

Clerks Update September 2017

Staffing / Councillors

- Samantha Henry has settled in well. She has already attended a first aid training course and has a playground inspection course booked this month.
- A new zero hours caretaker, Mark Dye, has started with us.
- Recruitment is underway for a part-time groundsman / handyman.
- Co-option of a new councillor is on the meeting agenda. There are two candidates.
- Cllr Scutter was elected as Chairman of the Personnel Committee.

Minutes

Actions from previous minutes not covered elsewhere:-

- A response has been received from the Police and Crime Commissioner regarding the lack of police presence at meetings and is included on the agenda.
- The parking permit scheme poll was distributed around the parish and had a good response rate. This will be discussed under the EPAG report.

Facilities

- Defibrillators have been installed at both sites.
- An architect firm has been appointed to carry out the initial work required to plan the renovation at the Pavilion. A full update will be given during item 14.
- All furniture within TWC has been steam cleaned over the quieter summer period.
- New tables, chairs and trolleys have been put in the Pavilion and the old ones disposed of.

Grounds / Amenities

- Norfolk Cricket Board came back to me to advise that they were now looking at other options for the project and would no longer be able to offer us funding for a non-turf, all-weather pitch.
- The recreation ground was recently sprayed for weeds. Carparks will be carried out shortly.

Office

- The work for the Local Council Award Scheme (formally Quality Status) has been completed. Councillors will be asked to confirm at tonight's meeting that we meet the criteria and then the application can be submitted.

- The Health and Safety policy has been updated and is on the agenda for approval. Risk assessments and safe systems of work were also updated.

Playgrounds

- The new playground at the recreation ground has been a saga all summer and continues. It was meant to be closed for two weeks, open from the second week of the school holidays onwards. Unfortunately, one piece of the slide and two pieces of the zipwire were damaged / missing. It took them several weeks to obtain the piece for the slide – in fact it was only installed this week. The pieces for the zipwire are expected next week. Unfortunately, the playground inspector (ROSPA) was not satisfied with various items so the playground remains closed whilst these are amended. I am also not happy with the condition of some items and am discussing this with them. I have received calls and emails from a lot of upset residents over this period and it has been an extremely frustrating situation.
- The new fence has been installed at the playground. I am awaiting some amendments to this until we accept it.
- The Annual ROSPA inspections have been carried out on all of our playgrounds.

Parish

- The Community Cinema event for children has been held twice and was a great success. Cllr Chiles will raise this under RAAG.
- TWC road signs are still being organised with NCC.
- We received a donation of £220 from the local litter picking group for a new litter bin. This has now been received and will shortly be installed by the bus stop on Roundhouse Way. With the remaining £30, more dog bags will be purchased to carry on our successful free bags initiative.
- We received an extremely poor response to our request in the newsletter and website regarding updating the parish emergency plan. Therefore, South Norfolk Council agreed to help by printing a copy for each property in the parish, providing return envelopes and collating the responses. The questionnaires should be received in the next two weeks.

Finance

- FAG will meet on 12 September to start the 2018/19 budget setting process. Cllr Chaplin will give an update.
- DECISION REQUIRED - A contractor of NCC's knocked over a streetlight in Keswick Close which is being replaced at their expense. However, this led to an inspection of the other assets on that road. Our contractor strongly recommends that we immediately replace the other six lights in this area due to their being past the manufacturers recommended life expectancy. The cost for this will be £8100 + VAT. In addition there are recommended works in other areas from this years "clean and inspect" programme which total £1091.24 + VAT.

£8947 remains in this years street lighting budget, which will cover the works but leave very little remaining budget. Our minimum monthly spend on streetlights is £215 for

monitoring (£1505 until year end); this does not take account of any issues or repairs that may be needed.

In addition, the contractor recommends that in next year's budget we start a rolling replacement programme – he estimates (exact numbers will follow) that around 66 of our assets are in need of replacement.

RECOMMENDATION: a) That the six urgent street light replacements be authorised immediately; b) that any "clean and inspect" works that the contractor advises are needed before the next budget year be authorised; c) that this budget line have the £3780 put in the budget for scanning of office documents "vired" to it, and that the scanning project be delayed to 2018/19; d) that a rolling replacement programme of existing assets be added into next year's budget.

Bookings

- Bookings were light over the summer as usual. Several new classes have booked to commence in September.
- The income spreadsheet showing month on month income is attached.

Sonya Blythe
Parish Clerk
7 September 2017.