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Restrictions apply on capacity in the building for public seating

15th September 2023

To: The Chair and Members of Whitwick Parish Council

(Cllrs A Barker, A Briers, P Casson, S Colledge, L Collins, T Gillard, A Greenwood, P Moulton, A Roach, R Woodward, M Wyatt)

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00 pm on Thursday 21st September 2023** at **Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB** for the purpose of transacting the following items of business.

Yours faithfully

Tracey McLean
Acting Parish Manager

AGENDA

3337	APOLOGIES FOR ABSENCE
	<i>Members instructions are required</i>
3338	DECLARATIONS OF INTEREST
	To receive declarations of interest in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).
3339	MINUTES
	To approve the minutes of the meeting on 15 th June 2023 and the extraordinary meeting on 20 th July 2023.

	<i>Members instructions are requested</i>
3340	COMMUNITY POLICING
	Attendance at meeting by local PCSO(s) or to note the current report (if available). The next Beat Surgeries will take place at the Community Office on: Saturday 14 th October 2023, Tuesday 28 th November 2023, Saturday 16 th December 2023 all at 11.00 am - 12.00 Noon.
3341	PUBLIC QUESTION AND ANSWER SESSION
3342	COMMUNITY PROJECTS
	a) Vehicle Activated Signs (VAS) – the production of data from the last location has been circulated and published at https://whitwickpc.org.uk/news/ signs were moved to the next location (Hall Lane) on 8 th September 2023.
	<i>Members instructions are requested</i>
3343	THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE
	An ongoing update report had been requested previously by the Parish Council from District Council.
	<i>Members to note the information or members instructions are requested</i>
3344	MEMBERS HIGHWAY FUND – SCHEME TO INSTALL BOLLARDS ON SKINNERS LANE
	A proposed scheme to install three new bollards on Skinners Lane. Leicestershire County Council (LCC) will fund the purchase and installation via the Members Highway Fund (MHF). Once installed the Parish will have full responsibility for all ongoing maintenance of the bollards and LCC will have no responsibility for them (see information attached).
	<i>Members instructions are requested.</i>
3345	GRANT APPLICATION
	An application had been received from Woodstock in Whitwick requesting £250 towards the cost of hosting the Woodstock in Whitwick annual music festival to fundraise for local good causes. The event will be open for all families and community members to join in. The event is designed to be accessible and inclusive (project cost is £5,000) (see attached information).

	<i>Members' instructions are requested</i>
3346	EVENTS 2023
	Members to note/consider:
	<p>a) Seed Sowing Event to commemorate the King's Coronation – Date to be agreed for local school children to be invited to a 'wildflower seed sowing session' to take place at Car Hill Rock. Member volunteers requested to attend the session.</p> <p>b) Remembrance Parade – Sunday 12th November 2023 – The Acting Parish Manager and RBL Link Councillor had met with the RBL representative on 16th August 2023. Plans are now underway with the church service taking place at 2.30 pm; Leicestershire 4 x 4 Response Team had confirmed their attendance and would assist with road closures on the day, but cannot support first aid provision; road closure request and associated paperwork had been forwarded to LCC before the closing date of 15th September. List of suggested invitations to be discussed with members and agreed.</p> <p>c) Woodstock Christmas Event – Sunday 10th December 2023 – Details to follow.</p> <p>d) Woodstock in Whitwick Event – Saturday 19th August 2023 – Has taken place on grounds at the Man Within Compass.</p>
	<i>Members instructions are requested</i>
3347	PLANNING & LICENSING MATTERS
	a) Applications – The Council has been consulted by NWLDC on the following applications;
	<p>REF: 23/00677/NCU – Sunnyside, Church Lane - Demolition of existing farmhouse and erection of 3 new two-storey dwellings including altered access off Church Lane without complying with condition 2 of planning permission reference 22/00366/FUL to include alterations to the layout to provide easement to an on-site sewer – (Deadline – 2 July 2023)</p> <p>REF: 23/00764/FUL – 36 Coverdale - Erection of single and two storey rear extension and pitched roof over garage and porch to replace existing flat roof – (Deadline 20th July)(Deadline extended to 21st July)</p> <p>REF: 23/00960/T28 – Notice of Intention to Install Telecoms Apparatus - 9M medium Wooden Pole outside The Weaving Mill, Church Lane – Registered 26 July/Decision Date: 27 July 2023</p>

	<p>REF: 23/00783/FUL – 47 Peterfield Rd – Erection of a single-storey side/rear extension and alterations – Deadline 3rd August</p> <p>REF: 23/00946/FUL – 149 Loughborough Rd, Whitwick – Formation of a vehicular access – Deadline 17th August - Cllrs contacted to ask for comments before meeting of 21st September</p> <p>REF: APP/G2435/W/23/3320501 – Town & Country Planning Act 1990 Appeal Under Section 78 – Proposed site of Swan Lake Lodges, Spring Lane, Swannington – Appeal start date: 1st August 2023. All representations must be received by 5 September 2023</p> <p>REF: 23/01093/TPO – Birch House, 25 Silver Street – Works to 1 No. Common Ash Tree (protected by TPO) – Deadline 13th September (Deadline extension requested – no reply)</p> <p>REF: 23/01110/FUL – 141 Hermitage Road, Whitwick – Erection of single storey rear extension – Deadline 21st September 2023 – Deadline extended to 22nd September</p> <p>REF: 23/01150/FUL – 36 Bonchurch Rd, Whitwick – Demolish existing garage and single storey side extension and build two storey angled side extension - (Deadline 27th September)</p>
	b) Decisions by NWLDC who have now approved the following applications;
	<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)- Permission granted 9th June 2023</p> <p>REF: 23/00462/LBC – Whitwick Day Nursery, Market Place – Internal alterations, demolition and rebuilding of side boundary wall and installation of mechanical extract fans – Deadline 13th June – (Deadline extension granted until 16th June) Permitted – 19th June 2023</p> <p>REF: 23/00575/FUL – 87 St Bernards Road -Erection of single storey side and rear extension – (Deadline 7th June) (Deadline extension applied for) Permission granted 22nd June 2023</p> <p>REF: 23/00361/FUL (Resubmission of 22/01495/FUL) – 2 Torrington Avenue – Erection of a two storey side extension – Deadline 15th May – Extension applied for – Permission granted 29th June</p> <p>REF: 23/00677/VCU – Sunnyside, Church Lane – Demolition of existing farmhouse and erection of 3 new two-storey dwellings – Permitted 19th July</p>

	<p>REF: 22/01366/OUT – 86 Leicester Road, Whitwick - Erection of five no. three bedroom dwellings (outline access and layout included) at- Permitted 20th July 2023</p> <p>REF: 23/00774/FUL – 2 Wakefield Drive, Whitwick – Enlargement and alterations to roof including raised ridge height, side gables and rear dormer to facilitate loft conversion – (Deadline 14th July) (Deadline extension applied granted until 21st July) – Permission granted 3rd August</p> <p>REF: 23/00096/FUL & 23/00801/NMA – 296 Hall Lane – Erection of single storey side/rear extension and single storey front extension (porch) – (Deadline 22 February) Non material amendment to planning permission to allow for an increase in depth to the single storey side/rear extension Permitted 10th August 2023</p> <p>23/00785/FUL 12 Holly Hayes Road – Demolition of existing rear extension and erection of a new single-storey rear extension – Deadline 19th July – (Deadline extended to 21st July) – Permission granted 10th August 2023</p> <p>REF: 23/00634/FUL – St Catherine Villa, Oaks Road – Demolition of existing dwelling and erection of replacement dwelling and associated works – (Deadline 12 July) Deadline extended to 21st July 2023 – Permitted 31st August 2023</p> <p>REF: 23/00764/FUL – 36 Coverdale, Whitwick, Leics – Erection of single and two storey side and rear extensions and pitched roof over garage and porch to replace existing flat rook – Deadline 5th September - Permitted 31st August 2023</p> <p>REF: 23/00950/TPO – The White House, 1 Loughborough Rd, Whitwick – Fell 1. No Cedar Tree (protected by TPO) – Deadline 18th August – Cllrs contacted to ask for comments before meeting of 21st September Permitted 12th September 2023.</p>
	c) For information:
	<p>REF: 23/00687/CLP – 198 Leicester Road – Certificate of Lawful Proposed Use for single storey rear extension – REFUSED 1ST AUGUST -FOR INFORMATION ONLY</p>
3348	SAFEGUARDING POLICY
	<p>Every town and parish council has a moral duty to ensure the safety and welfare of children, young people and adults at risk of harm. Leicestershire’s borough and district councils have published a Safeguarding Policy template to help parish councils to review their existing safeguarding arrangements or put them in place for the first time (draft policy attached).</p>

	<i>Members instructions are requested.</i>
3349	PROCUREMENT & TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT
	Cllrs Barker and Woodward had met with the Acting Parish Manager on several occasions recently to peruse and prepare the grounds maintenance document in readiness for advertising. The contract had been uploaded to government websites 'Find a Tender' and 'Contracts Finder' by the Acting Parish Manager and the contract and advert had been uploaded to the Council's website meeting the deadline date of 8 th September 2023.
	<i>Members to note the information</i>
3350	PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE
	Members to receive the minutes of the Committee meeting held on 3rd May 2023 (see attached)
	<i>Members to note the information.</i>
3351	STAFFING COMMITTEE TERMS OF REFERENCE
	The Staffing Committee met on 7 th August 2023 and recommended that the Terms of Reference be amended as follows: <ul style="list-style-type: none"> • Election of Chair of Staffing Committee to take place at the first meeting of the Committee each year (and not decided at the Annual Meeting as in previous years) • Protected characteristics to be updated and to include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation
	<i>Members instructions are requested</i>
3352	REVIEW OF COUNCIL MEETINGS CALENDAR
	Consideration to be given to the number of council meetings held each year.
	<u>2023 dates (already published):</u> 19 th October, 16 th November, 14 th December
	<u>2024 dates (booked at Park Hall but not yet published):</u> 18 th January, 15 th February, 7 th March (Annual Parish), 21 st March, 18 th April, 16 th May (Annual Council), 20 th June, 18 th July, 19 th September, 17 th October, 21 st November, 12 th December

	<i>Members' instructions are requested.</i>
3353	COMMUNITY OFFICE CLOSURE – XMAS 2023
	Request by the Acting Parish Manager for closure of Community Office on Wednesday 27 th , Thursday 28 th and Friday 29 th December due to unavailability of staff.
	<i>Members instructions are requested.</i>
3354	WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS
3355	DISTRICT COUNCILLORS' REPORTS
3356	COUNTY COUNCILLOR'S REPORT
3357	ACTING PARISH MANAGER'S REPORT
	<ul style="list-style-type: none"> • Resident query – quarry blasting • Resident query – Woodstock in Whitwick event • Code of Conduct Training • Skillsgate • National Highways & Transport (NHT) Public Satisfaction Survey <p>This survey is part of the Leicestershire County Council's continuing effort to understand and respond to the needs of its customers. The analysis of the survey results and the ability to trend and benchmark highways and transport services has allowed the County Council to monitor its performance on a number of highways and transport issues at a national and a local level.</p> <p>The survey is designed to accept one response from each Parish Council Although the questionnaire is best completed by one person, the responses represent the overall views of the Parish Council on the Highways and Transport matters raised in the survey (document attached).</p>
	<i>Members instructions are requested</i>
	<ul style="list-style-type: none"> • Voluntary, Community & Social Enterprise Alliance (VCSE Alliance) <p>In November last year, the NHS in Leicester, Leicestershire and Rutland launched the Voluntary, Community and Social Enterprise Alliance (VCSE Alliance).</p>

	<p>The NHS have worked closely with many local voluntary and community groups to develop a new way of them working in partnership – a way that would involve these groups in decisions about designing and providing healthcare services.</p> <p>It is completely free to become a VCSE Alliance member and all voluntary groups, charities and social enterprises in Leicester, Leicestershire and Rutland are encouraged to join. (Document attached).</p>
	<i>Members instructions are requested</i>
3358	ACCOUNTS FOR PAYMENT & FINANCE
	<ul style="list-style-type: none"> • Internal audit paperwork has now been corrected, signed by the Chair and sent to Moores auditors
	<p>a) Details of income received for the month of September to be tabled at the meeting (to include the details of VAT refund amount);</p> <p>b) Details of payments made for the month of September, including salaries, to be tabled;</p> <p>c) Details of latest income and expenditure account to note the latest income and expenditure account for 2023/24 and the summary of earmarked reserves at 31 August 2022 to be tabled;</p> <p>d) to note the latest bank balances as at 31st August 2023 - Unity current a/c £77,462.97, Unity Deposit a/c £12,418.30, and CCLA Public Sector Deposit Fund £225,000.00.</p>
	<i>Members instructions are requested.</i>
3359	EXCLUSION OF PUBLIC & PRESS
	<p>Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting 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.</p>
	<i>Members instructions are required.</i>
3360	RECRUITMENT OF PARISH MANAGER AND FUTURE OF WHITWICK PARISH COUNCIL
	<p>Update to be provided by Staffing Committee on progress of recruitment process.</p>
	<i>Members instructions are requested.</i>

	DATE OF NEXT MEETING
	Thursday 19 th October 2023 at 7.00 pm



Website: www.whitwickpc.org.uk

MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday 15th June 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor S Colledge (Chair)

Cllrs A Barker, A Briers, L Collins, T Gillard [Items - 3287 - 3033], P Moulton [Items 3297 - 3309], A Roach, R Woodward, M Wyatt (Items 3287 - 3304)

In Attendance (including Guest Speakers):
Tracey McLean, Acting Parish Manager
Zara Barnes, Community Focus Officer at NWLDC
Polly Page, Housing Officer at NWLDC

7 members of the public (some leaving after Item 3289)

		ACTION
3287	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllrs Casson, Greenwood and Moulton. Cllr Moulton had informed the Acting Parish Manager and Chair that he would be late to the meeting.	
3288	DECLARATIONS OF INTEREST	
	Cllr Wyatt declared a registerable interest in all matters relating to planning and North West Leicestershire District Council.	
	Cllr Briers had nothing to declare.	
	Cllr Barker declared a registerable interest in any matters relating to North West Leicestershire District Council, 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.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical 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 (certain items) and registerable interest as a member of Woodstock in Whitwick committee, 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.	
	Cllr Collins declared a disclosable pecuniary interest as a trustee member of Whitwick Historical Group.	
	Cllr Roach had nothing to declare.	
	Cllr Gillard declared a registerable interest in all matters relating to North West Leicestershire District Council and Leicestershire County Council as a Member.	
	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 Link Councillor and as a member, a registerable interest as a member of Whitwick Action Group, a registrable interest as Link Councillor for Thornborough Road Allotments Society and a registerable interest as Link Councillor or Walker Flats Allotments Society. (<i>declarations given before Item 3297</i>).	
3289	NON-COUNCILLOR VACANCY ON PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE	
	It was RESOLVED at this point in the meeting to move Item 3289 Non-Councillor Vacancy on Property Management & General Purposes Committee to later on the agenda and would be taken after Item 3299.	
3290	COMMUNITY POLICING	
	Members noted that PCSO Aimee Carney was unavailable to attend the meeting and a current report was unavailable. The next Beat Surgery would take place at the Community Office on Tuesday 20th June, 10.00 am – 11.00 am. PCSO Carney had recently communicated to the Acting Parish Manager that she would be carrying out Beat Walks at Whitwick Park on the following dates: 29 th July, 6.00 pm – 7.00 pm; 12 th August, 9.00 am – 10.00 am; 9 th	

	<p>September, 9.00 am – 10.00 am. Cllr Woodward volunteered to accompany PCSO Carney on the beat walks on the above dates and said that he would endeavour to attend on all dates.</p>	RW
3291	GUEST SPEAKER - NWLDC COMMUNITY FOCUS OFFICER – ZARA BARNES	
	<p>Zara Barnes, Community Focus Officer at NWLDC had been invited to the meeting to introduce herself to council members and to give a brief overview of her role at NWLDC.</p> <p>Ms Barnes confirmed that her role included liaison with parish/town councils and any other voluntary or community group to help improve the local area and to resolve issues that they may have with the District Council.</p> <p>Several projects were taking place at the moment including People Zone. Ms Barnes noted the lack of representation from Whitwick Parish Council relating to People Zone and asked if a member would be willing to join the working group.</p> <p>Grants and funding - Ms Barnes confirmed that a new round of funding for People Zone would be opening soon. UKSPF funding is now also available</p> <p>Ms Barnes informed members that on 2nd August, Vaccination Vans would be at Hermitage Lake. The vans were being used as a promotional tool to talk to people in more rural areas. Plans were also being considered to work with the local fire service to put on a water safety event, as several young people had been venturing into the lake recently.</p> <p>Members were also encouraged to contact Ms Barnes if advice was needed with regard to any problems being experienced in parks and open spaces. Members could contact NWLDC to learn how they were tackling issues that they were experiencing.</p> <p>Ms Barnes also confirmed that an Emergency Service Open Day was due to take place in the near future, date to be confirmed; Eco Park consultation had now finished; Skillsgate training for clerks and councillors was now available online.</p> <p>Polly Page, Housing Officer for the Whitwick area introduced herself for the benefit of everyone present. Ms Page confirmed that she was available to be contacted by email or telephone if members had any issues that they needed to discuss.</p>	

3292	MINUTES	
	RESOLVED: that the minutes of the meeting held on 18 th May 2023 be approved as a correct record.	
3293	PUBLIC QUESTION AND ANSWER SESSION	
	A member of the public asked why documents relating to the management agreement and constitution for Walkers Flats Allotments had been made freely available to a plot holder. The Chair confirmed that the documents were available to any plot holder as they were public documents. The management agreement was due to be reviewed and updated, once this was done would be available to view on the website by any member of the public.	
	<p>A resident said that several people were scaling the fence at the Co-op building on Castle Street, late at night to get into the bins. The Chair confirmed that this issue would be discussed in more detail under Item 3304 on the agenda. The resident also confirmed that she had spoken to the Co-op with regard to the landscaping and this was currently being addressed.</p> <p>A resident commented that the planter on Oaks Road had not been planted up this year. The Chair confirmed that the Parish Warden would be informed and he would liaise with the grounds maintenance contractor to rectify the situation.</p> <p>A resident asked Cllr Gillard about the potholes at the bottom of Silver Street. Cllr Gillard confirmed that he would look into the situation as soon as possible.</p> <p>A resident asked if the redundant bus shelters in the Market Place would remain in situ. The Chair replied that it was doubtful that Arriva would remove them.</p> <p>A resident asked if it was feasible to consider getting a petition together with regard to the loss of the local bus service. The Chair replied that this had already been attempted. In addition, Cllr Gillard had tried to fight the decision, attending a meeting with Arriva but had met with refusal to his requests. The Chair added that it was a commercial route, not funded by public money and the company could choose to do as they wished.</p> <p>A resident asked if the bus shelter on Talbot Street could be moved from one side of the road to the other. The Chair said that this was a County decision not a Parish decision. The Chair added that the</p>	

	Council may be able to look into grant funding to provide a shelter in this area in the future.	
3294	VAS SCHEME – DATA REPORT	
	Members noted: Vehicle Activated Signs (VAS) – the production of data from the last location had been circulated and published at https://whitwickpc.org.uk/news/signs . Signs had been moved to the next location (Loughborough Road) on Monday 12 th June 2023.	
3295	THE FUTURE OF THE FORMER HERMITAGE LEISURE CENTRE SITE	
	Members noted that an up-to-date report was unavailable at the present time.	
3296	ANNUAL REVIEW OF POLICES, 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	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	

Last review	Policy	Next Review	Notes (if applicable)
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: Policies, procedures and risk assessments would be reviewed and any changes made would be agreed by Members. The Equal Opportunities Policy to be updated, amended and to be re-titled 'Equality & Diversity Policy'.	
3297	EVENTS 2023	
	Members noted/resolved:	
	<p>a) Seed Sowing Event to commemorate the King's Coronation – Members RESOLVED that a date would be agreed for local school children to be invited to a 'wildflower seed sowing session' to take place at Car Hill Rock in September 2023. Member volunteers requested to attend the session. Future agenda item required.</p> <p>b) Woodstock in Whitwick Event – Saturday 19th August 2023 – To take place on ground at the Man Within Compass, volunteers requested – further details to follow.</p> <p>c) Remembrance Parade – Sunday 12th November 2023 – The Acting Parish Manager had asked for timings for the afternoon parade due to take place in Whitwick, but as yet had not received a response. A meeting between Cllr Collins, Craig Smith, Phil Beet and the Acting Parish Manager would be beneficial and a date to be agreed</p> <p>d) Woodstock Christmas Event – Sunday 3rd December 2023 – Further details to follow.</p>	

3298	PLANNING AND LICENSING MATTERS	
	a) Applications – The Council had been consulted by NWLDC on the following applications:	
	REF:23/00407/FUL – Glebe Farm, Green Lane, Whitwick - Provision of cabin to be used ancillary to the existing agricultural operation undertaken for the storage of agricultural equipment, the processing of agricultural produce and education purposes – Deadline 12 th June – (Deadline extension granted until 16 th June 2023) - RESOLVED that no objections be made.	
	REF: 23/00462/LBC – Whitwick Day Nursery, Market Place – Internal alterations, demolition and rebuilding of side boundary wall – Deadline 13 th June – (Deadline extension granted until 16 th June) - resolved that no objections be made.	
	b) Decisions by NWLDC who had now approved the following applications:	
	REF: 23/00387/FUL – Man Within Compass – Erection of side extension - Permission granted 18 th May 2023	
	RE: 23/00485/FUL – Retention of an allotment summerhouse – Allotment Gardens, off Thornborough Rd – Permission granted – 1 st June 2023	
	REF: 23/00471/PNH – 45 Peterfield Road - Erection of a single-storey rear extension measuring 8 metres in length from the rear wall of the original dwellinghouse with a maximum eaves height of 3 metres and a maximum height of 4 metres – Permission granted 1 st June 2023	
	c) For information:	
	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 (<i>For information only</i>)REFUSED – 24 th May 2023.	
3299	PROCUREMENT AND TENDER PROCESS – GROUNDS MAINTENANCE CONTRACT	
	a) Members noted the Procurement Policy Note issued by the Cabinet Office giving updated thresholds and regulations for authorities.	
	b) The Acting Parish Manager had asked Members to consider and agree the timetable and draft arrangements to be put in place	

	so that the council could advertise the tender for the grounds maintenance contract for either a 3 or 5 year period from 1 April 2024. Contract should be awarded by 30 th September 2023.	
	c) Members RESOLVED that on the advice of the Acting Parish Manager to engage a professional consultant/consultancy company to undertake the procurement and tender process for the future grounds maintenance contract.	
3289	NON-COUNCILLOR VACANCY ON PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE	
	<p>The Chair asked any interested member of the public to indicate if they were interested in applying for either of the two non-councillor vacancies on the Property Management and General Purposes Committee (PMGP Committee).</p> <p>Three members of the public indicated their interest by raising their hand.</p> <p>RESOLVED that: following a vote by Members, Mrs Audrey Barker and Mrs Jacqueline McNeice would take up the positions of non-councillor members on the PMGP Committee.</p>	
3300	PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE	
	Property Management and General Purposes Committee Meeting due to take place on 1 st June 2023 had been cancelled and re-scheduled to take place on Thursday 6 th July 2023 a 7.00 pm	
3301	WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS	
	Members noted the following:	
	Link Councillor for Royal British Legion - Cllr Collins informed Members that the RBL were suggesting that the Remembrance Service take place earlier in the day (possibly 1.30 pm – 2.00 pm). Definite timings for the event would be required as road closure permission would need to be sought. Cllr Collins confirmed that she would attending an RBL meeting on Tuesday 4 th July to introduce herself to RBL members.	
	Link Councillor for Thornborough Road Allotment Society – Nothing to report	

	Link Councillor for Walker Flats Allotments Society – Cllr Moulton informed Members that their AGM would be taking place on Sunday 30 th July.	
	Link Councillor for Whitwick Historical Group – Nothing to report	
	<p>Link Councillor for Whitwick Bowls Club – Cllr Moulton informed Members that the club had notified him of problems with the bowling green sprinkler system and the cutting of the grass.</p> <p>Cllr Moulton had represented the Council at the Parish Liaison meeting that took place on 14th June and signed the Joint Charter on behalf of Whitwick Parish Council. Other topics to note included: advice to the Council to adopt the NALC/SLCC Safeguarding Policy; NWLDC’s new free on-line training package, Skillsgate would soon be available and members were encouraged to attend this training.</p>	
3302	DISTRICT COUNCILLORS’ REPORTS	
	No reports were available at the present time.	
3303	COUNTY COUNCILLOR’S REPORT	
	<p>Cllr Gillard reported that funding to rebuild St Andrew’s Church had been declined.</p> <p>Cllr Gillard asked if costings for additional VAS posts could be obtained as there was a possibility that he would be able to provide funding of up to £2,500 towards the cost of purchasing the posts.</p> <p>Money would be made available to install a grit bin on the corner of Leicester Road and Hogarth Road/St Bernard’s Road, licence to be applied for.</p> <p>Money to be made available for the purchase of a memorial bench to be installed at the bottom of Birch Avenue.</p>	
3304	UPDATE FROM THE ACTING PARISH MANAGER	
	a) Resident concerns relating to Coop:	
	<p>The Acting Parish Manager confirmed that she had written to the Co-op and had received a reply regarding the concerns raised.</p> <p>Members RESOLVED that the Co-op should be contacted again to request the provision of a community fridge, ideally positioned at the front of the main building.</p>	

	b) Response from local school regarding wildflower seeds:	
	The Acting Parish Manager informed members that a thank you letter had been received from one of the local schools and they had confirmed that they wished to be involved the Wildflower Seed Sowing Event when a date had been confirmed.	
	c) Council Insurance	
	Members noted that the pre-renewal schedule had recently been received for this year's insurance cover.	
	d) Access to emails on mobile devices and quotation for office IT solution:	
	The Acting Parish Manager had spoken to a local company to provide a report and a quotation to bring all IT under one roof. RESOLVED that: Report and quotation to be provided for Member perusal at a future meeting of the Property Management and General Purposes Committee.	
	e) Whitwick & Coalville Leisure Centre Steering Group:	
	Cllr Barker confirmed that he would represent Whitwick Parish Council on the Whitwick & Coalville Leisure Centre Steering Group. Date of next meeting to be advised.	
3305	END OF FINANCIAL YEAR 2022 – 2023	
	Members Resolved to:	
	a) accept the report of finalised balances set aside as earmarked reserves at 31 March 2023 to enable commitments to be fulfilled at a future time (see attached), balance sheet as at 31 st March 2023 to be signed by Chair and Responsible Financial Officer;	
	b) note the final income and expenditure account for 2022/23 (information attached);	
	c) to note the revised asset register at 31 March 2022 (previously circulated).	
	The Chair on behalf of the Council extended her thanks to the Acting Parish Manager and Administration Assistant for the work carried out.	

3306	INTERNAL AUDIT 2022 / 2023	
	Members resolved /noted:	
	a) to receive and accept the summary report and information by LRALC Internal Audit Service, the Council's appointed Internal Auditor, for the financial year ended 31 March 2023 (copy attached).	
	b) to accept the Annual Internal Audit Report on the Annual Governance and Accountability Return 2022/2023 (copy attached page 3 of 6).	
	c) the effectiveness of the internal audit be noted.	
3307	ANNUAL GOVERNANCE STATEMENT FOR 2022 / 2023	
	The Chair read the questions aloud and it was the responsibility of the Council as a whole to answer the questions contained in the form. RESOLVED : that questions 1 to 8 be answered 'yes' and that question 9 be answered 'not applicable'. The form was duly signed and dated by the Chair.	
3308	ANNUAL ACCOUNTING STATEMENTS FOR 2022 / 2023	
	Members RESOLVED that the Accounting Statements for 2022/2023 – Section 2 (page 5 of 6) be approved.	
3309	ACCOUNTS FOR PAYMENT AND FINANCE	
	Members noted/ resolved that:	
	a) Income received for the month of April was recorded as £144,838.77; income for May would be reported at the next meeting.	
	b) Payments made for the month of April including salaries of £6,638.46 be approved (payment listing attached).	
	c) Latest income and expenditure account up to 30 th April 2023 (information attached).	
	d) Latest bank balances as at 28 th April 2023 as Unity current account £165,411.87, Unity Deposit account £12,348.76 and CCLA Public Sector Deposit Fund £225,000.	

	DATE OF NEXT MEETING	
	Thursday 20 th July 2023 at 7.00 pm	

Cllr Moulton arrived at 7.40 pm, (Items 3297 – 3309 only)

Cllr Gillard left at 8.10 pm, (Items – 3287 – 3033)

Cllr Wyatt left at 8.20 pm, (Items 3287 – 3304)

Meeting ended at 8.50 pm

Full Signature of Chair:

Date:



Website: www.whitwickpc.org.uk

MINUTES of an EXTRAORDINARY MEETING OF WHITWICK PARISH COUNCIL held on Thursday 20th July 2023 at 7.00 pm at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor S Colledge (Chair)

Cllrs A Barker, A Briers, L Collins, A Greenwood R Woodward, M Wyatt

In Attendance:
Tracey McLean, Acting Parish Manager

1 member of the public

	The Chair on behalf of the Council welcomed the Acting Parish Manager back to work. Cllr Woodward also reiterated the Chair's sentiments.	
		ACTION
3310	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllrs Casson, Gillard, Moulton, Roach and Wyatt. Apologies had been submitted by email by Cllr Casson, but had not been seen prior to the meeting.	
3311	DECLARATIONS OF INTEREST	
	Cllr Briers had nothing to declare.	
	Cllr Barker declared a registerable interest in any matters relating to North West Leicestershire District Council, 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.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical 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 as a member of Woodstock in Whitwick committee, 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.	
	Cllr Collins declared a disclosable pecuniary interest as a trustee member of Whitwick Historical Group.	
	Cllr Greenwood declared a registrable interest as a point of contact for Meadow Barn View.	
3312	LAND & PROPERTY	
a)	Repair required as a matter of urgency to sprinklers on bowls green at Whitwick Park.	
	Members RESOLVED : to accept the quotation of £835.00 (w/o VAT) for new sprinkler system and swing joint. Quotation from the specialist company includes time already spent on site to identify the issue.	
b)	Quantity of padlocks to be ordered.	
	Members RESOLVED : to accept the quotation of £809.40 (w/o VAT) for 20 No. additional padlocks and keys to be purchased as a matter of urgency, to ensure safety of land and property is not compromised.	
	When the Council is to enter into a contract and the value is below £3,000 and above £100, the Acting Parish Manager or RFO shall <u>strive</u> to obtain 3 estimates.	
3313	PLANNING – COMMENTS REQUIRED	
	<p>a) REF 23/00763/FUL – 146 Hermitage Road – Demolition of the existing dwelling and erection of two dwellings with associated infrastructure. Comments due by 28th July. – RESOLVED to recommend that the application be refused on the following grounds:</p> <p>This area of Hermitage Road is mainly 3-4 bed detached and semi-detached houses in line with each other. Placing a property behind another property is completely out of character with the surrounding dwellings. The safety of both highway users and public transport users are points to consider regarding the proposed new vehicular</p>	

	<p>access point. The number of vehicles using the new access point in such proximity to a bus stop (which is used regularly by residents wanting to travel to both Loughborough and Leicester), combined with the closeness of the two proposed semi-detached properties to the road and permanently sited speed warning sign on the lamp post, should be considered. The Council believes it will result in an increased risk of accidents to both motorists and pedestrians alike because of reduced visibility combined with increased traffic movement. We are aware of concerns raised by residents and the District Councillor has been asked to call the application in.</p>	
	<p>b) REF: 22/01366/OUT – 86 Leicester Road – Erection of five No. three bedroom dwellings. (Outline – access and layout included). Amendments made to this application, due to be considered at the Planning Committee scheduled for 20th July. Extension to deadline requested.</p> <p>Whitwick Parish Council have already RESOLVED to recommend that the application be refused, recorded in previous minutes dated 17th November 2022. In addition, the Chair has forwarded her personal objections and recommended that the application for development be refused.</p>	
	<p>c) REF: 23/00634/FUL – St Catherine’s Villa, Oaks Road – Demolition of existing dwelling and erection of replacement dwelling and associated works (Deadline 12 July) – Deadline extended to 21st July 2023 – RESOLVED to recommend that the application be refused on the following grounds:</p> <p>The existing house is of considerable local historic value and it would be a travesty if it was demolished. The existing building has already been hugely sympathetically restored to provide a perfectly serviceable home.</p> <p>The building is also within the boundary of the Charnwood Forest Area and to demolish it would be tantamount to environmental vandalism. It has been recommended that the District Councillor call the application in.</p>	
<p>3314</p>	<p>OFFICE STAFF ASSISTANCE</p>	
	<p>Members considered what measures could be applied to assist with office workload.</p>	
	<p>Members RESOLVED that:</p>	

	<ul style="list-style-type: none"> • Cllr Collins to assist with financial training (on a voluntary basis) one morning per week on a temporary basis • Rialtas Financial Training to be undertaken by the Acting Parish Manager and Administration Assistant. An overview of the system to also be provided for Cllr Collins. This was to ensure cover could be provided for holiday periods and and sickness cover. • Acting Parish Manager to explore the possibility of a 'remote clerk' via SLCC to assist with the preparation of agendas and the typing of minutes. • To advertise for a temporary 'Committee Clerk' via LRALC's round robin email communication, to provide cover for holiday periods and sickness cover. • Acting Parish Manager and Administration Assistant temporary employment contracts (due to end 30th September 2023) to be extended for a further 6-month period (31st March 2024) until recruitment process has taken place. • Date for a Staffing Committee meeting to be arranged as soon as possible. 	
3315	FINANCIAL MATTERS	
a)	Authorise payment of staff wages – month 4 July 2023	
b)	Authorise payment of June invoices	
	Members RESOLVED : to approve payments of £6,962.74 (including the authorisation of wages Tax 4), as listed.	
	DATE OF NEXT MEETING: Thursday 21st September 2023	

Meeting ended at 7.45 pm

FULL SIGNATURE OF CHAIR: DATE:

20 OCTOBER

Whitwick Parish Council Meeting – 29th September 2022

Skidders Lane – Options (Members Highways Fund)

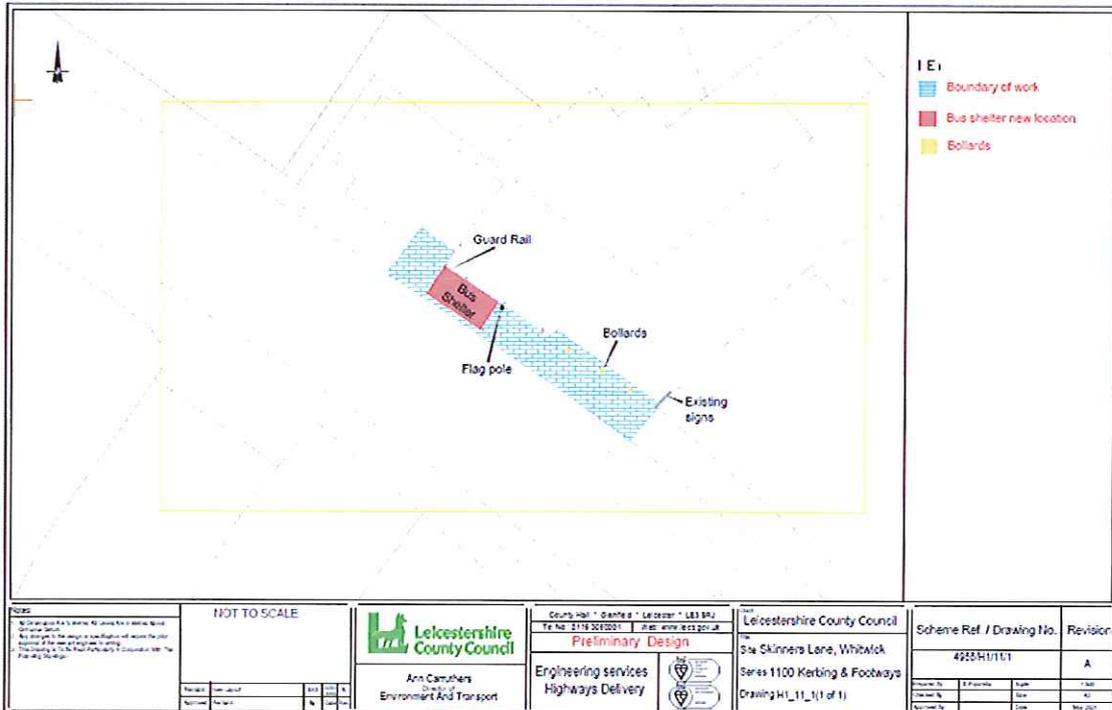
2956. ACCESS TO SKIDERS LANE Members to note the following update from the Deputy Parish Manager regarding a planned LCC Consultation on potential changes to access at Skidders Lane: A remote meeting had taken place on May 17 (supported by the Community Office) and attended by County Cllr T Gillard, Deputy Manager, Resident and 2 Officers from the County Council to discuss concerns. A resident had witnessed problems with parking at the top of the lane (near the bus stop and LCC had suggested a public consultation should take place. To date no further information has been received. At the request of the resident, County Cllr T Gillard has been contacted twice and he has requested LCC to provide an update.

As a follow up to previous discussions at Whitwick Parish Council around the traffic issues on Skidders Lane where the change to vehicle access at the top of Skidders Lane was suggested, together with the interim measures a) relocation of the bus shelter and b) the installation of bollards to restrict through traffic.

As these proposals would not normally be considered by the County Council in view of its limited budget, funding for this could be considered through the Members Highways Fund, although this would be subject to approval by the local Member Mr Gillard CC.

The information below provides the details and information around the proposals requested.

This plan shows the positioning of the proposed new bollards and the relocated bus shelter. Details of these schemes can be found below the plan.



Option 1 – Installation of Bollards

As you can see on the plan it is estimated that 3 bollards would be required as a physical preventative measure for this scheme. The bollards can be installed by the Highway Authority in consultation with adjoining / affected landowners, it would not need a public consultation although any objections and concerns would need to be mitigated wherever possible.

Whilst bollards are easy to install and are low maintenance, they are subject to the Parish Council being responsible for the ownership and liability of the assets. The cost of the installation would be approximately £2,000 including design and installation.

Option 2 – Bus Shelter relocation

Although the relocation of a bus shelter is not subject to a full consultation it would be subject to agreement with adjoining landowners/landowners (if not the highway authority) and any affected frontages. Any objections and comments from affected residents would need to be considered, and any concerns being mitigated wherever possible. The proposed location would need to be assessed to ensure it could accommodate the installation of the shelter.

Option 3 – Pedestrianisation of Skinners Lane

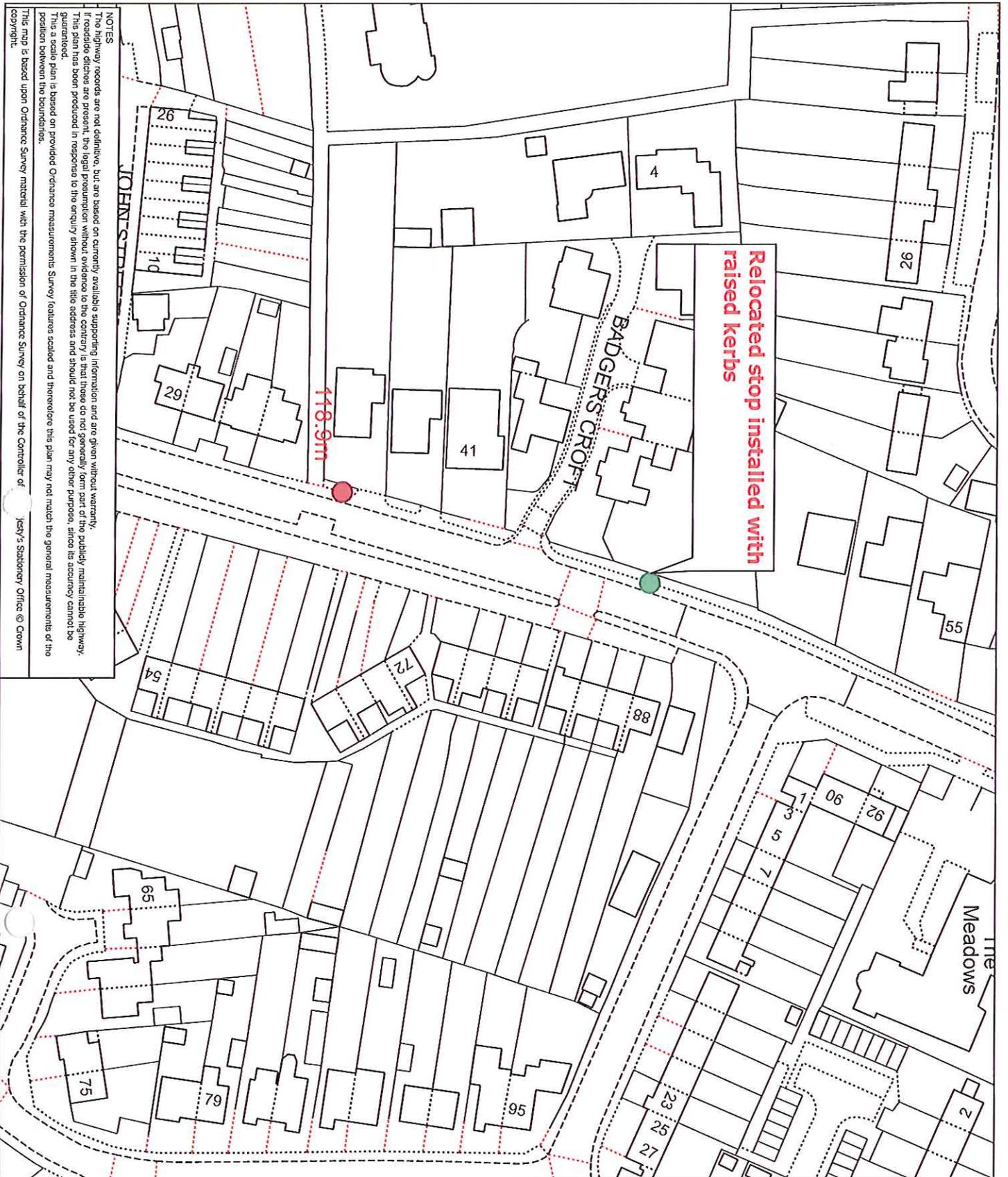
The proposal for the pedestrianisation of Skinners Lane would be a more expensive option and would require a traffic regulation order (TRO) which is a legal requirement. As part of the TRO process, a public consultation would take place, and the scheme could be revised if any comments or objections are received. There is a minimum cost for a TRO of £7,500.

The TRO would be enforceable by the Police and therefore would need to be supported by Leicestershire Police to proceed. Any objections would need to be considered and therefore it is not guaranteed that an order that is consulted on will be made. It has been suggested that changing the current restrictions to no waiting at any time could also prevent lorries and delivery drivers from using the top of the lane as another option. It would still require the consultation but may be an alternative option if objections are received.

Next Steps

The above options need to be considered by Whitwick Parish Council, in their capacity as the Parish Council and as affected landowners, at their meeting with feedback any comments to be forwarded to Sue Dann in the Special Projects Team (Environment and Transport). Email: sue.dann@leics.gov.uk

Any agreed works will then be discussed with the local Member for submission through the Members Highways Fund.



Relocated stop installed with raised kerbs

118.9m

NOTES
 The highway records are not definitive, but are based on currently available supporting information and are given without warranty. If roadside features are present, the legal presumption without evidence to the contrary is that these do not generally form part of the publicly maintainable highway. This plan has been produced in response to the enquiry shown in the title address and should not be used for any other purpose, since its accuracy cannot be guaranteed.
 This a scale plan is based on provided Ordnance Survey measurements Survey features scaled and therefore this plan may not match the general measurements of the position between the boundaries.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown copyright.

- Key**
- Current bus stop
 - Proposed relocated bus stop

Notes:



ENVIRONMENT AND TRANSPORT DEPARTMENT

On Behalf Of
 Ann Carruthers, Director

Loughborough Road, Thringstone Bus Stop Relocation Consultation



Reference	2014/0328/07
Drawing No.	AMP/DCSBS-0328/0/001
Date Produced	29 September 2022

Asset & Major Programmes, Environment & Transport,
 County Hall, Glenfield, LE3 8RJ
 amp@lincs.gov.uk

LEICESTERSHIRE COUNTY COUNCIL

Application to Place a Structure / Equipment within the Highway

.....Parish Council

I confirm thatParish Council wish to place

.....

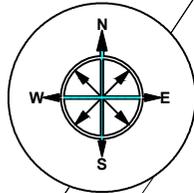
within the highway, the location as indicated on the attached plan.

I the undersigned apply for a licence and accept the following conditions:-

1. That the structure / equipment be removed at the applicant's expense if so required by the County Council as the Highway Authority.
2. That the structure / equipment be maintained to a safe and acceptable standard.
3. That the applicant indemnifies the County Council against any incident arising that would not have occurred if the structure had not been erected. (The indemnity is £5 million).
4. That consultation has been carried out with all residents / landowners in the locality.
5. That no part of the structure / equipment shall be less than 0.5m from the kerb face or interfere with the visibility from nearby junctions or drives.

Signed..... Print Name

On behalf of Dated.....



COMMUNITY OFFICE

Please install 3 bollards as marked on site



Bus Stop

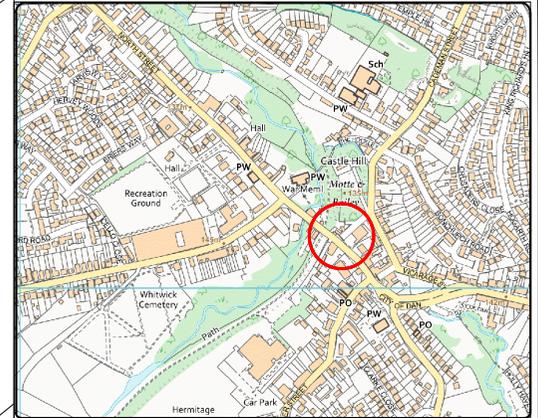
DISCLAIMER:

RESTRICTIONS NOT SHOWN ON THIS PLAN WILL NOT CHANGE

THIS PLAN IS FOR GRAPHICAL REPRESENTATION ONLY AND DOES NOT FORM PART OF THE FINAL LEGAL ORDER

MAPINFO (C) Leicestershire County Council

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ENVIRONMENT AND TRANSPORT DEPARTMENT

ANN CARRUTHERS DIRECTOR

NETWORK MANAGEMENT DEVELOPMENT & GROWTH

SKINNERS LANE, WHITWICK

TITLE:
BOLLARD LOCATION PLAN

DRAWING NUMBER		SCALE	
MHF898120/T1/12		NTS	
PREPARED BY:	S MERRIGAN	DATE:	AUG 2023
CHECKED BY:	Z NOVSAKA	SIZE :	A4
APPROVED BY:	G NEAT		

COUNTY HALL * GLENFIELD * LEICESTER * LE3 8ST

Tel:0116 3050001 * Fax: 0116 3050006

E-Mail address:	customerservices@leics.gov.uk
Website:	www.leicestershire.gov.uk

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

Please allow at least 6 weeks for your application to be considered.

Name of organisation or group:	WOODSTOCK IN WHITWICK.								
What are the aims and objectives of your organisation or group?	TO HOLD COMMUNITY EVENTS AND FUNDRAISE FOR LOCAL GOOD CAUSES.								
When was your organisation or group established?	2002								
Is your organisation a Registered Charity?	Yes (Reg.No.) No <input checked="" type="checkbox"/>								
Does your organisation or group have a constitution? If so, please provide a copy.	Yes <input checked="" type="checkbox"/> No								
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statement?	Yes <input checked="" type="checkbox"/> No								
If your organisation or group doesn't have a constitution or bank account, please explain why (eg you are a new organisation or group being formed).									
Briefly explain what you want to use the grant for? (Continue on separate sheet if necessary)	Towards the costs of our annual music festival. <table border="1" data-bbox="1053 1478 1532 1736"> <tr> <td>Whitwick Parish Council - Verified by</td> <td>You No: 096.</td> </tr> <tr> <td>Goods/services rec'd:</td> <td>Date: Signed:</td> </tr> <tr> <td>Certified and Checked:</td> <td>Date: 30/7/23 Signed: JMC</td> </tr> <tr> <td>Exp. Code/C.Cen 4550/300</td> <td>BACS CHQ:</td> </tr> </table>	Whitwick Parish Council - Verified by	You No: 096.	Goods/services rec'd:	Date: Signed:	Certified and Checked:	Date: 30/7/23 Signed: JMC	Exp. Code/C.Cen 4550/300	BACS CHQ:
Whitwick Parish Council - Verified by	You No: 096.								
Goods/services rec'd:	Date: Signed:								
Certified and Checked:	Date: 30/7/23 Signed: JMC								
Exp. Code/C.Cen 4550/300	BACS CHQ:								
Who will benefit? Will this include residents of Whitwick?	It will be open for all families to join in and all community members.								
What is the total cost of the project or activity?	£5,000.								
How much are you asking the Parish Council for? (Up to £250)	£250.								

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

How will you raise the difference?	Fundraising and sponsors.
When do you expect to complete your project or activity?	August 2023.
Contact name:	See Colledge
Position within organisation:	Secretary
Address:	[REDACTED]
Postcode:	[REDACTED]
Email:	woodstock in whitwick 02@gmail.com
Phone number:	01530 832440.
If you are successful who should the cheque be payable to?	Woodstock in Whitwick

If you wish, please include any additional comments in support of your application.

Please sign and date the form

Signed *S Colledge*

Date *12/6/23*

When complete please return (with your constitution and bank statement) to Whitwick Parish Community Office, 3a Market Place, Whitwick, LE67 5DT or email to clerk@whitwickpc.org

06/04/2023

Woodstock In Whitwick Constitution

Name of Organisation

The group will be known as Woodstock in Whitwick and referred to hereinafter as the group

Aims and Objectives

The Aims of the group will be

- To raise money to help support charities, groups and good causes within our local area. All beneficiaries will either reside or work within North West Leicestershire or work to benefit residents of North West Leicestershire.
- To provide community events for all to enjoy in the process of raising funds.

Affiliation

The group shall be non-political and all-inclusive.

Membership

There will be members, committee and officers of the group

All members will be subject to the regulations of the constitution and by joining the group will be deemed to accept these regulations and codes of practice.

Membership fees

There is no membership fee

Officers of the group

The officers will be

1. Chair
2. Vice Chair
3. Honorary Secretary
4. Accountant
5. Treasurer

Committee

The officers may regulate their proceedings as they think fit, subject to the provisions of this constitution

New committee members may join at any time

Finance

All group monies will be banked in an account held in the name of Woodstock in Whitwick .

The treasurer will be responsible for the finances of the group.

The financial year will end on 1st December each year

A statement of annual accounts will be produced by the Treasurer
Any cheques drawn against funds should hold the signature of the Treasurer plus one other authorised signatory up to the limit of £1,000 .
Any cheque of value greater than £1,000 must go to a committee meeting for approval.

Discipline

All complaints about the behaviour of members should be presented in writing to the secretary.

The committee will hear complaints within 14 days and has the power to take appropriate disciplinary action including termination of membership.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom it was made within 14 days of the hearing.

There will be the right to appeal.

The committee should consider this appeal within 14 days.

Dissolution

A resolution to dissolve the group can only be passed at an Extraordinary meeting through a majority vote of the membership. In the event of dissolution any assets of the group that remain will be donated to a good cause nominated by the committee.

Amendments to the constitution

The constitution will only be changed through a majority vote at an AGM or EGM. Any proposals must be submitted to the secretary 21 days before an EGM or AGM

Declaration

Woodstock in Whitwick hereby adopts this constitution as a current operating guide regulating the actions of members.

Sue Colledge

Sarah Stanford

Claire Colledge

David Tompkin

[Your logo]

Parish/Town Council

Children, Young People and Adults
Safeguarding Policy and Procedures
Template

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1.0 Policy Statement

Everyone has the right to live in safety, free from abuse and neglect.

_____ Council recognises its responsibility to safeguard children, young people, and adults with care and support needs when they come into contact with the council or services it provides.

1.1 Who is this policy for?

This policy applies to all members of staff and parish/town councillors as well as any volunteers or anyone working on behalf of, delivering a service for, or representing the parish/town council.

1.2 What does this policy cover?

It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.

This policy tells you

- What safeguarding means and how to spot the signs
- How to respond if you suspect or are told about abuse or risk to a person
- Managing allegations against staff members, councillors, volunteers or contractors
- Safer recruitment and supervision of staff
- Support for staff
- Good practice guidance

2.0 Definitions

- Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and reduce the risk of abuse and neglect
- A child or young person is anyone who has not yet reached their 18th birthday
- The term parent is used as a generic term to represent parents, carers and guardians
- The terms staff, councillors and volunteers is used to refer to employees, parish and town councillors, volunteers, contractors and anyone working on behalf of, delivering a service for, or representing the council, including commissioned services

- An adult in need of safeguarding is someone who is:
 - Aged 18 years or over **and**
 - Has needs for care and support, for example due to age, illness or disability **and**
 - Is unable to protect themselves from abuse or neglect as a result of those needs
- Abuse is a violation of an individual's human rights by others which may result in significant harm. It can be a single act or repeated acts. It can also be an act of neglect or failure to act.

2.1 Types of Abuse

There are a number of broad types of abuse affecting children, young people and adults.

These include (but are not limited to):

- [Physical abuse](#)
- [Emotional and Psychological abuse](#)
- [Neglect](#)
- [Sexual Abuse](#)
- [Financial or material abuse](#)
- [Exploitation/ Modern Slavery](#)
- [Discriminatory Abuse](#)
- [Institutional/organisational abuse](#)
- [Self Neglect](#)
- [Domestic Abuse](#)

Up to date definitions and further information can be found on the [Leicestershire & Rutland Safeguarding Children Partnership](#) and [Safeguarding Adults Board website](#)

2.2 Signs and Indicators of Abuse

There are many signs and indicators that abuse of [children](#) or [adults](#) may be taking place. Examples include:

- Unexplained injuries or bruises, wounds, lacerations, burns
- Unkempt or dirty appearance
- Depression, anxiety or aggression, low self-esteem
- Missed appointments
- Obsessive behaviours
- Substance abuse (alcohol or drugs)
- Self-harm and thoughts of suicide
- Unexplained financial problems, unpaid bills, misuse of money by others

For more detailed information please visit the Leicestershire and Rutland Safeguarding Children Partnership and Safeguarding Adults Board websites linked above.

Please also consider Leicester, Leicestershire & Rutland Adult Safeguarding Board Training videos below for additional information around adults at risk.

- See Something Say Something: [Domestic Abuse](#)
- See Something Say Something: [Neglect](#)
- See Something Say Something: [Exploitation, Cuckooing](#)

2.3 Concern for Welfare

The term **safeguarding** directly relates to a situation where abuse is taking place by a third party. Staff may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, or if there are concerns around substance misuse, self-neglect, self-harming or poor mental health.

In these cases, concerns should still be reported to the appropriate agency as a concern for welfare or [self neglect](#).

Adults with concerns for their mental health should be directed to contact their GP and given the details for the [Central Access Point](#) in Leicestershire.

The Central Access Point is for anyone needing urgent mental health support and is available 24 hours a day, seven days a week on: **0808 800 3302**.

It is important to note that [you should always call 999 if you believe someone's life is at risk](#) - for example they have seriously injured themselves or taken an overdose. You should also call 999 if you do not feel you can keep someone else safe.

A mental health emergency should be taken as seriously as a physical one. You will not be wasting anyone's time.

Where a person has capacity to make decisions but is putting themselves at significant risk through self neglect then a [Vulnerable Adult Risk Management Meeting](#) (VARM) will be considered. VARM is a framework to facilitate working effectively together in particular where there is non engagement and where that risk may lead to 'significant harm or death.

3.0 Responding to Safeguarding Concerns

If you feel there is an immediate risk to a person's safety or wellbeing, always call the emergency services first!

It is your duty to report any concerns you have about the safeguarding or welfare of a child, young person or adult.

You are not expected to investigate suspicions or concerns relating to abuse further than your role would require, other agencies are trained to do this.

If you have a concern, you may:

- Speak to your safeguarding lead if you have one. They will support you to refer your concerns to the appropriate agency or professionals
- Speak to your line manager
- Report your concerns to the relevant professionals

You **must** maintain confidentiality in line with Section 3.1.

3.1 Confidentiality and Information Sharing

Every effort should be made to ensure that confidentiality is maintained for all concerned in the protection of children, young people and adults with care and support needs. Information should be handled and disseminated on a need-to-know basis only.

You should however be proactive in sharing information as early as possible with relevant professionals in order that any risks or concerns can be responded to without delay.

Full guidance on information sharing, confidentiality and consent is available as follows:

Children

Leicestershire & Rutland Safeguarding Children's Partnership [Information Sharing](#)

Adults

Leicestershire & Rutland Safeguarding Adults Board [Information Sharing](#)

3.2 Allegations against a staff member or councillor

Any allegation against a member of staff should be addressed via the parish/town council grievance procedures.

An allegation made against a councillor needs to be reported to the monitoring officer at the district or borough council that covers your area.

[LADO](#) (Local Authority Designated Officer): If you are concerned that someone in a position of trust has harmed a **child** or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the LADO to discuss your concerns promptly, before speaking to the person of concern.

Allegations Line: 0116 305 4141

LADO email for Referrals and New Enquiries: CFS-LADO@leics.gov.uk

[PiPOT](#): Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards an **adult** should be taken into consideration and the People in Position of Trust (PiPoT) process followed.

[Flow chart & guidance](#) on managing allegations against [People in Positions of Trust](#) (PiPoT)

3.3 Recruitment of Staff

It is important that everyone responsible for, or involved in, staff recruitment and selection operate within an agreed and structured recruitment process. Leicestershire and Rutland Association of Local Councils (LRALC) has a substantial recruitment manual available to member councils. Councils are encouraged to make use of this throughout their recruitment process and to ask for advice from the LRALC office when required.

Matters relating to staff issues should be dealt with confidentially by full council or staffing committee.

3.4 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the Good Employer Guide issued by the [National Association of Local Councils](#) (NALC), this also covers whistleblowing.

Further information is available from LRALC or NALC including:

- *Legal Topic Note 86*
- *Being a Good Employer*
- *Civility and Respect Recruitment Manual*
- *Civility and Respect Model Councillor-Officer Protocol*

If parish/town councils need to access occupational health or support services for staff then they can contact LRALC.

4.0 Key Contacts

[Leicestershire Police](#)

Tel: 999 or 112 if there is an immediate risk of harm

Tel: 101 if you think a crime has been committed but there is no immediate danger

[Leicestershire County Council Children's Social Care Services](#) (24 hour phone line)

If you are concerned about abuse or neglect of a child

Tel: 0116 305 0005

[Leicestershire County Council Adult Social Care Services](#) (office hours)

If you are concerned about abuse or neglect of an adult with care and support needs, or you are concerned for their welfare

Tel: 0116 305 0004 Fax: 0116 305 0010

Emergency out of hours service Tel: 0116 255 1606

[Leicestershire County Council Local Authority Dedicated Officer \(LADO\)](#) (also known as the LADO)

If you are concerned someone in a position of trust may have acted inappropriately or harmed a child, or is unsuitable to work with children

Tel: 0116 305 4141

CFS-LADO@leics.gov.uk

People in Position of Trust (PiPOT)

[Flow chart & guidance](#) on managing allegations against [People in Positions of Trust](#) (PiPoT) who may have acted inappropriately towards or harmed an adult

First Contact Plus

Information, advice and support in Leicestershire on a range of issues such as money, living independently, safety, work and housing

Tel: 0116 305 4286

FREEVA- Domestic Abuse and Sexual Violence Helpline (Leicester, Leicestershire & Rutland)

Tel: 0808 80 200 28 (8am – 8pm Mon-Sun)

National Domestic Abuse Helpline/Refuge

Tel: 0808 2000 247 (24 hours)

Mental Health Central Access Point

For urgent mental health support

Tel: 0808 800 3302 (24 hours)

Samaritans

Tel: 116 123

NSPCC Childline (for persons under 18 years)

Tel: 0800 1111

NSPCC Advice Line (for adults who are concerned about a child)

Tel: 0808 800 5000

E-mail: help@nspcc.org.uk

Hearing impaired 18001 0808 800 5000

Appendix

Promoting Good Practice

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and adults if you engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue or even result in prosecution.

- Always put the welfare of the child or adult first
- Provide a good role model of behaviour
- Treat all children and adults equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all children or adults around you, not just the ones immediately in your care
- If you have to physically touch a child or adult e.g. coaching, for restraint, assisting in and out of vehicles etc., then do so with consideration, never touch intimate areas and always tell the child or adult what you are going to do
- If a child or adult is upset or needs first aid, then take them to one side but do not enclose yourself in a room with them on your own
- Always wear appropriate clothing when working with children or adults, e.g. dress according to the duties to be undertaken in a manner befitting the responsible care. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council
- Ensure a code of behaviour is established so that everyone knows what is expected of them and what is acceptable. If you have to challenge unacceptable behaviour, then do so in a positive constructive manner making sure that the child or adult knows it is the behaviour and not the person that is not welcome
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance)

If you are responsible for a group of children:

- Maintain correct statutory staff to child ratios
- Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not let them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, there should always be two adults within your selected mode of transport
- Transporting an adult in need of safeguarding on your own should be avoided. However, if this is required you should be accompanied by another member of staff and/or contact the appropriate emergency service
- Making sexually suggestive comments
- Engaging in rough physical or sexually provocative play
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child or adult in need of safeguarding to stay in your home, for however short a time

- Sharing a room with a child or adult with care and support needs on residential based activities
- Performing personal care for someone which they can do themselves or that you are not trained to do or authorised to undertake
- Forming inappropriate relationships with children in your care, N.B Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child or adult to go unchallenged, unrecorded or un-acted upon
- Giving a home or mobile number to children or adults in need of safeguarding, or obtaining a person's mobile phone number unless this is an agreed part of the service/ activity being delivered

Responding to a disclosure of abuse

Abused children, young people and adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what they are saying you are already helping the situation. The following points are a guide to help you respond appropriately.

What to do if a person discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell and do not make promises of secrecy
- Be open and honest, explain to them that you will have to share your concerns with your safeguarding lead
- Immediately record all details in writing, using the child or young person's own words whenever possible
- As soon as possible take appropriate action by contacting your safeguarding lead and referring to the relevant professional agencies

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Say what might happen as a result of the disclosure

First Aid and Treatment of Injuries

If a person requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the person in a language that they understand, and their permission sought before any action is taken

- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The person's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in their best interests and on professional advice not to
- An accident form must be completed and signed and passed to the relevant member of staff

Transporting Children and Adults at Risk

If it is necessary to provide transport in a car the following good practice must be followed:

- Staff are not specifically required to transport people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. The use of a competent, professional driver should always be considered as a preferred option, where reasonable and practical
- You should only transport a person where there are two members of staff/adults present in the selected mode of transport
- Ensure, where possible, a male and female accompany mixed groups of children or adults with care and support needs. These adults should be familiar with and agree to abide by the Council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian/carers consent
- Members of staff should discuss any proposals for transporting people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced
- Ensure that the vehicle used to transport people is legal and roadworthy and complies with the Council's requirements that those using a vehicle for work purposes have a valid driving licence and up to date car tax, MOT and insurance
- It is the driver's responsibility to ensure that every person travelling in his/her car is properly restrained. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars, vans and other goods vehicles must travel in the correct child restraint for their weight with very few exceptions

Use of Contractors

_____ Council and its staff, elected members and volunteers should undertake reasonable care that contractors working on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into contact with children, or adults with care and support needs, should have their own equivalent safeguarding policy, or comply with the terms of this policy.

Safeguarding measures must be detailed within the Request for Quotation or Invitation to Tender (as appropriate) that require the contractor to make appropriate and proportionate provision of the protection of adults and children.

Photographic and video consent guidelines –

Your parish/town council may wish to consider a policy for photography and sharing images. See [NSPCC guidance](#) including risks, sample policy statement and information on sharing and storing images.



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

MINUTES of the MEETING OF THE PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Wednesday 3rd May 2023 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton

Mrs A Barker, Mr T Gee

In Attendance:

Mrs T McLean, Acting Parish Manager

		ACTION
3246	APOLOGIES FOR ABSENCE	
	It was RESOLVED to accept and approve apologies from Cllrs J Straw and R Woodward.	
3247	DECLARATIONS OF INTEREST	
	<p>Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.</p> <p>Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as a Link Councillor and a member; a registerable interest in matters regarding Whitwick Bowls Club as a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society; a registerable interest as Link Councillor for Walker Flats Allotments; a registerable interest as a Meadow Barn point of contact; registerable interest as a member of Whitwick Action Group.</p> <p>Cllr A Barker declared a disclosable registerable interest as a Director of Holly Hayes Wood and as a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotments.</p>	

	<p>Cllr S Colledge declared a registerable interest in the Whitwick branch of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in issues relating to planning and the green wedge as a member of Whitwick Action Group; a supporter and member of Coalville C.A.N; a registerable interest as a member of Woodstock in Whitwick; a registerable interest as a point of contact for Meadow Barn View; a potential disclosable interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour.</p> <p>Mr T Gee declared a registerable interest as a member of Whitwick Historical Group and as a member of Woodstock in Whitwick.</p>	
3248	MINUTES	
	It was RESOLVED that the minutes held on Thursday 6 th April 2023 be approved as a correct record.	
3249	PUBLIC QUESTION AND ANSWER SESSION	
	None.	
3250	TREE MAINTENANCE	
	<ul style="list-style-type: none"> • WPC.012 Provision of trees – Cllr Colledge provided details of several varieties of trees. Members RESOLVED that quotations should be obtained and an order to be placed for 2 no. pussy willow, 2 no. rowan and 2 no. strawberry trees (all two metres in height), stakes and security mesh to be included in the quotations. When order placed, trees to be delivered October/November 2023. 	TM
	<ul style="list-style-type: none"> • Whitwick Park – Dead Tree - The Acting Parish Manager informed members that she had attempted to contact the parish preferred tree surgeon but had been unable to arrange a site meeting. Members RESOLVED that alternative companies be contacted for quotations. 	TM
3251	PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS	
	a) Allotments Link Councillor – Thornborough Road – Update:	
	Link Councillor confirmed that he had issued a reminder relating to apology and equality and diversity training. The Acting Parish	

	Manager confirmed that she had provided an on-line link for Equality and Diversity training to the TRAS Secretary and this had been acknowledged. TRAS to come back to the council with confirmation that they would attend the training following their forthcoming AGM. Date of AGM to be ascertained.	TM
	b) Allotments Link Councillor – Walker Flats – Update:	
	Link Councillor confirmed that Mr Gregory had been contacted. Mr Gregory had informed the office that Mrs Gregory could be contacted in case of emergency during Mr Gregory’s convalescence.	
	PROJECTS:	
	<i>The Acting Parish Manager provided an update on the following:</i>	
	<ul style="list-style-type: none"> • Mural in Whitwick Park – Invoice received from mural artist. Payment to be made as soon as possible. Following the local election process, main photograph on Facebook page to be updated to feature the mural. 	TM
	<ul style="list-style-type: none"> • Eco-Bollard – Members RESOLVED that the Acting Parish Manager to contact the company again with regard to clarification of portability of the equipment. Item to be deferred to the next PMGP Committee meeting for discussion and a final decision to be made as to the purchase of the equipment. 	TM
	<ul style="list-style-type: none"> • A3 Car Parking Signs – Members noted that permanent car parking signs had now been installed in the car park. It was suggested that the opening and closing times of the park be discussed under a future agenda item, before a decision could be made regarding the purchase of an additional larger sign. 	TM
	<ul style="list-style-type: none"> • Memorial Arch – Members noted one quotation that had been received. Two further quotations were being sought by the Acting Parish Manager. 	TM
3252	LAND MATTERS – KING GEORGE’S FIELD	
	<i>N.B When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council</i>	
	Members noted/ resolved :	
	Whitwick Park	

	<ul style="list-style-type: none"> • Toilet Doors – Members noted that specification of work had been provided to the council’s preferred contractor and a quotation was awaited. 	
	<ul style="list-style-type: none"> • Grounds Maintenance Company Service Delivery – Members noted that an FOI request had been received relating to contracts that the council will be bringing to tender for grounds maintenance. Members noted that a reference request had been received for grounds maintenance company. The Acting Parish Manager confirmed that this would be provided. 	TM
	<ul style="list-style-type: none"> • Delivery of free trees for Whitwick Park – Members RESOLVED that grounds maintenance company should plant hedging at the back of the park fencing (along the jitty) and along fencing on the right hand side. Any spare trees from this order to be planted at Car Hill Rock. 	
	<ul style="list-style-type: none"> • Anti-social behaviour in the park – Members noted that the Acting Parish Manager had been contacted with regard to an anti-social behaviour incident in the park. PCSO Aimee Carney had been aware of the situation and she had confirmed that police officers would continue to patrol the park areas in Whitwick. 	
	<ul style="list-style-type: none"> • Bowls Club request for additional signage – A request had been made for an additional sign to be placed on the gate at the rear of the park. 	
3253	LAND MATTERS – EXCEPT KGV LAND	
	Parsonwood Hill	
	<ul style="list-style-type: none"> • Attempt by travellers to gain access to recreation ground on Sunday 16th April 2023 – Thanks were given to Cllr Barker for his speedy provision of a large chain. The Acting Parish Manager had contacted parish preferred contractor to provide a quotation for work to be carried out to gate posts. 	
	Allotments	
	<ul style="list-style-type: none"> • TRAS planning application – Members noted that the planning application had now been passed. 	
	<ul style="list-style-type: none"> • SLCC Allotment Report from Parish Manager (Cathy Tibbles) – Members noted the report that had been provided by the previous Parish Manager. 	

	Recreation/Open Spaces	
	<ul style="list-style-type: none"> • Playground installation at Green Lane Park, Holly Hayes Play Area and Hilary Crescent – The Acting Parish Manager informed councillors that she had contacted the playground installation company who had confirmed that they were prepared to provide a credit note of £307.00 (ex-VAT) for wetpour work that had not been completed. Members RESOLVED that the invoice should now be paid. • Hilary Crescent Play Area – broken glass – Members noted that the Parish Warden had reported broken glass around the play area and the grounds maintenance company had been instructed immediately to clear the debris away. • Holly Hayes Play Area – damaged rocking horse – Members noted that the damaged rocking horse and base had been removed from the area and the hole filled with grit. Item to be removed from asset register • Parish Flag – The Acting Parish Manager passed on her thanks to councillors that helped out with raising and lowering the flag when the Parish Warden was unavailable. Members RESOLVED to include the anniversary of the Whitwick Mining Disaster (19th April) on the parish flag flying policy. Flag would be lowered to fly at half-mast in recognition of those that had lost their lives. • New mapping system for street light columns – Members noted that Leicestershire County Council had asked for volunteer parishes to trial the new system. Members RESOLVED that due to the Acting Parish Manager’s workload, the Council were not in a position to participate in the scheme. 	<p>TM</p> <p>TM</p> <p>TM</p>
	<ul style="list-style-type: none"> • Standing water at Tressall Road footpath – The Parish Warden had contacted LCC with regard to the situation. An update would be provided for the next Property Management & General Purposes Committee meeting. 	
3254	BUILDINGS’ MANAGEMENT	
	Park Hall	
	<ul style="list-style-type: none"> • Use of Park Hall as a Polling Station – Members noted that the Acting Parish Manager had instructed caretakers to open the Hall at 6.30 am and to close at 10.00 pm on Thursday 4th May 2023. A rubber mat had been purchased to enable assisted wheelchair access through the double side doors. 	

	<ul style="list-style-type: none"> • Coronation Day, Saturday 6th May – There were no hirers booked in the diary and Park Hall would be closed on the day. 	
	<ul style="list-style-type: none"> • Table Straps – Members RESOLVED that straps would not be required as tables were now being stored in the caretaker’s cupboard. 	
	<ul style="list-style-type: none"> • New fire signs – Members noted that four new fire signs had been provided free of charge by the sign company. Two signs were now in place in Park Hall, the remaining signs to be used in other Council buildings. 	
	Community Office	
	<ul style="list-style-type: none"> • Damp problem in Community Office – Cllr Moulton confirmed that he had contacted Merisons Builders to request that a company representative visit the office to investigate the damp problem. Cllr Moulton confirmed that he would contact two additional building contractors. 	PM
	<ul style="list-style-type: none"> • Door alarm – Members RESOLVED that the Acting Parish Manager instruct an engineer to service the alarm system and reset the alarm code. 	TM
	<ul style="list-style-type: none"> • Photocopier – Members noted that there were increasing problems relating to the photocopier due to its age. This item to be an agenda item for a future meeting, where comparison of costs would be perused. 	TM
	PAVILION/TOILETS, OUTBUILDINGS AND OLD RAILWAY STATION	
	Old Railway Station	
	<ul style="list-style-type: none"> • Guttering to be cleared – Members RESOLVED that Cllr Moulton and Cllr Barker would clear the guttering as soon as possible. 	AB/TM
	Pavilion	
	<ul style="list-style-type: none"> • Investigation relating to SMART meters – Members noted that the Acting Parish Manager was still looking into the possibility of installation of SMART meters at Park Hall and the Pavilion. 	

3255	OTHER MATTERS FOR FUTURE AGENDA	
	The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.	
Full signature of Chairman: Date:		
The meeting terminated at 8.40 pm		

NATIONAL HIGHWAYS & TRANSPORT (NHT) PUBLIC SATISFACTION SURVEY - PARISH CONSULTATION

Purpose

To invite Leicestershire Parish Councils to complete the NHT Public Representative Survey.

Background

Since 2008, Leicestershire County Council has participated in the annual National Highways and Transport (NHT) Public Satisfaction survey.

This survey is part of the Council's continuing effort to understand and respond to the needs of its customers. The analysis of the survey results and the ability to trend and benchmark highways and transport services has allowed the County Council to monitor its performance on a number of highways and transport issues at a national and a local level.

The company which oversees the NHT survey, 'Measure 2 Improve' (m2i), also undertakes an additional survey for Public Representatives. Last year, a high number of Parish Councils participated in the survey and the results provided officers with a greater understanding of Parish Councils' needs and priorities for highways and transport services in Leicestershire. Due to these benefits the Council have agreed to participate again this year in the Public Representative Survey.

The Public Representative survey is essentially an abbreviated version of the Public Satisfaction Survey, the main difference being that results from the Public Representative survey are not made public. Parish details remain confidential and are not retained by the administering company.

The survey is designed to accept one response for each Parish Council so we would ask that, although the questionnaire is best completed by one person, the responses represent the overall views of the Parish Council on the Highways and Transport matters raised in the survey.

To complete the questionnaire please hold CTRL and click the following link or copy and paste it into your web browser window. If you require any technical assistance, please contact Cassandra Haywood on 0116 3050504.

<https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/bespoke/1006>

Alternatively, if you would like to complete a paper copy of the survey please find a print-friendly version attached. Parish Council paper responses should be returned to Cassandra Haywood either by posting the completed survey for her attention to Room 700, County Hall, Glenfield, Leicestershire, LE3 8RJ or by scanning the completed survey and e-mailing it to cassandra.haywood@leics.gov.uk

I should be very grateful if you could complete the survey by **31st October 2023**. If your Parish Meeting falls outside of this time, please contact Cassandra Haywood on 0116 3050504 and we will do our best to accommodate a later return date.

Once completed, responses will be recorded and analysed to help support the findings of the public satisfaction survey.

Your support by participating in this survey to help inform the continuous improvement of Highways and Transportation is very much appreciated.

Officers to Contact

Ann Carruthers
Director of Environment and Transport

Tel: (0116) 3057966
email: ann.carruthers@leics.gov.uk

Jason Watson
Team Manager
Environment and Transport

Tel: (0116) 3058308
email: jason.watson@leics.gov.uk

Q7a Still thinking about the local area, would you say that compared to a year ago there are more potholes and damaged roads, there are fewer, or there has been no change in the number?

PLEASE TICK ✓ ONE BOX ONLY

More

No change

Fewer

Don't know

Q7b From what you know or have heard and compared to a year ago, would you say that the Council is doing more to repair local roads, doing less, or about the same?

PLEASE TICK ✓ ONE BOX ONLY

More

About the same

Less

Don't know

Q8 How satisfied or dissatisfied are you with the way the Council...?

PLEASE TICK ✓ ONE BOX ONLY FOR EACH ROW

	Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Does Not Apply
Deals with potholes and damaged roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes cold weather gritting (salting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes snow clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides information to residents on cold weather gritting (salting) and snow clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts back overgrown/overhanging hedges or trees next to roads and pavements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals with mud on the road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals with flooding on roads and pavements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q9 How well informed, if at all, do you feel about the following...?

PLEASE TICK ✓ ONE BOX ONLY FOR EACH ROW

	Very well informed	Fairly well informed	Not very well informed	Not at all informed	Does Not Apply
Local transport and highways services in general	<input type="checkbox"/>				
Local public transport services	<input type="checkbox"/>				
The transport and highways services provided by the Council	<input type="checkbox"/>				
The actions the Council is taking to maintain or improve the condition of local roads	<input type="checkbox"/>				
The quality of air alongside local roads	<input type="checkbox"/>				

Q10 How well informed, if at all, do you feel about the following...?

PLEASE TICK ✓ ONE BOX ONLY FOR EACH ROW

	Very well informed	Fairly well informed	Not very well informed	Not at all informed	Does Not Apply
Climate change – sometimes known as 'global warming'	<input type="checkbox"/>				
The level of pollution caused by traffic in the local area	<input type="checkbox"/>				
The actions the Council is taking to help tackle climate change	<input type="checkbox"/>				
The actions you can take personally to help tackle climate change	<input type="checkbox"/>				

Q11 Who you represent, please enter the Ward your represent below:

General Comments, if you have any specific comments you would like to pass on please complete this section.

Good Afternoon

We're very pleased to contact you, as we want to reach as many voluntary and community organisations as possible that work in the Leicester, Leicestershire and Rutland area to tell them about an exciting opportunity...

In November last year, we (the NHS in Leicester, Leicestershire and Rutland) launched our **Voluntary, Community and Social Enterprise Alliance** (which we usually call the VCSE Alliance).

We wanted to have a really good understanding of all the communities we served and recognised how valuable voluntary and community groups were in helping us to achieve this. We worked closely with many local voluntary and community groups to develop a new way of them working in partnership with us – a way that would involve them in decisions about designing and providing healthcare services – and together, we created the VCSE Alliance.

It's completely **free** to become a VCSE Alliance member and all voluntary groups, charities and social enterprises in Leicester, Leicestershire and Rutland are encouraged to join, no matter how small or big they are!

There are lots of perks to becoming a member, including:

- The **VCSE Alliance webspace**, which has
 - a **VCSE Alliance Directory** containing descriptions and contact details of all groups that have joined (165 so far!). Anybody, including members of the public, can register for access to the webspace - there are more than 560 people registered at present who can search the directory and find groups that are interesting or helpful to them.
 - an **Applications and Opportunities Hub** – this is where we advertise all local NHS funding opportunities. We also advertise opportunities for some of our partners, such as the local councils.
 - a **Skills and Resources** page – where we share information, training and events that might be useful to you.
 - a tool for you to send us insights about your community (information that could help us better understand your community's wants, needs and opinions) that we will save in our **Insights, Behaviour and Research Hub**. This means that our colleagues in the NHS can access your community insights when they are improving or designing services.
- Access to the **VCSE Alliance Forum**, where you can communicate with other local voluntary and community groups. You can ask questions; start conversations; share events, opportunities, skills and resources. There are some great examples on the forum of groups working together. We also share useful NHS updates on the forum.
- The exclusive **opportunity to bid for funding** – the NHS funding opportunities we advertise are only available to VCSE Alliance Members. It's easy for them to apply for funding because we already have their details from when they joined the VCSE Alliance.
- **Monthly newsletters** – we update members on all new opportunities, useful health information, and what people have been talking about on the forum.

- Invitations to **events and webinars** – every three months, we invite all our members to join us for a face-to-face meeting. Our members value this opportunity to network in-person. We also hold online ‘health update’ sessions to let you know what your local NHS is currently focussed on, and we invite you to join online learning sessions (webinars). We listened to what our members told us they wanted to learn about, so our webinar topics this year will be:
 - How to work in partnership with health colleagues and networking in health
 - How to promote your services to local communities
 - How to understand health data to demonstrate impact and need
 - How to understand the impact of health inequalities (unfair and avoidable differences in health between different groups of people)

If you like the sound of any of these perks and you want to help your local NHS better understand and serve all communities, please [join the VCSE Alliance](#) today!

To join, you first need to create a login on our website [here](#). Then, once you are logged in, you can add your organisation to the **VCSE Alliance Directory** so that others will be able to find you. Once you have added your organisation, you will officially be a member and we will send you an invite to also join the **VCSE Alliance Forum**.

If you have any questions or want to find out more, please contact Heather Jallands by emailing heather.jallands@nhs.net or calling 07778 467672 (Heather works closely with us, but is employed by Voluntary Action Leicester Shire, who we funded to support us with the VCSE Alliance).

We look forward to working with you.

Engagement and Insights Team
Leicester, Leicestershire and Rutland Integrated Care Board



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Voluntary Action LeicesterShire | Helping people change their lives for the better



Working on behalf of the NHS Leicester, Leicestershire and Rutland Integrated Care Board