



WANA
Witherley Atterton Neighbours Association
wana.org.uk
hello@wana.org.uk

WANA Steering Group Minutes DRAFT V2
Thursday 22nd May 2025
Witherley Parish Room
7.00-8.00pm

Present: Kim Liggins, Chair (KL) Lynne Lainé, Secretary (LL); Roger Lainé, Treasurer (RL); Richard Wade, Planning subgroup Chair (RW); Rod Bell (RB); Tony Carter, Flood Warden (TC); David Hickie (DH); Margaret Hickie (MH); Joy Simpson, Social Events subgroup Chair (JS)

Apologies: Dayle Flude, Vice Chair (DF); Jan Humble (JH); Mick Humble (MH); Keith Simpson (KS), Sarah Smith (SS), Rob Flude (RF), Ian Rawson-Mackenzie (IRM). Pat Helyer (PH); Jackie Albrighton (JA)

Meeting commenced at 19.00 hrs

	Item	Action
1.	Welcome and Apologies: KL welcomed all to the meeting and accepted apologies.	
2. 2.1	Draft Minutes Steering Group minutes of the 23 rd April 2025 Agreed.	
3.	Matters Arising Action Log -review of open actions: 23/04/2025 13.3 Resilience equipment- this item open. TC identified Witherley Equipment is in the Flood Warden Pound.	TC to notify WPC that the resilience equipment is in the Flood Wardens pound
4. 4.1 4.2 4.3	Correspondence The correspondence log was reviewed the following noted: Correspondence re Number 7 bus noted. Correspondence with Witherley Parish Council regarding the Clerk's statement on the 23 rd April 2025 "The Council have agreed no working partnership" . A Freedom of Information request was submitted on the 7 th May 2025 for the WPC minute reference for the decision "The Council have agreed no working partnership" .	
5	Issues Log - Progress noted. - New Issue – Number 7 Bus raised by a number of residents. See agenda item 10.	
6 6.1 6.2	Treasurers Report WANA cash position as of 14 th May 2025 £4323. Company and Games Grant £81.00 unallocated. Proposal agreed to purchase large piece jigsaws for use by attendees with restricted manual dexterity and/or visual impairment.	

7.	Charitable Incorporated Organisation (CIO)	
7.1	RL proposed that he work on the model constitution and forward a draft to RW, PH, KL, DF. Proposal agreed.	Model constitution to be drafted.
7.2	No comments have been received from residents.	
7.3	A vote was taken on whether to proceed with an application to the Charity Commission for WANA to be registered as a Charitable Incorporated Organisation. Vote outcome- Unanimous agreement to proceed.	
8.	Environment Agency Witherley Brook Report	
8.1	The previously circulated report discussed.	Planning subgroup to agree next steps at their next meeting
8.2	It was noted that the report is focussed on the Witherley Brook which is only one of the factors contributing to the flooding issues in Witherley.	
8.3	The planning subgroup will discuss and agree next steps at their meeting.	
8.4	Cllr Ambrose is liaising with the Environment Agency re a date for a meeting. Witherley venues have been offered.	
9.	Company and Games Evaluation	
9.1	All agreed how successful Company and Games is and how the relationship with Witherley Primary School has been positively impacted. All volunteers were thanked for their support and contribution to making Company and Games successful.	LL to submit the evaluation.
9.2	The draft evaluation was approved for submission to HBBC.	
10.	Measham to Witherley number 7 Bus	
10.1	A number of residents have raised concerns that bus drivers had been saying that the service would be ceasing in June.	
10.2	Following numerous attempts to clarify the situation with StageCoach and Leicestershire County Council (LCC) a request for support was made to the Office of Dr Luke Evans, MP.	
10.3	LCC confirmed to Dr Evans that the Number 7 service is part of the phase 3 of the Network Review and will be changed to an on demand service, with assurances that the service will be accessible.	
10.4	LL attended a Sustainable Travel event at Measham on the 14 th May 2025.	
10.5	Two members of the LCC Sustainable Travel Team have this week contacted WANA and confirmed: - For the period 2nd June to 12th July there will be no change to the current timetable, the service will be operated by LA Travel and not StageCoach. - From the 14th July the new service will be FoxConnect	

10.6	An offer was made by the Sustainable Travel Team to provide an information session for residents – this has been confirmed as the 10th July 1.30-3.30 in the Football Club. All information has been shared with the residents who have raised concerns, and has been posted on Witherley Facebook, Ratcliffe Culey and Fenny Drayton Facebook. A Sheepy Magna resident has shared the WANA information with Sheepy residents. The information will be in the June WANA newsletter and Witherley Parish Magazine.	
11. 11.1 11.2 11.3	Subgroup feedback: Social Events Subgroup: Upcoming events: - WANA Womble Saturday July 5th, 2025 - Witherley Weekender August 22nd -25th Planning Subgroup including flooding update RW confirmed that the subgroup's next meeting will focus on the response and WANA's next steps to the Environment Agencies Witherley Brook Report. A response has been received from LCC re the correspondence regarding the willow in the brook on Atterton Lane. Lord O'Neil has confirmed that the Agent will work with LCC to address the issue. Newsletter- suggestions for July 2025: Witherley Weekender and Womble Number 7 Bus Photography competition	
12. 12.1 12.2	Any Other Business: Proposal that WANA hold a photography competition to produce a compilation of photographs for a WANA calendar. Local Photographer to be approached to judge competition. Proposal supported. Anti-Social Behaviour – two recent episodes of antisocial behaviour reported by residents, the issues have been reported to the Police and to the Parish Council. Borough Cllr Cartwright agreed to raise with the Police. Any residents raising concerns to be advised to: - Report it to the Police - Report to Borough Cllr Cartwright on WPC - Keep a log of incidents and reporting	LL to contact the local photographer.
13.	Items for Next Meeting Draft Model CIO Constitution	
14.	Date of Next meeting: Thursday 24th June 7-8.00pm Witherley Parish Room Apologies received from Roger and Lynne Laine, Joy and Keith Simpson.	

Meeting closed at 20.07hrs with a thank you for attendance.

WANA Steering Group Action Log Updated 15th June 2025

Date	minute no.	Action	Lead	Open/Closed	Action update
22/05/2025	3	TC to notify WPC resilience equipment in locked cupboard in flooding compound. No key	TC	Closed	
22/05/2025	7.1	RL to draft CIO Constitution and circulate to KL,PH,RW.DF	RL	Closed	1st Draft Circulated
22/05/2025	8.1	Planning subgroup to agree next steps with EA Witherley Brook Report	RW	on agenda	
22/05/2025	9	Company and Games Evaluation to be submitted to HBBC	LL	Closed	Report receipt received
22/05/2025	12.1	LL to contact local photographer to judge competition	LL	Closed	
23/04/2025	7.3	Charitable Incorporated Organisation (CIO) - Gap analysis to be commenced		in progress	22/5/2025 RL to draft model constitution
23/04/2025	13.3	Resilience equipment use and maintenance to be explored with WPC		Open	
20/11/2024	9.0	Organisers of village firework display to be encouraged to use of silent, low noise, quieter fireworks. A request to organisers to be made in lead up to 2025 display.	LL	Jun-25	

WANA Correspondence Log update 15th June 2025

Date	To	From	Nature of Correspondence	Outcome
13th May 2025		Street Scene	Confirmation Litter pick information will be delivered for July Pick	
13th May 2025		Dr Luke Evans MP	Information on Flooding	Acknowledged and forwarded to Planning subgroup
14th May 2025	Dr Luke Evans		Request for support in arranging Witherley Information drop in re No7 bus as nil response received to emails	
14th May 2025		Kevin Taylor HBBC	Confirmation WANA MaD application submitted previously for a WANA Notice Board will be on agenda for 25th June, request check of Bank details	Acknowledged, confirmed Bank details and thanked
15th May 2025		Mark Swain EA	Executive Summary	Acknowledged and thanked, Forwarded to Planning subgroup

16th May 2025	Witherley School		thank you for the school's attendance at Company and games, doing the Maypole and afternoon tea	
16th May 2025		Witherley School	Thank you	
16th May 2025		Mark Swain EA	Copy of the EA Witherley Brook Report	
16th May 2025	Mark Swain		Thank you and confirmation WANA would like to have a meeting- offer made to book a Witherley venue	
16th May 2025		WPC Clerk	WPC confirming that Clerk would arrange meeting as EA report relates to more than one ward.	
17th May 2025	WPC Clerk		EA report reference Witherley Ward only- request for any meeting to be in Witherley to ensure Witherley residents can attend	
19th May 2025		Andrew Bucknall LCC	Information re FoxConnect and offer of Witherley information session- confirmed as 14th July 2025	
19th May 2025	Dr Luke Evans Office		Update on progress with LCC and thank you for their support	
20th May 2025		Dr Luke Evans Office	thank you for update	
20th May 2025		Roy Stokes EA ccd into email to WPC clerk	confirmation that he will review EA Witherley Brook report	
21st May 2025		Witherley School	confirmation parents of competition for poster and logo are happy for winners' names to be publicised	
23rd May 2025		Jennifer Fry HBBC warm spaces	Request to include WANA Company and games in Warm spaces directory & information on Warm Spaces Grant	Phone call to discuss
23rd May 2025	Jennifer Fry		Company and Games evaluation forwarded	
27th May 2025		Jennifer Fry	Thank you and confirmation Company & Games included in Warm Spaces Directory	
27th May 2025		Roy Stokes EA	Confirmation no plan to have a meeting to discuss EA Witherley Brook report until it has been share with Dr Luke Evans MP	thank you sent to Roy Stokes
27th May 2025	WPC Clerk		Enquiry why response to FOI 173 not received on WPC confirmed due date of 26th May	
27th May 2025		WPC	FOI response- no minute reference	
28th May 2025		Ian Cook EA	Ian been on Flood Warning Duty- enquiring if heavy rain overnight caused any issues in Witherley	Forwarded to Flood Warden who responded to Ian on the 28th May at 10.19hrs no water on Mythe lane

28th May 2025		Graham Bethell	LA Travel service, interim number 7 bus time table	Graham thanked for information and for helpful comments on Witherley Facebook to residents' concerns
29th May 2025		Resident request	Request for LC 11 interim timetable following post on Facebook	sent
29th May 2025		Witherley School	Request for LC 11 timetable following post on Facebook	sent
2nd June 2025	Rachel Pagett LCC		parental concerns re Arriva School service commencing 14th July 2025	Acknowledged and confirmation that the information will be passed to the team liaising with Arriva
5th June 2025	Josh Melen County Cllr		Introduction to WANA and copy of WANA annual report	
5th June 2025		Josh Melen County Cllr	Thank you for information and congratulations on delivering community events. Offer to WANA to raise any issues	
5th June 2025	Rachel Pagett LCC		Output from WANA Poll re school bus service time	
9th June 2025	Cllrs Wood & Cartwright		Formal Complaint to WPC re FOI 173 response	
9th June 2025		Daniel Philips LCC	Confirmation LCC are negotiating with Arriva re School Bus Timetable and route & thank you for raising residents' concerns	

WANA Issues Log Update 15th June 2025

4th March 2025	Road Edge on Riverside	Letter and images sent to LCC ref no 989011 15th April follow up ref no 706000255 Repaired
4th March 2025	Willow in brook on Atterton lane	to be reported to Andrew Smallwood. Confirmation that Land Owner has consented to LCC liaising with Agent
8th March	New Bench on Atterton Lane less than advised recommended height- Resident	Reported to WPC. 10th April Clerk stated that contractor visited- as other bench at site no action will be taken to change height.

2nd April 2025	Style on Atterton lane unstable	Reported to LCC ref no 991774 Response received- landowner notified- to action repair. Style Repaired.
10 April 2025	Road signs - Post Office Lane and Hall Lane damaged	Parish Council Clerk notified at WPC meeting on 10th April Photos sent 15th April 2025- Outstanding
10th April 2025	Pot Hole on Kennel Lane	Reported to LCC ref number FS706170874. What 3 words //sulked.seaside.roadshow. Repaired.
23 rd April	Defib sign at Blue Lion	Reported to WPC Clerk via Fault report on website. Photo emailed to Clerk. Outstanding
24th April 2025	concern raised by residents that drivers saying No & bus is stopping	24th April contact with Stagecoach- no information bus stopping. 1st May residents report bus drivers say service is stopping. 7th May phone call to Stagecoach- no information bus service being changed. There will be a tender process. Phone call to LCC- advised that there is a Network review in progress. Hinckley phase 4. Agreed with LCC to do Facebook post to inform residents. 9th may resident called by LCC and informed that no 7 is changing to an on demand service from 2nd June 25. Phone call to Stagecoach- advised they have no information. Phone call to LCC- advised no change. Email sent to LCC raising concern re mixed messages. Email sent to Dr Evans requesting support as residents anxious. Support from Dr Evans- contact made with Sustainable Travel team. Informed LA Travel will deliver service from 2 nd June. Timetable received from LCC Team. FoxConnect drop in arranged for 10 th July at Witherley Football Club. Arriva will provide school service from 14 th July. Resident concerns re timetable.
2 nd June 2025	Arriva School Bus Service Commencing 14th July 2025 and time of Witherley pick up	Resident concerns re new Arriva School Bus service commencing July 14th and whether there will be a 7.30 stop in Witherley. WANA poll on Facebook. Concerns reported to LCC, with output from Poll and images of StageCoach timetable with both 07.00 and 07.30 pick up. Confirmation received that LCC are speaking to Arriva and will advise when new timetable available.

WANA Accounts 2024 to 15 June 25

INCOME	£
Company and Games grant: £81 unallocated	1,191
Ticket sales for events	3,835
Raffle ticket sales	1,312
Donations	3,112
Other sales: catering, pins	190
TOTAL INCOME:	9,640
EXPENSE	
Room hire: PCC, WUFC	870
Performers: Bonkers bingo x2, Gary <u>Googlay</u> , Baroness	680
Company and Games setup	672
General expenses: Consumables, training, catering	2,163
Marquee deposit	460
Grants: Red Cross, <u>FoWS</u> , WMPFT, Parish <u>Rm</u>	525
TOTAL EXPENSE:	5,370
BALANCE of Cash and Bank:	4,270
FORECAST to have a balance of £3,400 following the Aug BH event	



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

CONFLICT OF INTEREST POLICY **DRAFT V2**

Scope of policy:

Applies to Wetherley and Atterton Neighbours Association (WANA) Officers, Steering Group Members and Volunteers .

Policy Statement

WANA is a neighbourhood association and requires its Officers and volunteers to act in the best interests of WANA. They must not allow any personal interest of themselves (or persons connected with them) to influence any decisions which they may make as an Officer, Steering Group Member or Volunteer.

There are 2 common types of conflict of interest: financial conflicts and loyalty conflicts.

Financial Conflicts

Examples of financial conflicts of interest include:

- Paying an Officer for performing their role.
- Paying an Officer (or a closely connected company or family member of an Officer) for supplying goods or services to the neighbour association.
- An Officer, Steering Group Member or Volunteer (or a closely connected company or family member of an Officer, Steering Group Member or Volunteer) entering into a property contract or other contract or other arrangement with the neighbour association.
- An Officer, Steering Group Member or Volunteer (or a closely connected company or family member of an Officer, Steering Group Member or Volunteer) buying, borrowing or leasing goods or property from WANA.

Loyalty Conflicts

These conflicts are not about money or other Officer, Steering Group Member or Volunteer benefits. They happen when, for other reasons, an Officer, Steering Group Member or Volunteer may not be able to make decisions that are best for the neighbour association.

Loyalty conflicts can arise if the neighbour association's decision involves a person or organisation linked to an Officer, Steering Group Member or Volunteer. For example:

- another neighbour association or organisation which an Officer, Steering Group Member or Volunteer is involved may benefit from or be adversely affected by a decision of WANA.

- another neighbour association or organisation with which an Officer, Steering Group Member or Volunteer is involved has competing interests to WANA.
- relatives or friends of an Officer, Steering Group Member or Volunteer may benefit from or be adversely affected by use of the playing field or a decision of WANA.

There can be a conflict because an Officer, Steering Group Member or Volunteer's responsibility (or loyalty) to another organisation or person could compete with their responsibility to WANA.

Any conflict of interest must be identified and dealt with properly.

Conflicts of interest are handled using the following steps:

1. IDENTIFY conflicts of interest

- it is the individual responsibility of WANA Officers, Steering Group Members or Volunteers to declare any conflicts of interest – relating to themselves, their business interests and family/connected parties

2. RECORD conflicts of interest

- Annual Declaration of Conflicts of Interest by completion of a Register of Interests to be signed at or within 30 days of the AGM: mandatory for an Officer and Steering Group Member.
- Review of Register of Interests at each Trust meeting, to record any conflicts of interest and related party transactions and gifts of a value over £100.

3. PREVENT the conflict of interest from affecting decision-making

An Officer, Steering Group Member or Volunteers to :-

- make decisions only in the best interests of the neighbour association.
- consider the issue of the conflict of interest so that any potential effect on decision-making is eliminated.
- a conflicted Officer, Steering Group Member or Volunteer should not be party to discussions regarding the matter in question and may not take part in the decision or vote on the matter.
- Except for payment of reasonable expenses or refund of sums incurred) where a decision or procurement involves a potential benefit to an individual an Officer, Steering Group Member or Volunteer (or a connected party of that individual) the benefit must be properly authorised by advance approval of an Officer.
- WANA resources must not be used to further private interests.

4. A record of the following shall be kept (by way of meeting minutes or otherwise):-

- what the conflict was.
- who or what it affected.
- when it was declared.
- how the conflict was managed.

Key definitions:

Conflict of interest: a conflict of interest is any situation in which an Officer, Steering Group Member or Volunteer's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the neighbour association.

Related party transaction: refers to a deal or arrangement made between two parties who are joined by a business relationship or common interest. If in doubt about whether a person or business is a related party, seek advice from an Officer, Steering Group Member or Volunteer lead for Conflicts of Interest.

An Officer, Steering Group Member or Volunteer lead for Conflicts of interest:

Name: Lynne Lainé

email: secretary@wana.org.uk

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group **DATE XXXX**

WANA REGISTER OF INTEREST

Name	Role	Interest (s) declared	Signature	Date

WANA Photography Competition **Draft v2**

WANA invite all budding photographers to capture images of Witherley and Atterton for the first WANA Calendar. WE are looking for 12 photos that capture the character of Witherley and Atterton.

The competition is open to adults and children- with two age categories.

It is free to enter, winning entries will be included in a WANA calendar, and a free copy of the calendar will be given to each of the winners. Images will be credited to the photographer.

Jack March has kindly agreed to be one of the judges.

The closing date for entries is 17.00 on the 20th September 2025.

Competition Rules

1. There are two age groups for entrants:

- 16 and under
- 17 and over

2. The image must be taken by the individual submitting it, or the parent or person with parental responsibility for the 16yrs and under category.

3. Up to 2 images may be submitted by each entrant.

4. All submitted photos must be the original, taken by the entrant and not infringe intellectual property rights.

5. All entrants must hold the copyright for the submitted images.

6. The submitted images must not have a watermark or signature.

7. Submitted images should not exploit or misrepresent people, places or cultures and should respect privacy.

8. The image must be of Witherley or Atterton or within a mile of either Witherley or Atterton

9. The image must not include identifiable human subjects

10. The entered images must be uploaded onto wana.org.uk JPEG or PNG format

11. All winning entrants, by submitting images, agree to the inclusion of the images in the WANA Calendar.

12. Winning images will be credited to the original photographer.

13. Winning entrants will not receive any financial reimbursement from the calendar's proceeds.

14. All entries must be received by the 17.00hrs on the 20th September 2025

15. The competition judges' decision will be final.



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WANA steering group dates 2025

Annual General Meeting 2026

All monthly meetings commence 19.00hrs

AGM time to be confirmed

Wednesday	5 th February
Tuesday	18 th March
Wednesday	23 rd April
Thursday	22 nd May
Tuesday	24 th June
Wednesday	23 rd July
Thursday	28 th August
Tuesday	23 rd September
Wednesday	22 nd October
Thursday	27 th November
Tuesday	16 th December
AGM Saturday	17 th January 2026 Time to be confirmed
Wednesday	4 th February 2026