

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 6 February 2020 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Cllrs P Moulton, J Straw, R Woodward and

Ms S Colledge

In Attendance:

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

No members of the public

**2102. APOLOGIES FOR ABSENCE**

None.

The Parish Manager reported the non-councillor vacancy on the Committee had been advertised locally.

**2103. DECLARATIONS OF INTEREST**

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

Cllr J Straw declared a disclosable non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group and a non-pecuniary interest in Whitwick Historical Group as a member.

Cllr P Moulton declared a disclosable non-pecuniary interest in matters regarding the Bowls Club as a member; a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a non-pecuniary interest in Item 2109 (d) as an ex-miner.

Cllr A Barker declared a disclosable non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions; a non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Item 2109 (d) as an ex-miner.

Cllr R Woodward declared a disclosable non-pecuniary interest in Item 2109 (d) as an ex-miner.

**2104. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**2105. MINUTES**

**Resolved: That the minutes of the meeting held on 2 January 2020 be approved and signed as a correct record.**

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## **2106. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

**Resolved: That the following actions be taken/noted:**

- a) Playground Working Party Report:** no new recommendations at this stage after reporting the costings to council for budgetary requirements (via Finance Working Party) on the aged equipment.
- b) Bowls Link Councillor:** No report.
- c) Allotments Link Councillor – Thornborough Road:** No report.
- d) Allotments Link Councillor – Walkers Flats:** No report.

The Committee was again disappointed at the absence of reports from Link Councillors.

## **2107. POCKET PARK GRANT FUNDING APPLICATIONS**

The results of the applications were still awaited. The Parish Manager showed some design enhancements and would follow up on communications recently sent.

## **2108. TREE MATTERS**

**Resolved: That the following actions be taken/noted:**

- a) the provisional Tree Management Strategy was reviewed **and revisions agreed for the next draft by the Parish Manager - to focus on parish land, with links to other websites to guide residents on District and County tree responsibilities;**
- b) promotion was underway of the opportunity for volunteers to become Tree Wardens for Whitwick and the benefits that would hopefully give to enable access to free trees;
- c) written clarification from the County Council was awaited in response to their prior instruction that if the parish council plant flowers/trees on highway verges that the future maintenance of those verges would be transferred/charged to the parish;
- d) the suggestions of organising/commissioning tree planting in the parish as outlined by Cllr Wyatt at the January council meeting and also a community planting scheme suggested by a local resident for a particular parish open space(s) were deferred until information at (c) above was received. Decisions could not be made without more information but the Committee reaffirmed their commitment to planting new trees, although previously the plan was to do this on parish owned land. Tree surveys/maintenance had been agreed as the initial financial priority. Information was available on the Urban Tree Fund Challenge with a grant of up to 50% of 3-year establishment costs.

## **2109. LAND MATTERS – EXCEPT KGV LAND**

**Resolved: That the following actions be taken/noted:**

### **ALLOTMENTS**

- a) no matters raised other than the plan to review the two current agreements (previously circulated) at a future meeting when differences would be compared;
- b) noted that £512 income has now been received from Walkers Flats

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Allotments and the grant from the council could now be arranged;

### **RECREATION/OPEN SPACES**

- c) noted that the consultation with local residents adjacent to proposed locations for new benches in the parish was nearly complete, **with a slightly revised location being agreed for one prime site that served a clear need for residents**; neighbour consents had been received for Perran Avenue (Hall Lane), Loughborough Road/Swannymote Road junction. Brooks Lane (near junction with Stinson Way) was still awaiting responses from residents. **Responsibility for neighbourhood litter picking would be checked on planning conditions for one takeaway store;**
- d) **to apply to the County Council for a licence to install a commemorative memorial miners' bench by the Pit Wheel. Design was shown at meeting and a donation offered (this bench would replace the existing bench if agreed by County);**
- e) noted the electronic recording system used by JR Landscaping and the manual inspection information being provided manually to the office;
- f) **to accept the quote of £780 from JR Landscaping for removal of shrubbery overgrowth at WPC.019;**
- g) the Parish Manager had referred a resident to either the District or County Councils – their complaint about disturbance with noisy Sunday working to a hedgerow had not been on parish land nor undertaken by JR Landscaping;
- h) the Parish Manager continued to investigate and assess the riparian responsibilities borne by the council as a landowner and would endeavour to resolve the conflicting information by approaching the Environment Agency;
- i) insurance cover for street furniture had been extended by £1000 to include the new grit bins purchased last autumn, a revised schedule received and double checked for accuracy;
- j) **the request to accept ownership and maintenance of land at Ferrers Road, Barr Crescent and Clarke Close, currently unregistered by David Wilson Homes but maintained by North West Leicestershire District Council for over 20 years was not accepted.** The inaccuracy regarding the map supplied and the current NWLDC grounds maintenance activities was noted and should be corrected by the Parish Manager in the reply to David Wilson Homes, whilst also informing them of a local resident who had clear historical knowledge of how the situation arose;
- k) the Parish Manager confirmed the completion of the LRALC H&S course but members noted with concern the consequential high level of work now entailed to review, update and re-assess records in a proportionate manner, which was a legal requirement for the council to have in place;
- l) the Parish Manager confirmed the annual playground inspection has been renewed on an on-going basis; the District Council had confirmed there was no remaining S106 funding remaining; the County Council would be asked for an estimated response date to the grit bin licence application; **the parish duty for Biodiversity under S40 of the Natural Environment and Rural Communities Act 2006 was**

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**discussed and noted for future reference;** the suggestion by Whitwick Beavers to work on a Community Impact Scout badge by providing dog poo bag dispensers to residents was welcomed but the Parish Manager was asked to clarify with the District Council and the County Council on permissions if wanting to use street furniture and regulations on fines to dog owners; a trial of usage on parish land would be welcomed; **a request to be made to the District Council to loan the dog fouling stencil/paint so it could be used by volunteers in areas with high incidences of fouling;**

#### **OTHER MATTERS FOR FUTURE AGENDA**

m) update on items raised in (l) above.

#### **2110. BUILDINGS MANAGEMENT**

**Resolved: That the following actions be taken/noted:**

##### **PARK HALL -**

- a) **to seek a new company to undertake the annual service and maintenance of the heating system for Park Hall as the installing company had suggested we go elsewhere;**
- b) the completion of the sewage pump service and report was noted, with potential cost of parts being required at the next service;
- c) no matters raised for external areas;
- d) the work allocation within contracted hours for staff if there were reduced customer bookings (eg Bank holidays) was discussed and the opportunity used for extra cleaning instead;
- e) the tenfold increase in business rates to be levied by the District Council had substantially exceeded the budget allocation and this overspend liability would need to be managed; the company approaching the parish for a rate review was noted but not accepted;
- f) the replacement and extra hirer equipment purchased was noted;

##### **COMMUNITY OFFICE**

- g) the repair/replacement of coping stones and clearance of rubble had been completed by JR Landscaping;

##### **PAVILION/TOILETS, OUTBUILDINGS AND OTHER BUILDINGS**

- h) pictures taken by the new roofing contractor of the failed lead flashing at the Railway Station were shown and the repair would be completed after the first month of monitoring; a letter of disappointment would be sent to the previous contractor;

#### **OTHER MATTERS FOR FUTURE AGENDA**

i) none.

#### **2111. LAND MATTERS – KING GEORGES V FIELD**

**As trustee of the Whitwick Park (King Georges Field) Charity, members resolved that the following actions be taken/noted:**

##### **WHITWICK PARK**

- a) Cllr Moulton, as Link Councillor for improvements to Park grounds, was awaiting meetings with contractors having invited interest in the works outlined and the Parish Manager undertook to request the missing drawings;
- b) **to establish a memorial garden within Whitwick Park and work**

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**in partnership, potentially including a commemorative memorial bench in the design;**

- c) to note the Parish Manager was attending a site meeting the following morning to discuss the planning application to the District Council for works to a protected lime tree within Whitwick Park;
- d) **quotation accepted from JR Landscaping to fully sand down and re-paint equipment in the park at a cost of £3055.00, with one item not included as it was being removed to accommodate the new roundabout;**
- e) successful submission had been made of the Annual Return to the Charities Commission and updating of Trustee contact information, as required;
- f) complaint by 2 residents about the closing time of the park being too early had been responded to by the Parish Manager, explaining the reasons why the park closed at 3.30 pm between November and February, why the gaps in the fence had been repaired and why entering the park when it was locked and dark was not allowed/encouraged;
- g) the new roundabout had been ordered and provisional installation date offered, subject to underground utility search by the parish council;
- h) arrangements to be made for removal of the old climbing frame by JR Landscaping, with suitable infill to be clarified by the play company;
- i) insurance cover had not been increased for Whitwick jitty gates as it was an improvement to an existing fencing;
- j) the Parish Manager had arranged for new CCTV cameras within Whitwick Park, with appropriate signage; had responded to a request from the local MP for private access to the park by residents, explaining why this had been considered previously and not approved; had checked grass damage last year in the park and would follow up on reparation work by that contractor;

**PARSONWOOD HILL**

- k) insurance cover for new fencing and gates had been increased to £17,000 for the recreation ground following recent installation and the company had not charged for this amendment;

**OTHER MATTERS FOR FUTURE AGENDA**

- l) no other matters for a future agenda; consideration of the Green Spaces for Good initiative to celebrate parks would be put to the council for any volunteers who wished to organise a Picnic In The Park event on Saturday 4 July.

**Full signature of Chairman:** ..... **Date:** .....

The meeting terminated at 9.21 pm.

*Date of the next meeting: Thursday 5 March 2020 at 7 pm*