

**MINUTES of a MEETING of WHITWICK PARISH COUNCIL held on THURSDAY 22 SEPTEMBER 2011 at the St John the Baptist C of E School, Parsonwood Hill, Whitwick.**

Present: Councillor R Woodward (Chairman)( (In the Chair)

Cllrs A Barker, S Colledge, E Easom, D Everitt, T Gillard (arrived 7.03pm), D Howe (arrived 7.03pm), J Straw and L Weaver (arrived 7.02pm)

In Attendance: Mr P Ellis, Interim Clerk, Mrs L Ellis, Interim Assistant Clerk

2 members of the public

Apologies: Councillors N Pearson and L Spence

Declarations of Interest:

Cllrs S Colledge and J Straw declared personal and prejudicial interests in Minute No 58(c) (Planning Appeal – Stephenson Green) as members of Whitwick Action Group

Councillors D Everitt, T Gillard and D Howe declared personal and prejudicial interests in Minute No 58 (Planning) as members of NWLDC

#### **54. PUBLIC QUESTION AND ANSWER SESSION**

No members of the public had any questions.

#### **55. MINUTES**

**Resolved: That the minutes of the previous meeting held on 28 July 2011 as previously circulated be approved as a correct record.**

#### **56. COMMUNITY POLICING**

No representative of Leicestershire Constabulary was in attendance and no policing issues were raised.

#### **57. CLERK'S REPORT**

The Clerk submitted a report detailing matters which had been dealt with since the previous meeting (copy previously circulated and attached to the official copy of the minutes).

**Resolved: That the report be received.**

#### **58. PLANNING**

##### **(a) Applications**

The Clerk reported notification of the following by NWLDC:

11/00623/FUL – Proposed garage conversion – 35 Lakeshore Crescent, Whitwick

11/00664/FUL – Alterations and extensions to dwelling including erection of single storey front extension, 2 dormer windows to rear roof slope and single storey rear extension to garage – 64 Loughborough Road, Whitwick

11/00726/VCU – Erection of two 2 storey 3 bedroom properties (outline with details of access, layout and scale included) approved under outline planning permission 08/01710/OUT without complying with condition 1 to allow a further 3 years for the implementation of the permission – 16 School Lane, Whitwick

11/00774/TPO – Crown lifting and thinning of 6 lime trees protected by tree preservation order – Whitwick Day Nursery, Market Place, Whitwick

**Resolved: That no objections be made to the above applications**

**(b) Decisions**

NWLDC had now approved the following application:

11/00616/FUL - Erection of single storey rear extension to form conservatory – 8 Bryans Close, Whitwick

**(c) Planning Appeal – 10/01208/OUTM – William Davis Ltd and Jelson Ltd - Proposed residential development, village centre and other uses – Land north of Stephenson Way (A511), Coalville**

The Clerk reported that an appeal had now been lodged for the “Stephenson Green” development to build on the existing green wedge between Hall Lane and Stephenson Way. It was on the grounds of the failure of NWLDC to decide the application within the appropriate period.

The appeal was to be dealt with at a public inquiry to open on 7 February 2012. Any comments already made would be sent to the Planning Inspectorate. Further comments could be sent to the Planning Inspectorate before 14 October. The Parish Council might also wish to attend the inquiry and, at the Inspector’s discretion, take part in the discussion.

**Resolved:**

- (i) That an objection in the strongest terms against this proposal be sent to the Planning Inspectorate**
- (ii) That the Chairman of the Council be nominated to represent the Council at the Inquiry and that he be requested to be allowed to speak**

(Councillors Everitt, Gillard and Howe left the meeting during debate in the whole of this item)

(Councillors Colledge and Straw left the meeting during debate on item (c))

**59. VISIONING EXERCISE**

Consideration was given to notes of the Visioning Exercise held on 13 September 2011 (copy previously circulated and attached to the official copy of the minutes).

There was debate on the proposed logo completion with regard to age groups and whether it should be restricted to local schoolchildren.

It was felt that the number of planning applications being received did not warrant a separate planning committee at this stage and that the existing arrangements for the Clerk to consult between meetings was working well. However, a small committee would be useful to drive the recruitment process for a permanent Clerk.

With regard to a Parish Plan, the Rural Community Council was offering local training sessions on four evenings between October and February at a cost of £300 for two delegates. It seemed likely that this cost could be recouped from a County Council Big Society grant.

A suggestion had been received that a Scarecrow festival should be held in Whitwick. This was an example of where the Parish Council would look to support a local group, perhaps with grant funding, rather than by direct provision.

Further details of a wide range of notice boards had previously been circulated to members. A County Council licence and possibly planning permission would be required.

**Resolved:**

- (a) That the notes of the Visioning Exercise be approved and the recommendations contained be adopted**
- (b) That with regard to the logo competition, the age groups be 8 years and under; 9 to 11 years; 12 to 14 years and over 15 years and that a prize of a £10 voucher be offered in each category; the cost to be funded under Section 137 of the Local Government Act 1972. The competition to be open to all residents of the parish but targeted at local schools.**
- (c) That a Recruitment Working Party comprising Councillors Barker, Weaver and Woodward be appointed to make recommendations on all relevant issues including job description, person specification, advertising and short-listing.**
- (d) That Councillors Weaver and Woodward attend the RCC community-led plan training at a cost of £300 and that an application for Big Society Grant be made to the County Council in respect of this sum**
- (e) That the Clerk submit a further report to the next meeting on alternatives for a parish notice board based on man-made timber models**

**60. ACCOUNTS FOR PAYMENT**

The Clerk submitted the following accounts:

NWLDC – Printing - £34.36

Leics. Rural Community Council – Membership - £35.00

HMRC – Tax and NI to Sept - £1433.17

Whitwick Youth Club – Hire of Room - £30.00

**Resolved: That the above payments be approved**

## **61. TOWN/PARISH REPRESENTATIVES ON NWLDC AUDIT/STANDARDS COMMITTEE**

The Clerk reported that six nominations had been received for the two vacant positions and so all towns/parishes were being balloted on their preferred representative(s). A copy of the ballot paper had previously been circulated together with a statement from the one candidate who had chosen to make one.

**Resolved: That the Council vote for S Peace and D Wintle**

## **62. FREEDOM OF INFORMATION PUBLICATION SCHEME**

The Clerk advised that under the Freedom of Information Act it was the duty of every public authority to adopt and maintain a publication scheme.

The Council was required to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*. A local council would breach the Act if it did not adopt the model scheme document that had been produced by the Information Commissioner's Office for all public authorities. This had to be adopted in full, unedited and promoted alongside the guide to information. Councils had to make sure that they had systems in place to make the listed information available to the public as easily as possible. If they maintained a website, a large part of the information should be provided there. In addition all public authorities were expected to provide paper copies of information about their core activities.

**Resolved: That the model scheme filled out with suggested methods of making this Council's information available as previously circulated and attached to the official copy of the minutes be adopted**

## **.63. MEDIA POLICY**

The Clerk reported that a Media Policy was mentioned in Standing Orders and submitted a draft for consideration. He emphasised that this was not designed to prevent members from speaking to the press, just to differentiate corporate issues involving the council from members speaking as individuals or as representatives of other groups.

**Resolved: That the draft Media Policy as previously circulated and attached to the official copy of the minutes be adopted**

## **64. DISABILITY DISCRIMINATION POLICY**

The Clerk submitted a draft Disability Discrimination Policy for consideration.

**Resolved: That the draft Disability Discrimination Policy as previously circulated and attached to the official copy of the minutes be adopted**

## **65. COMPLAINTS PROCEDURE**

The Clerk submitted a draft Complaints Procedure for consideration.

**Resolved: That the draft Complaints Procedure as previously circulated and attached to the official copy of the minutes be adopted**

**65. BRIBERY ACT 2010**

Consideration was given to a legal briefing from NALC on the impact of this Act on local councils. The Clerk reported that a copy had been posted on the Members Area of the Council's website for future reference.

**Resolved: That the report be received**

**66. EXCLUSION OF PRESS AND PUBLIC**

**Resolved: That having regard to the confidential nature of the following business and the need to receive advice, publicity in respect of which would be prejudicial to the public interest, the press and public be excluded from the Meeting in accordance with the provisions of Section 1 of Public Bodies (Admission to Meetings) Act 1960 (as amended).**

**67. INTERNAL AUDIT**

Consideration was given to the Report of the Interim Clerk (copy previously circulated and attached to the official copy of the minutes).

**Resolved: That Richard Willcocks be appointed as the Council's Internal Auditor for 2011/12 on the terms details in the report.**

The Meeting terminated at 7.42pm