

**BLABY PARISH COUNCIL  
MEETING OF THE ESTATES & COMMUNITY COMMITTEE  
To Be Held in the Oakfield Room, Blaby Civic Centre  
at 7.00pm on Tuesday, 29<sup>th</sup> November 2022**

**PRESENT:** Mr M Wareham (Chairman),  
Ms L Bolton, Mrs M Broomhead, Mrs S McFadden, Ms M Grant, Mrs S Skeemer,  
Mrs S Clifton (Deputy Manager) & Mrs V Jepson (Manager).

EC.857            **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Mr Akroyd the reason for which is approved.

EC.858            **2. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSAIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made: -

Mrs M Broomhead	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

EC.859            **3. TO CONSIDER ENDERBY ROAD ALLOTMENTS**

Correspondence has been received from the Blaby Allotment and Gardens Society Committee asking in preparation for the 2023 inspections on the allotments what type of coverings would the council like tenants to have on their water butts and ponds?

**AGREED:** It is confirmed a rigid fitted lid or insect mesh is to be used to cover the water butts and insect mesh on ponds.

Plot 27A & 28

The tenant from allotment plot 27A and 28 has thanked the ground staff for the hedge trimming work which has recently been carried out, saying it provides more light & easier access to the plot and it is very much appreciated.

EC.860            **4. TO RECEIVED MANAGERS REPORT**

**a) The Crescent – CCTV Box**

Vandals have started to damage the newly installed CCTV cabinet.

**RESOLVED:** An aspen metal staple will be attached to keep the box closed; this will give it added protection. Thanks are given to Cllr Mr Wareham for providing his time free of charge to fit the new aspen lock to the box

**b) The Crescent - Fence**

As a temporary measure a wooden steak has been placed against the hole in the resident's fence.

As the tenant has not replaced the fence panel a chain linked fence will be erected by the Parish Council ground staff.

**c) Iceland Car Park**

We have received complaints regarding several vehicles trying to exit Johns Court car park onto Enderby Road, but this is a 'No Exit'.

This matter has been reported to Blaby District Council and their comments are as follows regarding the upcoming Car Park repairs, relining and reinstatement works which they have planned at Enderby Road and Johns Court Car Parks.

*ENDERBY ROAD, BLABY CAR PARK REPAIRS*

- 1) *To carry out repairs to potholes and minor defective areas*
- 2) *To replace damaged areas of tarmac*
- 3) *To clear silt and debris from drain areas*
- 4) *To reinstate areas of defective line markings where new tarmac work has been done and other areas that require attention.*
- 5) *Trim trees and bushes from perimeter of overhang to car park*

*JOHNS COURT CAR PARK REPAIRS*

- 1) *To carry out repairs to potholes and minor defective areas to include entrance and around drain covers.*
- 2) *To replace damaged areas of tarmac*
- 3) *To clear silt and debris from drain areas*
- 4) *To reinstate areas of defective line markings where new tarmac work has been done and other areas that require attention*

This will really bring the car parks and signage back to a good standard for Blaby to maintain.

**d) Lutterworth Road Lamppost**

A new noticeboard has been installed at the Lutterworth Road War Memorial site.

**e) Latimer Close**

A new dog and litter bin has been installed at Latimer Close.

**f) To Consider Equipment for the Ground Staff**

**a) Petrol Brush Edging, Trimming, Sweeping and Blowing**

Quotation 1	Quotation 2	Quotation 3
IHL Petrol KomniEngine KM 56 RC-E Lightweight garden maintenance Free shipping	STIHL KM 56 RC-E Strimming blowing trimming Free shipping	IHL Petrol KomniEngine KM 56 RC-E Lightweight garden maintenance Free shipping
<b>£254.17 + VAT</b>	<b>£257.00 + VAT</b>	<b>£ 210.29 + VAT</b>

**RESOLVED:** Accept quotationn number 3 for the purchase of a petrol brush edging, trimming, sweeping and blowing tool priced at £210.29 + VAT.

**b) Hegde Trimmer Attachment**

Quotation 1	Quotation 2	Quotation 3
HLKM 145 Kombi long reach hedge cutter attachment 60cm length  Free shipping	HLKM 145 Kombi long reach hedge cutter attachment 60cm length  Free shipping	HLKM 145 Kombi long reach hedge cutter attachment 60cm length  Free shipping
<b>£277.80 + VAT</b>	<b>£309.00 + VAT</b>	<b>£ 333.33 + VAT</b>

**RESOLVED:** Accept quotationn number 1 for the purchase of a hedge trimmer attachment tool priced at £277.80 + VAT

**c) Carbon Fibre Extension Shaft**

Quotation 1	Quotation 2	Quotation 3
Stihl Carbon shaft – 1 metre Carbon fibre shaft extension for KM-HT and KM-HL  Free shipping	Stihl Carbon shaft – 1 metre Carbon fibre shaft extension for KM-HT and KM-HL Free shipping	Stihl Carbon shaft – 1 metre Carbon fibre shaft extension for KM-HT and KM-HL Free shipping
<b>£101.30 + VAT</b>	<b>£75.88 + VAT</b>	<b>£ 97.00 + VAT</b>

**RESOLVED:** Accept quotationn number 2 for the purchase of a carbon firbre extension shaft tool priced at £75.88 + VAT.

**g) Free Parking**

Blaby District Council have enquired if we would like to use two days free parking during December to help assist local businesses in the run up to Christmas.

**AGREED:** Blaby Parish Council would like to ask for Saturday, 10<sup>th</sup> December 2022 and Saturday, 24<sup>th</sup> December 2022 as free car parking days in Blaby.

EC.861

**5. TO DE-BRIEF ON THE 2022 CHRISTMAS LIGHT SWITCH ON EVENT**

All members have been issued with a report about this year's Christmas light switch on event along with messages of thanks for the amazing lights and a great event along with most local businesses asking that the event continues again next year.

Thanks are given to all Councillors for giving up their time for free and helping run this great event.

**Waste Collection**

Due to the sheer amount of litter generated from the event, Blaby District Council have applied an additional charge of £137.55 for the extra clean-up of excessive rubbish and multiple trips.

**RESOLVED:** As Blaby District Council had already submitted their original quotation which had been accepted by the Parish Council members wish to request that this bill is shared between both Council's.

**Social Media advertising**

Due to the large amount of people who attended this year's event almost doubled from last year's it is suggested next year we do not appoint an outside company to promote the event on social media.

**Christmas Shop Window Competition**

It has been requested that two shop window competition awards are given in future as some of the local businesses find it hard to decorator a full window as they have advertising which needs to be on display at all times.

**AGREED:** This matter is to be discussed at a future committee meeting in 2023.

**Carol Service**

**AGREED:** As there is no choir available for the Carol service due to be held on Thursday, 15<sup>th</sup> December this year, the event is to be cancelled.

EC.862

**6. TO CONSIDER FUTURE EVENTS**

Members considered the following 2023 events:-

• **The Coronation of His Majesty the King**

Buckingham Palace is pleased to announce that the Coronation of His Majesty the King will take place on Saturday, 6<sup>th</sup> May 2023.

**AGREED:** Members do not wish to hold an event for His Majesty the Kings Coronation.

**AGREED:** Enquire if Blaby District Council will be holding any events and if they plan to put flags or bunting up around the village.

**AGREED:** A banner and / or bunting could be added to the front railings of the Civic Centre.

**RESOLVED:** Purchase a Coronation flag and a Remembrance service flag for the Civic Centre flagpole.

- **Summer Fun Day – Saturday, 5<sup>th</sup> August 2023**
- **Christmas Light Switch on 2023 – No date has been confirmed**
- **Carol Singing Event – No carol service is to be held in 2023**

EC.863

## **7. TO REPORT UPDATE ON THE FORGET ME NOT MEMORIAL AREA**

### **Planting of the Wildflower Garden**

Members have been issued with the following quotation for the planting of the wildflower area:-

- Existing soil area to be pre-paired as necessary and edges to be re-formed to create angled, retaining edge for proposed bark
- Suitable nutrients supplied and incorporated into the planting area
- Supplying and planting of (approx.) 12 x Grasses and 90 wild Woodland primroses including cowslips
- Supplying and laying of Natural Landscaping Bark (approx.) 2-3 inches thick to the said area
- Blaby Parish Council to maintain and water as necessary

Total - £845.00 plus VAT

**RESOLVED:** Accept the quotation received for the planting of the wildflower garden at the cemetery memorial site priced at £845.00 + VAT.

### **Unveiling of the Tree**

**AGREED:** It is confirmed the unveiling of the 'Forget U Not Tree' will be held on Friday, 23<sup>rd</sup> December 2022 at 11am.

**RESOLVED:** Additional stones are to be purchase for the Scattering of Ashes area.

**RESOLVED:** Two doves are to be released at the unveiling of the memorial tree at a cost of £155.00.

EC.864

## **8. TO CONSIDER BLABY CEMETERY EXTENSION**

### **New Cemetery Area**

Member have been issued with a quotation for the following works:-

Topping of existing vegetation to the above area, using a tractor and flail mower, edges are to be strimmed where possible. All clippings are to remain on site.

Work to be carried out when conditions are suitable. Total cost is £600.00 + VAT.

**RESOLVED:** Accept the quotation received for the flailing of the Cemetery extension field priced at £600.00 + VAT.

**Blaby Cemetery Extension**

Members have been issued with a project schedule and programme to carry out the relevant works to submit a planning application for the cemetery extension.

In terms of timescales, the organisation has based commencement in November however they can amend this if/when this proposal is approved. They have also allowed for an 8-week consultation period for a planning decision.

If, however the development is considered controversial, it may then require a 13-week planning consultation period.

Tier 2 Groundwater Risk Assessment		£5,200.00
Preliminary Ecological Appraisal		£2,800.00
Archaeology pre-app advice	To inform any archaeological potential on site and associated studies required	£250.00
Site Location Plan	Planning requirement	£375.00
Utilities Plan		£350.00
Topographical Survey	To inform the concept design	£1,200.00
RIBA Stage 2 Design Brief and Concept Design General Site Layout		£1,800.00
Development Proposal	To inform LPA of proposed development	£750.00
Planning Application Submission	CDS fee	£1,500.00
Planning Application Submission	LPA fee	TBC
Post planning submission consultation allowance	1hr per week @ £100.00 per hour	£800.00
Project Management		£1,800.00
<b>TOTAL FEES FOR STAGE 1/2</b>		<b>£16,825.00</b>

There will be an additional fee for Stages 3, 4, 5 & 6.

**RESOLVED:** Accept the quotation received for the Cemetery Extension works priced at £16,825.00 for stages 1 and 2.

**RESOLVED:** Members are aware additional fees will be charged for stages 3, 4, 5 & 6 of the Cemetery extension works.

EC.865

**9. TO CONSIDER THE HEALTH & SAFETY REPORT**

All members have been issued with a list of the high priority health and safety items which require attention immediately.

Section	Compliance point	Sub point	Auditor comment
AGRICULTURE & OUTSIDE WORK	CEMETERY SAFETY- OTHER	Cemeteries- Additional observation 2	<p>The pathways require attention to repair some big trip hazards.</p> <p><b>AGREED:</b> Seek quotations for the pathway works required to be carried out.</p> <p><b>AGREED:</b> Add this item to a future committee agenda for further consideration.</p>
HAZARDOUS SUBSTANCES & AGENTS	LEGIONELLA MANAGEMENT- OTHER	Legionella- Additional observation 2	<p>The toilets at Northfield Park have a water tank and system in a poor state. If this is not to be used, drain it and remove / disconnect.</p> <p><b>AGREED:</b> Seek the opinion of a plumber as to whether the water tank system needs to be drained, removed or disconnected.</p> <p><b>AGREED:</b> Add this item to a future committee agenda for further consideration.</p> <p><b>AGREED:</b> Do a legionnaires test to see if the water tank is fit for purpose?</p>

<p>CORE TOPICS</p>	<p>ELECTRICAL SAFETY- OTHER</p>	<p>Electrical Safety- Additional observation 2</p>	<p>The civic centre distribution boards are labelled up as having been inspected, however we need to confirm the other buildings with mains power have been subject to an EICR inspection and any remedials have been closed off. It appears the other locations may not have been subject to an inspection.</p> <p><b>RESOLVED:</b> The following EICR inspection have been reported:-</p> <ul style="list-style-type: none"> <li>• Northfield Park EICR Inspection is next due in 2024</li> <li>• Cemetery EICR inspection is next due in 2024</li> <li>• Blaby Civic Centre EICR inspection is next due 2023</li> <li>• Oakfield Park’s EICR inspection is due before the end of 2022.</li> </ul> <p>Members have been issued with two quotations for the EICR inspection works required to be carried out at Oakfield Park:- Quotation 1 = £189.00. Quotation 2 - £140.00. <b>RESOLVED:</b> Except quotation number 2 for the EICR inspection works to be carried out at Oakfield Park.</p> <p><b>AGREED:</b> Once the works have been completed at Oakfield Park this item is complete.</p>
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<p>AGRICULTURE &amp; OUTSIDE WORK</p>	<p>GROUNDS-TRAINING/AUTHORISATION</p>	<p>Action: Retain training records</p>	<p>Records should be retained of all formal equipment training and all in house equipment familiarisation training.</p> <p><b>AGREED:</b> The senior groundsman has a copy of all the up-to-date training documents for all ground staff members.</p> <p><b>AGREED:</b> This item is complete.</p>
<p>CORE TOPICS</p>	<p>FIRE SAFETY OVERVIEW - RISK ASSESSMENT</p>	<p>Action: Risk assessment not carried out</p>	<p>Carry out or commission a specific fire risk assessment.</p> <p><b>AGREED:</b> Enquire if the Council's H &amp; S company and Leicester Fire &amp; Rescue are able to carry out the specific risk assessments required.</p> <p><b>AGREED:</b> Add this item to a future committee agenda for further consideration.</p>
<p>AGRICULTURE &amp; OUTSIDE WORK</p>	<p>GROUNDS MAINTENANCE- RISK ASSESSMENT</p>	<p>Action: Site-specific risk assessments required</p>	<p>Complete a site-specific risk assessment for each working location and/or site.</p> <p><b>AGREED:</b> Enquire if the Council's H &amp; S company are able to carry out the specific site risk assessments required for each location.</p> <p><b>AGREED:</b> Add this item to a future committee agenda for further consideration.</p>
<p>AGRICULTURE &amp; OUTSIDE WORK</p>	<p>GROUNDS MAINTENANCE- RISK ASSESSMENT</p>	<p>Action: COSHH assessments not referenced</p>	<p>Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment.</p> <p><b>AGREED:</b> Enquire if the Council's H &amp; S company are able to carry out the specific site risk</p>

assessments required for each location.

**AGREED:** Add this item to a future committee agenda for further consideration

EC.866

## **10. TO CONSIDER THE 2022 GREEN FLAG REPORT**

All members have been issued with a copy of the Green Flag Community Award field assessment document for 2022.

### **Summary**

- Possibly look into a wildflower garden?
- Map of overall location of bins and areas within the park
- Community Room needs to be used more
- Branding of bins and notice boards - styling
- Photo of staff and their names

**AGREED:** A site meeting is to be held early 2023 to consider if a 'Welcome to Oakfield Park' sign should be purchased and if so, where it should be located.

**AGREED:** At the site meeting members need to bring along design ideas.

**AGREED:** Add this item to the January Full Council agenda for further consideration.

### **Achieved**

- Consolidation of dog and litter bins

### **Oakfield Park Green Flag Award 2023**

The Green Flag Award application window for 2023 is now open.

Blaby Parish Council will receive a full judging visit, this is a desk assessment (review of the management plan) and an announced visit with the judge.

The application fees for 2023 are:-

Sites under 20 hectares = £369 + VAT

Sites over 20 hectares = £424 + VAT

Green Heritage Award = £124 + VAT

**RESOLVED:** Members wish to apply for the 2023 Green Flag Award for Oakfield Park priced at £369.00 + VAT.

### **Cemetery – Green Flag Award**

**RESOLVED:** Members wish to apply for a Green Flag Award for Blaby Cemetery.

EC.867

## **11. TO REPORT UPDATE ON THE ANNUAL INDEPENDENT PLAYGROUND INSPECTION REPORTS**

All members have been issued with an update of the work required to be carried out at the following parks:-

- **Oakfield Park**

27 items still requiring work to be completed, all of these are job's the ground staff can complete and they have all been given a deadline date. Most is toping up the ground levels around the floor matting areas and treating, painting equipment in the spring months.

Members considered the following:-

- Zip wire – Fire damage to the seat but is usable, it has been advised to monitor it or replace it.

**DECLINE:** The ground staff are to monitor the seat damage.

- Activity netting – one part of the rope has broken away from the frame, a complete netting is required at a cost of £288.60 including delivery or £453.60 to purchase and fit.

**RESOLVED:** Accept the quotation to purchase a new activity nett priced at £288.60 which includes the delivery cost, the ground staff are to fit the replacement net.

- Multi Games Area – signage required with warning

**RESOLVED:** Purchase a sign stating, 'Equipment is used at your own risk'.

**RESOLVED:** Ground staff are to purchase 2 tonnes of soil and sand to top up grass mat areas and under the benches.

- **Northfield Park**

6 items still requiring work to be completed, all of these are job's the ground staff can complete and they have all been given a deadline date.

2 bay 3 cradle seat swings, the wet pour requires some attention.

**AGREED:** This item is to be considered when the renovation work begins.

- **Scouting Way**

No remedial work is required other than the top up of soil around surface of entrance gate.

**RESOLVED:** Ground staff are to purchase soil for the damaged areas.

- **The Crescent**

8 items still requiring work to be completed, all of these jobs the ground staff can complete and have been given a deadline date.

EC.868

## 12. TO CONSIDER 2023/24 BUDGETARY REQUIREMENTS & POSSIBLE NEW PROJECTS

All members have been issued with a copy of the Estates & Community committee budget document for members consideration.

Description	Budget 2022/23	Actual To 31.10.22	Est. to 31.03.23	Recommended Budget 2023/24
<b>ESTATES &amp; COMMUNITY</b>				
Allotment - Maintenance	500.00	168.00	300.00	500.00
Allotment - Skip Hire (5 skips - 2018 - none for 2019)	0.00	0.00	0.00	0.00
Allotment - Competition	0.00	12.50	12.50	0.00
Allotment - Rent	850.00	410.00	820.00	820.00
Cemetery - Maintenance	2,500.00	2,182.00	4500	3,500.00
Cemetery - Bench	0.00	640.00	640.00	0.00
Cemetery - Plaques & Leaves	0.00	126.00	4,176.00	0.00
Parks, Street Furniture & Play Equipment - Maintenance & Inspection	12,000.00	12,474.00	20,500.00	20,000.00
Equipment - Maintenance	1,000.00	478.00	1,000.00	1,000.00
Grass Cutting - Parks & Cemeteries	6,500.00	0.00	6,500.00	7,500.00
Floral Displays - Hanging Baskets & Planters (Sponsored by NEST & Jennos)	3,000.00	2,910.00	3,000.00	3,000.00
Litter & Dog Waste Bins	250.00	190.00	190.00	1,000.00
Blaby Topic - Distribution (3 copies)	3,500.00	0.00	0.00	0.00
Events	70,000.00	27,422.00	50,000.00	70,000.00
Tree Surveys / Tree Works	0.00	0.00	0.00	0.00
Grants / Donations	0.00	0.00	0.00	0.00
Noticeboards	2,500.00	0.00	0.00	2,500.00
<b>Total Estates &amp; Community</b>	<b>102,600.00</b>	<b>47,012.50</b>	<b>37,138.50</b>	<b>109,820.00</b>

**RESOLVED:** The Estates & Community Committee budgetary requirements are agreed for 2023/24.

<b>Projects</b>	<b>Budget</b>
Cemetery Extension	£20,000.00
Northfield Park	£25,000.00
New & Replacement Equipment	£10,000.00
<b>Total</b>	<b>£55,000.00</b>

**RESOLVED:** The Estates & Community project budgetary requirements are agreed for 2023/24.

EC.869

**13. TO CONSIDER SUBSCRIPTIONS:-**

**a) Fields in Trust Membership**

All members have been issued with the renewal notice for the Fields in Trust membership.

**RESOLVED:** Renew the annual Fields in Trust membership priced at £65.00.

EC.870

**14. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA**

**a) Christmas Tree Festival**

Members are asked if they wish to enter the Christmas tree festival at Blaby Methodist Church on 3/4<sup>th</sup> December.

**DECLINE:** Blaby Parish Council is unable enter this year's Christmas Tree Festival.

EC.871

**15. CHAIRMAN'S TIME**

Thank you all for attending.

**MEETING CLOSED: 8.50PM**