

South Willesborough and Newtown Community Council

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**Minutes of the Additional Ordinary Council Meeting held on
Monday 31st March 2025**

March 31st 2025 Minutes

The Chair opened the meeting at 7:01pm

In attendance, Chair Cllr Sue Mullan (SM) Vice Chair Cllr Paul Bohill (PB) Cllr Eric Parkinson (EP) Cllr Malcolm Webb (MW) Cllr Andy Hodges (AH) Cllr David Mullan (DM) Cllr Steve Campkin (SC) Cllr Lauren Corbett (LC)

Also, in attendance, Sarah Evans Community Council Manager SECCM.

78/25 Record attendance and list apologies for absence

None

79/25 Declarations of pecuniary, other significant or voluntary interest

None

80/25 To agree Minutes of the Full Council meeting of 3rd March 2025 and sign (attached).

It was Proposed AH Seconded EP that the Minutes were a true record of the Meeting and the Chair signs them.

81/25 To agree the arrangements for the Internal Audit of SWANCC 2024 2025

Resolved:- It was Proposed DM Seconded AH and Agreed unanimously to instruct Mr. Lionel Robbins to conduct the Internal Audit for SWANCC for the year 2024 2025 on the 3rd April 2025.

82/25 To review the budget performance to date, bank reconciliation, reserves, endorse bank transfer agreed by email and agree actions.

Resolved:- Proposed MW Seconded EP and Agreed unanimously to accept the budget performance to date, bank reconciliation and reserves, to endorse the bank transfer agreed by email of £12,000 from the Reserves Account to the Main Current Account. To agree an overtime submission should be made for the April budget and salaries payments for 1 additional day for the PSEO for PA1 & PA6 training week commencing 17.3.25 and 2.5 hours for the litter picker for the Great British Spring Clean Community Litter Pick.

83/25 To agree the payments listing (attached), new beneficiaries, endorse March 25 payments agreed by email and any deposit key refunds required.

Resolved:- Proposed DM Seconded AH and Agreed Unanimously

1) To endorse the March 25 payments agreed by email as detailed in table 1 below. To note Hedge cutter training and LANTRA certification East Kent Training final payment was agreed by Chair and Clerk as payments under £750 in line with Financial Regulations as the submitted payments for agreement by email omitted certification costs.

2) To the further payments listing detailed below in table 2 below.

3) To note emergency payments made by Clerk a) Tool station Metal Rule £21.99 as Screwfix was out of stock agreed for payment. 2) Toolstation Forestry PPE as Tudor Environmental was short delivered and required for training 2.4.25.

4) To endorse PA1 & PA6 training East Kent Training £708.00 agreed by email. 4) To endorse PSEO Spraying and equipment Signage £154.75 Progreen agreed by email.

5) To note payment reference 198 Kent Office Supplies £48.00 Agreed Jan 25 and payment reference 238 Salvation Army Ashford Central Corps £562.50 had not been successfully completed on Unity and these payments have been submitted for authorisation on Unity Bank to be paid with this meetings' transactions.

Table 1

Description	Supplier	VAT Type	Net	VAT	Total
Bank Charges	Unity Trust Bank	X	6.00	6.00	
Bank Charges	Unity Trust Bank	X	6.00	6.00	
Bank Charges	Unity Trust Bank	X	3.00	3.00	
Office Print Costs	ASL	S	35.00	7.00	42.00
Bank Charges	Unity Trust Bank	X	6.00	6.00	
Salaries	SWANCC	X	2,711.47	2,711.47	
NEST Pension	SWANCC	X	219.65	219.65	
HMRC Cumbernauld	SWANCC	X	530.21	530.21	
PSEO Training PA1 PA6 East Kent Training		S	590.00	118.00	708.00
Hedgecutter Training	East Kent Training	S	220.00	44.00	264.00
Hedgecutter Training	East Kent Training	S	65.00	13.00	78.00
Training KALC	KALC	S	70.00	14.00	84.00
Agilico Telecoms and Br Agilico		S	47.00	9.40	56.40
Total			£4509.33	£4714.73	£205.40

Table 2

Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Clerk Emergency Decision	50 Current Account £	261	PPE PSEO	Toolstation	Z	54.98		54.98
	Current Account 1 (£)	263	Training PSEO Mower	East Kent Training	S	460.00	92.00	552.00
	Current Account 1 (£)	265	CILCA TRAINING	KALC	S	300.00	60.00	360.00
	Current Account 1 (£)	266	PSEO EXPENSE REIMBURSEME	SWANCC	X	50.69		50.69
Council March 25 Additional	50 Current Account £	267	Bank Charges	Unity Trust Bank	X	3.00		3.00
Council March 25 Additional	Current Account 1 (£)	268	Bank Charges	Unity Trust Bank	X	6.00		6.00
Council March 25 Additional	50 Current Account £	269	Bank Charges	Unity Trust Bank	X	6.00		6.00
Council March 25 Additional	65 Account A	270	Bank Charges	Unity Trust Bank	X	6.00		6.00
Total						886.67	152.00	1,038.67

84/25 To endorse payment decisions agreed by email on Groundcare equipment for the PSEO and agree outstanding training actions

Members discussed a previously circulated report on the need to agree purchase of ground care equipment and training for the equipment by the PSEO. That this was due to the closure of Sweetmans previously agreed and reviewed all payments agreed by email.

Resolved Proposed DM Seconded EP and Agreed Unanimously to 1) To endorse the decision to use electric chargeable tools over petrol tools for reduced environmental impact, longevity - increased warranty of 3 years compared to 90 days for mower and 1 year all other tools, less risk associated with transporting and storing petrol and oils, less impact on operator due to noise and vibration and weight reduction of electric versus petrol tools. To acquire these tools in time for the training on 2.4.25.

2) To endorse the following payments agreed by email a) Staplehurst Country Stores £3026.99 Groundcare Equipment tools. b) Tudor Environmental £228.06 Personal Protective Equipment To note final payments for b were agreed by Chair and Clerk as payments under £750 in line with Financial Regulations as the submitted payments for agreement by email omitted VAT.

2) To agree Mower Ride on and Pedestrian training and LANTRA certification East Kent Training. Payment details in table 2 item 83/25 and to accept expense cost from the trainee for mileage.

3) To review options for sharing the course costs for Brush cutter training 2-day course with East Kent Training. To review at the end of April 25.

4) To use the existing credit with Highspeed Training for Lone Working training for all staff and 1 x further comprehensive manual handling training for the PSEO.

85/25 To agree the progress of the quarter 4 VAT return for 2024 2025

Resolved :-Proposed DM Seconded LC and Agreed unanimously 1) To amend the presented qtr. 4 VAT return to remove voucher code 252 as a duplicate entry total to reclaim £1753.11, 2) to accept the presented VAT reclaim for Dec 24 £196.40 3) To agree corrections +£54.81 to the qtr. 2 Vat return to be submitted with final 24/25 vat reclaim of £2004.32.

86/25 To agree the payments over £100 list for transparency code and its publication

Resolved:- Proposed AH Seconded PB Agreed unanimously the payments listing over £100 and to its publication on the SWANCC website by 1st July 25 in line with the transparency code.

87/25 To agree the fixed asset register 2024 2025

Resolved:- Proposed EP Seconded and Agreed unanimously to the addition of the following items to the fixed asset register -1) Defibrillator at Salvation Army Hall £1772.00 2) Bench Living Bus Stop £550.98, 3) £557 Gas Fired Beacon for D DAY and VE DAY 4) Ground Care equipment tools £2522.49. The total for year ending 2024 2025 of £16395.95 - £16936.00 rounded up.

88/25 To receive a report of the Community Council Manager on Worknest Health and Safety objectives and agree actions

Resolved:- Agreed unanimously to the following

- 1) To receive and note correspondence from the Landlord for the following objectives
 - Legionella risk assessment there is no risk assessment in place.
 - Asbestos survey received very low risk of asbestos in the building no asbestos in Trade Unit 8, bathrooms and café area.
 - Fixed Wiring testing and remedial works have all been completed and receipt of assessment and invoice to confirm. Electrical Installation Condition Report received and actions completed.
 - All fire alarm systems, emergency lighting and fire testing has been completed and maintained by Ashford Security per recommended schedules Invoice detailing works received.

- Fire drill is to be organised and date confirmed once it has been set.
- 2) Bullying and Harassment Policy, to seek policy guidance from NALC and SLCC for reviewed to be adopted at the Annual Meeting of the Council in May 25.
 - 3) Stress Policy and Stress risk assessment to seek policy guidance from NALC and SLCC and Local Government Association to review and adopt by September 2025, then complete associated actions.
 - 4) To ensure all driving documentation is in place and uploaded on the Worknest portal by the Annual Meeting of the Council in May 25.
 - 5) To Minute notification that the Landlord has been contacted to supply all documentation and action to be reviewed for the Agenda for April 25 for a response.
 - 6) Develop an action plan for the fire risk assessment and action to be reviewed the Agenda for April 25 for completion.
 - 7) To complete Display Screen Equipment Assessment by next meeting of the Full Council and action to be reviewed the Agenda for April 25 for completion.
 - 8) Purchase rubber gloves by April 25 and action to be reviewed for the Agenda for April 25 for completion.
 - 9) Cllrs who have not received Health and Safety training to review the Worknest presentation by Annual Meeting of the Council 2025.
 - 10) To update the Worknest Health and Safety portal and share this report within it for the Consultant to monitor progress.

89/25 To review the SWANCC Council Risk Assessment and agree

Resolved:-Proposed DM Seconded PB and Agreed unanimously to accept the SWAN Council Risk Assessment without amendment.

90/25 To review the draft content for the additional webpage for the SWAN Salute to the 1940s with costs and agree

Resolved Proposed AH Seconded DM To accept the draft content for the additional webpage for the SWAN Salute to the 1940s with the additional of opportunities to volunteer for the event and sign up page. To use the draft images for the promotion of the event on the SWANCC Social Media. To accept the quoted cost of £65.00 for the webpage design and implementation by Ashford Web Services.

91/25 To agree the date of the next meeting of the Full Council as Monday 7th April 2025 and items for the Agenda.

The date of the next meeting was agreed as Monday 7th April 2025.

SM Proposed Community Resilience Plan for the Agenda.

DM New coversheet for carpark A boards

There being no further business to discuss the Chair closed the meeting at 7:52pm

Signed Chair _____ Date _____

Appendix of Reports

PSEO Groundcare

Worknest Health and Safety

Purpose of report

1. To review the purchase of Ground Care Equipment for PSEO due to the closure of sales by Sweatmans.
2. To review petrol or electric chargeable tools in consideration of the adopted Environment Strategy.
3. To review health and safety requirements.
4. To note there will be associated on costs for annual servicing.

Summary of Recommendations or Options**Option 1 Petrol Powered Machinery Recommendation.**

- 1) **Stuart J Daw are the most local provider and the most economical at £1173.00.** They also the supply the equipment ready for use and assembled for the user which will reduce packaging and confidence the equipment is ready and fit for purpose. There will also be a small cost for mileage to collect the equipment.

Option 2 Electrically charged Machinery Recommendation

- 2) **Ego Power Tools**
- 3) **Recommendation EGO Power Tools Staplehurst Country Stores Quote 1 2522.50 VAT @20% £504.50 £3027.00**
small mileage charge for collection.
Multi tool brush cutter, strimmer, long reach hedge cutter tool attachment and pruner tool attachment. Hedge Cutter with charger and battery lawn mower 55cm with battery and charger 3 x 2.5 ah additional batteries 1 10ah battery and harness for brush cutter.

Health and Safety

- 4) **To review the health and safety PPE for hedge cutting mowing and brush cutting**
To comply with H&S requirement PPE advised to date Safety Helmet set, Safety Glasses, Safety Boots, Gloves, Helmet, Safety trousers, Cleaning pads, Ear defenders
Recommendation Tudor Environmental cost £199.81
- 5) To review training required for Hedge cutting Brush cutting and mowing
- 6) Worknest advised training
 - Training Course with Lantra Certification Hedge cutting Brush cutting and Mowing, plus Manual Handling and Lone Worker training.
To agree
- A. Agreed by email to now endorse Hedge cutting training East Kent Training Ltd £220 + VAT.
- B. Agreed Chair and Clerk Mower training costs saved from £750 to £375 plus certification being investigated.
- A. Costs for Mower Training £750 Brush cutting training £1500 including certification. Option 1 the Council can opt to pay the full costs, Option 2 the Council can investigate courses can be shared with other participants advice awaited from East Kent Training Ltd.
- B. Options on manual handling and lone working received to date, recommendation below.

Manual Handling and Lone Working training	Recommended High Speed Training	The Council still has 4 courses purchased with high speed training from the hire of the litter picker. 1 is manual handling there are 3 other courses paid for which High speed have kindly agreed to swap for Lone Working on approval from the Council.
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Background to report.

Quotations for Procurement. 3 quotations for petrol powered machinery under £3000. 3 written quotations over £3000 for Stihl electrical charged machinery. 2 written quotes for Ego Power Tools, 1 quote for PPE under £500 and options for training for machinery use, manual handling and lone working.

SWEATMANS have retired who were selected for the purchase of Ground Care equipment petrol powered. 3 further quotes have now been sourced to review a new provider and detailed below. The most local company able to meet the criteria is also the most economical.

However, in light of the Councils environment strategy, discussed below 3 further quotes have been sourced for electrical chargeable tools, which whilst more expensive reduce the consumption of fossil fuels, support the environmental impact and reduce the risk of storing and transporting petrol and oils and their associated costs and are significantly quieter and up to date.

Option 1 Petrol Powered Tools

The petrol-powered tools were selected by the PSEO with 43 years experience in ground care work, including bowling greens, cemeteries, cricket pitches, allotments and local ground care work for large gardens and private houses.

The petrol-powered tools have long , are quality brands on the market and the PSEO is familiar with these tools and brands and has had excellent longevity and service from them. The pricing is fair and reasonable and the on costs for servicing are affordable.

However, petrol tools are being phased out and parts may be affected and long term servicing.

Quotations were sourced for

1. Pedestrian Mower SP 46 Mountfield
2. Hedgecutter STIHL HS56 E
3. Brushcutter STIHL SE56CE

Warranty

Pedestrian Mower SP 46 is supplied by Mountfield Warranty for Councils is 90 days

Hedgecutter & Brushcutter 1 year warranty for professional use

Annual Servicing is required costs approx. Mower SP46 **£80 + VAT + Parts serviced by Staplehurst Country Stores** P3 Service Stuart J Daws £160 inc VAT + parts

Hedge Cutter Stihl STIHL HS56 E and Brushcutter ST IHL SF56CE supplied by Stihl Warranty and Servicing

Annual Servicing is required costs approx. **£75 +VAT + Parts HC £50 + VAT + PARTs BC serviced by Staplehurst Country Stores** £120 inc VAT + Parts Stuart J Daws

Full breakdown of costs are detailed in full costings table below however can be summarised was follows

Stuart J Daw & Co Ltd Canterbury	1173
Sam Turner & Sons North Yorkshire	1157.99
Sims Garden Machinery Warwickshire	1167
Inclusive of VAT	

Option 1 Petrol Powered Machinery Recommendation.

Stuart J Daw are the most local provider and the most economical at £1173.00. They also the supply the equipment ready for use and assembled for the user which will reduce packaging and confidence the

equipment is ready and fit for purpose. There will also be a small cost for mileage to collect the equipment. Full quotations below.

**Petrol Powered
Tools Quotations**

Brushcutter

STIHL SF56CE	RRP	SALE OFFER	SALE PRICE
Stuart J Daw & Co Ltd Canterbury	399	40	359
Sam Turner & Sons	349.99	0	349.99
Sims Garden Machinery	359	0	359

Hedgecutter

STIHL HS56 E	RRP	SALE OFFER	SALE PRICE
Stuart J Daw & Co Ltd Canterbury	604	89	515
Sam Turner & Sons	509		509
Sims Garden Machinery	509	0	509

Pedestrian Mower

Mountfield Mower SP46	RRP	SALE OFFER	SALE PRICE
Stuart J Daw & Co Ltd Canterbury	339	40	299
Sam Turner & Sons	299		299
Sims Garden Machinery	299		299

Stuart J Daw & Co Ltd Canterbury	1173
Sam Turner & Sons North Yorkshire	1157.99
Sims Garden Machinery Warwickshire	1167

Option 2 Electric Charged Machinery

However with the phasing out of petrol run equipment, the need for long lasting equipment and a review of the Councils environment strategy, Electric chargeable equipment has been sourced for consideration.

SWAN Environment Strategy Adopted states

SWAN Council-

- Will consider and monitor the impact its activities have on both climate change and biodiversity issues
- Endeavour to introduce measures that mitigate negative environmental outcomes
- Actively support or adopt interventions and schemes considered to have beneficial outcomes.
- Use its assets for maximum advantage
- **Do these where it is considered practicable and affordable within the Council's resources and financial capabilities**
- Update and improve standards in the light of increased understanding and knowledge

Energy

1. SWAN CC seeks to reduce its consumption of energy where possible and eliminate fossil fuels from its own operations, instead using only renewable energy.

Benefits of Electric chargeable tools

- Electric Tools will reduce the impact on the environment for the long term.

- They are much quieter than petrol powered tools and the emissions from the fuel are removed. Which will be beneficial as the Council is expanding and the areas it works in are residential. As they are quieter there is less need for PPE Ear defenders.
- They create less vibration which is better for the user operator.
- The equipment run on electric removes all risks associated with storing and transporting petrol which has been highlighted on the Health and Safety report from Work Nest on the allotments with fuel powered machinery.
- It will give longevity to the equipment and support all the hard work the Council has conducted to improve biodiversity and act on climate change as the environment strategy states.
- If charged at the SWAN Office this is partly powered by solar panels.
- Tudor Environmental advise that the units are not needed to have delivery inspection service prior to use as they are a full unit ready for use.

In light of the Environmental impact 3 further written quotes have been sourced for electric chargeable equipment for consideration if this is affordable, practical within the Councils resources and capabilities.

Option 2 Electrically Charged Machinery quotes

Ego Power Tools and Stihl Power tools were reviewed for a comparison of electric charged models, which are used professionally and commercially, for effectiveness durability ease of use of best price.

Taking each in turn, 1) EGO POWER TOOLS which is significantly less expensive, sold in straightforward kits, with no complications on adaptors, leads, separate batteries, smart connector tags for warranties or charges. The batteries are universal however the lawn mower battery is larger for its requirement. Costs were between **£2522 & £2833** with the multi tool for pruning strimming brush cutting and longer hedge cutting which is a comparative saving as compared with the brush cutter standalone costs between **£2387-£2593**

EGO Power Tools national company with nationwide distributors. Reviews of the equipment are extremely positive that the tools are resilient, they are marketed for professional use with an upfront warranty for professional use and straightforward servicing costs. The products are sold in a straightforward kit solution for charging and batteries and are significantly less expensive than Stihl whilst offering the same quality and durability.

Quotes were sourced for

1 quote

EGO MULTI TOOL with brush cutter, strimmer, pruner and longer hedge cutter option. Battery 5ah and fast charger
 EGO HT2601 HEDGE CUTTER KIT with battery and charger
 EGO LM2230ESP KIT MOWER with battery and fast charger
 EGO 10AH BATTERY X 1 additional battery
 EGO 2.5AH BATTERY X 3 additional batteries

2 quote

EGO BRUSHCUTTER
 EGO HT2601 HEDGE CUTTER KIT
 EGO LM2230ESP KIT MOWER
 EGO 10AH BATTERY X 1
 EGO 2.5AH BATTERY X 3

Warranty

3 year warranty for the lawn mower brush cutter or multi tool and 1 year professional warranty for the hedge cutter

Servicing costs for Electric equipment

Hedgecutter £60, Mower £60 and Brush cutter £50 Staplehurst Country Stores

Details are in the full costing summary below summarised as follows:-

Quotation 1 EGO Power Tools with Multi tool,

	Staplehurst Country Stores	Webbs Tenterden
EGO MULTI TOOL	£949.00	1129
EGO HT2601 HEDGE CUTTER KIT	£329.00 inc VAT	339
EGO LM2230ESP KIT MOWER	£1,099.00 inc VAT	1199
EGO 10AH BATTERY 1	£350.00 inc VAT	469
EGO 2.5AH BATTERY 3	£300.00 inc VAT	351
		-87 (discount)
Total Including VAT	£3,027.00 inc VAT	3400
VAT	£504.50	566.67
Net expected	£2,522.50	2833.33 VAT

Quotation 2 Ego Power Tools with Brushcutter

	Staplehurst Country Stores	Webbs of Tenterden
EGO HT2601 HEDGE CUTTER KIT	£329.00	339
EGO LM2230ESP KIT MOWER	£1,099.00	1199
EGO 2.5AH BATTERY £100	£200.00	234
EGO 10AH BATTERY	£350.00	469
EGO BCX4500 BRUSH CUTTER	£409.00	439
		-87 discount
Total Including VAT	£2,387.00	2593
VAT	£397.83	518.6
Net expected	£1,989.17	2074.4

To allow the Council to make an informed decision these were compared with Stihl Power tools, for cost benefit and battery operation. STIHL branded tools designed for ground care and public works due to being both robust and heavy-duty, but also light weight and easy to use

Stihl products for professional use warranty :- All Stihl AP/AR range of battery tools is covered by a 2 year professional warranty. This warranty has to actually be extended to 3 years if you fit smart connectors to all machines,

- Smart connectors are fitted to each of the machines
- Records the run time of the machine
- Fitted simply with 2 screws or sticky tabs
- Provides useful run time and maintenance plan and prompts to maintenance
- Data links to a Stihl portal to confirm the maintenance location and run times of the machines.
- **Cost £81.50 plus VAT Cordless**

Quotations were sourced for

Stihl RMA 765v Lawn Mower battery pack and harness for battery pack

Stihl Brushcutter FSA 135 plus battery

Stihl Hedgecutter HAS plus 100 battery

Battery charger multiple units x 4 AL3014

3 spare batteries AP500

	Tudor Environmental	Sam Turner & Sons	Sims Garden Machinery
Stihl RMA 765 v lawn mower	1379.24	1171.83	1364.24
Stihl AR300 battery pack	1199.15	1291.66	1297.03
Harness for battery pack	134.69	141.66	0
STIHL FSA 135 GSB brushcutter	431.49	395.99	439.08
STIHL AP300S Battery	198	213.74	222.95
STIHL HSA100 Hedgetrimmer	252.24	236.24	249.49
STIHL AP200S Battery	111.09	118.74	121.49
STIHL AL 301 4 Battery charger	215	221.65	465.61
Battery AP500S x 3	551.82	569.98	597.56
Stihl Connecting cable AR L batteries	88.67	0	not advised
Stild AP Adapter for batteries	38.14	0	not advised
NET TOTAL	4599.53	4361.49	4757.45
VAT	919.906	872.298	951.5
Delivery	0	0	60
Delivery VAT	0	0	12
TOTAL	5519.436	5233.788	5780.95

inc in cost- batter pack.

These costs were initially considered, however it proved very expensive to buy Stihl Electrically charged tools and the adaptors, leads, chargers and spare batteries also proved to require a significant investment. Plus the further warranty to have 3 years required the additional cost of Smart Connectors running to an online portal recording the works and maintenance.

This was then compared with **EGO POWER TOOLS** which is a national company with nationwide distributors. Reviews of the equipment are extremely positive that the tools are resilient, they are marketed for professional use with a 3 year warranty for the lawn mower brush cutter or multi tool and 1 year professional warranty for the hedge cutter. The products are sold in a straightforward kit solution for charging and batteries and are significantly less expensive than Stihl whilst offering the same quality and durability. Speaking to suppliers for the EGO Power tools they also stock STIHL brands whoever they each preferred EGO Power tools for fairer pricing quality and straightforward use by customers. Staplehurst Country Stores also advised they get very few servicing requirements for Ego Power Tools.

Recommendation EGO Power Tools Staplehurst Country Stores Quote 1 2522.50 VAT @20% £504.50 £3027

Health and Safety Protective Equipment under £500 1 quote sourced Tudor Environmental

PPE	
Hnaetx gloves with cut level f size 9	3.20
GLAVG/C/L Cutter CW700 Strimmer & Trimmer Gloves, Large	13.88
Oregon Yukon Helmet Set 1	25.99
STIHL HS Multi Protect Hedge Trimmer Trousers, size L 1	84.27
STIHL Clearing Saw Pads, Pair	24.01
Texas Clear Safety Glasses	3.47
QED 31 Ear Defender	11.98
Malvern Hiker Safety Boot - Black - Size 10 1	33.1
	£199.81

Training Requirements - Costs Year 25/26

Advice has been sought for training via Work Nest Health and Safety Advisor. As an employer the Council will need to provide training for

- 1) The use of hedge cutters, pedestrian mowers and brush cutters with certification,
- 2) Further manual handling training and lone working training is recommended to be compliant for the Health and Safety requirements, even with an experienced operator.
 - 1) East Kent Training Ltd provide courses. The use of hedge cutters, pedestrian mowers and brush cutters with certification

The Hand Held Hedge Cutter Course is a one day course, the Pedestrian Mower is one day course and the Novice Brush cutter/Trimmer Course is a two day course as the candidate does not hold any previous certification.

Standalone these courses cost £750 per day plus £65 for certificates.

To save costs it was agreed by Email to share the cost of the Hedge cutter course with Headcorn Parish Council reducing the cost to £220 + £65 Lantra certificate with East Kent Training.

A request for Pedestrian Mower Course and Brushcutting course has been submitted to East Kent Training and a request to investigate if this could be shared with another Parish Council or firm. However, the worst case scenario is as follows:-

The next mowing certificate course is 7th April 25 and will cost £750 plus £65 certificate unless this can be shared.

The next Brush-cutting course is £1500 plus £65 certificate unless this can be shared.

- 2) Then additional Manual Handling and Lone Working training will need to be considered in line with the Health and Safety advice.

Training	Supplier	Cost
Manual Handling and Lone Working training	Recommended High Speed Training	The Council still has 4 courses purchased with high speed training from the hire of the litter picker. 1 is manual handling there are 3 other courses paid for which High speed have kindly agreed can be passed over for 3

		x Lone Working on approval from the Council.
Other options presented		
Manual Handling training & Lone Working training	Delivered by Worknest consultant	Cost £885.00 1 full day for both courses.
Manual Handling training	Delivered by East Kent Training	£200+ VAT (this is the most the Council would pay and may reduce depending on the number of applicants for the course.) 6.5.25
Lone Working training	There is remote working training within the Worknest suite of training courses including personal safety, buddys, transportation dynamic risk assessment and lone worker risk assessment	
Manual Handling	There is training within the Worknest suite of training courses which all staff have undertaken	

Conclusion

An argument for electric charged machinery for environmental sustainability, longevity, best practice and best user operator impact, has been given. Health and Safety considerations have been presented.

The Procurement Quotations have been presented in line with the procurement policy

Quotations for Procurement. 3 quotations for petrol powered machinery under £3000. 3 written quotations over £3000 for Stihl electrical charged machinery. 2 written quotes for Ego Power Tools, 1 quote for PPE under £500 and options for training for machinery use, manual handling and lone working.

Recommendations for each of have been presented for the Council to make an informed decision.

Sarah Evans
Community Council Manager
13.3.25

A report of the Community Council Manager on Worknest Health and Safety Objectives

- Recommendations
- To agree the draft action plan for completion of outstanding objectives by Annual Meeting of Council May 25.
- To Minute the actions taken to date to receive documentation from the Landlord.
- To share this report with the Worknest Health and Safety Consultant to monitor progress.

Background

There are 20 remaining actions to be implemented on the Health and Safety requirements for the Worknest General Risk Assessments. Table of requirements in appendix 1 of this report. A draft action plan has been created to ensure all the actions are reviewed for a decision with the aim that these objectives will be completed by the Annual Meeting of the Council in May 25 with a full health and safety report required to be drafted and reviewed at this meeting.

Going into the new financial year, a new consultant has been assigned to the Council by Worknest who is reviewing the progress of the Council on objectives to date and also reviewing training requirements for the health and safety of the PSEO tasks and duties and full report is being prepared.

Outstanding Work Nest Health and Safety actions since report August 2024

The Landlord for the SWAN Office needs to supply 9 items linked to the objectives.

Medium Priority Legionella Assessment, SWAN Office

Low priority Asbestos Survey Electrical installation, fixed wiring, fire safety and emergency lighting. Which were requested May and August 2024. A further letter was sent 13.3 25 and this was requested with urgency. Table of requirements in appendix 1 of this report.

4 Cllrs and 2 staff have completed the health and safety training. 4 Cllrs need to review the presentation to be fully briefed on their responsibilities for health and safety.

Display Screen Equipment Assessments need to be actioned and implemented.

Rubber gloves need to be purchased as agreed.

Worknest Health and Safety Actions Low Priority still to be addressed.

Low	Establish a bullying and harassment policy and implement.
Low	Establish a stress policy in consultation with employees and bring to the attention of all. Establish an action plan using information from the stress risk assessment and employee survey / consultation. Establish monitoring criteria for stress and regular review data to identify trends.
Low	Provide employees with information on stress.
Low	Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.

Action plan

Bullying and Harassment Policy, to seek policy guidance from NALC and SLCC for reviewed to be adopted at the Annual Meeting of the Council in May 25.

Stress Policy and Stress risk assessment to seek policy guidance from NALC and SLCC and Local Government Association tend to review and adopt at the Annual Meeting of the Council in May 25, then complete associated actions.

To ensure all driving documentation is in place and uploaded on the Worknest portal by the Annual Meeting of the Council in May 25.

To Minute notification that the Landlord has been contacted to supply all documentation and action to be reviewed for the Agenda for April 25 for a response.

Develop an action plan for the fire risk assessment and action to be reviewed the Agenda for April 25 for completion.

To complete Display Screen Equipment Assessment by next meeting of the Full Council and action to be reviewed the Agenda for April 25 for completion.

Purchase rubber gloves by April 25 and action to be reviewed for the Agenda for April 25 for completion.

Cllrs who have not received Health and Safety training to review the Worknest presentation by Annual Meeting of the Council 2025.

To share this report with the Worknest Health and Safety Consultant to monitor progress.

Appendix 1 Table of outstanding Health and Safety Objectives.

		Priority	Recommendation
1	597 Page	Medium	<p>Formally contact the landlord for a copy of the Legionella Assessment to identify potential areas of Legionella growth which should include dead legs, long pipe runs, water tanks and old fittings.</p> <p>The risk assessment should consider and evaluate:</p> <ul style="list-style-type: none"> • clear allocation of management responsibilities • competence and training of key personnel • a description of the water system, including an up-to-date schematic diagram • an evaluation of the risk and safe operating procedures for the water system, including controls in place to control risks • arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid etc
2		Medium	Councillors to whom health and safety responsibilities have been allocated must be issued with their responsibilities and/or those responsibilities included in their Roles & Responsibilities.
3		Medium	Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. Contact your H&S Consultant for more information of this training.
4		Low	Formally contact the landlord for a copy of the Asbestos Survey and retain a copy within Council records.
5		Low	We recommend that the following additional PPE is provided for office cleaning - rubber gloves.
6		Low	Provide all users with information, instruction and training in the correct layout and set up of the workstation. Use the H&S Employee Handbook to deliver this. Record all instruction given.
7		Low	Implement a regime to review your workstation assessments at least annually or where there are equipment changes or staff changes.
8		Low	Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of safetynest.
9		Low	An Electrical Installation Condition Report (EICR) should be obtained for the recent fixed wiring test and held on file. The EICR should be deemed 'satisfactory' however if 'unsatisfactory' it should be arranged for remedial works to be carried out by a competent electrician.
10		Low	The recent fixed wiring test has identified the electrical installation as being in an unsatisfactory condition and it should be arranged for remedial works to be carried out by a competent electrician.
11		Low	Formally contact the landlord to confirm if there is a scheduled time for the weekly testing of the fire alarm (so that your employees can be trained on hearing the alarm), and for evidence the fire alarm system is tested weekly.
12		Low	Formally contact the landlord for a copy of the fire alarm annual testing/inspection and retain a copy in council records for future auditing purposes. The fire alarm system should be subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

13		Low	Formally contact the Landlord for evidence of annual service inspection of the emergency lighting system within the last 12 months.
14		Low	Formally contact the Landlord to confirm testing of the emergency lighting system is carried out monthly.
15		Low	Once completed, provide the building landlord with a copy of your fire risk assessment and your evacuation plan. Completed 13.3.25
16		Low	Develop an action plan to implement any outstanding issues identified by your fire risk assessment.
17		Low	Establish a bullying and harassment policy and implement.
18		Low	Establish a stress policy in consultation with employees and bring to the attention of all. Establish an action plan using information from the stress risk assessment and employee survey / consultation. Establish monitoring criteria for stress and regular review data to identify trends.
19		Low	Provide employees with information on stress.
20		Low	Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.