

## Town Managers Report

### Councillor Vacancies

There are two vacancies at the Council in wards:

- Merton Ward
- St Peters West Ward

Publicity for councillor recruitment is on-going. A prospective new Councillor is attending the meeting today.

A warm welcome to Cllr Asit Jansari who has elected to join the Development and General Purposes Committee and the Resources Committee.

### External Audit

Submission to external auditors complete. Notice of rights of electors to view the 2020/21 financial statements has been posted.

### Syston and District Cemetery

- Tree planting scheme for ash scattering coming through Council.
- Thanks to Cllr David Pepper for his work on the planting of the flower beds – it is a very colourful display and well worth your time calling by to take a look.

### Pavilion

Still no news from the FA; it is worth noting that the submission was placed during the first week of January 2021.

Council were concerned about potential rising costs due to a resurgence of building post Covid-pandemic and below is the response from the Architects:

*“Yes it’s a concern at the moment – the cost of certain materials is definitely increasing – it’s just a supply and demand thing I think, I’m not sure its Covid related as most of the building industry was only locked down for a few weeks.*

*It’s the ‘toilet roll’ issue we experienced last year – everyone starts stockpiling as soon as shortages are talked about!! whether this will settle down we will just have to wait & see.*

*The tenders are normally valid for 12 weeks (Bison were happy to extend this into February) from tender submission and the tenders were received end of October 2020 – we are well over this period now.*

*We have obviously experienced this before, and an uplift has been negotiated to cover the likely additional cost”.*

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**

Rug Doctor cleaning of the Chapel floor will wait until after the painting of the walls. Electric lighting in place and has really improved the ambience of the Chapel – a huge thank you to Cllr Ken Pacey for funding this.

The Chapel will be open throughout weekend of 18 and 19 June for Father's Day and has been respectfully decorated with a Father's Day theme.

**Next meeting is 22 June at 11 am.**

## **CCTV Melton Road, by the Railway Station**

LCC have now advised that they have received the isolator switch that they ordered and the works are now in their planned works list, although I have not received a timescale on this.

## **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. Still not happened.

A bin removed from Barkby Road to be replaced at the junction of Melton Road and Barky Lane, has currently gone through the necessary scoring process to establish whether this is possible – not so. Therefore, we have lost a bin due to residents not wanting one outside their houses.

60-litre dog waste bins have been installed at both Winfield Park and Deville Park, they have proved to be popular and are on the Serco emptying schedule.

Two bins on open space owned by STC at Millstone Lane development have been managed by DWH (David Wilson Homes) are now being emptied by Serco and charged to STC.

The bin at Empingham Way, Syston is being emptied by Serco at CBC expense.

## **Great British Spring Clean**

Over 70 participants took part in the Great British Spring Clean weekend at Syston this month. Thanks to all those that took part, including our own:

Cllr David Pepper, Cllr Sue Gerrard and Cllr Simon Bradshaw and family Ursula, Kay and Sophie and myself.

## **Love Clean Streets App**

Is now live and working.

Categories are:

### Parks

Criminal damage, dog waste bins, litter, playgrounds

### Streets

Blocked gullies, dog fouling and litter, epicormic growth on road side trees, highway verges, overhanging trees on highway, bins, potholes

### Crime

Criminal damage in parks  
Drug paraphernalia  
Fly-tipping  
Graffiti

### Cemeteries

Bark Road Cemetery  
Syston & District Cemetery

We are already receiving reports from this app, issues that are County or District related go directly to them.

**Please download this to your mobile phone, it is FOC and saves you and the Council a lot of time deciphering complaints.**

We are promoting it on our social media and website and Syston Town News are also helping with the promotion.

### E-Bikes

We have had 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 and Maree Nugent are looking to purchase an e-bike as a result of this scheme. I will use my e-bike for commuting one or two days per week as well as for leisure and Maree is using hers to get around the town for both her work and social activities.

### Bus Shelters

Work was re-scheduled for week commencing 14 June, I have not seen any evidence of this yet and have chased it up.

### 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

The flood lighting supplier are dragging their heels on this. I am in discussions with Metric of Syston on how we can kick-start this work.

### East Midlands in Bloom Competition 2021

Regretfully we have decided to withdraw from the competition this year. Central Park has undergone some extension clearance work during the Spring and it isn't going to be at a high enough standard to provide a viable entry. There has been some beautiful planting in parts and the hanging baskets are looking splendid.

The route is ready for next years entry and some good outcomes in terms of working with local businesses and agency working – improving the streets and general surroundings have taken place and will continue to do so.

George Walker have supplied a planter for some “dead space” on High Street and this is now in place with wildflower seeds sewn.

### **Woodland Planting**

I have been in discussions with Rob Toon regarding the funding of the planting of a mini woodland in Syston and the application towards a £30K Government grant, matched funded by George Walker totalling £60K. Report to June Full Council.

### **Fosseway Clean Up Campaign**

I have drafted a letter to local business towards this campaign to go to local business in this area asking for support. The letter is currently with Rob Toon so that he can advise if I am “speaking the right language” to communicate with the local business owners.

### **PPE Supplies (Covid-19)**

I successfully applied and received at least one year’s worth of free PPE relating to Covid-19 protection, in the form of face masks, sterilising hand gel, wipes etc.

### **Chairman’s Charity 2020/21**

Cllr Tom Barkley and myself will meet with a representative of Living Without Abuse next week, to handover a “cheque” commemorating the donation of £2,188.

### **Monthly Councillor Surgery**

These are still being held, the next one is Saturday, 3 July at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this.

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

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

Twitter: @Syston\_TC

**Tree Panel**

CBC have now issued an S211 Notice regarding three trees in the Churchyard on amended works submitted.

This work now has to be approved by the Diocese; I am still waiting for them to approve deadwood work on another four trees in the Churchyard.

P1 tree work has now been completed on all parks.

P2 tree work has been awarded to Roma Landscapes and this will be carried out after the bird nesting season, August onwards.

**Churchyard Panel.**

The belfry in the Church needs work so it would not be currently suitable to house swift boxes. This would be re-looked at possibly next year.

A silent soldier is being considered for the Memorial Rose garden.

**Website**

Following a lot of work the new website will be going live on 21 June 2021.

**Year End Procedures.**

The reports for the External Audit have been sent to PKF Littlejohn; the Notice of Public Rights has been put on the website and Council notice boards.

**In Bloom**

Hanging baskets and summer bedding is now planted throughout the town and I have spent a lot of time in the planning of both. Been working on the route for In Bloom which unfortunately is not going ahead now this year.

**Spring Bedding**

I have obtained one quotation so far for the Spring Bedding 2022, this will go to Council in July.

**Structural Testing of Lampposts**

This is an annual inspection and so far have received one quotation

**Park Contracts**

I have sent out two contracts for Events to be held on Central Park in July.

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

## **Facilities Manager Report (June 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.
- Received EICR for Community Centre – Electronically and Paper filed report.
- Purchase order forwarded to Syston doors regarding fire shutter service at Community Centre.
- Fire alarm serviced at Community Centre.
- Room sets ups and sanitising for ALL groups attending centre.
- Set up Brookside for socially distanced council meetings.
- Meetings Biweekly with estates staff. Work completed and planned works report completed. (Weekly records kept)
- Report completed for Amenities regarding fertilising at Syston & District.
- Report completed for Amenities regarding painting at Barkby Chapel.
- Report completed for Amenities regarding RoSPA report on play areas.
- Report for Development completed regarding public toilets. (cleaning)
- Report for Full council regarding emergency repair on tractor unit.
- Cleaned and weeded front of community centre.
- Take delivery and put up all hanging baskets around Syston.
- Take delivery and check all summer bedding plants delivered.
- Programmed 5 x irrigation controllers for watering the baskets.
- Irrigation system tested and areas fixed that were leaking.
- Met with Rob Toon from Walkers regarding planting of trees, visited Deville Park and Syston & District cemetery.
- Collected a large quantity of PPE from Charnwood offices. This has now all been put away in storage in archive room at Community centre.
- Ensure reflective paint put on benches at Planter near brook. To aid the visually impaired.
- Attended Melton Road Toilets to unblock male toilet.
- Attended Melton Road Toilets to repair broken frame and lock after forced entry. Now lockable again.
- I have updated ALL building check compliance sheets for the Estate.

### **Training / Staff**

- H&S training for staff 'Lone Working'

### **Pavilion / Memorial Park / Football**

- Liaising with Football clubs regarding training and staffing toilets, or any issues reported over the weekend.
- Pavilion stocked up weekly due to start of grassroots football.
- Heating completely off now.
- Electric readings taken and forwarded on.

- Arranged the staffing of Pavilion for all matches including midweek.
- ASB near Pavilion reported to the Police.

### **Barkby Road Cemetery**

- CCTV system checked weekly to ensure working correctly.
- Purchase order raised and Contractor to book in for painting works.
- Attended for 2 x internments.
- Arrange the fitting of a lantern in Barkby cemetery chapel which had been kindly donated.
- Attended site to source broken taps on water butts.

### **Syston & District Cemetery**

- Attended and cleaned fully the Millstone building.
- Attended and watered trees and plants.
- Sourced and fitted brackets for hanging baskets.
- Attended 2 x internments.

### **Parks**

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Work completed at Archdale Park; rotten logs removed.
- Latch removed from Central Park gate, replaced with rubber buffer as recommended by RoSPA report.
- Have contacted 2 x playground companies and visited parks with one. Works to be completed in line with RoSPA reports and within designated budget.
- Cut down and 4 x hanging baskets poles erected at Park Square.
- Summer bedding all planted, and watering arranged daily..

### **Churchyard**

- Grass has been cut.

Jason Green

Facilities Manager

## **Senior Administrator**

### **Allotments**

All allotment plots are now rented. The waiting list stands at 51, there is still a lot of interest from residents to rent an allotment.

Following the allotment inspection on 7 May I have issued letters to those plot holders whose plots were not being kept to a satisfactory standard. I will check for responses.

### **Photocopier**

The old photocopier was successfully returned to Apogee on 21 May.

### **Training**

I have passed four modules of Ilca training, working on the final module now. I am updating my Ellis Whittam training and passed GDPR and will continue to update these as required.

### **Accounts**

I have finalised the May month-end accounts entries and submitted the VAT return. £1.8K has been refunded from HMRC for May VAT. I continue to work on the June accounts.

### **Working from Home**

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

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

### **New Website**

I have been doing a lot of work on the new website which is due to go live on Monday 21<sup>st</sup> June. I have been uploading anything that hadn't been transferred over and making sure all relevant information is on there ready.

### **Dog Bin Map**

The dog bin map is now complete, I am just locating local veterinary surgeries who could potentially promote the map at their surgeries.

### **Syston Topic**

I am currently working on the next issue of the Topic. I am hoping that this will go out at the end of June or start of July. If any councillor would like to contribute to the newsletter please contact me.

### **Great British Spring Clean**

I took part in the Great British Spring Clean on Sunday 6<sup>th</sup> June. I picked St Peters Street. I also assisted with the preparation for the spring clean by promoting on our social media pages and making sure all of the litter pickers were working and that we had enough equipment for all volunteers.

### **Room Bookings**

I have booked in Poppies memory café who will be returning on a monthly basis from July. I have also had a few enquiries for baby showers and parties for the end of July onwards. We hope that these will be able to go ahead, depending on the government restrictions.

### **Home Working**

I am still home working one to two days per week with the remainder in the office.