

7.1 To APPROVE the Wickwar Parish Council Action Plan 2020 – 25.
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1. Background

- 1.1 It is good practice for Parish Councils to prepare and review an action plan annually. This sets out what the Parish Council will achieve over the next year (and possibly looking further ahead 1 – 3 years). The action plan should be prepared/ reviewed ahead of the detailed budget setting process, which will take place in December/ January. The action plan will also inform the Clerk's performance objectives at appraisal.

2. Proposal

- 2.1 Wickwar Parish Council approves the action plan as a basis for budget preparation work to be carried out by the Clerk during December 2020.
- 2.2 The Council will meet as a working group on 6th January 2021 to consider the draft budget and make amendments. The proposed budget will be presented to Full Council on 13th January 2021 for approval.
- 2.3 The action plan will be reviewed periodically throughout the year (frequency to be agreed by the Council) to monitor progress against the actions.

Projects/ priorities which could be delivered early (in 2020/21)

CIL projects

Wickwar Parish Council Action Plan 2020 - 25

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH*/ funding source
Recreation, sport, play								
1.	Recreation, sport, play	Finish refurbishment of the King George V Play Area – painting, infill equipment, signage	High	Cllr Carroll	-	Cllr Maidment (RM)	Within 1 year	MEDIUM Earmarked reserves, CIL
2.	Recreation, sport, play	Consult on plans for adult gym equipment and install	Medium	Cllr Carroll	WPFA	Wickwar Wunners	1-3 yrs	HIGH s106 sports funding
3.	Recreation, sport, play	Redevelop pavilion to include publicly accessible toilet facilities	Low	Cllr Carroll		WWFC	3-5 yrs	HIGH s106 sports funding
4.	Recreation, sport, play	Investigate potential for multi-use games area (tennis courts, all-weather 5-a-side pitch)	Low	Cllr Carroll	WPFA	WWFC	3-5 yrs	HIGH s106 sports funding
Cemetery								
5.	Cemetery	Update/ improve cemetery documentation, boundaries and signage - Carry out cemetery risk assessment and memorial inspection - clear ivy and carry out preventative maintenance work on open cemetery and closed cemetery walls - Install new cemetery noticeboard - Revise cemetery regulations and update cemetery management procedures	High	Cllr Carroll/ Cllr Maidment (RM)		PCC of Wickwar SGC	Within 1 year	MEDIUM Precept
6.	Cemetery	Provide additional cremation plots along south wall of cemetery	Medium	Cllr Carroll/ Cllr Maidment (RM)		PCC of Wickwar SGC Environment Agency	1 – 3 yrs	LOW/ MEDIUM Business Support Grant
7.	Cemetery	Prepare for cemetery extension – survey, planning permission	High	Cllr Carroll/ Cllr		PCC of Wickwar	1 – 3 yrs	HIGH

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH* / funding source
				Maidment (RM)		SGC Environment Agency	Delivery 3 – 5 yrs	Business Support Grant / earmarked reserve
Town Hall								
8	Town Hall	Carry out risk assessment and update fire safety measures	High	Cllr Maidment			Within 1 year	LOW Precept
9	Town Hall	Refurbishment - heating and make downstairs usable for Parish Council and community meetings.	Low	Cllr Fielding		Providers of other meeting spaces	5 – 10 yrs	HIGH Could be £200k+ but aim for 70% lottery funding + CIL
Environment, public spaces and footpaths								
10	LINK CIL Environment, public spaces and footpaths	Consult on locations and install a minimum of six new benches to enhance public spaces around the village	High	Cllr Carroll	SGC		Within 1 yr	MEDIUM CIL
11	Environment, public spaces and footpaths	Recruit village orderly/ handyperson to maintain public spaces and Parish Council assets (weeding, litter picking, general maintenance)	High	TBC			Within 1 yr	MEDIUM Precept
12	Environment, public spaces and footpaths	Develop climate change action plan to underpin Council activities	High	TBC	WEAG		Within 1 yr	LOW Precept
13	Environment, public spaces and footpaths	Work in partnership with Wickwar Environmental Action Group (WEAG) and other groups as appropriate, to improve the Public Rights of Way/ footpaths network and enhance the natural environment and public spaces by targeting grant funding	High	Cllr Carroll / Cllr Trull	WEAG WPFA	SGC	1-2 yrs	MEDIUM Precept & CIL

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH*/ funding source
14	Environment, public spaces and footpaths	Seek opportunities to work in partnership to deliver a village craft and produce show	Medium	TBC	TBC	WPFA, Wickwar Allotment Association	1-2 yrs	MEDIUM Precept & CIL
Roads, traffic and transport								
15	LINK CIL	Investigate the feasibility of providing a village bus shelter at the new bus stop on Sodbury Road (CIL project)	Medium	TBC	SGC		1-3 yrs	HIGH CIL
16	LINK CIL	Consult on project to install village 'entrance gates' on Sodbury Road, Downs Road and Station Road to reduce speeding	Medium	TBC	SGC		1-2 yrs	HIGH CIL
17	Roads, traffic, transport	Engage with South Gloucestershire Council (SGC) to progress proposed traffic calming measures and 20mph limit on the High Street	High	Cllr Maidment	SGC		1 – 3 yrs	N/A
18	Roads, traffic, transport	Engage with SGC to provide proposed road safety measures in the Buthay – signage and road markings	High	Cllr Maidment	SGC		Within 1 yr	N/A
Community Centre								
19	Community Centre	Install community defibrillator	High	Cllr Trull	Comm Centre Cmttee	AHP school WOOSC	Within 1 yr	LOW Poss CIL, grant funding
20	Community Centre	Install disabled toilet	Low	Cllr Fielding	Comm Centre Cmttee	AHP school WOOSC	1-3 yrs	HIGH Poss CIL, grant funding
Communications, engagement and governance								
21	Comms, engagement, governance	To continue to implement robust risk management and health and safety policies and procedures	High	Cllr Maidment			Within 1 yr	LOW Precept

	Category	Project description	Priority	Lead Cllr	Delivery Partners	Stakeholders	Time-scale	Resource requirement LMH* / funding source
22	Comms, engagement, governance	Redesign the Annual Parish Assembly - include an award ceremony for the Annual Parish Council Awards, showcasing the impact of small grant funding (when Covid 19 restrictions allow)	High	Cllr Fielding		Grant recipients	Within 1 yr	LOW Precept
23	Comms, engagement, governance	Prepare a communications strategy to underpin effective community engagement	High	TBC			Within 1 yr	LOW Precept – training/ support from ALCA
24	Comms, engagement, governance	Develop the 'Parish' section of the website	High	N/A		Parish organisations	Within 1 yr	LOW Precept
25	Comms, engagement, governance	Refurbish the Parish Council and community noticeboard outside the Town Hall and review their use via a communications survey	Medium	N/A		Parish organisations	Within 1 yr	LOW Precept
26	Comms, engagement, governance	Carry out an annual community survey to obtain feedback on the Parish Council	Medium				Within 1 yr	LOW Precept – training/ support from ALCA
Community Infrastructure Levy (CIL)								
27	CIL	Invite applications from community organisations for grants of £500 - £3,000 towards infrastructure projects to mitigate the impact of new development in the village (up to £12,000 available in first instance)	High	ALL	Grant applicants		Within 1 yr	HIGH CIL
28	CIL	Develop and consult on a programme of Parish Council-led infrastructure projects to be added to the action plan	High	ALL			Within 1 yr	LOW Precept

*Resource requirement LMH

L – LOW <£1000

M – MEDIUM > £1000

H – HIGH >£5000

<£5000

7.2 To CONSIDER and give feedback on the draft risk assessments for the closed and open cemeteries. Take a DECISION on immediate actions required.

1. Background

- 1.1 In line with Wickwar Parish Council's Risk Management Policy, a draft risk assessment of the closed and open cemeteries has been carried out by the Clerk in consultation with Cllr Maidment and Cllr Carroll.
- 1.2 Upon conducting the risk assessment it was felt necessary to commission a tree condition report on the nine trees in the closed cemetery and immediately adjacent to it and the open cemetery, where the trees pose potential risks in those areas. Having tested the market last year when commissioning a similar report for the King George V Playing Field, the Clerk approached the successful contractor (Wotton Tree Consultancy) for an estimate. At £275 this was below the threshold for delegated approval by the Clerk/ Chairman and there was budget available allocated to the burial ground. The expenditure was thus approved, the report was immediately commissioned and carried out on 25/11/20. At the time of writing the report is awaited.

2. Proposal

- 2.1 The draft risk assessments are attached as appendices to this report. They are a work in progress as ownership and insurance queries remain to be resolved. The Council is asked to review these and offer feedback. The risk assessments will be brought back to the January or February meeting for final approval.
- 2.2 The Council will be asked at the meeting to consider and take a decision on a list of immediate actions drawn from the draft risk assessments.

3. Budgetary implications

- 3.1 Budgetary implications for the suggested actions will be presented at the meeting.

7.3 To CONSIDER and take a DECISION on the ownership and responsibility for future maintenance of the speed bumps on the King George V playing field access road.

1. Background

- 1.1 In October 2020 five speed bumps and a warning sign were fitted along the WPFA (Wickwar Playing Fields Association) owned access lane. The purchase and installation costs were met by the Council from reserves as per a previous Council resolution.
- 1.2 Following installation the Clerk contacted the Council's insurers for advice about insuring the Council for liability. The insurers have advised that the favoured solution is to donate the speed bumps to WPFA so that they can be covered on its insurance.

2. Proposal

- 2.1 The Clerk has contact WPFA to propose the above and is awaiting a response. The Clerk hopes to feed back a response at the meeting.

7.5 To CONSIDER and take a DECISION on four proposed bench locations for consultation.**1. Background**

- 1.1 At the October Council meeting it was resolved to purchase six recycled plastic benches using CIL (Community Infrastructure Levy funding). The intention was to place one in the Wickwar open cemetery to replace a wooden bench that is beyond repair, and at least one on the far corner of the King George V Playing Field, to complement those already in place. The six benches have been delivered and are being stored in the Town Hall ready for installation.
- 1.2 The remaining four benches were intended for installation around the village. Four possible locations were suggested and circulated to Councillors by email – see plans below. The Clerk recently met with a representative from South Gloucestershire Council Streetcare to check the suitability of the locations suggested, and to gain an indication as to whether SGC would grant licences for those locations. The Clerk also checked whether the verge on the junction of Cotswold View and Inglestone Road, and the verge at the junction of Amberley Way/ Sodbury Road would be suitable locations for additional dog bins (subject to consultation with residents). It was always intended that residents would be consulted on the proposed bench locations, should they be deemed suitable by SGC.
- 1.3 The representative from SGC Streetcare has confirmed that the following locations are suitable, subject to a licence being granted by SGC
- Cotswold View green (2)
 - Large verge at the junction of Inglestone Road/ Sodbury Road (3)
 - Burleigh Way green (4)

The final location in front of the Town Hall (1), but set back in the blocked doorway, is less suitable as a bench would narrow the pavement. The SGC representative will check with SGC Highways, but suggested that the Council identify a back-up location (leaving at least 1.5m clearance on any pavement).

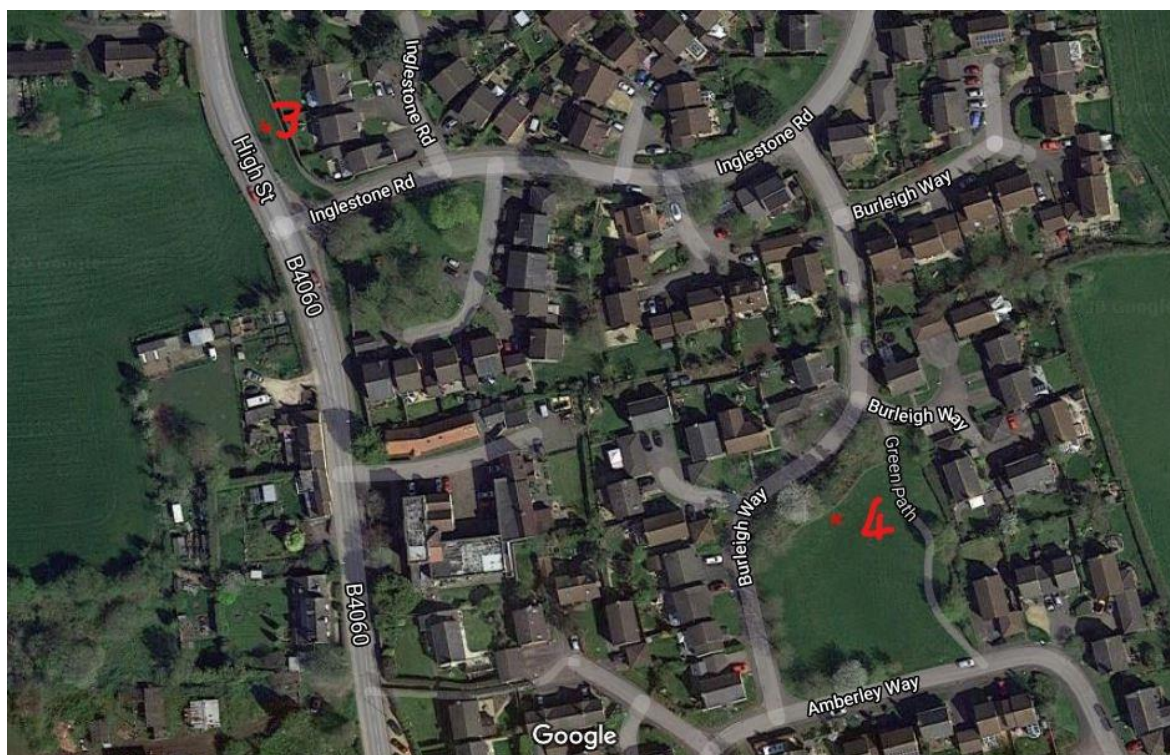
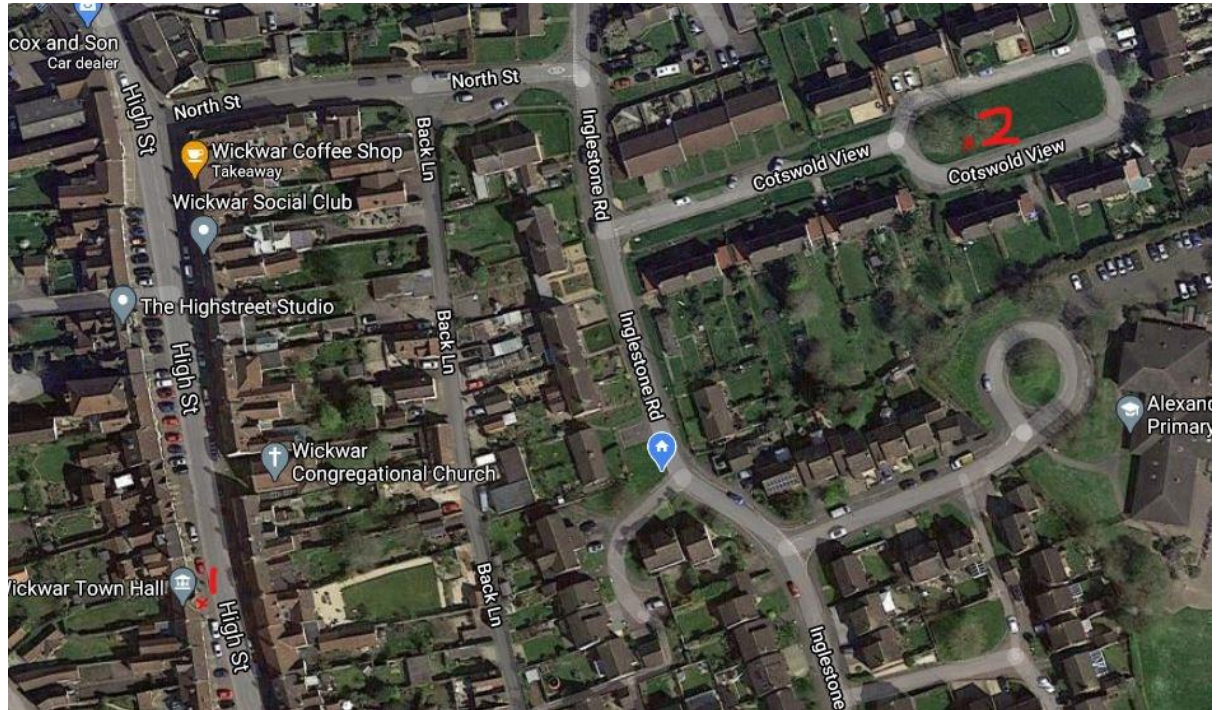
2. Proposal

- 2.1 To arrange for installation of the two benches on Parish Council land (Wickwar Cemetery and King George V Playing Field). The Clerk will approach a local contractor for an estimate. If this exceeds £300 the Clerk will obtain three estimates for the Council to consider at the January meeting. The Wickwar Allotment Association has requested use of the old bench in the cemetery due for disposal.
- 2.2 For the Council to consider an alternative location for the Town Hall bench, if SGC indicate that this location is unsuitable. This will be considered at the January meeting.
- 2.3 For the Council to approve a simple consultation with residents about the 3 / 4 proposed bench locations, at the January meeting. The consultation could be done as an online survey via google forms. The Council may wish to consider arranging for delivery of paper copies to households that are likely to be most affected.

3. Budgetary implications

3.1 Installation costs may be met from CIL funding subject to the approval of Full Council, and consideration of three estimates by Full Council if the costs exceed £300.

3.2 The costs of the consultation will be minimal as google forms is free to use. If printing is required, this cost can be met from the Clerk's monthly printing allocation from HP instant ink. Delivery can be by hand to avoid postage costs.



7.6 To CONSIDER and take a DECISION on a proposal to apply to the South Gloucestershire Council Local Transport Priority List for a Wickwar – Chipping Sodbury cycle route.

1. Background

- 1.1 Councillor Maidment attended the Joint Parish Cycleways Group meeting on 18th November 2020. This group consists of Dodington Parish Council, Westerleigh Parish Council, Sodbury Town Council and Yate Town Council. The Group works with South Gloucestershire Council to improve both leisure and highway facilities for cyclists within the local area. Councillor Maidment has been pressing for Wickwar to be considered for a cycle route to Chipping Sodbury. He has been advised that there is a process to apply to the South Gloucestershire Council Local Transport Priority list for this to be considered.
- 1.2 The application requires approval from the Parish Council and Ward Councillor to go forward.
- 1.3 An application does not guarantee that the proposal will be accepted on to the list, and proposals accepted on to the list can only go ahead when sufficient funding is available.

2. Proposal

- 2.1 Wickwar Parish Council approves an application being made to the South Gloucestershire Council Local Transport Priority list, and seeks the support of the Ward Councillor.

3. Resource Implications

Neutral for the Council.

7.7 To CONSIDER a proposal for a permanent display board for the Wickwar Nature & Remembrance Trails outside the Town Hall, and possibly other locations.

1. Background

- 1.1 In November Wickwar Environmental Action Group (WEAG) launched two 'Nature & Remembrance' walking trail maps suitable for all ages and abilities. The short and long routes start at the Town Hall on the High Street and capture historical and natural sites of interest in Wickwar and the local countryside, including the VE Day 75th Anniversary bench. The maps have been well-publicised including appearing in the Dec/ Jan Parish News, a planned full page spread in the Wotton Times, on Facebook and on the Parish Council website where they can be downloaded: [Footpaths – Wickwar Parish Council](#)
- 1.2 The maps will also be displayed on the community noticeboard outside the Town Hall once it has been refurbished by the Council's contractor, along with a QR code to download the maps. This will enable them to be enjoyed by visitors to the village, as well as local residents.
- 1.3 WEAG have asked if the Parish Council would consider a permanent display outside the Town Hall, and perhaps at some other locations in the village e.g. playing fields, one other. This could take the form of a specially printed information board, but could

perhaps be done a noticeboard with a permanent display inside, freeing up half of the community noticeboard outside the Town Hall.

- 1.4 The boards could simply display the trail maps or they could be split to provide the maps plus historical information (e.g. about the Town Hall clock or the general history of the village).

2. Proposal

- 2.1 The Parish Council is asked to consider whether it wishes to explore this idea further e.g. obtain an estimate to give an idea of costs.
- 2.2 If the Parish Council wishes to explore the idea, the Council is asked to consider possible locations at the Town Hall for a noticeboard. The two pillars between the doors at the Town Hall could accommodate a small information board each (or one one). Alternatively, the fake door on the left hand side, or the non-opening half door on the right hand side of the Town Hall façade could be used. See pictures below.
- 2.3 The Parish Council is asked to consider other possible locations e.g. King George V Playing Field.

3. Resource implications

- 3.1 This project could potentially be funded via CIL (Community Infrastructure Levy).



7.9 To CONSIDER whether the Tyndale Reach adopted multi-user path is suitable for horse-riders and take a DECISION on how to address any concerns identified.

1. Background

- 1.1 The Clerk was contacted by a parishioner in November requesting that the Parish Council clarify the status of the multi-user path which runs alongside the Tyndale Reach Estate on the Sodbury Road. The Clerk contacted the Public Rights of Way (PROW Officer) at South Gloucestershire Council and received the following clarification.

The multi user route through Tyndale Reach estate is an adopted multi user path, therefore it is available for pedestrians, cyclists and horseriders....There was a little confusion as the plan used in the S106 was an early version that described it as footway/cycleway but we clarified that it is most definitely a multiuser trail. ...There is no time limit on the path as it remains a highway (albeit minor for multiuse and not vehicles) and would need a legal order to change it.

NB The PROW Officer confirmed that the path is NOT on the definitive map, but it is on the list of streets. A DMMO (a definitive map modification order) would need to be applied for under the Wildlife and Countryside Act for the path to be added to the definitive map.

- 1.2 Secondly, the parishioner raised concerns that the safety barriers across the path as currently arranged are tricky to manoeuvre on a horse, especially on waste collection day when bins and recycling boxes are collected from the path. They asked if requesting that the path be designated bridleway might help to address some of these problems.
- 1.3 Since publication of the agenda the Clerk and Councillors have received a number of emails from horse-riders in the village who use the path echoing these concerns and identifying some others. Some members of the public intend to attend the meeting to explain their concerns, and the Clerk will feed back other comments received via email at the meeting.
- 1.4 The initial concerns and those raised since publication of the agenda have been passed on to the PROW Officer who will visit the site and has made contact with the Development Team to investigate the structure of the path. She will also make contact with the Waste Team to discuss the arrangements for collecting waste from the path. The Clerk will feed back any further information obtained from the PROW Officer at the meeting.

2. Proposal

- 2.1 For the Parish Council to gather information about any problems that horse-riders using the multi-user path may be experiencing.
- 2.2 To continue to pass this information to the PROW Officer and Ward Councillor and to communicate with them about possible solutions.
- 2.3 To decide what further action, if any, is required by the Parish Council.

Risk assessment form (DRAFT)

Activity: Wickwar Closed Cemetery, Holy Trinity Church, Wickwar
Completed by: Clerk, Cllr Maidment

Assessment date: 13.11.2020
Approved by WPC:****

Review date: Dec 2021

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
High retaining south wall (adjacent to Stank) Areas overgrown with ivy with thick stems growing into wall – possible damage to structure and risk of collapse	Members of the public, contractors, volunteers (Health and Safety) Property – private & church (Financial liability)	Transfer risk – Public liability insurance Closed cemetery wall listed on insurance schedule, BUT check extent of ownership & therefore liability Actions required: - Check ownership - Check extent of insurance cover and exclusions - Once ownership is established Council to agree further actions required (if any) i.e. ivy clearance, annual maintenance budget LINK TO NEXT TWO RISKS	2/1	H&S 2/2 Financial 2/1	H&S 4/2 Financial 4/1	Jan 2021 Clerk
L-shaped wall forming remainder of southern boundary Completely overgrown. Ivy is causing visible damage to wall – possible collapse injury, cost to rectify Two metre wide area in front of wall very overgrown, laurels previously cleared resprouting – cannot	Members of the public, contractors, volunteers (Health and Safety) Property – private & church (Financial liability)	Transfer risk – Public liability insurance Closed cemetery wall listed on insurance schedule, BUT check extent of ownership & therefore liability (as above) Actions required: - Check ownership of wall - Check extent of insurance cover and exclusions - Take advice from expert contractor on safe removal of ivy on closed cemetery side of wall - Take professional advice on structural integrity and whether repairs are required - Consider contracting for annual maintenance – ivy & vegetation clearance (along with open cemetery)	2/1	H&S 2/1 Financial 2/1	H&S 4/1 Financial 4/1	Jan 2021 Clerk

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
get to wall to maintain it, encroaching on memorial stones and may cause damage		- Engage contractor to clear two metre area in front of wall (if it is deemed safe to work there)				
Western wall Completely overgrown. Ivy may be causing damage to wall – possible collapse injury, cost to rectify Two metre wide area in front of wall very overgrown	Members of the public, contractors, volunteers (Health and Safety) Property – private & church (Financial liability)	Transfer risk – Public liability insurance Closed cemetery wall listed on insurance schedule, BUT check extent of ownership & therefore liability (as above) Actions required: - Check ownership of wall - Check extent of insurance cover and exclusions - Take advice from expert contractor on safe removal of ivy on closed cemetery side of wall - Consider contracting for annual maintenance – ivy and vegetation clearance (along with open cemetery) - Engage contractor/ volunteers (e.g. WEAG) to clear two metre area in front of wall	2/1	H&S 1/1 Financial 2/1	H&S 2/1 Financial 4/1	
Surface - southern corner adjacent to stank Sloping with 10ft drop at retaining wall – fall hazard Remains of headstones concealed by grass- potential trip hazard Ivy growth - potential trip hazard	Members of the public, contractors, volunteers (Health and Safety)	Transfer risk – Public liability insurance Current action - Wildflowers left to grow in early spring discourages people from walking on this area - Light at edge of the area – check with PCC if this works Actions required: - Install warning sign by horse chestnut tree - Check light works - Arrange clearance of ivy south of horse chestnut tree, extending to the retaining wall (area north of tree is included in current mowing contract) - Consider contracting for annual maintenance – ivy clearance (along with open cemetery)	2/1	2/2	4/2	Feb 2021 Clerk/ Cllr Carroll

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
Trees (6) 4 in southern corner adjacent to stank 2 on northern edge of closed cemetery close to Church, adjacent to footpath (branches overhanging closed cemetery) Branch/ tree fall – injuries, damage to walls, buildings	Members of the public, contractors, volunteers (Health and Safety)	Transfer risk – Public liability insurance Current action - Treeworks commissioned when need identified by cllrs or PCC. - Tree condition survey commissioned Nov 2020 of these 6 trees plus 3 adjacent to open cemetery southern boundary wall Actions required: - Council to review tree condition report and carry out treeworks as required, or liaise with PCC/ SGC to carry out works where trees are on land they are responsible for	2/1	2/2	4/2	Jan 2021
Memorial Headstones Trips Injury from falling	Members of the public, contractors, funeral directors (Health and Safety)	Transfer risk – Public liability insurance Current action - Full inspection every 5 years - Unstable stones laid flat Actions required - Clerk to undertake training to carry out inspections - Monthly visual inspection schedule - Consider membership of BRAMM	1/1	3/3	3/3	
Bench Injury if bench damaged or not maintained	Members of the public (Health and Safety)	Current action - Inspected biannually and wood treated Actions required: - Include in monthly inspection schedule	1/1	1/1	1/1	None
Lone working Isolation – accident, illness, violence	Employees	Current actions - Clerk has personal mobile phone. - Only carries out duties during daylight hours.	1/1	3/2	3/2	

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
	Contractors (Health and Safety)	Actions required - Complete lone working risk assessment for all employees. - Request contractors confirm dates and times they will be onsite if working alone.				



Risk assessment form (DRAFT)

Activity: Wickwar Open Cemetery, Holy Trinity Church, Church Lane, Wickwar
Completed by: Clerk, Cllr Maidment

Assessment date: 13.11.2020
Approved by WPC:****

Review date: Dec 2021

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
Trees (3) adjacent to open cemetery southern boundary wall Branch/ tree fall – injuries, close proximity to Church – building damage, overhanging wall and memorial stones – damage and financial liability for repairs	Members of the public, contractors, funeral directors (Health and Safety)	Transfer risk – Public liability insurance Current action - Treeworks commissioned when need identified by cllrs or PCC. - Tree condition survey commissioned Nov 2020 of these 3 plus 6 in closed cemetery Actions required: - Council to review tree condition report and carry out treeworks as required, or liaise with PCC/ SGC to carry out works where trees are on land they are responsible for	2/1	2/2	4/2	Jan 2021
Retaining south wall Crack caused by tree roots (now felled) possible damage to structure and risk of collapse Plan to provide new cremation plots here – need to check area is suitable	Members of the public, contractors, funeral directors (Health and Safety)	Transfer risk – Public liability insurance Actions required: - Seek professional advice on whether preventive maintenance required - Include visual inspection as part of monthly inspection schedule	2/1	2/1	4/2	Jan 2021

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
East wall (boundary with Park Field) Ivy growth on Park Field side causing possible damage	Members of the public, contractors, funeral directors (Health and Safety) Collapse would damage memorial stones (financial)	Current action - Ivy removed on cemetery side of wall Jan 2020 – some limited regrowth Actions required during the current year to maintain the low probability and impact is: - Engage contractor to remove ivy on Park Field side of wall and regrowth on cemetery side - Consider contracting for annual maintenance – ivy clearance and cutting back Park Field hedges - Include visual inspection as part of monthly inspection schedule	1/1	2/2	2/2	Jan 2021
North wall (boundary with Church Lane) Ivy growth on Church Lane side causing visible damage/ possible collapse – injury, damage to cars, damage to cremation memorial stones (cracks and bulges visible and part of the wall has fallen down and been repaired in recent years)	Members of the public, contractors, funeral directors, Church Lane pedestrians (Health and Safety) Collapse would damage memorial stones (financial)	No insurance cover for wall Current action - Ivy removed on cemetery side of wall Jan 2020 – some limited regrowth Actions required: - Investigate insurance cover - Engage contractor to remove ivy on Church Lane side of wall and regrowth on cemetery side - Seek professional advice on whether preventive maintenance required - Consider contracting for annual maintenance – ivy clearance and cutting back Park Field hedges - Include visual inspection as part of monthly inspection schedule	3/1	2/2	6/2	Jan 2021
Surface and general appearance Trips	Members of the public, contractors, funeral directors (Health and Safety)	Transfer risk – Public liability insurance Current action - Regular mowing, three-year contract - Tarmac paths to allow safe access Actions required during the current year to maintain the low probability and impact is:	2/1	1/1	2/1	Feb 2021

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
Untidy graves – negative visual impact	Members of the public, funeral directors (Reputation)	- Employee or contractor to be given responsibility for regular tidying of untidy graves and removing ivy - Include visual inspection as part of monthly inspection schedule				
Memorial Headstones Trips Injury from falling	Members of the public, contractors, funeral directors (Health and Safety)	Transfer risk – Public liability insurance Current action - Full inspection every 5 years - Unstable stones laid flat Actions required - Clerk to undertake training to carry out inspections - Monthly visual inspection schedule - Consider membership of BRAMM	1/1	3/3	3/3	
Grave decorations Damaged during mowing - possible trip/ injury hazard, upset to family members	Members of the public, contractors, funeral directors (Health and Safety) Members of the public, funeral directors (Reputation)	Actions required - Update cemetery regulations to specify vases/ posts should be placed on memorial stone plinth (or at head of grave if no memorial) to facilitate mowing/ avoid damage during mowing - Update cemetery regulations to specify plants no higher than memorial stone - Include visual inspection as part of monthly inspection schedule	2/1	1/1	2/1	
Paths Trips	Members of the public, contractors, volunteers (Health and Safety)	Transfer risk – Public liability insurance Current action - Grass cutting contractor applies weedkiller annually to keep edges neat. - Bollards in place to prevent vehicle access Actions required during the current year to maintain the low probability and impact is:				

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
		- Employee or contractor to be given responsibility for regular tidying of untidy graves - Include visual inspection as part of monthly inspection schedule				
Noticeboard No longer functional – negative visual impact, cannot display Cemetery Regulations		Actions required: - Arrange removal and replacement. - Include visual inspection as part of monthly inspection schedule	3/1	1/1	3/1	Jan 2021
Benches Southern corner bench Private bench North wall bench Injury if bench damaged or not maintained	Members of the public (Health and Safety)	Current action - Southern corner bench inspected and treated biannually - not in good condition so replacement recycled plastic bench ordered. - Private bench inspected and treated annually by owners - North wall bench inspected and treated biannually Actions required: - Arrange removal of southern corner bench - Arrange installation of replacement recycled plastic bench once it arrives - Add benches to monthly inspection plan	2/1	1/1	2/1	Removal of bench – ASAP by Allotment Association Installation of replacement – Jan 2021
Compliance with Local Authorities Cemeteries Order 1977	Members of the public, funeral directors (Reputation) Legal & financial	Current action - Clerk completed ICCM Cemetery & Compliance course Sept 2019. - Council has corporate membership of ICCM (Institute of Cemetery & Crematorium Management) - Paper records and electronic spreadsheet kept (cloud-based storage) Actions required - Review Cemetery Regulations to ensure compliance - Implement and document procedures and produce standard forms to ensure compliance - Produce electronic plan of southern area of cemetery - Consider business case for cemetery management software	2/1	2/2	4/2	Jan 2021
Lone working	Employees	Current actions - Clerk has personal mobile phone.	1/1	3/2	3/2	

Hazards /Risk Categories	Impact Category	Mitigation Action Current Action and Actions required	Probability (current /post risk mitigation)	Impact (Current /post mitigation)	Risk rating (Current/post mitigation)	Target, date & by whom
Isolation – accident, illness, violence	Contractors (Health and Safety)	- Only carries out duties during daylight hours. Actions required - Complete lone working risk assessment for all employees. - Request contractors confirm dates and times they will be onsite if working alone.				

