

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on Saturday 19th March 2016 in Weston Village Hall at 10.30am

PRESENT: Councillor Colin Critchlow (Chair), Councillor Alan Hopkin, Councillor David Tams, Councillor Jan Griffiths, Councillor Hilary Hart & x 5 members of the public.

APOLOGIES: Parish Clerk - Amanda Kingston, Councillor Angela Martin, Councillor Cliff Gilbert, Councillor Rob Norman.

DECLARATIONS OF INTEREST

1248. No Declarations of Interest noted.

IMPLICATIONS OF LEGAL CLAIM ON THE PARISH COUNCIL

1249. It was noted that this meeting has been called to discuss the implications of a legal claim on the Parish Council in terms of risk assessments, street furniture, the village green etc. within the village of Weston.

It was further noted that any detail relating the legal claim itself would not be discussed in any way or at any point. Further, although this was a public meeting, no comment or questions were to be made by those members of the public present.

1250. The following points for consideration were raised:

- Actions to be taken to ensure as full proof protection (as is possible), against any future legal claim relating to street furniture under the responsibility of the Parish Council.
- Consider any additional actions required when Parish Council land is leased or used by third parties for example, community events, activities or functions.

1251. It was identified that annually the following risk assessments and inspections are the responsibility of the Parish Council and take place:

- Village play equipment is inspected and reported on twice annually by an externally qualified body appointed by the Parish Council. Any remedial actions arising from these inspections is followed through by the Parish Council.
- Visual inspection of all street furniture (benches etc.), notice boards, trees, village green ground condition and so on, takes place on an on-going monthly basis by means of the village grounds maintenance contractor reporting any areas of repair required. The Parish Council consider any actions arising and agree next actions and costs involved to ensure all such items are kept to the required levels of health & safety and repair.
- In addition to the above, where considered necessary a qualified tree surgeon will be contracted to assess and review all trees under the responsibility of the Parish Council. Following formal reporting and recommendation, remedial actions arising will be approved for action by the Parish Council.

1252. Additional actions arising for further investigation and possible implementation in the future:

- Seek guidance and advice and look into previous similar examples/cases of such occurrences via the SPCA (Staffordshire Parish Council Association).
- What do other local Parish Councils do?
- Engage with Staffordshire County Council Parks & Recreation for knowledge transfer on process and procedure that the Parish Council may be able to adopt (best practice).
- Seek advice from the Parish Council's insurers as to additional and next actions.
- Carry out a full inventory and map out / number each item of street furniture that is the responsibility of the Parish Council.
- Consider engaging a third party to carry out an annual risk assessment and inspection of the street furniture inventory items.
- Formalise and record the monthly visual inspection of street furniture carried out by the Parish

Council grounds maintenance contractor.

- Consider purchase and installation of appropriate notices to be placed at strategic areas in/around the village green areas, outlining rules of use and responsibilities.

1253. Additional expenses and costs:

- It was noted that in order to implement any additional management, process / procedure relating to areas of Parish Council responsibility (as outlined above), it is an inevitability that any agreed future actions will come at additional cost to the Parish Council. The Parish Council will be required to consider how any additional costs identified will be funded in the future.

DATE, TIME AND VENUE OF NEXT MEETING

- 1254.** The next Parish Council meeting will be held on Tuesday 12th April 2016 at 7:30pm in Weston Village Hall.

**COLIN CRITCHLOW
CHAIR**