



Website: www.whitwickpc.org.uk

24 September 2020

To: The Chairman and Members of the Property Management and General Purposes Committee

(Cllrs Barker, Moulton, Straw and Woodward; Ms Colledge, Mrs Barker)

(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held **VIRTUALLY** at **7.00pm** on **Thursday, 1 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

Members of the public are welcome to attend and observe the meeting. Questions may be asked under the appropriate item if matters fall within the remit of the Committee.

AGENDA

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>

Meeting ID: 894 6457 6845 Passcode: 0110202011

Using the link above, you need to enter the Meeting ID and then the password. This will take you to the parish committee meeting (being admitted to a 'waiting room' until the meeting is ready to start).

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
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.

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

NB –Park Hall remains CLOSED – this meeting is being held over the internet, in line with new legislation

AGENDA

2260. APOLOGIES FOR ABSENCE

2261. 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' (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).

2262. PUBLIC QUESTION AND ANSWER SESSION

2263. MINUTES

To approve the minutes of the previous meeting held on 3 September 2020 (previously circulated at full council meeting).

2264. TERMS OF REFERENCE

To review the terms of reference for the Committee and if required submit recommendations for any changes to the council (see attached).

2265. 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) Playground Working Party
- b) Bowls Link Councillor
- c) Allotments Link Councillor – Thornborough Road
- d) Allotments Link Councillor – Walkers Flats

PROJECTS

1. Whitwick Park Gates Repaired – *job completed by NWLDC and insurance claim will be submitted when invoice arrives; **work complete;***
2. Whitwick Park Entrance improvements – *comparative quotations required;*
3. The steps aside of Park Hall leading up to the grass area – *comparative quotations required and latest site meeting now arranged for 1/10;*
4. New Signage for the Pavilion/Green/Parking/Tennis Courts –*action required by Parish Manager, offer of assistance received;*
5. Installation of Benches throughout the Village – *slab foundations laid for park benches, vandalised bench being repaired for re-instatement;*

6. Repairs to the Old Station Building – *new boiler required and quotation accepted by Parish Manager under delegated powers – date awaited; date for repair work to be set;*
7. Installation of the Miners Memorial Seat in front of the Wheel – *information to be sent to LCC on design by Parish Manager;*
8. Park Hall Heating serviced ready for the winter – *new company attended to undertake service;*
9. Grit Bins –*provisional date for unlocking, checking and re-filling to be circulated to volunteers (as set at last meeting);*
10. New Flag Pole -*order provisionally placed and liaison needed for delivery date/installation on site; action required by Parish Manager;*
11. Memorial Garden in Whitwick Park

Members’ instructions are requested, with agreement on any matters to refer to Council.

2266. HEALTH & SAFETY ADVISORY SERVICE

Members to note that offer of reduced subscription service has been made available for professional H&S advice, with ad-hoc support an optional extra.

Members’ instructions are requested.

2267. ANTISOCIAL BEHAVIOUR – DISCUSSION REPORT

Possibly under confidential terms, members to review the strategies implemented in 2017 and consider new options to improve the safety in Whitwick Park and other open spaces, in conjunction with other agencies, including the local police team (report either attached or to follow).

Members’ instructions are requested.

2268. LAND MATTERS – KING GEORGES FIELD

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

WHITWICK PARK

- a) no more information received on incident in summer with an adder;
- b) update on the “look after our park” campaign, involving children and other park visitors and confirmation of the new ‘Park Brew’ coffee events on the last Sunday of the month through to Easter – all Councillors invited to be involved with Cllr Collins to join park visitors and share new ideas for future park use;
- c) at the request of Cllr Collins, to consider possible Street Art project on the skatepark in conjunction with some of the regular users;
- d) to note serious incident in the park reported by a parent and investigated by the Parish Manager, with advice of the police also being followed (confidential report to follow when concluded);
- e) to note that extra playground inspections and safety checks were swiftly undertaken after concerns that vandalism may have been planned;
- f) to note action taken after complaints and misunderstandings on agreed

- maintenance procedures;
- g) progress update by the Parish Manager on land matters previously agreed for action;

PARSONWOOD HILL (part)

- h) report of littering and anti-social behaviour occurring sometimes at weekends;
- i) no other new matters for consideration;

2269. LAND MATTERS – EXCEPT KGV LAND

Members to note the action list is awaiting updating and also consider:

ALLOTMENTS

- a) any matters requiring attention/action by or for the management committees for Thornborough Road and Walkers Flats Allotments;

RECREATION/OPEN SPACES

- b) Memorial Policy is not yet completed due to pressure of work with coronavirus regulation changes – request to defer;
- c) enforcement action outstanding following instruction to Parish Manager, of boundary infringement at one open space;
- d) request by resident for view of the council on whether parish land is available for sale;
- e) progress update by the Parish Manager on land matters previously agreed for action;

Members' instructions are requested.

2270. BUILDINGS' MANAGEMENT

Members to note the action list is awaiting updating and also consider:

PARK HALL:

- a) no date agreed by new company for the periodic electrical inspection;
- b) review of building repairs and maintenance issues;
- c) review of external areas;
- d) to note that no feedback had been received by the Parish Manager after supplying information on buildings business rates to a councillor.

COMMUNITY OFFICE:

- e) that in line with latest guidance, the Parish Manager would continue to work mostly from home; the Community Office could not safely accommodate members of the public due to restricted size, layout and safety considerations; new PPE to be purchased; arrangements to be trialled for all visitors to be by appointment only to aid safe working;
- f) review of building repairs and maintenance issues;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- g) review of building repairs and maintenance issues;

Members' instructions are requested.

2271. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other land matters for consideration at the next meeting. Two reports remain outstanding from the Parish Manager – benefit of biodiversity training and potential for Community Orchard planting and fruit trail.

Members' instructions are requested.

Date of next virtual meeting: Thursday 5 November 2020 at 7 pm

TERMS OF REFERENCE AND DELEGATED POWERS

Name of Committee Property Management and General Purposes Committee

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 4 members and two non-councillor members (with voting rights) appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for operation, maintenance and management of all Parish Council buildings and open spaces, in accordance with policy of the council. To appoint Lead Councillors for specific areas to work with Parish Manager and provide support. Fulfil the Trustee responsibility for the parish council on matters relating to King Georges Field, consulting when necessary with Fields in Trust who hold a covenant on Whitwick Park and Parsonwood Hill Recreation Space (part only). Committee/Council to instruct the Parish Manager if guests are to be invited to meetings according to need, e.g. allotment management, bowling club, tree management, grounds maintenance. All staff associated with latter report to Committee, normally through the Parish Manager. Council retains responsibility for creation of new staff positions.

Committee can make decisions, including those within the allocation of funds within respective budgets. Any recommendation outside budget will be referred to Full Council. To assess and prepare annual budget recommendations to Council, including provision for future maintenance, replacement or upgrading of items for which it is responsible. If the Committee choose to refer a specific matter then recommendations are implemented only after ratification by Full Council. The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Delegation to Parish Manager of day-to-day matters, approval of hire requests, booking management and routine maintenance as appropriate, who will liaise with the Caretaker(s) accordingly. Parish Manager to recruit for existing staff positions if/when appointments are needed, in conjunction with support from the Committee. Expenditure authorised up to but not exceeding £500 on routine matters, which is in addition to authority for emergency repairs also up to but not exceeding £5000.

Meeting venue and frequency

First Thursday of each month, except August. Time according to need of members/schedule at Park Hall.

Officers requested to attend

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....

Chairman of Committee

Print Name.....Signature..... Date.....

Member

Print Name.....Signature..... Date.....

Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.