



Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickpc.org.uk Website: www.whitwickpc.org.uk

10th May 2024

Dear Councillor,

NOTICE OF ANNUAL MEETING – WHITWICK PARISH COUNCIL

I hereby give notice that the next meeting of Whitwick Parish Council will be held at Whitwick Park Hall, North Street, Whitwick, LE67 5HB on

Thursday 16th May 2024 at 7.00pm

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are welcome to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

Yours faithfully,

Sharon Kaye
Parish Clerk

AGENDA

1. ELECTION OF CHAIRMAN FOR 2024/2025

To elect the Chairman for 2024/2025 and to sign the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN FOR 2024/2025

To elect the Vice-Chairman for 2024/25.

3. APOLOGIES

To receive and approve any apologies for absence.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

5. PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

6. COMMUNITY POLICING

Attendance at meeting by local PCSO or to receive and note any current report, if available.
Dates of future beat surgeries to be provided, if available.

7. MINUTES

To confirm the minutes of the Annual Council Meeting held on Thursday 18th May 2023 are a true and accurate record

APPENDIX A

8. FINANCE

- a) To note the income for March 2024 and April 2024, to be tabled.
- b) To note the expenses for March 2024 and April 2024, to be tabled.
- c) To receive and approve the expenses for May 2024, including LRALC membership invoice of £1381.90, to be tabled.
- d) To note the latest bank balances as at 30th April 2024

APPENDIX B
APPENDIX C
APPENDIX D

- i) Unity current account £209,703.25
- ii) Unity deposit account £12,675.61
- iii) CCLA Public Sector Deposit Fund £225,000.00
- e) To note precept payment received on 26th April 2024 was incorrect and NWLDC paid 2023 amount instead of 2024. This has been rectified on 3rd May 2024.
- f) To receive and approve the mandate form for CCLA, removing the previous Clerk and adding the new Clerk as the main contact/portal administrator.
- g) To receive and approve the Unity Bank submission form, to remove the previous Clerk, and update the internet banking details for Bacs payments.

9. PLANNING AND LICENSING MATTERS

a) Licensing applications and decisions

To receive and comment, if any.
No licensing applications in Whitwick this month.

b) Planning applications

To receive and comment on applications, if any, as a consultee to NWLDC.

APPENDIX E

c) Planning decisions

To receive and note planning decisions, if any, approved by NWLDC.

APPENDIX F

d) For information

To receive and note planning information from NWLDC, if any.

10. TERMS OF REFERENCE FOR COMMITTEES

To review and adopt the terms of reference for the following committees:

- a) Property Management and General Purposes Committee
- b) Staffing Committee
- c) Appeals Committee

APPENDIX G

APPENDIX H

APPENDIX I

11. APPOINTMENT OF COMMITTEES/WORKING PARTIES

To appoint the Chairman and Members for 2024-2025 for the following Committees of the Parish Council:

APPENDIX J

- a) Property Management and General Purposes Committee
- b) Staffing Committee
- c) Appeals Committee
- d) Environment Working Party
- e) Events Working Party
- f) Playground Working Party
- g) Standing Orders Review Working Party

12. APPOINTMENT OF LINK COUNCILLOR REPRESENTATIVES TO EXTERNAL ORGANISATIONS

To appoint the Parish Council's representatives to external organisations for 2024-2025.

APPENDIX J

13. REVIEW OF THE SCHEDULE OF MEETINGS

To review the existing schedule of calendar of meetings for 2024, accounting for the decision made at the 21st September 2023 Council meeting to trial bi-monthly meetings.

APPENDIX K

14. NOMINATION OF VOTING REPRESENTATIVE FOR THE LRALC AGM

To appoint a representative for the LRALC AGM.

APPENDIX L

15. EXCLUSION OF PUBLIC AND PRESS

As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.

To approve the next agenda item be held in a closed session.

16. STAFFING

- a) To consider confidential staff recruitment report and its recommendations from LRALC, following tabling, presentation and summary of the report's content at the meeting.
- b) To receive and comment on SLCC locum and LRALC recruitment service options.
- c) Parish Manager toil update
- d) Parish Manager to report to Council details from the Caretakers Meeting held on Friday 26th April 2024.

17. ACCOUNTS SOFTWARE

- a) To receive an update on the move from Rialtas Accounts software to Scribe cloud accounting multi user software, started on 2/5/24.
- b) To note the initial set up cost of £719 plus vat and the monthly fee of £78.00 plus vat, which covers support, maintenance, training, yearend shut down and asset register.
- c) To note Rialtas invoice and cost for yearend close down 2024 of £868.00 plus vat.
- d) To receive and comment on the bookings package offered by Scribe. **APPENDIX M**
Monthly cost £40 plus vat, onboarding fee of £177 plus vat would be waived if Bookings package adopted within one month of accounts package being adopted.

18. PARISH MOBILE

To receive a report from the Parish Manager on the Parish mobile Iphone 6 which is no longer supported for software updates so needs updating.

APPENDIX N

19. PARK HALL BOOKINGS

- a) Parish Manager to update Council on current hirers and new bookings taken.
- b) To discuss what qualifies a hirer to Regular Hirer rates.
- c) To review charging ethos on how fees are calculated, costs incurred and planning for dilapidation and repairs.

20. CHAIR'S REPORT

To receive a Chair's report, if any.

21. DISTRICT COUNCILLOR'S REPORT

To receive reports from District Councillor's, if any.

22. COUNTY COUNCILLOR'S REPORT

To receive reports from County Councillor, if any.

23. WORKING PARTY/LINK COUNCILLOR REPORTS

To receive reports from working party and link councillor representatives, if any.

24. EVENTS 2024

a) Christmas 2024

To receive and note a report, if any.

25. COMMUNITY PROJECTS

- a) Vehicle Activated Signs (VAS) – To receive and note the production of data from the last location on Leicester Road has been circulated and published at <https://whitwickpc.org.uk/news/> Signs were moved to the next location Talbot Street on Tuesday 7th May 2024.

26. THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE

To receive and note a report, if any.

27. DRAFT NWLDC LOCAL PLAN 2020-2040

To receive and note a report, if any.

28. DATE OF NEXT MEETING

7pm 6th June 2024 Property Management and General Purposes Committee

7pm 20th June 2024 Council Meeting

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

APPENDIX A



Website: www.whitwickpc.org.uk

MINUTES of the ANNUAL MEETING OF WHITWICK PARISH COUNCIL held on Thursday 18th May 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick, LE67 5HB

Present: Councillor S Colledge (Chair)

Cllrs A Barker, A Briers (Item 3262 to end), P Casson, L Collins, T Gillard, A Greenwood, P Moulton, A Roach, R Woodward, M Wyatt

In Attendance:

Mrs T McLean, Acting Parish Manager

		ACTION
3256	ELECTION OF CHAIRMAN	
	One candidate was proposed and seconded. RESOLVED: That Cllr S Colledge be elected as Chair of the Council 2023/2024.	
3257	TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE	
	RESOLVED: that the Declaration of Acceptance of Office by the Chairman be received.	
3258	TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE BY COUNCILLORS	
	RESOLVED: that councillor Declaration's of Acceptance of Office be received.	
3259	ELECTION OF VICE-CHAIRPERSON	
	One candidate was proposed and seconded. RESOLVED: That Cllr P Moulton be elected as Vice-Chairman of the Council for 2023/2024.	
3260	APOLOGIES FOR ABSENCE	
	None.	

3261	DECLARATIONS OF INTEREST	
	Cllr Wyatt declared a registerable interest in all matters relating to planning and North West Leicestershire District Council.	
	Cllr Roach had nothing to declare.	
	Cllr Casson had nothing to declare.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.	
	Cllr Gillard declared a registerable interest in all matters relating to North West Leicestershire District Council and Leicestershire County Council.	
	Cllr Greenwood had nothing to declare.	
	Cllr Collins declared a disclosable pecuniary interest as a trustee of Whitwick Historical Group.	
	Cllr Barker declared a registerable interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Society and a registerable interest as a signatory at Walkers Flats Allotment Group and any matter relating to North West Leicestershire District Council.	
	Cllr Moulton declared a registerable interest in all matters relating to North West Leicestershire District Council, a registerable interest in Whitwick Historical Group as a member, a registerable interest in Whitwick Bowls Club as a member, a registerable interest as a member of Whitwick Action Group.	
	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member, a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest in Woodstock in Whitwick Committee as a member, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site and a registerable interest as a point of contact for Meadow Barn View.	
3262	CO-OPTION FOR BROOM LEYS WARD	
	The Chairman invited the four candidates, Mrs A Barker, Mr G Sandhu, Mrs A Briers and Mrs J McNeice to present their applications for	

	<p>co-option and speak to the council (for a maximum of 3 minutes). Mrs Barker requested to withdraw her application.</p> <p>Questions were asked by parish councillors and the three candidates explained why they were standing for co-option.</p> <p>RESOLVED: that following a tied vote the Chair's casting vote was for Mrs Amanda Briers be co-opted to the parish council for the remainder of term of office until May 2024.</p> <p>Cllr Briers then signed the Declaration of Acceptance of Office form, witnessed by the Acting Parish Manager.</p>	
3263	MINUTES	
	<p>RESOLVED: that the minutes of the meeting held on 20th April 2023 be approved as a correct record.</p>	
3264	COMMUNITY POLICING	
	<p>Aimee Carney (PCSO) had informed the Acting Parish Manager that she was unable to attend the meeting and a report was unavailable at the present time. The next Beat Surgery was due to take place at the Community Office on Tuesday 23rd May 2023, 11.00 am – 12.00 Noon.</p>	
3265	PUBLIC QUESTION AND ANSWER SESSION	
	<p>The Chair welcomed everyone to the meeting and explained that a 15 minute period was set aside during this item to invite public questions.</p>	
	<p>A resident said that there was a shopping trolley on the bank of the brook that needed to be removed. Cllr Moulton said that this was a District Council matter and he confirmed that he would contact the Member responsible for the Ward to request that the matter be looked into.</p>	
3266	GENERAL POWER OF COMPETENCE	
	<p>As specified in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965), the Parish Council does not currently meet the conditions of electoral mandate to exercise the general power of competence within the meaning of Chapter 1 of the Localism Act 2011. The Acting Parish Manager is currently studying for the CiLCA qualification to become a qualified clerk.</p>	
3267	VAS SCHEME – DATA REPORT	

	Members noted: Vehicle Activated Signs (VAS) – the production of data from the last location would be circulated and published at https://whitwickpc.org.uk/news/signs . Signs were moved to the next location (Leicester Road) on Monday 15 th May 2023.	
3268	THE FUTURE OF HERMITAGE LEISURE CENTRE SITE	
	Members noted an ongoing update report had been requested previously by the Parish Council from North West Leicestershire District Council. Cllr Barker confirmed that in the future he would provide a report on the former leisure centre site, whenever information was available.	ABarker
3269	APPOINTMENT OF COMMITTEES/WORKING PARTIES 2023/24	
	RESOLVED:	
	a) Cllrs Moul, Woodward and Wyatt to be appointed to the <u>Staffing Committee</u>, all members available as reserves if required. Cllr Colledge to be the first point of contact for the Parish Manager.	
	b) Cllrs Barker, Briers and Collins to be appointed to the <u>Appeals Committee</u>.	
	c) Cllrs Barker, Colledge, Moul, Woodward and Briers to be appointed to the <u>Property Management and General Purposes Committee</u>. Two non-councillors would be appointed when advice on the procedure had been sought by the Acting Parish Manager.	TM
	d) Cllr Barker volunteered to help out on an ad-hoc basis (as and when needed) to support the operation of the VAS equipment. The Parish Warden is currently supporting the work on the monthly movement of the VAS equipment. Unable to form a <u>Project Working Party</u> in the absence of members willing to serve.	
	e) Cllrs Collins and Woodward to be appointed to the <u>Standing Orders Review Working Party</u> to continue the work already undertaken.	
	f) Cllrs Casson, Colledge and Moul to be appointed to the <u>Playground Working Party</u>. This would entail reviewing existing playgrounds and plan future refurbishment/replacement work.	

	g) Cllrs Colledge, Collins, Moulton and Wyatt to be appointed to the <u>Events Working Party</u>.	
	h) Cllrs Briers, Moulton and Wyatt to be appointed to the <u>Environment Working Party</u>.	
3270	REPRESENTATIVES ON OTHER BODIES/LINK COUNCILLOR	
	RESOLVED: to appoint representatives on the following outside bodies or to act as Lead/Link Councillor:	
	Community Office Lead Councillor & Keyholder – Cllr Moulton	
	Whitwick Quarry Liaison Link – Cllr Woodward	
	Thornborough Road Allotment Society Link– Cllr Moulton	
	Walkers Flats Allotment Society Link – Cllr Moulton	
	Whitwick Historical Group Link – Cllr Moulton	
	Flood Action Plan Link Councillor – Cllr Woodward	
	Website Link Councillor – Cllrs Barker & Collins	
	Hermitage Leisure Centre Site Steering Group Link Councillor – Cllr Woodward	
	Whitwick & Belton sub-branch Royal British Legion Point of Contact – Cllr Collins	
	LCC Biodiversity Group Link Councillor - VACANT	
	Litter Champions – Cllr Collins & 1 VACANCY	
	Community Safety Champion – Cllr Woodward	
	Meadow Barn View Point of Contact – Cllrs Colledge and Greenwood	
	Bowling Club Link Councillor – Cllr Moulton	
	NWLDC Audit & Scrutiny Committee – Cllr Woodward elected by ballot	
3271	ANNUAL REVIEW OF POLICIES, PROCEDURES AND RISK ASSESSMENTS	

Last review	Policy	Next Review	Notes (if applicable)
May 2022	Asset Register	May 2023	
May 2022	CCTV & IT Policy	May 2023	
May 2022	Civic Protocol Policy	May 2021	
May 2022	Code of Conduct, inc NWLDC Notes for Guidance	May 2023	
May 2022	Community Grants & Donations Policy	May 2023	
January 2022	Complaints Procedure	May 2023	
May 2022	Data Protection Policy and Privacy Policy	May 2023	
May 2022	Environmental Policy Statement	May 2023	

May 2022	Equal Opportunities Policy	May 2023	
May 2022	Financial Regulations	May 2023	New model awaiting adoption – to be revised
May 2022	Financial Reserves Policy	May 2023	
May 2022	Freedom of Information Publication Scheme	May 2023	
May 2022	Health and Safety Policy and Statement	May 2023	
May 2022	Internal Monitoring and Control Policy	May 2023	
May 2022	Lone Working Policy & Risk Assessment	May 2023	
May 2022	Media Policy	May 2023	Extend scope to include FB & Communications
May 2022	Partnership Working Procedures	May 2023	
May 2022	Protocol for Conduct of Chairman	May 2023	
May 2022	Retention of Documents and Records Policy	May 2023	
May 2022	Risk Assessment & Management Schedule	May 2023	
May 2022	Role of Link Councillor	May 2023	
May 2022	Staff Disciplinary Policy	May 2023	
May 2022	Staff Grievance Policy	May 2023	
Being revised	Standing Orders	Being revised	Working Party review of NALC Model (April 2018)
May 2022	Structure of Whitwick PC	May 2023	
May 2022	Training Policy	May 2023	
May 2022	Terms of Reference Committees Property Management & GP Staffing/Appeals	May 2023	
May 2022	Website Privacy Policy	May 2023	

	RESOLVED: That polices to be reviewed in accordance with the list above and to consider suggestions from members or the Acting Parish Manager for any amendments. Review to commence with Asset Register, CCTV & IT Policy, Civic Protocol Policy, Code of Conduct, Community Grants & Donations Policy.	
3272	FINANCIAL MATTERS	
	a) Annual Review of System of Internal Control: RESOLVED: That Cllr Collins be appointed as the Member responsible for checking and verifying the figures contained in the quarterly financial statements presented to the Council.	
	b) Banking Arrangements and Mandate: RESOLVED: That any two of the following seven councillor signatories appointed for the purpose of signing cheques: Cllrs	

	Barker, Gillard, Greenwood, Moulton, Roach, Woodward and Wyatt. Any two of the following seven signatories appointed to <u>approve electronic payments</u>: Cllrs Barker, Briers, Casson, Colledge, Gillard, Roach and Woodward. Set up of electronic payments (but not authorisation) should be initiated by the RFO.	
3273	SCHEDULE OF MEETINGS 2023/2024	
	RESOLVED: To confirm the meeting dates for the new civic year, in line with the existing pattern already established of meeting at 7.00 pm on the third Thursday evening each month.	
	<u>2023 dates (already published): 15th June, 20th July, 21st September, 19th October, 16th November, 14th December</u>	
	<u>2024 dates (booked at Park Hall but not yet published): 18th January, 15th February, 7th March (Annual Parish), 21st March, 18th April, 16th May (Annual Council), 20th June, 18th July, 19th September, 17th October, 21st November, 12th December</u>	
3274	END OF FINANCIAL YEAR	
	Members noted that the Acting Parish Manager had overseen the end of year process which had taken place with Rialtas via a Zoom meeting. Further information to be provided at the next council meeting and following the internal audit due to take place on Tuesday 16 th May 2023.	
	Cllr Barker asked for it to be noted that thanks were given to the Acting Parish Manager for the work that she had done towards the end of year procedure and for members to consider that this was the first time that she had carried out the process.	
3275	INTERNAL AUDIT 2022/2023	
	Members noted that this item was deferred due to internal audit taking place on Tuesday 16 th May 2023.	
3276	ANNUAL GOVERNANCE STATEMENT FOR 2022/2023	
	Members noted that this item was deferred as the Annual Governance Statement for 2022/2023 was unavailable due to internal audit having not taken place at the time the agenda was set.	
3277	ANNUAL ACCOUNTING STATEMENTS FOR 2022/2023	

	Members noted that this item was deferred as the Accounting Statements for 2022/2023 were unavailable due to internal audit having not yet taken place at the time that the agenda was set.	
3278	EVENTS 2023	
	Members noted, considered and approved the following recommendations:	
	<p>a) King’s Coronation – The council had been granted an amount of £250 through the Kings Coronation Grant. The grant was used towards the purchase of wildflower seeds. A packet of seeds would be provided for each nursery and school child within the village and a ‘Wildflower Seed Sowing Session’ at Car Hill Rock would take place (date to be confirmed) to ensure that all children within the parish had the chance to plant seeds to commemorate the event.</p> <p>b) Woodstock in Whitwick Event – To take place at The Man Within Compass on Saturday 19th August 2023 – Details to follow.</p> <p>c) Remembrance Parade – Sunday 12th November 2023 – following discussion at a previous meeting a copy of the feedback had been sent to the Royal British Legion (RBL) Branch, application for road closure for 2023 to be prepared and submitted. Cllr Collins to get in touch with RBL to provide up to date contact details.</p> <p>d) Woodstock Christmas Event – Sunday 3rd December 2023 – Details to follow.</p>	LC
3279	PLANNING AND LICENSING MATTERS	
	<p>a) Applications - The Council has been consulted by NWLDC on the following applications:</p> <p>REF: 23/00361/FUL (Re-submission of 22/01495/FUL) – 2 Torrington Avenue – Erection of a two-storey side extension – Deadline 15th May – Extension applied for – <u>RESOLVED that no objections be raised</u></p> <p>REF: 23/00485/FUL – Allotment gardens off Thornborough Rd, Coalville – Retention of an allotment summerhouse building (Deadline 17th May 2023)(Deadline extension applied for) – <u>RESOLVED that no objections be raised.</u></p> <p>REF:23/00524/FUL – 24 Ashford Road, Whitwick - Erection of two storey & single storey rear extension and extension to front porch – (Deadline – 25th May 2023) – <u>RESOLVED that no objections be raised.</u></p>	

	<p>b) Members noted the decisions by NWLDC who had now approved the following application:</p> <p>REF: 23/00148/FUL – 70 – 72 North Street – Change of use of ground floor and basement level to provide 1 No. 3 Bed Flat – Deadline 13 March 2023 (Deadline extension applied for) Permission granted 19 April 2023</p> <p>c) For information:</p> <p>REF: 23/00437/CLP – 11 Hastings Avenue, Whitwick - Certificate of Lawful Proposed Development - for the erection of a detached annexe building for a games room and store at basement level and lounge, jacuzzi, steam room, and changing room at ground floor level (For information only).</p>	
3280	PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE	
	Members noted that the minutes of the PMGP Committee meeting held on 6 th April 2023 be received.	
3281	WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS	
	Members noted that there were no reports available at the present time.	
3282	DISTRICT COUNCILLORS' REPORTS	
	Cllr Wyatt informed members that NWLDC would be placing a Preservation Order on land from Meadow Lane to Leicester Road (including land backing onto Holly Hayes Wood) and this would be included within the Local Plan.	
3283	COUNTY COUNCILLORS REPORT	
	<p>Cllr Gillard reported that funding from his LCC Members Highway Fund would be credited to the parish bank account in due course. Items and funding amounts included:</p> <ul style="list-style-type: none"> • Park Bench to be sited at the entrance to Holly Hayes Wood, Holly Hayes Road - £2,000 • 2 No. MVAS to be installed (locations to be confirmed) - £10,000 • 2 No. Memorial Benches to be sited outside kebab shop, Whitwick Market Place - £2000 	

	<ul style="list-style-type: none"> Highway improvements within Whitwick, general improvements to be confirmed - £5,000 <p>Cllr Colledge on behalf of the parish council, thanked Cllr Gillard for his diligence and hard work in obtaining the funding.</p>	
3284	ACTING PARISH MANAGER'S UPDATE	
	<ul style="list-style-type: none"> Unauthorised access at Parsonwood Hill – Members noted that both chains on the gate had been cut and the wooden post had been taken out of position. Locks and chains had been reinstated on the gate. RESOLVED: that a new post to be fitted and concreted in above and below ground as soon as possible. Members thanks were given to local residents and neighbourhood watch for their continued vigilance. Code of Conduct Training – The Acting Parish Manager informed Members that the training was mandatory and a further Code of Conduct Training session was being held on 7th June (on-line). The Acting Parish Manager encouraged those members yet to attend a training session to sign up for the online meeting. 	
3285	ACCOUNTS FOR PAYMENT	
	Members noted:	
	a) That finance reports and income received for April/May would be tabled or provided at the next meeting;	
	b) That the precept instalment of £141,450.00 had been received at the bank.	
	c) The latest bank balances at the last month end as Unity Current account £165,011.18, Unity Deposit account £12,348.76 and CCLA Public Sector Deposit Fund £225,000.00	
3286	DATE OF NEXT COUNCIL MEETING	
	Thursday 15 th June 2023 at 7.00 pm	
	Meeting ended at 8.35 pm	

FULL SIGNATURE OF CHAIR: DATE:

Planning Applications and Decisions

APPENDIX E

PLANNING APPLICATIONS - 16th May 2024 Council Meeting

Consultation Email Date	Proposal	Location	Application Reference	Amended Application	Comments Due Date	Council Meeting Date	Date Extension Requested	Extension Accepted	Council Comments - Material Planning Condition	Date comments Sent
25/04/2024	Demolition of the existing dwelling and erection of two dwellings with associated infrastructure	146 Hermitage Road Whitwick Coalville Leicestershire	23/00763/FUL	Yes	09/05/2024	16/05/2024	30/04/2024	No response - chased 14/5/24		
07/05/2024	Works to remove 1no Oak Tree (Protected by Tree Preservation Order)	43 Brooks Lane Whitwick Coalville Leicestershire	24/00493/TPO	No	28/05/2024	16/05/2024	No	N/A		

Planning Applications and Decisions

APPENDIX F

PLANNING DECISIONS - 16th May 2024 Council Meeting

Consultation Email Date	Proposal	Location	Application Reference	Decision Email Date	Registered Date	Decision Date	Decision	Council Meeting Date
24/02/2023	Erection of a detached self-build dwelling (outline application - appearance only)	Land Off Swannymote Road Whitwick Coalville	23/00170/OUT	02/05/2024	07/02/2023	29/04/2024	Permitted	16/05/2024
08/12/2023	Erection of four no. single storey dwellings and alterations to vehicular access	149 Loughborough Road Whitwick Coalville Leicestershire	23/01619/FUL	08/05/2024	04/12/2023	08/05/2024	Permitted	16/05/2024
06/02/2024	Erection of single storey rear extension, front porch and single storey home office building to side	3 Lakeside View Whitwick Coalville Leicestershire	24/00123/FUL	18/04/2024	25/01/2024	18/04/2024	Granted	16/05/2024
20/02/2024	Removal of existing carport and erection of a single-storey side/rear extension	7 Rosemary Crescent Whitwick Coalville Leicestershire	24/00220/FUL	29/04/2024	15/02/2024	29/04/2024	Permitted	16/05/2024
28/02/2024	Proposed single storey side and rear extension. Hip to gable roof enlargement and raise overall roof height to facilitate loft conversion with rear dormer window. New front porch	7 Temple Hill Whitwick Coalville Leicestershire	24/00181/FUL	02/05/2024	27/02/2024	02/05/2024	Permitted	16/05/2024
06/03/2024	Demolition of an existing single-storey rear extension and erection of a new single-storey rear extension, demolition of existing detached garage and erection of a new detached garage and a single-storey front extension	349 Hall Lane Whitwick Coalville Leicestershire	24/00286/FUL	29/04/2024	05/03/2024	29/04/2024	Permitted	16/05/2024
07/03/2024	Erection of a single-storey side/rear extension and single-storey front extension (porch)	98 Tressall Road Whitwick Coalville Leicestershire	24/00314/FUL	30/04/2024	06/03/2024	30/04/2024	Permitted	16/05/2024

TERMS OF REFERENCE AND DELEGATED POWERS

APPENDIX G

Name of Committee **Property Management and General Purposes Committee**

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 4 members and two non-councillor members (with voting rights) appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for operation, maintenance and management of all Parish Council buildings and open spaces, in accordance with policy of the council. To appoint Lead Councillors for specific areas to work with Parish Manager and provide support. Fulfil the Trustee responsibility for the parish council on matters relating to King Georges Field, consulting when necessary with Fields in Trust who hold a covenant on Whitwick Park and Parsonwood Hill Recreation Space (part only). Committee/Council to instruct the Parish Manager if guests are to be invited to meetings according to need, e.g. allotment management, bowling club, tree management, grounds maintenance. All staff associated with latter report to Committee, normally through the Parish Manager. Council retains responsibility for creation of new staff positions.

Committee can make decisions, including those within the allocation of funds within respective budgets. Any recommendation outside budget will be referred to Full Council. If urgent works needed to be undertaken by the council and the endeavours to obtain 3 quotes (as evidenced) had been thwarted by lack of response, then delegated authority be granted to temporarily suspend Financial Reg 11.1.f. that required 3 quotes for works over £3,000 and less than £25,000, this suspension only to be taken following consultation by the Parish Manager with the Chairman of the Council (or the Vice-Chairman as substitute) and the Chairman of the Committee (or the Vice-Chairman as substitute). To assess and prepare annual budget recommendations to Council, including provision for future maintenance, replacement or upgrading of items for which it is responsible. If the Committee choose to refer a specific matter then recommendations are implemented only after ratification by Full Council. The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights. Delegation to Parish Manager of day-to-day matters, approval of hire requests, booking management and routine maintenance as appropriate, who will liaise with the Caretaker(s) accordingly. Parish Manager to recruit for existing staff positions if/when appointments are needed, in conjunction with support from the Committee. Expenditure authorised up to but not exceeding £500 on routine matters, which is in addition to authority for emergency repairs also up to but not exceeding £5000.

Meeting venue and frequency

First Thursday of each month, except August. Time according to need of members/schedule at Park Hall.

Officers requested to attend: **Parish Manager**

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.

APPENDIX H



TERMS OF REFERENCE AND DELEGATED POWERS

Staffing Committee

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. **The election of committee chair to take place at first staffing committee meeting following Annual Council Meeting.** Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 3 members appointed by council.

Quorum:

Three members.

Reserve Members:

Any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers:

- Committee is responsible for dealing with Parish Manager appraisals, institute disciplinary procedures and hear grievances of members of staff and the Parish Manager.
- Dismissal of the Parish Manager can only be undertaken on recommendation to, and with agreement of the full council (with the Appeals Committee not in attendance).
- Parish Manager carries out all communications with members of staff. They will be first contact to deal with potential issues.
- The Parish Manager is responsible for day-to-day matters involving staff, including authorising their holidays and time off as well as the work to be completed. Salary payments are organised through the Parish Manager and the external Payroll assistant. The Parish Manager will carry out the appraisals of staff.
- To delegate the Parish Manager, as Line Manager for staff, the authority to suspend staff if necessary under the disciplinary process while an investigation is carried out.
- Member(s) will also be invited to accompany the Parish Manager for job interviews.

- The Committee must at all times consider its duty to best value, **Equal Opportunities (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation),** Crime and Disorder, Health and Safety and Human Rights.

Meeting venue and frequency:

Meetings are scheduled according to need/agreed schedule at Park Hall or at the Community Office.

Officers requested to attend:

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the signed form be held in the Minute Book.

Adopted:	May 2017	Reviewed by Full Council:	Date of next meeting
Date of last review:	May 2022	Date for next review:	May 2024
Policy version reference:	V.1_(month/year)	Supersedes:	Staffing Committee Terms & Conditions 2022

APPENDIX I

WHITWICK PARISH COUNCIL

TERMS OF REFERENCE AND DELEGATED POWERS

Name of Committee Appeals Committee

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 3 members appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee has delegated powers to hear and decide on appeals lodged.

Parish Manager carries out all communications with members of staff. They will be first contact to deal with potential issues.

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Meeting venue and frequency

Meetings are scheduled according to need/agreed schedule at Park Hall or at the Community Office.

Officers requested to attend

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.



Whitwick Parish Council Appointments

Initial appointments were agreed at the first meeting of Whitwick Parish Council following the May 2023 local elections. This meeting was held on 18th May 2023. The Chair of any sub-committee was appointed at their first meeting following the initial appointments. Any subsequent changes to the initial appointments are highlighted.

Whitwick Parish Council	
Chair:	Cllr Sue Colledge
Vice Chairman:	Cllr Peter Moulton

Whitwick Parish Council – Committees	
<u>Appeals Committee</u>	Cllr Amanda Briers
	Cllr Sue Colledge
	Cllr Lisa Collins
	Cllr Anthony Barker <i>Resigned 28/01/24</i>
<u>Property Management & General Purposes Committee</u>	Cllr Anthony Barker (Chairman)
	Cllr Phil Casson <i>From 25/01/24</i>
	Cllr Sue Colledge
	Cllr Peter Moulton
	Cllr Ray Woodward
	Cllr A Briers <i>Resigned 21/11/23</i>
	Mrs A Barker
	Ms J McNeice
<u>Staffing Committee</u>	Cllr Peter Moulton (Chairman)
	Cllr T Barker <i>From 25/01/24</i>
	Cllr A Roach <i>From 25/01/24</i>
	<i>Cllr Ray Woodward Resigned 21/09/23</i>
	<i>Cllr Michael Wyatt Resigned 18/11/23</i>

Whitwick Parish Council – Working Parties	
<u>Environment Working Party</u>	Cllr Amanda Briers
	Cllr Peter Moulton
	Cllr Michael Wyatt
<u>Events Working Party</u>	Cllr Sue Colledge
	Cllr Lisa Collins
	Cllr Peter Moulton
	Cllr Michael Wyatt
<u>Playground Working Party</u>	Cllr Phil Casson
	Cllr Sue Colledge
	Cllr Peter Moulton
<u>Standing Orders Review Working Party</u>	Cllr Lisa Collins
	Cllr Ray Woodward
<u>Vehicle Activated Signage (VAS) Working Party</u>	Cllr Anthony Barker volunteered to help informally but unable to establish a committee due to lack of volunteers.

Link Councillors & Representatives	
Community Office Lead Councillor & Key Holder	Cllr Peter Moulton
Community Safety Champion	Cllr Ray Woodward
Flood Action Plan Link	Cllr Ray Woodward
Hermitage Leisure Centre Site Steering Group Link	Cllr Ray Woodward
LCC Biodiversity Group Link	Vacant
Litter Champion	Cllr Lisa Collins
	1 x Vacant
Meadow Barn View - Point of Contact	Cllr Sue Colledge
	Cllr Allen Greenwood
Royal British Legion (Whitwick & Belton sub-branch) - Point of contact	Cllr Lisa Collins
Thornborough Road Allotments Society Link	Cllr Peter Moulton
Walkers Flats Allotment Society Link	Cllr Peter Moulton
Whitwick Park Bowls Club Link	Cllr Peter Moulton
Whitwick Historical Group Link	Cllr Peter Moulton
Whitwick Quarry Liaison Link	Cllr Ray Woodward
Website Link	Cllr Anthony Barker
	Cllr Lisa Collins
NWLDC Audit & Scrutiny Committee Link	Cllr Woodward (elected by ballot)

WHITWICK PARISH COUNCIL

www.whitwickpc.org.uk
clerk@whitwickpc.org

Proposed calendar schedule, following resolution on 21st September 2023 Council meeting to trial bi-monthly meetings.

“Members **RESOLVED:** to trial bi-monthly council meetings; it would be decided on a month by month basis if an extraordinary meeting would be required to discuss/resolve legal items, e.g decisions to be made with regard to staffing, grounds maintenance and finance, etc. Monthly meetings to resume if it was found necessary. Votes FOR: Seven; Votes AGAINST: 3”

Council meetings

~~18 JANUARY~~

25 JANUARY (EXTRAORDINARY)

15 FEBRUARY

21 MARCH

18 APRIL

16 MAY – Annual Parish at 6.30pm
then Annual Council at 7.00pm

20 JUNE **PROPOSE CANCEL**

18 JULY – ratify recruitment

19 SEPTEMBER

17 OCTOBER **CANCEL?**

21 NOVEMBER –budget and precept

12 DECEMBER **CANCEL?**

Call Extraordinary if required.

Property Management and General Purposes Committee

4 JANUARY (NOT QUORATE)

~~1 FEBRUARY (CANCELLED)~~

7 MARCH

4 APRIL

~~9 MAY (CANCELLED)~~

6 JUNE

4 JULY **PROPOSE CANCEL**

5 SEPTEMBER

3 OCTOBER

7 NOVEMBER **CANCEL?**

5 DECEMBER

Call Extraordinary if required.

Staffing Committee - as
necessary

11 MARCH (11.00am)

18 APRIL (11.00am)

LRALC

Supporting Local Councils in Leicestershire & Rutland

31st March 2024

To all LRALC members (please present to council alongside the invoice for membership fees)

LRALC Membership

The support of your County Association of Local Councils (LRALC) and the National Association of Local Councils continues to be essential for your council to be effective and legally compliant in all its areas of operation, especially in the light of recent legal requirements such as GDPR, new employment requirements, and new Web Accessibility rules later in 2024. As the Government continues to push for further development of the role of parish and town councils, more and more emphasis is being placed on local services and partnership working to deliver local outcomes, and councils need the support necessary to make informed and considered decisions about these matters. LRALC exists to provide support and advice directly to member councils on all matters that affect them.

LRALC liaises closely with SLCC and has done for many years. Many councils have their clerk in the SLCC and the council in LRALC. However, it is important to remember that without LRALC support, a council (i.e. councillors and the council corporate) would not be able to access its own specialist, independent, and objective advice without paying a solicitor or other professional for that advice. SLCC advises the employee (their member), and LRALC advises the council (our member).

As you will know, LRALC has invested in its staff resource in recent years, and from April 2022 there have been two full time professional officers available to support member councils. This means we can implement new services and grow existing ones (e.g., our Internal Audit Service, in-house councillor training, clerk recruitment support, and qualified legal, HR, and finance/audit advice) and supply a broader and more comprehensive range of advice and other support activities directly to member councils, as well as a much-expanded training programme. Now, more than ever; we are confident that membership offers excellent value for money.

Annual General Meeting 5th October 2024

Next, a very important item of business that every council needs to consider at its Annual Council Meeting in May is the appointment of their representative to attend the forthcoming Annual General Meeting of LRALC. The AGM will be held on the morning of Saturday 5th October 2024 and will feature a range of speakers, as well as our popular marketplace where key suppliers to our sector will be on hand to talk to delegates about their services.

As a member council you can submit motions and help set the policy of LRALC on any matters of interest or vote on motions put forward by the Board of Directors. LRALC is controlled by its member

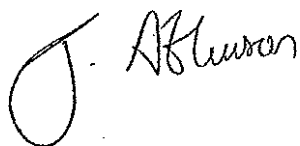
Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY

0116 235 3800 | admin@leicestershireandrutlandalc.gov.uk | www.leicestershireandrutlandalc.gov.uk
Registered office as above. Registered in England No. 11323405

councils and as such it is critical that you use the voting rights you have by sending a voting representative to the AGM.

We look forward to continuing to work with your council under its renewed membership subscription and, as such, the annual subscription form is enclosed herewith. If I can be of any assistance, please do not hesitate to contact me.

Yours sincerely,

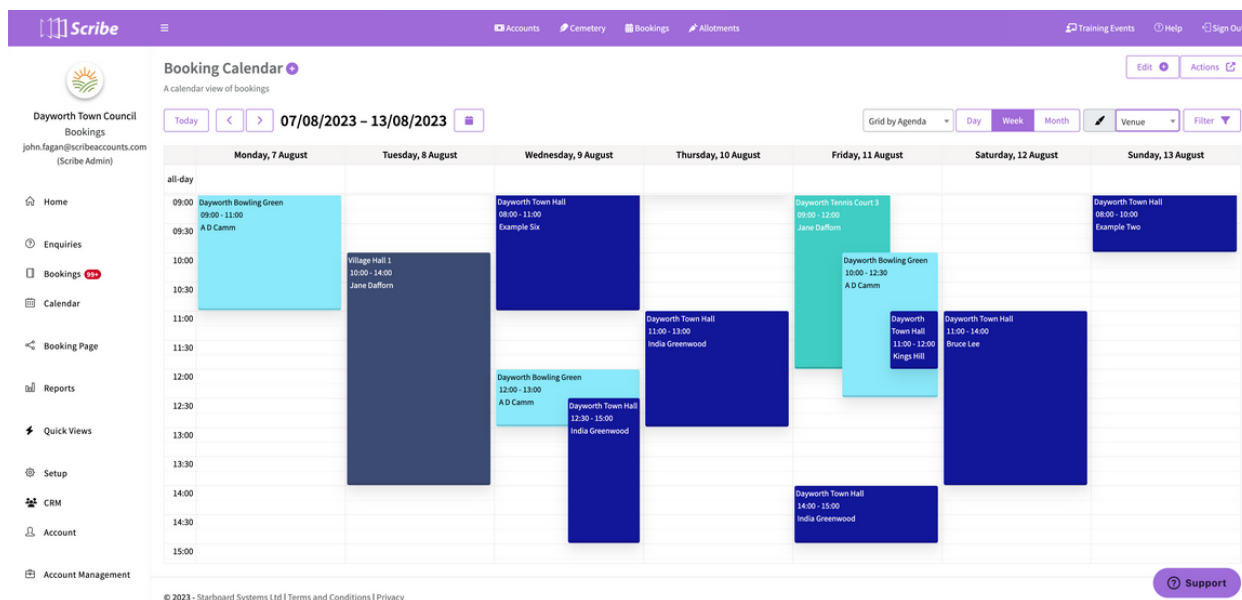
A handwritten signature in black ink, appearing to read 'J. Atkinson'. The signature is written in a cursive style with a large, looped initial 'J'.

Jake Atkinson
Chief Executive



SCRIBE BOOKINGS

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In the modern age, managing bookings should not be a daunting task, fraught with inefficiencies and potential errors. Yet, for many organisations, this is still a significant challenge. Manual processes are time-consuming, prone to errors, and do not offer the flexibility and functionality that a digital solution can provide.

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- **Block Bookings:** Easily enables recurring bookings and simplifies the booking process when multiple rooms or venues are needed.
- **Operational Notes:** Enhance communication, and avoid misunderstanding.
- **Additional Services & Charges:** Applying relevant charges seamlessly.
- **Advanced Calendar:** Detailed and flexible calendar, smooth operations.
- **Automated Communications:** Emails and SMS for booking and payments.
- **Advanced Venue Settings & Fees:** Customise each venue's details and apply different rates at different times for maximum flexibility and profitability.
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- **Unlimited Users with Role-Based Access Controls:** Increase access and collaboration whilst not compromising data integrity.
- **Attaching Files to Any Record:** Easily attach and retrieve documents related to records for full audit trail.
- **Advanced Searching & Filtering:** Easily find and view pertinent records using quick search and advanced filtering capabilities.
- **Emailing & Email Templates:** Ensure streamlined and consistent communication to suppliers and customers.
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- **Compliance & Security:** Guard sensitive information with GDPR compliance, data encryption, backups, and two-factor authentication.

COUNT ON US, EVERY SINGLE DAY WITH UNLIMITED SUPPORT



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Jess Shackley (AATQB)
Customer Support



Tracy Russell (AATQB)
Customer Support



Jo Peters (CILCA)
Customer Success



Training Webinars



Knowledgebase



Phone support



Email Support



Community Support



Customer Success

02/05/2024, 16:52

Mail - clerk@whitwickpc.org

From: [REDACTED] india.greenwood@scribeaccounts.com

Sent: 01 May 2024 15:29

To: clerk@whitwickpc.org

Subject: Re: Scribe: Quote and further information

Hi Sharon,

Thank you for your email. I am well how are you?

Of course, please kindly see my responses below:

How much the Lite package would be per month? Is it £12 as per the website? Unfortunately the Scribe Lite package is only available to councils with a precept of sub 25K.

I understand the next level package Professional is £78 per month based on Precept, that you have quoted me.

It does seem a big jump in monthly cost, as we don't have a lot of transactions each month: I understand your comments regarding the jump in price, Scribe Lite is a new tier that we have introduced for councils with very little income so that they can have software to help with the AGAR, whereas the Professional and Premium tiers are the traditional Scribe Accounts packages which we have built our reputation on. Therefore Scribe Lite is not comparable as the features are not similar. E.g Scribe Lite has a fixed cost center and cost code structure that cannot be amended or customised.

Can you also confirm what the cost of the Bookings package would be, if we chose to have that or wanted to add it at a later date? Of course, please kindly see attached. I am able to discount the onboarding fee for Scribe Bookings down to £0 if it is purchased at the same time or within one month of the Scribe Accounts package

If we wanted to proceed is there a checklist of information you would need me to prepare for you to be able to action this? **The short answer is no, when you are ready to proceed there will be no delays from my end, the support team will be able to grant your access as soon as possible (usually the same day) and they will guide you through the next steps of your training and onboarding, including sending you a template document for you to paste your asset register columns and supplier/contact list into if you have them to import into Scribe. This can be done as long as they can be exported into a Spreadsheet format.**

Kind Regards,

[REDACTED]

Scribe Expert

india.greenwood@scribeaccounts.com

[REDACTED]



iphone 6 still supported



iPhone 6 can only be updated as far as iOS 12.5.7. That's the end of the road for the iPhone 6, so if you need to run a higher iOS version, you will need a newer phone. An iPhone 7 can handle iOS 15.7. 2 Feb 2023

Apple Discussions
<https://discussions.apple.com/thread>

Can I update my iPhone 6 to iOS 15? - Apple Community

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People also ask

How long will the iPhone 6 be supported?

Apple iPhone

Release	Supported iOS	Supported
6	8 - 12	Ended 1 year and 3 months ago (23 Jan 2023)
6 Plus	8 - 12	Ended 1 year and 3 months ago (23 Jan 2023)
5C	7 - 10	Ended 6 years ago (19 Sep 2017)
5S	7 - 12	Ended 1 year and 3 months ago (23 Jan 2023)

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Macworld
<https://www.macworld.com/iphone/feature>

How long does Apple support iPhones?

11 Dec 2023 — Apple supports old versions of iOS for years, so even really old iPhones, like the iPhone 6s still get security updates, for now.



Videos

iPhone 12 Pro 5G Refurbished



ready for superfast 5G



6.1 inch



Dual 12MP camera system

Condition: **Very good**

Good	From £319
Very good Some wear and tear. The body might have some light marks. But the screens are pristine.	From £349
Excellent	Out of stock
Like new	Out of stock

[What do our conditions mean?](#)

Storage: **256GB**