

CALVERTON PARISH COUNCIL
HEALTH AND SAFETY COMMITTEE MEETING MINUTES
23rd January 2024

Present	Cllr. D. Curwood Cllr. L. Kopyrko – Chairman Cllr. J. Inger Cllr. A. Meads Cllr. P. Winfield
In attendance	No members of the public

The Meeting commenced at 12:00pm in the Calverton Village Hall, Meeting Room.

HS047/2324	<u>Apologies for Absence</u> All members of the committee were present at the meeting.
HS048/2324	<u>Declarations of Interest</u> None
HS049/2324	<u>Public Participation</u> No members of the public were in attendance at this meeting.
HS050/2324	<u>Minutes</u> It was RESOLVED that the Minutes of the Health and Safety Committee meeting held on Tuesday 28 th November 2023 are approved as a true and correct record.
HS051/2324	<u>To discuss request from Cllr. Curwood to consider having disabled parking next to the new extension.</u> All present agreed that it would be a good idea to have two disabled spaces next to the extension in the areas marked in red on the map that the Clerk provided plus a short stay drop off space. Action- Cllr Curwood will submit this to the full council agenda.
HS052/2324	<u>To receive update on the annual safety inspection for the whole pc estate and the fire inspection on the extension.</u> The Clerks update was noted. Cllr Meads updated that the fire alarm and electrical work need signing off first then the fire inspection can be done then the health and safety inspection can be done. With regards to fire extinguishers the fire inspector will advise which ones we need. In the meantime, the office can collect the one from the old office to use.
HS053/2324	<u>To receive update from the Clerk on matters raised at the last meeting.</u> Staff should be using the platform for putting football nets up. - re the use of the platform the clerks update was noted. Cllr Meads explained that ladders are the last resort when working and the platform should be used. Re the path this is going to full council on the meeting later today (23 Jan)
HS054/2324	<u>Review of the tree survey and update on what action has been taken to date by the clerk.</u> The clerks update was noted and we discussed the idea of removing all the trees bordering on to the new housing rather than removing those from the report as they will eventually all deteriorate and getting it done all at the same time will save on costs.



	Action - this needs to go to full council for a decision. The clerk can start getting the ones on the report sorted out .
HS055/2324	<u>To receive an update from the clerk on the training for new staff.</u> The clerk provided a list of the training that the new starters have done. The committee agreed that the lengthsman will need strimmer training for some of the work round the village and would prefer this to be done both together once they have completed their probationary periods.
HS056/2324	<u>Review of the safety check folder</u> The folders were checked. The comments from the committee were, can the Clerk make sure the new units are subject to the relevant checks and can the Clerk record that he or the Assistant has checked that the checks have been done by updating on the sheets that they have been checked. Also, does the clerk check the unit for cleanliness as there was comments that the shelves were dusty in unit 1.
HS057/2324	<u>Review of accidents in the last two months.</u> No accidents had been reported.
HS058/2324	<u>To receive any new concerns from the committee</u> a) the fire assembly point needs moving as it is too close to the extension it needs to be on the other side of the drive. Can the clerk arrange for the sign to be moved please. b) it has been brought to our attention that the main gates have been left open between the park closing and the 6pm hire turning up. One of the councillors went in to check and two suspicious vehicles were in there and then drove straight off when they saw the Councillors car drive in.

Meeting Closed 12.52pm

The next meeting is scheduled for 26th March 2024.

I declare that this is a true account of the meeting of the Health and Safety Committee held on the 23rd January 2024.

Signed

Dated

26th March 2024

Chairman
Health and Safety Committee
Calverton Parish Council