

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.07.2020 - 31.07.2020	
Opening Balance - 01.07.2020	£ 158,497.26
New Income	£ 2,185.00
Sub-total	£ 160,682.26
Payments made	£ 8,932.28
Total	£ 151,749.98
Balance at 31.07.2020	£ 151,749.98

Signed _____

Date _____

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.08.2020 - 31.08.2020	
Opening Balance - 01.07.2020	£ 151,749.98
New Income	£ 4,631.41
Sub-total	£ 156,381.39
Payments made	£ 20,003.01
Total	£ 136,378.38
Balance at 31.08.2020	£ 136,378.38

Signed _____

Date _____

Lyndhurst Parish Council for approval at August 2020 meeting			
Accounts due for payment	Amount	VAT	Total
Fair Account			
Work on asset register	£ 150.00	£ -	£ 150.00
M C Whelan			
Office cleaning	£ 60.00	£ -	£ 60.00
Salaries for July			
M Weston	£ 1,668.30	£ -	£ 1,668.30
C Gibbs	£ 312.00	£ -	£ 312.00
TLC Online			
folded paper costrs (to be reimbursed)	£ 835.00	£ -	£ 835.00
ITEC			
Photocopier costs July 2020	£ 33.37	£ 6.67	£ 40.04
Russell & Green			
Cemetery Lighting	£ 350.00	£ 70.00	£ 420.00
J Yates			
Allotment clearance	£ 540.00	£ -	£ 540.00
TLC online			
VE day leaflets	£ 389.26	£ -	£ 389.26
Mint Gardens Limited			
July gardening services	£ 1,862.00	£ 372.40	£ 2,234.40
TOTALS	£ 6,199.93	£ 449.07	£ 6,649.00

Signature Chair of Parish Council	
Date	

Lyndhurst Parish Council for approval at September 2020 meeting			
Accounts due for payment	Amount	VAT	Total
M C Whelan			
Office cleaning x 2 weeks & expenses	£ 33.47	£ -	£ 33.47
Catts Tree Care			
Great Mead tree works	£ 2,420.00	£ 484.00	£ 2,904.00
C Willsher			
Photo frame expenses for Parish Champion Award	£ 18.02	£ -	£ 18.02
ADH			
Window cleaning	£ 20.00		£ 20.00
August Payroll			
M Weston	£ 1,668.30	£ -	£ 1,668.30
C Gibbs	£ 312.00	£ -	£ 312.00
C Gibbs stamps	£ 18.24	£ -	£ 18.24
TOTALS	£ 4,490.03	£ 484.00	£ 4,974.03

Signature Chair of Parish Council	
Date	

Lyndhurst Parish Council Monthly Budget Report - August 2020/21

BUDGET TO MONTH 4 % =41.66%							
Details	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
	Actual	Budget	Variance	Approved Budget	Forecast	(%) 41.66	Budget vs. forecast
INCOME							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	-	-	-	8000.00	8000.00	0.00 %	Based on 19-20 will claim October & March
A2 - Precept	50,000.00	50,000.00	-	100,000.00	100,000.00	50.00 %	April and October
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	-	1,000.00	1,100.00	100.00 %	matched funding
A4 - Burials & grave purchases	11,316.41	9,583.33	(1,733.08)	23,000.00	23,000.00	49.20 %	Estimate
A5 - Allotment rents	22.00	-	(22.00)	2,500.00	2,500.00	0.88 %	Based on 19-20 income due September
A6 - Admin income	1,265.00	1,791.67	526.67	4,300.00	4,300.00	29.42 %	Calendar sales; Ineos donation; £3K grant for picnic on pitch; one off grants
Total INCOME	182,138.16	180,909.75	(1,228.41)	257,234.75	257,334.75	70.78 %	£25K grant removed - unlikely to receive this for playground
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	Due May 2020 annual payment
B2- LCDA room hire, adverts, etc	66.00	500.00	434.00	1,600.00	1,200.00	5.50 %	Lockdown - no bookings
B3 - Lengthsman	160.00	833.33	673.33	2,000.00	2,000.00	8.00 %	£1K funded by HCC grant
B4 - Payroll costs	9,901.70	10,416.67	514.97	25,000.00	25,000.00	39.61 %	Does not include qtrly HMRC costs due July 2020 (£638) or June sales
B5 - Grant allocations	-	1,041.67	1,041.67	2,500.00	2,500.00	0.00 %	donations for local causes
B6 - Office costs	13,118.31	12,532.00	(586.31)	18,595.00	18,000.00	72.88 %	costs of running the office
B7 - Misc/Expenses/HMRC/Audit	4,330.50	6,916.67	2,586.17	16,600.00	16,600.00	26.09 %	Office stationery, window & Office cleaning (increase by £500) and maintenance (IT); picnic on pitch £5K, refreshments
Total Admin Expenditure	28,322.65	32,990.33	4,667.68	67,045.00	66,050.00	42.88 %	
C Cemetery Costs							
C1 - Electricity	951.02	604.17	(346.85)	750.00	1,450.00	65.59 %	Electricity - high due to actual reading
C2 - Grounds maintenance	7,416.00	8,750.00	1,334.00	21,000.00	21,000.00	35.31 %	Mint Gardens Limited includes increase to £20 ph - summer works increased costs
C3 - NFDC rates	1,101.24	1,100.00	(1.24)	2,125.00	2,640.00	41.71 %	includes 3% increase - actual rates now received- revised forecast
C4 - Miscellaneous	350.00	833.33	483.33	2,000.00	2,000.00	17.50 %	Flowers & general maintenance for chapel
Total Cemetery Expenditure	9,818.26	11,287.50	1,469.24	25,875.00	27,090.00	36.24 %	

BUDGET TO MONTH 3 % = 25	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 25	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	66.27	216.67	150.40	520.00	520.00	12.74 %	water costs
D2- Grounds maintenance	1,655.00	1,541.67	(113.33)	3,200.00	3,700.00	44.73 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	131.33	229.17	97.84	550.00	550.00	23.88 %	ie Ground rent, utility repairs
Total Allotments Expenditure	1,852.60	1,987.50	134.90	4,270.00	4,770.00	38.84 %	
E Recreation Costs							
E1 - Forestry Commission rent	325.00	325.00	-	650.00	650.00	50.00 %	due April 2020
E2- Grounds maintenance	1,600.00	2,916.67	1,316.67	7,000.00	7,000.00	22.86 %	
E3 - Miscellaneous	-	145.83	145.83	350.00	350.00	0.00 %	annual inspections
E4 - Playground	-	-	-	27,000.00	27,000.00	0.00 %	One off payment for Project - take from reserves
E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	Legal costs and fencing
Total Recreation Expenditure	3,225.00	4,687.50	1,462.50	41,000.00	41,000.00	7.87 %	Total low as Mint Gardens not submitted August invoices
F Amenities Costs							
F1 - Grounds maintenance	402.00	1,173.33	771.33	3,520.00	3,520.00	11.42 %	Mint Gardens Limited includes increase to £20 ph
F2- Village Walks	-	66.67	66.67	200.00	200.00	0.00 %	
F3 - NFDC dog bins	313.14	206.67	(106.47)	620.00	620.00	50.51 %	
F4 - Miscellaneous	2,420.00	1,000.00	(1,420.00)	500.00	3,000.00	80.67 %	Increase forecast for tree works
Total Amenities Expenditure	3,135.14	2,446.67	(688.47)	4,840.00	7,340.00	42.71 %	
G - VAT to be reclaimed	3,132.17			-	8,000.00		
Total VAT	3,132.17						
Total EXPENDITURE	49,485.82	53,399.50	3,913.68	143,030.00	146,250.00	33.84 %	under budget due to lockdown
Surplus balance				114,204.75	111,084.75		

Expenditure is lower than anticipated due to lockdown. I will review this in greater detail once the position is clearer. I have removed £25K for the grant for Great Mead as it is currently unclear whether we will still receive this money. We have allocated £27K for a new playground at Great Mead however the playground at Coles Mead is life expired and this money may need to be diverted to cover replacement of equipment.

From: Dean Brunton <Dean.Brunton@NFDC.gov.uk>
Sent: 24 July 2020 10:48
To: Lyndhurst Parish Council <clerk@lyndhurst-pc.gov.uk>
Cc: Claire Upton-Brown <Claire.Upton-Brown@NFDC.GOV.UK>
Subject: RE: Message from the Leader of the Council and Portfolio Holder for Economic Development

Hello Margaret,

Further to your email regarding the eligibility of projects for the fund which has been passed to me.

I can confirm that cleaning regimes, consumables and staff are not within scope of the RHSS fund and the costs would not be eligible.

With regards to planters, the guidance says that:

“The purchase and use of planters to provide temporary safety measures to ensure public spaces next to businesses are as safe as possible is eligible for RHSS Funding.

Planters must be used in a temporary nature lasting no more than 12 months and must remain mobile, not fixed to the ground.

Local Authorities will be required to clearly demonstrate the need for and appropriate use of planters in a temporary approach, within the Grant Action Plan and local COVID-19 response plans as part of wider safety schemes.

Planters must not be located on privately owned land.

Where the resulting barrier is to be located between private business outdoor seating and wider public space and there is more than one business in the locality, the benefit must be to more than one business.”

I have attached a link to a FAQ document, which has a useful table on page 7 on what is in and of scope:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899475/Reopening_igh_Streets_Safely_Fund_FAQ_V4.pdf

Please do let me know if you would like to discuss any options further.

Kind regards

Dean Brunton

Planning Performance Team Leader

New Forest District Council Planning Department

Tel: **023 8028 5588** (until 1 August) **023 8028 5454** (from 1 August)

Tel: **07771 378707**

planning@nfdc.gov.uk

www.newforest.gov.uk

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Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Reviewed: August 2020

Date of next review: August 2021

Assessment carried out by: Parish Clerk and Council

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
OFFICE/STORE						
<u>Slips and Trips</u>	Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> ▪ Good general housekeeping. ▪ All areas well lit. ▪ No trailing leads or cables. ▪ Staff keep work areas clear, (eg no boxes left in walkways, deliveries stored immediately) 	Continue to monitor	All	Ongoing	
<u>Manual Handling</u>	Staff may suffer injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> ▪ Trolleys provided to transport heavy or bulky items. ▪ Items separated to avoid lifting heavy weights 	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	All	Ongoing	
<u>Working at Height</u>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> ▪ Handrails either side of stairs Steps provided. ▪ Ladder work to be undertaken only with a second person present 	Working at height contracted out to an appropriate person Provide stairgate	All	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
<u>Display Screen Equipment (DSE)</u>	<ul style="list-style-type: none"> ▪ Staff risk posture problems and pain, discomfort or injuries (eg to their hands/arms), from overuse or improper use or from poorly designed workstations or work environments. ▪ Headaches or sore eyes can also occur (eg if lighting is poor). 	<ul style="list-style-type: none"> ▪ Lighting and temperature suitably controlled. ▪ Adjustable blinds at window to control natural light on screen. ▪ Staff aware to inform Clerk of any discomfort or concerns. 	Clerk to monitor to ensure staff continue to get breaks away from the computer.	Clerk	Ongoing	
<u>Electrical</u>	<ul style="list-style-type: none"> ▪ Staff could get electrical shocks or burns from using faulty electrical equipment. ▪ Electrical faults can also lead to fires. 	<ul style="list-style-type: none"> ▪ Electrical inspection reports ▪ PAT undertaken on equipment as appropriate ▪ Defective equipment taken out of use safely and promptly replaced. 	Continue to monitor	Clerk	ongoing	
<u>Stress</u>	All staff and Councillors could be affected by factors such as confrontational members of the public, lack of job	<ul style="list-style-type: none"> ▪ Staff aware of everyone's duties and responsibilities are. 	Remind staff that they can speak confidentially (on a no-blame basis) if they are feeling	Clerk	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
	control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> ▪ Staff can talk freely to or Council Chair. 	unwell or ill at ease because of work.			
<u>Lone Working</u>	<ul style="list-style-type: none"> ▪ Staff could suffer injury or ill health ▪ Staff could feel uneasy or threatened if in office alone 	<ul style="list-style-type: none"> ▪ Staff advised where they are to visit when out of the office. ▪ Staff report any decision not to return to the office after a visit. ▪ Means of communication at all times (mobile phones). 	Whereabouts of staff 'out of the office' to be monitored by office-based staff or nominated Councillor.	Clerk / all	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
PLAY PARKS AND FITNESS EQUIPMENT, ZIP WIRE AND SKATEBOARD EQUIPMENT						
<u>Slips, Trips & Falls</u>	Staff and visitors may be injured if they slip, trip or fall.	<ul style="list-style-type: none"> ▪ Regular inspections ▪ Maintenance undertaken in timely fashion 	Specialist inspection and maintenance for zip wires and skateboard equipment	All	Ongoing	
<u>Manual Handling</u>	Staff risk injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> ▪ Trolleys provided to transport heavy or bulky items. 	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	All	Ongoing	
<u>Working at Height</u>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> ▪ Ladders & steps provided. For low work ▪ Staff observe the 3 points of contact rule. ▪ Appropriate equipment/contractor sourced for work at height 	Remind staff that they must not work alone at height	All	Ongoing	
<u>Hazardous Substances</u>	Usage may cause injury	<ul style="list-style-type: none"> ▪ Minimal chemical usage ▪ All containers clearly marked and carry information labels <p>Appropriate training given</p>	Update training as required	All	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
GROUNDS MAINTENANCE						
<u>Slips and Trips</u>	Staff and visitors may be injured if they slip, trip or fall.	<ul style="list-style-type: none"> ▪ Regular inspections ▪ Timely maintenance undertaken 		All	Ongoing	
<u>Vehicles</u>	Danger to pedestrians & staff by movement of vehicles.	<ul style="list-style-type: none"> ▪ Appropriate signage where necessary 	Signage to playparks / beware children crossing	Clerk	Ongoing	
<u>Falling objects (Trees)</u>	Staff and visitors may be injured if something falls on them	<ul style="list-style-type: none"> ▪ Regular inspection of trees undertaken 		Staff/Clerk	Ongoing	
<u>Manual Handling</u>	Staff at risk injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> ▪ Trolleys provided to transport heavy or bulky items. 	Remind staff not to try to lift objects that look too heavy to handle.	Staff/Clerk	Ongoing	
<u>Working at Height</u>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> ▪ Ladders & steps provided for low work ▪ Appropriate equipment / contractor sourced for work at height 	Remind staff that they must not work alone at height	Staff/Clerk	Ongoing	
<u>Hazardous Substances</u>	Usage may cause injury	<ul style="list-style-type: none"> ▪ Minimal chemical usage ▪ All containers clearly marked and carry information labels 	Update training as required	Staff/Clerk	Ongoing	
<u>Hand-held Power Tools</u>	Staff at risk of injury from moving part or debris. Staff at risk of vibration injury.	<ul style="list-style-type: none"> ▪ Staff experienced with tools used. On-site risks considered before and during operation. 	Monitor tools for condition.	Staff/Clerk	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
	Public at risk from moving debris.					

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
ALLOTMENTS						
<u>Vermin</u>	Allotment holders	<ul style="list-style-type: none"> ▪ Pest control programme in operation 	Maintain programme	Allotment Cte Chairman/ Clerk	Ongoing	
<u>Vehicles on Track</u>	Allotment holders on track not seen by motorists	<ul style="list-style-type: none"> ▪ 10 mph speed limit 	Enforce speed limit	Allotment Cte Chairman/ Clerk	Ongoing	
<u>Site Maintenance</u>	Allotment holders	<ul style="list-style-type: none"> ▪ Ensure unlet plots are still maintained ▪ Ensure all plot holders adhere to regulations 	Maintain regulations and vacant plots	Allotment Cte Chairman/ Clerk	Ongoing	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Comments
CEMETERY						
<u>Pathways</u>	Tripping hazard to visitors and funeral directors	<ul style="list-style-type: none"> ▪ Path regularly maintained and swept 	Maintain programme	Maintenance staff	Ongoing	
<u>Headstones</u>	Tripping hazard to visitors and movement of headstones	<ul style="list-style-type: none"> ▪ Headstones tested regularly 	Maintain programme	Maintenance staff	Ongoing	
<u>Chapel</u>	Electric lights and radiators	<ul style="list-style-type: none"> ▪ Lighting tested and radiators maintained regularly and set at correct level 	Maintain programme	Maintenance staff	Ongoing	
<u>Remote location</u>	Visitors and staff	<ul style="list-style-type: none"> ▪ CCTV installed to monitor site 	Continue to monitor and maintain/check CCTV equipment	Clerk	Ongoing	

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Supplemental Risk Assessment for Coronavirus / Covid-19

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
OFFICE				
<u>Access to Office</u>	<p>Staff and Councillors Visitors to office Cleaner</p> <p><u>Note:</u> Vulnerable groups particularly at risk (elderly and BAME people, pregnant women, those with existing underlying health conditions)</p>	<ul style="list-style-type: none"> ▪ Entry to office by appointment only. ▪ Face masks, gloves and ammonia-based hand-sanitiser available. ▪ Screens erected around desks. ▪ Toilet facilities not available to visitors. 		Staff to be reminded of the importance of social distancing both in the workplace and outside of it.
<u>Cleaning</u>	As above.	<ul style="list-style-type: none"> ▪ Deep clean undertaken. ▪ Cleaner employed. 	Cleaning regime to be established	Frequently cleaning and disinfecting high-use objects and surfaces (e.g., door handles, light switches, kettle) using appropriate cleaning products and methods.
<u>Hand washing</u>	As above.	<ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Hand washing taking place on a regular basis and certainly when returning to the office from outside. ▪ Hand washing to follow government guidance. ▪ Drying of hands using hand dryers and not a towel 		<p>Staff to be reminded to wash hands for 20 seconds with water and soap and to dry hands with paper towels.</p> <p>Also reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands.</p>

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Supplemental Risk Assessment for Coronavirus / Covid-19

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
<u>Employee Health</u>	Staff	<ul style="list-style-type: none"> ▪ Council has promoted mental health & wellbeing awareness of staff during the Coronavirus outbreak and will offer whatever support as needed. ▪ 	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. The Clerk will maintain regular contact with staff members during this time.	If advised that a member of staff or public has developed Covid-19 and were recently on our premises the Clerk/Council Chair will contact the Public Health Authority, identify people who have been in contact and take advice on actions or precautions that should be taken.

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Supplemental Risk Assessment for Coronavirus / Covid-19

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
COUNCIL MEETINGS				
Public Meetings	<p>Staff and Councillors Members of the public</p> <p><u>Note:</u> Vulnerable groups particularly at risk (elderly and BAME people, pregnant women, those with existing underlying health conditions)</p>	<ul style="list-style-type: none"> ▪ Face-to-face meetings suspended. ▪ Routine matters decided via email where permissible. ▪ Planning Committee meetings to continue via email. ▪ Full Council meetings to be held in room that allows sufficient social distancing. ▪ Explore option of meeting via videolink 	Review long-term frequency of meetings.	Face-to-face Council meetings to take place only when required. Standing orders may need to be suspended to allow sufficient time for discussion if meetings limited.
Decision-making	Community as a whole	<ul style="list-style-type: none"> ▪ No new decisions being taken, other than those deemed operationally necessary or required to protect health and safety. 	<p>Pass following resolution:</p> <p>“That the Council delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary with associated expenditure to protect the interests of the Community and to ensure Council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council.”</p>	Legislation allows for the Council to delegate to an Officer, but not individual members; the wording of the resolution reflects the Law.

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Supplemental Risk Assessment for Coronavirus / Covid-19

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
PLAY PARKS AND FITNESS EQUIPMENT, ZIP WIRE AND SKATEBOARD EQUIPMENT				
<u>Equipment out of repair</u>	Members of the public, especially those in vulnerable groups. Contractors and others tending to equipment.	<ul style="list-style-type: none"> ▪ Equipment out of bounds and notices posted. 	Carry out in-depth inspection before equipment is put back into use. If necessary, take out of commission until specialist contractor available to inspect/repair.	
<u>Risk of infection through use of equipment</u>	As above.	<ul style="list-style-type: none"> ▪ Equipment out of bounds and notices posted. 	Display posters: <ul style="list-style-type: none"> ▪ promoting social distancing. ▪ promoting cleaning of equipment by users, particularly high-use touchpoints (such as swing rockers, see saws, machine handles or exercise bars). ▪ encouraging users to bring their own towel and hygiene products to wipe down equipment after use. ▪ encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands to encourage hand hygiene. 	NB Clerk has obtained advice re: provision of hand sanitiser outdoors – automatic dispensers should not be used as these are battery-operated and this mechanism can be damaged during wet weather.

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Supplemental Risk Assessment for Coronavirus / Covid-19

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
ALLOTMENTS				
<u>Social distancing</u>	Allotment tenants. Contractors.		Display posters promoting social distancing. Remind tenants that access is restricted to tenants	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Comments
CEMETERY				
<u>Social distancing</u>	Attendees at funerals and undertakers. Visitors to graves. Contractors.	Attendance at funerals limited to 5 people inside chapel and 10 people at graveside. Undertakers briefed on limitations and any other arrangements/restrictions.	Display posters promoting social distancing. Continue to brief undertakers	



LYNDHURST PARISH COUNCIL

Action Plan

Lyndhurst Parish Council's Action Plan is a community project that addresses community needs and represents community views.

The Plan will influence Local Authority decision-making, will give focus to medium and long-term plans for the Parish and will seek to influence local matters such as Planning, Leisure and Highways. With a Parish Plan in place, we can apply for funding from sources which would otherwise be unavailable. The Plan is intended to involve all sections of the community and will give momentum to projects that might otherwise be lost.

It is not a tool for political, religious or commercial purpose nor is it a mandatory process. It is not controlled by Local or Central Government.

The planned activities may well change over the year and are likely to increase as other projects are identified. **Items in red font have been completed.**

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
CENTRAL				
Ensure Council complies with all statutory requirements	<ul style="list-style-type: none"> Draft required policies Agree policies 	CAW & MW Full Council	Nil Nil	September 2019 October 2019
Enter NALC Award Scheme to benchmark performance against other top Parish Councils	<ul style="list-style-type: none"> Apply for Foundation Award 	MW and CAW	£50 fee	Summer 2020
Organise training event for all councillors	<ul style="list-style-type: none"> Book trainer and date Secure attendance of LPC councillors Invite members of other councillors at small cost 	MW All MW	Trainer £400 plus room and refreshments	5 November 2019
Ensure effective use of Speed Indicator Device	<ul style="list-style-type: none"> Identify more sites and produce rota Train more people to move SID 	SUS, GR & MW with DD	Nil	Ongoing
Promote community safety	<ul style="list-style-type: none"> Explore employing agency PCSO at peak times 	MW and CAW	Agency fees	June 2019
Generate income for Parish Council	<ul style="list-style-type: none"> Apply for grants where possible 	MW and CAW		Ongoing
Provide online access to LPC archives	<ul style="list-style-type: none"> Upload archived Council minutes 	CAW / volunteers	Nil	Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
HR (Chris Willsher)				
Identify staffing structure and appointment procedure for Clerk	<ul style="list-style-type: none"> Draft procedure Agree procedure 	CAW, SUS & MW Full Council	Nil Nil	June 2019 July 2019
Review Clerk's salary	<ul style="list-style-type: none"> Compare clerk's salary with other local authority posts Agree Clerk's salary 	CAW, SUS & MW Full Council	Nil £1800	Done June 2019 Done June 2019
Establish appraisal for Clerk	<ul style="list-style-type: none"> Agree and implement approach to appraisal 	CAW, SUS & MW	Nil	July 2019
OFFICE				
Reduce air pollution in Parish office	<ul style="list-style-type: none"> Ask landlord to replace door Purchase air purifier 	MW CAW	Nil £250	June 2019 Done June 2019
Complete statutory risk assessments	<ul style="list-style-type: none"> Undertake Fire Risk Assessment Implement Fire Risk Assessment 	GR GR, CAW, SUS, MW	Nil TBC	Done June 2019 July 2019
Identify permanent location for Parish Office	<ul style="list-style-type: none"> Continue exploring options, especially with current landlord and Community Centre 	CAW, SUS & MW	Nil	Ongoing
Secure reduction in non-domestic rates	<ul style="list-style-type: none"> Secure retrospective planning permission for office use Secure subsequent recalculation of rates 	MW MR(?)/landlord(?)	Nil Nil	Done June 2019 Ongoing
ALLOTMENTS (Adrian Wiltshire)				
Develop community orchard	<ul style="list-style-type: none"> Seek sponsors to plant trees 		Nil	Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate allotment other charges elsewhere Consider increasing allotment charges 	MW and CAW Full Council	Nil TBC	June 2019 September 2019
AMENITIES (George Bisson)				
Ensure routine inspections/ monitoring of footpaths, hedgerows, seats and shelters	<ul style="list-style-type: none"> Produce list of areas to be covered Allocate areas to councillors for six-monthly checks Undertake inspections 	MW All All	Nil Nil Nil	Done June 2019 Done June 2019 June/July 2019
Erect bus shelter at Thatched Cottage, Southampton Road	<ul style="list-style-type: none"> Secure land registry Order and erect bus shelter 	MW/CAW, solicitors MW & contractors	Legal fees £20,000	Ongoing Summer 2020
CEMETERY (Adrian Wiltshire)				
Install toilet facilities in cemetery	<ul style="list-style-type: none"> Secure Diocese faculty permission Secure funding to build facility (Heritage Fund?) 	MW CAW and AW	Nil TBC	Done June 2019 Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate burial and other charges elsewhere Consider increasing cemetery charges 	MW and CAW Full Council	Nil TBC	Done June 2019 July 2019
Hold Cemetery Open Day	<ul style="list-style-type: none"> Incorporate within VE Day celebrations 	Name	Nil	May 2020
Create online index to graves	Create database Liaise with TLC re: online accessibility	CAW CAW and TLC	Nil Nil	July 2020 July 2020

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
RECREATION (Mark Rollé and Trevor Dunning)				
Improve Coles Mead Recreation Ground	<ul style="list-style-type: none"> Seek external funding to replace flooring and life-expired equipment Consider adding running/cycling circuit; partitioned area for dog walking/training; flower beds and duck pond; more fixed outdoor gym equipment; splash park; seat at Meadow End for quiet reflection Obtain quotes for work Investigate access from Fire Station side Consider employing play leaders during summer holiday 	MR/MW/CAW MR/MW/CAW MR/MW/CAW MW MRMW/CAW	c. £150,000	Date Date June 2019 Done June 2019 Ongoing
Develop football ground site	<ul style="list-style-type: none"> Secure combined lease Identify agreed priorities Seek external funding 		Legal fee (£3K?) Nil TBC	June 2019 Autumn 2019 Winter 2019
Consider installing toddler's play equipment at Great Mead	<ul style="list-style-type: none"> Obtain quotes for work Consider proposal 	CAW/MW/GR All	£25,000	Done June 2019 July 2019
ENVIRONMENT (Caroline Wilkins)				
Explore feasibility or creating orchard and wildflower meadow in Great Mead	<ul style="list-style-type: none"> Explore suitable trees/flowers Investigate required maintenance regime and cost Report back for decision 	CW CW and MW CW / Full Council	NFDC grant TBC	June 2019 June 2019 July 2019
Promote recycling	<ul style="list-style-type: none"> Install more recycling containers in Car Park 	CW	Nil	Ongoing
Reduce atmospheric pollution	<ul style="list-style-type: none"> Secure access to real-time data from air sensors Liaise with NFDC in drafting of 2019 Lyndhurst Plan Actively participate in Forum 	CAW All CW / Full Council	Nil TBC	Done June 2019 December 2019 December 2019
Develop traffic management plan with Minstead Parish Council	<ul style="list-style-type: none"> Attend joint working party meetings with Minstead Parish Council 	GB and CAW	Nil	Ongoing
COMMUNITY SAFETY (Fiona Green)				
Ensure effectiveness of Lyndhurst Neighbourhood Watch groups	<ul style="list-style-type: none"> Create Lyndhurst Neighbourhood Watch support group Recruit more road-based NHW groups Hold frequent meetings of Lyndhurst NHW group 	FG and NHW team All FG	Nil Nil Nil	Done June 2019 Ongoing Ongoing
YOUTH MATTERS (Fiona Green and Barbara Preddy)				
Consider provision of more activities for children and young people	<ul style="list-style-type: none"> Undertake surveys of children and teenagers Report back to enable cost/feasibility study 	FG/BP Full Council	TBC TBC	Ongoing Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
COMMUNITY ENGAGEMENT (Brice Stratford)				
Organise village social event to mark VE Day	<ul style="list-style-type: none"> • Create subgroup • • 	BS and all	TBC	
Create Pride of Lyndhurst Awards Scheme	<ul style="list-style-type: none"> • Produce and agree proposal • Publicise scheme • Seek sponsorship • Host event 	CAW; all CAW and MW MW; anyone Full Council	Nil Cost of fliers Room hire if not sponsored	Done June 2019
Develop Council website	<ul style="list-style-type: none"> • Secure ability to edit/upload content ourselves • Re-organise existing content • Develop further pages and add new content • Ensure compliancy with disability legislation 	MW CAW and MW CAW, MW and all MW / TLC Online	Nil Nil Nil Nil	Ongoing Ongoing Ongoing Summer 2020
Create Welcome Pack for visitors and new residents of Lyndhurst (could be online)	<ul style="list-style-type: none"> • Find and Create content • Create pack • Update village walk leaflets and re-print 	MW and all MW and CAW GB	Nil if online; copying if not NFDC grant	Ongoing Ongoing Ongoing