

Town Managers Report

Operation Forth Bridge

On the sad news of the passing of HRH Prince Philip The Duke of Edinburgh, procedures outlined in Operation Forth Bridge were actioned. This included our two Union flags being flown at half-mast and black ribbons tied to the flag poles. Announcement on the Council website and access to an on-line Book of Condolence was made. We also opened a Book of Condolence at the Community Centre for visiting Councillors and staff and this has been scanned and will be sent to the Private Secretary of the Queen this week.

Back arm bands have been issued to Councillors and Officers to wear at the first meeting of Council following the death. A minutes silence will also be held at the start of the meeting. We would normally have threaded the Chairman's Chains with black ribbon.

A de-brief meeting has been held with LRALC and SLCC where NALC have conceded that lessons have been learnt in the timeliness and accuracy of advising local councils on the calling of meetings and the holding of them.

Councillor Vacancies

There are three vacancies at the Council in wards:

- Merton Ward
- St Peters West Ward
- New Barkby Ward

Publicity for councillor recruitment is in this months Topic and a new poster will be displayed on Council notice boards.

Internal Audit

Date for internal audit is Friday, 14 May 2021.

Syston and District Cemetery

- A notice board – delivery awaited
- 20 A4 loose leaf binders have been circulated to local funeral directors and on site at Syston & District Cemetery and the Community Centre.
- The grave digging prices have now increased in line with the grave digging charges incurred by the Council. We do not make a profit on the cost of grave digging.
- Trees and hedging are now planted and doing well.

Funerals can be attended by a maximum of 30 people.

Religious, belief-based or commemorative events linked to a person's death, such as stone setting ceremonies, the scattering of ashes or a wake, can also continue with up to six people in attendance.

Caretaker is stewarding toilet usage at Barkby Road Cemetery (one in the area at one time) and Cllr DP is stewarding the Syston & District Cemetery toilets.

Pavilion

The FA have responded to our funding bid and requested additional information which is currently being processed.

A funding bid is being submitted to the Leicestershire & Rutland Playing Fields Association towards the cost of football pitch improvements (subject to funding for pavilion refurbishment).

The toilet facilities at the Pavilion are available during grass roots football games at the weekend. The pavilion is stewarded during this time,

£15,005 has been applied for reimbursement under our S106 agreement – no response yet from CBC.

Wreake Valley Runners are currently using the car park at the Memorial Park on Tuesday and Thursday evenings whilst they are training.

Friends of Barkby Road Cemetery – Barkby Road

The Friends recently decorated the Chapel to mark the period of national mourning of the death HRH Prince Philip.

Next meeting is 22 June at 11 am.

CCTV Melton Road, by the Railway Station

Progress has been made. An order for £395.64 has been placed with LCC Lighting Designs Team whom are working with ADT for the final part of this work. An installation date has not yet been confirmed.

Litter/Dog Waste Bin Update

The bin has been removed from outside the house at St Peters Street; to be installed at the bench on the junction of Broad Street and Melton Road. I have chased this up with CBC.

A bin placed at Barkby Road has had to be withdrawn as it has not been possible to find a house-owner on the road that does not object to having a bin close to their property. We looked at the Barkby Road Cemetery fence as a possibility but it is too close to another bin on the road already.

I have suggested the STC notice board on the junction of Melton Road and Barky Lane, and CBC are currently going through the necessary scoring process to establish when this is possible.

60-litre dog waste bins have been delivered, to be installed at both Winfield Park and Deville Park.

Great British Spring Clean

Syston have signed up with the national campaign, our date is Sunday, 6 June from 11 am to 12 pm. Previous participants have been invited and the uptake is good. The Account Manager from Ideverde is joining us as is the Contracts Officer from Cleaner Greener. Cllr David Pepper will be helping with the distribution of equipment on the day. The more the merrier and so any Councillor available to take part or help in any way will be most welcome.

Love Clean Streets App

Approval by Development Committee last year, this is currently being progressed.

E-Bikes

We have taken delivery of four e-bikes on free loan from LCC as part of their “choose how you move” campaign, to encourage less people to use cars. Myself, Sophie and Gary Harrison are using the e-bikes for commuting to and from the office which is great fun and Maree Nugent is using her e-bike to get around the town and parks, covering a lot of ground much more quickly.



PR

I wrote and submitted the Spotlight report for Syston Town News for May and assisted SB with Topic.

Bus Shelters

Work being scheduled for refurbishments as agreed by Council, to start in May.

Freedom of Information

I received a request for some quite detailed information which has now been satisfied within the time frame allowed.

Website Accessibility

In line with new legislation, the STC website has a number of changes required to bring it in line with the Accessibility requirements.

A new accessibility compliant website is being supplied by Aubergine. STC Officers are all working towards an updated format. Myself and Ursula are assisting Aubergine with the new site.

Skatepark Flood Lighting

Western Power have been provided with the necessary information to allow them to quote for a metered supply point; I have chased this up again, as a quotation is still awaited.

East Midlands in Bloom Competition 2021

The route this year is based on a heritage trail created by the Syston History Society. I drafted a route to cover three hours of judging, and taking in key aspects of Syston heritage as well as tubs planted and managed by volunteers and Central Park. Last week, the Panel took part in our first test of the route; which has resulted in some changes as well as highlighted just how much work is needed to bring particular areas on the route up to an acceptable level. We are partnership working with Ideverde, Serco and CBC Cleaner Greener team.

Our next meeting is Friday 23 April where we will continue with the work

Purdah

We are currently in purdah until after the County elections on 6 May.

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 1 May at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this. I will not be in attendance on this as it could be seen to be supporting the current County Councillors.

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

Website: www.systontc.org.uk

Twitter: @Syston_TC

Deputy Town Manager's Report

Tree Panel

Three complaints were initially looked at by the Tree Panel and their recommendations will be taken to the next Amenities meeting in May. An update was given on all P1 tree works and the remainder of the tree budget.

Three trees on Central Park have now been felled. An application has been sent to Charnwood for tree work in St Peter & St Paul Churchyard to obtain their approval as the Churchyard is a conservation area.

Setting up a spreadsheet on trees that have been felled and will be looking to replace these.

Churchyard Panel

Three wooden posts have been replaced on the horseshoe at the Churchyard. Some major tree works are required with one large diseased tree to be felled. The edge of the newly developed border has been reseeded. The grass has been cut, the wild flowers are beginning to grow and it all looks very tidy. Good work by the Estates Team.

Website

I have been working with the new website provider sending them information they require, and this is now currently being developed.

A lot of work has continued on the current website with making it accessibility compliant.

Year End Procedures

I have been completing Payroll, Pension and Accounts Year End for the Internal Audit in May. Completing the Fixed Asset Register for Year ended 31 March 2021. Working on Year end Budgets and setting up a new financial year in Scribe.

In Bloom

Working with the In Bloom Panel and attended meetings. Walked the route for the East Midland in Bloom Competition.

Working with Jason and the Estates staff on the summer planting of the town and the hanging baskets.

Working from Home

I am working from home more frequently as required due to lockdown, but still also attending the office once a week.

The above work is in addition to my normal work duties.

Facilities Manager Report (April 2021)

Community Centre

- All relevant building safety checks such as fire alarm, emergency lighting, fire extinguisher and water flushing, and water temperature checks completed across the whole estate (All buildings). Everything in order.
- HSE spot check completed over the phone.
- Created a STC Covid-19 Response folder for quick easy access to policies, risk assessments.
- Updated community centre hire risk assessment.
- New covid-19 signage put up at entrances to community centre, and in toilets regarding hand washing.
- Flags put at half-mast; arm bands dropped off to councillors.
- Started to check Syston irrigation system for the hanging baskets.
- All taps descaled within community centre.
- Arranged new bookings with regards to martial arts / rebooking the LCC classes.
- Attended Melton Road Toilets to unblock main drain outside toilets.
- Room sets ups and sanitising for exempt groups attending centre.
- Set up Brookside for socially distanced council meetings.
- Fixed electrical testing booked in and completed by Metric for 3 x de-fibs, Parks electrical boxes and Public toilets.
- Annual fire extinguishers checks booked in across the estate.
- Brookside suite high level clean completed.
- Front of community centre cleaned; moss cleared. Planning borders for summer.
- Meetings weekly with estates staff. Work completed and planned works report completed. (Weekly records kept)
- Report completed for Amenities for Estates equipment a) Chainsaw b) SDS drill.
- Report completed for the FA as part of the funding application for the Pavilion.
- Report completed for Resources Community Centre Usability – Update
- Report completed for Resources PAT testing quotes for Community Centre.
- I have updated ALL building check compliance sheets for the Estate.

Training / Staff

- Electric bike training completed – LCC initiative.

Pavilion / Memorial Park / Football

- Keys cut for Wreake valley runners (car park gate key)
- Pavilion stocked up due to start of grassroots football.
- Heating and pressurisation sorted at Pavilion.
- Refastened razor wire to roof to stop youths climbing up.
- ASB reported to local police unit regarding youths drinking etc. at Memorial park.

Barkby Road Cemetery

- CCTV now installed and working.
- New CCTV signage put up.
- New 5mph sign put up at entry.
- Filled runner gaps on main gate to help with opening / closing.
- Removed carpet and cleaned tiled floor within chapel.
- Checked black pad regarding over hanging trees.
- Unblocked 3 x drains.
- Report completed for tree panel.
- Requested a quote from Metric to fit a lamp in the chapel.

Syston & District Cemetery

- Intruder and fire alarm serviced.
- CCTV serviced by ADT.
- Met Chris from ADT onsite regarding Redcare alarm monitoring for fire alarm. We are paying for this and it is not connected. Chris to get back to me with dates they will complete the work.
- Attended and cleaned millstone building, toilets.
- Roma have started grass cutting,
- Estates team attended and strimmed graves and around benches.

Parks

- All weekly park checks / playground checks completed and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Rospa Playground inspections booked in for 10th May 2021.
- Winfield park trees removed as per tree report.
- Deville park cut back.
- Reviewed risk assessment and method statement for tree removal from Central Park.
- New dog bins have been delivered. Bases have been concreted in.

Churchyard

- Grass has been cut and grass seed put down as requested.
- Attended site for a meeting with US regarding tree work.
- Broken wooden posts now have been replaced and concreted in.

Jason Green

Facilities Manager

Senior Administrator

Cemetery

I have prepared Statutory Declaration documents for two people, both have taken them away to be witnessed on oath before the deed transfers are actioned.

Allotments

I have been dealing with an enquiry about a plot holder setting up an aviary on his plot, which is to be considered by Council.

Photocopier

I am arranging return of the old photocopier.

Training

I have commenced Ilca training and passed the first module, continuing onto the second module.

Accounts

I have finalised the March month-end accounts entries and VAT and prepared the end-of-year bank reconciliation for presentation for Council approval. Have assisted with year end accounts and working towards internal audit on 14 May.

Working from Home

I am working from home as required due to lockdown, but still also attending the office as required.

Assistant to the Town Manager Report

Website Compliance

I am still working through making documents on the website compliant. We are about halfway through. The minutes and agendas of all meetings have now been changed over on the website.

Cemetery Booklet

The cemetery booklet is now complete. All officers have looked through to check for any errors. These will be delivered to local funeral directors and we will also be leaving one at the Syston and District Cemetery.

Room Hire

We are starting to get a few more room hire enquiries. I met with Falcon Support Services who used the Brookside Suite once every two weeks for their outreach service. They are looking to return to the centre on a weekly basis soon.

Syston Topic

The April edition of the Syston Topic is almost complete and will be circulated to Councillors soon.

Great British Spring Clean

I have designed a poster for the Great British Spring Clean which will be held in Syston on Sunday 6 June from 11am until 12pm. The poster will be placed on noticeboards in the town as well as on our social media pages. I will be volunteering on the day.

Training

On 26th and 27th April I will be attending St Johns Ambulance in Leicester to retrain for my First Aid qualification which expires next month.

Home Working

I am continuing to work from home one day a week with the remaining days in the office.