

KINETON PARISH COUNCIL

Clerk to the Council

Mike Gaffney, MBE, TD, 9 Orchard Way, Southam, CV 47 1EG – Tel: 01926 811028

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**Notice is given that that the next Meeting of the Parish Council will take place on Wednesday, 2<sup>nd</sup> September 2009 commencing at 7.30 pm in the Large Hall, Village Hall, Kineton.**

24 August, 2009  
Clerk to the Council

*M.A.Gaffney*

### AGENDA

1. Presentation of 2009 Hanging Basket Awards
2. Apologies
3. Declarations of interest.
4. Minutes of the Meeting held on 1<sup>st</sup> July 2009 Attached
5. Matters Arising from the Minutes of Meetings
  - a. Old Library Railings (Minute 67/05)
  - b. HGVs Kineton (Minute 21/09)
6. Planning.  
Schedule of applications and decisions. Attached
7. Risk Assessment Action Report Attached
8. Litter Bin Banbury Street
9. Street Lighting – Dene Close
10. Public Phonebox Little Kineton
11. Manor Lane – No waiting restriction.
12. SDC Local Plan
13. SDC Local Development Framework - Core Strategy
14. District Councillor's Report
15. County Councillor Report
16. Financial Reports and Accounts for Payment (Schedule 4/09)
17. Auditors Report
18. Exclusion of Public and Press – LGA 1972 Section100  
Following items deal with staff and member matters.
19. Appointment of Clerk
20. Councillor Vacancy

### Public Forum

**Councillors will be in attendance before Council meetings between 7.15 pm and 7.30 pm to listen to residents views. Any member of the public who wishes their presentation to be recorded is requested to let the Clerk have a written copy which will be attached to the minutes of the meeting for information.**

**The Parish Council meeting will commence at 7.30 pm and residents are encouraged to attend the meeting at 7.30 pm as observers but they do not have the right to speak, ask questions or join in debates and will not be allowed to participate in the meeting.**

### Risk Assessment Report

| Location                          | Observation                                                                                             | Regulations                                                                                                          | Recommended Action                                                                                               | Proposed Action                                                                                                            |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| King John's Castle and River Dene | Water pipe across foot path                                                                             | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998     | Remove the disused water pipe (not in use and not connected to mains), potential for trip                        | Unable to locate this hazard                                                                                               |
|                                   | Bench seats placed throughout the grounds, provided for visitors to rest and take in the views          | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998     | All bench seats to be part of an equipment inspection programme and this must be completed by a competent person | Six monthly inspection to be introduced (ad hoc at present) and register to be maintained by Clerk                         |
|                                   | The area is inspected regularly to ensure no obstructions from fallen trees, and the river flows freely | Management of Health and Safety at Work Regulations 1999                                                             | All inspections that are to be part of a safe system of work are to be kept on file                              | Six monthly inspection to be introduced (ad hoc at present) and register to be maintained by Clerk                         |
|                                   | Path edging in need of repair                                                                           | Management of Health and Safety at Work Regulations 1999                                                             | The inspection of paths are required to be part of a formal safe system of work and records kept                 | Approx 8 edging strips to be replaced. Inspection to be incorporated as above                                              |
|                                   | Rubbish placed in plastic bags possible cuts when collecting                                            | Management of Health and Safety at Work Regulations 1999<br><br>Provision and Use of Work Equipment Regulations 1998 | Provide suitable receptacles for rubbish. A safe system of work introduced for disposing of rubbish              | 5 bins to be provided, one by each Bench. Contractor to be required to empty monthly and to certify safe working practice. |
|                                   | Access bridge uneven, potential trip hazard                                                             | Management of Health and Safety at Work Regulations 1999<br><br>Provision and Use of Work Equipment Regulations 1998 | Minor maintenance to level and remove possible trip                                                              | Contractor to repair. . Regular inspection to be incorporated as above                                                     |

| <b>Location</b>                   | <b>Observation</b>                                                                                                                                                                | <b>Regulations</b>                                                                                                   | <b>Recommended Action</b>                                                                                                                                                                                                | <b>Proposed Action</b>                                                                                                                                 |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| King John's Castle and River Dene | The area has a shallow, slow flowing river through the ground. Not reasonably practicable to fence of the river or provide safety equipment                                       | Management of Health and Safety at Work Regulations 1999                                                             | Warning notice at each entrance to water, as a minimum                                                                                                                                                                   | Clerks contact info to be updated when new appointment made. Warning notice to be attached to information Board. Notice at Castle Road to be replaced. |
| Playground St Peters Road         | Local youth club cleaning playground with young members                                                                                                                           | Management of Health and Safety at Work Regulations 1999<br><br>Provision and Use of Work Equipment Regulations 1998 | Procedures for youth club to undertake activities and ensure a safe system of work and risk assessments including young workers and PPE and training. All weekly inspections that are undertaken, are to be kept on file | Youth Leader to be asked to confirm all safety equipment provided is used. Invoices from YC to contain a certificate and be kept as record.            |
|                                   | Children damaging boundary fence, dangers of climbing fence, falls and entrapment on chain link fence. Review access into bordering fields for children to retrieve footballs etc | Management of Health and Safety at Work Regulations 1999                                                             | Consider stile steps where existing damage to the fence has taken place                                                                                                                                                  | Adjacent land is private.. Keep out notice to be affixed to fence                                                                                      |
|                                   | No accidents or incidents reported in the last 20 years                                                                                                                           | Management of Health and Safety at Work Regulations 1999                                                             | Review public access and display contact number to enable members of the easy access to report accidents and near miss and damage                                                                                        | Notice to be affixed to Playground Fence with new Clerk's contact details.                                                                             |

| <b>Location</b>                | <b>Observation</b>                                                                                                  | <b>Regulations</b>                                                                                                                                                     | <b>Recommended Action</b>                                                                                                   | <b>Proposed Action</b>                                                                             |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                | Annual inspection of all equipment by competent person                                                              | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998                                                       | Records of inspection and equipment maintenance are required                                                                | Annual Inspection already performed. Register to be introduced to record inspections.              |
| Playground<br>St Peters Road   | Damaged dustbin near entrance sharp edge potential cuts                                                             | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998                                                       | Replace damaged dustbin near entrance                                                                                       | To be replaced with waste bin. Contractor to be instructed to empty monthly (or Youth Club?)       |
|                                | The main gate into the park is in the process of repair                                                             | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998                                                       | Complete repair and ensure slow self close and ensure no potential entrapment or crushing. To be part of weekly inspections | Repair completed. Will be covered by annual inspections – weekly inspection considered unnecessary |
| Village Pond<br>Little Kineton | Deep water in the pond not fenced and next to the main village road. Potential for entry into the pond and drowning | Provision and Use of Work Equipment Regulations 1998<br>The Health And Safety (First-Aid) Regulations 1981<br>Management of Health and Safety at Work Regulations 1999 | Provide safety life rings in the event persons fall into the pond and require rescuing.                                     | 2 Lifebelts to be provided                                                                         |
|                                | Wooden Viewing Platform                                                                                             | Management of Health and Safety at Work Regulations 1999<br>Provision and Use of Work Equipment Regulations 1998                                                       | Viewing Platform to be inspected annually by competent person and record of inspections required                            | Annual Inspection to be performed by contractor and register maintained by Clerk                   |