



**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)

14 November 2019

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm on Thursday, 21 November 2019** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive style.

Cathy Tibbles, PSLCC  
Parish Manager

## **AGENDA**

### **2010. APOLOGIES FOR ABSENCE**

### **2011. 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).

### **2012. MINUTES**

To approve the minutes of the previous meeting held on 17 October 2019 (to follow).

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

### 2013. 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). A date for a Beat Surgery at the Community Office has been set for Sunday 1 December 10 am – 12 noon.

### 2014. PUBLIC QUESTION AND ANSWER SESSION

### 2015. FUTURE OF HERMITAGE LEISURE CENTRE

North West Leicestershire District Council held a public consultation event on Monday 4 November at the Hermitage Leisure Centre and preliminary results will be released in due course. **For those who were unable to attend, an alternative on-line consultation opportunity is being arranged**, again by the District Council (details awaited).

See NWLDC website: [https://www.nwleics.gov.uk/pages/leisure\\_centres\\_project](https://www.nwleics.gov.uk/pages/leisure_centres_project) for latest information on the project.

### 2016. POLICY ADOPTION AND REVIEW

a) At the request of the Parish Manager, and based on the Model Policy provided by North West Leicestershire District Council, members to consider adoption or amendment of the draft policy to respond appropriately to the Death of a Senior Royal (see enclosed/to follow). Advice is sought on the following:

- i. what members feel is the level of response required for the persons listed on page 3 (numbered 1-21 and a-f);
- ii. Book of Condolence at Park Hall – to agree what opening hours should be aimed for (e.g. minimum of 9 am – 1 pm each day), subject to volunteers supplementing the Parish Manager's availability, with a review mechanism in place to react to public demand as necessary;
- iii. Hire Conditions – to amend the hire regulations so that the council has the right to cancel a booking if Park Hall is required for emergency council use; to formally notify existing hirers of this change if agreed;
- iv. Should the policy be adopted an action plan should quickly be put in place to ensure appropriate resources are available.

b) At the request of Cllr Spence, members to consider amendment to the **Financial Reserves Policy**:

Whitwick Parish Council's Financial Reserves Policy, last reviewed on 16 May 2019, states under the heading 'General Reserves': the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 50% of the annual expenditure figure.

Parish Councillors are asked to consider the following amendment:

General Reserves - the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 30% of the annual expenditure figure. The parish council shall not seek to increase or reduce the current level of General Reserves in any given year by more than 5% per year of the annual expenditure figure.

c) In the absence of any formal guidance or instruction (locally or regionally), the Parish Manager requests members to consider adoption or amendment of the draft protocol to clarify the role undertaken by Link Councillors/Representatives (see enclosed).

- d) To approve the updated Terms of Reference for the Property Management and General Purposes Committee, in line with previously discussed amendments (see enclosed).

**Members' instructions are requested.**

### **2017. APPOINTMENT OF RESERVE MEMBERS / WORKING PARTY / LINK COUNCILLOR**

To consider appointment of the following for 2019/20:

- a) Reserve members required for the **Staffing Committee** and the **Appeal Committee**. Should there be no nominations, members to consider appointing any councillor to be called as a reserve member to either (but not both) Committees to provide a quorum.

A date to be agreed for these Committees to jointly meet (September meeting cancelled) and review key policies and Terms of Reference. NB. Requested by members that this be deferred to the New Year.

- b) The **Finance Working Party** – previously established to review new year Budget plans against previous year income and expenditure, draft a schedule of potential virements when required, establish medium - long term financial plans, support the Responsible Financial Officer (RFO), with any recommendations reported and submitted to the Council for consideration. Following the decision made on 16 May not to appoint a working party, members are asked to consider again if it wishes to establish a new/revised role. For information, the membership in 2018/19 was Cllrs Howe, Moulton, Straw and Woodward.

NB If a working party is appointed some dates should be quickly set to meet with the RFO and commence the overdue draft budget process (timed to suit members where possible – preferably in November).

- c) Grit Bin Link Councillor – vacancy to be filled (previously held by Cllr Wyatt)

**Members' instructions are requested.**

### **2018. 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) – quotes obtained and alternative specialist testing company/new post installations being explored (see attached).
- b) Christmas Lights Working Party – letters drafted to invite participation/quotes obtained/ volunteer committed to install new brackets
- c) Standing Orders Review meeting – no further meetings held
- d) Civic Protocols Link Councillor – draft policy from Cllr Spence (to follow)
- e) Defibrillator Link Councillors
- f) Flood Action Plan Link Councillor
- g) Grit Bins Link Councillor
- h) Quarry Link Councillor

- i) Website Link Councillor – SLCC news article (see enclosed information); draft proposals from Cllr Spence (to follow)
- j) Whitwick Historical Group Link Councillor(s)
- k) Hermitage Leisure Centre Steering Group - Link Councillor

**Members' instructions are requested.**

## **2019. CONSULTATIONS/REQUESTS**

Members to consider:

- a) Leicestershire County Council have requested views on the business case for a single unitary council - "Vision for Local Government in Leicestershire". 108 page document previously circulated by email on 16/10/19 (electronic link has not been provided). Deadline for parish response in accordance with the consideration by their Cabinet on 22 November and Full Council on 4 December.
- b) opportunity provided by Leicestershire County Council for the parish to appoint a voluntary Tree Warden(s), (training and networking provided) to share information on trees within the parish and encourage responsible stewardship (see enclosed information);
- c) Opportunity from Crime Commissioner to nominate schemes/organisation for recognition in the Safer Community Celebration 2020 awards in the following categories: Viable Partnerships, Visible Policing, Victim Services, Vulnerability Protection, Value for Money, Special Recognition or Outstanding Community Safety Partnership's Contribution to the Police and Crime Plan. Original deadline of 4 November extended to submissions being required by midday on 30 November;
- d) Leicestershire County Council have requested views on the draft Equality Strategy 2020-24, which will replace the current strategy. Deadline for response is 2 February 2020 (see enclosed information);
- e) Request for support from Whitwick Scout Group to work in partnership and raise awareness of the dangers to their members by vehicles parking close to their driveway: PCSO to advise if a combined (Police, Parish Council and Scout) parking notice can be published. See also Item 2020b.
- f) Request by LRALC to consider submitting a written nomination to the Leicestershire Lieutenancy Office for a councillor or employee to be considered for an invitation to attend a Royal Garden Party – deadline 6 December. NB Criteria states that nominees or their companions should not have attended a Royal Garden Party previously.
- g) Urban Wildlife Verges – County Council offer the opportunity to create urban wildlife verges, planting wildlife seeds (not involving bulbs or digging). Sample agreements available at the meeting (or on request prior to the meeting). Deadline 29 November 2019.

**Members' instructions are requested.**

## **2020. GRANT APPLICATIONS**

Applications received for:

- a) Woodstock in Whitwick requesting £250 towards the cost of free community Christmas event on 8 December (information enclosed for members only).

- b) Whitwick Scout Group requesting £130 towards cost of suggested road safety improvement for Leicester Road with junction to their driveway (information enclosed for members only).
- c) North West Leicestershire Society of Model Engineers requesting £250 towards cost of improving disabled access to garden railway provision of hard standing areas within garden (information enclosed for members only).
- d) St. John the Baptist Church Whitwick requesting £250 towards cost of siting Christmas Tree, installing electrics and making good safety procedures around church groups for the annual Whitwick Christmas Carols event (information enclosed for members only).

**Members to consider applications.**

**2021. INDUCTION, TRAINING AND FUTURE PLANNING**

Members to note/consider:

- a) LRALC Training Update including Common Land and Village Greens - 13th January 2020 - 10am - 3pm; Charitable Trusts and Parish/Town Councils - Navigating the Minefield 16th January 2020, 10am - 3pm
- b) members to confirm what prior financial training they have attended and what should be undertaken to expand on existing knowledge before the budget process is commenced;
- c) ACAS Workplace Investigations training in Leicester;
- d) Members to review the outcomes of the Skills Audit that was held on 14 November
- e) Members to review the Visioning Outcomes that were discussed on 14 November so that a 4-year plan (or longer) can be commenced;
- f) the Administrative Assistant has attended part of the SLCC National Conference (report to follow);
- g) Members to consider request of Parish Manager to attend SLCC Practitioners Conference on 26/27 February 2020 at a cost of £299 – programme available on request.

**Members' instructions are requested.**

**2022. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

To receive the minutes of the PMGP Committee meeting held on 7 November and note the delegated decisions taken (to follow when written).

**Members to note the information.**

**2023. FUNDING APPLICATION – POCKET PARKS**

At the request of the PMGP Committee meeting, a volunteer is invited to research opportunities for 3 funding applications for park improvements on parish land (see information enclosed). Submission deadline is 31 December 2019. Project completion 'requested' by 31 March 2020.

**Members' instructions are requested.**

## **2024. DECEMBER PARISH COUNCIL MEETING**

The chairman has been requested to change the date of the next meeting due to the General Election being called. Under Standing Order 6.4 this is a matter for the council to decide, following earlier confirmation of the 19/20 meeting calendar on 16 May. Members are asked to have diaries available, if it is agreed to schedule an alternative date.

**Members' instructions are requested.**

## **2025. DISTRICT COUNCILLORS' REPORTS**

Verbal report to be given and questions may be raised by parish councillors.

## **2026. COUNTY COUNCILLOR'S REPORT**

Verbal report to be given and questions may be raised by parish councillors.

## **2027. PLANNING MATTERS**

### **(a) Applications**

The Council has been consulted by NWLDC on the following applications:

**REF 19/01931/OUT - Land Adjacent To 98 Church Lane – (AMENDED Re-consultation) Erection of two storey dwelling (outline; access and layout)**  
(deadline 15 November – extension requested)

**REF 19/02033/FUL – Land Off Loughborough Road - Erection of four detached dwellings, associated access and carports [Deadline 7/11/19 – extension granted]**

**REF 19/02065/FUL - 16 St Bernards Road - Erection of a two-storey and single-storey rear extension (Deadline 22/11/19)**

**REF 19/02191/FUL - 2 Mickleden Green - Erection of a two-storey side/rear extension (amended scheme) (Deadline 4/12/19)**

**Members' instructions are requested.**

### **(b) Decisions**

**NWLDC have now approved** the following applications:

**REF 19/01885/CLP - 64 Rosslyn Road - Certificate of lawful proposed use for the erection of a single-storey rear extension and detached garage**

**Members' to note the information.**

## **2028. REPRESENTATIVES ON OTHER BODIES/EVENTS ATTENDED**

Reports to be given.

**Members' instructions are requested.**

## **2029. PARISH MANAGER'S REPORT AND MATTERS PENDING**

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

**Members' instructions are requested.**

## **2030. ACCOUNTS FOR PAYMENT**

- a) To note the income received for the latest periods (cash book report attached);
- b) To approve the following payments and salaries for the latest period (cash book report attached);
- c) To note the latest income and expenditure account for 2019/20 (information attached);
- d) To note the latest bank balances at the last month end as Unity current a/c £255,088.64; Unity Deposit a/c £12,178.33 and CCLA Public Sector Deposit Fund £145,000;
- e) Following the request last month to Internet signatories (Cllrs Barker, Spence, Straw and Woodward) members to confirm if they have successfully accessed the bank website (demonstration at <https://www.unity.co.uk/logging-in/> and help available at <https://www.unity.co.uk/internet-banking-faqs/> )

**Members' instructions are requested.**

*Date of next meeting: Thursday 12 December 2019 at 7 pm  
(subject to decision at Item 2024)*