



Lilleshall & Donnington Parish Council

Minutes of a Full Council Meeting held at Turreff Hall on 9th August 2004 at 7.00pm

Present:

Councillors Mrs V Verster (Chair), A Baker, Mrs V Brown, Mrs E A Clare, Mrs P A Green, Mrs R Gregory, Miss C Mason, C Mason, P Norton, M Skelton, J Thompson, K Watkins.

1. **Apologies:** Councillors B Green (Hospital), J C Roberts (Holiday).
Resolved - that the apologies be accepted.

2. **Declaration of Interest:** None.

Private Session

Resolved - that under the Local Government Act 1972 that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that these matters be discussed in Private Session and the Public have been asked to withdraw.

3. Staffing Requirements for Environmental Projects

The Chair explained the background as to why the meeting had been called in that the Clerk had received a complaint regarding the level of workmanship of jobs carried out by the Estate Manager in Lilleshall. The Council discussed the matter and the following points were raised:

- a. After viewing photographs of the workmanship of the grass cutting in Lilleshall, taken the same day as receipt of letter of complaint, the Council were satisfied with the standard achieved at St Michael's Church and the Clerk explained that he had also received an email from Reverend David Butterfield to this effect thanking the Parish Council.
- b. The Council discussed whether or not the Estate Manager required assistance but with the leasing of Cordingley Hall and the fact that some of the bus shelters had been removed it felt that this was not a requirement.
- c. The Clerk should carry out a Risk Assessment of tasks delegated to the Estate Manager on the grounds of Health and Safety as the Estate Manager worked alone.
- d. The question was asked if it was necessary for the Estate Manager to report to the Clerk every morning at the Parish Office.



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- e. Perhaps the Estate Manager would be willing to work longer hours in the summer and less in the winter months and the Clerk was asked to approach him to see if the Estate Manager would consider this option.
- f. If the Mower broke down then the Council should hire one until it is repaired so that the grass cutting would not fall behind schedule.
- g. If, under exceptional circumstances, both office staff would be unavailable to run the office, the Estate Manager should carry on with his own duties and the office should be shut.
- h. The Estate Manager and Clerk should be more proactive rather than reactive to tasks requiring attention and The Estate Manager should start examining buildings and locations to see what work is required.
- i. The Clerk is to visit sites with the Estate Manager, assess the work required and if the Estate Manager is unable to carry out the work, then the Clerk is to get quotes from professional companies and present them to the Council.
- j. At the next Halls and Environment Committee meeting the Talbot Centre should be discussed as an agenda item to establish the care and maintenance of it. Also the hours owed to staff reported to the Finance Committee at its next meeting.
- k. The Chair would like to see a rolling programme of tasks for the Estate Manager detailed on a year planner and asked the Clerk if this could be carried out.
- l. The Clerk explained that there was training available for the Estate Manager and that he had recently passed a course for use of poisons.
- m. The Clerk was asked to look into the legal requirement to the number of times the Parish Council was obliged to cut grass at the closed churchyards.

After much discussion it was **Resolved** that:

- a. The complaints received regarding the grass cutting should be noted and the Clerk reply to the complainant with the Council's decision that they are satisfied with the standard of work, to enclose photographs he took when the letter was received and inform the complainant of the unusual staff and machinery problems that have occurred.
- b. The Clerk is to accompany the Estate Manager around the Parish noting what maintenance was required and assessing whether or not it was within the capability (Health and Safety at Work and beyond general handymanship) of the Estate Manager and if this is the case then the Clerk is to acquire quotes from professional companies and present them to Council.
- c. The Clerk is to start a rolling programme of maintenance, diarising tasks throughout the year.
- d. A tour of the Parish be organised by the Clerk for 1pm on 13th September 2004 for Councillors to acquaint themselves with each others wards. Councillor M Skelton requested his objection be noted.
- e. Additional assistance for the Estate Manager is not required at this time and the Clerk is to monitor his time management for the next six months and



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review the situation after that. Councillor Mrs V Brown requested that her objection to this be noted.

Meeting closed at 2015hrs.

Signed:

Date: