



This meeting is being held IN PERSON AT PARK HALL

Restrictions apply on capacity in the building for public seating.

To: The Chairman and Members of Whitwick Parish Council

(Cllrs A Barker, L Collins, L Gillard, S Gillard, T Gillard, P Moulton, L Spence, J Straw, R Woodward, M Wyatt)

15 October 2021

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm** on **Thursday, 21 October 2021** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HA, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC
Parish Manager

AGENDA

2645. APOLOGIES FOR ABSENCE

Members to note that a resignation has been received from Cllr T Oldham. The Parish Manager will be declaring a casual vacancy and following the required procedures.

2646. DECLARATIONS OF INTEREST

To receive declarations of interests 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 '*disclosable non-pecuniary interest*' or a '*conflict of 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).

2647. MINUTES

To approve the minutes of the previous meeting held on 29 June, 15 July and 16 September 2021 (see attached/to follow/to be deferred).

Members' instructions are requested.

2648. COMMUNITY POLICING

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend). Date for the next Beat Surgery at the Community Office is to be arranged.

2649. PUBLIC QUESTION AND ANSWER SESSION

2650. VAS SCHEME –DATA REPORT

Members requested to:

- a) note the monthly report(s) and take the opportunity to review data and ask questions to the members of the VAS Team (information to follow when available). Details are displayed on our website: <https://whitwickpc.org.uk/news/>
- b) consider request for additional VAS signs to be located at Spring Lane;

Members' instructions are requested.

2651. SPEEDING TRAFFIC ON HALL LANE

Following concerns from residents about the recent fatal accident on Hall Lane, members to consider how to work for a safer environment within the parish.

Members' instructions are requested.

2652. THE FUTURE OF HERMITAGE LEISURE CENTRE

Members to receive an update from the Parish Manager, if any new information is available.

Members to note the information OR members' instructions are requested.

2653. CONSULTATIONS AND NOTIFICATIONS

Members to consider:

- a. **National Highways and Transport Public Representative Survey** - All Leicestershire Parish Councils have received an invitation to participate in this annual survey, as part of the County Council's continuing effort to understand and respond to the needs of its customers. 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.

b. New Street Name – (site plan attached)

The District Council has received an application for a new street name at the development of 7 new properties at Talbot Street. The developer has suggested the following:

Cademan View OR Temple View OR Broadhill View

Under the reasons section they have said "The new site looks straight over Cademan Woods." Please note: We do have Cademan Street and Temple Hill in Whitwick and this could cause some confusion. If none of the names are agreeable to the Parish Council then alternative suggestions (and their reasons) are requested (deadline 22 October).

c. Draft Affordable Housing Supplementary Planning Document - public consultation

Public consultation on a draft Affordable Housing Supplementary Planning Document (SPD) for North West Leicestershire started on Friday 10 September. The SPD has been prepared to provide further detail about the application of the affordable housing policies in the Local Plan. Amongst other things, it deals with recent changes in Government policy, arrangements for commuted payments in lieu of on-site affordable housing and rural exception site proposals. You can view the draft SPD on the council's website by using the following link

https://www.nwleics.gov.uk/pages/supplementary_planning_guidance

Members' instructions are requested.

2654. EXTERNAL AUDIT – ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT

Members to receive the External Audit section of the AGAR, which has been duly displayed on the parish notice board and published on the website (see attached).

Members to note the information.

2655. INTERNAL AUDIT – ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT

Members to note the retirement of the Internal Auditor and the requirement to make prompt arrangements for a replacement appointment (letter available at the meeting).

Members' instructions are requested.

2656. POPPIES ON LAMPPOSTS

As is now custom for the parish council, the lamppost poppies will need to be displayed before Remembrance Day and volunteers are requested, with the possibility of sharing the work if required (subject to your availability):

- a) Village entrance signs
- b) Route of the March (Hermitage Leisure Centre – North Street)
- c) Other parish owned buildings/assets in the village

Members' instructions are requested.

2657. PLANNING MATTERS

a) Applications - The Council has been consulted by NWLDC on the following application:

REF 21/01841/FUL - 57 Tressall Road - Erection of a single-storey side/rear extension (deadline 14 October – extension requested to 22 October)

Members' instructions are requested.

b) Decisions

NWLDC have now approved the following applications:

REF 21/01760/TPO - The Chestnuts Loughborough Road - Works to Lime, Beech, and Horse chestnut (Protected by Tree Preservation Order)

REF 21/01545/FUL - 356 Church Lane - Remodelling of existing bungalow to include a two-storey side extension, hip to gable loft conversion (including a raised ridge height), single storey front extensions together with associated external alterations. Provision of a patio to the rear (

REF 21/01487/FUL - 14 Carterdale - Erection of a first-floor side extension and single-storey front extension (porch)

REF 21/01313/VCI - Land At Cademan Street - Proposal: Variation of condition 11 of planning permission 19/00561/FUL to allow for an amended remedial scheme and variation pan

REF 21/00977/FUL - 53 Hilary Crescent - Erection of single storey front, rear and side extensions, erection of replacement garage and alterations and rendering of the dwelling house

REF 21/00099/VCIM - Land Adjacent A511, Stephenson Way - Erection of leisure centre and associated development approved under planning permission ref. 19/01343/FULM without complying with Conditions nos. 2, 3, 5, 6, 8, 10, 12, 14, 18, 19, 21, 22, 25, 27 and 28 so as to allow for an amended site access, amended elevations, amended site layout, removal of additional woodland and amended opening hours

c) Decisions

NWLDC have now refused the following application:

REF 21/00827/PNA - Bleak House Oaks Road - Prior approval notification for change of use of agricultural buildings to form three dwellings

Members to note the information.

2658. REBUILDING LOCAL COMMUNITIES

Members to view brief presentation (recently delivered by NALC head of Policy and Communications at the LRALC AGM) and discuss ideas for future consideration.

Members' instructions are requested.

2659. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the PMGP Committee meeting held on 6 May 2021, 1 July, 14 July, 2 September and 7 October 2021 and to note the delegated decisions taken (see attached, to follow or to be deferred).

Members to note the information.

2660. STAFFING COMMITTEE

At the request of Cllr Moulton, and following concerns discussed at the last meeting, members of the Staffing Committee are asked to confirm the employment training either already undertaken or the courses they wish to attend in order that they may better fulfil their responsibilities held on behalf of the council.

Members to note the information.

2661. WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Standing Orders Review meeting – meeting not yet re-arranged by the Parish Manager
- b) Finance Working Party – **meeting held on 11 October (notes to follow) and recommendations submitted are:**
 - i) Utilise Coffee Connect events (starting on Wednesdays from 10 November in Whitwick Park), to seek suggestions and ideas for the parish council to make Whitwick more Wonderful; potential for a Prize Draw of a Christmas Hamper to be drawn at the December council meeting if the closing date is Friday 3 December
 - ii) Reinstate the monthly Park Brew events (monthly in Whitwick Park);
 - iii) To hold a combined Memorial Service in April 2023 to commemorate the 125th anniversary of the Whitwick Pit Disaster, needing a Task and Finish Group to initiate plans and involve the wider community;
 - iv) To purchase signs for the 5 concrete planters in Silver Street, Market Place and purchase additional planters to go on sites around the parish for the Platinum Jubilee; new planters potentially being adopted by residents who would enjoy the opportunity to be involved;
 - v) To purchase new trees, subject to information and recommendations from the impending tree survey and arrange planting for either

November or next spring, with the community being invited to adopt a tree for watering and nurture;

- c) Environment Working Party – request to County Cllr T Gillard to support purchase of Air Quality monitoring equipment from the new members highways allowance;
- d) Defibrillator Link Councillors

- e) Flood Action Plan Link Councillor
- f) Quarry Link Councillor
- g) Website Working Party – no review has yet been scheduled;
- h) Whitwick Historical Group Link Councillor(s)
- i) Hermitage Leisure Centre Steering Group Link Councillor
- j) Royal British Legion Link Councillor
- k) Whitwick Colliery Disaster Memorial Project Team Link Councillor
- l) Meadow Barn View Link Councillor(s)

Members to note the information OR members' instructions are requested.

2662. DISTRICT COUNCILLORS' REPORTS

2663. COUNTY COUNCILLOR'S REPORT

2664. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report for the latest period (to follow or to be tabled). List of matters which have previously been considered by the Council where action is not yet completed has not been produced since June 2020 so currently unavailable.

Members' instructions are requested.

2665. ACCOUNTS FOR PAYMENT

- a) To note that income of £137,235.15 has been received in the latest period (cash listing attached);
- b) to consider the following payments of £38,516.84 for the latest period (payment listing attached)
- c) To note the latest income and expenditure account for 2021/22 (information attached);
- d) To note the latest bank balances at the last month end as Unity current a/c £312,575.72, Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000.
- e) quarterly checks are due to be undertaken by the Vice-Chairman.

Members' instructions are requested.

2666. EXCLUSION OF PRESS AND PUBLIC

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 (Item 2618 b) on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Members' instructions are required

2667. STAFFING VACANCIES

To note the information packs prepared for the current recruitment campaign are available on the website (Deputy Parish Manager closing date is Wednesday 10 November and the Parish Warden closing date is Wednesday 17 November). Members to consider the arrangements for the interviews and potential for training as outlined by the Parish Manager (see confidential report attached/to follow).

Members' instructions are requested.

Date of next meeting:

Thursday 18 November at 7 pm

PARISH COUNCIL MEETING

N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. There is information available to members of the public that explain the regulations that apply to this meeting. Public participation is limited to the item for Public Questions only. Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a public meeting and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on TUESDAY 29 JUNE 2021 at 7.02 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor L Spence (Chairman)

Cllrs A Barker, L Collins, S Gillard, T Gillard, P Moulton, J Straw, R Woodward and M Wyatt

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer
Ms C Mabey, Administrative Assistant

4 members of the public [not all present for all of the meeting]

The Chairman welcomed everyone to the meeting of the parish council, which was the first physical meeting since March 2019.

Before the meeting started, the Chairman invited everyone to stand and observe a moment of silence as a mark of respect for Andy Dyke, a local resident who had sadly died last month. Cllr T Gillard praised his commitment to reducing speeding in Whitwick, being a campaigner for the Community Speedwatch scheme and dedication to get a VAS scheme in operation. Cllr Barker reported a memorial plaque would be placed on a new village bench. The Parish Manager read the thanks sent from Mrs. Dyke for the company of Cllr Barker, Mrs. Barker and Cllr Moulton at the funeral and for lasting memory of seeing representatives of the parish council standing at the flagpole when the flag was at half-mast.

2524. APOLOGIES FOR ABSENCE

Cllrs L Gillard and T Oldham.

2525. DECLARATIONS OF INTEREST

Cllr Wyatt declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council.

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

Cllr S Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council as a member of the Planning Committee.

Cllr Collins declared a disclosable pecuniary interest as a Trustee of Whitwick Historical Group.

Cllr T Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council as a Cabinet member and in all matters relating to Leicestershire County Council.

Cllr Straw declared a pecuniary interest in Item 2547(b); a disclosable non-pecuniary interest in all planning matters as a member of Whitwick Action Group and a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

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

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

Cllr Spence declared a non-pecuniary interest in any matter connected to Mr A Bridgen MP.

2526. MINUTES

Resolved that the minutes of the virtual meeting held on 22 April 2021 be approved as a correct record. The minutes for 4 May had not been circulated and were deferred.

2527. COMMUNITY POLICING

Noted that PC Jason Harriman had joined the local beat team and visited the Community Office with PCSO Lynette Rose.

2528. PUBLIC QUESTION AND ANSWER SESSION

A member of the public thanked District Cllr S Gillard for his emails giving an update about the footpath at Hermitage Lake which needed repairs to allow safe pedestrian and disabled access, noting that the email had referred to areas outside Whitwick which were not relevant. He replied that examples had been given to demonstrate this was not just a Whitwick problem and confirming a temporary repair had been done, with plans for it to be done again in the next 2 months with some new drainage to help in future. The Chairman suggested officers could be asked why the wrong material seemed to have been used if it washed away.

A member of the public spoke about his planning application, which was on the agenda for this meeting, explaining the reason for wanting to build a bigger home so his family could stay in the village and confirming it would be the only application to build at this location. He was willing to work with the parish council and the district council in any respect for changes that might be requested on his self-build project. Questions were put by councillors and answered by the member of the public.

A member of the public thanked County Cllr T Gillard for the positive outcome with the removal of the motorhome in Bonchurch Close. An

update was requested on the damaged grass area by the kebab shop on Silver Street, with benches which could be well used if the open space was better maintained? Cllr T Gillard replied that ownership of the land had not been established, with the County Council believing it was parish land. Several councillors promptly confirmed this was wholly incorrect and never included in the land asset transfers made by the District Council in 2014. As the grass was clearly being cut at times Cllr T Gillard believed this was not done by the District Council. A Land Registry search was suggested but the Parish Manager confirmed the parish did not have an account in place to pay for this. The Chairman offered his assistance.

2529. PARISH MANAGER

Noted that following consultation with members, the following delegated decisions were made since the last meeting:

- a) to register the parish council with NWLDC Litter Picking Scheme (although some checks would be needed to be undertaken by the Parish Manager on the responsibilities of the parish and insurance implications);
- b) to award a grant of £250 to Meadow Barn View to support their purchase of a greenhouse;
- c) to change the reduced covid capacity of Park Hall from one quarter to one third and to delay change to half capacity until further government guidance was issued;
- d) delegated payment of invoices and planning decisions reported under later agenda items;
- e) following resolution of the council last year, additional delegated authority to the Parish Manager was put in place until the council could return to holding physical meetings. Therefore, from this meeting that additional authority was now automatically rescinded.

2530. SUSPENSION OF VIRTUAL MEETING STANDING ORDERS

The Parish Manager recommended the revised Standing Orders be suspended but held in reserve in case legislation was amended or for the event of a fourth lockdown when they could be reinstated by resolution. **Following an amendment, that was defeated, it was resolved that the special arrangements for virtual meetings (Standing Orders p10-12 in italics) be suspended and reviewed again later in the year for deletion.**

2531. VAS SCHEME - DATA REPORT

Members noted that the Vehicle Activated Signs monthly report had been published at www.whitwickpc.org.uk/news2 which showed results of outgoing traffic and incoming traffic on Leicester Road. Cllr S Gillard suggested it would be better to face the signs in opposite directions to face traffic coming each way. Members of the working party confirmed that this was exactly how the signs did operate. Cllrs T Gillard, Straw and the

Chairman offered their assistance, which was appreciated and the Parish Manager undertook to send the procedures for them to read.

2532. END OF FINANCIAL YEAR

Resolved to approve:

- a) the report of finalised balances set aside as earmarked reserves at 31 March 2021 to enable commitments to be fulfilled at a future time and the journal listing for year end closedown (as circulated);**
- b) as previously reported, the bank balances at 31 March 2021 as Unity current a/c £196,199.60; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;**
- c) to note the final income and expenditure account for 2020/21 and consider any significant variations, other than those already known due to coronavirus restrictions (as circulated);**
- d) the revised schedule of assets and property as at 31 March 2021, as reviewed to show recent investment by the council.**

2533. INTERNAL AUDIT 20/21

Resolved:

- a) to receive and accept the summary report by Richard Willcocks of Redwood Pryor, the Council's appointed Internal Auditor, for the year to 31 March 2021, particularly noting the audit opinion was GOOD. The three recommendations for the council were considered and
 - i. resolved that item 2.6 be delegated to the Staffing Committee for a full job description to be prepared for the newly approved apprentice position and that the Parish Manager should be involved in the recruitment process, to ensure that the most suitable candidate is recruited;**
 - ii. resolved that item 2.14 for the Council to change to the exclusive 'gov.uk' domain name for website/emails (as recommended by the 2021 JPAG Practitioners' Guide) did not give sufficient benefit to the council at this time;**
 - iii. that item 7.4 for the updating of the Unity Trust bank mandate be completed by members accessing their new logins as soon as possible;****
- b) to receive and accept the separately issued Internal Audit Checklist;**
- c) that the Annual Internal Audit Report 2020/21 statement, part of the Annual Governance and Accountability Return be approved**
- d) reviewed the effectiveness of the internal audit as satisfactory;**

No instructions were issued to staff for changes and no errors detected in the report and thanks recorded to the RFO and the Administrative Assistant for their thorough and co-operative working. Members recalled the difficulties encountered in budget setting

between October 2020 to January 2021 when the Finance Working Party assessed the best financial plans for the village but discussed at length the process when recommendations were drastically changed at a late stage, with insufficient notice to some members before adoption by the Council. **Resolved that all members should endeavour to make sure the process was fairly followed and pre-determination should be avoided.**

2534. ANNUAL GOVERNANCE STATEMENT FOR 2020/2021

The Chairman 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'.

2535. ANNUAL ACCOUNTING STATEMENTS FOR 2020/2021

Resolved: that the Accounting Statement for 2020/21 be approved.

2536. ASSET OF COMMUNITY VALUE – RIGHT TO REGISTER

Resolved that:

- a) the Parish Council felt that although the usage of the Centre would change when the new leisure centre opened there was a continuing duty of care to residents and it should make an application to renew the registration of the Hermitage Leisure Centre, which was previously registered on 14 November 2016 and would expire after 5 years;**
- b) the Parish Council should register an allotment site on Thornborough Road as an Asset of Community Value.**

2537. PLANNING MATTERS

a) Application (response deadline kindly extended by NWLDC due to postponement of this meeting). Members were asked to approach this matter with an open-mind and reminded not to hold a predetermined view.

The Council had been consulted by NWLDC on the following application and the recommendation resolved:

REF 21/00989/FUL - Land To The South Of Loughborough Road - Erection of 1 no. self-build dwelling - to recommend that it should be refused based on the following objections being raised:

The proposed site was outside the scope for development and falls within the National Forest;

The land was agricultural use and local knowledge confirmed that drainage was a longstanding problem; applications had previously been refused at this location and appeals were upheld – there was no material change to the validity of the decisions made at that time. Following the recommendation of the new Environment Working Party, it was further resolved that all views of

the parish council would in future ask the following two questions: However, if approval was given the parish council wished to ask what environmental mitigation measures would be taken by the applicant to help improve or off set their environmental impact within Whitwick? The parish council would also wish to ask for a donation to help improve or increase our current tree stock which will help to reduce the current carbon dioxide concerns within the parished area.

Applications received and delegated decisions taken by Parish Manager after consultation with parish councillors :

REF 21/00977/FUL - 53 Hilary Crescent - Erection of single storey front, rear and side extensions, erection of replacement garage and alterations and rendering of the dwelling house (Replied 14 June requested unable to submit a delegated response)

REF 21/00934/PNH - 103 Loughborough Road - Erection of a single storey rear extension measuring 4.5 metres in depth from the rear elevation, 3.65 metres in ridge height and 2.17 metres in eaves height (Replied 8 June requested unable to submit a delegated response)

REF 21/00872/OUT - The Oak Of Whitwick 27 Talbot Street - Demolition of existing public house and the erection of up to 9 dwellings (outline application - all matters reserved) (Replied 14 June requested unable to submit a delegated response)

REF 21/00862/FUL – 49 Rosslyn Road - Erection of a two storey front extension and replacement detached garage (Replied 7 June and delegated decision that no objections be made)

REF 21/00827/PNA - Bleak House Oaks Road - Prior approval notification for change of use of agricultural buildings to form three dwellings (Replied 27 May unable to submit a delegated response)

REF 21/00823/PNH – 97 Leicester Road - Erection of a single-storey rear extension measuring 4 metres in length from the rear wall of the original dwelling house, with a maximum eaves height of 2.250 metres and a maximum height of 3.642 metres (Replied 27 May unable to submit a delegated response)

REF 21/00805/FUL – 2 Knights Garth - Conversion and extension of existing garage to form habitable living accommodation (Replied 27 May unable to submit a delegated response)

REF 21/00776/FUL – 171 Hall Lane - Erection of single-storey front and rear extensions, new detached garage and rendering to the main dwelling house (Replied 27 May unable to submit a delegated response)

REF 21/00773/FUL - 90 Church Lane- Removal of existing rear projections and erection of a new single-storey side/rear extension and insertion of a new opening (Replied 27 May unable to submit a delegated response)

REF 21/00733/FUL – 3 Bonchurch Road - Erection of a single storey rear extension (Replied 17 May unable to submit a delegated response)

REF 21/00731/FUL – 240 Church Lane - Erection of replacement single storey rear extension and installation of dormer window (Replied 17 May unable to submit a delegated response)

REF 21/00593/TPO - Birch House 25 Silver Street - Felling of 1no. Ash tree (Protected by Tree Preservation Order) (Replied 17 May unable to submit a delegated response)

b) Decisions

NWLDC had now approved the following applications:

REF 21/00823/PNH – 97 Leicester Road - Erection of a single-storey rear extension measuring 4 metres in length from the rear wall of the original dwelling house, with a maximum eaves height of 2.250 metres and a maximum height of 3.642 metres

REF 21/00776/FUL – 171 Hall Lane - Erection of single-storey front and rear extensions, new detached garage and rendering to the main dwelling house

REF 21/00733/FUL – 3 Bonchurch Road - Erection of a single storey rear extension

REF 21/00722/FUL - - Rosemary Cottage, 82 Talbot Lane - Erection of a timber shed for the storage of a tractor and implements

REF 21/00588/FUL - 28 Rosslyn Road - Two storey side and single storey rear extensions

REF 21/00551/FUL – 203 Leicester Road - Proposed new first floor ancillary accommodation over existing garage and new link from dwelling

REF 21/00537/FUL - 274 Church Lane - Proposed change of use of land to residential garden along with retention of outbuilding and hardstanding for domestic purposes and retention of existing fences and gates

REF 21/00496/FUL – 2 King Johns Road - Two storey side and single storey rear extensions

REF 21/00490/FUL - 77 Rosslyn Road - Erection of a single storey rear extension and porch to front elevation to include the demolition of an existing garage and alterations to landscaping

REF 21/00021/FUL - 58 Parsonwood Hill - Erection of single-storey front and rear extensions (Amended)

NWLDC had now refused the following applications:

REF 21/00780/PNH - 95 Parsonwood Hill – erection of a single storey extension measuring 6.3m in length with a maximum right height of 2.98m

REF 21/00593/TPO – Birch House 25 Silver Street - Crown reduction of 1no. Ash tree (Protected by Tree Preservation Order)

2538. INSURANCE POLICY RENEWAL

Resolved that the information from WPS Hallam and subsequent quotation from The Military Mutual Limited as a new provider for council insurance be accepted at a cost of £1,921.36 and a three year agreement be initiated. The Parish Manager would action this decision as a matter of urgency due to the expiry of the current agreement on 30 June, 2021.

2539. CONSULTATION

Members noted the opportunities to comment directly on the following:

- a) Have a say on bus services - The county council was working closely with local bus operators to come up with bold plans to improve public transport – and encouraging more people to use it. A questionnaire was available until Friday 30 July at www.leicestershire.gov.uk/bus-strategy-survey for people to have their say.
- b) a GP practice survey had been launched by West Leicestershire Clinical Commissioning Group until Monday 12 July to explore views and experiences of GP-led (primary care) services during the Covid-19 pandemic to help build on the things that people in Leicester, Leicestershire and Rutland like about the service and to identify areas of care that could be improved. Link to survey: www.bit.ly/PrimaryCareLLR

2540. GRANT APPLICATION

Resolved that the application by Thornborough Road Allotment Society for £250 towards the cost of extra fencing to protect the site and deter break-ins and vandalism be approved.

2541. APPOINTMENT OF COMMITTEES/LINK COUNCILLORS

Resolved that:

- a) the vacancy on the Appeals Committee be filled by Cllr Woodward;**
- b) the advice from the Parish Manager to avoid an ultra-vires decision at the previous meeting was noted; the number of non-councillors serving on the Property Management and General Purposes Committee be increased to three members; the vacancy for third position be duly advertised, with the suggested applicant being invited to apply and all applications considered at a future meeting;**
- c) no volunteer to fill the vacancy for the LCC Biodiversity Group Link Councillor;**
- d) following the cancellation of VE Day 75 Torch Light Procession, supported by the parish council, Cllr Collins be appointed as Link Councillor for Whitwick Scout Group Beacon event to celebrate the Queen's Platinum Jubilee on 2nd June 2022;**
- e) Cllr Collins be appointed as representative for the Parish Council to attend and vote at the LRALC AGM (virtual) to be held on Saturday 18 September, with workshop sessions and opportunities during the event (approximately 4 hours)**

2542. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

Members noted the minutes of the PMGP Committee virtual meeting held on 6 May 2021 were deferred as they were not yet available.

2543. WORKING PARTY/LINK COUNCILLOR REPORTS - PARISH PROJECTS

Resolved/noted that:

- a) Standing Orders Review meeting – date not yet arranged;
- b) Finance Working Party – no meeting scheduled;
- c) Environment Working Party – **Cllr Moulton reported that the first meeting had been held and recommendations (as circulated) were as follows:**
 - i. **the main aim was to reduce the carbon footprint in Whitwick;**
 - ii. **a request for the tree audit and survey of trees on parish land be urgently undertaken;**
 - iii. **the air quality in the village was a concern and support requested for County Cllr T Gillard to use approximately £12,000 from his £25,000 County Highways allocation to purchase Air Quality Monitoring equipment for Whitwick (or to be shared with neighbouring parishes);** the Chairman had some prior knowledge of air quality reports but Cllr Wyatt clarified that output in Broom Leys had been compromised when the machine had actually been turned off; **County Cllr T Gillard undertook to look into this request for his consideration;**
 - iv. **to adopt the two suggested questions for mitigation and/or donations be sent to the District Council with all future planning responses;**
 - v. **dates had been set bi-monthly for future meetings in the Community Office;**
- d) Defibrillator Link Councillors – no further update;
- e) Flood Action Plan Link Councillor – the Parish Manager recalled an Emergency Response policy had previously been drafted (but not completed) and required local data and volunteers to be identified; this could now be linked to the new Community Crisis Team and the Chairman suggested it be placed on a future agenda;
- f) Quarry Link Councillor – no meeting had been held;
- g) Website Link Councillors – the launch had been well received but further reviews would be needed in due course;
- h) Whitwick Historical Group Link Councillor(s) – Cllr Moulton reported the full electrical re-wire had been completed and plans being made by the Group for re-decorating, in line with their lease agreement;
- i) Hermitage Leisure Centre Steering Group Link Councillor – Cllr Moulton reported that the Group were meeting the following month but asked about an increase in swimming fees that had residents reporting it was cheaper to swim at Loughborough;
- j) Royal British Legion Link Councillor – Cllr Moulton was aware of provisional plans being made for a Centenary event on 7 July 2021 but as yet there had been no invitation received by the parish council, no arrangements in place for the purchase of a poppy wreath for the Chairman to lay and no formal confirmation of what times/events were being held;
- k) County Council Biodiversity Group Link Councillor – no information to report;
- l) Whitwick Colliery Disaster Memorial Partnership Team – no update.

2544. DISTRICT COUNCILLORS' REPORTS

Cllr T Gillard said there was not a lot of activity to report upon. He had received positive comments from residents on the building progress of the new leisure centre. A court date had been set for 26 July to petition the judge for an injunction on the unlawful encampment at Brookes Lane. Cllr Moulton asked Cllr T Gillard if the parish council was supposed to have received the results of the Hermitage Leisure Consultation, which had been followed by a second consultation specifically to schools because views of enough young people had not been captured the first time. Cllr T Gillard replied that a consultant was currently acting on the feedback from the surveys.

Cllr Moulton asked Cllr S Gillard about the pothole repairs at Walkers Flats Allotments off George Street and also when the footpath on the bridge at the Hermitage lake would be repaired. Cllr S Gillard reported a temporary fix had been done and a tarmac repair later, although no date had been set. Cllr Moulton also suggested that the signs warning users of the bridge about the danger from giant hogweed should be displayed from both approaches, not just one side. Cllr S Gillard undertook to make this request.

2545. COUNTY COUNCILLOR'S REPORT

Cllr T Gillard referred to Cabinet and manifesto pledges. He had been appointed as Chair of the Highways and Transport Overview and Scrutiny Committee.

Cllr Straw sought assistance for residents at Bridge Mews, who frequently had great difficulty in getting in/out of their homes due to dangerous parking that also prevented access to emergency vehicles, caused mobility scooters to use the road to get past cars parking on pavements and suggested that yellow lines on one side of the road could improve the deteriorating situation? Cllr T Gillard replied that yellow lines had to be approved by the Secretary of State and would cost £000's. Cllr Barker said residents could request help from the police if they could not access the highway. Cllr Straw confirmed that a PCSO had attended but knew that problems were worse at evenings and weekends.

2546. PARISH MANAGER'S REPORT AND MATTERS PENDING

The reports from the Parish Manager for May and June 2021 had been circulated and were noted. The action list from previous meetings had not been updated since June 2020.

2547. ACCOUNTS FOR PAYMENT

Noted/**resolved** that:

- a) that income of £137,496.15 had been received in April; £3515.00 in May and £12,300.15 in June (cash listings circulated);

[Cllr J Straw left the meeting at 20.59]

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

660

b) to approve the payments under delegated authority by the RFO of £1659.57 for April; £37,152.82 for May including salaries of £4389.36 (as circulated);

[Cllr J Straw re-joined the meeting at 21.01]

c) to approve the payments of £32,992.79 for the latest period including salaries of £4487.02 (as circulated);

d) to approve the Direct Debit schedule for anticipated payments during the current financial year (payment listing circulated);

e) the latest income and expenditure report for 2020/21;

f) the bank balances at last month end were Unity current a/c £315,881.67; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

g) to note the update on the quarterly checks undertaken by the Vice-Chairman.

The meeting was duly closed.

Full signature of Chairman: Date:

[Cllr J Straw left the meeting at 20.59]

[Cllr J Straw re-joined the meeting at 21.01]

The meeting terminated at 9.06 pm

Date of next council meeting: Thursday 15 July 2021 at 7 pm

MINUTES of the MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 15 JULY 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor L Collins (Vice-Chairman)

Cllrs A Barker, L Gillard, S Gillard, T Gillard, P Moulton, J Straw, R Woodward and M Wyatt

In Attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

5 members of the public [not all present for all of the meeting]

2566. APOLOGIES FOR ABSENCE

Cllrs L Spence and T Oldham.

2567. DECLARATIONS OF INTEREST

Cllr Collins declared a disclosable pecuniary interest as a Trustee of Whitwick Historical Group.

Cllr T Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council as a Cabinet member and in all matters relating to Leicestershire County Council.

Cllr S Gillard declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council as a member of the Planning Committee.

Cllr Wyatt declared a disclosable non-pecuniary interest in all matters relating to North West Leicestershire District Council.

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

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

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

Cllr Straw declared a pecuniary interest in Item 2581(c); a disclosable non-pecuniary interest in all planning matters as a member of Whitwick Action Group and a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

2568. MINUTES

The minutes for 4 May and 29 June had not been circulated and were deferred.

2569. COMMUNITY POLICING

Noted that a newsletter had been received and was available to members on request.

2570. PUBLIC QUESTION AND ANSWER SESSION

A member of the public thanked County Cllr T Gillard and all volunteers who had put the area by the Kebab shop back into use, commending them for getting ownership and risk assessing the usage. Cllr T Gillard confirmed that Leicestershire County Council owned the land.

A member of the public asked about the former railway bridge at North Street as he believed the brickwork was in serious danger of collapse, with trees/roots growing through it and daylight being seen through the cracks, potentially putting the gas pipe at risk. He had been informed that work was due to start the following month. Members confirmed this was a County Council issue, which had previously been reported but not found to be requiring action. There was agreement that the current condition showed deterioration with vegetation being an unsightly mess.

In response to a question, the Parish Manager took the opportunity to introduce two members of the public in attendance – Ms Williams was the voluntary Parish Tree Warden and Mr C Collins was attending voluntarily to operate the projection equipment.

2571. VAS SCHEME - DATA REPORT

Members noted that the Vehicle Activated Signs monthly report had been published at www.whitwickpc.org.uk/news2 which showed results of outgoing traffic and incoming traffic on Leicester Road. The outgoing sign on Leicester Road had been tampered with by applying tape but this had been promptly removed. The signs were now in operation on Loughborough Road.

2572. DISABLED PATH ACCESS

Following consideration, it was resolved to approve the request of the Property Management & General Purposes Committee to fund the installation of a new footpath to give disabled access from Green Lane to the play area, with a disabled access kissing gate from Green Lane using general reserves for this project.

2573. APPOINTMENT OF COMMITTEES/LINK COUNCILLORS

Members noted apologies from both candidates who had applied for this position. **Resolved to co-opt Mr T Gee to serve as a non-councillor on the Property Management & General Purposes Committee.** Under

Standing Order 5.14, Cllrs Barker, Moulton, Straw, Woodward and Wyatt voted for Mr Gee and Cllrs Collins, L Gillard, S Gillard and T Gillard voted for Mr C Smith.

2574. PARTNERSHIP WORKING – POPPIES ON PAVEMENTS

Following the request and explanation of District Cllr S Gillard, resolved to seek further information on copyright of the design and costings which he would bring to the September council meeting. Members would need to identify how the parish could fund this after the removal of the Community Events budget.

2575. PLANNING MATTERS

a) Application

The Council had been consulted by NWLDC on the following application and the recommendation resolved:

REF 21/01225/FUL - 296 Thornborough Road - Erection of a single-storey rear extension – **no objection raised**

Applications received and delegated decisions taken by Parish Manager after consultation with parish councillors :

REF 21/01065/FUL – 67 Church Lane - Erection of one dwelling and associated works (Replied 21 June unable to submit a delegated response)

REF 21/01032/FUL - 27 Hervey Woods - Erection of first floor side extension (Replied 21 June unable to submit a delegated response)

REF 21/00278/FUL - 18 Loughborough Road - Erection of a two storey side and rear extension, including erection of garden room at lower level and terrace area (Deadline extension not possible - replied 5 July unable to submit a delegated response)

b) Decisions

NWLDC had now approved the following applications:

REF 21/00934/PNH - 103 Loughborough Road - Erection of a single storey rear extension measuring 4.5 metres in depth from the rear elevation, 3.65 metres in ridge height and 2.17 metres in eaves height (Replied 8 June requested unable to submit a delegated response)

REF 21/00805/FUL – 2 Knights Garth - Conversion and alteration of existing garage to form habitable living

REF 21/00773/FUL - 90 Church Lane- Removal of existing rear projections and erection of a new single-storey side/rear extension and insertion of a new opening

REF 21/00731/FUL – 240 Church Lane - Erection of replacement single storey rear extension and installation of dormer window (Replied 17 May unable to submit a delegated response)

NWLDC had now refused the following applications:

REF 21/00298/CLE - 149 Loughborough Road - Certificate of lawful existing use of land and buildings to the rear of 149 Loughborough Road as a commercial nursery site / garden centre

2576. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

Members deferred the minutes of the PMGP Committee meeting held on 6 May, 1 July and 14 July 2021 as they were not yet available.

2577. WORKING PARTY/LINK COUNCILLOR REPORTS - PARISH PROJECTS

Resolved/noted that:

- a) Standing Orders Review meeting – Cllr Collins researching to assist the next review;
- b) Finance Working Party – no meeting scheduled;
- c) Environment Working Party – meeting cancelled as quorum not achieved, terms of reference deferred to the next meeting
- d) Defibrillator Link Councillors – no further update;
- e) Flood Action Plan Link Councillor – the Parish Manager had received the delivery of the free Gel Bags from the District Council and these were stored in the council garage;
- f) Quarry Link Councillor – a meeting was being held the following week to discuss possible re-opening;
- g) Website Link Councillors – a review meeting needed to be scheduled;
- h) Whitwick Historical Group Link Councillor(s) – update given at the last meeting;
- i) Hermitage Leisure Centre Steering Group Link Councillor – Cllr Moulton reported that the Group were meeting on 19 July;
- j) Royal British Legion Link Councillor – Cllr Moulton reported that none of the dates offered by the council for a site meeting had been accepted and although he and the Parish Manager were trying to progress matters, there was still no clear information or suggestions on design or content;
- k) County Council Biodiversity Group Link Councillor – vacancy to be filled;
- l) Whitwick Colliery Disaster Memorial Partnership Team – Cllr Woodward had been unable to attend the last meeting.

2578. DISTRICT COUNCILLORS' REPORTS

Cllr T Gillard said there was no real update since the last parish council meeting two weeks earlier but officers were working on the enforcement matter at Brooks Lane.

Cllr Moulton asked District Cllr S Gillard about the giant hogweed by the bridge past Hermitage lake and why it wasn't being removed due to the danger it posed? Cllr S Gillard replied that the District Council had sprayed the area 2 weeks ago but he wasn't sure about regulations on safe removal.

Cllr Wyatt requested that discussion of SHELAA (with circulation of the map) be placed on the next agenda

2579. COUNTY COUNCILLOR'S REPORT

County Cllr T Gillard referred to a new grant being made available to each member of £25,000 to spend in their own ward on highway and verge improvements. He was awaiting more information, with prices of potential ideas, for him to consider changes and requests from amongst 3 churches, 4 schools and 3 parishes of Thringstone, Whitwick and Charley. He hoped to have more information for the September parish council meeting. Members asked if there were time limits, ceilings on individual amounts, opportunities to work with other parishes.

Cllr Barker had received a request by the local school for help with pavement improvements on Loughborough Road and he had suggested this be raised with County Cllr T Gillard as covid had made the access problems worse and thought the parish council should support this idea. Cllr T Gillard replied that this had been recently inspected, with a view to widening the footpath to assist parents.

2580. PARISH MANAGER'S REPORT AND MATTERS PENDING

The report from the Parish Manager for July 2021 had been circulated and was noted. The action list from previous meetings had not been updated since June 2020. A recent clerk's meeting with the County Council had asked for information on missing deliveries of their magazine and also expressed interest in hearing how the newly agreed planning offset questions were received by applicants in the parish.

Members raised concerns about the increasing workload in the Community Office that continued to escalate, with important legal land matters needing to be addressed. Despite having been brought to the council's attention previously by the Parish Manager this had not actually been solved by the council but additional burdens created by the appointment of an Office Apprentice which was a time-consuming supervisory and training role for the Parish Manager and adding heavily to the workload for up to 3 years (depending on scheme being used). Being mindful of the employer's duty of care to staff, members noted the voluntary and practical assistance given by some members but were reminded of the independently commissioned report whose recommendations had not been fully accepted. **Resolved that, following the expiry of a period of over 6 months, the Staffing Committee be directed to review the budget proposal of appointing an Apprentice and consider again the recommendation in the report.** As Chairman of the Staffing Committee, Cllr T Gillard undertook to arrange a Committee meeting as soon as possible. The Parish Manager thanked members for this review.

2581. ACCOUNTS FOR PAYMENT

Noted/**resolved** that:

- a) that income of £753.72 had been received in the latest period (cash listings circulated);
- b) **to grant delegated authority to the Responsible Finance Officer to make payment for the August invoices, including installation**

of new play equipment upon satisfactory completion (£25,000 +VAT) with ratification being given by Council at the September meeting (payment listings to follow)

[Cllr J Straw left the meeting at 20.06]

c) to approve the payments of £14,250.97 for the latest period (as circulated);

[Cllr J Straw re-joined the meeting at 20.07]

d) the latest income and expenditure report for 2020/21;

e) the bank balances at last month end were Unity current a/c £277,446.43; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

f) to note the quarterly checks had been scheduled to be undertaken by the Vice-Chairman.

The meeting was duly closed.

Full signature of Chairman: Date:

[Cllr J Straw left the meeting at 20.06]

[Cllr J Straw re-joined the meeting at 20.07]

The meeting terminated at 8.08 pm

Date of next council meeting: Thursday 16 September 2021 at 7 pm

For Project: Talbot Street Outgoing
 Project Notes: Whitwick

Speed Intervals 5 MPH
 Time Intervals Instant
 Traffic Report From 02/08/2021 10:00:00 through 30/08/2021 10:59:59
 85th Percentile Speed 33.8 MPH
 85th Percentile Vehicles 106251
 Max Speed 65 MPH on 30/08/2021 00:30:00
 Total Vehicles 125001
 AADT: 4457

Volumes - weekly counts

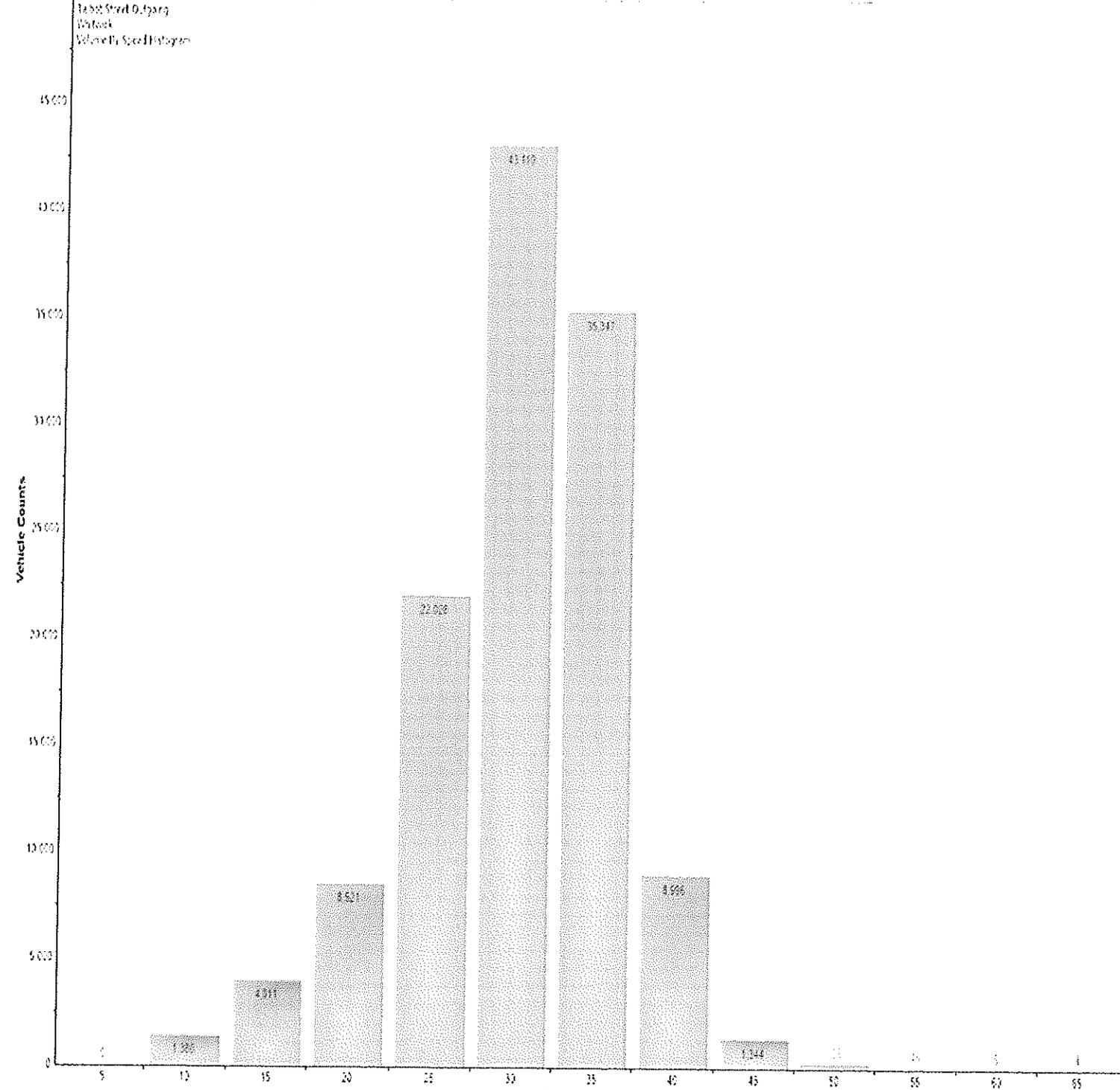
Time	5 Day	7 Day
Average Daily	4591	4338
AM Peak 11:00	309	315
PM Peak 05:00	434	381

Speed

Speed Limit: 35
 85th Percentile Speed: 33.8
 Average Speed: 27.57

	Monday	Tuesday	Wednesday	Thursday	Friday
Count over limit	1649	1488	1422	1501	1586
% over limit	9.3	7.7	7.4	7.8	7.9
Avg Speeder	38.4	38.4	38.4	38.3	38.4

Vehicle Counts by Speed [Tallot Street Outgoing Intersection]



For Project: Talbot Street Incoming

Project Notes: Whitwick

Location/Name: Incoming

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 02/08/2021

85th Percentile Speed 30.9 MPH

85th Percentile Vehicles 111232

Max Speed 60 MPH

Total Vehicles 130861

AADT: 4666

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

Speed

Speed Limit: 35

85th Percentile Speed: 30.9

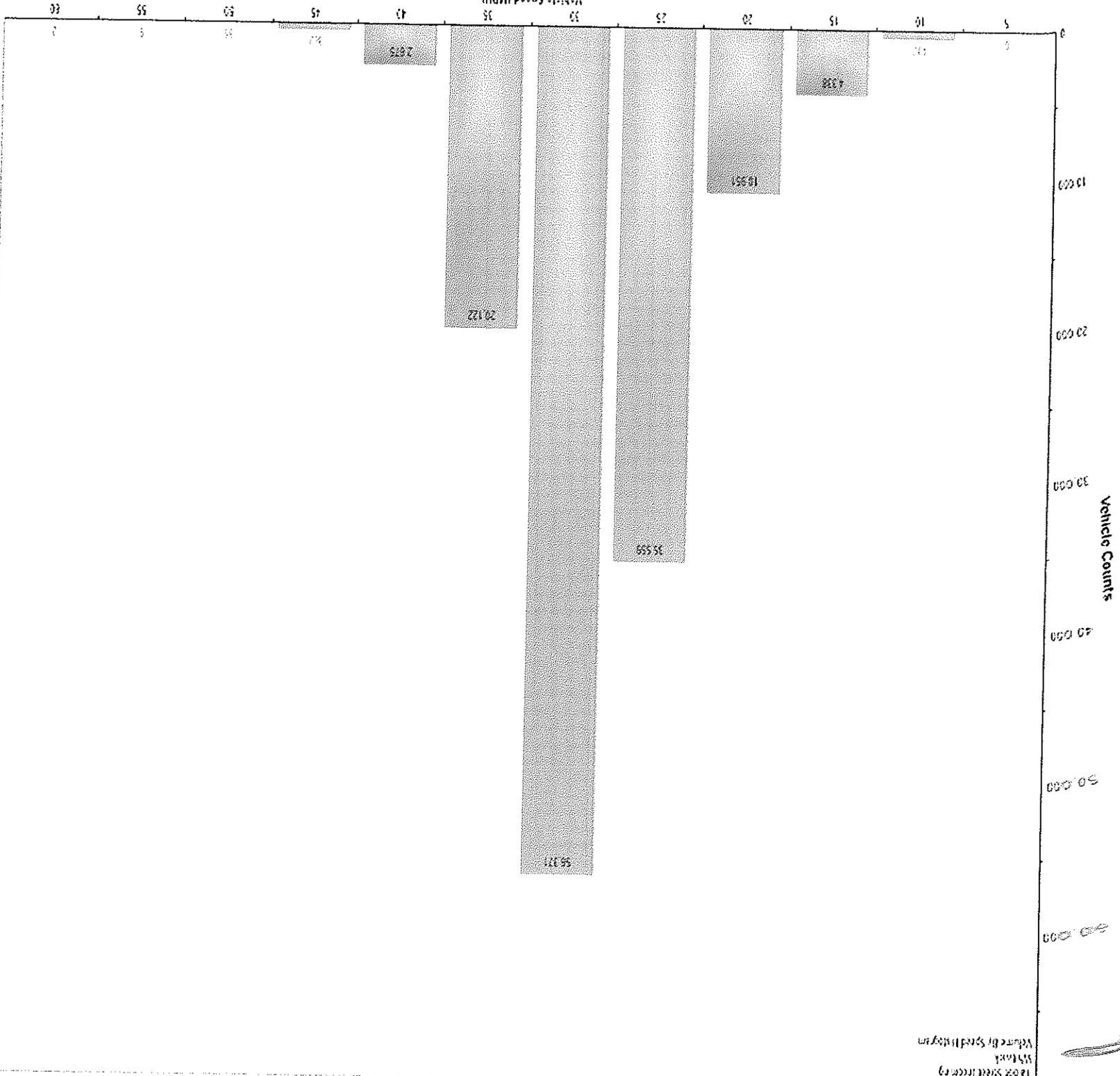
Average Speed: 25.76

Count over limit

% over limit

Avg Speeder

Time	5 Day	7 Day
08:00 AM Peak	355	323
05:00 PM Peak	440	393
Average Daily	4806	4541
Monday	416	454
Tuesday	454	456
Wednesday	456	462
Thursday	462	469
Friday	469	430
Saturday	430	396
Sunday	396	38.2



Tab & Steel Recovery
 55140
 Vehicle Speed History

For Project: Thornborough Road Inwards

Project Notes:

Location/Name: Incoming

Report Generated: 03/10/2021 11:58

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 30/08/2021 11:00:00 through 28/09/2021 09:59:59

85th Percentile Speed 35.2 MPH

85th Percentile Vehicles 120594

Max Speed 70 MPH on 02/09/2021 20:40:00

Total Vehicles 141875

AADT: 4899

Volumes - weekly counts

	Time	5 Day	7 Day
Average Daily		5022	4748
AM Peak	08:00	397	342
PM Peak	05:00	480	422

Speed

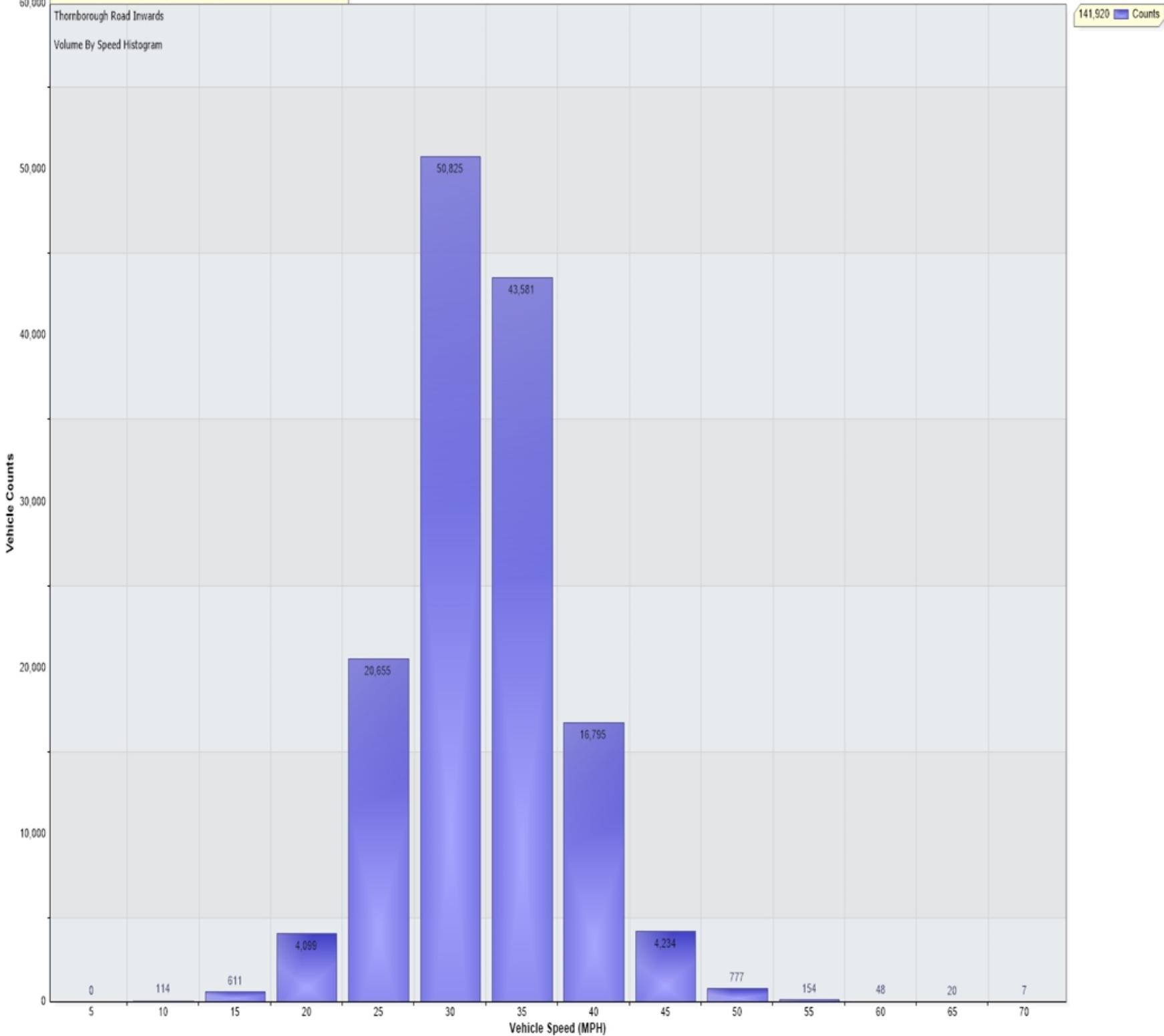
Speed Limit: 35

85th Percentile Speed: 35.2

Average Speed: 29.72

	Monday	Tuesday	Wednesday	Thursday	Friday
Count over limit	3379	2795	3378	3249	3396
% over limit	14.7	13.0	15.9	15.3	15.2
Avg Speeder	38.8	38.9	38.9	39.0	39.1

Vehicle Counts Vs. Speed [Thornborough Road Inwards: Incoming]



DRAINAGE SCHEDULE

All drainage as indicated to be installed in strict accordance with approved document part H 2015 to the satisfaction of the Local Authority Building Inspector

All drainage runs to be laid at min 1 in 40 falls

Ensure pea gravel bed and surround to all pipework

Cast iron covers and frames to all new chambers

F/c Foul chamber

S/c Storm chamber

100dia foul drain

100dia storm drain

s/s Stub stack w/ AAV

svp Soil vent pipe

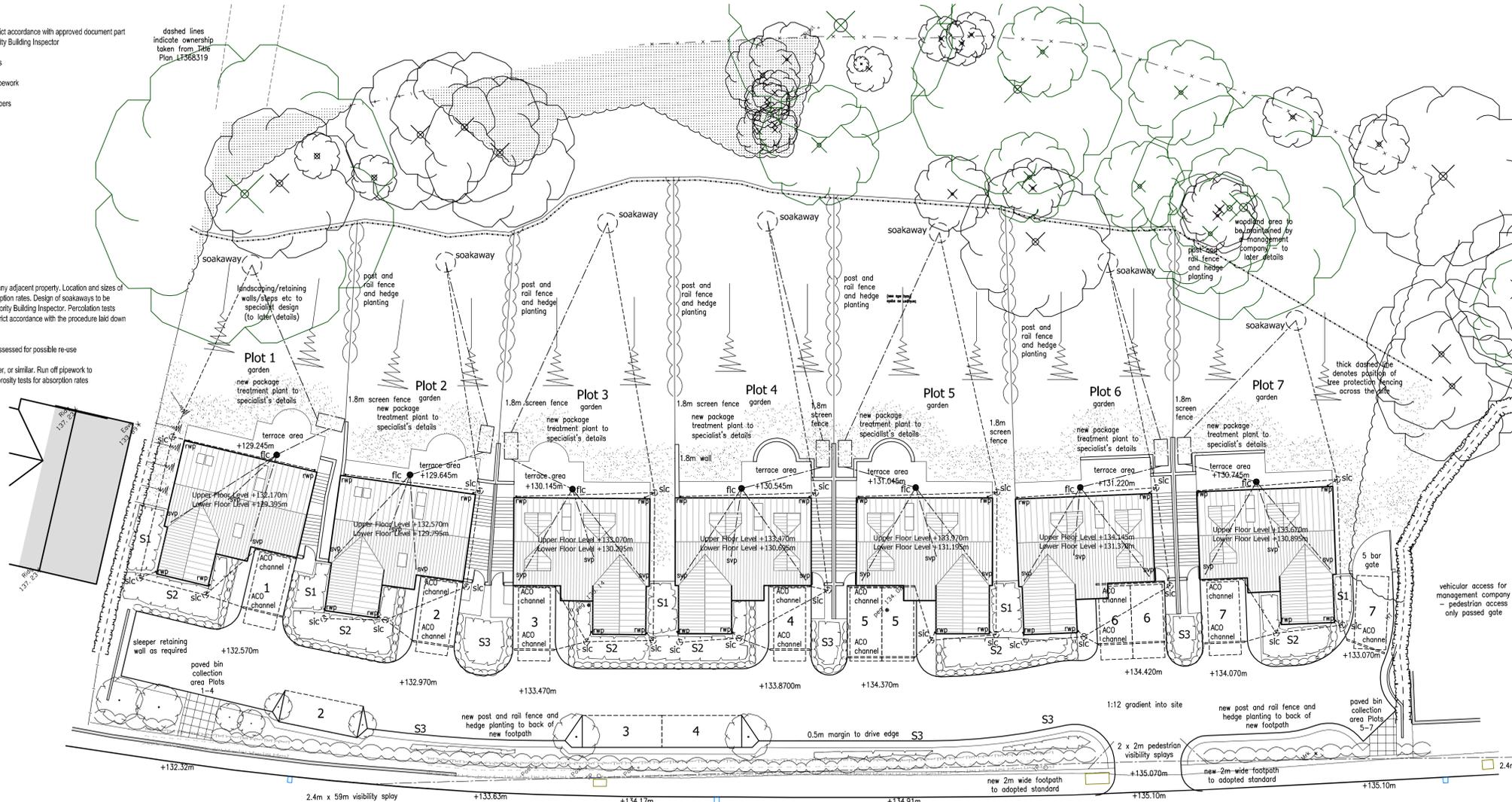
big Back Inlet Gully

rwp Rainwater pipe

Soakaway to BRE Digest 365, min 5m from any adjacent property. Location and sizes of soakaways subject to porosity tests for absorption rates. Design of soakaways to be submitted to and approved by the Local Authority Building Inspector. Percolation tests and design method for soakaways to be in strict accordance with the procedure laid down in the NHBC Standards 5.3.11.

All extg drainage outfalls to be located and assessed for possible re-use

Bio-Disc sewage treatment plant by Klargester, or similar. Run off pipework to manufacturers specification and subject to porosity tests for absorption rates



Site & Roof Plan Scale 1:200

SPECIFICATION - Subject to change following SAP Assessors report FOUNDATIONS & FLOOR

Excavate and construct Raft foundation over waterproofing membrane on concrete blinding to waterproofing specialist's requirements on 100mm well consolidated and sand blinded hard-core, all in structural engineer's detail.

WALLS

Externally of 325mm cavity construction comprising Rendered walls min 20mm thickness cement lime sand render to BS EN 1314:2016 applied in two coats to 100mm or 140mm where specified) keyed concrete blockwork outdoors. 125mm fully insulated cavity and inner leaf of 100mm 3.6N/m² load-bearing blockwork (Thomas Armstrong Apex Standard Block - min 0.25m²/W thermal resistance, 17.2N/m² blockwork to be used at Ground Floor Level where building is 3 storey OR cast first floor construction used). DR10/CEM 32 or similar insulation to cavities. 225mm stainless steel cavity ties to BS EN 845-4:2013 - 4:2016, staggered at 750mm horizontal and 450mm vertical centres. 225mm around openings. Internal finish of 12.5mm plasterboard on dabs - all to achieve U-value of 0.22W/m²K. Timber clad walls with timber cladding to client's choice) fixed to vertical timber battens (min. 38x38mm) affixed to 100mm concrete blockwork outdoors through vapour barrier, with insulated cavity and inner blockwork skin as before. Garage walls of 100mm brickwork and 100mm blockwork, wall ties as before. Make allowance for movement joints @ 6.0m o/c in brickwork, @ 12.0m o/c in brickwork, refer to plan & manufacturer's details.

Internal ground floor walls of 100mm load-bearing blockwork where indicated with 2 coat plaster system each side. Studwork partitions where indicated of 100mm x 50mm softwood framework, compressed quilt (full mass equivalent to 10kg/m²) and 12.5mm plasterboard (Gypsum wallboard 10 [10kg/m²] or similar approved) and skim either side.

OPENINGS

All cavities to be closed around openings with proprietary insulated cavity closers incorporating d.p.c. or blockwork & insulated d.p.c. Lintels to comply to be CATNOC or similar with minimum 150mm end bearings with stop ends and are to be factory insulated. Lintels to specialist design where indicated. Weep holes above openings at maximum 450mm centres, minimum of 2 per opening.

WINDOWS

Double glazed Resistance 7 uPVC windows, style as indicated, with 16mm argon filled air gap and a low E coating to inner pane. All to achieve U-value of 1.41W/m²K (BRC certification, or similar, will be required for all windows upon issuing final certificate). G value minimum of 0.63. Where opening lights open more than 30 degrees or are sash windows, the opening lights are to be at least 1/20th of the room floor area to all habitable rooms. Where opening lights open less than 30 degrees, the opening lights are to be at least 1/10th of the room floor area to all habitable rooms. Provide draught seals to all windows, doors and rooflights. Glazing to all doors and skylights less than 1500mm above FFL, glazing within 300mm horizontally of doors and skylights less than 300mm above FFL, are to be either laminated or toughened glass to BS6262:1981 + BS EN 12602:2002. All habitable rooms are to have energy windows with a clear opening of 0.3m², min 450mm wide by 800mm high, with the sill height 800-1100mm above FFL. First floor windows with a sill height less than 800mm above FFL are to have a guard rail minimum 800mm above FFL OR fitted with width restrictors. Controls for all operable windows and skylights are to be located so they can be opened, closed or adjusted safely. All window frames to comply with BS Publication PAS24:2016 or better. All windows to be mechanically fixed to the building structure.

EXTERNAL DOORS

Composite or aluminium doors and frames to achieve U-value 1.41W/m²K (rating provided by BRC - certificate required). Style as shown. To achieve min clear opening of 775mm. All doors to meet the security requirements of BS Publication PAS24:2016 or better (or for timber doorsets, Appendix B of Approved Document Part Q 2016). Letter plate (min. aperture 200x40mm) & limiter or door chain bolted to the main door (generally front door). Where door is solid & there is no sightline, a door viewer must be fitted. Note, where access can be gained to the house from the garage either the external garage door or the inter-connecting door shall comply with BS Publication PAS24:2016 or better.

STEELWORK

Steel work & padstones as indicated to Structural Engineer's details and calculations. 2 layers of 12.5mm plasterboard and skim on timber nogging to provide minimum 1 hr fire resistance or intumescent paint coating to manufacturers specification. Any steel fixed below ground to be treated with bituminous paint.

STAIRCASE

Width of staircase and landings to be minimum 800mm, maximum pitch 42 degrees, minimum headroom of 2 metres above pitch line, hand rails minimum 900mm high; 100mm maximum spacings to balustrading. Maximum rise 220mm, minimum going 220mm. Minimum 50mm going on tapered treads at newel. Structural newel and bearing where required to engineers design. All staircase dimensions to be confirmed with stair manufacturer prior to commencement

UPPER GROUND FLOOR

Garage - min. 75mm reinf. conc. screed on 300mm d.p.m. on beam and block floor to specialist design and specification. Beams to be supported on ICF to structural engineers details. Beam & block floor to be underdrain with MF cooling system with 100mm thick Celotex GA4000 between, 2 layers 12.5mm plasterboard or Gyproc wallboard 10 (10kg/m²) with staggered joints and skim coat on form ceiling. Floor to achieve U-value of 0.22W/m²K.

FIRST FLOOR

Remainder - 22mm moisture resistant chipboard on stric trusses to specialist design. 15mm plasterboard or Gyproc wallboard 10 (10kg/m²) and skim coat to form ceiling in accordance with Part E. Lateral restraint to walls & floors via 30mm x 5mm mild steel straps at maximum 1800mm centres. All joints bearing on external walls to be supported in accordance with ICF Manufacturer's & Structural Engineer's details.

ROOF

Roof covering as specified on 50mm x 25mm Type A imported timber battens at appropriate centres on Type 5/grade or similar weather membrane. Additional battens to all unventilated flat overflows. Nail all battens to roof. All fittings to be in accordance with the site manufacturers recommendations and instructions. Ridge ties to be mechanically fixed. Roof void ventilation to be incorporated in all cases, be 5mm continuous @ ridge, with 10mm @ eaves with insulation at ceiling level, or 25mm @ eaves with insulation at rafter (slotted ceiling) level. All roof works to be carried out in accordance with BS5534:2014 + A1:2015. Trusses: Prefabricated roof trusses by specialist at 600mm centres, designed, erected and braced strictly in accordance with BS EN 1995-1:2004, or specialist ICF 'wallbed' detail. Traditional: Rafters as specified at 600mm centres, 100mm x 75mm wet laid glapes, uPVC fascia and soffit. Sloping rafters to receive 1No. layer 140mm Celotex GR4000 insulation board between rafters with minimum 50mm clear air gap above of roof felt with 1No. layer 50mm Celotex GA4000 insulation board (with taped joints) and plasterboard finish fixed to rafters to achieve U-value of 0.14W/m²K.

Code 4 lead flashing to roof junctions and all valleys in accordance with guidance from Lead Sheet Association, and BS EN 12598. Provide draught slitting and bulk to all roof access trays. Lateral restraint to all wallbeds and rafter / gable junctions via 30mm x 5mm mild steel straps at maximum 1800mm centres.

BOILER

Condensing boiler as indicated (Combi Boiler to Plots 1 & 2, System Boiler to Plots 3-7). Use to terminate minimum 300mm from any adjacent opening and in accordance with Gas Safe Register Regulations and Guidelines. (Gas) Heating system, in accordance with BS EN 12892:2012 + A1:2014 to incorporate thermostatic radiator valves, delayed start thermostats, timing device, interlock facilities & low controls. Dwellings to be zoned for heating circuits in accordance with SAP recommendations. Provide and supply commissioning instructions to end user. Minimum boiler efficiency - 89% All to be in line with the HM Government document 'Domestic Building Services Compliance Guide'.

NOTICE PLATES

Every combustion appliance to have a suitably positioned label of durable material, indelibly marked to indicate its limitations of use. The label should be fixed in a secure position, such as adjacent to the gas or electricity consumer unit, the water supply stop cock or next to the chimney or hearth described.

PROVISION OF INFORMATION

A completion certificate from a competent person will be required to confirm that the combustion appliances adhere compliance with the requirements of the Building Regulations.

HOT & COLD WATER

Storage vessel (Plots 3-7) to comply with BS3198 and to incorporate a thermostat and timer, 210 litres capacity with a maximum heat loss of 1.42kWh/day. Hot water vessels and all pipework to be insulated. All accessible pipework to be insulated to achieve maximum U-value of 0.45W/m²K. (All to be confirmed with SAP Assessment software) 40mm waste and 75mm trap. New dwelling to be provided with new water service connection giving 'wholesome' water supply. Water efficiency calculator to be supplied prior to completion to confirm water usage not exceeding 125 litres / day / person wholesome water - all in accordance with Approved Document Part G.

DRAINAGE

New foul and storm drains with outfall as site plan in 100mm plastic pipes. Bed and surround in pea gravel at minimum 1 in 40 falls. Cast iron covers and frames to chambers. All drains passing under roads to be surrounded in 150mm concrete including granular surround. Pre-cast concrete lintels to all wall openings where drains pass through.

PLUMBING

New waste connections to air admittance valves having roofing eye and access point at base. Sink, Bath and Shower 40mm waste and 75mm trap Wash Basin 32mm waste and 75mm trap W.C. and Toilet 100mm branch connection All above ground drainage to comply with BS EN 12056-2. Re-sealing traps where applicable. Head of drainage run to be vented via soil and vent pipe, minimum 900mm above any adjacent opening.

RAINWATER GOODS

New rainwater goods to be black uPVC HUNTER or similar with 65mm downpipes.

BACKGROUND VENTILATION

Background ventilation to the whole dwelling is to be provided by MVHR system to specialist's detail. All internal doors are to have a 10mm undercut.

EXTRACT VENTILATION

Mechanical Ventilation Heat Recovery system is to be installed to specialist's details.

SMOKE ALARMS

Smoke alarms where indicated to be inter-connected and mains wired with emergency battery back-up supply. To be minimum 300mm from electrical fittings and maximum 7.5 metres from any adjacent habitable room door. All to comply with BS EN 14604 & installed to BS 5839 part 6. (min. Grade D, Cat. LD3)

BUILDING REGULATIONS PART E RESISTANCE TO THE PASSAGE OF SOUND

All new dwellings are subject to pre-completion testing (PCT) for demonstrating that the proposals and workmanship comply with Requirement E1 of the building regulations. The developer is to liaise with the Local Building Inspector to arrange for a satisfactory testing programme.

BUILDING REGULATIONS PART L CONSERVATION OF FUEL AND POWER

Ensure all building works are undertaken in line with the Communities & Local Government document 'Accessed Construction Details - June 2007' 1st Edition'. All new dwellings must be given an energy rating using the Standard Assessment Procedure (SAP). The rating must be displayed in the property in the form of a notice of durable material, indelibly marked. A target emission rate (TER) & target fabric energy efficiency rate (FTEE) is required for each dwelling before works commence on site. A dwelling energy rate (DER) & dwelling fabric energy efficiency rate (DFEE) is required showing that the predicted rate of CO2 emissions & fabric efficiency of the dwelling is not greater than the TER/FTEE. Any individual elements of construction may change from the U-values quoted to achieve satisfactory results overall. An air pressure test will also be required on completion by specialist contractor.

BUILDING REGULATIONS PART M ACCESS AND USE OF BUILDINGS

A level, ramped or stepped approach (design criteria in accordance with the approved document part M) to the principal entrance door, whichever is suitable to the individual design. Overall clear width of main entrance door to be no less than 775mm. Disabled threshold to entrance door. Ground floor internal doors to be 838mm wide with linings and stops to suit 900mm structural opening. Ambient disabled steps internally to ground floor storey. Electrical sockets and switches to be within 450-1200mm from finished floor level. Ground floor WC with an unobstructed clearance of 1000mm wide and 750mm deep to the door (on frontal approach). Internally provide min. width of 900mm with a clear unobstructed access of 750mm - max. basin size 320x200mm centered max. 400mm from the front face of the W.C.

This drawing is to be read in conjunction with Drawing No. 17.3342.12 'Topographical Survey'

This drawing is to be read in conjunction with Drawing No.'s 17.3342.15-22 'Production Drawings'

Levels: + 00.00 Existing Level + 00.000 Proposed Level

LANDSCAPING SPECIFICATION

- Denotes extg. hedgerow planting
Indicates shrub planting
S1 cotoneaster Coral Beauty 20% hypericum hircote 20% lonchocera pilosula Maggreen 20% pyracantha Red Cushion 20% stephanandra incisa Crispa 20%
S2 Misummer Beauty (hebe) 15% elaeagnus pungens maculata 25% Bristol Ruby (weigela) 20% viburnum tinus 20% Gold Flame (spiraea japonica) 20%
S3 ceanothus Yankee Point 20% cistus purpureus Alan Fradd 20% chrysa ternate Sundance 20% escallonia Red Dream 20% viburnum tinus Eve Price 20%
All proposed shrubbed areas to be planted with densities of max. 4no. plants per m² to allow for adequate coverage in accordance with good horticultural practice to BS 4428
All driveway and courtyard finishes as indicated
Indicates new turfled areas
Indicates extent of precast conc. paving slabs
Indicates brickwork walls and support piers, heights as indicated
Indicates 1.8m high timber close boarded fence

All planting and seeding or turfing shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any plants or trees which within the period of five years from the completion of the development die, are removed or are seriously damaged or diseased shall be replaced within the next planting season with others of similar size and species.

All (other) site boundary treatments as indicated

Prior to the commencement of works on site all extg. trees to be retained shall be securely fenced off by the erection of a tree protection barrier (to coincide with RPA's) to BS5837: 2012 comprising vertical and horizontal framework of scaffold tubes driven into the ground at max. 3.0m centres with weld mesh panel fencing or boards securely attached with scaffold clamps. The area inside the protective barrier must remain undisturbed during development as a construction exclusion zone. No change in level, storage of materials and use of fuels and chemicals, equipment or vehicles are permitted in the exclusion zone. The barrier must be in place before ANY building work commences and not be removed until work is completed on site.

Revisions: B Construction Updated 16.07.2020 A Drawing Updated 18.02.2020

Figured dimensions must be taken in preference to scaled dimensions and any discrepancies are to be referred to David Granger Architectural Design Limited. Contractors, subcontractors and suppliers must verify all dimensions on site before commencing any work or making any workshop drawings. All drawings are copyright of David Granger Architectural Design Limited. Ordnance Survey Data © Crown Copyright. All rights reserved. Licence No. AR100020449. Landmark Ref. L156918



Proposed Residential Development Land at Talbot Road Whitwick Leicestershire

Drawing Title Proposed Residential Development Land at Talbot Road Whitwick Leicestershire Sheet 1 of 8 Client Jack Logan Ltd Drawing No. 17.3342.15 B Date December 2019 Drawn by JAC Scale (A1 Size) As Shown Checked by SF

The Old Cottage Hospital, Leicester Road, Ashby-de-la-Zouch, Leicestershire, LE65 1DB Tel: 01530 540939 www.davidgrangerdesign.com Company Reg. No. 5536912

PRODUCTION DRAWING PROPOSED RESIDENTIAL DEVELOPMENT - LAND AT TALBOT STREET - WHITWICK - LEICESTERSHIRE



Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Whitwick Parish Council – LE0269**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

23/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 1 July 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and J Straw

Mrs. A Barker, Ms S Colledge

In Attendance:

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

Members of the public: None.

2548. APOLOGIES FOR ABSENCE

Cllr R Woodward.

2549. DECLARATIONS OF INTEREST

Ms S Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Action Group as a member and Woodstock in Whitwick as a member and a pecuniary interest in the site of the old Hermitage Leisure Centre site

Cllr J Straw declared a pecuniary interest in Agenda Item 2554 (7 – Park Hall Heating) and 2557(f, l and m) and would leave the meeting for those decisions; a disclosable non-pecuniary interest in matters affecting the Green Wedge as a member of Whitwick Action Group; a disclosable non-pecuniary interest as a member of Whitwick Historical Group.

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society as a signatory on some transactions and a non-pecuniary interest in Holly Hayes Wood as a Director.

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

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

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2550. ELECTION OF VICE CHAIRMAN

Resolved: That Cllr P Moulton be elected as Vice-Chairman of the Committee for 2020/21.

2551. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2552. MINUTES

The minutes for 6 May had not been circulated and were deferred.

2553. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions had been made:

- a) for the electrician to replace the water heater at the Railway Station due to preferred option of an under-sink heater not being available;
- b) for the electrician to replace the water heater at the Pavilion as the knob repair was ineffective;
- c) for the electrician to improve the earth connections of the electrical system at the Pavilion to give greater protection to the Rangers/toilet building costing approximately £660;
- d) to seek manufacturers' advice on design of Park Hall Air Source Pump heating system;
- e) following review of covid risk assessment on 16 June; to cautiously increase capacity at Park Hall from 15 – 20 persons (or to 10 people for exercise mat work) and delay going to 50% capacity;
- e) to note the updates given to members by the Parish Manager since the last meeting, including Park Hall heating, new hirers;

2554. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS

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

- a) **Playground Working Party:** to note the generally positive outcome of the consultation on Hilary Crescent installation that ended on 28 May 2021 (as circulated); provisional installation date was w/c 12 July which was subject to component parts arriving; members wished to see benches and bins and inclusive play equipment at all sites; **resolved that initial priority would now be updating of play equipment at Holly Hayes and Hermitage/Green Lane playgrounds using Ear Marked Reserves 339 and 332; resolved to install a new footpath to give disabled access from Green Lane to the play area, with a disabled access kissing gate from Green Lane subject to council approval of using general reserves for this path;** suggested quotes for the footpath to be sought from RSA, Wallaces and Thringstone T&T; perhaps to explore replacing the ground tyres with an inclusive piece of equipment, with different seats on the swings at Green Lane;
- b) **Bowls Link Councillor:** Cllr Moulton reported the season was underway with covid guidelines being followed, games had started well and

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comments on the massive improvement to the Green since last season; a question was raised on why watering was being done manually by JR Landscaping and whether there was a problem with the pump or the tank;

c) Allotments Link Councillor – Thornborough Road: Cllr Moulton reported there were plans to improve fencing now that a grant had been awarded;

d) Allotments Link Councillor – Walkers Flats: no report received;

PROJECTS

1. Whitwick Park Entrance improvements – **members commended the excellent new footpath construction and the re-opening of the driveway on 18 June (one day early); resolved the leftover summer plants should be put either side of the entrance drive (half way up) and sought suggestions for new shrubs from JR Landscaping;**
2. Park Hall Fire Exit disabled access improvement: **Park Hall improvements still to be scheduled by the contractor;**
3. New Signage for the Pavilion/Green/Parking/Tennis Courts – no progress by the Parish Manager;
4. Installation of Benches throughout the Village – following delays by the County Council since 6 November 2020 the licence had now arrived to permit parish benches to be installed at Loughborough Road and Perran Avenue (Hall Lane); the Parish Manager thanked the Chairman and members for their work on this project; **request that a prompt date be sought for the two benches to be installed, with two additional benches being ordered by the parish to be placed in Whitwick Park;**
5. Repairs to the Old Station Building – Cllr Moulton reported the builder had checked the loft and found no sign of a leak and believed it was not due to any guttering problem either; builder will return again;
6. Installation of the Miners Memorial Seat in front of the Wheel – site visit made so that installation can take place; Cllr Moulton to provide wording for the plaque and the narrative for the Wheel to the Parish Manager;
7. Park Hall Heating – following discussion, delegated to Parish Manager to arrange an overdoor boost heater system and to continue investigations of immersion heater problem; extra meeting to be called when heating quotes were received;
8. Grit Bins – no new information;
9. Memorial Garden in Whitwick Park – following email by Cllr Moulton and the Parish Manager to the Royal British Legion, detailed information had been requested on suggested design features and costs had been invited again; 4 new dates for possible site meetings had been supplied to the Legion but no replies yet received; Cllr Moulton to speak to the artist about a wall mural; in the absence of a donation from the RBL Branch or confirmation of wanting a poppy bench, the plans to order jointly with RBL and save delivery costs had been abandoned, with a miners

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- memorial bench being ordered for delivery in 8-10 weeks;
10. Car Hill Rock – action still required by the Parish Manager on the gabion request to the Quarry; the new bin would be installed shortly;

2555. LAND MATTERS – KING GEORGES V FIELD

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

WHITWICK PARK

- a) that the Parish Manager had been invited by Rural Community Council to host another series of Coffee Connect events, **members suggested this could possibly coincide with the Memorial Garden opening if details were forthcoming from the Royal British Legion;**
- b) review requested by Parish Manager of condition of the tarmac path around the Bowling Green (and potentially the tennis courts);
- c) the Chairman to investigate drainage issues with Whitwick Park main field;**
- d) members confirmed their full satisfaction with the new footpath installed from North Street adjacent to the main driveway at Whitwick Park;
- e) suggestion to JR Landscaping that when repairing the vandalised inclusive roundabout, could they use better bolts, shear nuts or to glue them in place when fitted;**
- f) explore the potential and costs of CCTV system to protect visitors and equipment in the park;**
- g) commended the Rangers work within the park and the excellent quality of the summer planting this year;**
- h) update by the Parish Manager and request that the new gazebo be unpacked and set up to check it functioned well; the RADAR key for the disabled toilet was still being investigated;

PARSONWOOD HILL (part)

- i) no other new matters for consideration.

2556. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

- a) that the fence at Walkers Flats on the new inclusive plot had been repaired by using the remains of the stolen section and no hazard remained;
- b) the repairs to the potholes from George Street by the District Council had been discussed at the recent council meeting;
- c) the cheque for grant funding to Thornborough Road Allotment Society

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had been written;

RECREATION/OPEN SPACES

- d) further information had been sent to the council's solicitor regarding enforcement investigation for reinstatement to the grass open space;
- e) maintenance provision for Whitwick Wheel deferred due to illness of Cllr Woodward; Parish Manager suggested an earmarked reserve be established and that further information be sought when possible;
- f) an apology received from JR Landscaping about grass cutting and clumping on some open spaces, including Briers Way;
- g) playground inspection reports had been received but copies of weekly checks had been requested (due to Ranger changeover);
- h) an earlier deadline had been set by the County Council for licence permissions for seasonal decorations; **delegated to the Parish Manager to have stress testing undertaken on brackets so that the application could be made;**
- i) routine matters were progressing but other actions were still outstanding; the Parish Manager was checking reports of low branches at Stinson Way and was asked to also get a check on a dead tree (with a wet centre) at Thomas Road.

2557. BUILDINGS MANAGEMENT

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

- a) that the Parish Manager was still to chase a quotation from Navas Associates for asbestos surveys for all buildings to identify locations affected;
- b) that the buildings had been successfully re-opened under easing of lockdown restrictions;
- c) **review of lockdown restrictions nationally had been delayed, therefore consideration of increasing the capacity at Park Hall was deferred to the next meeting;**

PARK HALL:

- d) regular hire events were going well and new enquiries pending, subject to lockdown rulings;
- e) **review of caretaker responsibility for covid cleaning remained as previously outlined; flexibility granted to the caretakers to identify any additional cleaning that was required ad hoc and a summary of these costs to be reviewed at the October meeting; hirers would be given access to a green mop in the kitchen and red mop in the toilets but there was not a requirement for hirers to undertake general cleaning, only to leave Park Hall tidy and to do covid cleaning of high touch points before/after hire;**
- f) as hybrid option may be required for future council meetings and to encourage hirers, **the Parish Manager would ask Supreme Systems**

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- for advice and costs on IT provision**; the company could also offer a free computer for local charities; electrical updates given;
- g) no further building repairs or maintenance issues;

COMMUNITY OFFICE:

- h) update given on IT equipment changes in the office;
- i) members noted the Parish Manager was now working 3 days per week in the parish and reducing work done at home; some Wednesdays afternoons the Parish Manager was out at meetings so the office closed as no cover available;
- j) no change to building and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- k) the repair/replacement cistern for the gent's toilet in the pavilion had been completed but a leak reported on the cold tap so the plumber asked by JR Landscaping to attend again;
- l) the safety works to the Pavilion electrics had nearly been completed, with some elements of concern now removed or improved (earthing, boxing, excessive load); as before the priority for the council was being met with improved safety measures;
- m) the Railway Station now had a test switch for emergency lighting, a test key had been handed to the tenants, there was no date yet for the water heater to be fitted downstairs due to delivery delays; the fuse board had been explained and the new requirement to do the 'blue test button' every 6 months; the tenant would discuss the issues with replacing the computer Cat5 cabling;

2558. OTHER MATTERS FOR FUTURE AGENDA

Members asked for projects and new ideas to be identified at the next meeting.

The Parish Manager would call an extra meeting when the required number of heating quotes had been received.

Full signature of Chairman: Date:

The meeting terminated at 10.01 pm.

Date of the next meeting: possibly Thursday 14 July 2021 at 7 pm
and Thursday 2 September 2021 at 7 pm

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MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 14 July 2021 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor A Barker (Chairman)

Cllrs P Moulton and R Woodward [Items 2559 – part 2565 only]

Mrs. A Barker, Ms S Colledge

In Attendance:

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

One member of the public (not present for the whole meeting)

2559. APOLOGIES FOR ABSENCE

Cllr J Straw.

2560. DECLARATIONS OF INTEREST

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

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

Cllr A Barker declared a disclosable non-pecuniary interest in Whitwick Historical Group as a member and a non-pecuniary interest in Walkers Flats Allotment Society; as a signatory on some transactions and also a non-pecuniary interest as a Director of Holly Hayes Wood.

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

Ms S Colledge declared a non-pecuniary interest in Whitwick Historical Group; a non-pecuniary interest in any planning matter that affected the Green Wedge as a member of Whitwick Action Group; a non-pecuniary interest as a member of Woodstock in Whitwick; a non-pecuniary interest in any matter concerning the old Hermitage Leisure Centre site.

2561. PUBLIC QUESTIONS AND ANSWER SESSION

None.

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

2562. MINUTES

The minutes for 6 May and 1 July had not been circulated and were deferred.

2563. PROJECTS

Resolved to accept the quote from Company C (Rudkin and Herbert) for installation of a Vaillant air source pump at a cost of £10,980, with an additional cost of £874 for 5 replacement radiators as the information provided and the expert knowledge displayed was impressive and comprehensive. A further site meeting would be held to verify instructions and that the investment would match (or exceed) the current green credentials of the heating system being replaced, with an early installation date being requested.

Quotes received from Company A, £6980; Company B £15,190 and Company D £13,827 would be declined but thanked for their input.

2564. PARK HALL – INTERNET PROVISION

This matter was deferred to await more clarification of implications of this new project.

2565. UPDATE ON ACTION POINTS FROM LAST MEETING

The Parish Manager reported on responses from JR Landscaping to questions raised by members. A site meeting was requested by members and would be arranged for early the following month, subject to everybody's availability (provisionally in the Pavilion). An apology had been given by the office to Meadow Barn regarding misinformation on responsibilities; an apology had also been given to another hirer for late opening of their booking event (with free hire arranged by the office to compensate for the inconvenience); a staff meeting was being held the following week by Ms Mabey and the new caretakers phone would be issued; the new SIM cards would be operational the following day for the 2 other council phones; celebration of a hirer's anniversary was approved; permission to sell ice-creams from a CIC stall while using Park Hall was approved; Meadow Barn had offered bird boxes to the parish council and this was deferred to seek further information (fixing, style, design etc); Meadow Barn would soon be undertaking a new cookery course and members were keen to explore potential for operation of a café, (possibly a dementia café) or other partnership working; permission granted for Meadow Barn to use the new A frame notice board purchased by the parish council; Cllr Moulton reported that an allotment plot was being explored at Thornborough Road by Meadow Barn.

[Cllr R Woodward left the meeting at 7.37 pm.]

A Tree Warden virtual training had been attended by Ms Williams and the Parish Manager with a lot of knowledge being gleaned after covid had cancelled previous events; members clarified that the role would be parish wide (so not taking responsibility for our own open spaces) and when lone working systems were set up, the Tree Warden could be eyes and ears

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within Whitwick and perhaps receive a quarterly written report; a covid update from LRALC had clarified that hirers were still required to follow the regulations of building owners (even if they were stricter than government guidelines); the playground installation at Hilary Crescent had started as planned on 13 July; a new footpath from Green Lane was clarified as requiring 1.2 metre width for disabled access (plus turning places); new park benches were still to be ordered from existing budget; quotes were to be sought for Robinson Road fence repair and for replacement of missing gate at Hilary Crescent; the Chairman offered to contact Tony Smith at Holly Hayes Wood regarding a wooden gate at the boundary point.

Ideas for future consideration would include commissioning of tree surveys and advice on future planting schemes, with members noting the Parish Manager had been informed of £3000 grant being awarded by the Bardon Quarry Community Fund.

Full signature of Chairman: Date:

[Cllr R Woodward left the meeting at 7.37 pm.]

The meeting terminated at 8.10 pm.

Date of the next meeting: Thursday 2 September 2021 at 7 pm

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

Present: Councillor A Barker (Chairman)

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

Mrs. A Barker, Ms S Colledge

In Attendance:

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

No members of the public.

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

2591. APOLOGIES FOR ABSENCE

Mr T Gee.

2592. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

2593. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2594. MINUTES

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

2595. DELEGATED DECISIONS BY THE PARISH MANAGER

Members noted the following decisions:

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

2596. FINANCIAL REGULATIONS

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

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2597. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

Resolved: That the following actions be taken/noted:

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

PROJECTS

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

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

2598. LAND MATTERS – KING GEORGES V FIELD

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

WHITWICK PARK

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

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

PARSONWOOD HILL (part)

d) no new matters for consideration.

2599. LAND MATTERS – EXCEPT KGV LAND

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

ALLOTMENTS

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

Cllr. J Straw left the meeting at 8.55 pm.

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

RECREATION/OPEN SPACES;

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

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

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

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2600. BUILDINGS MANAGEMENT

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

PARK HALL:

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

COMMUNITY OFFICE:

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

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

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

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

l) no further building repairs and maintenance issues raised;

2601. BUDGET RECOMMENDATIONS

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

2602. OTHER MATTERS FOR FUTURE AGENDA

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

Full signature of Chairman: Date:

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

The meeting terminated at 9.54 pm.

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

Notes of meeting held on Monday 11-10-21 at 7 pm in Zoom session.

Members Ellis Barber, Collins, Moults, Woodward, Wyatt.

Apologies: Leon (possibly); Jo Straw

Also Present: Carly Tibbels

Item No	Topic being discussed	Judgement made (e.g. true, not true, evidence provided)	Conclusion drawn (e.g. Agreed/Not agreed)	ACTION TO BE TAKEN	BY Target Date
1	Project Plans. Update now with delays + quotes pending. Future years. Agree rec. priorities	See attached typed summary. Parish Manager to populate with costings later	Clear need to replace reserves for buildings	Council decision needed before agreeing budget.	9/12/21
2	Redisposition + difference of being predetermined.	Noted email from Council Chairman with advice from Monitoring Officer.	Definition is not new. However, not a full reflection of events in January 2021 when budget was changed.	Parish Manager to ensure debate is fair and informed will advise members at meeting.	December target to avoid the risk of not meeting District deadline. 9/12/21
3	Clarification on bad debt provision by DC on parish precepts.	Noted email from Council Chairman.	Explanation was helpful.	Noted.	N/A

Signed C.M.

Name PARISH MANAGER

Countersigned..... Name.....

Whitwick Parish Council

Item No	CURRENT YEAR 21/22	NEXT YEAR 22/23	FUTURE YEARS 23/24 onwards	ACTION TO BE TAKEN	BY Target Date
COMMUNITY OFFICE	Furniture	Covered roof at side and rear of building GM Tender process – budget for costs Decorating Extend opening hours when Deputy is trained Utility Costs – 15% increase Insurance Costs – 15% increase	Elections – small provision for potential cost increase?		
PARK HALL	Defib installed Broadband agreed – installation awaited	Lighting Improvements White-lining of car park Utility Costs – 15% increase Insurance Costs – 15% increase	Car parking extension		
OTHER BUILDINGS	Railway Station - reserves used Pavilion - reserves used	Professional Fees (feasibility – Assets of Community Value) Utility Costs – 15% increase Insurance Costs – 15% increase	Replace public toilets in Park		
COMMUNITY INITIATIVES	Encourage support for Christmas Decorations in village Encourage bulb planting Re-start Park Brew Pay for Visioning Outcomes to be evaluated to give Projections/aims	Community to adopt new Jubilee Platinum Planters Whitwick in Flower project (community & business options for hanging baskets) More Defibrillators Partnership Working – e.g. Scouts, WHG, U3A, Neighbourhood Watch 125th Anniversary Whitwick Pit Disaster	Memorial Service, with bells to be tolled. Wednesday 19/4/2023	Task & Finish group needed, early start and involve community	
LAND	More benches Reserves used More grit bins Tree Survey £3850 Memorial Garden - ongoing Riparian review/advice req'd	Possible drainage on Whitwick Park Hilary Crescent Footpath resurfaced CCTV – Whitwick Park Old play equipment renewed in all play areas Tree Maintenance/Planting NEW Land responsibility/transfers	Renew fencing in Whitwick Park Highways – licences for any verges/adoptions? New Whitwick signs in Entrances to village Tree Survey £4000		

PARISH MANAGER'S REPORT – 18 October 2021**1) EVENTS ATTENDED (plus forthcoming events)**

Sept 15	Staffing Committee – Zoom chat with staff
Sept 15	Beat Surgery at Community Office
Sept 16	Site check – Parish Manager at WPC.012
Sept 16	Council Meeting
Sept 21	SLCC Branch meeting
Sept 21	Apologies – Western Power Distribution Customer Panel meeting
Sept 23	Councillor Finance Training by Parish Manager
Sept 24	Macmillan Coffee Morning 11.00 – 13.00 at Park Hall
Sept 27 – Oct 6	Parish Manager taking 8 days TOIL (Office closure possible)
Oct 7	Site Meeting, Environment Agency City of Dan
Oct 7	Property Management General Purposes Committee meeting
Oct 11	Finance Working Party meeting by Zoom
Oct 12	SLCC AGM/ Conference Opening
Oct 13/14	SLCC National Conference
Oct 14	Extra Council meeting – SHELAA Consultation
Oct 16	Beat Surgery at Community Office
Oct 18	Parish Manager taking half-day TOIL
Oct 20	Virtual meeting Planning Officer at County Council re quarry
Oct 20	Virtual update to PMGP members on current issues
Oct 21	Council meeting
Oct 22	Parish Manager taking half-day TOIL
Oct 25	Parish Manager taking half-day TOIL
Oct 28	Attending virtual LCC Operational Meeting
Oct 29	Parish Manager taking half-day TOIL
Nov 1	Wellbeing Training for Office Staff
Nov 2	PAT Testing taking place
Nov 4	Property Management General Purposes Committee meeting
Nov 5	Parish Manager taking half-day TOIL
Nov 8	Environment Working Party meeting (Community Office)
Nov 10	Coffee Connect starts (6 weeks) mornings in Whitwick Park
Nov 10	Closing Date for Deputy Parish Manager vacancy
Nov 10	Parish Manager taking half-day TOIL
Nov 15	Interviews for Deputy Parish Manager
Nov 17	Closing Date for Parish Warden vacancy
Nov18	Council meeting

2) COMMUNICATIONS

Since the last council meeting, there were 200 routine emails received (excluding coronavirus issues), 279 emails to be actioned, 92 emails from councillors and 74 emails from suppliers, with bulletins, publicity, queries and other information, including:

- Resident enquiring about commercial premises to turn into a café for the village – would be interested in any potential opportunities please;
- letter written by Chairman to resident wanting further information on council approval of payments during the previous financial year;
- confirmation that Leicestershire County Council will not be flying the new county flag for Leicestershire;

- d) bulletins now being received regularly from the renamed DLUHC (Department for Levelling Up, Housing and Communities) on current issues;
- e) resident reminder about advertising parish council meetings on Facebook now that physical meetings have been reinstated;
- f) confirmation from Cllr S Gillard that the poppy artwork will be completed in Whitwick as he has secured donations for this;
- g) information from East Midlands Arthritis Action Group;
- h) resident request for information on the SHELAA (District Council plan);
- i) resident request for information about planning decision on Swannington lakes application;
- j) DEFRA consultation on potentially doubling the size of cemetery plots;
- k) invitation to join Leicestershire & Rutland Wildlife Trust and complete local residents survey;
- l) no update from NWLDC to address the parish council on potential future use options for the Hermitage Leisure Centre (now guest speaker at meeting);

Members to agree if further information or inclusion on future agendas is required.

3) COMMUNITY OFFICE

Following the September meeting there have been extra meetings, site checks and many visitors to/using the office. Thanks are given to Cllr Moulton for his help with deliveries and also for his help to me with moving furniture to make space for the new lockable storage that was desperately needed. Chloe dealt with some very difficult challenges whilst I was taking time off in lieu (TOIL). Unfortunately, I believe a lot of false and inaccurate information has been posted on social media and I thank those councillors who voluntarily displayed concern to staff whilst I sought professional advice from LRALC. Although some outrageous information was deleted from Facebook before I could evidence it, I did ask if any defence would be forthcoming from the Staffing Committee or a factual correction. This matter is still pending. Routine tasks are falling behind so VAT claim has not been done, 1/4ly checks not finished, bank reconciliations are overdue and the budget plan has not yet been created on the software. Covid risk assessments need to be reviewed and no work has been undertaken on routine risk assessments at all.

4) STAFF MATTERS

TOIL owing to me at the September council meeting was 114 hours and with my plans to take several days at the end of the month this would have reduced it substantially. However, with the backlog of work (writing 8 sets of minutes) I used some of this time to catch up. Therefore TOIL owing at the end of my break was 93.5 hours. With the 3 extra meetings since my return (finance training, working party and council meeting) I also urgently prepared the vacancy adverts and job information. I am still awaiting my appraisal.

A separate confidential report has been written regarding the recruitment process for 2 current vacancies.

5) MATTERS PENDING

The lack of time to update action lists to implement council decisions pre-lockdown and to forward plan for the future continues to be a major concern. The focus currently is on how to plan the success of recruiting two new staff members to join the small team and then, depending on the qualifications/experience, the training plan will be drafted and hopefully some start made on the backlog of work before new projects are undertaken.

Members questions are invited and instructions requested.

Cathy Tibbles

15:17

Current Ac Unity Trust 0992

Cash Received between 01/10/2021 and 31/10/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/10/2021	CCLA Public Sector Deposit Fun	34	Bank Interest	2.65
08/10/2021	Hirer	32	Hall Hire 29/12/21	60.00
08/10/2021	Hirer	33	Hall Hire 14/11/21	50.00
14/10/2021	Hirer	35	Hall Hire 31/10/21	40.00
01/10/2021	Limelight Performing Arts	31	October Hall Hire	140.00
01/10/2021	Meadow Barn View	29	October Hall Hire	885.00
01/10/2021	North West Leics District Coun	36	Parish Precept	135,970.50
01/10/2021	Public	28	Dontation for wreath	17.00
01/10/2021	Public	30	Hall Hire 10/10/21	70.00
Total Receipts				<u>137,235.15</u>

Time : 15:16

Current Ac Unity Trust 0992

Payments made between 01/10/2021 and 31/10/2021

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Ace Copying Equipment						
21/10/2021	108	August Copying	15.00	3.00	18.00	S
21/10/2021	109	September Copying	26.96	5.39	32.35	S
			41.96	8.39	50.35	
Andrew Granger						
21/10/2021	110	TRAS Rent 09/21-03/22	300.00	0.00	300.00	E
Community Voice						
21/10/2021	111	September Full Page Insert	115.00	0.00	115.00	E
ESPO						
21/10/2021	106	Hall & Office Supplies	214.85	42.97	257.82	S
Flip Connect						
01/10/2021	118	Mobile Phones Jul-Sep	81.29	16.26	97.55	S
10/10/2021	119	Mobile Phones	36.00	7.20	43.20	S
			117.29	23.46	140.75	
Hall Hirer						
21/10/2021	117	Deposit Refund 10/10/21	20.00	0.00	20.00	Z
Hart Office Furniture						
21/10/2021	121	Double Door Cupboard	220.00	44.00	264.00	S
JR Landscaping & Property Main						
10/10/2021	124	September Grounds	15,240.84	3,048.18	18,289.02	S
Monthly Payroll Costs						
05/10/2021	TAX 6	TAX 6	4,635.15	0.00	4,635.15	E
Parish Online						
21/10/2021	113	Parish Online Subscription	150.00	30.00	180.00	S
PKF Littlejohn LLP						
21/10/2021	107	Annual Return 31/3/21	800.00	160.00	960.00	S
RBL Poppy Appeal						
21/10/2021	115	80 Poppies	240.00	0.00	240.00	E
21/10/2021	127	Wreath	17.00	0.00	17.00	E
			257.00	0.00	257.00	
Rudkin & Herbert Ltd						
01/10/2021	120	Fit Air Source Heat Pump -	10,481.00	2,096.20	12,577.20	S
SLCC Enterprises						
01/10/2021	125	Credit from Cost of Training	-78.50	-15.70	-94.20	S
Supreme Systems						
07/10/2021	122	IT Support - September	42.00	8.40	50.40	S
07/10/2021	123	IT Support - October	42.00	8.40	50.40	S
			84.00	16.80	100.80	
The Play Inspection Company						
21/10/2021	126	Annual Play Inspection	300.00	60.00	360.00	S
Unity Trust Bank						
01/10/2021	114	Bank Charges	1.70	0.00	1.70	E
Utility Warehouse						

Continued on Page 2

Time : 15:16

Current Ac Unity Trust 0992

Payments made between 01/10/2021 and 31/10/2021

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
01/10/2021	112	September Phone & Internet	44.35	8.87	53.22	S
09/10/2021	116	October Phone & Internet	40.86	8.17	49.03	S
			85.21	17.04	102.25	
			<u>32,985.50</u>	<u>5,531.34</u>	<u>38,516.84</u>	

Detailed Income & Expenditure by Budget Heading 15/10/2021

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	280,352	271,941	271,941	0			100.0%	
1080 Council Tax Support Grant ENDE	3,883	0	0	0			0.0%	
1090 Grants/Donations Received	5,313	3,491	0	(3,491)			0.0%	
1100 Bank Interest	305	19	385	366			5.0%	
1200 Allotment Inc/ Thornborough Rd	1,085	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	583	0	583	583			0.0%	
1250 Bowling Green & Pavilion Hire	833	1,000	1,025	25			97.6%	
1300 Whitwick Park Hall Hire	1,326	4,833	2,500	(2,333)			193.3%	
1350 Other Income	10,622	0	1	1			0.0%	
Income :- Income	<u>304,303</u>	<u>281,284</u>	<u>277,475</u>	<u>(3,809)</u>			101.4%	0
Net Income	<u>304,303</u>	<u>281,284</u>	<u>277,475</u>	<u>(3,809)</u>				
<u>200 Salaries</u>								
4000 Office Admin Salaries	44,197	22,936	48,171	25,235		25,235	47.6%	
4001 Office Apprentice	0	0	15,000	15,000		15,000	0.0%	
4010 Park Hall Caretakers	2,751	1,399	6,358	4,959		4,959	22.0%	
4020 Parish Warden	0	0	783	783		783	0.0%	
4040 Employers NI	3,851	1,945	3,994	2,049		2,049	48.7%	
4050 Employers Pension	1,468	738	1,550	812		812	47.6%	
4055 Sickness Contingency/ Holiday	0	0	5,550	5,550		5,550	0.0%	
Salaries :- Indirect Expenditure	<u>52,266</u>	<u>27,019</u>	<u>81,406</u>	<u>54,387</u>	0	54,387	33.2%	0
Net Expenditure	<u>(52,266)</u>	<u>(27,019)</u>	<u>(81,406)</u>	<u>(54,387)</u>				
<u>210 Administration</u>								
4110 Stationery/Postage/Consumables	435	208	600	392		392	34.7%	
4120 Printing	409	129	592	463		463	21.8%	
4130 Bank Charges	118	31	100	69		69	31.4%	
4150 Parish Website	485	90	1,000	910		910	9.0%	
4160 Getmapping (Parish Online)	150	150	159	9		9	94.3%	
4170 Office Equipment	413	1,417	750	(667)		(667)	188.9%	1,417
4180 Software Licences/Support	975	961	1,545	584		584	62.2%	
4310 Subscriptions and Memberships	1,282	1,646	1,472	(174)		(174)	111.8%	
4320 Insurance	2,109	1,921	2,260	339		339	85.0%	
4330 Audit	1,210	1,250	1,285	35		35	97.3%	
4335 GDPR	1,050	1,050	1,030	(20)		(20)	101.9%	
4340 Professional Fees	2,575	1,996	7,000	5,004		5,004	28.5%	1,996
4350 Staff Training	220	421	850	430		430	49.5%	
4360 Councillors Training	160	0	850	850		850	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Staff Recruitment	0	0	200	200		200	0.0%	
4380 Election Contingency	0	0	3,670	3,670		3,670	0.0%	
4390 General Contingency	3,744	1,273	27,000	25,727		25,727	4.7%	
Administration :- Indirect Expenditure	<u>15,335</u>	<u>12,543</u>	<u>50,363</u>	<u>37,820</u>	<u>0</u>	<u>37,820</u>	<u>24.9%</u>	<u>3,413</u>
Net Expenditure	<u>(15,335)</u>	<u>(12,543)</u>	<u>(50,363)</u>	<u>(37,820)</u>				
6000 plus Transfer from EMR	190	3,413						
Movement to/(from) Gen Reserve	<u>(15,145)</u>	<u>(9,130)</u>						
<u>300 Community Initiatives</u>								
4510 VAS Project	7,500	0	1,500	1,500		1,500	0.0%	
4511 Contingency for VAS compliance	605	0	1,065	1,065		1,065	0.0%	
4520 Salt Bins	1,003	156	1,050	894		894	14.8%	
4525 Benches	1,137	1,240	1,150	(90)		(90)	107.8%	550
4530 Newsletter and Media	1,150	690	1,525	835		835	45.2%	
4540 SUSPENDED Community Events&Com	61	0	0	0		0	0.0%	
4541 Community Lamppost Poppies	60	240	360	120		120	66.7%	
4542 Community Christmas Lighting	0	278	500	223		223	55.5%	278
4550 Community Grant Scheme	1,000	500	2,250	1,750		1,750	22.2%	
Community Initiatives :- Indirect Expenditure	<u>12,515</u>	<u>3,103</u>	<u>9,400</u>	<u>6,297</u>	<u>0</u>	<u>6,297</u>	<u>33.0%</u>	<u>828</u>
Net Expenditure	<u>(12,515)</u>	<u>(3,103)</u>	<u>(9,400)</u>	<u>(6,297)</u>				
6000 plus Transfer from EMR	946	828						
Movement to/(from) Gen Reserve	<u>(11,569)</u>	<u>(2,276)</u>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	948	237	845	608		608	28.0%	
4210 Water Charges	168	90	180	90		90	49.8%	
4220 Business Rates	0	324	0	(324)		(324)	0.0%	
4250 Internet/Phone	557	333	750	417		417	44.4%	
4260 Fire Extinguisher Servicing	10	0	237	237		237	0.0%	
4270 Security Servicing	83	0	285	285		285	0.0%	
4280 PAT Testing	56	0	70	70		70	0.0%	
4460 Repairs and Maintenance	123	162	200	38		38	81.0%	
Community Office Running Costs :- Indirect Expenditure	<u>1,944</u>	<u>1,146</u>	<u>2,567</u>	<u>1,421</u>	<u>0</u>	<u>1,421</u>	<u>44.6%</u>	<u>0</u>
Net Expenditure	<u>(1,944)</u>	<u>(1,146)</u>	<u>(2,567)</u>	<u>(1,421)</u>				
6000 plus Transfer from EMR	50	0						
Movement to/(from) Gen Reserve	<u>(1,894)</u>	<u>(1,146)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Park Hall Running Costs								
4200 Electricity	822	377	1,087	710		710	34.7%	
4210 Water Charges	477	257	580	323		323	44.3%	
4220 Business Rates	(990)	169	1,221	1,052		1,052	13.9%	
4260 Fire Extinguisher Servicing	32	0	164	164		164	0.0%	
4270 Security Servicing	0	0	131	131		131	0.0%	
4280 PAT Testing	43	0	45	45		45	0.0%	
4310 Subscriptions and Memberships	241	70	300	230		230	23.3%	
4410 Waste Collection	0	0	120	120		120	0.0%	
4420 Consumables	25	114	281	167		167	40.6%	
4440 Sewer Pump Servicing	0	0	100	100		100	0.0%	
4450 Boiler Servicing	109	0	212	212		212	0.0%	
4460 Repairs and Maintenance	146	13,563	9,364	(4,199)		(4,199)	144.8%	6,222
4480 Running Costs Contingency	0	0	0	0		0	0.0%	
Park Hall Running Costs :- Indirect Expenditure	906	14,551	13,605	(946)	0	(946)	107.0%	6,222
Net Expenditure	(906)	(14,551)	(13,605)	946				
6000 plus Transfer from EMR	0	6,222						
Movement to/(from) Gen Reserve	(906)	(8,329)						
405 Pavilion and Other Building								
4200 Electricity	1,277	178	1,583	1,405		1,405	11.2%	
4210 Water Charges	1,432	771	1,576	805		805	48.9%	
4460 Repairs and Maintenance	378	1,267	1,250	(17)		(17)	101.4%	233
4480 Running Costs Contingency	0	295	0	(295)		(295)	0.0%	61
Pavilion and Other Building :- Indirect Expenditure	3,087	2,511	4,409	1,898	0	1,898	56.9%	294
Net Expenditure	(3,087)	(2,511)	(4,409)	(1,898)				
6000 plus Transfer from EMR	0	294						
Movement to/(from) Gen Reserve	(3,087)	(2,217)						
410 Railway Station Building								
4450 Boiler Servicing	0	0	74	74		74	0.0%	
4460 Repairs and Maintenance	1,485	2,996	1,545	(1,451)		(1,451)	193.9%	2,996
4480 Running Costs Contingency	0	0	1,030	1,030		1,030	0.0%	
4490 Repairs and Renewals Fund	500	1,890	515	(1,375)		(1,375)	367.0%	1,375
Railway Station Building :- Indirect Expenditure	1,985	4,886	3,164	(1,722)	0	(1,722)	154.4%	4,371
Net Expenditure	(1,985)	(4,886)	(3,164)	1,722				
6000 plus Transfer from EMR	0	4,371						
Movement to/(from) Gen Reserve	(1,985)	(515)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Allotments</u>								
4460 Repairs and Maintenance	0	0	250	250		250	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	
4570 Grants Paid Th Road	950	0	950	950		950	0.0%	
4575 Grants Paid W Flats	291	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<u>1,841</u>	<u>300</u>	<u>2,100</u>	<u>1,800</u>	<u>0</u>	<u>1,800</u>	<u>14.3%</u>	<u>0</u>
Net Expenditure	<u>(1,841)</u>	<u>(300)</u>	<u>(2,100)</u>	<u>(1,800)</u>				
<u>430 Grounds Maintenance</u>								
4710 Grounds Maintenance	14,903	7,958	11,936	3,978		3,978	66.7%	
4715 Grass Cutting/Strimming	23,406	15,919	21,082	5,163		5,163	75.5%	
4720 Litter Pick/Bin emptying	1,116	976	1,095	119		119	89.1%	
4725 Shrubs/Flower Displays	11,802	12,472	10,248	(2,224)		(2,224)	121.7%	
4730 Park Ranger Service	67,114	36,294	55,892	19,598		19,598	64.9%	
4735 Playground Insp/Maintenance/Sw	5,592	741	6,000	5,259		5,259	12.4%	
4736 Bowling Green	7,213	5,128	5,560	432		432	92.2%	
4737 Other GM Works	5,254	6,103	6,867	764		764	88.9%	4,750
4740 Tree Inspection/Surveys	0	0	5,000	5,000		5,000	0.0%	
4741 Tree Maintenance	275	440	6,000	5,560		5,560	7.3%	
Grounds Maintenance :- Indirect Expenditure	<u>136,674</u>	<u>86,030</u>	<u>129,680</u>	<u>43,650</u>	<u>0</u>	<u>43,650</u>	<u>66.3%</u>	<u>4,750</u>
Net Expenditure	<u>(136,674)</u>	<u>(86,030)</u>	<u>(129,680)</u>	<u>(43,650)</u>				
6000 plus Transfer from EMR	2,900	4,750						
Movement to/(from) Gen Reserve	<u>(133,774)</u>	<u>(81,280)</u>						
<u>450 Repairs and Renewals Fund Land</u>								
4460 Repairs and Maintenance	0	0	2,425	2,425		2,425	0.0%	
4600 Play Equipment	0	25,000	0	(25,000)		(25,000)	0.0%	25,000
Repairs and Renewals Fund Land :- Indirect Expenditure	<u>0</u>	<u>25,000</u>	<u>2,425</u>	<u>(22,575)</u>	<u>0</u>	<u>(22,575)</u>	<u>1030.9%</u>	<u>25,000</u>
Net Expenditure	<u>0</u>	<u>(25,000)</u>	<u>(2,425)</u>	<u>22,575</u>				
6000 plus Transfer from EMR	0	25,000						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>460 Projects/ Initiatives</u>								
4610 Open Spaces Signage	304	0	0	0		0	0.0%	
4620 Park Entrance Improvements	0	0	2,450	2,450		2,450	0.0%	

Detailed Income & Expenditure by Budget Heading 15/10/2021

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630 SUSPENDED 01/21New Proj's/Init	2,000	0	0	0		0	0.0%	
4635 Climate Change Action Fund	0	0	3,000	3,000		3,000	0.0%	
4640 Fencing - New and repairs	1,943	0	5,000	5,000		5,000	0.0%	
4650 Projects with Grants/Donations	1,056	92	0	(92)		(92)	0.0%	
Projects/ Initiatives :- Indirect Expenditure	<u>5,303</u>	<u>92</u>	<u>10,450</u>	<u>10,358</u>	<u>0</u>	<u>10,358</u>	<u>0.9%</u>	<u>0</u>
Net Expenditure	<u>(5,303)</u>	<u>(92)</u>	<u>(10,450)</u>	<u>(10,358)</u>				
6000 plus Transfer from EMR	<u>1,753</u>	<u>0</u>						
Movement to/(from) Gen Reserve	<u>(3,550)</u>	<u>(92)</u>						
Grand Totals:- Income	304,303	281,284	277,475	(3,809)			101.4%	
Expenditure	231,857	177,181	309,569	132,388	0	132,388	57.2%	
Net Income over Expenditure	<u>72,446</u>	<u>104,103</u>	<u>(32,094)</u>	<u>(136,197)</u>				
plus Transfer from EMR	<u>5,839</u>	<u>44,877</u>						
Movement to/(from) Gen Reserve	<u>78,285</u>	<u>148,980</u>						