

N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 2 September 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw [except part of Item 2598] and R Woodward

Mrs. A Barker, Ms S Colledge

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer (RFO)

No members of the public.

NB. Items are renumbered to correct the duplication of previous item 2590.

2591. APOLOGIES FOR ABSENCE

Mr T Gee.

2592. DECLARATIONS OF INTEREST

Cllr R Woodward declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods.

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters as a member of Whitwick Action Group and a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters affecting Belton and Whitwick Royal British Legion as the Link Councillor and a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a non-pecuniary interest in matters regarding the Bowls Club as a member and Link Councillor; a non-pecuniary interest as Link Councillor for Thornborough Road Allotment Society and a non-pecuniary interest as a representative member of Leisure Centre Steering Group.

Cllr A Barker declared a disclosable non-pecuniary interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a non-pecuniary interest as a signatory at Walkers Flats Allotment Group.

Mrs A Barker declared a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Ms S Colledge declared a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary

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interest as a member of Woodstock in Whitwick; a non-pecuniary interest in any matter concerning the old Hermitage Leisure Centre site.

2593. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2594. MINUTES

Resolved that the minutes for 6 May were approved as a correct record and would be signed. The minutes for 1 July had not been circulated and were deferred.

2595. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions:

- a) for the electrician to replace the water boiler at Park Hall due to sudden failure of the existing Burco – a larger capacity was considered but not available for delivery; a kettle was made available for temporary use for a week but quick installation completed as soon as delivery had arrived;
- b) to note that removal of low branches had been undertaken at Stinson Way;
- c) to note that a dead prunus tree had been removed at Ashford Way – combined cost was £200 for the work (with other trees requiring removal in the future);
- d) to note that installation costs for wiring to a new cooker point and overhead door heater were nearing completion, as Western Power Distribution had confirmed they would increase load capacity;
- e) emergency repair completed to leaking pipes under the sink at the Community Office, with thanks to Ms Mabey for the new contact;
- f) commissioned a company to undertake stress testing of brackets (which were installed in 2017) during week commencing 6 September, with strength being checked for the higher weight of hanging baskets should they be undertaken at a future date;
- g) requested JR Landscaping to undertake trimming of boundary shrubs at WPC.011 to reduce hazard to vehicles accessing driveway next to the junction; **resolved that future work would be undertaken as necessary and no change to the schedule;**
- h) additionally, consent verbally given to Whitwick Historical Group to attach temporary 'Hello Heritage' information boards to the Whitwick Wheel and to the Parish Council noticeboard outside the Co-op Supermarket.

2596. FINANCIAL REGULATIONS

Resolved to request the council grant permission in exceptional circumstances for the Committee to suspend Financial Reg 11.1.f when endeavours to seek three quotations for works over £3000 and under £25,000 had not been possible (and evidenced); this step only to be taken at a meeting following consultation by the RFO with the Council Chairman (or Vice-Chairman as substitute) and the Committee Chairman (or Vice-Chairman as substitute).

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2597. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

- a) Playground Working Party – **following circulation at the meeting of a photograph supplied by the Chairman to the Parish Manager** (previously unable to scan/circulate to members), **the location for a new bin at Hilary Crescent would now be confirmed to JR Landscaping for them to install at the signpost adjacent to the swings;**
- b) only one quotation had been received for updating of more play equipment at two sites – additional quotes would be required but companies had not yet been approached; the Parish Manager was aware that some play installation companies were under pressure and declining work and quotes, due to shortage of staff and supplies;
- c) Bowls Link Councillor – Cllr Moulton said the friendly match between the Bowls Club and the Parish Council had been most enjoyable and an event welcomed by all who attended; the Green was playing exceptionally well and frequently praised by visiting teams; **a letter of thanks to be sent for the invitation to play and hospitality;**
- d) Allotments Link Councillor – Thornborough Road Cllr Moulton reported that no meetings had been held for tenants but progress was still taking place, Stephenson College no longer had their plot but Meadow Barn had made an approach for a community plot which would benefit both parties;
- e) Allotments Link Councillor – Walkers Flats no report received;

PROJECTS

1. The steps aside of Park Hall leading up to the grass area – provisional start date of 6 September requested so that work could be undertaken whilst hall was closed to hirers (awaiting confirmation of details and associated risk assessments, etc);
2. New Signage for the Pavilion/Green/Parking/Tennis Courts –action still required by Parish Manager;
3. Installation of Benches by JR Landscaping at Loughborough Road & Perran Avenue (Hall Lane) had been completed; in response to a request by a resident at Perran Avenue, **resolved to place a floor standing bin by the Whitwick boundary sign;**
4. Repairs to the Old Station Building – the builder had completed works and reported there was no longer water ingress from the roof or the chimney; Cllr Moulton updated members on plasterwork staining by chimney/ceiling areas but it was noted the Group had declined any removal/replastering; a query was raised on whether the guttering was working efficiently;
5. Installation of the Thomas Moulton Miners Memorial Seat in front of the Wheel was complete – Parish Manager was still awaiting wording for memorial plaque while Cllr Moulton was investigating a raised lettering design;

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6. Park Hall Heating installation – following acceptance of quotation at last meeting, a prompt installation of the new air source heat pump and system had been agreed, commencing at 8.15am on Monday 6 September; the Hall would be closed to hirers for one week;
7. Grit Bins –new bin had been installed outside the Community Office in readiness for the winter to help pedestrians using Skinners Lane; the County Council had previously agreed to install a highways grit bin at Clarke Close – it was not sure if the had been actioned yet;
8. Memorial Garden in Whitwick Park – as previously agreed, the miners war memorial bench was ordered after the last meeting; on 4 August a visit was made to the Community Office by a Royal British Legion representative, with details finally agreed on priority action points by both parties for the project; subsequently the Royal British Legion had confirmed the Branch wished to withdraw from the project; members would now proceed to confirm the outline design for groundworks, in line with previous discussions and meet on site to revise the design with Ms. Williams who had drafted planting options last year; quotations to be obtained by members for creation of new footpaths (information to follow when available); Cllr Woodward had been given confirmation of donation by Whitwick Quarry of a large cube of granite (with one flat face) to be sited in the Memorial Garden with the parish council providing a plaque for wording at a later stage;
9. Car Hill Rock – Cllr Woodward had been given confirmation by Whitwick Quarry that they would donate rocks for the gabions to replace the unused gates at this site; steel cages and transport would need to be sourced;
10. Seasonal Lighting – members were asked to clarify the locations of the agreed businesses to be invited to make a donation for seasonal lighting, with 15 trees being ordered thus far; the parish owned lighting to be used on the Whitwick Wheel; the Parish Manager to contact the Environment Agency again for a response to request for potential electrical supply to the new Christmas lights purchased for the adjacent flagpole;

2598. LAND MATTERS – KING GEORGES V FIELD

It was noted the action list was still awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

WHITWICK PARK

- a) the advice sought from the manufacturer by JR Landscaping on solving the finger entrapment was still awaited, however the roundabout still functioned safely with the damaged arm still removed;
- b) consideration of CCTV protection and/or installation of system; *no action taken on this item by the Parish Manager*
- c) the action points taken by the Parish Manager from the meeting held with JR Landscaping had not yet been sent to the contractor; a donation had been received from a resident for a memorial bench at the Bowls Green,

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with a site meeting planned when it was delivered to be clear on siting location; the two new parish benches ordered for the park were also awaited; the renovation of a removed bench by JR Landscaping would need a location; a bin was to be relocated to by the skatepark (rather than a bench that had previously been instructed for relocation); grass cutting machinery should be in full working order ready for the next season so that standards could be improved in future and the clumping problems avoided;

PARSONWOOD HILL (part)

d) no new matters for consideration.

2599. LAND MATTERS – EXCEPT KGV LAND

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

ALLOTMENTS

- a) following consideration of the 2016 management agreement for Thornborough Road Allotment Society, which would expire on 30 September 2021, **the Committee Chairman, Link Councillor and the Parish Manager would meet with 2/3 representatives of the Society on a date to be agreed in November to jointly review the document and discuss any suggested changes; due to covid impinging normal operations, the Parish Manager would request copies of the accounts and inform the Society that the current agreement would be extended for 12 months;**
- b) to note the District Council had repaired the potholes on the access driveway from George Street; a request had been directly made for the side hedges to be cut as wider access was required to construct the new inclusive plots; work was progressing well on the project and future funding possibilities were being explored; a report of fly-tipping had been made by the office but a scrap metal dealer had removed the items;
- c) no other matters requiring attention/action from the management committees for Thornborough Road and Walkers Flats Allotments;

Cllr. J Straw left the meeting at 8.55 pm.

Cllr. J Straw re-joined the meeting at 8.57 pm.

RECREATION/OPEN SPACES;

- d) historical information was not available as requested by the council solicitor regarding enforcement action that the council was investigating and an update was needed on the current situation;
- e) at the request of Cllr Woodward, it was clarified that the Wheel was painted in 2006 and again in 2015 at a cost of £700; the annual inspection of the Whitwick Wheel was part of JR Landscaping's contract;
- f) to write to the County Council and request their consideration of transfer of ownership of land at Leicester Road to the Parish Council who wished to protect and enhance the area by the Wheel;**
- g) to note the concerns of the RFO that having contacted 13 companies to request quotes for a full parish tree survey, several contractors

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(including NWLDC) had quickly declined to quote as they did not have facility to undertake this work and only 2 companies had so far expressed an interest;

- h) to note that indications and advice would be requested as part of the survey for new tree planting suggestions on parish open spaces, (although the new Memorial Garden in Whitwick Park was already identified);
- i) to suggest that the solution for engineers would be to raise the satellite dishes on properties at Weavers Close rather than suggesting work be done on the existing parish trees;**
- j) to note that the report from the tree specialist on a mature oak tree in Whitwick Park had been forwarded to the resident and the owner of neighbouring property;
- k) to note that a request had been received from a neighbouring property for canopy reduction of a mature oak tree in Whitwick Park and that advice would be sought when the tree survey was undertaken;
- l) Resolved to accept the quote from Company B (DKH Contracting) for construction of a new pathway from Green Lane to Hermitage play equipment, with appropriate passing places to allow mobility scooters to use this route at a cost of £12,100. This was the cheapest quote and work would have a 7 year warranty and all companies were local; the cost of a wooden gate would need to be explored and this new project would be funded by general reserves, as agreed by the council. A start date within 8 weeks would be requested and the installation finished within 2-3 weeks.** Quotes received from Company A, £12,690 and Company C £19,500 would be declined but thanked for their input.
- m) to note that £120 of bulbs would be purchased (crocus, narcissi), supplemented by existing daffodil bulbs in the garage, to enable Meadow Barn View to plant these in partnership with members on parish land (details to be confirmed and liaised by Cllr Moulton/Ms Colledge);
- n) a member/s to join the Parish Manager at Park Hall on Monday 6 September at 10 am to test together the new tree lights and gazebo that the council had purchased;**
- o) to delegate the Parish Manager to arrange a site meeting with resident to consider flooding problem at WPC.011 with Committee Chairman/Vice-Chairman invited (subject to availability); date to be offered when County Council report is received on potential identification of collapsed storm drain;**
- p) progress update given by the Parish Manager on land matters previously agreed for action; a site visit had taken place to check the conditions of the covenant on land (formerly known as the Dumps) and instructions given to the council solicitor to issue the certificate of compliance; concerns and distress from resident about shedding from oak tree at WPC.012 but councillors declined request for a site visit (tree survey due to be commissioned shortly);

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2600. BUILDINGS MANAGEMENT

It was noted the action list is awaiting updating. **Resolved: That the following actions be taken/noted:**

PARK HALL:

- a) **members resolved to remove the temporary covid capacity restrictions at Park Hall and return to 60 person capacity; hirers responsibility to put their own appropriate measures in place and to ensure good ventilation remained, continue with their covid cleaning of high touch points and sanitiser to be readily available; wearing of masks would be encouraged when moving but optional to remove when seated;**
- b) update given on regular hire events at Park Hall;
- c) several enquiries received from groups wanting to use Park Hall, with a new booking made by an art group for every Friday afternoon resulting in Sundays being the only blank day remaining (currently used for cleaning);
- d) confirmation that the sewer pump had been serviced by the caretakers;
- e) members declined to repaint the social distancing markers outside buildings;
- f) following consideration, **resolved to accept the IT recommendations for internet provision at Park Hall and prepare for what future needs the council (and hirers) would require to improve marketability and potentially host hybrid events at a cost of £40 per month subscription but with free broadband installation; initial purchase of router and access equipment funded by contingency (cost to be confirmed after evaluation);**

COMMUNITY OFFICE:

- g) noted a new screen had been purchased for use by the Parish Manager; the former workstation (not supported) would be utilised whilst still operable; the new tablet had successfully been unlocked by Supreme IT support and was now in operation; the new caretaker's phone had been issued to staff – the number for specific enquiries to the duty caretaker will be displayed on noticeboards and given in leaflets to all hirers;
- h) noted the Parish Manager was arranging additional locking cupboard for storage, with a filing cabinet potentially being relocated in the office at Park Hall if space was needed to accommodate any future staffing;
- i) noted the staff request to defer decorating of the office (overdue) to a future year because too much other work had to take priority;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- j) the works to the Pavilion electrics were now complete;
- k) the works to the toilets were also now completed, having been previously deferred by the Parish Manager to prioritise the repairs at Park Hall; the toilet risk assessment needed reviewing, signage for the

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disabled toilet and a Radar key system initiated in conjunction with JR Landscaping;

l) no further building repairs and maintenance issues raised;

2601. BUDGET RECOMMENDATIONS

In accordance with Standing Order 4.5.2, members noted the RFO had utilised and relied upon the earmarked reserves for many land and building issues that needed addressing. These had proved essential to enable the council to continue to function, both for expected works like electrical rectifications and any unforeseen issues like vandalism repairs/prevention measures. Topics like the review of car parking capacity and replacement of white-lining/disabled parking would need specific provision.

2602. OTHER MATTERS FOR FUTURE AGENDA

Ideas for future consideration would include future planting schemes (improving park entrance/shrub bed by keep fit equipment), re-surfacing of footpath at the park (rear jitty).

Full signature of Chairman: Date:

[Cllr. J Straw left the meeting at 8.55 pm.]
[Cllr. J Straw re-joined the meeting at 8.57 pm.]

The meeting terminated at 9.54 pm.

Date of the next meeting: Thursday 7 October 2021 at 7 pm