

WALTON PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
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21st December 2020

A Virtual Meeting of the **WALTON PARISH COUNCIL** will be held on **TUESDAY, 5th JANUARY, 2021** at **7.00 p.m.**

The meeting is accessible by logging on to www.zoom.us and using Meeting ID 856 4667 0054 with the password 687579. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Members of the public are welcome to attend.

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
2. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
3. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES**
 - 4.1 **MINUTES OF THE MEETING HELD ON 3RD NOVEMBER 2020** - To agree the accuracy of the minutes of the meeting held on 3rd November 2020. Minutes will be signed at the next face to face meeting. (copy herewith)
5. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*
 - 5.1 **REPORTS** – To receive reports, if applicable, from City and County Councillors.
6. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered –

None to date.

(information available on Carlisle City Council website)
7. **FINANCIAL MATTERS** -
 - 7.1 **BANK RECONCILIATION TO 21.12.20** – Report by Clerk. (copy herewith)

7.2 EXPENDITURE TO APPROVE – That the Council ratify and/or approve the expenditure detailed.

Amount £	Payee	Detail	Cheque number
£50.00	Lees Hill School	Donation	000096
	Above items – to ratify	Below items – to approve	
£461.90	Clerk	wages	000097
£16.80	Cumbria Payroll	Payroll Services	000098
£115.60	HMR&C	PAYE	000099
£151.74	Brampton PC	Copier/stny etc	000100
£60.00	City Of Carlisle	Play area inspection	000101

- 8. POLICY REVIEW** – To review, and agree any required amendments, to the following policies available on the Parish Council website:-
- Publications Policy
 - Accessibility Statement
 - Privacy Policy
 - Public Participation Policy
 - Standing Orders
 - Financial Regulations
 - Retention Policy
 - Freedom of Information Policy
 - Data Protection Policy
- 9. RISK ASSESSMENT** – To review and amend the Parish Council's risk assessment. (copy herewith)
- 10. MATTERS TO BE RAISED BY COUNCILLORS** – An opportunity for councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision.
- 11. PLAY AREA** – To note the annual inspection report and agree what action, if any, to be taken. (copy herewith)
- 12. COMMUNITY ASSET** – To consider what action to be taken.
- 13. CARAVAN ON THE VILLAGE GREEN** – To consider what action to be taken.
- 14. MEMORIAL BENCH** – To agree the location of the memorial bench. (Information to be submitted from applicant)
- 15. PUBLIC SPACE PROTECTION ORDER (PSPO)** – Following agreement to designate the play area as a PSPO, members to note the information received from the City Council and agree what action to be taken. (information circulated to members by email)
- 16. PARISH PLAN UPDATE** – To receive a report from Councillors Shaw and Brocklebank. (Project Plan information circulated to members prior to the meeting)
- 17. UPDATE ON CLERK** – To receive an update from Councillor Shaw.
- 18. CALC** – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-
- 18.1 CALC NEWSLETTER – November/December 2020**
- 18.2 LETTER FROM THE MINISTER FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT**
- 18.3 DEVELOPING YOUR SKILLS PROGRAMME – January to June 2021**
- 18.4 COMMUNITY LEADERS PACK**

- 18.5 **CARLISLE WINTER RESILIENCE EVENT**
- 18.6 **UPDATE ON LOCAL GOVERNMENT REORGANISATION IN CUMBRIA**
- 18.7 **EASEMENTS OVER COMMON LAND AND VILLAGE GREENS - LTN57**
- 19. **CORRESPONDENCE RECEIVED BY THE CLERK** - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)
 - 19.1 **TRAFFIC ISSUES NEAR PLAY AREA** – Email from visitor.
 - 19.2 **2021 NATIONAL CENSUS** – Email from Census Engagement Manager.
- 20. **LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
 - 20.1 **EXECUTIVE KEY DECISIONS** – 14th December 2020
- 21. **DATE OF NEXT MEETING** – To confirm that the next virtual meeting will be held on Tuesday 5th January 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.
- 22. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** - To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, (contract terms), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.
- 23. **GRASS CUTTING CONTRACT 2021** – To receive a report from the Clerk. (copy circulated to members)

MINUTES of a **VIRTUAL MEETING** of **WALTON PARISH COUNCIL** held on **Tuesday 3rd November 2020** at **7.00pm**.

Present: Cllrs G. Shaw (Chairman), A. Armstrong, B Hogg, D. Lockhart, T. Mark, T. Mounsey and S. Wood.

In Attendance: Clerk

Action

052/20 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and agreed from:-

Councillor Brocklebank.
County Councillor Mallinson.
City Councillors Shepherd and Tarbitt.

053/20 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

054/20 DECLARATIONS OF INTEREST

Councillors were invited to record their interests:-

RESOLVED to note that no declarations of interest were made.

055/20 MINUTES -

MINUTES OF THE MEETING HELD ON 1st SEPTEMBER 2020 WERE SUBMITTED

RESOLVED to confirm as a true and accurate record the minutes of the meeting held on 1st September 2020. The minutes would be signed by the Chairman at the next face to face meeting. **GS**

056/20 PUBLIC PARTICIPATION –

056/20.1 TRAFFIC CONCERNS

RESOLVED to note that an email received from a visitor to the play area raising concerns at speeding vehicles would be an item on the next agenda.

056/20.1 CITY AND COUNTY COUNCILLOR REPORTS

RESOLVED to note that there were no City or County Councillors in attendance and no written reports had been submitted.

057/20 TOWN AND COUNTRY PLANNING

RESOLVED to note there were no applications to be considered.

058/20 FINANCIAL MATTERS

058/20.1 BANK RECONCILIATION TO 26.10.20

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

RESOLVED to receive and note the bank reconciliation and balance to 26th October 2020 of £13,937.36.

Signed (Chairman):.....

Date.....

058/20.2 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to approve.

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Cheque number
£222.00	J. Calvert	Grass cutting	000093
£51.59	I. Whetton (one.com)	Website	000094
	Above items ratified	Item below approved	
£222.00	J. Calvert	Grass cutting	000095

058/20.3 PRECEPT 221/2022

A draft budget statement was submitted to the meeting in order that members could agree the precept for the financial year 2021/22.

RESOLVED unanimously after discussion, (proposed by Councillor Lockhart and seconded by Councillor Shaw) that the precept for 2021/22 would be increased by 3% to £7,725.00. The Clerk would inform the City Council.

Clerk

058/20.4 NATIONAL SALARY AWARD 2020/2021

Consideration was given to the report submitted by the Clerk regarding the recent pay award agreed at the National Joint Council for Local Government Services for the financial year 1st April 2020 to 31st March 2021.

RESOLVED to note the award and agree the implementation of the Clerk's salary from 1st April 2020 at £10.44 per hour.

059/20 SLCC NATIONAL CONFERENCE

RESOLVED to note that the Clerk reported on the recent virtual SLCC National Conference and the webinars attended.

060/20 MATTERS TO BE RAISED BY COUNCILLORS**060/20.1 CARAVAN ON VILLAGE GREEN**

RESOLVED to note that Councillor Lockhart reported that the caravan on the village green would be moved in due course.

061/20 PLAY AREA

Councillor Hogg reported that the seesaw equipment had been removed as the safety surfacing was not fit for purpose. Missing caps on the swings had been replaced, the blue pod seat had been raised but the roundabout needed to be looked at again. All areas of safety surfacing needed to be looked at.

RESOLVED to note that work to the play area was ongoing.

062/20 COMMUNITY ASSET

RESOLVED to note the email received from Councillor Tarbitt that there was nothing to add at the moment. The matter would be on the next agenda as members have tried on numerous occasions to find out more information but nothing has been received.

Signed (Chairman):.....

Date:.....

063/20 MEMORIAL BENCHES

The Clerk submitted a draft memorial bench policy, requested at the July meeting and deferred from the September meeting.

RESOLVED that a memorial bench policy was not required and that applications would be considered as they were received. The current applicant would be informed that a bench would have to be made from recycled material, siting and ongoing maintenance was the responsibility of the applicant and that a plaque design and bench location was required to be submitted for approval. **Clerk**

064/20 GRASS CUTTING

Members reviewed the grass cutting contract.

RESOLVED that the contract would be for 1 year and that all contractors would meet with a councillor so that there were no misunderstandings as to which areas of the village green were included.

065/20 DOGS

The Clerk had circulated information on Public Space Protection Orders (PSPO), dogs on leads and dog fouling to members prior to the meeting.

A member reported on the numerous complaints received about dog fouling and dogs off leads on the village green, which was discussed at length. Members suggested that signage was required and matters should be carried out properly.

RESOLVED that the play area would be designated as a PSPO. The Clerk would contact the City Council for further advice. **Clerk**

066/20 CALC

The following correspondence from CALC was received and noted:-

066/20.1 NALC RESPONSE TO PLANNING CONSULTATION

066/20.2 CPCA AGM DRAFT MINUTES

066/20.3 LED STREET LIGHT REPLACEMENT PROGRAMME

066/20.4 COVID-19 UPDATE

066/20.5 BUCKINGHAMSHIRE COUNCIL

066/20.6 UPDATE RE LOCAL GOVERNMENT REORGANISATION

066/20.7 CODE OF CONDUCT TRAINING

066/20.8 STANDARD MATTER 2: PUBLIC CONSULTATION & PUBLIC SECTOR SURVEYS

067/20 CORRESPONDENCE RECEIVED BY THE CLERK

RESOLVED to note the following correspondence had been received:-

067/20.1 HOW TO SAVE A LIFE – Email from North West Ambulance Service.

067/20.2 FORESTRY INVESTMENT ZONE UPDATE– Email from Implementation Officer.

067/20.3 WORKING TOGETHER SERVICE CARLISLE DISTRICT – Email from Service Officer.

Signed (Chairman):.....

Date.....

068/20 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

068/20.1 NOTICE OF EXECUTIVE KEY DECISIONS – 9th October 2020.

069/20 DATE OF NEXT MEETING - The next virtual meeting would be held on Tuesday 5th January 2020 at 7.00pm and called by electronic summons unless there were changes to the Covid-19 regulations permitting public gatherings.

070/20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, (contract terms) it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

071/20 TREE SURVEY QUOTES

The Clerk reported that despite sending out requests for additional quotes, contractors were unable to carry out the work or had not responded.

The current survey had been carried out by the Clerk, Councillor Lockhart and a contractor. Approximately 5 trees (in a hedgerow) bordering the village green had not been included. Information had been passed to the Clerk detailing an older survey, after submission of the current survey at September's meeting.

RESOLVED to accept the quote submitted by Lowther Tree Services in the sum of £1,500.00 for the trees listed on the current survey and that those trees that had been missed would be surveyed as soon as possible. Proposed by Councillor Mark, seconded by Councillor Shaw, agreed unanimously.

Meeting closed at 8.45pm.

Signed (Chairman):.....

Date.....

WALTON PARISH COUNCIL

BANK RECONCILIATION AT 21st DECEMBER 2020

Cumberland Building Society Current Account - 54249959

Balance b/f	5,862.90		
Income		Expenditure	272.00
		Balance c/f	5,590.90
	<u>5,862.90</u>		<u>5,862.90</u>

Bank Reconciliation

Balance per statement @ 21.12.20 5,640.90

Less o/s cheques

Lees Hill School	50.00		
	<u>50.00</u>		<u>5,590.90</u>

Income

-

Expenditure

4.11.20	J Calvert	222.00	
2.12.20	Lees Hill School	50.00	
		<u>272.00</u>	

Cumberland Building Society Current Account - 55127472

Transfer from CBS - 54249959	6,915.65		
Income		Expenditure	
Interest received -		Balance c/f	6,915.65
	<u>6,915.65</u>		<u>6,915.65</u>

Cumberland Building Society Saver Account - 54249967

Transfer from HSBC - 71268821	1,158.81		
Interest rec'd -		Expenditure	
		Balance c/f	1,158.81
	<u>1,158.81</u>		<u>1,158.81</u>

BANK BALANCES

	B/F		C/F
Cumberland BS - 54249959	5,862.90		5,590.90
Cumberland BS - 5249967	1,158.81		1,158.81
Cumberland BS - 55127472	6,915.65		6,915.65
	<u>£ 13,937.36</u>		<u>£ 13,665.36</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

**WALTON PARISH COUNCIL
RISK ASSESSMENT SCHEDULE 2020/21**

Definition of Risk Management

Risk is the threat that an event of action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and records are kept at.....	TO BE REVIEWED AND AGREED
Meeting location	Adequacy Health and Safety	L	Meetings are held in Walton Village Hall or Reading Room. Access to the buildings is through the caretaker. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend, from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire or damage	L	The Parish Council records are stored....	TO BE REVIEWED AND AGREED
Council Records - electronic	Loss through theft, fire, damage or corruption of computer	LM	The Parish Council's electronic records are stored....	TO BE REVIEWED AND AGREED

FINANCE

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to CCC Amount not received by CCC	L L L	The precept is an agenda item at a meeting held between November & January. To determine the precept amount required, the Parish Council receives budget update report, including actual position and projected position to end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. This figure is submitted by the Clerk in writing to CCC. The Clerk informs the Council when the monies are received (approx May time).	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is taken (before the time of the policy renewal) of all insurance arrangements in place. Employers/Employee Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Ensure compliance measures and fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review compliance annually.
Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of account.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary especially after an AGM and an election. Monitor the bank statements bi-monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. The Council has no petty cash or float. Any cash transactions are made by the Clerk, are fully receipted and then reimbursed by cheque on receipt of an invoice.	Existing procedure adequate. Review the Financial Regulations when necessary

Financial controls and records	Inadequate checks	L	<p>Bi-monthly reconciliation prepared by RFO and checked at monthly meeting and signed by member of the Parish Council other than the Chairman.</p> <p>Two signatories on cheques.</p> <p>Internal and external audit.</p> <p>Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted before any commitment.</p> <p>Any s137 payments must be recorded at time of approval.</p>	Existing procedure adequate.
Freedom of Information Act	Policy Provision	L M	<p>The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.</p>	Monitor and report any impacts of requests made under the F of I Act.
Clerk	<p>Loss of Clerk</p> <p>Fraud</p> <p>Actions Undertaken</p> <p>Salary paid incorrectly</p>	<p>M</p> <p>L</p> <p>L</p> <p>L</p>	<p>A contingency fund should be established to enable training for the Cilca qualification in the event of the Clerk resigning.</p> <p>The requirements of the Fidelity Guarantee insurance must be adhered to.</p> <p>Clerk should be provided with relevant training, reference books, access to assistance and legal advice</p> <p>The Clerks salary is set by a formula agreed with NALC and the SLCC and is reviewed annually.</p> <p>Tax is calculated by Cumbria Payroll Services and wage slips forwarded to the Clerk.</p> <p>All wage and PAYE payments are agreed then paid by cheque to the Clerk and HMR&C.</p>	<p>Include in financial statement when setting precept.</p> <p>Membership of CALC & SLCC maintained.</p> <p>Purchase revised books.</p> <p>Monitor working conditions.</p> <p>Existing payment scheme is adequate.</p>

VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing then checked and sent out to the External Auditor within time limit.	Existing procedures adequate
ASSETS				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third part(ies)/property	L L	An annual review is undertaken for insurance provision, storage and maintenance provision.	Existing procedures adequate
LIABILITY				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including a reference to the power used.	Existing procedures adequate
Minutes/Agendas/ Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at next meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from CALC or CCC.	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate

Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of a meeting.	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interest form should be reviewed regularly by Councillors.	Members to take responsibility to update their register
Election Costs	Risk of election cost	LM	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process. When an election is due the Clerk will obtain an estimate of costs from CCC for a full election and an uncontested election.	Existing procedure adequate
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner	Ensure annual renewal of registration
Play area	Inadequate maintenance of records	L	Ensure that proper records of all complaints/injuries are maintained	Existing procedure adequate Children's play area inspected weekly and report submitted to Clerk. Annual RoPSA safety inspection undertaken and report submitted. Any required action undertaken promptly.
	Inadequate insurance cover	L	Include all relevant risks on the councils insurance policy	
	Inadequate budget provision	L	Ensure that service requirements are detailed in annual budget process	
	Personal Injury	L	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	
Village Hall	Damage/Injury	L	Village Hall Committee is responsible for the Village Hall. Adequate insurance cover. Parish Council representation on Management Committee (Management Committee to ensure proper procedures with regard to Health and Safety are followed.)	Existing procedure adequate Insurance is reviewed annually alongside that of the Parish Council's. Councillor Lockhart is the Parish Council's representative on the Committee and regularly reports to the Parish Council.

Open Spaces/Village Green/	Vandalism	L	Regular inspections are undertaken and any vandalism to be reported to the local police and appropriate action taken against offenders	Existing procedure adequate
	Fly tipping	L	Regular inspections are carried out and reported to the appropriate authority.	
	Inadequate budget provision	L	Service income/expenditure to be detailed in budgetary process.	
	Property maintenance	L	Property is maintained through regular inspection/servicing	
	Trees	L	Ensure regular inspections are undertaken and reports submitted	
COVID-19				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members & staff	Exposure to virus in confined spaces	H	The Parish Council uses Zoom for all meetings. Post all information on website rather than noticeboards	Existing procedure adequate
Members of the public	Exposure to virus in play areas/green spaces	H	Play areas to be closed in specific alert levels. Parents to retain responsibility for hand cleaning after use of equipment. Council acts in accordance with current government guidelines Adequate signage posted	Existing procedures adequate Clerk and members will keep updated with current guidelines and act as quickly as possible
Clerk	Inability of Clerk to host meeting due to ill health	M	The Parish Council to appoint a permanent second host or as and when required.	REVIEW AND AGREE
Members	Non-attendance of members due to ill health	H	Clerk is in electronic contact with members Quorum is 3 Remote meetings can be altered as necessary	REVIEW AND AGREE

The information given above was agreed as being a correct record.

Signed

Chairman

Dated

Clerk

Dated



the **play inspection** company

Annual Inspection

Carlisle City Council

Walton Village Green

Brampton, Walton, Carlisle, Cumbria, CA8 2DJ



API Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

[www. playinspections .co.uk](http://www.playinspections.co.uk)

RPII Inspection Methodology

This document outlines the RPII position on inspections undertaken by the Inspectors listed on the RPII Register of Inspectors for Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it the date of the standard will be that current at the time of inspection with the exception of where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this would include public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below);

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, including ancillary items).

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 - Free access multi-sports equipment

BS EN 14974 - Skateparks

BS EN 16630 - Permanently installed outdoor fitness equipment

BS EN 16899 - Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

Where planting or trees are mentioned in the report no arboricultural or horticultural assessments of toxicity, suitability or condition are undertaken; the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/ or that of the inspection company. The owner/operator should seek the advice of the manufacturer or a competent person at all times when undertaking repairs and/or modifications to equipment.

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Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor/ Fully enclosed Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.


[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

Equipment has been assessed to the following standards where relevant:

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).



Walton Village Green

Inspection Ref: 1227620

Site Ref: 63991

Inspected: 10-November-2020 - 12:05 by Matt Hall RPII Annual Inspector

Risk Assessment: 10 Low Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.



9 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The site is accessible to the public during the COVID 19 pandemic. The government have released guidelines for safely re-opening these types of facilities which is available on the government website. - Ensure there is an appropriate risk assessment in place and review regularly

Finding 2

There are cable ties on the equipment that could catch eyes
- Remove ties

6 - Low Risk

Item: Bench
Manufacturer: Owner/Operator
Surface Type: Concrete
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There is surface corrosion present on the item - Consider treating the item



5 - Very Low Risk

Item: Landscape Feature
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Picnic Table
Manufacturer: Owner/Operator
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers



i 8 - Low Risk

Item: Activity Trail
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 2

Finding 1

There is algae or moss on the surface of the equipment - Clean and treat appropriately

Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

i 8 - Low Risk

Item: Sweeping See-Saw
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

The item of equipment is missing / removed from site and the inspector was unable to assess the condition of it - Consider replacement of missing item

Finding 2

The surfacing around the item is damaged and creating trip hazards - Repair the damaged areas of surfacing

Finding 3

The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required



i 6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 4

Finding 1

The timber is rough and worn - Sand down and treat affected areas

Finding 2

The design of the barriers encourages standing or sitting and fails the requirements of BS EN 1176 - Monitor - No remedial work recommended

Finding 3

There is/are finger entrapment/s in the framework and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No remedial work recommended

Finding 4

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

i 6 - Low Risk

Item: Spring Horse
Manufacturer: Proludic
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176 Part 6 - Monitor - No remedial work recommended



6 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

10 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 4

Finding 1

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

Finding 2

Swings of this design should have a secondary safety device fitted to prevent collapse of the seat in the event of a joint failure to meet the requirements of BS EN 1176 Part 2 - Consider providing a secondary safety device where possible

Finding 3

The split pins are missing from the shackles - Insert split pins to secure the shackles

Finding 4

The seat clearance from finished surface level to the underside of the seat is too low when measured in its most onerous position and does not meet the requirements of BS EN 1176 Part 2 - Install seats to a minimum height of 400mm for Group Swing Seats



i 6 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1
 There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk

Item: Football Goal
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1
 The nets have been secured with stretchable cords -
 Replace with appropriate fixings

Finding 2
 There is some minor net damage - Monitor for any further deterioration and repair as required

Finding 3
 NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection. - Implement load testing as required



i 6 - Low Risk

Item: Roundabout
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

The height to the underside of the roundabout platform is less than 400mm and fails the requirements of BS EN 1176 Part 5 - Monitor - No remedial work recommended

Finding 2

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

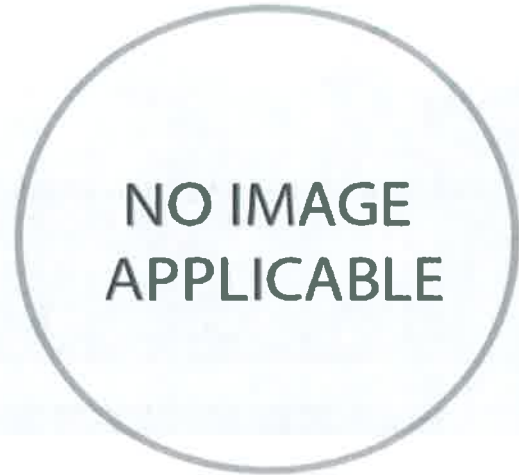


Findings information

0 - Risk Assessment not Undertaken (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: N - Risk Assessment not Undertaken
Surface: N/A



Finding: The site is accessible to the public during the COVID 19 pandemic. The government have released guidelines for safely re-opening these types of facilities which is available on the government website.

Action: Ensure there is an appropriate risk assessment in place and review regularly



i 9 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There are cable ties on the equipment that could catch eyes

Action: Remove ties



i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is surface corrosion present on the item

Action: Consider treating the item



i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers



8 - Low Risk (Finding 1)

Item: Activity Equipment - Activity Trail
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

6 - Low Risk (Finding 2)

Item: Activity Equipment - Activity Trail
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required



i 4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Sweeping See-Saw
Manufacturer: Proludic

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The item of equipment is missing / removed from site and the inspector was unable to assess the condition of it

Action: Consider replacement of missing item

i 8 - Low Risk (Finding 2)

Item: Rocking Equipment - Sweeping See-Saw
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The surfacing around the item is damaged and creating trip hazards

Action: Repair the damaged areas of surfacing



4 - Very Low Risk (Finding 3)

Item: Rocking Equipment - Sweeping See-Saw
Manufacturer: Proludic

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The safety surface under or around this unit has been damaged

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The timber is rough and worn

Action: Sand down and treat affected areas



4 - Very Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Proludic

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The design of the barriers encourages standing or sitting and fails the requirements of BS EN 1176
Action: Monitor - No remedial work recommended

5 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Proludic

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are finger entrapment/s in the framework and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers
Action: Monitor - No remedial work recommended



4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Proludic

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Horse
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass



Finding: The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176 Part 6

Action: Monitor - No remedial work recommended



6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required



i 8 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Swings of this design should have a secondary safety device fitted to prevent collapse of the seat in the event of a joint failure to meet the requirements of BS EN 1176 Part 2

Action: Consider providing a secondary safety device where possible

i 6 - Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The split pins are missing from the shackles

Action: Insert split pins to secure the shackles



i 10 - Low Risk (Finding 4)

Item: Swings - Basket Swing - Type 1
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The seat clearance from finished surface level to the underside of the seat is too low when measured in its most onerous position and does not meet the requirements of BS EN 1176 Part 2

Action: Install seats to a minimum height of 400mm for Group Swing Seats

i 6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn



i 6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The nets have been secured with stretchable cords **Action:** Replace with appropriate fixings

i 6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some minor net damage

Action: Monitor for any further deterioration and repair as required



0 - Risk Assessment not Undertaken (Finding 3)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

Action: Implement load testing as required

6 - Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The height to the underside of the roundabout platform is less than 400mm and fails the requirements of BS EN 1176 Part 5

Action: Monitor - No remedial work recommended



6 - Low Risk (Finding 2)

Item: Rotor Play - Roundabout
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required