

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 16 MAY 2019 at 7 pm at Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor L Collins (Chairman)

Cllrs A Barker, L Gillard, S Gillard, T Gillard, P Moulton, T Oldham, L Spence [Items 940-end only], J Straw, R Woodward and M Wyatt [Items 936-957 only].

In Attendance:

Mrs C Tibbles, Parish Manager/Responsible Finance Officer [except Item 964]

PCSO P Marriot, Bardon Neighbourhood Police Team [Items 936 - 945 only]

9 Members of the public [Items 936 - 963 only]

Cllr Woodward opened the meeting by welcoming everyone to the meeting, members of the public, newly elected councillors and returning elected councillors.

936. ELECTION OF CHAIRMAN

Resolved: That Cllr L Collins be elected as Chairman of the Council for 2019/20.

Cllr Collins signed a declaration of acceptance of office and Cllr Woodward duly presented the Chairman's Badge of Office to the new Chairman. The Chairman thanked Cllr Woodward for his work as past Chairman and undertook to do her best to fill his shoes.

937. ELECTION OF VICE CHAIRMAN

Resolved: That Cllr M Wyatt be elected as Vice-Chairman of the Council for 2019/20.

938. APOLOGIES

None.

939. DECLARATIONS OF INTEREST

Cllr A Barker declared a disclosable non-pecuniary interest in Item 960, Planning Ref 19/00754 for Crusader Close as a near neighbour and also a non-pecuniary interest as a former Link Councillor to any item connected with Walkers Flats Allotment Society.

Cllr J Straw declared a disclosable non-pecuniary interest in all planning matters regarding the Green Wedge as a member of Whitwick Action Group.

Cllr P Moulton declared a disclosable non-pecuniary interest as a former Link Councillor to Thornborough Road Allotment Society.

Cllr T Gillard declared a non-pecuniary interest in any matter linked to Leicestershire County Council and also a non-pecuniary interest in any matter linked to the new Leisure Centre.

940. CO-OPTION FOR HOLLY HAYES WARD

The Chairman invited the two candidates to present their application for co-option and speak to the council (for a maximum of 3 minutes). Questions were asked by parish councillors and Ms Colledge explained why she was standing for co-option, her availability to residents, her views on serving the village and fundraising, voting on both increasing and decreasing the precept according to the needs to be met in Whitwick. Mr. Spence responded to questions on why he was unexpectedly standing for co-option, his views on prudence and praise for the facility of Park Hall but criticism of allocating £5000 for an unspecified project, his connections with Whitwick from living 100 yards outside the parish, his wish to improve on past attendance and his pride in giving practical help with sandbags when Whitwick was flooded.

Resolved: that following a tied vote, the Chairman's casting vote was for Mr Leon Spence to be co-opted to the parish council for the remainder of term of office until May 2023.

Cllr Spence then signed his Declaration of Acceptance of Office form, witnessed by the Proper Officer.

Cllr Straw expressed her thanks to Sue Colledge for her 8 years' service as a parish councillor, and service before that on the Steering Group that resulted in the creation of the parish council. Cllr Barker added his thanks for her guidance and wisdom that would be missed. Cllr Woodward had enjoyed working closely with Sue Colledge, acknowledging differences at times but resolving them. Cllr T Gillard agreed with the thanks expressed.

941. DECLARATION OF ACCEPTANCE OF OFFICE BY COUNCILLORS

Resolved: that the Declarations of Acceptance of Office be received.

942. MINUTES

Resolved that the minutes of the meeting held on 19 April 2019 be approved as a correct record.

943. PARISH ELECTIONS 2019

Resolved: that the results of Parish Elections 2019 be received.

944. COMMUNITY POLICING

PSCO Marriot reported that there had been 2 burglaries (both files closed after investigation/lines of enquiry completed), 3 criminal damage incidents (1 under investigation, 2 closed), 3 theft (1 under investigation, 2 closed) and 2 thefts from motor vehicles (both investigations closed). A request was made for members of the public to pass on information to the police if they witnessed any irresponsible use of motorcycles.

Cllr T Gillard asked for an update from the police on illegal parking at junctions and on footpaths, highlighting problem areas that existed in the parish. Cllr Spence asked for an update on Operation Lionheart but PCSO Marriot replied that the operation was county wide but the impact already publicised on social media. Cllr Wyatt asked what the outcomes were of the recent speed camera exercise in the village and PCSO

Marriot confirmed that information was not available yet and he would refer the enquiry to his Sgt.

945. PUBLIC QUESTION AND ANSWER SESSION

None.

946. GENERAL POWER OF COMPETENCE

Resolved: that the Parish Council meets the conditions of electoral mandate and a qualified Clerk as specified in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965) and is therefore eligible to exercise the general power of competence within the meaning of Chapter 1 of the Localism Act 2011.

947. APPOINTMENT OF COMMITTEES/WORKING PARTIES

Resolved:

- a) That Cllrs T Gillard, Spence and S Gillard be appointed to the Staffing Committee but no reserve member was appointed;
- b) That Cllrs Wyatt, Collins and L Gillard be appointed to the Appeal Committee but no reserve member was appointed;
- c) That Cllrs Barker, Moulton and Woodward be appointed to the Property Management and General Purposes Committee, with a vacancy remaining but all members available as reserves if required;
- d) That the Finance Working Party would not be appointed.

948. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED

Resolved: to appoint representatives on the following outside bodies:

Whitwick Quarry Liaison Committee – vacancy remains unfilled

Thornborough Road Allotment Society – Cllr T Gillard

Walkers Flats Allotment Society – Cllr L Gillard

Bowling Green Link Councillor – Cllr L Spence

(NB to liaise with Grounds Maintenance Contractor)

LRALC AGM on Saturday 15 June at Glenfield 10 am – 3 pm: Cllr Collins as a voting member, Parish Manager authorised to attend as a non-voting member

Past representatives shared information with new representatives.

949. INDUCTION, TRAINING AND FUTURE PLANNING

Cllr Gillard asked the Chairman if training was compulsory. The Parish Manager confirmed that it was not legally mandatory but the Training Policy stated appropriate training should be undertaken and that commitment had been made by all councillors when accepting office. Members discussed and considered options. **Resolved:**

- a) That an Induction meeting would be held by the Parish Manager on Thursday 6 June at 7 pm at Park Hall for Cllrs L Collins, L Gillard, S Gillard, T Oldham, L Spence and M Wyatt as new members, with all councillors invited to attend and support others with their parish experience;
- b) That a whole Council review meeting be held on Thursday 4 July at 7 pm at Park Hall for members to assess and review the visioning outcomes that may be prioritised to add/merge with the community projects already outlined;

- c) all councillors to confirm the training courses they wished to attend by signing the booking sheet – as a minimum the Monitoring Officer provided Code of Conduct training at NWLDC (which should be refreshed at the start of this new 4-year term). [Parish Manager’s note: the bookings sheet was not signed at the end of the meeting – arrangements to be made by email.]

950. PARISH PROJECTS – PRIORITY TOPICS

The Parish Manager highlighted topics from the previously circulated outstanding action lists for consideration. For the benefit of newly appointed members, these were provision of Vehicle Activated Speed Signs, provision of street Benches, provision of Grit Bins, Playground Review and upgrades, Flood Action Plan, Website re-design, provision of Christmas Lighting (review of existing scheme) Christmas Tree and Christmas Events; Visioning Outcomes and Plan, Civic Protocols (and flagpole), Whitwick Park entrance re-design/drive repairs/white lining and planting, Local Council Award Scheme, provision of Defibrillators. These projects were in addition to other commitments of the Parish Manager to provide councillor induction training, appointment of a new council solicitor, appointment of new tree surgeon, replacement fencing at Parsonwood Hill, provide wayleave to Western Power Distribution, review of Standing Orders, introduction of Internet Banking, outstanding policy reviews, letters of thanks (various), purchase of new computer workstation and changes to IT storage, councillor email addresses, new broadband provision, establish historic land title, land valuations for possible part-sale to neighbours, investigation of covenants/restrictions, introduction of byelaws, provision of new signage, H&S compliance and testing, projector project (Park Hall), Railway Building maintenance/improvements.

Resolved to defer setting the priorities to the next meeting.

951. FUTURE OF HERMITAGE LEISURE CENTRE

Details had been received of an exhibition/consultation that was being held at the Marlene Reid Centre on Friday and Saturday (17/18 May) on the new Leisure Centre which everyone was urged to attend if possible. Other latest information could be found on the NWLDC website: https://www.nwleics.gov.uk/pages/leisure_centres_project.

952. ANNUAL REVIEW OF POLICIES, PROCEDURES AND RISK ASSESSMENT

Resolved: That the recommendations of the Parish Manager be adopted as below, with a review of the Discipline and Grievance Policies by the Staffing and Appeals Committee members in the summer, with draft Standing Orders being put to Council when available, with the Media Policy being extended to include Facebook and Social media (assistance by members required) and Partnership Working Procedures being reviewed in the autumn (after taking account of the outcomes of the Visioning exercise). All other policies were reviewed and no amendments required. Next review due in May 2020.

Last review	Policy	Next Review	Notes (if applicable)
May 2019	Asset Register	May 2020	
May 2019	CCTV & IT Policy	May 2020	
May 2019	Code of Conduct, inc NWLDC Notes for Guidance	May 2020	

Last review	Policy	Next Review	Notes (if applicable)
May 2019	Community Grants & Donations Policy	May 2020	
May 2019	Complaints Procedure	May 2020	
May 2019	Data Protection Policy and Privacy Policy	May 2020	Changed with GDPR
May 2019	Environmental Policy Statement	May 2020	
May 2019	Equal Opportunities Policy	May 2020	
May 2019	Financial Regulations	May 2020	
May 2019	Financial Reserves Policy	May 2020	
May 2019	Freedom of Information Publication Scheme	May 2020	
May 2019	Health and Safety Policy and Statement	May 2020	
May 2019	Lone Working Policy & Risk Assessment	May 2020	
June 2018	Media Policy	ASAP Members to assist	Extend scope to include Facebook & Communications
May 2019	Protocol for Conduct of Chairman	May 2020	
May 2019	Retention of Documents and Records Policy	May 2020	
May 2019	Risk Assessment & Management Schedule	May 2020	
May 2018	Staff Disciplinary Policy	Summer 2019	NALC Model to be reviewed by Staffing/Appeals Committee
May 2018	Staff Grievance Policy	Summer 2019	NALC Model to be reviewed by Staffing/Appeals Committee
July 2018	Standing Orders	ASAP overdue	New NALC Model issued April 2018
May 2019	Training Policy	May 2020	
May 2019	Internal Monitoring and Control Policy	May 2020	
May 2019	Terms of Reference Committees	May 2020	

Members to note that reviews can be carried out earlier than scheduled if there are legislation changes, advice by NALC for the Council, or a request from a councillor/the Parish Manager.

953. FINANCIAL MATTERS

(a) Annual Review of System of Internal Control

Resolved: That the Chairman 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 current four cheque signatories remain unchanged, with the addition of the Chairman (Cllr Collins) and Vice Chairman (Cllr Myatt) replacing the two councillors who had left. Therefore Cllrs Barker, Collins, Moulton, Spence, Woodward and Wyatt for cheques and **Cllrs Barker, Spence, Straw and Woodward for internet banking, which should be instigated for use.** Set up of electronic payments (but not authorisation) should be initiated by the RFO or the Administrative Assistant.

(c) Financial Report 2018/19

Resolved to accept the final summary of expenditure and income for the last financial year and Earmarked Reserves listing. The Annual Governance and Accounting Return would be submitted for consideration to the next meeting.

954. ASSET REGISTER

Resolved to accept the revised schedule of assets and property as at 31 March 2019, as reviewed to show recent investment by the council. The revised Register format was noted showing more clearly the purchased and gifted assets.

955. INSURANCE

Quotes had been received from BHIB, Came and Company, WPS Council Guard and Zurich Municipal. **Resolved to accept the quotation from Broker C for a 3-year undertaking, with a premium of £2082.56 and a potential for a low claim rebate.** **The revised schedule of assets and property as at 31 March 2019 would be passed to WPS Council Guard, who were an established company specialising in local council services, for the schedule to be adjusted in any key areas.** Noted that a separate play inspection contract would be arranged for all 5 sites at a cost of £300 for this year.

956. SCHEDULE OF MEETINGS 2019/20

Following an amendment, it was resolved that the council should continue to meet at 7 pm as 6.30 pm was deemed too early for some members and could be a barrier for the public to attend. Resolved that dates would be:

2019: 20 June, 18 July, (not August), 19 September, 17 October, 21 November, 12 December (2nd week due to Christmas),

2020: 16 January, 20 February, 19 March, 16 April and 21 May.

Members confirmed the Annual Electors Meeting should be held on 14 May 2020.

Cllr L Gillard asked how she could make decision when no agenda or papers had been provided to her giving information about matters under consideration. The Parish Manager replied that agenda papers had been hand delivered to her home address the previous Saturday. Other members confirmed they had received agendas and supporting information. Cllr T Gillard referred to his envelope which had not contained an agenda but the Parish Manager clarified that was a different envelope that had been collected from the office when signing his Declaration of Acceptance of Office. The agenda had also been hand delivered to his home address on 11 May. [NB following consent given by members before this meeting started, all future agenda

papers would be emailed to 11 councillors, posted to 1 councillor, printed and tabled for 9 members at the meeting itself.]

957. PARISH COUNCIL BYELAWS

Members noted the revised arrangements for public consultation, following a delay to the provisional plans for this to take place from Easter to Whitsun. Advertisements would be placed in the June edition of the Community Voice and the Coalville Times prior to the launch of the consultation on 10 June which would close on 15 July. Views would be considered by the parish council on 18 July and a final decision on submission of the byelaws to MHCLG for approval. A date would then need to be agreed for the District Council to revoke their byelaws and the parish byelaws to then be put in place.

[Cllr Wyatt left the meeting at 8.37 pm.]

958. DISTRICT COUNCILLORS' REPORTS

Cllr Gillard reported that it had been a long election process and that the new District Council would meet on 21 May. A request was made for District Councillors to provide written reports in advance of the meeting (submitted to the Parish Manager), with information on their ward activities and dealings for/with local residents.

959. COUNTY COUNCILLOR'S REPORT

Cllr T Gillard reported that the County Council had met on 15 May and established arrangements for the next civic year. He provided confirmation from the County Council that even after the Speedwatch results recorded in Whitwick, their funding situation had not changed since and nothing was available for Vehicle Activated Signs (VAS). However, the parish council could fund this and enter into a Third Party Agreement with the County Council to arrange installation of VAS units on appropriate and suitable lampposts in the parish. Mobile units could cost between £3,000 -£5,000 and a permanent unit would cost £12,000. Although some trials might take place in 7 sites in the county, this was later than expected and no pilot outcomes were yet available and there was no indication of whether Whitwick could be selected. Finance was restricted as speeding fines did not go to the police or the local authorities but to HM Treasury. Without income from fines there was no opportunity for investment by the County in speed reduction devices. Councillors were disappointed to hear this but welcomed the opportunity for a Third Party Agreement to be explored. Cllr Barker volunteered to help with this scheme.

960. PLANNING MATTERS

[Ms Colledge, as a member of the public, gave her agenda to Cllr L Gillard to see the planning applications.]

a) The Council had been consulted by NWLDC on the following applications and it was resolved that no objections be raised:

REF 19/00632/FUL:- 9 Church Lane - Change of use of land to residential curtilage and erection of storage container (retrospective) (amended submission – re-consultation deadline 21 May)

REF 19/00649/OUT: 7 Grove Road - Erection of a detached dwelling with associated off-street car parking and vehicular access (outline - all matters reserved) (Deadline extension granted to 17 May)

REF 19/00712/FUL: 33 North Street - First floor extension to rear and alterations including pitched roof to existing porch and pitched roof to existing flat roof side projection (deadline extension requested to 17 May)

REF 19/00715/FUL: 20 Crusader Close - Two storey side extension (deadline extension granted to 17 May)

REF 19/00739/TPO:- The Forest Rock Offices Leicester Road - Felling of 1no horse chestnut and works to 10no trees (protected by preservation order) (deadline 21 May)

REF 19/00760/FUL:- 5 Torrington Avenue - Erection of a two-storey front extension and single-storey rear extension (deadline 22 May)

REF 19/00764/FUL: - 103 Loughborough Road - Change of use to mixed residential and office/studio operating from existing outbuilding (deadline 24 May)

REF 19/00795/FUL:- 104 Talbot Street - Erection of a detached double garage (deadline 22 May)

REF 19/00832/FUL:- 21 Hall Lane - Single storey side extension (deadline 24 May)

REF 19/00823/REMM - 191 Loughborough Road - : Erection of five dwellings with associated parking works (reserved matters of appearance, scale, layout and landscape to outline permission 18/00863/VCUM) (deadline 31 May)

b) Planning Appeal under Section 78 of the Town and Country Planning Act 1990

The Council has been notified by NWLDC of the following appeal:

REF 18/01206/OUT:- Land Rear Of 21 To 63 Church Lane - Erection of three dwellings (appeal deadline 11 June) (see attached) **Resolved: to submit objections to the Planning Inspectorate, as previously agreed.**

c) Decisions

NWLDC have now **approved** the following applications:

REF 19/00422/FUL: 191 Loughborough Road - Proposed extensions and alterations to existing dwelling to allow its subdivision to form three residential dwellings with associated off-street parking (revised parking scheme) (deadline extended to 18/4/19)

REF 19/00448/FUL: 8 Bridle Road, LE67 3GB – Erection of a two storey front extension

REF 19/00487/FUL: 69 Cademan Street - Erection of a single storey side/rear extension

REF 19/00506/FUL: 117 Gracedieu Road - Erection of a single storey side extension (deadline extended to 18/4/19)

961. PARISH MANAGER'S REPORT AND MATTERS PENDING

Members noted the report, together with the list of matters previously agreed but action not yet completed. Cllr Moulton reported that the Thornborough Road Allotment Society had met on 5 May and the 2 vacant plots had been filled from the waiting list. A

Community Greenhouse project was being explored and a request made to use the removed sections of chainlink fencing from the Parsonwood Hill site. The next meeting was on 30 June at 11 am and plans were being made for a 'produce show' on 1 September, with all food entered being donated to a Community Foodbank. A pumpkin and marrow show may be held around Halloween.

962. FINANCE AND ACCOUNTS FOR PAYMENT

Resolved that:

- a) the income of £161,747.81 received since the last meeting be noted;
- b) the payments made as approved at the last meeting be noted for information;
- c) the latest payment list and retrospective salary payments of £7499.30 be approved;**
- d) the latest income and expenditure report for 2019/20 be noted;
- e) the bank balances at last month end were noted as Unity current a/c £179,487.93; Unity Deposit a/c £12,150.33 and CCLA Public Sector Deposit Fund £145,000 be noted;
- f) deferred to the next meeting: to consider and agree a transfer of funds to the Deposit Account and CCLA to reduce the balance in the current account.

963. EXCLUSION OF PRESS AND PUBLIC

It was resolved that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of items 964 set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

964. STAFF APPRAISALS AND INCREMENTAL REVIEWS

[The Parish Manager withdrew from the meeting for this item and returned to be informed of the decision.] **Under confidential terms:**

- a) members received a verbal report from the Staffing Committee on the recent completion of the Parish Manager's annual appraisal;
- b) resolved (with 1 abstention) to award the contractual incremental point to the Parish Manager, with effect from 1 April 2019.**

Full signature of Chairman: Date:

The meeting terminated at 9.10 pm.

[Cllr Wyatt left the meeting at 8.37 pm.]

Date of next council meeting: Thursday 20 June 2019 at 7 pm