

Town Managers Report

Councillor Vacancies

We could be at the point of no vacancies at the time of this meeting, subject to the co-option of Prof Dr Satish Visavadia.

Forestry Commission Urban Tree Fund

A claim for trees lost during the summer drought has been submitted to the Forestry Commission.

Copse at Syston and District Cemetery

I have met with Rob Toon of George Walker Tree Care to agree on the site for the copse which was agreed at October Amenities meeting.

Pavilion

- The official opening date- 25 November at 2 pm – Mayor confirmed attendance. Opening being promoted.
- Openreach sent a contractor to the Pavilion this Wednesday, Cllr Mark Cherry was also in attendance. The contractor had been provided with incorrect information by Openreach and the works could not even be started. We now have to wait for further communication from Openreach in order to progress this.
- H & S inspection of the Pavilion has highlighted some minor/medium risk adjustments to be made and these are being actioned.
- DBS checks for caterers if running children's parties – to do.
- All defects reported to HSSP: fridge door (I have now asked for a replacement), toilet seat, vehicle gate mis-aligned due to post damage caused by delivery vehicle.
- The reinforcing works on the dividing fence down the middle of the room to enable sufficient support for leaning goal posts has been inspected by Cllrs Barkley, Pacy and Lucas as well as myself. Councillors are satisfied that the reinforcements are more than sufficient for their intended purpose. Awaiting certification from the builder to that effect as well as a copy of the Public Liability insurance document from Syston Town Juniors.
- 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. Considered at November Resources Committee.

They have played at the Remembrance Day Parade this year and will also play at the Syston Town Council Christmas Fayre, as well as other Christmas events around Syston.

Friends of Barkby Road Cemetery – Barkby Road

Cover has been agreed for the Christmas period and the Chapel was open on Remembrance Day and Remembrance Sunday. Dave Hackett, one of the friends will laid 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 has been issued to funeral directors advising of the new ash interment rule agreed by Council on 11 October. A further letter has been 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).

Fencing around the balancing ponds is the responsibility of Severn Trent Water Authority.

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

LCC have confirmed that a direction sign to the Syston and District Cemetery will be installed at Melton Road.

Syston Allotments

There has been a boundary dispute between two/three allotment holders that has needed Council input. I have met with one of the plot holders concerned as well as Committee members. We have agreed a possible resolution that is currently being actioned. No meeting in December.

Banking Hub, Syston

No further updates.

Speed activated camera posts

Public consultation ends on Friday, 18 November. One or two concerns have been addressed and resolved. All other documentation in place.

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

- Two events have taken place, one on Armistice Day and the main event on Remembrance Sunday. The road closure and parade ran without incident. A debriefing meeting has been arranged.

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

Action plan being reported through committees.

Bowls Club

Water Plus not supporting request for reduced water bills.

The relocation of a lamppost by LCC to closer to the clubhouse door, is on the action list for LCC.

Security Meeting

GTS have been appointed. It transpires that the Defensor alarm system at the Community Centre is not equipped to provide an alert to an external company. Defensor are providing a quotation to upgrade the system. In the meantime, GTS are going to provide a sign to display at the Community Centre with their contact details to be alerted in the case of the alarms being activated. The Police using the Centre will also be made aware.

The Pavilion cannot be actioned until the broadband is in place and working.

ANPR Camera

The camera sited at Melton Road by the railway station is not currently operating. ADT are unable to access the area due to road works, which is probably the cause of the problem.

Playground Maintenance

Quotes being sought for some playground resurfacing work for next financial year.

King Charles III Coronation

To be held at Central Park. A picnic in the park event. I am meeting with the Marquee supplier next week. A number of entertainment acts have been secured. The security company are booked in (this is to keep the Marquee protected throughout its siting at the park. Further information to be communicated through the Amenities Committee. Bunting for the streets has been ordered and this is budgeted for out of the Development Committee.

Premises Officer Vacancy

Interviews have taken place, it is planned that a new appointment will start on 2 January 2023.

EMAS

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

PDRs

Estates team groundmen all complete.

This week I have carried out PDRs with our two cleaning staff.

Caretaker to arrange.

No major issues have arisen to date.

Monthly Councillor Surgery

Next one 3 December 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.
Ongoing.

Christmas Event 2022

Christmas tree will be installed on Wednesday 30 November 2022.

Selection boxes have been collected from Tesco.

Metric to light the pathway between the car park and the Community Centre.

Met with Amberon regarding the closure of Melton Road car park. Their signage to go out this week. Public Notice has been put on the Town Board and website.

Informed the Police of the event.

Signs to go out warning of the fireworks and letters to go out to nearby residents.

Shop Window competition is now on the website and a public vote has been set up by SB, which has had a great response.

Churchyard Panel

Held a meeting for the Churchyard Panel on 4 November.

Met with PK at the Churchyard to confirm items discussed at the meeting.

Spring Bedding 2023

Bedding has now all been planted.

Push Rotary Mowers

One push rotary mower has been received. The Company are not expecting any further deliveries from Husqvarna until at least January 2023. They will let me know when stocks become available as this is a nationwide shortage issue.

Estates Staff Meeting

Held a meeting on 11 November with the Estates Staff and TM to discuss various issues.

Signage

Ordered new signage for the Pavilion.

New Planters for Central Park

Obtained quotes for new planters similar to those along Melton Road to replace the old flower towers in Central Park and Barkby Road Cemetery. The metal is sharp and therefore a safety issue when planting and weeding. They are also extremely time consuming as they require watering every day because they have no reservoir. To look at Precepting next year.

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 November accounts, The VAT refund for October was £8,116.

Allotments

The Resources Committee approved the purchase of Allotment Management Software, Scribe have completed the initial set-up of the register and waiting list and I am working on setting up the fees for each plot. I will be working on the renewal letters to be sent out in December.

Cemeteries

During November four ash interments were booked in at Barkby Road Cemetery, there were two burials at the District Cemetery. I've been dealing with several enquiries.

Office

The brake-spring for the zip-wire at DeVille park was 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. However, there is a delay with delivery. I will continue to check with them for an installation date.

Football

Pitch bookings have increased from last year.

Christmas Fayre

I have been issuing information letters to households that will be affected by noise during the event, the event poster was printed on the reverse of the letters to advertise directly to the local residents.

Assistant to the Town Manager Report – November 2022

Syston Topic

The latest edition of the topic has been very popular. We have also had lots of people sign up to the mailing list to receive an electronic copy when it is published. I am hoping to get the final issue of the year out before Christmas, if anyone has any content for the next issue, please send it over to me.

Christmas Event

I have been assisting Ursula and Kay with the Christmas event. New banners have been designed and purchased and are now on display outside of the community centre and on the brook bridge advertising the event. Posters have been put out on social media and the website as well as the noticeboards around the town.

The shop window competition is now live online. The link to vote can be found on the Syston Town Council website and all of our social media platforms. If you would like the link to vote emailed to you, please let me know. Alternatively, we have paper voting slips in the office.

Remembrance Day

I have assisted the Royal British Legion by printing the service sheets out for the service on Sunday 13th November. Which were given out to those in attendance at the War Memorial Service.

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 attended a day training session with the Government exchange on essential writing skill for civil servants at the end of last month which was very useful and informative.