

## **Town Managers Report**

Please note from 22 March until after the election on 2 May, we are in a period of Purdah which means that Syston Town Council is unable to take part in any publicity activity which may be interpreted as promoting an individual Councillor or political party.

### **Current Projects**

#### **Syston Regeneration Project**

This has been circulated for consultation and will be formally actioned from May 2019.

#### **CCTV Coverage – Central Park**

The installation of three CCTV cameras at Central Park as approved by Council is running. Signage is in place and CBC CCTV operatives are connected as well as the Syston Town Council office.

#### **CCTV Coverage – Melton Road, by Railway Station**

An agreement with the landowner has been reached. Negotiations with the Mace are taking place this week.

#### **Replacement Windows and Fire Door at the Community Centre**

The LCC Panel were meeting on 20 March to consider our funding applications.

### **Councillor Recruitment**

Syston Town Council have five vacancies for Councillors in the following Wards:

- Merton Ward
- St Peters East Ward
- New Barkby Ward

The election takes place on 2 May, nomination packs have been circulated to existing Councillors, and there are some spare packs in the STC office. Please continue to promote the idea of becoming a Councillor to your friends and colleagues.

### **Allotments**

An inspection of the allotment plots took place on 20 March which has resulted in closer monitoring of ten plots, four first warning letters and one advisory letter to communicate wind damage to a plot.

### **Civic Reception 2019**

Invitations have been circulated. The Mayor of Charnwood has already confirmed her attendance, as has the Deputy Lord Lieutenant and the Leader of Charnwood Borough Council.

Letters to Leicestershire businesses, requesting raffle prize donations have been posted and some excellent prizes are being received. If anyone can assist with the sale of raffle tickets, please contact the office.

### **Citizen and Young Citizen of the Year Award**

To be decided at the March meeting of Full Council.

### **Skate Park Lighting**

CBC have confirmed that they would be open to a request for the funding of lighting of the skate park. Two more quotes are being sought to comply with the S106 requirements.

### **Fields in Trust**

I am currently progressing protection for more of our parks with this organisation (to be approved by Council).

### **Meeting of Chairs**

The next monthly meeting of Chairs of Committees will be cancelled during April due to Purdah regulations.

### **PDR**

All staff are now be undergoing their PDRs.

### **Panels – updates since Amenities Committee Meeting**

#### **New Cemetery**

Work progressing very efficiently. On course to complete in April 2019. Amenities Committee and Resources are being kept informed of progress and finance. Broadband has been ordered and CCTV installation for the building is beginning. The building now has a roof on. Electricity is currently being connected and a meter installed. Next meeting Monday, 25 March at 2 pm.

#### **Cemetery Burial Spaces Review**

We are continuing the policy of not allowing deceased from outside of Syston to be buried in the current cemetery due to the low number of burial spaces left. New Cemetery scheduled for completion in April 2019.

#### **Fencing at Deville Park**

I have met with three contractors to obtain quotations for replacement fencing along the brook where the fence has been vandalised. All three contractors recommended replacing the current mesh fencing with Palisade as in other parts of the boundary.

#### **Tree Panel**

Major works in “no mans land” Deville Park complete.  
Tree surveys for Archdale Park and Winfield Park complete.  
Quotations for high level tree maintenance at Central Park and one at the Cemetery received and contractor appointed.

#### **Cavanagh v Witley Parish Council**

Tree Panel to be made aware of the recent High Court case regarding Cavanagh v Whitley PC – a tree belonging to the council fell onto a vehicle being driven by Cavanagh. Council had a three-year rolling tree maintenance contract but the judge ruled that this was not sufficient. Any area classed as a “high risk” ie where

the public or traffic pass on a regular basis, should be inspected no less than every 18 months. **See attached photograph (15A).**

The Tree Policy is due for review at the next Tree Panel meeting.

### **Pavilion Panel**

Line marking machine has been delivered.

QS report estimated pavilion refurbishment cost to be circa £285K. FA are assisting me with the bid to the Football Foundation.

I have written to Kirklands FC to enquire if they had any objection to Brookside FC replacing the temporary goalposts with new and FA approved goal posts. To date they have not replied, the next communication will give a deadline for a response with a “non-response will be deemed as acceptance” clause. – ***no further update on this to date.***

### **Ride on Mower**

A John Deere ride on mower will be delivered imminently. This was approved by Amenities following a major repair costing well in excess of the value of the existing vehicle, rendering the repair untenable.

### **Letter to Ed Argar MP**

A letter has been submitted to Ed Argar MP expressing disappointment that the criteria for a number of grants for Future High Streets Fund and Parks Funding by Secretary of State (“Berkshire champions parks with over £13million new funding”) exclude local councils.

### **Openness by Design – STC Website**

LRALC have been asked by SLCC to look into the implications of the recent “openness by design” Government legislation to ensure that websites are accessible to all. Existing websites have to be compliant by 23 September 2020, new websites with immediate effect.

### **Diary Dates**

- Sunday 14 April 2019 – Great British Spring Clean – 10 am at the Community Centre
- Monday 8<sup>th</sup> July 2019 – evening - Annual Parish Conference at County Hall

Please remember to join up to our Facebook page for further developments at Syston Town Council:

[social@systontc.org.uk](mailto:social@systontc.org.uk)

Website: [www.systontc.org.uk](http://www.systontc.org.uk)

Twitter: @Syston\_TC

Catherine Voyce - Town Manager

***Deputy Town Manager's Report – Currently on Holiday***

## **Kay Liquorish, Senior Administrator**

### Allotments

There was one allotment holder that did not pay for 2019 rental. Therefore they have now been officially advised by letter that they no longer rent their plot. This has now been offered out to the next person on the waiting list.

### Civic Reception

I have been making decorations for the Old School rooms ready for the Civic Reception on 5 April, the theme is based around the Woodland Trust logo. I have ordered the plates, cutlery and napkins for the event, these are all biodegradable/compostable this year and fit in with the colour scheme of the event. I ordered the raffle tickets and these are now being circulated for sale.

### Cemetery

There have been two recent enquiries for research into the Cemetery record books. One of the people enquiring declined to pursue their enquiry when they were advised that the fee would be £25 per hour. The other lives in New Zealand and has told me that they would consider this and then get back to me.

I have been researching the available options for training for headstone testing, ICCM (the Institute of Crematorium and Cemetery Management) of which STC are members can supply training. NAMM (the National Association of Memorial Masons) also provide this. LRALC have recently begun offering training as well.

Work on the Cemetery Records spreadsheet continues.

### Community Centre

I am contacting groups that hire the Community Centre rooms to update their Public Liability Insurance information on the database that I administer.

### Play Equipment

The zip wire seat at DeVille Park had been vandalised, I sourced a replacement which is made of a more robust rubber than the previous one. Hopefully this will better withstand any rough treatment.

### Fertilizer Quotations

I have contacted four suppliers and requested quotations for the annual order of fertilizers, grass seed and weed killers. The quotes will then be given to the Senior Groundsman to look over. The best quotations will then be submitted for Councillors to consider.

### VAT Submission

Following difficulties encountered in January, the submission to HMRC of the February VAT return went through successfully. The VAT refund for February has

now been received, the amount claimed back was a higher than usual due to large expenditure on the new Cemetery.

## **Assistant to the Town Manager Report**

### **ILCA Training**

I have started my ILCA online training course and have passed two units so far. These were the Introduction and Core Roles as well as Law and Procedures. I now have three units left to complete.

### **Civic Reception**

All of the invitations and donation request letters for the event have been sent out and we have already received some fantastic prizes for the raffle to be held on the night. I am also currently working on putting together a programme for this year's event.

### **Councillor Recruitment Evening**

I assisted with helping to set up for the councillor recruitment evening which was held at the Queen Victoria Pub on February 13. I created some display boards which talked about what each committee was responsible for and also what Syston Town Council are responsible for as a Council.

### **Hanging Baskets**

The hanging basket letters have been distributed to local shops and conveniences, we are currently in the process of collecting responses from businesses ready for the baskets to be displayed.

### **Keep Britain Tidy – The Great British Spring Clean 2019**

I have designed a poster which is to be displayed on the council notice boards for The Great British Spring Clean which we are taking part in on Sunday 14 April 2019. This will hopefully encourage the people of Syston to help out and volunteer with collecting single use plastic and general litter from our streets and parks.

### **Panel Meetings**

This month I have also been assisting Catherine and Ursula by taking minutes for them at the various panel meetings which have taken place.