

WHITWICK PARISH COUNCIL

Parish Clerk: Phil Ellis *CMA APDipPR*, 16A Foan Hill, Swannington, Coalville, Leics LE67 8RD (tel: 01530 458565)(e.mail:clerk@whitwickpc.org.uk)

Website: <http://whitwickpc.leicestershireparishcouncils.org>

To: The Members of Whitwick Parish Council

15 June 2011

Dear Councillor

I hereby summon you to attend a meeting of the **Whitwick Parish Council** to be held at **7.00pm** on **Wednesday, 22 June 2011** at the **Methodist Church Hall, Hall Lane, Whitwick** for the purpose of transacting the following items of business.

Yours faithfully

Interim Clerk

IMPORTANT NOTE: before taking part in this meeting, Members should ensure that they have completed and returned both the Declaration of Election Expenses and Register of Members' Interests forms to the District Council

AGENDA

1. Election of Chairman

To elect the Chairman of the Parish Council for the municipal year 2011/12

2. Apologies for Absence

3. Declarations of Interest

To receive declarations of interests in respect of items on the agenda. Members are reminded that following the adoption by the Council of the new Code of Conduct, any declaration of interest should be made having regard to the new Code; in particular, members must make clear the nature of the interest and whether it is 'personal' or 'prejudicial'.

4. Appointment of Vice-Chairman

To appoint the Vice-Chairman of the Parish Council for the municipal year 2011/12

5. Co-option

To co-opt two new councillors to fill the vacancies left following close of nominations for the 2011 elections.

Notice of the vacancies has been given on the Council's website, on public notice boards and by press release. The closing date for expressions of interest is Friday, 17 June.

The procedure will be as follows:

- ◆ Each candidate will be invited to make a short statement (approx 2 minutes) and will then have the opportunity to ask and to answer any questions of the Council
- ◆ On conclusion of these presentations, all councillors present will each vote by show of hands for their preferred 2 candidates
- ◆ To be elected, candidates must secure an absolute majority of votes i.e. if all 9 existing councillors are present, at least 5 votes will be required.
- ◆ If 1 or 2 candidates do not obtain an absolute majority on the first vote, the person with the least votes gets taken off the list and a fresh vote taken until an overall majority is reached.

6. Minutes

To approve the minutes of the previous meeting held on 18 May 2011 as a correct record (copy attached)

7. NWLDC Coalville Specials Grant Fund

Goff Lewis, Cultural Services Manager with NWLDC, will be in attendance to speak to this item.

Under the Coalville area special expenses, NWLDC has a grant fund from which local groups can apply for funding of up to a maximum of £250. The amount in their fund for Whitwick for the current financial year is £1500.

Decision required: Whether the Parish Council wishes to administer this fund.

If so, one approach for funding has already been made by the Royal British Legion (Whitwick Branch) for a contribution towards the costs of their 90th Anniversary Celebrations at Hermitage Leisure Centre on 8th July.

8. Community Issues

Rhonda Dean and other committee members to attend the meeting to give an update on the community building project and the Party in the Park event to be held on 3rd September; also to ask if the parish council will consider some funding towards this event.

9. Community Policing

The Clerk to suggest that this should be a regular item on all agenda and that community police officers and PCSOs should be invited to attend. Unfortunately, it appears that no-one will be available to attend this particular meeting.

10. Telephone Mast, Whitwick Parish Church

At the request of Councillor Colledge, to consider this issue in the light of concerns expressed by local residents.

11. Market Place Public Conveniences, Whitwick

At the request of Councillor Spence, to consider entering into an agreement with the District Council to enable the Parish Council to reopen this public facility.

12. Planning Matters

(a) North West Leicestershire District Council - Core Strategy Consultation

NWLDC has undertaken a number of consultations in respect of the Council's emerging Core Strategy, which will set out the Council's framework for the future planning policy of the district.

They are now seeking final views as they look to prepare the final, "submission", version of the Core Strategy. They intend approve this "submission" version towards the end of this year.

The consultation poses a series of questions seeking opinions on their overall approach (copy enclosed). They ask that where possible, any responses are referenced in answer to these questions.

The latest report on the Core Strategy considered by Council on 1st March 2011 provides more details about the latest proposals, and can be viewed on their website at:

http://www.nwleics.gov.uk/pages/core_strategy.

This link also contains previous Council reports, as well as the evidence base on which the Council is basing its Core Strategy.

Formal comments must be submitted by 5pm on 12th July 2011.

Decision required: What formal comments to submit in response to the consultation

(b) Applications

11/00447/FUL – Mr D Toon, 69 Leicester Road, Whitwick - Retention of use of former shop as living accommodation and erection of single storey rear extension to replace existing conservatory

11/00482/FUL - Mr K Furley, 35 Leicester Road, Whitwick – Single storey rear extension and front alteration to form integral garage

Decision required: Whether to submit any views on the above application(s)

(c) Procedure for Dealing with Planning Consultations Received Between Meetings

Planning consultations usually allow a period of 21 days for a response. Where this falls outside the Council's meetings schedule and cannot be extended by agreement with the planners, it is:

Recommended:

- (i) That councillors be notified by the Clerk of such consultations by e.mail with links to the application on the District Council website
- (ii) Where there is consensus amongst members, the Clerk be granted delegated powers to submit a response on the Council's behalf and that this be reported to the next meeting
- (iii) If any member considers that comments should be lodged but there is no consensus amongst other members, he/she request the Chairman to convene an extraordinary meeting of the Council for the purpose.

13. Standing Orders

To review the draft Standing Orders circulated at the Inaugural meeting.

Recommended: That any agreed amendments be incorporated and that a revised draft be submitted to the next meeting for adoption.

14. Lighting to Youth Centre, Whitwick Park

Councillor Colledge to give an update on discussions with the District Council.

15. Arrangements for Future Meetings

To consider, the venue, days, dates and times for future meetings.

At the Inaugural Meeting, it was intended that this meeting would be held at the Youth Centre at 7.00pm. However, Wednesdays are a youth club night so the room was not available for a 7pm start. Tuesdays and Thursdays are not youth club nights; alternatively a later start time could be specified.

A possible schedule of meetings based on Thursday evenings is as follows:

28 July, 25 August, 29 September, 27 October, 1 December, 12 January (estimates/precept), 1 March, 5 April, 26 April (annual parish meeting), 10 May (annual council meeting).

16. Memberships

(a) National/Leicestershire Branch of the Association of Local Councils

Recommended: That the Council apply for membership of NALC and LRALC at a cost of £711.11 for this year's subscription.

(b) Leicestershire Rural Community Council

This is a charity which provides information, advice and assistance to groups and individuals in rural Leicestershire and Rutland. While Whitwick is largely an urban parish, membership might be useful if it is intended to undertake a Parish Plan survey (funding being available via County Council Big Society grants to engage the services of the LRCC). Membership would cost £50 for the current year.

(c) Society of Local Council Clerks

Recommended: That provision be made in the 2012/13 budget to fund membership for the permanent Clerk (the annual subscription being on a sliding scale based upon the Clerk's salary).

17. Coalville Community Forum

The next meeting of the Coalville Community Forum will take place on Thursday 30 June 2011 at the Marlene Reid Centre, 85 Belvoir Road, Coalville, LE67 3PH. The meeting part of the Forum will commence at 6.30 pm with an Information and Networking session taking place between 6.00 - 6.30 pm.

The proposed topics for the agenda currently include:-

- ◆Green Spaces: what areas you value and what happens now
- ◆The Core Strategy: the blueprint for development locally
- ◆How the District Council is shaping its services to better meet your needs locally

Decision Required: Whether to appoint formal representative(s) to speak on behalf of the Parish Council at these meetings

18. Office Equipment

To consider the report of the Interim Clerk (copy attached)

19. Insurance

To consider the report of the Interim Clerk (copy attached)

20. Training and Development

- (a) Each member to receive a copy of the booklet “The Good Councillor’s Guide” courtesy of the Leicestershire Branch of the Association of Local Councils (copy enclosed).
- (b) Rosie McConachie, Acting Secretary of the Leicestershire Branch of the Association of Local Councils, will be in attendance to give an update on training proposals for members.
- (c) The Interim Clerk to suggest that members may wish to hold an informal visioning/scoping exercise to discuss what direction they want the Council to take and to draft an Action Plan of short, medium and long term objectives.

21. Banking Arrangements

To consider the report of the Interim Clerk (copy attached)

22. Accounts for Payment

Cuttlefish Multimedia Ltd – Parish Website Domain name registration for 2 years - £48.00

23. Polling District and Polling Station Review

The District Council is required to review polling districts, polling places and polling stations every four years. This Council’s views are invited on the current arrangements for Whitwick.

NWLDC wished to ensure that polling district boundaries take into account increase in population due to new development and that polling stations are in the most suitable location with good access and good transport links.

They would also like to reduce the number of schools that have to close, and to find more permanent buildings to replace mobile units used as polling stations.

The closing date for receipt of comments is 22 July 2011.

Decision Required: Whether to recommend NWLDC to make any changes to existing polling districts and polling stations in Whitwick.

Members are requested to consider the following item in the confidential section

24. Appointment of Interim Clerk/Assistant Clerk

To consider the report of the Interim Clerk (copy attached).

The Interim Clerk will answer any questions members may have and then leave the meeting during debate and voting on this item. Rosie McConachie, Acting Secretary of the Leicestershire Branch of the Association of Parish and Local Councils, will be available to give any advice and guidance that members may require.

MINUTES of the FIRST MEETING of WHITWICK PARISH COUNCIL held at Whitwick Methodist Church, Nr Market Place, Whitwick on WEDNESDAY, 18 MAY 2011

Present: Councillors A Barker, S Colledge, E Easom, D Everitt, T Gillard (arrived at 7.45pm), D Howe, N Pearson and L Spence.

Officers: Mrs C Hammond, Local Member Support Officer, Mrs R McConachie, Leicestershire and Rutland National Association of Local Councils, Mrs M Phillips, Democratic and Support Services Team Manager and Ms E Warhurst, Monitoring Officer.

1. INTRODUCTIONS

Ms Warhurst, as proper officer for the first meeting, welcomed everyone to the first meeting of the Parish Council.

As this was the first meeting, she invited all members and officers to introduce themselves.

Ms Warhurst informed the Councillors that with permission of the Chairman, when elected, item 7 on the agenda would be considered before item 6.

2. ELECTION OF CHAIRMAN

Ms Warhurst asked for nominations for Chairman

It was proposed and seconded that as the Council was not fully appointed to, a Chairman be elected for this meeting only.

Councillor Howe proposed that Councillor Colledge take the Chair for the meeting, this was seconded and agreed

RESOLVED THAT:

Councillor Colledge be appointed Chairman for the meeting.

3. ELECTION OF VICE CHAIRMAN

The Chairman asked for nominations for Vice Chairman.

Councillor Easom proposed that Councillor Howe be appointed as Vice Chairman for the meeting. This was seconded and agreed

RESOLVED THAT:

Councillor Howe be appointed as Vice Chairman for the meeting.

4. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Woodward.

5. DECLARATIONS OF INTEREST

The Chairman asked Ms Warhurst to speak to this item.

Ms Warhurst advised the council that this would be a standard item on all future agendas and standard wording would be read by the Chairman to remind members. She advised councillors that any interests that they has as individuals must be recorded on the Register of Interests that they had been handed before the start of the meeting.

6. ADOPTION OF CODE OF CONDUCT FOR MEMBERS

The Chairman informed the members that the Council needed to adopt the model code of conduct.

Mrs McConachie explained the Code of Conduct to the Councillors and that copies of the code had been provided for all Councillors.

Ms Warhurst advised the Council that it must either adopt the Code tonight or defer to the next meeting. She informed the members that if they were to adopt the Code at the meeting then all members would be required to sign an acceptance to observe the Code of Conduct at the end of the meeting.

The Chairman informed Councillors that the requirement to adopt the model code of conduct had been looked at through the steering group and recommended that the Council adopt the model at the meeting.

It was moved, seconded and

RESOLVED THAT:

The Council adopt the Model Code of Conduct and all Councillors would sign the Declaration of acceptance to observe the Code at the end of the meeting.

7. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Chairman asked for confirmation that all Councillors had signed their Declaration of Acceptance of Office before the start of the meeting.

Mrs Hammond advised the Council that Councillor Woodward had made provision to sign his form before the first meeting, however as apologies had not been received from Councillor Gillard no provision had been made for him to sign his form and that the Council would need to agree on action to be taken to ensure that a form was signed.

Ms Warhurst advised the Council on the process and the legal requirements to

complete the form.

It was moved, seconded and

RESOLVED THAT:

Councillor Gillard be permitted to sign his Declaration of Acceptance of Office before or at the start of the next meeting.

(Councillor Gillard entered the meeting at 7.45pm and signed his form at the end of the meeting)

8. STANDING ORDERS

The Chairman asked Mrs McConachie to explained Standing Orders. She advised members that there are some standards that the Council must adopt, but most of the orders would need to be tailored to the Councils requirement. She advised members that in view of the complexity surrounding this issue, she would recommend that they consider this at a later date.

It was moved, seconded and

RESOLVED THAT:

That Standing Orders would be deferred to the next meeting.

9. FINANCIAL MATTERS

The Chairman asked Mrs Phillips to speak to the item.

Mrs Phillips explained the how the budget had been worked out and advised members of the process for setting their budget in the future. She advised them that a special expense was still being paid to the District Council to cover services that they still provided.

The Council was informed that over the next year they would need to decide which services they would want to take responsibility for, if any, and when going through the budget process provision for these services would need to be considered.

RESOLVED THAT:

The budget for the year be noted.

10. APPOINTMENT OF ACTING CLERK AND RECRUITMENT OF CLERK

The Chairman asked Mrs McConachie to speak to the item.

Mrs McConachie explained the role of the Clerk and suggested that the council looked at appointing to the position on a temporary basis, and recommended that

it should be deferred to the next meeting.

Members agreed that in view of the fact the District Council provided support for the first meeting only and could not be expected to continue the support at this level, a clerk should be appointed before the next meeting.

It was proposed by Councillor Spence and seconded by Councillor Barker

RESOLVED THAT:

Authority be delegated to the Chairman and Vice Chairman of the meeting to appoint a temporary clerk for no more than six months and when appointing on a permanent basis, should the temporary clerk be interested in the position, they should apply in the same way as all other interested individuals.

11. CO-OPTION OF MEMBERS

The Chairman asked Mrs Phillips to run through the process for co-opting members to the two vacant seats on the Council.

Mrs Phillips advised the Councillors that the Council must co-opt within reasonable time and it must be a transparent process. She informed the Councillors that they may wish to seek expressions of interest and that the qualifications that were required through the nomination process must be met by interested parties.

The Council was informed that two expressions of interest had been received by the District Council and therefore the Council could decide at the meeting or defer the decision to the next meeting.

Members felt that to ensure the co-option process would be an open and transparent process with invites to apply being extended to others, the matter should be deferred.

It was moved and seconded

RESOLVED THAT:

The two vacant seats be advertised and discussed at the next meeting.

12. TRAINING PROGRAMME

The Chairman asked Councillors to start considering any training requirements they may have and informed them that the District Council would be providing training on the Code of Conduct.

Mrs McConachie informed the Councillors that the Association ran training events and if required members of the Association would be able to come out to the parish and provide them with training.

13. DATE OF NEXT MEETING

It was confirmed that the date of the next meeting was set in the creation order as the 22nd June 2011 and it was agreed by all Councillors, that the Council would look into booking Whitwick Youth Club as a venue for a 7pm start.

The meeting commenced at 7.00pm and closed at 7.55pm

Post Meeting Note

Following the close of the meeting Councillor Gillard signed the declaration of acceptance of office and all Councillors signed the declaration of acceptance to observe the code of conduct.

WHITWICK PARISH COUNCIL – 22 JUNE 2011

AGENDA ITEM No 18

OFFICE EQUIPMENT

1. Financial Assistance

The Council has been offered the sum of £350 towards the purchase of IT equipment from Leicestershire County Council working with the Leicestershire & Rutland Association of Parish Councils Information Technology Project subject to this Council entering into a service level agreement.

Recommended: That the offer be gratefully accepted and that the Clerk be authorised to sign the agreement

2. Mobile Phone

The Interim Clerk to suggest that the Council enter into a contract for a mobile phone. This would give the Council its own phone number which can be passed on to the permanent Clerk when appointed.

There are a host of mobile contracts on offer; the following are illustrative only from Virgin Mobile to give an indication of costs involved at the cheaper end of the option range:

- ◆ Sony Ericsson X10 Mini Pro Android – free handset, £15.32 per month for 24 months giving 100 minutes talk, 500 texts and 500MB mobile web
- ◆ VM800 or Nokia C2-01 – free handset, £10.21 per month for 24 months giving 100 minutes talk and 500 texts or £15.32 “talker” tariff giving 500 minutes talk and unlimited texts.

Recommended: That the Clerk in consultation with the Chairman be authorised to enter into a contract for a suitable mobile phone at a cost not exceeding £20 per month for a term not exceeding 24 months.

3. Laptop Computer

The early purchase of a laptop is recommended to ensure that all Council material is kept in one place for both security of data and ease of passing on when a permanent Clerk is appointed.

Again, there is a wide variety of choice on the market with many domestic models being aimed at the gaming market. My recent experiences of local government and parliamentary procurement is of Dell models. This could indicate that the experts view them as reliable workhorses - or that they offer good deals for bulk buying.

The latest report by Which? magazine identifies the majority of their 'Best Buys' at the more expensive end of the market (£500 - £1000) but there are frequent offers from retailers of suitable models below this price.

Recommended: That the Clerk in consultation with the Chairman be authorised to purchase a suitable laptop computer at a cost not exceeding £500 (exl VAT) together with Microsoft Office and anti-virus software.

Phil Ellis
Interim Clerk

WHITWICK PARISH COUNCIL – 22 JUNE 2011

AGENDA ITEM No 19

INSURANCE

1. Introduction

The Council is required to ensure adequate security for the fidelity of its staff i.e. to provide replacement for any money or equipment which may be lost or misappropriated. This is normally done by means of insurance.

It is also good practice for councils to insure themselves against risks – public liability, employers liability, accident, defamation, legal expenses etc.

2. Quotations

Three firms offer specialist cover for parish councils and quotations have been requested from each of them. The responses are as follows:

Aon/Allianz – £967.49

Came & Co/Aviva - £1000.00

Zurich Municipal - £414.34

All prices are inclusive of Insurance Premium Tax. A summary of the cover provided by Zurich is reproduced overleaf which appears adequate for this Council.

Recommended: That the quotation by Zurich in the sum of £414.34 for one year be accepted.

Phil Ellis
Interim Clerk

Whitwick Parish Council

Summary of Cover

Line of cover	Insured	Excess (see policy for details)
Public Liability	£10,000,000	£0
Employers Liability	£10,000,000	£0
Fidelity Guarantee	£50,000	£100
Money Cover	Crossed Cheques £250,000 Transit/Premises during business hours/bank night safe £5,000 In transit by registered post or in a safe £5,000 In private residence £500	£50
Personal Accident	Capital Benefit £50,000	£0
	Weekly Benefit £200	£0
Contents – All Risks	£1,000	£100
Libel and Slander	£250,000	10% of each and every claim or £1,000 whichever is the lowest
Legal Expenses	£50,000	£200 for Aspect Enquires £500 for Contract Disputes if claim exceeds £5,000

Additional Benefits:

- **Officials Indemnity** up-to and including £10M included at no extra cost (under your Public Liability cover)
- **Low Excesses**

Premium:

- £439.20 Inclusive of IPT
- £414.34 Exclusive of IPT

WHITWICK PARISH COUNCIL – 22 JUNE 2011

AGENDA ITEM No 21

BANKING ARRANGEMENTS

1. Introduction

There are no bank accounts designed specifically for parish councils. Banks include them under more general categories for 'not-for-profit' clubs, societies and voluntary organisations. Most High Street banks offer such accounts.

2. External Advice

According to www.thisismoney.co.uk (Financial Website of the Year):

“Accounts from the bigger banks include Barclays' Community Account for societies with turnover less than £100,000, HSBC's 'Treasurer' service and the NatWest Clubs, Societies and Charities account.

Ethical banking

On the ethical side, the main player is the Co-operative Bank. Its Community Direct service is specifically for clubs, societies and charities that do not require an overdraft. Provided a minimum balance of £2,000 is maintained, customers can pay in up to £6,000 a month in cash, write 200 cheques a month free of charge and have free automated debits.

Before you dive in and choose a bank, make sure you have a clear picture of what you require and what is on offer. “

3. Accounts Available

Natwest and Barclays Community Accounts

These offer similar account benefits including no charges for deposits or withdrawals if annual turnover is less than £100,000; instant access; cash withdrawals from branches and cash machines; online banking and phone banking giving 24-hour access to account information and free support and help from dedicated teams.

No interest is payable on credit balances.

HSBC Treasurer Account

This account appears to have been discontinued. There is a Community Account similar to Natwest and Barclays which again offers free banking but pays no interest. It can, however, be linked to a Community Savings Account which currently pays 0.5% gross for amounts up to £100k with instant access.

Co-op Bank Community Directplus

According to their website: “Community Directplus gives charities, community groups, voluntary organisations and social enterprises an ethical way to bank for free. We believe that when you're working for the community, your valuable funds shouldn't be swallowed up by avoidable banking charges.

With Community Directplus, you and your organisation will:

- ♦ Benefit from free banking
- ♦ Receive interest on credit balances of £2,000 or more
- ♦ Have the freedom to manage your account [online](#), over the [telephone](#), at the [Post Office](#) or by post
- ♦ Enjoy our unique [Five star service promise](#)
- ♦ Have the opportunity to apply for project funding from the [Customer Donation Fund](#)”

The gross rate of interest currently payable is on a sliding scale:

Up to £1,999 0.00%; £2,000+ 0.12% ; £10,000+ 0.15%; £25,000+ 0.18% ; £100,000+ 0.21%.

This is payable monthly.

Decision Required: With which bank to open a Parish Account

4. Authorised Signatories

Cheques drawn on the Council's account must be signed by at least 2 councillors. While this is normally the Chairman and Vice-Chairman, it is also good practice to have other members authorised to sign to cover absences. There is no reason why all eleven councillors should not be authorised signatories, though anyone specified on the mandate form will be required to provide the bank with personal information.

Recommended:

- (a) That cheques be signed by two councillors
- (b) That at least four councillors be included on the bank mandate form as authorised signatories, names to be decided at this meeting.

Phil Ellis
Interim Clerk