



## WYBERTON PARISH COUNCIL

Mrs Val Austin, Clerk, Wyberton Community Centre, 295 London Road, Wyberton, PE21 7DE

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Dear Councillors,

You are summoned to attend the monthly Parish Council meeting which will be held on Wednesday 13<sup>th</sup> March 2024, at 7pm at the Wyberton Community Centre, Meeting room.

*Mrs Val Austin* - Clerk /RFO to the Parish Council, Dated: 5<sup>th</sup> March 2024

The business to be dealt with at the meeting is listed in this agenda.

### **AGENDA**

1. **Chairman to open meeting:**
2. **Apologies for absence:** To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting:
  - a) Cllr Hev Ainsworth – Due to illness
3. **Public Forum:** To resolve to suspend the meeting for a **maximum of 10 minutes** to allow members of the public to ask questions or make short statements to the council.
4. **Declarations of interest** (if any): To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests:
5. **Minutes of the Parish Council meeting held on Wednesday 14<sup>th</sup> February 2024-** To resolve as a correct record and to authorise the Chairman to sign the official minutes.
6. **Lincolnshire County and Boston Borough Councillors – Reports to be sent to The Clerk prior to the meeting.**
  - a) Cllr Mrs Alison Austin:
  - b) Cllr Mr Richard Austin:
  - c) Cllr Mr Chris Mountain:



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### 7. Update on Items from previous items:

#### 7.1 - LHP Land Parthian Avenue Village Green / Play Area – Ongoing –

7.1.1 - Update - Work to commence W/C 25<sup>th</sup> March 2024. The clerk is waiting for the pre-meeting date to be set.

7.1.2 - LHP – Waiting for the final approval from Chatterton’s with LHP.

7.2. **Footway Lighting – Update** – With Information Collated from the councillors walk around.  
**See Appendix A** – below.

7.3. **Speeding – Note:** Councillor Alison Austin has advised that she is meeting the local highways officer to discuss several matters, including the A52.

7.4. **Newsletter – Cllr Steve Slater – Update**

7.5. **Nomination – Letter of Thanks** – Not actioned - waiting for the names of the people to be sent to The Clerk.

7.6. **Annual Parish Meeting – Cllr Jason Stevenson Update** - The leaflets have been printed. Several organisations are interested in attending. Further update at the meeting.

7.7. **Good Things Foundation – Cllr Jason Stevenson – From February 2024 agenda**

A link is [www.goodthingsfoundation.org/what-we-do/](http://www.goodthingsfoundation.org/what-we-do/)

**See appendix B** - below

### 8: Councillors to discuss & resolve the following items:

8.1 **Transforming Road verges into wildflowers** – Cllr David Williams

Please see link for more information: <https://www.bbowt.org.uk/west-berkshire-wild-verges>

This is to encourage the wildlife in the area, and to have lower maintenance costs.

8.2. **To adopt the following two policies – See Appendix C** below.

a) Health and Safety Policy

b) Media Policy



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- 8.3 Assets of Community Value for Woodside – Cllr Richard Austin – See Appendix D below**  
This area of land, is not owned by anyone and as the parish council maintain the grass area, would be a good idea to have as community value.
- 9: Finance**
- 9.1: Approve Payments of Accounts
  - 9.2: Bank statements – To be shown at the meeting as at 13<sup>th</sup> March 2024
  - 9.3: To note – The Grant Funding of £24,999. Has been paid into the bank account
- 10: Planning matters:** Town and Country Planning Act 1990 - To consider and make observations on all planning applications received and to note planning approvals, refusals, enforcement complaints and appeal decisions advised by the Borough Council – The parish clerk has delegated authority to respond to planning applications, in consultation with the councillors via email.
- To include those received between the day of posting this notice and the day of the meeting**

**Next Meeting:** Wednesday 10<sup>th</sup> April 2024 – at 7pm



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7.2 - Appendix A – Footway Lights – Councillors Walkaround.

Areas –

**Cllr Mike Sharp** – A52 & New Hammond Beck Road

**Cllr Steve Slater** – West End Road

**Cllr Jason Stevenson** – Yarborough Road

**Cllr David Williams** – Causeway and Church Area

**Cllr Richard Austin** – Tytton Lane and West End Road

The Clerk Val Austin – has been in contact with Cllr Alison Austin with regards to the lights along A52, awaiting a reply.

Cllr David Williams reported that the 10 along Causeway, 5 along Church Lane and 5 along Low Road should all be transferred to LED and be changed to part night.

No further information received.



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7.7 - Appendix B – Good Things Foundation – From February 2024 Agenda, further information.

Please double click on the links, they will open up in PDF, the documents are too big to add to the agenda.



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# WYBERTON PARISH COUNCIL

Item 8:2 – Policies to be adopted

## **Policy A – Health and Safety**

### **Policy Aim**

The aim of this Policy is to assist Wyberton Parish Council in providing a safe and healthy workplace and working environment for all of its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

### **Summary**

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

The Parish Council recognises and accepts its general duties under The Health and Safety at Work Act 1974, and The management of Health and Safety at Work Regulations 1992, to ensure that the premises are safe and secure and that risks are assessed and managed so far as reasonably practical. (Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. Action taken will be proportionate to the level of risk)

### **Policy Statement**

The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected Members, contractors, volunteers, agency staff and any other person who may be affected by its activities.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- keep dust, fumes and noise under control;
- ensure that articles and substances are stored, moved and used safely;
- providing adequate welfare facilities;
- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments.
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- provide adequate first aid facilities;
- consult with staff about matters affecting employees' health and safety;



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The Council delegates the main responsibility for health and safety to the Clerk / RFO, but in order for this policy to be successful, it is the personal responsibility of each employee, elected Member, contractor, volunteer and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions;
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work;
- bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

The allocation for safety matters and the particular arrangements that the Parish Council will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. This policy and the way it is operated will be reviewed annually.

This Policy will be supplemented by further policies and procedures relating to work activities.

Signed

Chairman \_\_\_\_\_

Parish Clerk \_\_\_\_\_

Dated:

Dated:



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## 1. ORGANISATION & RESPONSIBILITIES

### 1.1 The Council

The Council will make sure that sufficient budget is made available annually for the purposes of meeting Health and Safety Obligations in relation to council activities.

The Proper Officer will monitor Health and Safety issues and compliance with this policy.

The Proper Officer will:

- review accident and “near miss incident” data;
- develop and review policies and procedures before passing them to Council for approval;
- assist in the development of safety rules;
- monitor and review health, safety and welfare training.

### 1.2 Parish Clerk / RFO

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy’s objectives are achieved and that effective management is in place to secure its implementation and review as appropriate.

To these ends delegated authority is given to the Parish Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Parish Clerk will:

- make sure that staff implement the requirements of the Councils health and safety policy;
- make sure assets are maintained, repaired and operated in a safe manner;
- make sure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware;
- make sure all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments;
- make sure that risk assessments are reviewed regularly, or immediately after an accident / “near miss” incident or change in work process;
- make sure authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g. expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided;
- report and investigate accidents, near misses, ill health and incidents of violence or abuse to full Council;
- make sure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment;
- make sure appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required;
- take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health & safety;
- make sure that existing fire procedures for occupied premises are adhered to;





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- undertake regular checks to ensure that fire exits are kept clear at all times;
- identify training needs through the risk assessment and performance review processes;
- ensure that the Council's Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council's induction training;
- maintain corporate accident and near miss incident sheets;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;

### 1.3 Employees/Councillors (where applicable)

All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with their manager on health and safety issues. All employees must ensure that they will:

- carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided;
- use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example firefighting equipment, protective guards or devices, personal protective equipment, warning signs, etc.);
- familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly;
- make themselves familiar with the Health and Safety policy, health and safety information any other documents provided for their safety;
- wear or use appropriate personal protective equipment as provided;
- report immediately to the Parish Clerk all accidents, incidents, unsafe acts or damage including any "near misses";
- co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence;
- report any of the following to the Parish Clerk:
  - incidents of any pain or discomfort arising out of the carrying out of their work activity;
  - any physical injury resulting from the carrying out of their work activity;
  - any incident of violence or abuse aimed at the employee;
  - all cases where work equipment or personal safety equipment becomes defective;
- take part in risk assessments, workplace inspections and audits when necessary;
- observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks;
- ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner;



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### 1.4 Contractors

Contractors will be reminded of all their legal obligations, including the reporting of accidents and “near miss” incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- competent employees and craftsmen who have received adequate training to enable them to safely perform the job;
- adequate supervision of untrained staff or young workers;
- safe plant, i.e. equipment and appliances in good working order
- safe systems of work;
- adequate third-party liability insurance as specified by any contract.
- Comply with their statutory obligations with regards to H&S legislation and Public Liability insurance.
- Have regard to the safety of Hirers, users, and visitors when working on the premises and / or in respect of anything left or stored at the premises.

Any employee of the Council, who brings in a contractor to carry out works for or on behalf of the Council, is responsible for ensuring that the contractor, and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

### 1.5 Agency Staff and Volunteers

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and “near miss incidents”. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

### 1.6 Hirers are responsible for

- To comply with all conditions of Hire, as set out in the Hiring agreement
- To comply with their statutory responsibilities above and beyond those required by the Parish Council which relate to their organisation / Activity
- To carry out a risk assessment if requested by the Parish Council, and make the RA available to the Parish Council.
- Designate a responsible person at each hiring who will take charge in an emergency.
- Ensure highly flammable substances are not brought into or used in any part of the premises.
- Ask the Parish Clerk for consent before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or emergency exit doors.
- Ensure that any portable electrical equipment brought into the premises is safe for use and is currently PAT tested.



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A copy of this Policy will be shown upon request to all staff, elected Members and Contractors undertaking duties and tasks on behalf of the Parish Council.

For further information and to download the checklist please follow this link.

[Health and safety checklist for village and community halls \(hse.gov.uk\)](https://www.hse.gov.uk/healthandsafetychecklistforvillageandcommunityhalls)



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## Policy B – Media Policy

1. Wyberton Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or in their absence the Chairman.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s own standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

### Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.



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9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. As a matter of courtesy, if a member of the media intends to record any part of the proceedings, please let the Clerk know before the start of the meeting,
12. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
13. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other recording is permitted at a meeting of a sub-committee.

### **Other communications with the media.**

14. This policy does not seek to regulate councillors in their private capacity.
15. The Council's communications with the media seek to represent the corporate position and views of the council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
16. The Council's Clerk, or the Chairman may contact the media if the Council wants to provide information, a statement or other material about the Council.
17. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Adopted: March 2024



# WYBERTON PARISH COUNCIL

Item: 8:3 – Woodside – Map of the area for information

