

Clerk's report - 12 February 2026

Station Green Lighting

We have received one report from a member of the public requesting lights be installed at Station Green due to anti- social behaviour and reports bladed weapons were being secreted in undergrowth. The police have been informed and we have requested a designing out crime officer to examine the location using the victim, offender, location methodology and align that with crime trends and to provide advice. Additionally we have requested passing attention from local police with a request to update the police at the time of any ongoing incidents. Our open spaces team will remain vigilant and conduct sporadic inspections of undergrowth when litter picking or maintaining equipment. Any action deemed necessary will be brought back to Full Council with recommendations.

Speeding

We have received one report of vehicles travelling at excess speed on Lechmere Avenue and I have been able to secure previous speed survey data from a few years ago which demonstrated high levels of compliance with the speed limit such that action would not be deemed appropriate or proportionate. We will be working with district council and SERP's alongside Speedwatch.

Anti Social behaviour - VH car park

We have witnessed evidence of anti- social behaviour behind the library and have erected signs and notified police. This area is covered by in house cctv.

Biodiversity

We are pleased to report that the following that four beehives have been installed on land behind parish offices as part of our biodiversity policy. This has been highlighted on our social media streams and a press release sent out to local media

Bus Stop - Fencepiece Road

Officers were asked by Full Council to examine the feasibility of the installation of a bus stop on Fencepiece road. We will undertake a full feasibility study and a locality consultation is ongoing until 28th February to allow residents near to the location to voice approval or objection.

Health & Safety

Officers are working through the health and safety report and have the first of a series of task and finish meetings to work through outstanding actions before a further inspection to be arranged. Driving assessments for staff using council owned vehicles are being implemented as part of our work to professionalise the health and safety regime. Officers are working through the fire risk assessments relating to all parish owned buildings. This will be worked alongside the health and safety task and finish groups.

ICCM Audit of Cemetery

As clerk I have written an action plan highlighting areas of high, medium and low risks to be completed over the next 3-9 months. The plan is in draft format and will require sign off at Full Council to commit officers' time and potentially fund any improvements required.

Open Spaces

Staff resources continue to be prioritised to meet burial and funeral service requirements, with routine grounds maintenance undertaken where capacity permits; no mowing is scheduled at this time of year. Weekly litter picking and general inspections will continue, although minor delays may occur due to operational demands. Teams are also being utilised for structured building-maintenance tasks through DMM prioritisation, and several small remedial repairs have been completed at Victory Hall and the Hub during this reporting period.

Staff have now received memorial safety training, and work is under way to inspect headstones and carry out any remedial action required to maintain safety and compliance. During a recent inspection and service of our compound roller shutters, repairs were identified. These works can be completed in-house at significantly reduced cost, and the repairs have been scheduled accordingly.

The JCB IT-2 dumper was temporarily taken out of service in January due to seat belt and immobiliser faults; although this caused some operational disruption, all issues were fully resolved following repairs completed by JCB on 23 January, and the machine is now fully operational.

To support security compliance and reduce incidents of unauthorised access and anti-social behaviour, it is recommended that all site gates, including the pedestrian gate, are secured. A review of site access and gate arrangements will be undertaken to determine the most appropriate long-term solution.

Personnel and Operational matters

For structure we have introduced a daily management meeting for all staff which takes place at 09.30 hours Monday to Friday. The Monday staff meeting is face to face as are CPD meetings. The remaining DMMs are generally via Teams which connects staff, shares situational awareness and allows me oversight of ongoing activities. Alongside this we are looking to capture all types of demand through recording of phone calls, emails and personal visits to the office so we have a true reflection of work being done in order of priority in accordance with our demand assessment and prioritisation criteria.

I will continue to work with Haypex HR to manage and resolve any staff operational, performance and grievance/discipline matters as needed.

We have ordered staff identity cards and lanyards to help professionalise officers of the council and enable us to be clearly identifiable to anyone who sees us out and about in the community. Alongside this our social media streams have been reinvigorated by staff.

From my perspective I have held one to ones with each member of staff and continue to do so with councillors and other stakeholders as phase 1 of my 100 day plan.