

# DEVOLUTION SUB-COMMITTEE

**A meeting of the Sub-Committee was held on Monday 16 March 2015**

**Present:** Cllrs - Michael Bayley, Maureen Seymour, Mike Morley, Alan Hardie, Gerard Westmacott.  
Clerk - Miles Green. CTR Maintenance -Tom Barron, Gerald Tack

**Report on Tranche 1 Forum, 12 Mar 15** - Cllr Bayley and the Clerk reported:

- a) *57 parishes*, 1/3d of the total are signing up for devolution
- b) *Charity signs* - If a post is knocked in the ground the owner of the sign has had to get clearance from utilities. Best to use free-standing signs. **Check for a note of locations already approved by Highways.**
- c) *Rural grass-cuts* will, in theory, continue to be cut by BCC. Our Parish rural grass-cutting map (May 2007) shows this includes Coleshill Lane & Fagnall Lane as well as the B474. **Check for an up to date map.**
- d) *Urban areas* are where there is a concentration of houses. We are supposed to work only in urban areas with a 30mph limit.
- e) *Work on the carriageway* - is to be avoided by parking off-road and working on the verge.

## **Parish Devolution Agreement**

- a) *23 March is the deadline* for signing the Agreement. Any amendments resulting from Parish comments and legal advice from NALC will be by variation not by a new Agreement. It is 4 year agreement with a break clause after 6 months. The annual devolved budget will be paid at the start of each year.
- b) *A parish representative* as the first point of contact is requested. This will be the Clerk.
- c) *A system for recording* and taking action on reports and complaints is required.
- d) *Health & safety* - Where a contractor is appointed, CTR maintenance in our case, we have to be satisfied that he is fully informed of all health & safety considerations and has drawn up appropriate Method Statements and Risk Assessments. Tom Barron and the Clerk have both just completed a BCC Safety awareness course and CTR Maintenance have copies of BCC's suggested Method Statements and Risk Assessments and will adapt them. **We need them in Word form** rather than PDF.

*Guidance documents* - We also have to confirm that the list of guidance documents have been read and understood. The Clerk has made up a folder of them all.

*Insurance* - Aviva have seen all the BCC documentation and confirm that they are happy with it and that our existing insurance needs no addition. The contractor is required to take out appropriate insurance and this must include £10m for public liability and Employer Liability Insurance. **CTR to provide copies of insurance policy to match PPC cover.**

*Devolved functions* - There are 14, and they are all set out in the First Schedule together with a note of guidance and of the certificates required by the contractor. It was agreed that it was not possible to set a fixed rate for each activity and that we would agree a cost with our contractor as the tasks arose.

**Safety Equipment** - It was agreed that we should meet the cost of 2 sets of high viz jackets & trousers, a back pack & sprayer, a flashing light, an extendable brush and warning signs. They already have steel-tipped boots, ear defenders, eye protection and hard hats. **We should bid for BCC's pump-priming funds.**

**Grass-cutting sites** - Remove 201-4 and 207-8, on Whielden Lane, Coleshill Lane & Fagnall Lane because these roads are all on the rural grass-cutting routes and so in theory will still be cut by BCC. It was agreed that there need be no reduction in the agreed cost and that the money would be paid in three equal instalments during the cutting season.

**Accounting** - there will be a separate Ledger Book column so that we keep devolved expenditure readily identifiable. CTR to invoice devolved items separately.

**Weed control** - This is probably best done on the roads with mobile equipment. Amersham Town Council has quoted a rate of £0.016p a metre and our budget allowance is £800 which would cover 50 Kms! **Check their quote.**

**Parish Council Risk Assessment** - We should **add a general note on devolution** to our existing Risk Assessment, and this should include a requirement for an annual review with our contractor of insurance, certificates etc.

**Signature of Agreement** - The sub-committee **recommends that the Council agrees to sign the Agreement** with a view to taking over the devolved services from 1 April 2015.