

**BLABY PARISH COUNCIL
MEETING OF THE ESTATES & COMMUNITY COMMITTEE
To Be Held in the Oakfield Room, Blaby Civic Centre
at 7.00pm on Tuesday, 28th February 2023**

PRESENT: Mr M Wareham (Chairman),
Mr Akroyd, Ms L Bolton, Mrs M Broomhead, Ms M Grant, Mrs S Skeemer,
Mrs S Clifton (Deputy Manager) Mrs V Jepson (Manager) & 3 x Parishioners.

EC.882 **1. APOLOGIES FOR ABSENCE – None.**

EC.883 **2. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR
DISPENSATIONS 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.884 **3. TO CONSIDER ENDERBY ROAD ALLOTMENTS**

a) Update on Allotment Tenants

5 invoices for an administration charge of £25.00 have been sent to the tenants as no ID, agreements or rent had been received. Telephone calls were made to the tenants ahead of the invoices sent as a polite reminder.

- 1 x tenants did not return their agreement or pay the rent despite several attempts to remind them, this plot has been reallocated.
- 6 x tenants have been invoiced with the £25 administration fee.
- The office staff received verbal abuse from two of the tenants who were charged the administrative fee.
- 8 x plots have now been reallocated to new tenants.

The tenant from Plot 7 East has requested to erect a greenhouse, 8 x 6 towards the rear of the plot that is facing the path.

It is reported this matter has been resolved and the tenant of Plot 7 East has been given additional space at the rear of Plot 7 West by the tenant. No further action is required.

b) A request has been received from an allotment tenant to erect a 3 x 2 metre poly tunnel to the rear of their plot.

AGREED: Members approve the request for the 3 x 2 metre poly tunnel to be erected to the rear of the plot.

c) A request from an allotment Tenant to erect a 3 x 2 x 2 metre poly tunnel has been received. The tenant thought a good position would be running width ways across the plot and placed in front of the compost bins which are at the far end of the

plot next to 56 east. It shouldn't cause any shade onto surrounding plots from here and will run in the same direction as other polytunnels.

AGREED: Members approve the request to erect a 3 x 2 x 2 metre poly tunnel on the plot.

d) To Report Ex-Allotment Tenant Entering the Allotments

It has been reported from a new allotment tenant that the previous tenant had visited the allotments during January and February and removed items from the plot, the office staff has spoken to the ex-tenant and reiterated it is trespassing and the ex-tenant is not to enter the allotments again.

AGREED:- Members agreed when rent letters are sent out at the back end of each year the new padlock number is not to be issued, allotment tenants will be given the new padlock number on receipt of payment and all relevant paperwork once they have renewed their contract.

e) Blaby & District Allotments & Gardens Society

The Blaby & District Allotments & Gardens Society Annual General Meeting was held on 9th January 2023 when elections for Officers and members of the Management Committee were held.

The following Officers were elected:-

- Chair - Ashley Bown.
- Vice Chair - Chris Souter.
- Secretary - Michael Edwards.
- Treasurer - Lorna Kesby.

The Management Committee comprises the four Officers, plus Alison Neal, Carla Barrett, Donna Bentley-Carr, Gordon Sheard, and Sheena Wilford.

AGREED: The Parish Council is given authority to give out the telephone numbers of the officers if allotment tenants request it.

Members of the Blaby & District Allotments & Gardens Society who are present have requested a meeting to discuss the process of this year's allotment inspections which are due to begin early April 2023.

AGREED: A meeting is to be held with members of the Blaby & District Allotments & Gardens Society at Blaby Civic Centre on Tuesday, 7th March 2023 at 7pm.

AGREED: A copy of the allotment site plan is to be given to the society for their records.

f) Hawthorn Tree

Members have been issued with a letter which has been received from a resident of Enderby Road regarding a hawthorn tree located at the allotments which the resident feels have caused damage to her property.

A site survey was carried out by the Councils ground staff, and they have stated that having had a look at the tree it appears there are a few small twig like branches which are touching the outer building but they are not big enough to have caused the damage that the resident has stated.

AGREED: Write to the resident stating members feel they do not consider the branch sizes could cause the slate roof damage and do not accept any liability.

EC.885

4. TO RECEIVE MANAGERS REPORT

a) The Crescent - Wetpour

The wetpour damage around the swings at The Crescent has been rectified.

b) Cemetery

The scattering of ashes area has had new stones laid, a new cremation path has been laid and the new peace meadow memorial signs have been erected.

c) Oakfield Park

The new replacement rope net has been replaced on the multi play unit.

d) Northfield Park – Rough Sleeper

It has been reported there appears to be evidence of somebody living under the bridge at Northfield Park near to the river edge, there is a makeshift bed, covers, sleeping bag, pillow and other belongings and there is a shelter made from trees and twigs.

This rough sleeper has been reported to the police, they have confirmed it is not a crime and part of their remit and the outreach team should be contacted.

e) Dog Signs

The new no dog signs have been erected on the gates of all the enclosed play areas.

f) Benches & Matting

The new benches have been installed in Oakfield Park along with the new grass matting.

g) Oakfield Park – Old Benches

There are 4 old benches which have been removed from Oakfield Park.

RESOLVED: The manager has delegated powers to sell the old benches at the best price possible.

EC.886

5. TO CONSIDER QUOTATIONS RECEIVED FOR THE FLORAL DISPLAYS

All members have been issued with the 2023 floral display quotations, there is only 1 quotation which includes the lamppost baskets, and 2 quotations are just for the hanging baskets.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<ul style="list-style-type: none"> Rental 26 Holster half Pole Basket Planters 670mm Black 44 x Hanging 430mm summer Baskets planted. Pinks, lilacs, white including delivery <p>£2,685.50 + VAT</p>	<ul style="list-style-type: none"> No Lamppost baskets quoted for 44 x Rental Hanging 430mm summer Baskets planted. Pinks, Lilacs, whites only Including delivery <p>£1,662.00 + VAT</p>	<ul style="list-style-type: none"> No lamppost baskets quoted for 44 x Hanging Baskets owned by the Parish Council with new liner and wicks filled with Surfina training plants red, blue & white. <p>£1,298.00+ VAT</p>

RESOLVED: Accept quotation number 1 for the supply of 26 x basket planters and 44 x hanging baskets at a total price of £2,685.50 + VAT.

AGREED: Offer sponsorship to local businesses for this year’s floral displays.

EC.887

6. TO CONSIDER 2023 GRASS CUTTING QUOTATIONS

All members have been issued with the 2023 Grass Cutting quotations as follows: -

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>	<u>Quotation 4</u>
<p>15 cuts between April 2023 – October 2023 for 4 x sites. All areas including unfenced play areas, open grass and between trees.</p>	<p>15 cuts between April 2023 – October 2023 for 4 x sites. All areas including unfenced play areas, open grass and between trees.</p>	<p>15 cuts between April 2023 – October 2023 for 4 x sites. All areas including unfenced play areas, open grass and between trees.</p>	<p>15 cuts between April 2023 – October 2023 for 4 x sites and litter picking. All areas including unfenced play areas, open grass and between trees.</p>

£6,240.00 + VAT	£5,183.95 + VAT	£8,466.28 + VAT	£10,290.00 + VAT
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RESOLVED: Accept quotation number 2 for 15 x grass cutting between April 2023 and October 2023 priced at £5,183.95 + VAT.

7. TO CONSIDER QUOTATION FOR THE STRUCTURAL LAMP POST INSPECTIONS

All members have been issued with quotations for the structural lamp post inspections for the hanging baskets and Christmas decorations.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
2 year Structural inspection for x 13 lamp posts, including inspection report and certificate	2 year Structural inspection for x 13 lamp posts, including inspection report and certificate.	2 year Structural inspection for x 13 lamp posts, including inspection report and certificate
£1,050.00	£1,405.00	£2,500.00 + VAT

RESOLVED: Accept quotation number 1 for the lamppost structural testing on 13 x lampposts for a 2year certificate priced at £1,050.00.

EC.888

8. TO REPORT UPDATE ON THE 12TH FEBRUARY SITE MEETING HELD AT OAKFIELD PARK

A site meeting was held on Sunday, 12th February at Oakfield Park, present was Cllr Mr Wareham, Cllr Mr Akroyd, Cllr Ms Grant, Cllr Mrs Skeemer, Cllr Mrs Broomhead and the Manager.

Boundary Hedge

Members felt the boundary fence (left hand side) was in need in some attention.

AGREED: Work has been carried out to either repair or remove the damaged fence.

Welcome to Oakfield Park Board

Members were issued with sample pictures of suggested 'Welcome to Oakfield Park' entrance signs.

The Woodsman sign was voted as the chosen welcome sign by members present at the site meeting, after further research it is confirmed the material for the Woodsman sign is semi seasoned oak fascia with green oak posts and not recycled plastic as originally thought.

AGREED: Members wish to see more re-cycled plastic noticeboard designs.

AGREED: Add this item to a future committee agenda.

AGREED: It is confirmed the new noticeboard will be positioned on the left-hand side grass verge in front of the car park barrier.

Insect House

Members were issued with sample pictures of suggested insect houses but felt Oakfield Park wasn't the right location for one.

EC.889

9. TO RE-CONSIDER THE CIRCUS CORTEX DATES

Members previously agreed the Circus Cortex could hire Northfield Park and they have now confirmed their dates will be:-

- Set up 13th June 2023 opening to the public from Wednesday 21st June - Monday 26th June leaving the park on 27th June.

RESOLVED:- The following fees are confirmed:-

- Barrier Key Bond - £100.00
- Park Bond - £500.00
- No use of electricity is permitted.
- Charge £200.00 per day, totalling £3,00.00

EC.890

10. DE-BRIEF OF THE 2022 CHRISTMAS EVENT

All members have been issued with the following meeting notes from a review held on the 21st February 2023 with the manager, deputy manager and Mr Angell from The Christmas Decorators.

The 2022 Christmas lights received a favourable response from the general public and the Parish Councillors. In particular the new Cone tree located in Johns Court and the Santa's sleigh and reindeer located at Forge Corner. The additional Icicle Lights along Cross Street and along Lutterworth Road were also well received.

1. Cone Tree – Johns Court

The Cone tree suffered superficial damage and broken barriers in the week prior to take down, we discussed variations to décor for 2023.

AGREED: Mr Angell will forward some ideas and suggestions for change in lights/ decorations etc.

2. Sleigh and Reindeer on Forge Corner

It was suggested we try to incorporate additional visual images to enhance the 'empty' sleigh and gift boxes and/or a sack were suggested.

AGREED: Mr Angell will supply with ideas and cost implications (if any).

3. Iceland Canopy

We agreed last year to reduce the decorations on Iceland canopy to maximise the impact of the new 20ft Cone tree. Consequently, we mounted the snowflakes on the wall of Iceland and two small (6ft) trees.

AGREED: Mr Angell is to consider options for 2023 and submit ideas.

4. Synchronising Lights

The lights at Sedgley's, Mr Tax and Botts Handmade Sofas Ltd are all powered from inside the respective properties with their own individual manual timers and this makes it difficult to synchronise for light up etc.

AGREED; Retain the lights at Mr Tax and Botts Handmade Sofas Ltd but to power from the next available electrical source if possible.

AGREED: Mr Angell is to investigate and report back to the committee.

AGREED: Cllr. Mr Wareham is to liaise with Mr Angell regarding the lighting power.

Sedgley's tree is to be removed and relocated, if possible, to Blaby Print subject to power.

AGREED: The Deputy Manager is to check on availability of spare wall bracket holders, and if we do have spare wall brackets write to Blaby Print and ask for permission to erect one.

5. Duration of Lights

The duration of lights on was discussed. Mr Angell is to investigate if lights can be switched off around the 12th night, even if they remained in situ until they can be dismantled.

AGREED: Cllr. Mr Wareham and Mr Angell are to meet and discuss if it is possible to isolate all the lights from street level.

AGREED: Cllr. Mr Wareham is happy to unplug all of the lights after the 12th day, so they are switched off and ready to be taken down once The Christmas Decorators are able to do so.

6. On Site Electrician

The issues arising from hiring an electrician to assist with the lights were discussed in full.

It was agreed we need to consider hiring a qualified electrician who can check the timers in advance/set timers on switch on date and reset the timers on the day after switch on.

AGREED: Mr Angell is to write a brief which will be considered by the Parish Council which will then be offered to specific candidates.

7. Electrician Invoice

A full and final settlement payment of £1,200 has been paid by The Christmas Decorators to the electrician during December 2022, this invoice covered new hardware and installation labour plus time to deal with timers and call outs.

RESOLVED: Blaby Parish Council are happy to split the invoice cost of £1,200 with The Christmas Decorators.

8. Other Costs

RESOLVED: The costs to hire of Cherry Pickers and traffic management will be forthcoming shortly, we are awaiting the final invoices from the contractors.

9. Wall Bracket Stress Tests

The wall brackets holding the Blaby Merry Christmas sign and the individual lit trees were stress tested last year and Mr Angell has provided the Parish Council with the test certificates. This invoice was paid for by The Christmas Decorators.

2022 Carol Singing Event

Members have been issued with an email regarding the cancellation of the 2022 carol singing event where a member of the public has complained that the event was cancelled, it has been explained to the parishioner that the event was cancelled due to the schools not being able to get involved as they didn't have any volunteers as well as the Parish Council being short on volunteers.

2023 Carol Singing Event

Members have been issued with correspondence received from Pastor Julie Newitt of the Congregational Church with regards to the 2023 Carol Singing event and she has said she feels people in Blaby were disappointed that the Carol Singing in the precinct did not go ahead in 2022 and that Rev Jane and herself would like to volunteer to arrange the Carol Singing in the precinct for 2023.

However, there are enormous pressures on the finances of the churches in Blaby and as the council normally pay for some aspects of the Carol Singing, she wondered if the Parish Council would still be happy to continue to contribute financially.

AGREED: The manager is to arrange a meeting with Pastor Julie Newitt and Rev Jane, the Chair and vice-Chair of the Parish Council to discuss the 2023 Carol Singing Event.

RESOLVED:- The Parish Council would be willing to contribute towards the 2023 Carol Singing Event but quotations would need to be provided for members consideration.

EC.891

11. TO CONSIDER SUMMER 2023 EVENT

TO CONSIDER THE BLABY SUMMER FUN DAY STAGE HIRE

Members have been issued with stage hire quotations for this year's summer funday.

<u>Quotation 1</u>	<u>Quotation 2</u>
<p>One day hire 8m x 6m profiled roof mobile stage.</p> <p>PA including monitor, mics, stands, cable suitable for 10 pieces band. Lighting package including 8 x wash movers, 2 x spot movers, 2 x blinders LEC COB parcans</p> <p>21 Kva diesel generator, fuel and distro box. Delivery & Collection for 3 vehicles</p> <p>£4,977.00 + VAT</p>	<p>One day hire 7m x 6m trailer mobile stage.</p> <p>PA including 12 x HDL LINE ARRAY Tops, 4 x 8006 Subs, 32 channel digital mixer, 2 x 16 stage Box, instrument mic pack, Vocal mic pack 6 x mic stands 6 x stage floor monitors 3 x DI'S</p> <p>Moving head lighting 4 x wash 4 x beams, 8 x LED RGB Theatre Wash Chamsys Lighting Console, Haze Machine</p> <p>20 Kva diesel generator, 20 litres of fuel POW-01 Power Distro POW -2 Heavy main cable package. CREW-03 Lighting Engineer Hire CREW-02 Crew Sound Engineer CREW-01 Crew General Technician Transport Milage included.</p> <p>£2,925.00 +VAT</p>

RESOLVED: Accept quotation number 2 for the stage hire for this year's Summer Funday at a total cost of £2,925.00 + VAT.

ACTS

The music will be live from 2pm – 9pm and we are hoping to have 5 acts each performing for approx. 45 minutes each and then in between each act there will be a DJ playing music and comparing.

FREE PARKING

Blaby District Council are offering 4 x Free Parking Days for Parish Councils.

AGREED: The following dates are to be requested to Blaby District Council for the 4 x free car parking dates for 2023:-

- Saturday, 25th March 2023 (This is when the fair is on Oakfield Park)
- Saturday, 24th June 2023 (This is when the Cortex Circus is on Northfield Park)
- Saturday, 5th August 2023 (Our Summer Funday)
- Friday, 24th November 2023 (Our Christmas Light Switch on Date)

AGREED: Blaby District Council has said that on the chosen day of free parking, the Parish Council will be responsible for ensuring that the Pay and Display Machines are hooded and un-hooded in line with the enforcement times of the car parks, to allow the Civil Enforcement Officers to resume enforcement the following day. Car Park Enforcement hours are Monday – Saturday 8am to 6pm.

EC.892

12. TO CONSIDER BLABY CEMETERY

a) Peace Meadow – Rabbits

The rabbits are eating the new plants in the wildflower area, a quotation has been received for the following:-

Quotation 1

Proposed rabbit fencing (Natural galvanised) to outer perimeter of memorial garden (approx.) 100 liniel metres.

1. Trench to be dug out (approx.) 4-6 inches to allow galvanised fencing to be put below ground level to deter entry.
2. Supplying and erecting to above perimeter, galvanised 31mm (mesh size) rabbit netting. Total height of netting (approx.) 3 feet, 6 inches with a proportion set in the ground as mentioned above. (Netting to be 16 gage type). Netting attached to our existing fence and gates using galvanised staples.
3. Once the fence is erected, trench and netting then back filled and made good.

Total Cost = £975.00 + VAT

RESOLVED: Accept the quotation received for the proposed rabbit fencing priced at £975.00 + VAT.

AGREED: The ground staff are to paint the Peace Meadow fence before this work is carried out.

b) Commonwealth War Graves

Commonwealth War Graves Commission have asked if members would like to install signs indicating war graves are at our Cemetery, we have 6 war graves in Blaby Cemetery and there is no charge for the signs.

AGREED: Members are happy to have a commonwealth War Grave sign erected to the small gate which leads up to the Chapel.

c) Cemetery & Northfield Park Path Quotations

Cemetery

At a previous meeting the Health & Safety report, reported some of the Cemetery pathways require attention to repair the big trip hazards caused by the tree roots, broken or misaligned kerbs and creaked and uneven tarmac surfaces, the area to be repaired would be 148 meters x 2 metres, members considered the following quotations:-

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Break existing tarmac remove edgings, supply and fit new edgings and bed into concrete. Prepare sub base with type 1 stone, pour and lay 45mm base tarmac and 25mm surface course tarmac rolled and compacted, remove old debris make good soft landscape with soil and seed	Excavate existing defect area remove from site, relay broken / misaligned edgings. Install tree root protection membrane. Supply and hand lay 50mm thick AC20 course and 25mm thick AC6 Dense surface.	Provide fix 150mm x 125mm kerbs bedded in concrete various sections of the footpath breaking out old edgings remove all spill. Breakout defective sections of the footpath remove spoil. Break out concrete edgings in 2 areas of tree roots to a raised level above roots, reshape footpath. Hand lay 50mm AC20 Dense and 30mm AC6 Dense overlay coat.
£35,472.00 + VAT	£52,712.40 + VAT	£11,519.00 + VAT

RECOMMENDATION TO COUNCIL: Accept quotation number 3 for the repair work to the paths at the Cemetery priced at £11,519.00 + VAT.

Funds are to be taken from the EMR savings accounts.

Northfield Park

To Consider Northfield Park Rest Garden Path & Concrete Ramp Repairs

Members considered the following quotations received for the damaged Northfield Park entrance and rest garden slabs:-

<p>Quotation 1 Excavate remove uneven paving slabs to full formation level of 215mm below ground and remove spoil. Break out existing surfacing entrance path between two low level walls and remove spoil. Provide and fix 150mm x 50mm pre cast concrete edgings bedded in concrete to both sides of new footpath Provide and hand lay 45mm compacted thickness of AC 20 Dense Provide and hand lay 30mm compacted tarmac thickness of AC 6 Dense</p> <p>£4,309.00 + VAT</p>	<p>Quotation 2 Excavate damaged concrete, prepare sub base compact type 1 stone, pour and lay concrete tamp finish and remove old debris Remove existing slabs dispose of old debris, prepare sub base with compacted type 1 stone and supply lay new concrete slabs bedded on sand and cement bed</p> <p>£4,4150.00 + VAT</p>	<p>Quotation 3 Excavate damaged concrete, prepare sub base compact type 1 stone, pour and lay concrete tamp finish and remove old debris Remove existing slabs dispose of old debris, prepare sub base with compacted type 1 stone and supply lay new concrete edgings pour and lay 75mm depth tarmac</p> <p>£4,295.00 + VAT</p>
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RECOMMENDATION TO COUNCIL: Accept quotation number 1 for the repair work to the entrance and paths at Northfield Park priced at £4,309.00 + VAT.
 Funds are to be taken from the Parks & Maintenance savings account.

d) Burial Fees Complaint

All members have been issued with correspondence which has been sent to the Chairman of the Council regarding non-parishioner cemetery fees.

Members considered the contents of the letter and the report from the office confirming that the deed holder and the person who is to be interred are both non-Blaby Residents, so it is correct that the digging and interment fees were to be charged at non-residents fees.

AGREED: Members are satisfied that the office staff dealt with this matter in the correct and professional manor and they were only working within the guidelines the Council has set and there is no further action required to be taken.

EC.893

13. TO REPORT UPDATE ON THE GREEN FLAG AWARDS

a) Cemetery

The Cemetery Green Flag Award application has been submitted and received; it has been confirmed our site will receive an announced assessment on the 29th March 2023.

b) Oakfield Park

The Oakfield Park Green Flag Award application has been submitted and received; it has been confirmed our site will be mystery shopped (unannounced inspection) this will take place any time during the Award period of the 23rd July 2023 & 24th July 2023.

EC.894

14. TO CONSIDER MEMORIAL PLAQUE REQUEST

We have received an enquiry regarding the late Mr Tzirki who sadly passed away and who owned the Blaby Chippy for many years.

Mrs Tzirki has asked if they can have a memorial plaque on one of the benches outside the Chippy in memory of her late husband.

DECLINE: With regret members decline this request as they feel if the Council allows one person to erect a plaque the offer would need to be available for everybody.

AGREED: Suggest to Mrs Tzirki that she could purchase a leaf for the memorial tree situated at Peace Meadow.

EC.895

15. TO CONSIDER REQUEST TO HIRE OAKFIELD PARK – DOG ACTIVITY

An enquiry has been received to gain permission to hold an event on Oakfield Park, the event is to arrange a session in the largest growing Dog Activity in the UK (Mantrailing).

This event sees a single dog follow the individual scent of a person and find their reward, the duration is approximately 3 hours. Maximum number attending is 6 dogs and owners and 2 Mantrailing UK Instructors.

What is involved is one dog working in a harness controlled by the owner via a long line, (so No free running/out of control dogs) following a scent to find its reward.

The organisation is requesting to use Oakfield Park out of popular use hours, this event will be attended by Local people.

AGREED: Members considered the Terms of Letting Agreement and agreed no changes are to be made to the document.

AGREED: Members approve the hire of Oakfield Park and request that the organisation provides the Parish Council with a copy of their Public Liability Insurance, Indemnity Insurance and Risk Assessments.

AGREED: Dates are to be confirmed so this event does not clash with any football matches.

RESOLVED: A park hire fee of £50 is to be charged for this event.

RESOLVED: A bond of £100 is required for this event.

EC.896

16. TO CONSIDER ‘NO DOGS’ ON THE CRESCENT PLAY AREA

At the Estates & Community committee meeting held on the 24th January members agreed signs should be put up at The Crescent Play area stating “No Dogs Allowed” on The Crescent Play area.

After clarification was sourced it has been confirmed there is nothing to stop the sign from being displayed at The Crescent however, it cannot be enforced as it is not included in the Public Spaces Protection Order.

To change the Public Spaces Protection Order the Council would need to justify banning dogs from the whole of the green space, evidence would need to be provided of incidents or complaints before it could be consulted and agreed.

Members considered the above information and a vote was taken as to whether a “No Dogs Allowed’ on this park sign is to be erected.

- Yes = 4
- No = 0
- Abstain = 2

AGREED: Purchase and erect a ‘No Dogs Allowed’ on this park sign.

EC.897

17. TO REPORT UPDATE ON THE HEALTH & SAFETY REPORT

All members have been issued with a copy of the medium risk health & safety items for the Estates & Community committee.

TOOLS, EQUIPMENT & SYSTEMS	GRINDING MACHINES- OTHER	Grinding Machines- Additional observation 1	Ensure users of the abrasive wheel are given appropriate abrasive wheels training and a suitable risk assessment / safe system of work is put in place. AGREED: An abrasive wheel document has been requested from the H & S organisation.
AGRICULTURE & OUTSIDE WORK	CEMETERY SAFETY- OTHER	Cemeteries- Additional observation 1	Only the manager is currently trained in memorial stone inspections. It is advised that additional members of the team are given this training. RESOLVED: The senior and full-time grounds staff are to attend a memorial stone training course.

<p>AGRICULTURE & OUTSIDE WORK</p>	<p>OUTSIDE WORK- OTHER</p>	<p>Outside Working- Additional observation 1</p>	<p>Maintain the pond or I would suggest filling it in if not. It is half filled with dirty water and organic matter and is an unnecessary hazard. AGREED: The pond situated on Northfield Park is to be filled in.</p>
<p>HAZARDOUS SUBSTANCES & AGENTS</p>	<p>LEGIONELLA MANAGEMENT- OTHER</p>	<p>Legionella- Additional observation 1</p>	<p>Ensure the risk of legionella is assessed at the cemetery, the water container needs a lid / net to prevent contamination getting into it. AGREED: This item is being discussed by members of the Staff, Policy & Finance committee at the March full council meeting. It is suggested that a legionella checklist is completed, and a digital testing kit is purchased.</p> <p>Suggestion that the far end water container is removed and the tap that fills it fitted with a push button to allow users to dispense water as required rather than rely on the container. AGREED: Change the tap to a push button tap.</p>
<p>ADDITIONAL TOPICS/OBSERVATIONS</p>	<p>NOTES</p>	<p>Additional observation 1</p>	<p>Personal safety of operatives: I understand you are already aware of an issue in the crescent park, a resident has constructed a small gate in their fence which we believe is for a dog to directly access the play area of the park unsupervised. I would advise that this is followed up with the resident as I understand this has been done without permission. AGREED: This matter has been resolved by a chain link fence being fitted.</p> <p>Unsupervised dogs are especially a hazard to workers and to the public both from faeces and potential aggression. I would suggest considering designating the play area as no dogs being allowed also. AGREED: As per agenda item number 16, a 'No Dogs Allowed' sign is to be purchased and erected on the entrance gate of The Crescent play area.</p>
<p>CORE TOPICS</p>	<p>ELECTRICAL SAFETY- OTHER</p>	<p>Electrical Safety- Additional observation 1</p>	<p>Ensure all remedials which were causing the EICR to be deemed unsatisfactory have been closed off, there were various proposals, but it was not clear if the work had been completed. AGREED: All remedial work has been completed apart from the EICR check at Oakfield Park which will be completed by the end of March.</p>
<p>AGRICULTURE & OUTSIDE WORK</p>	<p>RIDE ON MOWERS- INSPECTION/TEST ETC</p>	<p>Action: Ensure mowers serviced regularly</p>	<p>Mowers should be regularly serviced in line with the supplier's recommended servicing schedule and records are kept. AGREED: This has been covered by the Staff, Policy & Finance committee members, a record</p>

			document is to be raised and kept for all in house and outsourced work on all equipment.
CORE TOPICS	WORKPLAC E-PEST CONTROL	Action: Pest control regime required	Implement a pest control regime. Consult with a specialist pest control company for detailed advice. The cemetery has moles that are causing significant damage to the memorials / ground around the cemetery and potentially making headstones unstable / causing ground movement. AGREED: Seek quotations for pest control to remove the moles from the cemetery.

AGRICULTURE & OUTSIDE WORK	RIDE ON MOWERS-PROTECTION/WARNING	Action: Ensure machines adequately guarded	The drive mechanisms, pulleys, shafts and cutters of the mowing machines should be adequately guarded. Ensure this is covered as part of the checks carried out. AGREED: The ground staff are to check that guards are fitted prior to use on all machinery. AGREED: A checklist document is to be created.
AGRICULTURE & OUTSIDE WORK	CEMETERY SAFETY-CONTROLS	Action: Risk assessments required	Carry out an excavation risk assessment for any grave excavations. AGREED: The graves are dug by on outside organisation. No further action is required to be taken.
COMMON TOPICS	STEPLADDERS-CONTROLS	Action: Ensure stepladders of suitable class rating	Do not use domestic (BS2037/ BS1129 Class 3, or BS EN131 Non-Professional) stepladders. They should be Class 1 or EN 131 standard (or EN 131 Professional for new equipment). AGREED: A Step Ladder Risk Assessment has been requested from the H & S company. AGREED: The ground staff are to confirm if the steps we currently have are professional steps or not, if not, they are to be replaced with the correct professional step ladders.
TOOLS, EQUIPMENT & SYSTEMS	GRINDING MACHINES-CONTROLS PART 2	Action: Restrict mounting of abrasive wheels	Restrict the mounting of abrasive wheels to trained and authorised persons. Insufficient knowledge of the hazards and precautions of the mounting of abrasive wheels can cause them to burst when in use. AGREED: No staff are trained on abrasive wheel; a risk assessment document has been requested from the H & S company.

TOOLS, EQUIPMENT & SYSTEMS	GRINDING MACHINES-CONTROLS PART 2	Action: Relevant staff must wear hearing protection	Provide employees with suitable hearing protection. Noise levels from grinding operations can regularly exceed the daily permitted dose unless hearing protection is worn. AGREED: All ground staff have the correct protective clothing, if they require any additional uniform, they have the authority to purchase what they require.
AGRICULTURE & OUTSIDE WORK	CEMETERY SAFETY-CONTROLS	Action: Memorial stone surveys not reviewed	Review all memorial stone surveys on a regular basis. AGREED: As approved earlier the full-time ground staff are to attend memorial stone training and checks are to be carried out during their yearly duties
COMMON TOPICS	STEPLADDERS-CONTROLS	Action: Ensure stepladders checked before use	Instruct stepladder users to check them before use to ensure they are in good repair and clean. Guidance is available in the Guidance section of your WorkNest H&S staff handbook. AGREED: The office is to download the handbook for the ground staff.
TOOLS, EQUIPMENT & SYSTEMS	GRINDING MACHINES-CONTROLS PART 1	Action: Provide suitable tool rests	Adjust the tool rest as close to the periphery of the wheel as practicable. AGREED: All sites are to be made tidy and tools are to be packed away correctly. RESOLVED: Purchase storage boxes or shelves if required.
AGRICULTURE & OUTSIDE WORK	GROUNDS MAINTENANCE-REFUELLING	Action: Records of training not retained	Records of all fuel/fire training should be retained. AGREED: A fuel/fire risk assessment document has been requested from the H & S company.
COMMON TOPICS	LADDERS-CONTROLS	Action: Ensure ladder training recorded	Record all instruction and training given to ladder users. AGREED: We are awaiting a risk assessment from the H & S company.

EC.898

18. TO CONSIDER VILLAGE HEDGE MAINTENANCE

a) The Crescent Play Area

Members have been issued with quotations for the hedge cutting at The Crescent Play Area

<u>Quotation 1</u>	<u>Quotation 2</u>
1 x Hedge cutting The Crescent Play area boundary on three sides.	Declined to quote as cannot get machinery by the play equipment so the hedge would need to be cut by hand.
£774.02 + VAT	

RESOLVED: Accept quotaion number 1 for the hedge cutting at The Crescent play area priced at £774.02 + VAT.

b) Village Hedges

Currently the groundstaff cut and maintaing the following village hedges:-

- Latimer Close (Owned by Blaby Parish Council)
- Lincoln Drive (Not owned by Blaby Parish Council)
- Maple Avenue (Not owned by Blaby Parish Council)
- The Crescent (Owned by Blaby parish Council)
- The Pinfold (Adopted by The Parish Council??)
- Lutterworth Road War Memorial (Right hand side land not owned by Blaby Parish Council)
- Southway (Near the old co-op – very small hedge)
- Allotment Hedge (Owned by Blaby Parish Council)

AGREED: No further hedge cutting is to be carried out to Lincoln Drive and Maple Avenue.

EC.899

19. TO CONSIDER SUBSCRIPTIONS:-

a) National Federation of Cemetery Friends

All members have been issued with the renewal notice for the National Federation of Cemetery friends priced at £10.00.

RESOLVED: Renew the annual subscription to the National Federation of Cemetery Friends priced at £10.00.

EC.900

20. CORRESPONDENCE

a) Oakfield Park – Horse Rider Complaint

We have received an email from one of our football teams who play on Oakfield Park regarding horses riders going across the field from the gate which goes into Blaby Oaks.

Members are surprised to hear that horse riders are walking across the centre of the park as they have only seen them walking around the edge of the park, as the park is an open space area there is nothing that the Parish Council can do to stop the horse riders using Oakfield Park as a cut through.

EC.901

19. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA

a) Northfield Park Project

All members have been issued with a copy of the Northfield Park project proposal which has been added to the government contract finder for organisations to submit their quotations, the deadline for quotations is the 25th March 2023.

b) Cemetery Burial Fees & Payment complaint

All members have been issued with a letter which has also been sent to the Chair of the Estates & Community committee with regards to the Council's burial fees and payments and the office staff behaviour.

It is reported that the office has received at least 7 telephone calls from the complainant, with at least 4 different accounts as to how long her mother-in-law had lived in Blaby prior to her passing in 2020. The lady said her mother-in-law had lived in the parish since 1989, it was explained the time scale from when she passed to the date of the interment was outside the Rules & Regulations 10% discretionary wavier. The office had also been given three different places as to where her mother-in-law was prior to her passing, it was explained the length of time spent away from her home address was required.

AGREED: Members are satisfied the office staff dealt with this matter in the correct and professional manor and they were only working within the guidelines the Council has set and there is no further action required to be taken.

c) Replacement Mower

One of the petrol mowers is unrepairable and needs to be replaced. Members are asked if they are happy for the manager to purchase a replacement petrol mower in the price region of £500?

RESOLVED: The manager is given delegated powers to purchase a replacement petrol mower in the price region of £500.00

EC.902

20. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 8.45PM