service Charge
01/09/2019	Grant Application	98	250.00			4550	300	250.00	Whitwick Park Bowls Club Grant
02/09/2019	Southern Electric	90	81.62		3.88	4200	350	77.74	Office Electric June-Aug
02/09/2019	Southern Electric	91	292.60		13.93	4200	405	278.67	Pavilion Electric June-Aug
02/09/2019	Southern Electric	92	176.20		8.39	4200	400	167.81	Park Hall Electric - June-Aug
02/09/2019	North West Leics District Coun	93	11.00			4220	400	11.00	North West Leics District Coun
03/09/2019	Unity Trust Bank	88	31.35			4130	210	31.35	June-Sept Commission Charges
04/09/2019	ESE Direct Ltd	81	1,147.75		191.29	4520	300	956.46	x6 Grit Bins
						335	0	-956.46	x6 Grit Bins
						6000	300	956.46	x6 Grit Bins
04/09/2019	Ellis Whittam	86	9.51			4340	210	9.51	Legal Insurnace inc 12% IP
04/09/2019	Ellis Whittam	87	2,220.00		370.00	4340	210	1,850.00	H&S Services - Year 5
09/09/2019	AA PAT Testing	89	84.00		14.00	4280	405	27.50	PAT Test Pavilion
						4280	350	34.00	PAT Test Office
						4280	400	8.50	PAT Test Hall
12/09/2019	2commune Ltd	80	108.00		18.00	4150	210	90.00	Rediect of domain 10/19-10/20
27/09/2019	Hall Hirer	99	20.00			560		20.00	Deposit Refund 1/9/19
27/09/2019	LLR Community	100	5.00			4350	210	5.00	Premises Management Training
27/09/2019	JR Landscaping & Property Main	101	13,602.89		2,267.16	4736	430	1,103.46	Bowling Green August
						4710	430	369.39	Grounds Maintenance Augu
						4715	430	2,187.58	Grass Cutting/Strimming August
						4720	430	162.68	Litter Pick August
						4725	430	1,923.28	Shrubs/Flower Display August
						4730	430	5,589.34	Park Ranger August
30/09/2019	HMRC PAYE	TAX 6	4,260.31			4000	200	3,376.13	TAX 6 - Office
						4010	200	495.72	TAX 6 - Park Hall
						4040	200	278.87	TAX 6 - ER's NIC
						4050	200	109.59	TAX 6 - ER's Pens

£18,227.80

Detailed Income & Expenditure by Budget Heading 11/10/2019

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	290,556	284,514	284,513	(1)			100.0%	
1080 Council Tax Support Grant	11,651	7,767	7,767	0			100.0%	
1090 Grants Received	500	490	0	(490)			0.0%	
1100 Bank Interest	1,021	576	550	(26)			104.7%	
1200 Allotment Inc/ Thornborough Rd	1,078	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	527	0	410	410			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	1,000	1,000	0			100.0%	
1300 Whitwick Park Hall Hire	9,347	5,273	4,500	(773)			117.2%	
1350 Other Income	5,980	53,880	1	(53,879)			5387981.	
Income :- Income	321,659	353,500	299,781	(53,719)			117.9%	0
Movement to/(from) Gen Reserve	321,659	353,500						
200 Salaries								
4000 Office Admin Salaries	34,754	20,005	39,748	19,743		19,743	50.3%	
4010 Park Hall Caretakers	4,108	2,612	4,982	2,371		2,371	52.4%	
4040 Employers NI	2,890	1,668	3,640	1,972		1,972	45.8%	
4050 Employers Pension	1,175	655	1,315	660		660	49.8%	
4055 Sickness Contingency/ Holiday	97	0	520	520		520	0.0%	
Salaries :- Indirect Expenditure	43,024	24,939	50,205	25,266	0	25,266	49.7%	0
Movement to/(from) Gen Reserve	(43,024)	(24,939)						
210 Administration								
4110 Stationery/Postage/Consumables	696	72	764	692		692	9.4%	
4120 Printing	364	220	408	188		188	54.0%	
4130 Bank Charges	133	95	134	39		39	70.9%	
4150 Parish Website	425	475	3,500	3,025		3,025	13.6%	
4160 Getmapping (Parish Online)	150	150	155	5		5	96.8%	
4170 Office Equipment	179	20	1,061	1,041		1,041	1.9%	
4180 Software Licences/Support	1,194	258	2,060	1,802		1,802	12.5%	
4250 Internet/Phone	0	56	0	(56)		(56)	0.0%	
4310 Subscriptions and Memberships	1,156	1,281	1,191	(90)		(90)	107.6%	
4320 Insurance	2,997	2,086	3,147	1,061		1,061	66.3%	
4330 Audit	1,008	1,218	1,038	(180)		(180)	117.4%	
4335 GDPR	125	2,644	1,000	(1,644)		(1,644)	264.4%	2,369
4340 Professional Fees	7,574	2,104	9,000	6,896		6,896	23.4%	
4350 Staff Training	1,264	5	750	745		745	0.7%	
4360 Councillors Training	40	210	750	540		540	28.0%	
4370 Staff Recruitment	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 11/10/2019

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Election Contingency	0	0	2,500	2,500		2,500	0.0%	
4460 Repairs and Maintenance	0	80	0	(80)		(80)	0.0%	80
Administration :- Indirect Expenditure	<u>17,305</u>	<u>10,976</u>	<u>27,658</u>	<u>16,682</u>	<u>0</u>	<u>16,682</u>	<u>39.7%</u>	<u>2,449</u>
6000 plus Transfer from EMR	0	2,449						
Movement to/(from) Gen Reserve	<u>(17,305)</u>	<u>(8,527)</u>						
300 Community Initiatives								
4510 Projects	521	371	7,500	7,129		7,129	5.0%	
4520 Salt Bins	0	956	1,050	94		94	91.1%	956
4530 Newsletter and Media	1,350	575	1,390	815		815	41.4%	
4540 Community Events	1,728	0	2,000	2,000		2,000	0.0%	
4550 Community Grant Scheme	1,250	750	2,250	1,500		1,500	33.3%	
Community Initiatives :- Indirect Expenditure	<u>4,849</u>	<u>2,653</u>	<u>14,190</u>	<u>11,537</u>	<u>0</u>	<u>11,537</u>	<u>18.7%</u>	<u>956</u>
6000 plus Transfer from EMR	45	956						
Movement to/(from) Gen Reserve	<u>(4,804)</u>	<u>(1,696)</u>						
350 Community Office Running Costs								
4200 Electricity	568	218	800	582		582	27.3%	
4210 Water Charges	168	40	186	146		146	21.6%	
4220 Business Rates	0	0	247	247		247	0.0%	
4250 Internet/Phone	678	354	773	419		419	45.7%	
4260 Fire Extinguisher Servicing	18	0	29	29		29	0.0%	
4270 Security Servicing	75	0	83	83		83	0.0%	
4280 PAT Testing	0	34	52	18		18	65.4%	
4460 Repairs and Maintenance	0	35	500	465		465	7.1%	
4480 Running Costs Contingency	259	0	500	500		500	0.0%	
Community Office Running Costs :- Indirect Expenditure	<u>1,766</u>	<u>681</u>	<u>3,170</u>	<u>2,489</u>	<u>0</u>	<u>2,489</u>	<u>21.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,766)</u>	<u>(681)</u>						
400 Park Hall Running Costs								
4200 Electricity	586	462	1,030	568		568	44.8%	
4210 Water Charges	301	0	283	283		283	0.0%	
4220 Business Rates	110	79	118	39		39	67.1%	
4260 Fire Extinguisher Servicing	83	0	106	106		106	0.0%	
4270 Security Servicing	0	0	124	124		124	0.0%	
4280 PAT Testing	0	9	42	34		34	20.2%	
4310 Subscriptions and Memberships	212	274	218	(56)		(56)	125.9%	
4410 Waste Collection	167	126	266	140		140	47.3%	
4420 Consumables	350	80	266	186		186	29.9%	

Detailed Income & Expenditure by Budget Heading 11/10/2019

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Electrical Certificate	0	0	54	54		54	0.0%	
4440 Sewer Pump Servicing	0	0	90	90		90	0.0%	
4450 Boiler Servicing	0	0	106	106		106	0.0%	
4460 Repairs and Maintenance	1,164	239	2,000	1,761		1,761	12.0%	
4480 Running Costs Contingency	(217)	0	1,545	1,545		1,545	0.0%	
Park Hall Running Costs :- Indirect Expenditure	2,756	1,268	6,248	4,980	0	4,980	20.3%	0
Movement to/(from) Gen Reserve	(2,756)	(1,268)						
405 Pavilion and Other Building								
4200 Electricity	1,091	674	1,500	826		826	44.9%	
4210 Water Charges	900	0	773	773		773	0.0%	
4280 PAT Testing	0	28	0	(28)		(28)	0.0%	
4460 Repairs and Maintenance	26	1,098	656	(442)		(442)	167.4%	
4480 Running Costs Contingency	275	81	750	669		669	10.8%	
Pavilion and Other Building :- Indirect Expenditure	2,292	1,881	3,679	1,798	0	1,798	51.1%	0
Movement to/(from) Gen Reserve	(2,292)	(1,880)						
410 Railway Station Building								
4450 Boiler Servicing	70	0	70	70		70	0.0%	
4460 Repairs and Maintenance	658	909	1,500	591		591	60.6%	
4480 Running Costs Contingency	0	0	1,000	1,000		1,000	0.0%	
4490 Building Condition Survey	0	0	206	206		206	0.0%	
Railway Station Building :- Indirect Expenditure	728	909	2,776	1,867	0	1,867	32.8%	0
Movement to/(from) Gen Reserve	(728)	(909)						
420 Allotments								
4460 Repairs and Maintenance	0	0	530	530		530	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	263	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	1,813	300	2,330	2,030	0	2,030	12.9%	0
Movement to/(from) Gen Reserve	(1,813)	(300)						
430 Grounds Maintenance								
4710 Grounds Maintenance	134,091	32,333	118,854	86,521		86,521	27.2%	
4715 Grass Cutting/Strimming	0	9,668	1	(9,667)		(9,667)	966815.0	
4720 Litter Pick/Bin emptying	0	500	1	(499)		(499)	49966.0	
4725 Shrubs/Flower Displays	0	2,402	1	(2,401)		(2,401)	240158.0	

Detailed Income & Expenditure by Budget Heading 11/10/2019

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Park Ranger Service	0	19,563	1	(19,562)		(19,562)	1956269.	
4735 Playground Insp/Maintenance/Sw	0	885	1	(884)		(884)	88500.0	
4736 Bowling Green	0	1,953	0	(1,953)		(1,953)	0.0%	
4737 Other GM Works	0	275	1	(274)		(274)	27486.0	
4740 Tree Insp/Maintenance	0	0	10,000	10,000		10,000	0.0%	
Grounds Maintenance :- Indirect Expenditure	134,091	67,578	128,860	61,282	0	61,282	52.4%	0
Movement to/(from) Gen Reserve	(134,091)	(67,578)						
440 Other Running Costs								
4270 Security Servicing	0	35	0	(35)		(35)	0.0%	
4310 Subscriptions and Memberships	50	65	52	(13)		(13)	125.0%	
Other Running Costs :- Indirect Expenditure	50	100	52	(48)	0	(48)	192.3%	0
Movement to/(from) Gen Reserve	(50)	(100)						
450 Repairs and Renewals Fund Land								
4460 Repairs and Maintenance	10,030	925	11,980	11,055		11,055	7.7%	
Repairs and Renewals Fund Land :- Indirect Expenditure	10,030	925	11,980	11,055	0	11,055	7.7%	0
Movement to/(from) Gen Reserve	(10,030)	(925)						
460 Projects/ Initiatives								
4610 Open Spaces Signage	0	178	7,500	7,322		7,322	2.4%	
4620 Park Entrance Improvements	0	0	10,000	10,000		10,000	0.0%	
4630 New Projects/Initiatives	4,988	0	5,000	5,000		5,000	0.0%	
4640 Fencing - New and repairs	4,200	0	7,500	7,500		7,500	0.0%	
4650 Grant Supported Projects	496	1,320	0	(1,320)		(1,320)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	9,684	1,498	30,000	28,502	0	28,502	5.0%	0
6000 plus Transfer from EMR	4,573	0						
Movement to/(from) Gen Reserve	(5,111)	(1,498)						
Grand Totals:- Income	321,659	353,500	299,781	(53,719)			117.9%	
Expenditure	228,389	113,708	281,148	167,440	0	167,440	40.4%	
Net Income over Expenditure	93,270	239,792	18,633	(221,159)				
plus Transfer from EMR	4,618	3,406						
Movement to/(from) Gen Reserve	97,888	243,197						