

Town Managers Report

NALC Councillor of the Year 2022

Congratulations to Cllr Tom Barkley for making it to the top five in this national competition run by NALC. Considering that there are over 100K councillors in the country, we can be rightly proud that Tom has achieved this accolade.

Councillor Vacancies

There is currently one vacancy on the Council in Merton Ward; in the new year, we will be increasing our campaign for new councillor recruitment, in time for the local elections.

Forestry Commission Urban Tree Fund

Forestry Commission are offering a reimbursement to landowners who have received funding for trees under their Urban Tree Fund and have found that they have lost some due to the drought this summer. We have lost some of the trees we planted and I will be submitting our claim for funding for replacement trees next week.

Pavilion

- The official opening date- 25 November – Mayor yet to confirm attendance
- Wreake Valley Runners – seems to be working ok now
- Football – it is challenging trying to ascertain timings for mid-day securing of the building.
- A large claim for FA reimbursement has been submitted this week; will also be sending the final S106 claim in.
- Bisons have paid their second instalment of £1,041.67 as part of the settlement agreement.
- Going to pavilion with Mark C on Friday morning to look at telephone line/socket installation.
- The timer for the boiler needs re-setting, meeting the sub-contractors to Beasleys and Sinclair Plumbers on site on Friday morning.
- Ellis Whittham (now Work Nest) H & S inspection took place at the Pavilion this week, no real issues, awaiting report.
- DBS checks for caterers if running children's parties – to do.
- All defects reported to HSSP: fridge door, toilet seat, vehicle gate mis-aligned due to post damage caused by delivery vehicle.
- Managers have looked at the caging storage facility and confirmed it is sufficient for their needs. They are reinforcing the dividing fence down the middle of the room so that their goal posts do not cause it to fall over. This is because they have goal posts that need to lean in storage, some will lean on the wall and others will have to lean on the dividing fence. Agreed with Cllr Barkley and myself.
- Licence to Occupy – being drawn up – thanks to Cllr Asit Jansari for providing some templates for this.

Budgeting 2023/24

Budgeting plays a big part in our work at this time of year, final worked budget to be presented to Resources in December to be ratified at Full Council the following week.

Syston Band

Looking for further funding opportunities. They are also seeking funding for their Chris Moore Foundation which provides free musical tuition to young people. I have sent them an STC funding application and have advised them of other funding streams that they might be eligible for.

They have confirmed that they will play at the Remembrance Day Parade this year as well as the Christmas Fayre.

Friends of Barkby Road Cemetery – Barkby Road

Cover has been agreed for the Christmas period and the Chapel will be open on Remembrance Day and Remembrance Sunday. Dave Hackett, one of the friends will also be laying a wreath on behalf of the “friends” on Remembrance Sunday; he is a past serving member of the Merchant Navy. Next meeting is 14 December at 2pm.

Cemeteries

Letters to go to funeral directors next week advising of the new ash interment rule agreed by Council on 11 October. A further letter will be sent reminding of the “no burials/interments over the festive period.

Liaising with Queniborough Council regarding the future maintenance of the boundary fence between the S & D Cemetery (STC owned) and the Millstone Lane housing development (Queniborough Parish Council owned).

Millstone Lodge is now being advertised for hire on a trial basis on weekday evenings and weekends.

Syston Allotments

Attended meeting this month, I have asked the committee to consider having some quarter plots for people that do not have enough time to manage a full or half plot (as these are quite a large area), also for those who have managed a larger plot for several years and now find that it is too much for them, rather than give up, they may appreciate the option of a smaller plot. It also frees up more plots as the waiting list is currently 62. This is something that is beginning to happen across the country. The Committee have agreed to have it as an agenda item at their next meeting.

Taylor Wimpey Consultation – Land North of Barkby Road

Some of our Councillors attended this consultation for key stakeholders. A wider general consultation will follow.

Banking Hub, Syston

No further updates.

Speed activated camera posts

Still waiting for the posts to be installed by LCC.

On Development agenda to purchase three more cameras – November.

Bins and street furniture

- Based on Amenities Committee recommendations for additional bins, Cllr Barkley has secured the following using his LCC member funding for Syston **(ie no cost to STC): Thank you Tom!**
- **Two Bins** for Park Square Syston 500 X750 cm - Cost including installation - £747.72
- **Two Bins** for Memorial Park 370x500 – Cost including installation -£573.00
- **Four x Cycle bars & Tap Cost**
- Grade 316 Stainless Steel – on Melton Road Car Park or outside B&M Store on the side facing the Melton Road – Cost £504 including installation
- Rumble Strip at the bottom of High Street Syston , near the Half Cross , past the railway bridge . Cost £3000

Royal British Legion and Remembrance Parades

- I met with the traffic management agent this week. We walked the route.
- All forms have been submitted to LCC.
- Attended a meeting with RBL on 19 October.
- Full page notice has been provided for publishing in Syston Town News, November and on our website etc.
- Sophie has typed and printed the service sheet.
- Bus companies have been informed of the road closure and access restrictions.
- Signage has been ordered.
- Notices of access to Melton Road restrictions to be provided to Tesco and Aldi stores.
- Lamppost poppies to be fitted at the beginning of November.
- There will be a bag-pipe player this year.
- Poppies and other Remembrance Day symbols are available at the Council office.

Health & Safety Inspection

As part of the health and safety contract, Work Nest carried out a full health and safety inspection of the following buildings:

- Community Centre
- Sports Pavilion
- Millstone Lodge
- Chapel at Barkby Road
- Estates staff room
- Bowling clubhouse
- Syston Band clubhouse

Some minor issues were raised but nothing major. Full written report and action plan to follow.

Bowls Club

Fosse Bowling have managed to get their water bills reversed where the water drains into the Green. Syston Bowls now want to do this. Kay is getting historic information for last 18 months. The club will need their own meter, Kay is writing to Water Plus to ask for this to be arranged.

Club had requested extra lighting near to the clubhouse entrance, LCC have investigated this and are arranging to have the closest lamppost to the entrance moved one metre closer to the clubhouse. In addition, the type of lamp will be replaced with one that gives out a greater light spread, instead of the existing down light. The cost of this is being met by Cllr Tom Barkley's LCC member funding allowance. Thank you to Tom for ensuring that this work is funded, without which, it would not have happened.

Security Meeting – Friday, 21 October

Sought five quotes for the key holding and response service to alarms, have three, Panel will report back to Amenities.

Glebe Way Community Garden

Attend a PR event hosted by CBC relating to the exciting development of the waste ground at Glebe Way into an inclusive community garden. Tom was also interviewed on Radio Leicester regarding this on 19 October.

Senior Premises Officer Vacancy

Interviews planned for 14 and 16 November.

EMAS

Offering free cardiac arrest and defibrillator training if we supply a room, I am negotiating with EMAS about this.

CPD

SLCC Branch Meeting on 28 September.

LRALC/SLCC meeting on 24 October.

First Aid course on 26 and 27 October.

I have achieved Principal Membership of SLCC through my continued professional development.

PDRs

Estates team being arranged.

Annual Leave

I was on annual leave on 13 and 14 October.

Monthly Councillor Surgery

Next one 5 November 2022 at 11 am via Zoom.

Please remember to join up to our Facebook page, Instagram, Twitter and Linked-in for further developments at Syston Town Council.

Website: www.systontowncouncil.gov.uk

Twitter: @Syston_TC
Lovecleanstreets – App

Deputy Town Manager's Report

Sports Pavilion

Organising the locking and unlocking of the Pavilion with the football teams.
Arranged for the boiler to be serviced

Christmas Event 2022

Applied for an S178 licence to erect the Christmas lights and this has now been granted.

Christmas tree is ordered and will be installed on Wednesday 30 November 2022.

A skip has been arranged to be installed on the car park before the Christmas event begins.

Spoken to the Manager at Tesco to purchase 180 selection boxes for Santa's Grotto.
Drawn a plan of the Car park to work out where the food and drink stalls will be going.

Arranged for Ian McDonald to help with being Santa together with TB.

Tree Panel.

Wrote to both complainants regarding a tree on Archdale St that is to be felled and also a resident bordering Memorial Park to inform them about work commencing.
Instructed George Walker Tree Care and given a PO to carry out the additional tree work agreed at Amenities.

Chased George Walker on the P3 tree work, which has now commenced.

Summer Bedding 2023

Sent a PO to Boverton Nurseries and ordered the summer bedding for 2023.

Spring Bedding 2023

Arranged for delivery.

Hanging Baskets 2023

Sent a PO for the hanging baskets for 2023 and arranged for the colours to compliment the summer bedding scheme.

Machinery Maintenance

Obtained two quotations, split the order as agreed at Amenities for machinery maintenance and sent PO to D & PD Upton and PS Marsden.

Push Rotary Mowers

Ordered one push rotary mower as they only had one left in stock; need to source another mower.

Ceiling Fans

Contacted Metric about the height clearance for a bouncy castle in the Brookside if four ceiling fans are fitted.

St Peter & St Pauls Churchyard

Arranged a Churchyard meeting for 4 November at 12pm

Estates Staff Meeting

Held a meeting with the Estates Staff and TM to discuss various items. Another meeting is booked for 28 October.

Memorial Applications

Dealt with several memorial applications

Budgets

Working on Budgets for each Committee and updating the information.

Senior Administrator

Accounts

I am working on the October accounts, the quarterly bank reconciliation to 30 September was approved at the October Resources Committee meeting. The next one will be presented to Committee in January. The VAT refund for September has been received from HMRC - £1,762.26.

Allotments

There will be one vacant plot at the end of October, this will be offered to the next person on the waiting list.

The Resources Committee approved the purchase of Allotment Management Software, I will order this and liaise with Scribe the supplier regarding setting it up and transferring the existing information to the new system.

Cemeteries

During October four ash interments and one burial were booked in at Barkby Road Cemetery, there will be a burial at the District Cemetery during the first week of November.

I have completed a deed transfer for a burial plot at Barkby Road, the interment has now taken place.

Several enquiries are ongoing regarding plots, I am assisting someone who wishes to inter ashes into an existing burial plot so would need a transfer of rights but lives in France so needs help with the arrangements. I've been liaising with a family and memorial mason to replace a memorial tree which has died, with a memorial plaque instead.

Office

The brake-spring for the zip-wire at DeVille park is due to be delivered at the end of October, this will be fitted by Sutcliffe Play as soon as possible after they take delivery of it.

I have ordered the printed Christmas cards which are due to arrive shortly, to then be signed by the Chairman. Calendars for next year are also on order.

I've been making enquiries with the water provider, Waterplus, regarding the supply to the bowling club premises, and have prepared statistics for the past 18 months for the club to look at.

Football

I have been arranging the installation of the sanitary bins at the Pavilion. All are now in place.

Christmas Fayre

I have started to arrange parking facilities for the stall holders taking part in the Christmas Fayre at the Community Centre. The centre is fully booked with 26 stalls, the car park will not accommodate all of their vehicles, so I have approached the caretaker of the Masonic Hall on Broad Street to request that we may use their car park on Friday 2nd during the event for the stall holders at the Community Centre to use. Arrival times for the stallholders will be staggered to avoid congestion.

During November I will be issuing letters to households that will be affected by noise during the event.

I've assisted the Deputy Town Manager to measure and assess the layout of stalls on the Melton Road Car Park.

Assistant to the Town Manager Report – October 2022

Syston Topic

The latest edition of the Topic is now out. I have circulated this to all councillors via email. It has been distributed to all the local pubs and cafes in the area and also all Syston Town Council owned buildings such as the pavilion and cemeteries.

I have also set up a mailing list so residents can sign up to get the Topic sent to them electronically as soon as it is published. I have promoted this in the latest edition and on our social media pages and website.

Christmas Event

The poster for the event is complete and has been sent to Syston Town News for the November issue. It will also be promoted in the Syston Topic and online. I have also designed a poster for the Christmas shop window competition which will be distributed to local shops and businesses shortly.

Website and Social Media

I have been keeping the website and social media pages up to date with relevant information and things that would be of interest to residents.

Booking Enquiries / Room Hire

Booking enquiries are still very busy with lots of enquiries for parties at weekends and other various bookings. All weekends for the remainder of the year are fully booked up at the Community Centre.

Training

I have booked onto an essential writing skill workshop for civil servants with the Government Exchange which takes place next week.