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**Report To:** Full Council **Date:** 27 November 2023

**Contact Officer:** Paula Harrison

**Subject:** Services Update

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**1. Services Work Completed (4 weekly update)**

1.1 The Parish Council team has undertaken routine work over the last four weeks as follows:

- Fly tipping and bin emptying – reduced staffing continues
- Hedge and shrub cutting Sparcells, Nine Elms, Grange Park, Peatmoor, Shaw and Middleleaze complete

1.2 Winter planting has been replaced in free standing planters. Work is underway to plant bulbs in verges and improve brick planters in village centre areas.

1.3 Play improvement work has been undertaken including

- replacement seat for zip wire at Mead Park
- replacement pivot at Claypits
- ongoing monitoring of drainage at Claypits
- replacement woodwork at The Holbeins and Shelfinch

**1.4 Project Work**

The team have completed

- seasonal work clearing leaves from footpaths, some areas such as Shaw Ridge and Mannington Lane have had repeat visits
- clearing dirt and debris from walkways after subways have drained
- monthly pick up after volunteer group litter picks.
- removal of falling/fallen trees
- preparation for Christmas event
- distribution of blue weighted sacks from the Parish Office

**1.5 Income Generation:**

Scrap metal income £0

**1.6 Requests for Service:**

The team have received few requests, mostly street lighting, leaf clearance and flytipping.

1.7 **Land ownership** – none arising this month.

**1.8 Cross Parish Support**

The Parish team have attended first aid training jointly with Haydon Wick parish.

## **2. Services Work (December 2023)**

- 2.1 December will be a quieter month for the team as there will a higher level of staff absence primarily due to annual leave and the Christmas shutdown.  
**From 23 December to 1 January the office will be closed and only a skeleton service will operate focusing on litter bins and village centres.**
- 2.2 **Hedge and Shrub Cutting**  
The team will continue with the Autumn shrub and hedge cutting, with the majority of the team focused on this. Hand cutting will move to Eastleaze/Westlea.
- 2.3 **Play Maintenance**  
Routine inspections and repairs.
- 2.4 **Planting**  
A review of previous tree planting at Toothill, Shaw, Westlea and Peatmoor will commence with plans to replace missing plants.
- 2.5 **Village Centre Maintenance**  
The team will review the circular bench with the aim of installing at Shaw. Refresh planting to be initiated.
- 2.6 **Bins and Flytipping**  
Business as usual. Extra bin planned for Shaw Village Centre. Plans in place for the Christmas shutdown.

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