

Council July 2023 – Item 4.2 Matters Outstanding/Updates

Actions outstanding from previous minutes

Minute no.	Who	Item	Update
Pg. 2067	Clerk	Enquire whether the Crime Audit Officer can assess Withyham and Blackham	
Pg. 2297	Cllr Fane	Investigate whether any of the Burrswood buildings, gardens or trees require listing	Remove from actions??
Pg. 2319	Clerk	Arrange for signs requested by Blackham litterpickers	
Pg. 2574	Clerk	Close the 'HSBC Deposit account' once new account is set up	
002386	Council	Match fund a piece of play equipment up to the value of £2,500 at Teasley Mead Recreation Ground	Residents intend to begin fundraising soon
Pg. 2667	Clerk	Broker a meeting with Horder Centre and St John's School (Cllrs Pardey and Gaukroger)	Agenda item 9.3
Pg. 2711	Assistant Clerk	Enquire into rules for litterpicks with the new East Sussex Highways contractor	Agenda item 9.1
Pg. 2711	Clerk	Prefer to sell the trailer rather than donate	
Pg. 2716	Assistant Clerk	Produce new generic content for noticeboards	In progress
Pg. 2717	Clerk	Request a Traffic Management Plan for the next May Fair	
Pg. 2718	Cllr Anderson	Speak with the owner of Premier Stores regarding managing the bin	
Pg. 2718	Clerk	Provide bullet points for the discussion with the shop owner	
Pg. 2724	Clerk	Consider building drainage works into the 2024/25 budget	
Pg. 2724	Councillors	Return Register of Interests forms to the Clerk	Done

Pg. 2724	Councillors	Return Election expenses form to WDC	Done
Pg. 2724	Cllr Kelly	Thank Mel Byford for the Groombridge Coronation races	

Actions from these Minutes

Minute no.	Who	Item	Update
Pg. 2739	Cllrs Tuke and Gordon-James	Discuss best approach for Newton Willows bench	
Pg. 2739	Cllr Parekh-Jones	Arrange removal of bench near Groombridge Place	Change to action for Clerk
Pg. 2741	Cllr Taylor	Provide more information about the Flexibus initiative	
Pg. 2742	Assistant Clerk	Follow up with ESCC if there are any areas that a meeting would be helpful for in place of an SLR	
Pg. 2743	Clerk	Seek new Councillors from Withyham and Blackham	Poster in process of design
Pg. 2743	Assistant Clerk	Associations from Marden's Hill to be encouraged to attend the 2024 APA	Cllrs Pardey and Gaukroger asked to recommend organisations
Pg. 2743	Clerk	Arrange a follow up meeting with the Playground Group in six months	
Pg. 2743	Clerk	Approach local coffee vans about having a pitch at the playground	In progress
Pg. 2743	Clerk	Coordinate a meeting with members of Cricket Club and agreed councillors	September date pencilled in
Pg. 2744	Assistant Clerk	Research costs, environmental benefits and reliability of solar speed devices	
Pg. 2744	Clerk and agreed councillors	Review the existing Parish Plan to identify anything still to be done and help inform 2024/25 budgets	Date being identified
Pg. 2744	Clerk	Arrange a Visioning session towards the end of the year for all Councillors and Staff	

002520	Clerk	Adopt the Councillor Code of Conduct	Done
002521	Clerk	Adopt the revised Financial Regulations	Done
Pg. 2746	Clerk	Climate & Ecology Advisory Group Terms of Reference to next meeting	Agenda item 8
Pg. 2746	Cllr Gordon-James	Let the Clerk know if his contact is interested in the Parish Maintenance role	
Pg. 2746	Clerk	Review meeting times to start earlier where there are two meetings	Calendar of meetings updated

Council July 2023

Agenda Item 7b Ward Reports – Withyham/Blackham

A Withyham resident has written with the following query:

I wanted to approach the council as we are expanding [our business] and setting up a vertically integrated micro mill, hopefully in the parish. I've recently expanded to three persons and we now have in the region of 20 looms and the ability to card and spin wool for weaving at scale.

Is this something the council can get behind, and does council know of any grants or financial assistance available for business at this stage of expansion?

Council is asked whether it wishes to consider support, and if so what that might look like.

Wealden District Council has a business support page which the Clerk can signpost.

WITHYHAM PARISH COUNCIL

CLIMATE & ECOLOGY ADVISORY GROUP

Responsibility: Climate & Ecology Working Group/Full Council
Review Cycle: Annually

Date of Adoption/Renewal	Date for review
June 2023	May 2024

TERMS OF REFERENCE

The Climate & Ecology Advisory Group is an advisory* group of Withyham Parish Council ["the Council"].

CONSTITUTION

3 parish Councillors will normally be appointed to the Climate & Ecology Advisory Group, and up to 9 other Members of the Public may be co-opted as required.

CHAIR

The Climate & Ecology Advisory Group shall elect from its number a Chair and Vice Chair annually. The Chair should not serve more than 3 consecutive years.

MEETINGS

1. The Climate & Ecology Advisory Group shall meet with reasonable frequency as required to fulfil its purpose / with a minimum of 3 meetings per year, with additional meetings as required.
2. Meetings will normally be supported by the Community Engagement Coordinator.
3. If the Community Engagement Coordinator is present they will take notes, if not present a person shall be nominated to so.
4. The dates and venues and agenda will be notified at least three days in advance, emergencies excepted.
5. Members of the public may attend.
6. Notes of each meeting will be drawn up (and distributed to all Councillors and members of the Committee within 10 working days) and duly signed at the next meeting.
7. Members of the public may be co-opted to the Committee by their expressing an interest to the Community Engagement Coordinator or by recommendation from the existing Group members to the Group where a vote will be held.

QUORUM

This must comprise three members. In the event that the committee is not quorate for a particular meeting, the Community Engagement Coordinator will identify an alternative date.

PURPOSE

To find, discuss and evaluate actions that Withyham Parish Council can take to reduce the carbon emissions produced both by the Council directly and by residents of the Parish, as well as to find ways to enhance the local ecology, and to recommend actions which will be decided on by Councillors at Full Council meetings.

- a. To consider possible routes Council can take to reduce carbon emissions, support the local ecology, and contribute to climate focused initiatives
- b. To consider the results of carbon calculators, and recommend actions appropriate to Withyham Parish's community, and within the scope of the Parish Plan to reduce carbon emissions and enhance the local ecology
- c. To advise Council on how to manage WPC in an environmentally sustainable manner, making recommendations to processes, policies and committees as pertaining to carbon reduction and enhancing the local ecology
- d. Encouraging, educating and embedding environmental best practice within the community and other stakeholders
- e. To reduce the environmental footprint of the Parish by communicating and promoting sustainable carbon reducing initiatives and initiatives to enhance the ecology of the local area
- f. To invite experts/members of the public to address WPC on environmental topics as appropriate
- g. To update residents via the Newsletter, local magazines, WPC website and social media
- h. To encourage residents' ideas on conservation and environmental improvements e.g. engaging with school children, litter picks
- i. To work in partnership with likeminded local environment organisations and local groups and societies on carbon reduction and enhancing the local ecology wherever feasible and reasonably practical
- j. To identify training as appropriate
- k. To support where reasonably practical and feasible District, County and Government initiatives
- l. To recommend to Council the allocation of funds to specific projects that the Council may, in its discretion, allot to the Advisory Group for its use. WPC has an Earmarked Reserve of £5,000 Any proposed expenditure must have approval of the Parish Council or the Finance Committee

**An Advisory Committee makes recommendations to Council*

**Withyham Parish Council
Quote Report for consideration**

Report By	For Committee	Date	Agenda Item
Natalie Brett	Full Council	July 2023	9.1

Confidential	Not Confidential	Exempt	Not Exempt
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Heading to be completed

Background

Council requested information from East Sussex Highways on Volunteers working on the highway and what restrictions were in place that made this impractical for the Parish.

The full document from East Sussex Highways is attached however this is a summary of the most relevant points:

- All Volunteers must be registered with East Sussex County Council
- Evidence of training (including first aid) must be provided to East Sussex County Council
- All activity must be first approved by East Sussex Highways
- Details of exactly what and where must be submitted for approval.
- A supervisor must be allocated.
- Insurance must be in place for working on the highway not less than £10,000,000.
- Warning signs must be displayed.
- Volunteers must NOT work on the carriageway.
- Volunteers must NOT work within 1 meter of the carriageway.
- Volunteers must NOT work on a road with a limit in excess of 40mph.
- Volunteers must NOT dig.
- Volunteers must NOT work within 10meters of overhead services.
- Volunteers must NOT use electrical power tools.
- Volunteers must NOT work alone.
- Any volunteer damage to the highway will be the responsibility of the Parish Council to fund repairs.

Recommendations

Withyham Parish Council is unable to allow volunteers to work adjacent to the highway due to the guidance provided by East Sussex Highways being prohibitive.

Reasons for recommendations

Due to the restrictive nature of the guidance from East Sussex Highways on behalf of East Sussex County Council it is believed that there is very little opportunity within the Parish to do works next to the highway that would fit within the criteria.

It is also worth note that although this is specifically aimed at Highways the blanket ban on volunteer's using electrical tools on East Sussex County Council land would also follow for Rights of Way.

Community Highways Volunteer Guidance

Version	Approved By	Date
Final draft reviewed and updated	Service Development Team	17 August 2018
KT Amendments		04 October 2018

1. Background

- 1.1 East Sussex County Council (ESCC) as the Highway Authority is responsible for maintaining the public highway across the County. However, it is recognised that there are additional services, that are important to local communities, but that ESCC no longer have the resources to carry out, and there is an increasing appetite from local communities for volunteers to carry out some of these activities.
- 1.2 To enable local communities to access and deliver additional services, a suite of products, collectively titled "Community Highways" has been introduced by East Sussex Highways. One of these products is the "Community Local Delivery" initiative, which enables Parish and Town Councils to take on responsibility for the delivery of certain maintenance activities in their area such as undertaking Volunteer Tasks.
- 1.3 Carrying out maintenance activities on or close to the public highway (road, verge and pavement) is high risk and ESCC staff and contractor staff undergo regular health and safety training. There is numerous legislation governing work on the public highway, not least the Health & Safety at Work Act, Highways Act, New Roads and Street Works Act and Traffic Management Act and all ESCC staff and contractor staff undergo regular training and have to hold appropriate certification before carrying out work on the highway. In allowing community volunteer groups to carry out minor maintenance on behalf of ESCC the County Council would be responsible for their health and safety and their compliance with legislation.
- 1.4 This guidance document recognises those responsibilities and risks to the County Council, and provides guidance for community groups wishing to carry out minor highway maintenance activities in their local communities.
- 1.5 Recognising the risks to both the County Council and to those volunteers wishing to carry out maintenance on behalf of ESCC, no volunteers will be permitted to work on the carriageway itself, or within one metre of the edge of the carriageway. This is to ensure the safety of those volunteers who will not have benefited from the same level of training as ESCC staff and are not experienced in working in close proximity to live traffic. Whilst this may preclude certain maintenance activities, simple tasks will be possible including but not limited to: weed and vegetation clearance; grass cutting in village centres and village greens; trimming the edges of grass verges; cleaning of traffic signs, road name signs and village gateways; painting of fingerposts and pedestrian railings; salting of pavements and village centres during times of snowfall;

2. Definitions

2.1 In this Volunteer Guidance, the following terms are used: -

Community Highways	is an initiative which provides opportunities to local communities, to fund, design and carry out highway works.
Community Local Delivery Initiative	is a way of allowing local communities to take ownership for their particular parish and deliver services which are not a ESCC priority.

ESCC Highway Network

means the network of roads and assets which ESCC are responsible for.

ESCC Staff

means East Sussex County Council and contracted staff who work within the Highways department;

Local Community Groups

means groups of residents who have formed formal groups who wish to Volunteer Tasks within

undertake their communities.

Supervisor

means the person identified as being responsible for the group of volunteers as set out in the populated Appendix 3, whose responsibilities are set out in section 3.1.8 of this Guidance;

Volunteer Tasks

means the work that will be carried out by the Local Community Group volunteers on the Highway Network or ESCC Asset

Volunteer

means the person from the Local Community Group who will offer to carry out Volunteer Tasks, in their own time, on the Highway Network or ESCC asset, but will receive no salary for doing so.

3. Requirements

3.1 Parish Councils and / or Local Community Groups are responsible for the organisation and management of volunteers, as well as ensuring the following requirements are adhered to:

3.1.1. Parish Councils / Local Community Groups must register with ESCC to confirm their intention of organising and managing volunteering activities in their area (Please refer to Appendix 1);

3.1.2. All Local Community Groups must be acting with the full knowledge and agreement of the relevant Parish or Town Council. (i.e. the Parish or Town Council responsible for the area they will be working in), and evidence of such agreement must be provided to ESCC;

3.1.3. All Volunteers are to be registered with ESCC prior to any work being undertaken. (Note: Registration does not automatically provide permission for Volunteer Tasks to be completed);

3.1.4. ESCC will require evidence that all Volunteers have received appropriate training and are competent in the relevant statutory rules and regulations, in particular relating to Health and Safety. This is required before an agreement can be entered into. Guidance is available on the HSE web site. (www.hse.gov.uk/simple-health-safety) and from East Sussex Highways;

3.1.5. All Volunteers are to be provided with basic level (typically 3 to 4 hour) first aid training, evidence of which is to be provided to ESCC;

3.1.6. All Volunteers must be eighteen (18) years old or over;

3.1.7. All Volunteer Tasks that the Local Community Group Volunteers wish to undertake must be clearly identified, with written notification being sent to

ESCC on each occasion. This is to include a "Notification of Volunteer Tasks" form (Please refer to Appendix 3) and "Risk Assessment(s)" (Please refer to Appendix 4). Work is not to commence until written confirmation has been given by ESCC to the relevant Parish Council / Local Community Group on each occasion; and

3.1.8. A Supervisor must be identified for each group of Volunteers. Details of the Supervisor are to be included in the "Notification of Volunteer Tasks" form, under *"lists of responsibilities"*. The Supervisor is responsible for the following;

- understanding the terms and parameters under which Volunteer Tasks are to be carried out, as well as ensuring all volunteers work in compliance with statutory regulations and guidelines;
- knowing the permitted location of the Volunteer Tasks;
- understanding the level of requirements of Volunteer Tasks, including the accepted standard and finish; and
- designating an officer as a key contact for the Supervisor in the event of an emergency.

3.2. Prior to the commencement of any Volunteer Tasks, the following requirements must be adhered to by the relevant Parish Council / Local Community Group;

3.2.1. All appropriate insurances have been acquired, with a copy of the certificate being provided to ESCC, prior to the commencement of carrying out Volunteer Tasks.

3.2.2. The insurance must allow for working on the highway network, and must have public liability insurance against all loss of and damage to property and injury to persons (including death) under which the cover shall not be less than ten million pounds (£10,000,000) in respect of any one incident. The Local Community Group/Parish Council will also require Employers Liability Insurance with a minimum value of 5 million pounds (£5,000,000). The Local Community Group / Parish Council should contact their insurance providers if they need clarity over what cover they require;

3.2.3. All Volunteers are to be provided with a process for the reporting of incidents and accidents. The process will be provided by ESCC prior to the commencement of Volunteer Tasks. If there is an incident on the Highway, no matter how minor, Volunteer Tasks must stop and it must be reported to ESCC immediately (within 24 hours) via the Supervisor. The Supervisor should call the Highways Contact Centre on 0345 60 80 193;

3.2.4. The appropriate Personal Protective Equipment (PPE) is to be provided to Volunteers, dependent on the Volunteer Task that will be carried out. This will include high visibility clothing, appropriate footwear, gloves, eyewear and headwear. Further guidance is available on www.hse.gov.uk/toolbox/ppe.htm; and

3.2.5. Warning signs must be displayed whilst Volunteer Tasks are being carried out on the highway.

4. Conditions of Work and Restrictions

4.1. All Volunteer Tasks must be carried out in compliance with the conditions and restrictions below. The Parish Council / Local Community Group is responsible for ensuring the below are adhered to;

4.1.1. Volunteers will only be permitted work on pavements, footpaths, and bridleways. Volunteers are **NOT**, in **any circumstances**, permitted to work on the carriageway itself. Volunteers should not be put, or put themselves, at any further risk than a pedestrian would by using the pavement;

4.1.2. When undertaking a Volunteer Task on the highway Volunteers **must** be at **least** one (1) metre from the edge of the carriageway and are not permitted to be on the roadside of those roads with a speed limit in excess of 40mph;

4.1.3. Volunteers must not break the (dig) ground **under any circumstance** because of the risk of damaging underground services / electrocution;

4.1.4. Volunteers are **not permitted in any circumstances**, to undertake Volunteer Tasks within ten (10) metres of overhead services (Please refer to [HSE Guidance Note GS6](#)); to work at height (work which if there were no precautions taken a person could fall a distance liable to cause personal injury); work in confined spaces; or to carry out asbestos, electrical or gas works;

4.1.5. Volunteers are not permitted to use electrical power tools to avoid the risk of electrocution (all power tools in the construction industry are rated at 110v) and the risk of trailing power leads;

4.1.6. All waste, must be removed from site and disposed of in the correct manner and in accordance with all relevant legislation;

4.1.7. In the event that a Volunteer has access to Confidential Information for the purposes of carrying out the Volunteer Tasks, the Volunteer may only share the Confidential Information with ESCC Staff and Volunteers who also require the information to carry out the Volunteer Tasks;

4.1.8. Volunteers must be made aware of the requirements of the General Data Protection Regulation (GDPR), and must adhere to said requirements.

4.1.9. Any solvent or product to be used by the volunteers whilst carrying out their tasks must be approved by ESCC prior to the commencement of work. Details of the product should be included on the Method Statement (Appendix 1); and

4.1.10. Volunteers are not permitted to work alone and there must be a minimum of two volunteers carrying out each task.

4.2. ESCC may conduct audit inspections on Volunteer Tasks being carried out on the highway network, as well as possibly carrying out inspections on completed work, without providing prior notice to the Parish Council / Local Community Group.

4.3. The Parish Council / Local Community Group is, responsible for ensuring that there are processes in place to regularly monitor the work being carried out.

4.3.1. ESCC reserves the right to instruct Volunteer Tasks to stop or revoke permission if it is considered that the Volunteer Tasks are not being carried out appropriately or if any of the conditions or restrictions included in this guidance document are not adhered to.

4.3.2. If Volunteer Tasks carried out cause any damage to the Highway Network, or create a Safety Hazard to the users of the network, the Parish Council / Local Community Group will be responsible for the funding and delivery of any remedial works requested by ESCC.

4.4. When Volunteer Tasks are completed, the Parish / Town Council is required to submit a copy of the Volunteer Log Sheet (Please refer to Appendix 5) as well as photographic evidence of the work. Both before and after images.

5. Further Information

5.1. If a Parish Council or Local Community Group require further advice or information please email contracts.managementgroup@eastsussex.gov.uk

Appendix 1 – Parish Councils and / or Local Community Groups Registration Form
(To be completed and read in Conjunction with Community Highways: Volunteer
Guidance document)

Contact Details	
Name of Parish Council and / or Local Community Group	
Registered Address	
Coordinator's Name	
Telephone Number	
Email Address	
Insurance Details	
Insurers Name and Address	
Policy Number and Expiry Date	
Public Liability Cover	
Employees Liability Cover	

(By Signing this Form, Parish Councils and / or Local Community Groups are
confirming that any Volunteer Tasks carried out by Volunteers they manage will be
done in compliance with the restrictions and conditions set out in "Community
Highways: Volunteer Guidance")

Signed by Parish Council and / or Local Community Group:

Date:

Appendix 2 – Volunteer Registration Form

Contact Details	
Name	
Address	
Telephone	
Email	
Training Received	<i>Evidence of training to be provided to ESCC in conjunction with this form.</i>
Details of who to contact in an emergency (Name and Telephone)	
Do you have any health problems? (asthma, eczema, allergies, diabetes, epilepsy, back or knee problems etc)?	

Personal information collected on forms

Where we ask you for personal information through a form, this information will only be used for the purpose indicated and it will be held in a secure manner. It will not be used for any other purpose without your permission and will not be kept for longer than necessary.

Approved by XXX Parish Council and / or Local Community Group Name	(Please sign)
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Appendix 3 –Notification of Volunteer Tasks Template

The Task: <i>Fill in title of the Volunteer Task</i>	
Location of the Volunteer Task and Working Environment Considerations	<i>Provide detail of where the task will be carried out as well as details of the environment and what considerations need to be made.</i>
Preferred Date for Volunteer Task to Commence and estimated duration of task	
Scope and detail of Volunteer Tasks which will be Carried Out?	<i>Provide information as to the scope of the task being carried out, and the process that will be followed to carry out the task.</i>
Equipment / Materials and Welfare Arrangements	<i>Provide detail of the equipment and materials to be used. There should also be detail as to the welfare arrangements being provided to the volunteers (For example bathroom facilities they can have access to, refreshments, breaks etc.)</i>
PPE to be Provided	<i>List the PPE which will be provided to the volunteers carrying out the task</i>
Linked Risk Assessment	<i>Record which risk assessment(s) relates to this task</i>
Volunteers:	
Volunteer Name and Training Received	<i>List the volunteers who will carry out the task as well as the relevant training they have received. (Including details of Health and Safety Training, First Aid Training and task specific training)</i>
Volunteer Name and Training Received	<i>List the volunteers who will carry out the task as well as the training they have received. (Including details of relevant Health and Safety Training and First Aid Training)</i>
Volunteer Name and Training Received	<i>List the volunteers who will carry out the task as well as the training they have received. (Including details of relevant Health and Safety Training and First Aid Training)</i>

Supervisor for Task	<i>Include contact details of the Supervisor for the task</i>
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Appendix 4 - Risk Assessment Template

The below template can be used to assess the risk surrounding a particular task. For each hazard associated with the task, you must rate the Likelihood and Impact from one (1) (very unlikely / minimal impact) to five (5) (almost certain to happen / very high impact).

Once you have rated the task, you need work out the *Initial Potential for Harm*, multiply the *Likelihood* score by the *Impact* score. This calculation will give you the Risk Rating (1-4 Low Risk, 5-10 Medium Risk, 11+ High Risk) of the task, (Please see image below).

For those tasks which are given a Medium or High Risk Rating, *Control Measures* must be put in place to mitigate the risk of the hazard, or remove the hazard all together. After introducing *Control Measures* to the hazard, revaluation of the residual potential for harm must be carried out. This involves rating the Likelihood and Impact again (as above) and then multiplying those figures to get a Risk Rating after the implementation of *Control Measures*. Risk Assessments should be produced for every task, and updated as and when required. The Risk Assessments must be provided to the Volunteers before they begin work on the Highway

		Impact				
		1	2	3	4	5
Likelihood	5					
	4					
	3					

Location:											
Operation/Activity:											
Risk Assessment No.		1									
	Hazards (potential for harm)	Who may be harmed	Initial Risk: likely result if hazard is realised	Initial Potential for Harm			Control Measures <i>Can the hazard be removed?</i>			Residual Potential for Harm	
				Likelihood	Impact	Risk Rating				Likelihood	Impact
1				0	0	0				0	0
2				0	0	0				0	0

Appendix 5 - Volunteer Task Log Sheet

Volunteer Details	Location of Work	Work Carried out	Date	Time

Council July 2023

Agenda Item 10.1 Groombridge Playground update

Councillors are asked to note the following and make any suggestions to the Clerk

Since the new playground was opened on 13th June WPC has received the following emails relating to it (for Councillor information)...

16th June

To whom it may concern,

We visited the new play area this morning and it is glorious. Such an asset to the local community and beautifully constructed. Well done on all of your hard work creating this space.

Sadly there are some very irresponsible dog owners in the area and there were two large piles of dog mess which required avoiding. Rather a nuisance with two year olds who shouldn't be having to negotiate these in a dedicated play space. Additionally, two Staffordshire breeds were running around the play equipment which was quite disconcerting for the adults and children. We had a three month old lying on a picnic blanket with us and it was an uncomfortable situation to be in. Both myself and another parent mentioned this to the dog owners and were met with quite sharp replies.

Will fencing the area, for health and safety, be considered for the near future?

17th June

Good morning,

I hope this this e mail finds you well.

I am a local childminder based in the village. Yesterday (16th June) I visited the playground with two children I look after. Unfortunately I came across a pile of dog poo next to the baby swings when I was there. This is something I was worried about when I first saw that there was no fence. (Photo attached)

I think it's lovely that children have the space to run around without the limitations of a fence as before, although in terms of safety for younger children, I feel that it should of had better security.

I noticed that a gate has been installed at one end of the park but not at the other and I feel that security has not been taken seriously, especially as there is a road there and unfortunately people do not stick to the speed limits. Parents will of course be watching over their child/children but when one has 2-5 children, this becomes very dangerous even with a risk assessment in place. From what I have heard from the local people, it seems that people would agree that something needs to be done about this. I was wondering if this is something we can look into?

22nd June

Earlier today (lunchtime) I had a difficult situation in the rec with young mothers and children caused by my 10 month old labradors.

Unfortunately, they heard the sound of children, who they love, and ran off before I could get them on the lead while I was walking up the path from Groombridge Place. The dogs are young and excitable and jumped up at some of the children. So, although unwittingly, it was my fault and the mums were very cross and understandably verbally abusive as a collective.

I checked that no one was scratched or hurt and accepted their tirades, apologised and moved on.

I do now think that we have to make the rec a "dogs on leads" area and have signs placed at all the entry points which I'm happy to contribute to. Also, the side of the gate that leads down to Groombridge Place needs blocking off so that any dogs can't enter the rec again in the future.

Can you ask the Parish Council to consider this please?

[Note from the Clerk – Cllr Tuke observed this incident and notified the Clerk that the people were sitting outside of where a fence would go]

The Clerk makes a weekly safety check of the play equipment. In addition, in response to some of the comments above, the Clerks have been making more frequent visits to monitor any issues such as litter and dog poo. The results are recorded on a spreadsheet (copied below for information)

GROOMBRIDGE PLAYGROUND CHECKS

Date	Time	Initials	Litter/dog mess (comment e.g. all ok, x pieces of litter/dog poo, any other observations)	Type of check within play area	Weekly Inspection (see separate form)
19/6/23	8.30am	DS	1 dog poo / 2 x pieces of sweet wrappers		✓
21/6/23	8.50am	DS	No litter or dog poo. Sticking @ base of climbing wall wrapped its contraption.		
22/6/23	9.20am	SC	No litter or dog poo. All good.		
23/6/23	10.00am	SC	3 x sweet wrappers - kids card. No dog poo.		
26/6/23	9.50am	NB	Bin overflowing Piles of rubbish Hand full of sweet wrappers. Bin skinned at was full put in (empty) dog off Junction. 1 dog poo ✓ Loose screws on bench tightened. under time tree	1 complainant.	
26/6/23	10am	DS	All ok (checked all around by John Sheller too)		
29/6/23	8.00pm	DS	All ok @ play area. Some sweet wrappers poured y 20m shelter		
30.6.23	11.20am	NB	Pero 1015 of small rubos. No dog poo Shelter fine		
2.7.23	8.20am	DS	Poo sweet wrappers, no dog poo, 10m shelter fine, bin quite full so scanned by Dog position had been pushed 5ft - leaved	2 complainants.	
5.7.23	10am	DS	All ok at play area & at youth shelter.		
16.7.23	8.40am	DS	OK @ play area + youth shelter. Bin @ play area appeared full but 2 Gibson boxes - returned to 5th bin		

Council July 2023
Agenda Item 10.1 Youth Shelter and Request for CCTV

The following email was received from a resident on 27 June:

Just to let you know, my 8 yr old son and some of his friends found a fully operational flame thrower (I've attached photo) in the recreational ground after school today. The gas was full and it worked! Luckily the boys were seen before there was an accident.

It was found at the back of the shelter. There are also some burnt tree branches.

The shelter seems to attract antisocial activity, this is another level though. Could we consider cctv up at the Rec now it has become busier with the new park?



As a result the Clerk is conducting more regular visual checks of the Youth Shelter (see pg2 of the paper in support of agenda item 10.1)

The Clerks have also asked our PCSO Andrew Ratcliffe to undertake some evening patrols and whether there is any police funding available for CCTV, his response was:

"No problem to spend some time in the evenings at the recreation ground.

There is no police funding for CCTV but we have grants available of up to £500 for any charity groups that you think would be eligible to apply."

Councillors are asked to note this incident and give consideration to the resident's query about CCTV



Safety Risk Assessment

Public Spaces - Groombridge Recreation Ground

Updated June 2023

KEY

Mandatory requirements for this activity

Other requirements for this activity

Likelihood	Severity				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	5	10	15	20	25
Likely	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Rare	1	2	3	4	5

No	Activity	Hazard	Risk before control			Risk after control			Additional Controls
			H	M	L	H	M	L	
1	Playground equipment	Injury from damaged/faulty equipment							
2	Children using playground and recreation ground	Road adjacent to recreation ground							
3	Play area and youth shelter users	Injury from dangerous items (eg glass, needles etc)							
4	Recreation ground users (adults and children)	Dogs off leads around adults and children							
5	Children and other users of recreation ground and play area	Dog faeces (causing disease to children/ vulnerable)							

6	Use of public spaces by community groups for events	Injury to public	M	Permission letter outlines responsibility of group/user to hold insurance for event and to leave it as found (rubbish removed, all ground restored etc)	L	
7	General usage of recreation area	Injury to public	M	Visual check for any risks undertaken at time of play inspections by Clerk	L	
8	Trees/branches falling	Injury to public	H	See trees risk assessment - Safety report undertaken every 18 months	M	Next report due May 2024
9	Children using playground and recreation ground	Crickets ground adjacent	N/A	WPC insurers confirmed that it is for the originators of the risk to assess likelihood and any mitigations (ie Cricket Club). They are exploring whether any mitigations needed by them	N/A	Risk shown as N/A as this is not a risk for WPC to mitigate
10						
11						
12						



A Witbyham Parish Council Forward for 5 Initiative

Version 1 Completed by Clerk 6th June 2023
Version 2 Updated by Clerk 4th July 2023

06/07/2023

Withyham Parish Council

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Detailed Receipts & Payments by Budget Heading 06/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	142	1,000	858			14.2%	
1010 Wealden Rail/SVR rent	1,175	4,500	3,325			26.1%	
1011 WRC/SVR rebate utilities	0	1,800	1,800			0.0%	
1020 Meeting room income	0	400	400			0.0%	
1030 CIL Receipts	1,895	0	(1,895)			0.0%	1,895
1040 Community Cafe receipts	137	450	313			30.4%	
1050 Groombridge Play area fundrais	6,495	0	(6,495)			0.0%	6,295
1062 Gbridge PO Rent	17,556	16,800	(756)			104.5%	
1063 Post office/Phoenix Hse Rebate	595	3,500	2,905			17.0%	
1076 Precept	85,417	170,834	85,417			50.0%	
1090 Bank Interest	0	100	100			0.0%	
101 Administration							
4000 Staff Salary	(12,237)	(50,400)	38,163		38,163	24.3%	
4001 Staff on-costs	(6,081)	(13,000)	6,919		6,919	46.8%	
4005 Clerical Support & overtime	(233)	(2,000)	1,767		1,767	11.7%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(869)	(2,500)	1,631		1,631	34.8%	
4008 Annual Subs inc SALC/NALC	(875)	(1,500)	625		625	58.3%	
4009 Conferences& Networking	(52)	(500)	448		448	10.4%	
4010 Chairman's Allowance	(1,300)	(1,300)	0		0	100.0%	
4011 Councillors' Allowances	(84)	(2,000)	1,917		1,917	4.2%	
4012 Parish Office rent	(4,000)	(15,000)	11,000		11,000	26.7%	
4013 Telephone/Broadband	(205)	(1,200)	995		995	17.1%	
4015 Stationery & non-electric equi	(264)	(1,500)	1,236		1,236	17.6%	60
4016 Computer Software/Hardware	(309)	(1,000)	691		691	30.9%	
4017 Photocopier Lease/Maintenance	(3)	(1,200)	1,197		1,197	0.3%	
4018 Website	(290)	(290)	0		0	100.0%	
4019 Community Communication	(250)	(1,500)	1,250		1,250	16.7%	
4020 APA expenditure	(443)	(750)	307		307	59.1%	
4021 IT Support	(527)	(2,400)	1,873		1,873	21.9%	
4030 Hire of Halls	(30)	(200)	170		170	14.8%	
4038 Insurance	(1,334)	(1,400)	66		66	95.3%	
4040 Payroll, audit & legal Fees	(1,274)	(2,000)	726		726	63.7%	
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(100)	100		100	0.0%	
4060 Election Expenses	0	(1,200)	1,200		1,200	0.0%	
4061 Parish Action Plan & Projects	0	(500)	500		500	0.0%	
4062 Withyham Parish Volunteers	(32)	(100)	68		68	31.8%	
4064 Community Cafe expenditure	(111)	(450)	339		339	24.7%	

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Detailed Receipts & Payments by Budget Heading 06/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Office associated repairs	(60)	(3,000)	2,940		2,940	2.0%	
4501 New Office equipment electroni	0	(200)	200		200	0.0%	
4502 Office utilities	(800)	(5,000)	4,200		4,200	16.0%	
4503 Office maintenance contracts &	(185)	(1,000)	815		815	18.5%	
4506 Office waste	(232)	(900)	668		668	25.7%	
4510 Meeting Room catering	(57)	(150)	93		93	37.9%	
4600 Bank charges	(33)	(100)	67		67	33.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(5,166)	(10,000)	4,834		4,834	51.7%	
4102 Kings Coronation celebrations	(329)	(500)	171		171	65.7%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	0	(200)	200		200	0.0%	
4202 Recreation Ground Repairs	0	(200)	200		200	0.0%	
4205 Mowing Groombridge Rec & Newto	0	(5,350)	5,350		5,350	0.0%	
4206 Mowing Tanyard	0	(1,017)	1,017		1,017	0.0%	
4211 Waste Collection Service	(275)	(1,100)	825		825	25.0%	
4213 Dog Waste Collection	(481)	(1,900)	1,419		1,419	25.3%	
4219 Groombridge Playground PWLB rep	(2,831)	(5,500)	2,669		2,669	51.5%	
4220 Groombridge Play Area maintena	(600)	(200)	(400)		(400)	300.0%	600
4221 Playground purchases	(48,025)	0	(48,025)		(48,025)	0.0%	48,025
4222 Groombridge Playground - inspe	0	(100)	100		100	0.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	0	(1,000)	1,000		1,000	0.0%	
4231 Station Rd Fenceline/hedge	0	(1,500)	1,500		1,500	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(620)	620		620	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	0	(1,450)	1,450		1,450	0.0%	
4261 Mowing Ballis Green	0	(410)	410		410	0.0%	
4265 Rental Teasley Mead	(59)	(60)	1		1	98.3%	
4266 Rental Balls Green	(59)	(60)	1		1	98.3%	
4267 Teasley Mead Rec Equipment rep	0	(700)	700		700	0.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGm & TMead	0	(150)	150		150	0.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(976)	(976)	0		0	100.0%	
4401 Wealdlink Bus Service	(151)	(631)	480		480	23.9%	

Detailed Receipts & Payments by Budget Heading 06/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	(93)	(200)	107		107	46.5%	
4407 Parish maintenance works/equip	(23)	(3,000)	2,977		2,977	0.8%	
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	0	(500)	500		500	0.0%	
4420 Finger Posts and signs	0	(1,500)	1,500		1,500	0.0%	
4421 Highways	(54)	(1,500)	1,446		1,446	3.6%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(500)	500		500	0.0%	
402 Lighting							
4450 Energy & Maintenance 39 lights	(1,704)	(2,500)	796		796	68.2%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	0	(4,000)	4,000		4,000	0.0%	
500 Post office							
5001 CIC Subsidy/Grant	0	(18,000)	18,000		18,000	0.0%	
5100 PO Building Annual PWLB repay	(8,389)	(16,800)	8,411		8,411	49.9%	
5101 PO building annual nonPWLB	(6,406)	(4,500)	(1,906)		(1,906)	142.3%	
999 VAT Data							
115 VAT reclaimed	10,032	15,000	4,968			66.9%	
515 VAT on Payments	(11,536)	(8,000)	(3,536)		(3,536)	144.2%	
Grand Totals:- Receipts	123,444	214,384	90,940			57.6%	
Payments	119,628	214,384	94,756	0	94,756	55.8%	
Net Receipts over Payments	3,816	0	(3,816)				
plus Transfer from ENR	48,685						
less Transfer to EMR	8,190						
Movement to/(from) Gen Reserve	44,311						

Date: 06/07/2023

Withyham Parish Council

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Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 01/07/2023 and 10/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/07/2023	Ray Bailey	BACS73	40.00			4503	101	40.00	Window cleaning
06/07/2023	Martin&Co/Gordon-James	BACS74	100.00			5101	500	100.00	Return £100 deposit paid twice
06/07/2023	Viking Direct	BACS75	48.04		8.01	4015	101	40.03	Stationery
06/07/2023	Weld Done	BACS76	630.00		105.00	4221	201	525.00	New Gate GRG
						327		-525.00	New Gate GRG
						6000	201	525.00	New Gate GRG
06/07/2023	Withyham Parish Community Inte	BACS77	4,000.00			5001	500	4,000.00	WPCIC subsidy payment 1
06/07/2023	Everflow	BACS78	35.79			5101	500	35.79	Watercharges PO/Ph Hse
06/07/2023	Green Hippo Print Ltd	BACS79	96.00		16.00	4221	201	80.00	Playground sign
						327		-80.00	Playground sign
						6000	201	80.00	Playground sign
06/07/2023	N.Wealden Community Transport	BACS80	151.00			4401	401	151.00	Wealdlink Qtr2
06/07/2023	SME IT Solutions	BACS81	224.82		37.47	4013	101	187.35	Phone/BBand May & Jun
06/07/2023	Biffa Waste Services Ltd	BACS82	153.86		25.64	4506	101	128.22	Office waste Jun
06/07/2023	Groombridge Village Hall	BACS83	35.56			4064	101	35.56	Cafe hall hire Jun
06/07/2023	B Agutter	BACS84	6.75			4421	401	6.75	Mileage May
06/07/2023	D Siddle	BACS85	22.50			4009	101	22.50	Mileage meetings
06/07/2023	Various	BACS86	4,099.97			4000	101	4,099.97	Salaries Jul
06/07/2023	Prepaid card	cb1PPC0723	107.85			203		107.85	cb1 to prepaid card Jul
06/07/2023	British Gas Lite	DDBGL0723	118.46			5101	500	118.46	PO/Ph Hse Elec Jun
06/07/2023	NEST Pensions	DDNEST0723	446.31			4001	101	446.31	pensions
06/07/2023	HSBC	HSBC0723	10.50			4600	101	10.50	Bank charges
06/07/2023	The Premier Trust N A Houghton	SONH0723	666.67			4012	101	666.67	office rent Jul
06/07/2023	The Premier Trust T J Newman	SOTN0723	666.66			4012	101	666.66	Office rent Jul
Total Payments:			11,660.74	0.00	192.12			11,468.62	

Date: 06/07/2023

Withyham Parish Council

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Cashbook 3

User: DS

Prepaid card

Payments made between 01/07/2023 and 10/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/07/2023	Zoom Video Comms Ltd	PP19	15.59		2.60	4016	101	12.99	Zoom subs
06/07/2023	Milk & More	PP20	6.90			4510	101	6.90	Office Milk
06/07/2023	Cheeky panda	PP21	39.99			4015	101	39.99	toilet roll
06/07/2023	AmazonUK	PP22	10.38		1.73	4015	101	8.65	dog bags and screws
06/07/2023	Argos	PP23	34.99		5.83	4501	101	29.16	Laminator

Total Payments:	107.85	0.00	10.16	97.69
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