

# Measham Parish Council

## Minutes of the Meeting of the Council

September 12th, 2024, 6pm at Measham Leisure Centre

### Present

Cllrs – Colin Manifold, Glenys Banton, Ruth Oakley, , Tony Fairall, David Wright, Christine Wright, Darren Martin, Edward Hodgetts.

Anthea Booth, Assistant Clerk

District Cllr Sean Sheahan,

PBO Owain Jones, PCSO Madeline Fearn

The Chair informed members that the Clerk had suddenly taken ill 2 weeks ago and was recovering in hospital, recovery time is not yet known. Well wishes were to be passed on to the Clerk.

### 136/24 Welcome and apologies

Cllrs Anne Morgan, County Cllr Ashman, Clare Orme Clerk

### 137/24 Public participation

None

### 138/24 Ward Members Reports

#### Report from District Cllr Sheahan

Barbed wire fence High Street – Cllr Sheahan had looked at the fence and agreed that it was an eyesore, he had reported this at NWLDC due to it being in the Conservation Area.

### 139/24 Police Matters

Report from PBO Jones and PCSO Fearn

Vehicle Crime has increased not just in Measham but across the County, the minibus from the Medical Unit was stolen and this was an ongoing investigation and CCTV was being checked. Burglaries to obtain car keys are being carried out, alternatively scanning machines are being used to access vehicles.

Cllr Sheahan asked if information was shared across borders with other constabularies. PBO Jones stated that Leicestershire Police have a shared database with Derbyshire police.

It was asked if there was office space available for the police to use as a base so they could be more present in the village.

**Resolved:** Councillors agreed the use of the Parish Office during the Leisure Centre opening hours. PCSO Fearn would meet with the Assistant Clerk on Wednesday 18/09 to look at the room.

## **140/24 Declaration of interests**

Pecuniary Interest

Cllr Banton – Item 10F Financial Matters Consider S137 Grant Application for the Events Group – Christmas Event as they are a member of the Events Group Committee

## **141/24 Dispensations**

None received.

## **142/24 Confirm Minutes**

To approve and adopt the minutes of the meeting of the Council held on Thursday 8<sup>th</sup> August 2024.

**Resolved:** Cllr D Wright proposed, and Cllr Fairall seconded to approve and adopt the minutes of the meeting held on Thursday 8<sup>th</sup> August, 2024. All in favour.

## **143/24 Parish Councillors' Reports**

### **Cllr D Wright**

The 1<sup>st</sup> set of interviews had taken place for the Head of Grounds Person position and Mr Simon Orme will be starting with the Council on the 8<sup>th</sup> October. The interviews for the Grounds Person Operator will be carried out on the 16<sup>th</sup> September.

Consultations were ongoing with the current grounds staff regarding changing the terms and conditions of their contract.

LRALC AGM meeting is booked and Cllr D Wright & Cllr C Wright will be attending on the 5<sup>th</sup> October 24.

### **Cllr Manifold**

Environmental work is ongoing around the village especially fly tipping, a request has been made to LCC to close the layby at Tamworth Road and items be removed.

### **Cllr Fairall**

The allocating of the new purple recycle bags by NWLDC was raised as they had been dumped in properties and looked like litter, concerns over the lightness of them in windy conditions was also discussed.

### **Cllr Martin**

The ASB issue raised by Cllr Lees last month was a 6yr ongoing issue with over 700 recordings taken. It was noted that if a case of ASB is open and things settle for a while the case is then closed if the issues restarts a new case is opened having to start the process over again. The ASB app or website reporting system at NWLDC doesn't seem to work correctly either.

Cllrs asked if a presentation from the ASB team from NWLDC could be held and also asked Cllr Martin if he would be an ASB Champion for the Council helping and looking into ways that could make the reporting of ASB issues better for the village.

**Resolved:** Cllr Martin agreed to become the ASB Champion for the Council.

### **Beat the Bounds**

Members rearranged the meeting times for beat the bounds, Measham South members would meet on Friday 20<sup>th</sup> September at the Depot at 9.30am and Measham North members would meet on Friday 4<sup>th</sup> October at 9.30am at New Street Play area.

## 144/24 Parish Clerk Report and items for consideration.

To receive report any items for consideration from the Clerk.

- A. Update website and Social Media - how to move this forward – The Clerk, Assistant Clerk, Cllr Fairall and Cllr D Wright – Report from Cllr Fairall

Members discussed the recommendations made by Cllr Fairall emailed previously.

**Resolved:** It was agreed to discontinue using X (Twitter) and just have a pinned post directing to the Councils website and ways to contact MPC. A Facebook (No Comment Group) would be looked at and items that may be considered as a survey would be voted on by Cllrs to decide if they are to be posted or not. Further details would be emailed by Cllr Fairall to be considered.

- B. NWLDC - Green Shoot Scheme – Consider applying for bulbs 50% funded by NWLDC – To note that the bulbs had been ordered and will be delivered in September.
- C. Poppy Artwork – Consider Poppy artwork from NWLDC at a cost of £200 and £25 per additional poppy.

**Resolved:** Members agreed to investigate the costings for their own Poppy Artwork to be placed.

- D. War Memorial Cleaning – to consider jet washing prior to Remembrance Day.

**Resolved:** It was agreed for the Assistant Clerk to obtain quotes for the jet washing of the War Memorial grounds prior to Remembrance Sunday, The Maintenance Operative is to be asked to look at the conditions of the bench and restore/clean if needed.

## 145/24 Financial Matters

Any invoices received for payment after publication of the agenda would be advised at the meeting as provided on the payment list.

- A. Invoices - to consider the invoices for payment, Card Payments and Direct Debits.
- B. Receipts – to note receipts received since the last meeting.
- C. Bank reconciliation and Statement of Accounts – to consider the Unaudited Accounts
- D. Bank transfers – for info.

Due unforeseen circumstances items A-D were not discussed.

- E. Consider the Conclusion of the External Audit 2023/24  
Notice had been received of the conclusion of audit.

**Resolved:** Members noted the Notice of Conclusion of Audit and noted there were no recommendations, documents will be published in due course.

**Cllr Banton left the meeting.**

F. To consider S137 application for the Events Group – Christmas Event.

**Resolved:** It was proposed and seconded to grant the £1000 as budget for the Christmas Event. All in favour.

**Cllr Banton returned to the meeting.**

## 146/24 Speeding Sign Results

To receive statistics from the latest location and decide on the next location for the speed sign.

**Last Location** – Tamworth Road Post 11 Incoming

85th Percentile Speed = 45.3 mph

Avg Speed = 34.6mph

Max Speed = 95 mph

Total Vehicles = 92761

**Next Location.**

**Resolved:** It was agreed to put the speed sign on Ashby Road, Post 3 incoming. The 2<sup>nd</sup> signed to be placed on Tamworth Road, post 11 incoming.

## 147/24 Current projects / items

A. To receive an update on the selling of the Board Room table and chairs – A potential buyer is going to view the table & chairs next week.

**Resolved:** Cllrs Banton and Oakley would go and clean them ready.

B. To receive an update on the CCTV project – An email from Paul Collett had been received stating that the cabling for the power to the park from post to pillar feed has been ordered and the cost will be covered by NWLDC (CSP Funding)

## 148/24 Planning Matters (for consideration by the planning committee)

Any application received after publication of the agenda will be advised at the meeting.

### A Decisions made by Planning Authority (NWLDC)

Application No	Proposal	Address	Decision
24/00701/CLP	Certificate of Lawful Proposed use for part time dog grooming business from part of detached garage.	8 Potters Way, Measham	Certificate of Lawfulness of Proposed Use

24/00821/CLP	Certificate of Lawful Proposed Development for a 29m x 5m concrete yard to replace an existing hardcore yard.	Fields Farm, Gallows Lane, Measham	<b>Certificate of Lawfulness of Proposed Use</b>
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**B Applications for discussion** [Follow this link to view planning applications](#)

<b>Application No</b>	<b>Proposal</b>	<b>Address</b>	<b>Observations</b>
24//01047/TCA	Works to reduce 1no Weeping Birch (Unprotected tree in a conservation area)	38 Chapel Street, Measham	<b>No Objections</b>
24/01066/TCA	Works to fell 1no Cherry tree (Unprotected tree in a conservation area)	St Laurences Church, High Street, Measham	<b>No Objections</b>
24/01071/FUL	Erection of a single and two storey rear extension, single storey side extension and canopy over front door.	27 Byron Crescent, Measham	<b>No Objections</b>
24/01077/TPO	Works to 2no Oak Trees (Protected by Tree Preservation Order 439)	Land at Atherstone Road, Measham	<b>No Objections</b>
24/01143/AGP	Erection of an Agricultural Steel Portal fram storage building (Agricultural Prior Notification)	The Oaks, Ashby Road, Measham	<b>No Objections</b>

## 149/24 Consultations

**A Consider the NHT Public Satisfaction Survey**

To complete the NHT Public Satisfaction Survey.

<https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/bespoke/1006>

**Resolved:** The Assistant Clerk would complete and submit the survey.

**B Electoral Review of North West Leicestershire District Council – Draft Recommendations.**

If you would like to explore the draft recommendations, you can do so by visiting NWLDC website at <https://www.lgbce.org.uk/all-reviews/north-west-leicestershire>.

**Resolved:** No Comments made by members.

## **C Polling Places and Polling Stations Review**

The link to the webpage where you can find the notice and current polling arrangements is:

[Review of polling districts and polling stations 2024 - North West Leicestershire District Council \(nwleics.gov.uk\)](https://www.nwleics.gov.uk) Comments to be submitted by Friday 27<sup>th</sup> September.

**Resolved:** No Comments made by the members.

## **150/24 Date and location of the next meeting**

**Resolved:** Thursday 10<sup>th</sup> October 2024 at 6pm at Measham Leisure Centre

## **151/24 Confidential**

To consider the following resolution: “That, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.”

- A. Update on the Board Room refurbishment. No update.
- B. Update on the Greenfield Road Play Park.

Members were informed that the climbing rope had been removed and the swings have been replaced. The area has been covered with new play grade bark.

**Resolved:** It would be arranged for the fencing to be removed and the park re-opened.

## **Clerk Report (Appendix 1)**

### **Items for information – Correspondance received and emailed to Councillors.**

- a. Monday round robin email – Emailed to Cllrs 13.08.2024
- b. EXTERNAL: CCTV Project Bosworth Road Measham - Issues we arehaving with completing this project – Emailed to Cllrs 13.08.2024
- c. Promoting our museums and heritage centres as part of HelloHeritage 2024 - 1 to 29 September - Measham Museum – Emailed to Cllrs 13.08.2024
- d. Have your say on the NHS LLR All Age Palliative and End of Life Care Strategy – Emailed to Cllrs 13.08.2024
- e. PCC on a mission to cut crime with £400k Safety Fund – Emailed to Cllrs 13.08.2024
- f. ADVANCE NOTICE ROAD CLOSURE - NWL1825 Main Street, Snarestone – Oct 2024 – Emailed to Cllrs 13.08.2024
- g. NWLDC - Car parking review, Green Shoots scheme and sponsorship – Emailed to Cllrs 13.08.2024
- h. LCC - Tree Preservation Order - TPO00439 Atherstone Road, Measham – Emailed to Cllrs 16.08.2024
- i. Active Together - LLR Girls Can: Let's Get Active This Summer – emailed to Cllrs 16.08.2024
- j. Flood Warden Update – Emailed to Cllrs 16.08.2024
- k. Monday round robin email – Emailed to Cllrs 21.08.2024
- l. Free heritage events being held across the district for the whole of September – Emailed to Cllrs 23.08.2024
- m. PARISH & COMMUNITIES UPDATE - ENVIRONMENT & TRANSPORT - ISSUE 21(21/08/24) – Emailed to Cllrs 23.08.2024
- n. Natural Flood Management Event - Breedon, 18th September 2024 – Emailed to Cllrs 23.08.2024
- o. NWLDC News: Free heritage events being held across the districtfor the whole of September – Emailed to Cllrs 23.08.2024
- p. Your views on Policing and Community Safety across Leicester, Leicestershire and Rutland – Emailed to Cllrs 23.08.2024
- q. Advertising Measham Neighbourhood Mental Health Café – Emailed to Cllrs 23.08.2024
- r. RE: Advertising Measham Neighbourhood Mental Health Café – Emailed to Cllrs 23.08.2024
- s. Invitation to LRALC 2024 AGM – Emailed to Cllrs 23.08.2024
- t. CANCELLED DUE TO STORM LILIAN: Marlborough Square launch event and market – Emailed to Cllrs 23.08.2024
- u. RESS RELEASE OVERNIGHT ROAD CLOSURE - NWL1789 Roundabouts At TheJunction With Measham Road And A42, Ashby de la Zouch – Emailed to Cllrs 29.08.2024
- v. Tuesday round robin email – Emailed to Cllrs 29.08.2024

- w. PRESS RELEASE OVERNIGHT ROAD CLOSURE - NWL1789 Roundabouts At TheJunction With Measham Road And A42, Ashby de la Zouch – Emailed to Cllrs 29.08.2024
- x. NHT Survey 2024 – Emailed to Cllrs 29.08.2024

**Items for information – Correspondance received and emailed to Councillors.**

**Training Items emailed to Cllrs**

There was nothing to report.

**Public Communication**

Complaint about a small strip of land that has a public footpath at the side of it has not been cut back for 3 years at the bottom of Centenary Place. The path is now becoming overgrown and the strip of land looks a mess. Also is the tree safe? Does a tree surgeon need to inspect	AB carried out site visit informed Parishioner land is owned by Developer and to make contact with them.
Complaint regarding LCC erecting orange fencing on High Street at Oddfellows Row.	Gave contact details for LCC and Cllr Ashman.

**LCC Highways Automated Updates**

Date	Reference Number	Location	Description	Status	CSC/Web Ref
05/07/2024	960567	Horses Lane, Measham	Structures General	Passed to Officer for Response	
23/08/2023	921672	Pickerings Avenue, Measham	Adoptions	Passed to Officer for Response	FS541501686
28/01/2021	818771	High Street, Measham	Snow Warden	Pending	FS301432859
21/08/2024	965698	Burton Road, Measham	Street Lamp out	Made Safe / Works Complete (Automatic email sent)	FS640466263
21/08/2024	965697	High Street, Measham	Footway - Trip Hazard	Passed to 3rd Party	FS640465509
15/08/2024	965051	Ashby Road, Measham	NRSWA	Noted	FS638899541
15/08/2024	965044	Wilkes Avenue, Measham	Obstruction - Footway	Works Under Consideration	FS638887083
15/08/2024	965037	Footpath P1, Measham	Surface vegetation (PROW)	Noted	FS638884006
15/08/2024	965036	Footpath O66, Measham	Overhanging vegetation (PROW)	Noted	FS638880529
12/08/2024	964574	Ashby Road, Measham	Roadworks	Response Given	FS637976736
05/08/2024	963782	A444 From Rectory Lane To Measham Road, Oakthorpe And Donisthorpe	Structures General	Works Ordered	FS636271559



## NWLDC Updates

Date	Reported by	Description	Response
There was nothing to report			

## Action Plan

Minute	Action	By	Status
03/22 and 118/23 Police Matters	Request update on CCTV	VR	£5,000 funding received. NWLDC CSP funding should be realised by early Summer. Meeting with Paul Lees & Paul Collett on 16/08/23. The Parish Council agreed to go ahead with the CCTV at their meeting on 14.09.2023. The Clerk emailed Paul Collett on 21.09.2023 and reported this back. Order Form Completed and emailed to Rapid Vision Systems on 27.10.2023 as per email from Paul Collette. Still chasing Paul Collett for the costings for the electrical connection. Still awaiting costings from Paul Collett as at 02.01.2024. Quotes received from National Grid and Paul Collett for the connection for the CCTV. Quote received from Merrison including the extra connection. Still awaiting information from LCC and Paul Collett re connection into the lamppost query.
194/22 Library Noticeboard	Pursue design and cost for noticeboard at the library.	VR	To be discussed further
149/23 & 164/23 – Cemetery Lodge and the Board Room	Look into options selling both properties or refurbishing the board room to rent out	CO	Agreed to obtain 3 quotes for the refurbishment of the Board Room as per the approved planning application. Quote Documents drawn up and ready to go out as at 06.03.2024. Awaiting the Architect to draw up further plans for the internals and section 5 plans. Once received the Clerk to go back to retender.
33/24/A – Drain and Drainpipe work at the Depot	To repair the Drain pipes and clear the drains	AB & CO	Materials ordered and on site, work to take place week com 11.03.2024. Will be completed once the contractor is better. Work completed

33/2024/D	Electrical Supply Bosworth Road	CO, DW & CM	Onsite meeting took place with National Grid and a plan has been drawn up and agreed. National Grid are in the process of drawing up the wayleave documents. Wayleave docs have been completed and signed. Still awaiting the cheque for £600. Chase Jo Saunders at National Grid for payment on 16.07.2024. Work completed and cheque received for £660.00
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## Schedule of Payments (Appendix A)

30 July 2024 (2024-2025)

**Measham Parish Council**  
**DRAFTPAYMENTS LIST 94 TO 126**

Voucher	Cheque	Name	Description	Amount
94		Fuel Card Services	Fuel	17.59
95		Lex Autolease	Van Lease	577.03
96		Water Plus	Water Rates	9.92
97		EDF	Boardroom Electricity	30.00
98		HMRC	Tax and National Insurance Contributions	1,677.51
99		Salaries	Salaries	6,380.51
100		Talk Talk	Telephone and Broadband	38.34
101		Fuel Card Services	Fuel	9.60
102		Nest	pension	237.62
103		Water Plus	Water Rates	127.39
104		Kilworth Machinery Ltd	Kubota Service	869.79
105		Masseys	General Purchases	53.99
106		Fuel Card Services	Fuel	50.26
107		Smartest Energy	Depot Electricity	51.00
108		HSBC	Bank Charges	8.50
109		Sage UK Ltd	Payslips	12.00
110		EE	Mobile Telephone	38.83
111		Fuel Card Services	Fuel	63.60
112		BrS Construction	Gutter and Drain Repairs Depot	200.00
113		Robins DIY	Fuel	60.00
114		Robins DIY	General Purchases	40.00
115		Ebay	Bin Bags	18.99
116		Ebay	Strimmer head & Cord	26.99
117		Robins DIY	Fuel	60.00
118		The Co-op	Office Refreshments	7.50
119		Motoring Assistance Business	Vehicle Recovery	6.00
120		Robins DIY	Fuel	62.50
121		KH Packaging Ltd	General Purchases	37.75
122		Ebay	Park Signage	21.56
123		Amazon	Park Signage	6.34
124		Robins DIY	General Purchases	3.68
125		Ebay	Bin Bags	8.99
126		Robins DIY	Fuel	60.00
			<b>TOTAL</b>	<b>10,873.78</b>

Measham Parish Council  
List of Payments for August 2024

Type	Date	Supplier	Description	Amount	Power to Spend
Bacs	14/06/2024	Salaries April 2024	Salaries March 2024	£5,783.27	LGA 1972 s112 – 119
Bacs	14/06/2024	HMRC	Underpayment Month 1 & 2	£1,321.09	LGA 1972 s112 – 119
Bacs	09/08/2024	LRAIC	Training Costs x 2	£100.00	LGA 1972 s112
Bacs	29/07/2024	BRS Construction	Gutter Repairs	£200.00	LGA 1972 s111
Bacs	10/07/2024	Scribe	Accounts package	£1,141.92	LGA 1972 s111
Card	18/06/2024	Robins	Fuel	£60.00	LGA 1972 s111
Card	08/06/2024	Robins	General Purchase	£40.00	LGA 1972 s111
Card	26/06/2024	Ebay	Bin Liners	£18.99	LGA 1972 s111
Card	28/06/2024	Ebay	Strimmer Head	£26.99	LGA 1972 s111
Card	03/07/2024	Robins	Fuel	£60.00	LGA 1972 s111
Card	05/07/2024	Motoring Assist	Vehicle Recovery	£6.00	LGA 1972 s111
Card	05/07/2024	Central Co-opt	Office supplies	£7.50	LGA 1972 s111
Card	09/07/2024	Robins	Fuel	£62.50	LGA 1972 s111
Card	11/07/2024	KH Packaging	Blue Roll and T Roll	£37.75	LGA 1972 s111
Card	16/07/2024	Ebay	Signs	£21.56	LGA 1972 s111
Card	16/07/2024	Amazon	Signs	£6.34	LGA 1972 s111
Card	17/07/2024	Robins	General Purchase	£3.68	LGA 1972 s111
Card	19/07/2024	Ebay	Bin Liners	£8.99	LGA 1972 s111
Card	23/07/2024	Robins	Fuel	£60.00	LGA 1972 s111
DD	03/05/2024	Nest	Pension Contributions	£186.58	LGA 1972 s112 – 119, Pension Act 2008 s.3 (employer Contributions) s.33 (employee Contributions)
DD	02/07/2024	Water Plus	Water Charge	£9.92	Water Supply - Public Health Act 1936 s126
DD	11/07/2024	Water Plus	Water Charge	£127.39	Water Supply - Public Health Act 1936 s126
DD	16/07/2024	Smart Energy	Electricity	£53.52	Provision of Parish and Community Buildings LGA 1972,s.133
DD	01/07/2024	EDF Energy	Electricity	£30.00	Provision of Parish and Community Buildings LGA 1972,s.133
DD	01/07/2024	Fuel Car Services	Fuel Card	£17.59	LGA 1972 s111
DD	08/07/2024	Fuel Car Services	Fuel Card	£9.60	LGA 1972 s111
DD	15/07/2024	Fuel Car Services	Fuel Card	£50.26	LGA 1972 s111
DD	29/07/2024	Fuel Car Services	Fuel Card	£63.60	LGA 1972 s111
DD	01/07/2024	Lex Autolease	Van Lease	£577.03	LGA 1972 s111
DD	17/07/2024	HSBC	Bank Charges	£8.50	LGA 1972 s111
DD	19/07/2024	Sage	Sage Service Charge	£12.00	LGA 1972 s111
DD	26/07/2024	EE	Telephone	£38.83	LGA 1972 s111
DD	04/07/2024	Talk Talk Business	Telephone	£38.34	LGA 1972 s112

Total

£10,189.74

# Bank Transfers (Appendix B)

21 August 2024 (2024-2025)

## Measham Parish Council TRANSFERS

Date	Desc	From	To	Amount
03/04/2024	Bank to Bank Transfer	Business Money Master	Current Account	10,000.00
02/04/2024	Bank to Bank Transfer	Current Account	Equals	100.00
10/04/2024	Bank to Bank Transfer	Current Account	Equals	200.00
22/04/2024	Bank to Bank Transfer	Current Account	Equals	200.00
09/05/2024	Bank to Bank Transfer	Current Account	Equals	600.00
14/05/2024	Bank to Bank Transfer	Current Account	Equals	150.00
05/06/2024	Bank to Bank Transfer	Current Account	Equals	200.00
05/06/2024	Bank to Bank Transfer	Current Account	Equals	300.00
26/06/2024	Bank to Bank Transfer	Current Account	Equals	100.00
03/07/2024	Bank to Bank Transfer	Current Account	Equals	200.00
10/07/2024	Bank to Bank Transfer	Current Account	Business Money Master	16,897.00
			Total.....	28,747.00

# Bank Reconciliation (Appendix C)

30 July 2024 (2024-2025)

## Measham Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>A</b>	<b>Bank Reconciliation at 30/07/2024</b>		
	Cash in Hand 01/04/2024		54,463.94
	<b>ADD</b> Receipts 01/04/2024 - 30/07/2024		83,172.23
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/07/2024		137,636.17
	Cash in Hand 30/07/2024 (per Cash Book)		<b>75,464.78</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	30/07/2024	0.00
	Equals	30/07/2023	452.35
	Current Account	30/07/2024	24,599.51
	Business Money Master	30/07/2024	50,412.92
			<b>75,464.78</b>
	Less unrepresented payments		75,464.78
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>75,464.78</b>	
<b>A = B Checks out OK</b>			

Created by  Scribe

<b>ROSPA Actions 2024</b>				
<b>Site</b>	<b>Item</b>	<b>Finding</b>	<b>Action Required</b>	<b>Risk</b>
<b>Bosworth Road</b>	Fencing	Timber is decayed – A number of posts are loose and rotten through at ground level.	Replace	L
	Seating	Timber is decayed - Check on routine basis – Supports and natural log rotting.	Sand back rough edges and monitor for any further deterioration.	L
	Cableway	Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	L
	Cableway	End rubber has slight damage, and the spring has compressed.	Replace	L
	Cableway	Item is damaged. There is some minor damage /vandalism to the support post.	Sand back rough and splintered edges, continue monitoring areas for decay.	L
	Cableway	The start platform does not run in line with the cable and there is a chance the user could get their leg trapped on the side of the platform.	Consider reinstalling central with the cable.	L
	Cableway	Surface is compacted or displaced	Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	L
	Cableway	There are natural splits/shakes in the timbers.	Monitor and sand back any splintered edges as required.	L
	Cableway	Strimmer damage is present on posts, allowing water to enter and timbers to soften, it can also remove the protective envelope around the timber.	Prevent further damage and check timbers for decay through the year.	L
	Cableway	The foundations are exposed	Cover the foundations to an appropriate depth.	M
	Climber Log	The equipment is dirty, or algae covered. Timber's algae covered and slippery.	Clean Off	M
	Climber Log	Exposed metal rope core.	Monitor for any sharp or split wire strands.	L
	Climber Log	There are natural splits/shakes in the timbers.	Shakes vary. Monitor and consult manufacturer if dimensions exceed 8mm	L

			at sections used to grip/grasp.	
	Climber Log	Timber is decayed. Posts x 3 rotting at foundation level.	Replace affected timbers.	M
	Multiplay	Fixings are loose or missing. Climbing net mounts fixings loose.	Secure or replace fixings to ensure structural integrity is maintained.	L
	Multiplay	Cap Missing	Replace	VL
	Multiplay	Fixings are loose or missing. There are loose barrier fixings.	Tighten/Secure	L
	Multiplay	Fixtures loose or missing, there are loose barrier fixings.	Tighten/Secure	L
	Multiplay	There is offensive graffiti on the unit.	Remove	VL
	Multiplay	Vandalised – Arson	No reasonably practicable action is identified.	VL
	Multiplay	Exposed metal rope core.	Monitor for any sharp or split wire strands and replace when necessary.	L
	Multiplay	Timber is decayed. Decay forming below surface level on a number of supports.	Monitor	L
	Multiplay	The slide surface has joints which are not fabricated to eliminate gaps and inhibit the introduction of sharp objects.	Modify.	M
	Rotator – Bowl	The surface is wearing, grass mats have been top soiled over.	Repair.	L
	Rotator – Spica	Bolts loose. Bearing house bolts loose.	Tighten	L
	Rotator – Spica	Surface is uneven.	Make good.	L
	Space Net	The net is rubbing on the central mast creating wear on the ropes.	Monitor ropes for any split/sharp strands.	L
	Space Net	Surface has unintended weeds.	Remove	L
	Swing Junior 2 Bay 4 Seat	Some Chain wear	Monitor for deterioration.	L
	Swing Junior 2 Bay 4 Seat	Chain link connectors notched. Shackles notched and rusting	Replace	M
	Swing Junior 2 Bay 4 Seat	Fixtures loose or missing	Shackle locking pins missing – replace	L

	Swing Junior 2 Bay 4 Seat	Paintwork in poor condition.	De-scale back to good base and coat with lead free paint using appropriate precautions, repair may be necessary where corrosion is severe.	L
	Swing Junior 2 Bay 4 Seat	Chains present that do not conform to the applicable standard	No reasonably practicable action is identified.	VL
	Swing – Nest	There are natural splits/shakes in the timbers. Shakes vary. Monitor and consult manufacturer if dimensions exceed 8mm at sections used to grip/grasp.	Monitor damaged areas for decay. Monitor and sand back any splintered edges as required.	L
	Swing - Nest	Strimmer damage is present on posts, allowing water to enter and timbers to soften, it can also remove the protective envelope around the timber.	Prevent further damage and check timbers for decay through the year.	L
	Swing - Nest	The surface is damaged. The surface is separating and compact offering little intact attenuation.	Repair	L
	Swing – Nest	The swing suspension is missing.	Replace the missing parts, ensuring a safe installation.	VL
	Swing - Surf	There is wear in the bushes.	Remove shackle bolt and check bush and shackle pin wear, replacing, as necessary.	L
	Swing Toddler 1 Bay 2 Seat	There is wear in the bushes.	Remove shackle bolt and check bush and shackle pin wear, replacing, as necessary.	L
	Swing Toddler 1 Bay 2 Seat	Bolts loose. The crossbar is twisting when the swings are in use. This could be worn in the crossbar at the fixing points.	Remove fixings and check internal framework.	M
	Swing Toddler 1 Bay 2 Seat	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of a crack being found then remove the seats and contact Wicksteed for any further advice.	Conduct the checks and take action as necessary.	VL



	Swing Toddler 1 Bay 2 Seat	Chain link connectors notched. Shackles notched and rusting	Replace	VL
	Swing Toddler 1 Bay 2 Seat	Seat set at incorrect height.	Adjust to give a minimum of 350mm clearance for standard seats and 400mm for tyres, baskets, and other groups seats.	L
	Adult Fitness – Leg Press & Walker	Item has some parts missing.	Replace missing parts or remove protruding handles and bracket/spindle.	M
	Adult Fitness – Pull Down / Push up	Cap Missing	Replace	VL
	Adult Fitness – Pull Down / Push up	Item is damaged	Additional buffer required to prevent further damage.	L
	Adult Fitness – Sit ups Stretch Bar	This item is not compliant with the requirements of the relevant standards, the surfacing meets the requirements of the relevant standards.		M
	Adult Fitness	Fitness equipment has been installed in the immediate vicinity of children’s playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	The Inspector recommends relocating the items or installing fencing to divide the areas.	L
	Agility – Trampoline		Remove weed growth and litter from beneath the bed.	L
	Agility – Trampoline	Trip points on the surface.	Build up ground level to remove trip points.	L
	Swing Junior 1 Bay 1 Seat	Chains present that do not conform to the applicable standard.	Refer to manufacturer for comment.	VL
	Multiplay – Toddler - Combine	Cap missing	Replace	VL
	Multiplay _ Toddler – Combine	Surface is wearing. The surface is wearing exposing sharp stones at the base of the slide and entrances.	Repair surface and consider installing grass mats to help with wear.	L

	Rocker - See Saw Log Wall	Timber is decayed - Timber retainer is rotting	Replace effected timbers	L
	Adult Fitness Multi Frame	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	M
	Adult Fitness Multi Frame	There is an obstacle in the falling space or minimum space, the support post for the horizontal bars are within the fall space of the overhead ladders.	Refer to manufacturer for comment.	M
	Rocker Rocking Horse	The Framework is rubbing against the support post.	Refer to Manufacturer for comment.	L
<b>Bosworth Road Skate Park</b>	Litter Bins	Item is bent	No reasonably practicable action is identified.	VL
	Skate Bowl	Cracks – The surface is cracking. Cracks and small holes opening up at joints.	Repair	M
	Skate Bowl	Debris on surface	Sweep away debris on a routine basis.	M
	Skate Bowl – Mini	The surface is cracking.	Cracks forming. Monitor and repair as required.	L
	Skate Bowl – Mini	The surface is damaged. The surface is cracked and opening up in several places.	Repair.	M
	Skate – Street Course	The surface is cracking. Cracks opening up on joints	Repair.	L
	Skate – Street Course	Surface has holes in it.	Repair	L
	Skate – Street Course	Welds are cracked. The grind rail is cracking at the joints.	Repair.	L
	Skate – Street Course	Adjacent rolling surface should have a width of at least 1200mm.	No reasonably practicable action is identified.	M
	Skate – Street Course	The free space/and or falling space contains obstacles or equipment parts that are not permitted.	If rails or kerbs/ledges are installed adjacent to each other on the rolling surface the distance between the	M

			components shall be at least 1500mm	
	Skate – Volcano	The surface is cracking. Cracks forming and starting to open up.	Repair larger cracks and monitor for any further deterioration.	L
	Skate – Roll in	The surface is cracking. Cracks opening up at the base of the roll in.	Repair	L
	Wheeled Sport – Curve Ramps	The surface is cracking.	Monitor cracks and repair as required.	L
<b>New Street</b>	Gates	RoSPA recommend the provision of a minimum of two pedestrian gates to reduce the risk of intimidation and bullying.	Monitor	L
	Gates	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12mm these have known to cause serious, permanent injury to children, especially on the leverage side where the forces are significant.	Adjust gate/posts/fit new buffer to ensure a spacing of 12mm throughout the range of the gate to remove the entrapment. The 12mm gap also should apply on the hinge side of the gate.	M
	Signage	Dog Ban & ownership signs recommended.	Office to look at	L
	Multiplay	Cap missing.	Replace	VL
	Multiplay	Vandalised	No reasonably action is identified.	VL
	Multiplay	Surface is uneven	Make good	M
	Multiplay - Climber	Chain covers prevent a thorough inspection of all chain links.	No reasonably practicable action is identified.	L
	Multiplay - Climber	Loose in ground, Twisting in the ground.	Reset	M
	Multiplay - Climber	Surface is uneven, large dips throughout the surface.	Make good	M
	Swing – Junior 1 Bay 2 Seat	Some Chain wear.	Monitor for further deterioration and replace before 40% wear.	L
	Swing – Junior 1 Bay 2 Seat	The swing seat has been damaged but does not require immediate replacement.	Monitor and replace when hard material has exposed.	L

	Swing – Junior 1 Bay 2 Seat	Chains present that do not conform to the applicable standard.	No reasonably practicable action is identified.	VL
	Swing – Nest	There is wear in the bushes.	Remove shackle bolt and check bush and shackle pin wear, replacing, as necessary.	L
	Swing - Nest	Cap missing.	Replace	VL
	Swing – Nest	Some Chain wear.	Monitor for further deterioration and replace before 40% wear.	L
	Swing – Nest	The supporting components should be dismantled and inspected according to the manufacturer’s instructions. This will need doing on a regular basis.	Dismantle and inspect according to manufacturer’s instructions.	M
	Swing – Nest	Chains present that do not conform to the applicable standard.	No reasonably practicable action is identified.	VL
	Swing – Nest	Seat is at incorrect height	Adjust to give a 350mm clearance for standard seats, and 400mm for tyres, baskets, and other group seats – seat clearance 380mm when in motion.	M
	Trim Trail	The foundations should be designed such that they do not present a hazard (tripping, impact). Care should be taken to ensure the foundations are not exposed as a result of erosion.	Eliminate the hazard.	L
	Multiplay – Junior – Boat	Cap missing.	Replace	L
	Multiplay – Junior – Boat	The equipment is dirty, or algae covered.	Clean off	VL
	Multiplay – Junior – Boat	Laminate damage	Rub down and treat damaged edges.	L

	Multiplay – Junior - Boat	Strimmer damage is present on posts, allowing water to enter and timbers to soften, it can also remove the protective envelope around the timber.	Prevent further damage and check timbers for decay through the year.	L
	Multiplay – Junior – Boat	Finger entrapment.	Eliminate the entrapment.	L
	Rocker – Game	Cap missing	Replace	VL
	Rocker Windsurf	Fixtures loose or missing.	The fixtures are starting to wear through the surf board – monitor wear and tighten, as necessary.	L
	Table Tennis Table	Bolt(s) Loose – Anchor Bolts	Tighten	VL
<b>Greenfield Road</b>	Litter Bin	Cap missing	Replace missing post cap.	L
	Overall Site	Dog ban and ownership signs recommended.	Office to look at	L
	Multiplay – Senior	Cap missing	No task for this finding	L
	Multiplay – Senior	Bolts loose	Tighten	L
	Multiplay – Senior	Loose fill levels are too low. Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	Top up to post markers.	M
	Multiplay – Senior	Dents in slide bed.	Monitor	L
	Multiplay – Senior	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	M
	Multiplay – Senior	Paintwork in poor condition. Paint creating sharp splinters	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repair may be necessary where corrosion is severe.	L
	Multiplay – Senior	Exposed metal rope core(s)	Ropes becoming heavily worn. Monitor for any	L

			further deterioration and repair when necessary.	
	Multiplay – Senior	The surface has unintended weeds.	Remove weeds and turnover compact mulch.	L
	Rocker – Seesaw	Item is damaged	Plan replacement rubber damper.	L
	Rocker – Seesaw	Slivers present across the site.	Remove sharp wood slivers greater than 30mm	L
	Rotator – Bowl	The surface has unintended weeds.	Remove.	VL
	Swing – Mixed 1 bay 1 Junior 1 Toddler	Some chain wear	Monitor for further deterioration and replace before 40% wear.	L
	Swing – Mixed 1 bay 1 Junior 1 Toddler	Corrosion in cradle seat top frame could lead to sudden failure of the seat. The seat rubber is also degrading.	Investigate and replace, as necessary.	M
	Swing – Mixed 1 bay 1 Junior 1 Toddler	The swing seat has been damaged but does not require immediate replacement.	Monitor and replace when hard material has exposed.	L
	Swing – Mixed 1 bay 1 Junior 1 Toddler	The surface has unintended weeds.	Remove.	VL
	Swing – Mixed 1 bay 1 Junior 1 Toddler	Chains present that does not conform to the applicable standard.	No reasonably practicable action is identified.	VL
	Swing – Mixed 1 bay 1 Junior 1 Toddler	A crushing or shearing point is present between moving and/or stationary parts. Anti Wrap mechanism.	Refer to manufacturer for comment.	L
<b>Wigeon Drive</b>	Bench	Timber is decayed, supports rotting through	Replace affected parts.	L
	Signage	Dog ban and ownership signs recommended.	<b>Office to look at</b>	L
	Cableway	Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	M
	Cableway	The swing seat has been damaged but does not require immediate replacement.	Monitor and replace when had material is exposed.	L

	Cableway	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar or similar, where the wire is in contact and frays over time. Damaged cables require replacements. This cannot be determined during an annual inspection and is excluded from our inspection. This finding is generically high risk and action is required. Refer to the manufacturers handbook instructions to ensure the correct check is carried out.	Conduct an appropriate dismantling inspection according to the manufacturer's instructions.	VL
	Cableway	Item is damaged, the stopping tube fixing point has snapped.	Replace Bolt	M
	Cableway	The seat to cable clearance is less than the minimum permitted of 2100mm for seating type runways (or 1800mm where moving parts of the traveller are enclosed).	Modify. Only 1.7m provided on site. Provide a longer suspension.	M
	Climber Multiplay	In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.	Fall height of 2.5m on to silted grass mats. Carry out HIC test to confirm the performance of the surface or install suitable surfacing.	L
	Climber Multiplay	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	L
	MUGA – Dog Grid	Fixtures loose or missing - there are a number of loose panel fixings.	Secure	L
	MUGA – Dog Grid	Item has worn line markings	Renew the markings	VL
	MUGA – Dog Grid	Loose in ground.	Monitor for any further deterioration and reset when necessary.	L
	MUGA – Dog Grid	Vandalised – Arson	No reasonably practicable action is identified.	VL
	MUGA – Dog Grid	Welds are cracked.	Areas of the mesh are starting to crack.	M
	Swing – Mixed 2 bay 2 Junior 2 Toddler	There is wear in the bushes	Remove shackle bolt and check bushes and shackle pin wear, replacing, as necessary.	L

	Swing – Mixed 2 bay 2 Junior 2 Toddler	Some chain wear	Monitor for further deterioration and replace before 40% wear	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Corrosion in cradle seat top frame could lead to sudden failure of the seat.	Investigate and replace, as necessary.	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	The swing seat has been damaged but does not require immediate replacement.	Monitor and replace when hard material is exposed.	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Item is bent. Central support posts bent.	No reasonably practicable action is identified.	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Surface is compacted or displaced.	Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Supports loose in head blocks,	Tighten retaining nut in the hedge block wedge. If this fails, fit shims (metal wedges) between supports and block to secure.	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Surface has unintended weeds.	Remove	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Swing seat bolt(s) loose.	Tighten	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Chains present that do not conform to the applicable standard.	No reasonably practicable action is identified.	VL
	Agility - Trampoline	The grass requires cutting/Mowing	Mow the grass	L
		Litter	Remove litter from the base of the trampoline,	L
	Agility - Trampoline	The surface is damaged.	Replace missing rubber capping.	M



<b>Dysons Close</b>	Fencing – Bow Top	Item is bent.	No reasonably practicable action is identified.	VL
	General Surface	Shrinkage/Separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	General Surface	The surface is cracking	Concrete pad crumbling creating potential trip points. Repair	L
	General Surface	Surface has unintended grass, moss, or weeds.	Remove	L
	Seating x 2	The gaps between the slats exceed 30mm and are known to cause entrapments.	No reasonably practicable action is identified.	L
	Signage	Signage is unreadable	Replace worn sign	L
	Multiplay	Cap Missing – Post Cap	Replace	L
	Multiplay	Shrinkage/Separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	Multiplay	Item is damaged.	No reasonably practicable action is identified.	VL
	Multiplay	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	L
	Multiplay	The surface is damaged, there is some damaged to the surface at the base of the slide.	Repair	L
	Multiplay	Welds are cracked	Spot welds cracking – repair.	L
	Play Panels x 2	Fixtures loose or missing	Tighten	L
	Rocker - Hedgehog	Shrinkage/Separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	Rocker – Hedgehog	Bolts loose	The spring base plate bolts are loose – Secure	L
	Rocker – Hedgehog	Vandalised	Sand back rough edges.	L
	Rocker – Seesaw	Bolt cap damaged.	Replace	VL
	Rocker - Seesaw	Shrinkage/Separation of the surface. This may give a trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	Rocker – Seesaw	Bolts loose – spring base plate loose.	Secure	L
	Rocker – Seesaw	Vandalised	No reasonably practicable action is identified.	VL
	Rocker – Seesaw	Protruding handles / footrests.	This unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	VL

	Rocker Seesaw – Stand on	Shrinkage/Separation of the surface. This may give trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	Swing – Junior 1 bay 2 Seat	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	L
	Swing – Junior 1 bay 2 Seat	Shrinkage/Separation of the surface. This may give trip hazard.	The edges of the surface are lifting creating trip points – Repair.	L
	Swing – Junior 1 bay 2 Seat	Fixtures loose or missing, there is some slight movement in the crossbar fixings.	Secure.	L
	Swing – Junior 1 bay 2 Seat	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice	Conduct the checks and take action, as necessary.	VL
	Swing – Toddler 1 bay 2 Seat	The swing seat has been damaged but does not require immediate replacement.	Monitor and replace when hard material is exposed.	L
	Swing – Toddler 1 bay 2 Seat	Shrinkage/Separation of the surface. This may give trip hazard.	Re-glue and fill gaps and joints, as necessary.	L
	Swing – Junior 1 bay 2 Seat	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice	Conduct the checks and take action, as necessary.	VL
	Swing – Toddler 1 bay 2 seat	Chains present that do not conform to the applicable standard.	No reasonably practicable action is identified.	VL