

Agenda Support Document

Merton Parish Council Meeting on Monday 13th July 2020.

Agenda Item 8.7.20 a): Cllr Advocate to the OPCC (office of Police & Crime commissioner)

Email received:

I am writing to you on behalf of the Office of the Police and Crime Commissioner to give you more information about our Councillor Advocate Scheme, with a view to you nominating a representative of your council to join the scheme.

If your council does already have a councillor advocate representative, I would appreciate it if could just confirm their name and the best email address to contact them.

If however your council isn't represented I would ask that you consider nominating someone.

I have attached a number of documents which explains all you need to know about the scheme and how it can benefit your community.

The scheme currently has around 150 nominated advocates and we would like to see that number increase greatly in the coming months.

This and the attachments available from the Clerk on request may help:

- **CAS Induction Document – Draft**

This document explains the scheme, the role of councillors/police/our office etc. This approach has been very effective in giving councillors ownership of the scheme itself.

- **Cllr Advocate Information Directory**

We were asked by councillors to create something specifically for them in terms of an A to Z of community safety issues. This is completely bespoke so rather than giving members generic information, we explain issues and most importantly how they as a councillor can support the work of the police and other partners. So far this has proved incredibly popular.

- **2 x PCC Briefing Documents**

This is just to give you an example of the type of information we cascade from our office to the councillors as part of the scheme. The information is nothing that is not in the public domain so any elected member across the area could access this from our local police and crime panel website, however we have tried to put it into a slightly more digestible format for our advocates.

The scheme itself works by offering:

Face to face discussions:

1. Access to a quarterly meeting with the police at a local level
2. Access to councillor advocate themed seminars each year
3. Access to a named contact within the commissioner's office

Written materials:

4. A bespoke advocate information directory
5. Quarterly key topic briefing documents specifically for advocates

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6. Quarterly newsletter from the commissioner
7. Monthly Citizens in Policing newsletter
8. Notification of press releases issued by the police and the commissioner

Campaigns and events:

9. Access to police campaign materials (e.g. posters and leaflets)
10. Prior notification of and invitation to police arranged community engagement activities

Agenda Item 8.7.20 b): Summary of Play Equipment Inspection Issues identified.

Slide - Embankment – Curved:



Remedial Tasks = 1

Finding: Bolt(s) loose – Slide Barrier Clamp fitting working loose.

Task: Secure Bolt(s)

Risk - Low

Swing - Mixed - 1 Bay 1 Junior 1 Toddler Seat



Remedial Tasks = 1

Finding: The covers should be removed from the fitting at the top of the chain annually and the shackle bolt should be checked for wear.

Tasks: Replace at 70% of original diameter (30% wear).

Risk - Low

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MUGA: Ownership Unknown

Overall Risk – Medium

4 Remedial tasks identified.

Note: Standards: EN 15312:2007+A1:2010 The item or its surfacing are not compliant with the requirements of the relevant standards.



Finding 1: Wire mesh panel damaged, field side.

Task: Repair

Risk - Low



Finding 2: Brambles coming through the wire mesh

Task: Cut back vegetation from outside of unit.

Risk - Medium

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Finding 3: Moss is present. Surface very slippery in places.

Tasks: clean the surfacing.

Risk- Low



Finding 4: There is an entrapment at the gate. Multi-use games area gates must maintain a minimum 18 mm gap throughout the full range of motion of the gate.

Tasks: Adjust the gate to provide the correct minimum 18 mm gap. (Hinge side)

Risk – Low

Full ROSPA inspection report is available from the Clerk on request.

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Agenda Item 8.7.20 c): Proposed re-opening of the Playground.

Guidance Taken from https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=Members&utm_campaign=677d727ccf-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-677d727ccf-346615885&mc_cid=677d727ccf&mc_eid=9543329354

1. Introduction

Playgrounds are a valuable community asset that provide children with a stimulating and tactile experience to exercise and learn through play.

Making them available provides important physical, social, emotional and cognitive development opportunities for children.

This guidance provides the owners and operators responsible for with practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19.

This guidance should be considered alongside local public health and safety requirements.

The amendments to the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 on 4 July 2020 allowed playgrounds across England to be reopened, however owners / operators should also consider if any local restrictions are currently in place in their area before reopening the playground.

This guidance provides owners and operators of playgrounds with practical advice so that they can open them in a way that is safe and minimises COVID-19 transmission risk.

Owners and operators responsible for playgrounds will have discretion over when they consider it safe to open for activity permitted by legislation, and may decide to keep these areas closed should they feel they are not able to facilitate their safe usage. It is recognised that owners and operators will require time to prepare for the safe reopening of playgrounds.

2. Purpose of this guidance

This guidance is for the owners and operators responsible for outdoor playgrounds. Owners or operators are defined as those responsible for the management of a playground, including assessment of compliance with any relevant legislation or guidelines.

Each owner/operator will need to apply this guidance to the facility they are responsible for, depending on the circumstances, layout and design.

This will include taking account of factors including size, equipment, and how it is organised, operated, and managed. They will need to consider implementing processes to protect the users of the equipment and the staff responsible for its maintenance and cleaning.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that owners and operators continue to comply with existing obligations including those relating to individuals with protected characteristics.

It contains non-statutory guidance to be taken into account when complying with these existing obligations.

To help owners and operators decide what actions to take, and to ensure the equipment in their playground is safe, they must carry out an appropriate COVID-19 risk assessment, just as they would for other health and safety related hazards.

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3. Thinking about risk

Owners and operators responsible for playgrounds or outdoor gyms must assess and manage the risk of potential COVID-19 transmission as relevant to the users of the equipment, such as children, parents, guardians and carers, as well as any staff tasked with the maintenance or cleaning of equipment. **Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.**

4. Key principles for safely reopening playgrounds and outdoor gyms

Preparing a playground or outdoor gym for re-opening

Owners and operators of playgrounds are reminded that in addition to preparations to ensure they are COVID-19 Secure, there will be general maintenance requirements. **Owners/operators must ensure playground and/or exercise equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.**

Social distancing

Social distancing aims to reduce social interaction between people to minimise the opportunity for transmission of COVID-19.

Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable.

Owners/operators should consider and set out the mitigations they will introduce in their risk assessment.

All owners or operators of playgrounds should consider how to put in place measures to support social distancing such as signs to remind users of the need for and adherence to social distancing in accordance with existing government guidance. In implementing measures, owners and operators should acknowledge that adults and children with certain conditions will find social distancing difficult.

It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting. This will mean that other ways of minimising transmission risk should also be considered and communicated to the parents, guardians and carers, who should remain aware of the residual risk.

Potential measures to facilitate social distancing include:

- if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use a playground at any one time and use signs to communicate this
- limiting the number of users able to use a particular piece of equipment to minimise the transmission risk of COVID-19. Potential measures include:
 - signs to communicate maximum number of users at one time or limit to one household at a time
 - request those using the play area to only have 1 family member accompanying a child

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- limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
- setting a time limit and using signs to communicate this to users, parents, guardians or carers
- using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities

Cleaning and hygiene

Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds but the virus could survive long enough on frequently used/touched outdoor surfaces to facilitate transmission.

Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:

- playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
- semi enclosed playhouses or huts for small children
- enclosed crawl through 'tunnels' or tube slides
- entry and exit points such as gates
- seating areas such as benches and picnic tables
- refuse areas/bins

Owners and operators should encourage effective sanitation by users, parents, guardians and carers.

Consideration should be given to:

- using signs and posters:
 - to promote cleaning of equipment by users, parents, guardians and carers, particularly where there are clear touch points such as swing rockers, see saws, etc.
 - encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands
 - to encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play
 - to advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
 - to remind adults and children not to put their mouths on equipment or their hands in their mouths
 - to promote and remind users, parents, guardians and carers of the need for social distancing
- when communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments. Consideration should also be given on how to assist those with disabilities with complying with the changes

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- providing more waste facilities and more frequent rubbish collection
- where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms
- using disposable paper towels in handwashing facilities where possible

Additional measures and communicating with parents

Additional measures that can minimise the risk COVID-19 transmission in playgrounds focus on promoting responsible behaviour by children, parents, carers and guardians.

For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:

- consumption of food or drink on play equipment or in the playground area is banned
- parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. Disposable face coverings and gloves cannot be recycled

Owners and operators should provide clear information to parents to set clear expectations about how children should behave when using playgrounds during COVID-19. This may be through one or more of: signs adjacent to the playground, online (e.g. operator websites or community message boards), or through leafletting.

Owners and operators may wish to consider reminding parents of the owner/operator's legal obligations towards the playground users such as signs stating that allowing children to use playground equipment is done at their own risk where appropriate.

Where to obtain further guidance

The government has produced a range of guidance to help people stay safe and reduce the transmission risk of COVID-19. This can be found on the [coronavirus support and guidance page](#).

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Agenda Item 8.7.20 e): Council Planner July 2020 to January 2021.

<u>Month</u>	<u>Matter</u>	<u>Responsibility</u>	<u>Actions/agenda item</u>
July 2020	- Agenda published by 8th July. - Parish Council Meeting 13th July 7.30pm via Zoom. - Clerk Annual Leave (2 weeks)	- Clerk & All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- Cllrs to read agenda and supporting documents. 27th July to 9th August inclusive.
August 2020	- Exercise of Public Rights - Asset Inspections	- Clerk/RFO - Cllrs & Clerk	31st August to 9th October inclusive. - Cllrs & Clerk to inspect assigned assets & complete inspection sheet.
September 2020	- Agenda Items from Cllrs - Agenda published by 9th Sept. - Parish Council Meeting 14th Sept. 7.30pm venue to be confirmed.	- All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- To be sent to Clerk no later than <u>4th September</u> - Cllrs to read agenda and supporting documents - Council Documents for Consideration: MPC 003 Financial Regulations V3.0 MPC 012 Risk Management Policy V2.0 MPC 013 Internal Financial Control Policy V2.0 MPC 019 Internal Audit Policy V2.0 MPC 022 Website Privacy Statement.
October 2020	- Asset annual inspection report - Items for the 2021-22 Budget - Agenda Items from Cllrs - Review salt supplies.	- All Cllrs - All Cllrs - All Cllrs - Cllr Brown/Clerk	- Cllr to email report on condition and any work that may be required by <u>26th October</u>. - To be submitted to Clerk no later than <u>26th October</u>. - To be sent to Clerk no later than <u>30th October</u> - Check Salt supplies, Clerk to reorder as required.
November 2020	- Draft RFO Budget & Precept recommendation - Agenda published by 4th Nov. - Parish Council Meeting 9th Nov. 7.30pm venue to be confirmed. <u>Guest Speaker:</u> Mick Harrison (Office of Police Crime Commissioner)	- Clerk/RFO - Clerk & All Cllrs - Clerk & All Cllrs	1st Draft Budget to be presented at Council Meeting. - Cllrs to read agenda and supporting documents

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December 2020	• Clerk Annual Leave (3 weeks)	• Clerk & All Cllrs	• 14th December to 3rd January inclusive.
January 2021	• Agenda Items from Cllrs • Agenda published by 6th Jan. • Parish Council Meeting 11th Jan. 7.30pm venue to be confirmed. • Final draft RFO Budget & Precept recommendation • Book Speaker & Venue for Annual Parish Meeting (dependant on current government legislation)	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs • Clerk/RFO • Clerk	• To be sent to Clerk no later than <u>3rd January</u>. • Cllrs to read agenda and supporting documents • To include: Clerks Annual Appraisal, guest speaker(s) (if required) for Parish Meeting and date. Authorisation for Clerk to book ROSPA inspection. • Final Draft Budget & Precept recommendation to be presented at PCM and resolved. • Clerk to confirm date with guest speaker & Clinton Hall. Posters to advertise.

Agenda Item 10.7.20 e): 1st Quarter Budget report

INCOME	Budget			
	2020/21 Budget	Actual Income 30-06-2020	Difference	Notes
Precept	8000.00	4000.00	-4000.00	
Parking Permits	8.00	0.00	-8.00	
Other/grants	392.00	912.08	520.08	£912.08 COVID-19 Grants from TDC & DCC
TOTAL	8400.00	4912.08	-3487.92	GENERAL NOTE: Precept set at £8000 + £2000 released from reserves to offset budget.

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<u>Heading</u>	2020/21 Budget	Actual expenditure to 30-06- 2020	Difference	Over/Under/ On Budget	NOTES
STAFF COSTS	£4,100.00	£855.01	£3,244.99	UNDER	
Clerk Salary & costs	£3,600.00	£786.01	£2,813.99	UNDER	
Office Expenses	£400.00	£54.00	£346.00	UNDER	
Training	£100.00	£15.00	£85.00	UNDER	
ADMINISTRATION	£1,375.00	£511.10	£863.90	UNDER	
Insurance	£500.00	£490.28	£9.72	UNDER	
Website	£650.00	£0.00	£650.00	UNDER	
Hall Hire	£100.00	£0.00	£100.00	UNDER	
Norton Anti-virus	£25.00	£20.82	£4.18	UNDER	
Contingency	£100.00	£0.00	£100.00	UNDER	
RUNNING COSTS	£350.00	£162.71	£187.29	UNDER	
Grass Cutting & Village Maintenance	£350.00	£162.71	£187.29	UNDER	
PROFESSIONAL FEES	£460.00	£212.00	£248.00	UNDER	
Audit internal & external	£350.00	£150.00	£200.00	UNDER	
Data Protection Registration	£40.00	£0.00	£40.00	UNDER	
Subscriptions/Memberships	£70.00	£62.00	£8.00	UNDER	
ASSETS	£1,900.00	£322.00	£1,578.00	UNDER	
Maintenance	£500.00	£0.00	£500.00	UNDER	
Purchases	£950.00	£0.00	£950.00	UNDER	
Defibrillator	£350.00	£250.00	£100.00	UNDER	£250 added to Reserve for replacement
Play Equipment	£100.00	£72.00	£28.00	UNDER	

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<u>Heading</u>	2020/21 Budget	Actual expenditure to 30-06- 2020	Difference	Over/Under/ On Budget	NOTES
GRANTS/DONATIONS	£720.00	£467.00	£253.00	UNDER	
Standing Grants (Churchyard/Clinton Hall)	£550.00	£300.00	£250.00	UNDER	Churchyard £300/ Clinton Hall £250
Poppy Wreath	£20.00	£17.00	£3.00	UNDER	
Other Grants/Donations	£150.00	£150.00	£0.00	ON	Plough £100/ ND Records Office £50
Reserves	£1,500.00	£750.00	£750.00	UNDER	
General	£500.00	£250.00	£250.00	UNDER	£250 added to reserve from 1st instalment of precept
Precept Contingency	£1,000.00	£500.00	£500.00	UNDER	£500 added to reserve from 1st instalment of precept
Unbudgeted Spending	£0.00	£269.25	£269.25	OVER	
Unbudgeted Spending	0	£269.25	£269.25	OVER	money taken from COVID-19 Grants
TOTALS	£10,405.00	£3,279.82	£7,125.18		

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