



To: The Chairman and Members of Whitwick Parish Council

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

8 October 2020

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 15 October 2020** (under *Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020*) for the purpose of transacting the following items of business.

Yours faithfully

Cathy Tibbles, PSLCC
Parish Manager

PARISH COUNCIL VIRTUAL MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/82187640077?pwd=Mkl6K0E4Z0lreXBqcGllKRWNHUKY1QT09>

Meeting ID: 875 1767 8585

Passcode: 03112011

Councillors will receive an email invitation to join the meeting, although the process below will also work.

The public can join the meeting at: <https://us04web.zoom.us>

Using the link above, you need to enter the Meeting ID above and then the password. This will take you to the parish council meeting (being admitted to a 'waiting room' until the meeting is ready to start). Public participation is limited to the item for Public Questions only. Time will also be limited for decision making so please help if you can by asking essential questions only. If anyone is unable to access the internet then join by phone by dialling any of these numbers (but then use Meeting ID and passcode as above):

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Parish Manager: Cathy Tibbles, Whitwick Community Office, 3a Market Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org)

Park Hall remains CLOSED – this meeting is being held over the internet

AGENDA

2280. APOLOGIES FOR ABSENCE

2281. 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).

2282. MINUTES

To approve the minutes of the previous virtual meetings held on 17 and 24 September 2020 (information to follow).

2283. PUBLIC QUESTION AND ANSWER SESSION

2284. PARISH MANAGER'S DELEGATED DECISIONS

Delegated decisions made on planning matters – see later agenda item.

Delegated decision likely if review is needed of the latest anticipated government guidance so that Park Hall and council buildings continue to operate, under the Covid-19 safeguards already in place.

Members' to note the information.

2285. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS

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) Project Working Party – VAS (Vehicle Activated Signs)
- b) Christmas Lights Working Party –
- c) Standing Orders Review meeting – meeting on 5 March postponed, new virtual date to be agreed
- d) Finance Working Party– virtual meeting held on 8 October and recommendations/notes for consideration (see attached), new virtual date to be agreed when initial draft budget is created;
- e) Civic Protocols Link Councillor – draft policy being reviewed by the Chairman
- f) Defibrillator Link Councillors – possible new locations in partnership with NWLDC
- g) Flood Action Plan Link Councillor
- h) Quarry Link Councillor

- i) Website Link Councillors - update on progress
- j) Whitwick Historical Group Link Councillor(s)
- k) Hermitage Leisure Centre Steering Group Link Councillor
- l) Royal British Legion Link Councillor

Members' instructions are requested.

2286. CONSULTATIONS

Members to consider:

- a) As part of its commitment to providing inclusive transport for all and following the publication of the review carried out by the Department for Transport (DfT) the government has launched the Pavement parking: Options for change Consultation. Deadline for response is 22 November 2020. The consultation considers three options:

- whether its ongoing work (Option 1) - explained in more detail via the link below - to improve the TRO process, under which local authorities can already prohibit pavement parking, is sufficient and proportionate to tackle pavement parking where it is a problem; or if not:
- which of 2 specific options you prefer. These were identified in the department's review of the pavement parking problem, and echoed by the Transport Committee; are aimed at providing better tools for local authorities. These options, explained in more detail in this consultation document, are:
 - legislative change to allow local authorities with civil parking enforcement (CPE) powers to enforce against 'unnecessary obstruction of the pavement' (Option 2), or:
 - legislative change to introduce a London-style pavement parking prohibition throughout England (Option 3).
- any alternative proposals you may have for managing pavement parking

For details see <https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>

- b) 'Planning for the Future', the government's new white paper is inviting views – members to consider response (draft reply not yet available) for the closing date of 29 October and jointly assess the changes to Housing Supply, which aims to increase the provision that has to be accommodated locally;

Members' instructions are requested.

2287. BYELAWS

Following consideration of the legal implications on parish byelaws for those operated by NWLDC, an update has been requested from the District Legal Services team (information to follow if/when available).

Members' instructions are requested.

2288. COMMUNITY EVENTS

Following cancellation and changes to community events since lockdown, members to consider:

- a) Remembrance Parade and service (organised by Royal British Legion – information awaited);
- b) Poppies on Lampposts (parish organised event);
- c) whether to invite residents to put a coloured picture of a poppy in their windows to show their support for Remembrance Sunday and/or 11 November
- d) to set a provisional date for Picnic in the Park to celebrate 10th Birthday of Whitwick Parish Council
- e) Consider recommendation by the Finance Working Party to re-establish an Event Working Party to co-ordinate this community event;

Members' instructions are requested.

2289. BUDGET PLANNING – 2021/2022 AND BEYOND

Members to consider information and budgetary implications for the new financial year and beyond including:

- a) reaffirm future parish commitments, outline new ambitions and development opportunities (e.g. playground refurbishment, biodiversity compliance, memorial garden and parish anniversary event)
- b) on the recommendation of the Finance working party meeting (as reported above), members to consider establishing new earmarked reserve of £10,000.00 towards unknown cost of riparian ownership and liabilities;
- c) preliminary guidance is sought on suggested refinements to the budget structure before a draft budget is created.

Members' instructions are requested.

2290. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the PMGP Committee meeting held on 1 October 2020 and to note the delegated decisions taken (information to follow).

Members to note the information.

2291. STAFFING COMMITTEE MEETING

To receive the minutes of the Staffing Committee meeting held on 8 October 2020 (information to follow);

Following annual review of the Terms of Reference at July Council meeting, no requests have been received for any amendments.

Members to note the information.

2292. PLANNING MATTERS

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

REF 20/01378/FUL - 188 Thornborough Road - Demolition of existing bungalow and erection of two storey dwelling (Deadline 20 October)

REF 20/01354/FUL – 7 Clarke Close - Erection of a two-storey side and single-storey rear extension (Re-consultation received 29 September)

REF 20/01312/FUL – 18 Stinson Way - Demolition of existing side extension and erection of replacement single storey side extension (Deadline 9 October, extension requested)

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

REF 19/02486/FUL - 52 - 66 Silver Street - Demolition of existing buildings and erection of 8 dwellings and 1 no. flat over garaging, to include the creation of a vehicular access, parking provision and landscaping (Deadline 29 September, extension declined)

Delegated decision made by Parish Manager – no objections raised

b) Decisions

NWLDC have now approved the following applications:

REF 20/01304/FUL – 47 Barr Crescent - Erection of a single-storey rear extension

REF 20/01256/FUL - 10 Torrington Avenue - Erection of a single-storey side extension to provide for a garage

REF 20/01179/TPO – 11 Hervey Woods - Works to 1no. Oak tree (Protected by Tree Preservation Order)

REF 20/01012/FUL – 53 Bonchurch Road - Erection of a single storey rear extension

REF 20/01031/PNH – 118 Talbot Street - Erection of a single storey rear extension measuring 3.6m in length, 2.95m in height to the eaves and 3.95m in height to the ridge

REF 20/01104/VCI - : Land To The Rear Of 74 And 76 North Street - Variation of conditions 2,4,5 and 8 of planning permission 17/00775/FUL to reposition the dwelling and garaging

Members' to note the information.

2293. DISTRICT COUNCILLORS' REPORTS

2294. COUNTY COUNCILLOR'S REPORT

2295. PARISH MANAGER'S REPORT AND MATTERS PENDING

The Parish Manager to submit report, together with a list of matters which have previously been considered by the Council where action is not yet completed (to follow).

Members' instructions are requested.

2296. ACCOUNTS FOR PAYMENT

- a) To note that following request by the Responsible Financial Officer, an allocation has been made by NWLDC from the Business Support Grant received from central government of £10,000.00 for Park Hall; NB This does not cover losses incurred by staff managing and responding to the many coronavirus issues being experienced and risk assessed – time is a valuable resource that can sometimes be overlooked;
- b) To note that income received of £(to follow) for the latest period, including the second instalment of the precept of £140,176.00 (see receipts listing to follow);
- c) To approve the following payments of £(to follow), including salaries of £4,616.40 for the latest period (payment lists to follow);
- d) To note the latest income and expenditure account for 2020/21 (information to follow);
- e) To note the quarterly financial checks by the Chairman as part of the system of internal control have taken place;
- f) To note the latest bank balances at the last month end as Unity current a/c £319,655.82; Unity Deposit a/c £12,214.94 and CCLA Public Sector Deposit Fund £145,000;

Members' instructions are requested.

Date of next virtual meetings:

Thursday 19 November 2020 at 7 pm

Notes of meeting held on Thurs 8-10-20 at 7 pm in virtual Zoom mtg

Attending P. Mount, A. Barker, L. Collins, J. Straw, R. Woodward, L. Spence (audio), C. Tibbles
 Absent: H. Wyatt

Finance w/arty

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.	Costings + charges (to Council) for use of Park Hall	Extra work to do calculations. Perhaps a new asst. could take on task	Create a budget when doing plan. Democratic services for using Park Hall	RFO. Nov. 20 →	
2.	Legal compliance - IPATG Practitioners Guide (updated version) Appt of internal auditor.	Work to be done. Advice to be read & followed by RFO for Council.	Routine for RFO to undertake as part of job.	Council to appt Int. Auditor.	ASAP
3.	New Financial Regulations NALC Parish Council 10th Anniversary	WP to do review/compare to existing. Event prev. scheduled May 2020 (Event Reception for the fireman) (Event no budget). Should celebrate the anniversary. Grants. Prizing, f&id tables. - no marriage. Encourage youths - our future (find 10y olds).	What SO's to renaissance. then do fin. legs. Ask Woodstock (exp). Ask M. Weyatt (exp). Agenda item WP for Anniversary.		15-10-20
4.	Budget Planning Questions from Cllr Spence re budget (Jan. 2020)	Discussed at request of most members. Explanations given if process used then and how planning happens.	Understanding useful Shared knowledge	None	None
5.	Review effects Coronavirus on finances/ workload/ charged practices. Contingency.	£10,000 Grant received after appeal. Review needed by RFO to fore cast year end position. Contingency used for Covid	Draft Budget needed	RFO to produce.	ASAP
6.	Earmarked Reserves - being used General Reserves - Policy + risk to Council	£10,000 Grant received after appeal. Review needed by RFO to fore cast year end position. Contingency used for Covid for advisory strategy. New EA for Reserves responsibility. Need for land purchase at short notice for no-emergency coronavirus coming. Risk to Council if reserves are too low.	£10,000 needed + added to Council grant. PMGP to debate in confidence		15-10-20 5-11-20

Signed C. Tibbles Name C. Tibbles Countersigned Name