

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 8 November 2018 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick**

Present: Councillor A Barker (Chairman)

Cllrs D Howe and R Woodward

In Attendance:

Mrs. C Tibbles, Parish Manager

No members of the public

**773. APOLOGIES FOR ABSENCE**

Cllr P Moulton.

**774. DECLARATIONS OF INTEREST**

Cllr Howe declared a non-pecuniary interest in any decisions regarding the Bowls Green as he had connections with Whitwick Bowls Group.

Cllr Barker declared a non-pecuniary interest in any decisions regarding Walkers Flats Allotments as the Link Councillor for the parish council.

Later in the meeting, Cllr Barker declared a non-pecuniary interest in Item 780(k) as he knew a family member.

**775. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**776. MINUTES**

**Resolved: That the minutes of the meeting held on 13 September 2018 be approved as a correct record.**

**777. REVIEW OF WHITWICK PARK MANAGEMENT**

Members noted that replacement CCTV signage had been purchased and was being displayed. One incident of vandalism to the padlocks had occurred in October. During autumn/winter the District Council was again responsible for overnight locking of the park (and car park unless Park Hall was in use, when the caretaker locked the car park after the hire session ended). The car park was provided for visitors to Whitwick Park and Park Hall and therefore when closed there should be no vehicles remaining overnight. The District Council utilised notices to be put on windscreens and the Parish Manager had requested a copy. **Resolved: to delegate the Parish Manager to review letters left on unauthorised vehicles and for owners to be informed that vehicles could be retrieved when the park opened again the following morning at the advertised time. A sign would be displayed at the entrance gates to the drive, at the top of the drive. Also resolved that a 'Car Park used at Owners Risk' sign be displayed by the car park.**

**778. BUILDINGS MANAGEMENT**

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

**PARK HALL -**

- a) Noted that roof repair had been completed and the invoice adjusted to correct an error; the annual fire extinguisher service had been completed, the sewage pump would be serviced in January by the caretaker;

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- b) Noted the re-painting of the path edging by the entrance had been completed;
- c) Noted that a full credit of £340 had been received for the faulty chairs with no collection being arranged; **resolved that 2 small folding tables (3 feet long) be purchased to give flexibility for some hire events;**
- d) **Resolved that hire slots for regular customers may be provisionally reserved indefinitely on an open-ended basis, with payment being required 14 days before the end of each month (as currently), at which point the booking is confirmed and scheduled for the caretakers.** Customers would remain responsible for making timely payments or risk the loss of bookings the following month. Members commended the work of Ms Mabey in successfully promoting Park Hall and securing new hire customers;
- e) **Resolved to adjust the heating times to commence one hour earlier in the mornings.** This would be managed either by the caretaker or the service company on their next visit when the two radiator problems should be addressed;
- f) **Resolved to continue with the standard 2 hour weekly allocation for cleaning, with additional works on an ad-hoc basis according to need/customer usage.** Members commended both caretakers for always maintaining spotless toilets;
- g) That H&S training and actions points were ongoing.

#### **COMMUNITY OFFICE**

- h) **Resolved an additional filing cabinet be sourced to continue GDPR compliance for increasing record keeping;**

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

- i) Some outstanding matters remained, as previously reported, with electrical cabling, the outside railings. **Resolved that broken and missing signs be replaced to 'keep off the roof' and 'keep off the green' to make it clear that bikes and dogs were not allowed;**
- j) Members noted the heating was now operating for limiting daily periods and that a date to treat the damp had provisionally been offered;

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

- k) No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

#### **779. LAND MATTERS – KING GEORGES FIELD**

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

##### **WHITWICK PARK**

- a) Members noted the fencing work by a resident at North Street had been undertaken the previous month, in line with the signed agreement of 17 October, with the holly hedge awaiting replacement in the park by 26 January 2019; noted the overhanging willow tree was diseased and had been removed, in addition to the dead ash trunk;
- b) Noted the replacement safety surfacing to two rotary items had been completed, with the possibility of a retrospective S106 funding application; a minor repair by NWLDC to the surfacing in the toddler area had been completed;
- c) Noted that prior to the meeting, a demonstration had been given of the repaired irrigation system for the Bowls Green using the new water tank. NWLDC reported that the old pump had been retained and appeared to work better without the rust/sediment that had clogged up the old system. The District Council had

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previously acknowledged it would bear any additional cost for the tank/new fencing that had not met the required specification that was given to/accepted by the parish council. The Parish Manager would now request the contribution from Whitwick Bowls Club that had been agreed earlier in the year. The agreed reinforcing of the railings outside the pavilion had not yet been started by NWLDC.

- d) Noted that the reduced quotation for the access pathway to the tennis courts had been accepted (£380), the fencing improvements (£4,700), the work to shrubs and cutting back of trees (£1280) and the new fence behind the damaged holly hedge at the entrance;
- e) Noted the textile bank for the Air Ambulance Service had been sited in the agreed location in the park and checks would need to be scheduled to ensure timely emptying.

### **PARSONWOOD HILL**

- a) Noted the information from Western Power Distribution had been received following the site meeting on 1 November, with the provisional route outlined for extending the existing underground cables, subject to clarification of their precise current location. WPD would then draft the necessary agreements for the parish council to consider. Protection of the excavations had been discussed and further information would be agreed when draft arrangements were ready. The Chairman shared some useful historical information on the boundary with Severn Trent.
- b) **Resolved to obtain quotes for repairs to some sections of chain-link fencing at the boundary, to remove overgrown low-level hedging/hanging branches that were creating a hazard to the neighbouring pathway. Further resolved that any incidents of antisocial behaviour were a police matter and that no changes to access points were to be made by the parish council as there were no further reports of escalating problems.**

### **780. LAND MATTERS – OTHER LAND**

**During Item (k) the Parish Manager disclosed the identity of the child in confidence to members. Cllr Barker declared a non-pecuniary interest in Item 780(k) as he knew a family member.**

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

#### **ALLOTMENTS**

- a) Noted that indicative income for Walkers Flats Allotments had been outlined in the region of £499;
- b) Noted that annual grants were to be paid to both self-management groups after receipt of rental income (due annually in October);
- c) **Resolved to approve the request by Walkers Flats Allotments for small incinerators to be placed at agreed locations (away from housing) for infrequent periodic burning of allotment waste for a trial period of 12 months, reviewing the operations in November 2019;**
- d) No further updates reported by Link Councillors.

#### **BYELAWS**

- e) Noted that a meeting with NWLDC had taken place and further information was waited for the full council to consider; the Parish Manager to establish existence of byelaws by other local parish councils;

#### **RECREATION/OPEN SPACES**

- f) Noted that the triennial tree inspection had commenced, with Whitwick Park now completed and other open spaces to follow, and an estimated 6 weeks for the report to be produced;

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- g) Noted that the Parish Manager had made a site visit to a resident's garden following a complaint about a parish tree but would await the tree report before asking the Committee to review the matter, although noting a minor self-set sycamore looked unhealthy;
- h) noted that the transfer of covenant on a former piece of parish land (The Dumps) had been signed and sealed but completion date was not yet known. The Parish Manager had received a concern about protection of this natural space which she would investigate and respond to;
- i) Noted that the agreement in principle to a resident's request to purchase a piece of land at WPC.011 (Land to west of Holly Hayes Road/City of Dan/Rosslyn Road) to extend their garden was being considered. It was noted the quotation was still awaited for a valuation charge for two pieces of land;
- j) Noted that display of ownership signs on all open spaces was continuing;
- k) **Resolved to accept the verbal report of the investigation by the Parish Manager regarding the child's accident at the Hermitage/Green Lane park; that a site meeting with a family member had taken place as soon as the incident was reported to the Parish Manager; an accident form completed and supplied to the family; that on her instruction to the contractor the trip hazard at the edge of the play surfacing had been quickly highlighted; that the contractor had ordered supplies to enable filling of the shrinkage gaps and removal/replacement at the raised locations; a further inspection would be made by the Parish Manager when the repairs were completed;**
- l) Noted the new Steady Steps weekly hire booking for the next six months and the potential promotion of parish sports facilities by NWLDC (tennis in February/Bowls Green and Club for the new season);
- m) Noted that tree problems could be referred to LCAS and/or Ellis Whittam for advice;
- n) Noted there were no new grounds maintenance matters raised yet for JR Landscaping & Property Maintenance;
- o) Noted that a site meeting had been held to review the land and boundary, with the health and safety concerns of the current licence holder and also some residents regarding management of WPC.019 (Car Hill Rock) would be referred to Ellis Whittam for professional advice;

**OTHER MATTERS FOR FUTURE AGENDA**

- p) **Resolved that the council consider how best to address the visioning outcomes and cover the needs/wishes of residents in the outlying parts of the parish, when the majority of the transferred parish assets were located in Whitwick Park and the centre of the village.**

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

The meeting terminated at 11.32 am.

[Members met in the Park at 9.30 am to see a demonstration of the sprinkler system.]

*Date of next meeting: Thursday 10 January 2019 at 10 am.*