

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Extraordinary General Purposes Committee held on Monday 9th March 2020 at Northway Community Hub, Lee Walk, Northway, commencing at approximately 8:00pm

Present: Cllr Mrs S Terry (Committee Chair) Cllr S Ward (Vice Chairman)
 Cllr M Barnes Cllr Mrs P Godwin
 Cllr Mrs E MacTiernan Cllr G Shelton

In attendance: Mrs C Woodward, Clerk of the Council
 Mrs L Stewart, Clerk's Assistant
 Mr T Treacy, Clerk's Assistant (Temp)

GP/40/20 **Apologies for Absence**

Apologies for absence had been received from Cllrs Mackenzie, Bailey, Phennah and Roberts.

GP/41/20 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

GP/42/20 **Parish Maintenance Contract**

i. **Various Works Tenders**

GAB Waste have ended their agreement with the Council early and returned the keys so various inspections of local facilities came under discussion. It was agreed that the inspections should be carried out in the correct manner, to comply with health and safety requirements.

Teenage Shelter – It was agreed at the Staffing Committee (Min Ref S/25/20) that the Teenage Shelter should be a separate contract from the new Play Inspector's role as it was a two-person job. The shelter needed inspecting but also the bolts needed to be tightened on a three-monthly basis (under instruction of the manufacturer), requiring the use of a ladder so would become a health and safety issue. Cllr Barnes suggested that his wife would always be willing to help but appreciated there might be insurance implications.

Cllr MacTiernan suggested that a contractor could remove the equipment, but it was pointed out that some older people, dog walkers and teenagers were making regular use of it.

Whilst it was agreed that income prospects for this work were very low, the Clerk suggested that a contractor may be willing to do the work at a similar rate that was originally paid to GAB (£30.00).

Cllr Ward PROPOSED that the Clerk's Assistant should investigate this option further and bring to the next General Purposes Committee Meeting. Cllr Terry SECONDED.

FOR: UNANIMOUS

Training - Various training options were tabled, Gloucestershire Playing Field Association (GPFA) was usually used as the facilitator but no courses were currently

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GP/42/20 **Parish Maintenance Contract** (cont.)

Scheduled, although they had received another enquiry so would look at holding one but it may be nearer to Oxford. Alternatively, RoSPA gave various options to attend training at £250, £445 or £1080 (on site) training. Cllr MacTiernan did not feel any training was necessary from an outside source and that it could be done 'in house' with Cllr Ward running through what was necessary with the Playground Inspector. The Clerk pointed out that no contractor, to date, had undertaken the role without any recognised training and this could have insurance implications. Also, when the job was advertised it did state that training would be given. Cllr Ward agreed to discuss the role further with the Playground Inspector and to carry out an informal training with her prior to more formal training being arranged, if that was what she wanted. It was agreed to wait for further information from GPFA.

Mini Trampoline – The trampoline regularly filled with water and required periodic pumping out. This involved connecting to the electricity supply in the Changing Room and running a long lead over the car park to the trampoline and then using a fairly heavy pump for the work. This was normally a two-person job. Cllr Ward PROPOSED this work was included with the teenage shelter work. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

The Clerk said she had investigated the possibility of a Trade UK credit account (Screwfix), currently Cllr Ward kindly purchased items that were difficult to source through the current stationery companies and the Council would reimburse him. This could be quite limiting especially with all the PPE/uniform that was necessary to purchase for the new employees' roles. The credit would be for a maximum of £500.00. Cllr MacTiernan did expressed concern that this could be open to abuse but agreed it would be beneficial. The Clerk reminded her that every payment would be received by the Council when the cheques were signed so there would be a clear audit trail. Cllr Terry PROPOSED that the Clerk apply for a Parish Council trade account with Screwfix at a maximum limit of £500.00, to enable easy procurement of safety equipment, such as safety goggles and masks.

FOR: UNANIMOUS

It was agreed that a review of all the inspection jobs would be carried out at the May General Purposes Council meeting.

To summarise, those jobs were:

- Playing Field inspection
- Teenage Shelter inspection
- Bolt tightening
- Daily gate opening and closing
- Trampoline pump out
- Litter picking
- Pick up of 'sharps'

With regard to collection of 'sharps', it was reported that the Litter Picker had already indicated that she was not happy to do this. It was agreed that this should be escalated to Tewkesbury Council to handle.

It was also recommended that the Litter Picker ensured she was up to date with her tetanus. If one was required the Council would need to cover the cost, if there were any. This should be investigated further.

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GP/42/20 **Parish Maintenance Contract** (cont.)

Expanding on the task to have high vis vests printed with the NPC logo, Cllr Ward suggested that a) the Council hold off until it had costs and b) the Council consider getting all the Emergency Planning vests printed (or it could be cheaper to buy new ones with printing on). Cllr Ward believed that Cllr Sollis may be able to help with this. Cllr Godwin advised that TBC have them and that she would ask for more information.

Gate Keeper - With regard to the Playing Field gate opening and closing times, it was suggested that they should coincide with the opening and closing times for the Youth Club, at 8.00am and 9.15pm respectively, allowing for all vehicles to leave the car park. Cllr MacTiernan PROPOSED. Cllr Shelton SECONDED.

FOR: UNANIMOUS

Regarding the offers received from a resident and a hirer of the hall to assist with gate opening prior to the new contract starting. The Clerk confirmed she had contacted the Trustees of the Youth Club to see if they would take responsibility for a key i.e. if it was to get lost bear the cost of replacing the two locking mechanisms and 10 keys. Cllr Godwin confirmed that the Trustees were unwilling to take this risk so it was, therefore, agreed that there would be no changes to issuing of keys for the Playing Field.

Members considered whether to begin the Gate Keeper's employment earlier than April as it was suggested that he might be happy to take this on and that his contract could be brought forward.

Cllr MacTiernan PROPOSED asking the Gate Keeper to begin- as soon as he had received training. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was agreed that Gate Keeper should be issued with a torch and Cllr Mac Tiernan suggested that the Council buy one for him.

Cllr MacTiernan PROPOSED. Cllr Ward SECONDED. Cllr Ward offered to oversee the purchase.

FOR: UNANIMOUS

In terms of the contract for this work, it was agreed that the Staffing Committee would review it after three months.

ii. **Bus Shelter Cleaning**

The Committee were advised that GAB Waste had has now withdrawn any interest in the work that had already been agreed for 2020/2021. The Committee were also reminded that a window cleaning firm had quoted £23 per shelter, for ongoing cleaning of the brick shelters. Cllr Terry asked that the firm should be contacted and asked to quote for cleaning of all the shelters on a two-month cleaning cycle.

Cllr Ward PROPOSED that the Council accept the £23 quote at the frequency discussed. Cllr Shelton SECONDED. In entering into the agreement, it was suggested that the contractor must be aware that the position would be reviewed on a yearly rolling programme.

FOR: UNANIMOUS

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GP/42/20 **Parish Maintenance Contract** (cont.)

There was a brief discussion about the type of agreement that was being entered into for this work. Cllr MacTiernan explained that it would be hard to make a contractor cover for any shortfall in the service, should a problem arise during the term of a contract and that it would also be very costly to pursue. Cllr Terry agreed that the Council did not have that type of formal contract set up, but that the Council was entering into an agreement.

iii. **Other Issues**

There were no other issues tabled.

GP/43/20 **Correspondence received after 3rd March 2020**

There was no new correspondence presented.

As there was no other business the meeting concluded at 8.45pm