

## Town Managers Report

### Office Operations

- Cleaners are working Monday to Friday but for two hours per day instead of three.
- Office staff are working full time – the office phones are manned Monday to Friday from 9 am to 4.30 pm.
- More home-working, normally two officers in at any one time.
- Grounds Estates team working normally. Park Warden as normal.

### Melton Road Car Park and Public Toilets

Complaint about over-full sanitary bins – additional empty on Friday.

### Councillor Vacancies

There are four vacancies at the Council in wards:

- Merton Ward
- St Peters West Ward
- New Barkby Ward

I am currently talking to someone that has expressed interest in joining us. Please continue to promote the Councillor vacancies to any of your Syston-based friends and family.

### Syston and District Cemetery

- BT have now provided a new Router which ADT have connected up at Millstone Lodge. The new line should have gone live on 9 December (activated remotely by BT); but this has not happened. I will be chasing up on Thursday afternoon, after agenda/meeting preparation). One positive is that our bill is now reduced by £20 per month for the next 24 months.

Cemetery rules in terms of attendance at funerals have remained unchanged during the second lock-down. Up to 30 people in attendance including funeral directors. Caretaker is stewarding toilet

usage at Barkby Road Cemetery (one in the area at one time) and Cllr DP is stewarding the Syston & District Cemetery toilets.

## Pavilion

Appointment of contractor, subject to FA funding to be approved at Full Council, December meeting. Start on site expected to be February 2020.

I have been working on the funding bid to the FA, as there is a lot of documentation to be uploaded as well as the actual bid and the financials will be added once the contractor has been appointed “subject to funding”.

## Syston Allotments

Age UK are in the process of taking on a communal allotment plot for use by elderly residents in Syston. Charnwood member grants are proving some financial support in the supply of gardening equipment for Age UK. They seem to be stalling on this and may well miss the deadline. Cllr Tom Barkley is trying to assist them, although there is only so much he can do. A grass verge outside the allotments that was dug up by road contractors and promised to be re-turfed has been seeded, but this is not what they promised and so I am still pursuing this.

## IT Support

You may have noticed our new e-signature sign-offs on the Council emails. Supreme Systems have provided this as a “freeby”.

## Syston Topic

December edition out. Please let me know if you have not seen one. Cllr Visavadia has provided an article for December issue. Any Councillor wishing to make an editorial contribution either about themselves and their work or a Syston related issue, please contact the office.

## Friends of Barkby Road Cemetery – Barkby Road

The Chapel is now open on Sundays between 10 am and 2 pm. The first Sunday opening last week, resulted in twenty tea lights being lit in the devotional area.

The Chapel has been decorated for Christmas by our “friends group” and is looking very festive as well as much more welcoming and clean. Photos have been posted on our Twitter and Facebook pages, but it really is worth a visit if you have the time.

## CCTV Melton Road, by the Railway Station

Connection currently with LCC, seems to have stalled, I am chasing up.

## Air Quality in Syston

A report was presented to the Development & GP Committee, following a meeting and tutoring that I received from Peter Wetherhill, the Air Quality Officer at CBC. Development Committee requested that PW attend their meeting in January to provide a reduced version of his presentation, he has agreed to a Q & A session at the beginning of the meeting.

## Litter and Litter Bin Panel Meeting

Following the decision to request for a bin to be installed at the junction of Melton Road and Goodes Avenue and also for the bin located on St Peters Street to be relocated to Broad Street (by the bench); I have been liaising with Julie-Ann Byrne at CBC and it is looking very likely that both these requests will be sanctioned.

We have a spare litter bin that we have placed near the playground at Winfield Park following complaints from residents, this will be emptied by the Estates team.

We will be starting recycling at the community centre from 2021.

## Bus Shelters

Following the vandalism of a bus shelter opposite Tentercroft Avenue, (outside Thorntons Tyres), it transpired that CBC off-loaded seven bus

shelters to STC 15 years ago; which we were unaware of. This obviously has implications for our Asset Register, insurance and budgets.

Ideverde have quoted for the repair and making safe of the bus shelter at a cost of £325. As the bus shelter was leaning and unsafe, the order was placed under “emergency expenditure” in agreement with the Chairman. This will be brought to Resources for approval in January.

The bus shelters that we have acquired are:

- 189 and 193 Barkby Road
- 1015, 1078 and 1303 Melton Road
- High Street with Fosse Way
- St Peters Court
- Tentercroft Avenue/Thorntons Tyres

The bus shelter at 189 Melton Road is coned off, my enquires on who has done this and why have led to LCC advising that they coned it off due to the bus shelter being hit by a commercial vehicle. They have advised that they thought the shelter was their responsibility; therefore I am now currently try to establish which bus shelters are actually ours. As this was an accident, it is likely that the damage repair will be covered by the driver’s insurance.

We have added a budget code and amount of £750 into 2021/22 budget under Development Committee.

I am in the process of obtaining quotes from two companies to assess each shelter and provide a condition report and any recommended repair works. Should any shelter need a refurbishment, then this would be a good time to change the shelter to incorporate the STC logo and remove the CBC one – this will avoid confusion for residents on who to report any damage to.

To turn this to our advantage, I am also looking at the possibility of selling advertising space on the side panels which will assist with the cost of repairs and maintenance.

FYI we already pay a window cleaner to clean ten bus shelters in Syston.

This will all be reported through the Development Committee and approvals obtained before embarking on any expenditure.

## High Street Ambassadors

I met with two CBC Officers this week who are looking to support Syston retailers in surviving the Covid-19 pandemic, regenerating sales and encouraging people back to the town centre. They are currently visiting retailers and offering them free advertising on a Charnwood retailers website as well as guidance on how to set up their website if they don't already have one.

They are also looking at how to assist with queues, particularly outside the post office on High Street, the butchers on Melton Road and other busy outlets.

I was invited to advise them on any other issues in Syston that might be a disincentive to potential town centre visitors, which they will try and support us with. Therefore I invited them to watch the traffic at the mini island for a few minutes which they found quite shocking; although they are unable to do much in this area, they did agree that signage, warning of the proximity of the Zebra Crossing to the island would be helpful and is something that they are looking into, even if to pressurise LCC Highways.

I have also requested support in the provision of signage on Melton Road directing to the Syston & District Cemetery. (which LCC have refused to do).

Others areas they were shown was the broken concrete post at the car park opposite the community centre – cars are often damaged by it and people have reported tripping on it.

The area that floods outside the Estates Office on Central Park. This is a thoroughfare for people walking to the town centre. Although this is STC land, they might still be able to assist with this.

The trips hazards along the brook and the extremely muddy road on Brookside.

Walkers Way where selfish parking by non-disabled drivers, makes the road impassable at times and hinders visibility. Obviously, the car park operated by Euro Car Parks causes a lot of frustration and distress, but clearly there is little that can be done to improve that situation.

## Skatepark Flood Lighting

This was last looked at in March 2020 when finding a suitable electricity connection stalled the project. Initially it was expected to connect via the CCTV post but that was found not to be suitable. It was left with Metric to source an alternative option but this has been “parked” during the pandemic. Metric have now picked this up again and we hope to be able to progress this.

## Budgets 2021/22

Final budgets to be agreed in December 2020. Precept is hoped to be agreed at this Full Council, subject to CBC providing the Band D figure in time for the meeting. Chairman is assisting with pushing CBC on this. The imposed deadline for submission to Charnwood is 15 January 2021.

## Monthly Councillor Surgery

These are still being held, the next one is Saturday, 6 February at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this.

## Diary Dates

6 February 2021, Councillor Surgery by Zoom 10 – 11 am (No meeting in January 2021)

Please remember to join up to our Facebook page for further developments at Syston Town Council.

Website: [www.systontc.org.uk](http://www.systontc.org.uk)

Twitter: @Syston\_TC

## Deputy Town Manager's

### Draft Budgets for 2021-2022

I have been working on the Draft Budgets; they have been approved through Resources and will be finalised at Full Council. The decision was to increase Council tax by 1.3% which equates to 3 pence per household per week and this would provide us with a balanced budget.

## Churchyard Panel

Three quotations were received to re tarmac the pathway around the back of the Churchyard which is in a relatively poor state. However, the Panel decided that the cost was too much at this time.

The area in front of the Rectory wall has been strimmed but kept as a wild- life corridor.

A tree surgeon has looked at four trees in the Churchyard that require some minor limb work. The quote was £575, which was within budget, but as it is a conservation area we have to apply to CBC. Following this an application to the Diocese for their permission is required.

## Tree Work

A Tree Survey of the Parks, Cemetery and Churchyard is due to start on Monday 16 December by Tindle's Tree Care.

A large Beech tree and Cherry tree are to be felled between 11 -13 January 2021.

There is a large privet hedge to be cut down at Northfields.

Re-pollarding has been carried out on St Peters Street.

I have been looking at costs to replace both trees which is likely to be done at the beginning of the next financial year.

## Christmas Lights

Christmas lights in the trees on Brookside have now been repaired by Metric; the festive lights have been switched on and really brighten up the town.

## Shop Window Competition

Leaflets have been taken out to all shops interested in decorating their windows this Christmas. Quite a few shops have done some lovely displays, and this will be judged by the Chairman of the Council, myself and the Assistant to the Town Manager on Friday 18 December at 10am.

## Employee Files

New files have been made up for all employees; standardised contracts have been drawn up and signed.

The above work is in addition to my normal work duties.

## Facilities Manager Report

### Community Centre

- All relevant building safety checks completed such as fire alarm, emergency lighting, fire extinguisher and water flushing, everything in order.
- All community centre floors deep cleaned and sanitised.
- Brookside floor to be sanded and lacquered 3 x coats as recommended Feb 8<sup>th</sup>, 9<sup>th</sup> 2021
- Room sets ups for M.A.D.S and Inside out completed with enhanced cleaning sanitising after use. (Groups exempt from lockdown allowed to meet as support groups)
- Continued to sanitise all touch surfaces regularly
- All radiators now working in the community centre
- New Tier 3 enquires answered via email / phone
- Report completed regarding the restart of grassroots football
- Attendance / input at meetings regarding Pavilion tender for refurbishment
- Waste management review
- Bus Stops – Photographed all 8 and set up folder

### Training / Staff

- Have completed H&S training with BS / JK in relation to workplace safety / equality and diversity
- JB (Estates Staff) Booked onto 4 x courses for Feb/Mar 2021
- All staff notified regarding holiday time left to take before end of March 2021
- Completed staff risk assessment for GH on return to work
- New Estates Staff job descriptions signed by CS / GH / JB

### Pavilion / Memorial Park / Football

- Have attended Pavilion with Bison regarding their tender, along with architect.
- Have reviewed FA report on pitch conditions. Meeting local Pitch management contractor to discuss issues raised.
- All stocks replenished for start of grass roots football.
- All radiators have been bled and heating boiler balanced. All working fine
- All relevant building safety checks completed such as smoke detectors, emergency lighting, fire extinguisher and water flushing everything in order.

- Repositioned heras fencing around the container.
- Reported ASB reported by residents to the Police in person and via email
- Football pitches are still being cut and lines remarked

## Cemeteries

- **Barkby Road**
- Bonsar truck sold and our sit on mower is now in garage.
- Sleepers dismantled to reuse on Central park.
- Extra keys cut for friends of Barkby cemetery
- Chapel and toilet area cleaned.
- Heather has all been removed. Ready to start removing topsoil.
- Have attended all funerals to ensure toilet facilities are accessible.
- **Syston & District**
- Attended completed further chipping
- Attended and repaired heating system. Now all working
- Attended funerals as instructed

## Parks

- All weekly park checks / playground checks completed
- Christmas tree put up at Park Square
- Central Park at Memorial entrance a lot of overgrowth cut back. This increases visibility at the entrance and the Peace garden to provide safer environment.
- Have had meetings with resident at Winfield Park.
- A lot more overgrowth now cut back at Church yard.
- Both drains repaired at Church yard.
- Extra slabs fitted at the Church yard for bench
- All 3 x de-fibs in town checked weekly and all fine
- Brook cleaned / litter pick

## Senior Administrator

### Allotments

All allotment plots are fully rented. I have prepared the letters to allotment holders which are issued in December to let them know the fees for 2021. They are also given a copy of the rules and regulations and the guidelines for care of hens.

### Cemetery

I am dealing with two 'Right of Burial' transfers. I have prepared and sent out the relevant documents to the applicants and am waiting for these to be returned.

### Football

The football teams have resumed their matches, I issue weekly invoices for the pavilion and monthly invoices for pitch hire. There have been a few cancellations due to some opposition teams needing to isolate, also not being able to travel between tiers.

### Telephone System

The new provider Berry Telecom are classed as essential workers, so the installation date of 11 December remains as before.

### Photocopier Lease

I have arranged for the new photocopier to be installed on 16 December.

### Training

I have been completing Ellis Whittam training modules and have signed up to start an ILCA course organised by SLCC. I will be attending a virtual training session by LCC next week regarding pension submissions.

### Working from Home

I am working from home more frequently as required due to lockdown, but still also attending the office once or twice a week.

# Assistant to the Town Manager Report

## Syston Topic

The Syston Topic for December is done and will be circulated before the Christmas break. If any Councillors would like to get involved with the Topic next year, please contact me.

## Christmas Cards

Christmas cards from the Chairman have all been signed by Cllr Barkley and I have enveloped these up and addressed them. These have been posted out and some hand delivered this week. I have also put the Christmas tree up in the Community Centre reception area.

## Room Bookings

Due to Syston currently being in Tier 3 room hire has been stopped. Apart from the M.A.D.S Mental Health Group and In, Out and About who are an adult support group as these are both allowed under the current restrictions.

## Lost Property

I am currently sorting through lost property that we have accumulated over the last couple of years. These are things people have left behind after hiring rooms out, or items handed in by the public. I will be posting photos up on our Facebook page for people to claim. Anything that is left in the new year will be given to local charity shops.

## Shop Window Competition

On Friday 18 December I will be assisting the Chairman and Deputy Town Manager in judging the shop window competition.

## Training

I have been working on completing some of the modules required on the Ellis Whitam training website which have expired.

## Home Working

I am still working from home part of the time and in the office 2-3 days per week.