

## **COPYTHORNE PARISH COUNCIL MEETING – MAY 12<sup>TH</sup> 2020**

### **ITEM No: 11 – Lengthsman Scheme**

#### **Statement of Account for 2019/20**

Attached (as Appendix 1) is the annual statement received from Wellow Parish Council for the Lengthsman Scheme for the period April 1<sup>st</sup> 2019 to March 31<sup>st</sup> 2020. (Wellow Parish Council act as administrator for five local parishes, including themselves).

During the year, the Lengthsman undertook tasks for Copythorne Parish Council costing a total of £1,370. £1,000 of this was covered by the £1000 grant allocated to us by Hampshire County Council, the other £370 was paid from Copythorne Parish Council's own funds.

(Note:- A bill of £47 relating to work undertaken in 2018-19 was also paid in 2019-20 using our own funds.)

#### **Lengthsman Tasks for May and June 2020**

##### **Background**

In the budget for the new financial year to March 31 2021, the Parish Council has allocated £1,000 for tasks to be undertaken by the Lengthsman. In addition, I confirmed to members on April 17<sup>th</sup> 2020 that Hampshire County Council have agreed to continue for 2020/21 providing a grant of £1,000 for Lengthsman tasks. Giving a total budget for 2020/21 of £2,000.

On our behalf and in accordance with Term 3 of the HCC supplied "Agreement for Contract for Services of a Lengthsman" dated July 17 2018 the contract between Wellow Parish Council and Kevin Bartlett trading as Mint Gardens is being extended for a further year to March 31<sup>st</sup> 2021. The hourly labour rate remains unchanged at £20.

Kevin Bartlett has confirmed that he and his employers are allowed to continue working as long as they abide by the current HM Government and Public Health England Guidelines on Social Distancing.

It occurs to me therefore that we could support Kevin at these difficult times for small businesses by asking him to undertake some of the annual tasks that were previously identified by Cllrs. Goodwin & Reilly for the Lengthsman (see attached as Appendix 2 the report which was approved in Feb 2016).

##### **Proposal**

That, in accordance with the Lengthsman Scheme Procedure adopted by the Council on September 11<sup>th</sup> 2018 (copy attached as Appendix 3) we task the Lengthsman with the following:-

1. Noticeboards – Cut back vegetation to enable clear view of all seven notice boards
2. Brockishill Road/Forest entry (by cattle grid) - Cut back vegetation to enable painting of metal barrier both sides. Then paint, in white, both metal barriers
3. Shepherds Road culvert - Cut back vegetation to enable painting of metal barrier both sides. Then paint, in white, both metal barriers

**David Rigby**  
**Parish Clerk/RFO**  
**May 1<sup>st</sup> 2020**

# APPENDIX 1

## PARISH LENGTHSMAN SCHEME - FOR THE PERIOD 01/04/2019 - 31/03/2020

For Copythorne Parish Council

	Income £	Expenditure £	Balance £
Balance b/f at end of 18/19			0.00
Add HCC Funding for 2019/2020	<u>1,000.00</u>		
<b>Opening balance 1st April 2019</b>			<b>1,000.00</b>
 <u>Details of work completed 19/20</u>			
Invoice 1251 - dated 30.09.2019 - clearing footpath behind St Mary's Church		150.00	
Invoice 1252 - dated 30.09.2019 - clearing footpath from Pound lane to Barrow Hill Road		440.00	
Invoice 1318 - dated 02.03.2020 - total 36 man hours various tasks as requested by the Clerk, including flood prevention work		<u>780.00</u>	
		1,370.00	
Sub-total as at 05.03.2020			-370.00
Overspend of £370 over £1000 HCC allocation addressed by pymt of WPC invoice d/d 05.03.2020			<u>370.00</u>
<b>Closing balance as at 31.03.2020</b>			<b>0.00</b>

**COPYTHORNE PARISH COUNCIL MEETING  
(PLANNING)**

**TUESDAY 9<sup>th</sup> FEBRUARY 2016 -ITEM NO: 6 – LENGHTSMAN SCHEME**

**A report prepared by Councillors John Goodwin and Joe Reilly**

---

***Purpose:***

This paper sets out proposals for works to be undertaken by the Parish Lengthsman and requires approval by the full Parish Council at its meeting on Tuesday 9<sup>th</sup> February 2016 under agenda Item 6.

***Proposed Work:***

This first report prepared jointly by Councillors Joe Riley and John Goodwin identifies an initial list of duties to be carried out by Kevin Bennett, our Lengthsman, with proposal as to the frequency in which these duties should be repeated:-

1. Clean, retreat with appropriate varnish/stain, all seven notice Parish Council notice boards. Kevin should be provided with his own key to carry out these duties.
2. The work to each notice board should be to:-
  - Cut back vegetation to enable clear view of notice boards
  - Remove all spoilt, outdated postings

**It is recommended that this is carried out annually in January**

3. At Brockishill Road/Forest entry (by cattle grid):-
  - Cut back vegetation to enable painting of metal barrier both side
  - Paint, in white, both metal barriers

**It is recommended that this is carried out every five years, following inspection**

4. At Shepherds Road culvert, (the three pipes under the road):-
  - Cut back vegetation to enable painting of metal barrier both side
  - Paint, in white, both metal barriers

**It is recommended that this is carried out every five years, following inspection**

5. Shepherds Road >Riverside Close:-
  - Inspect and clear all gullies, grips etc leading to new flood overflow pipe
  - Visually inspect ditch and clear or report work required

**It is recommended that this is carried twice yearly in September and December**

6. Winsor Road/Barrow Hill Road area:-
  - Clear debris (maximum 2 hours work) to enable full inspection of flooding issues, under supervision/direction of Joe Riley

**This is a "one-off" instruction to enable investigations to continue.**

**The Full Council approval is requested for the approval of this work**

Following approval/amendment these duties will be passé to Joe Riley to organise with the Parish Lengthsman to be carried out to an agreed programme. Joe Riley will report back to the Full Council, regularly, on progress.



# Copythorne Parish Council

## Lengthsman Scheme Procedure

Adopted by

Resolution of the Parish Council

on

September 11<sup>th</sup> 2018

### Introduction

The Parish Lengthsman Scheme was introduced by Hampshire County Council who currently provide funding for the scheme. It enables parishes to take action regarding minor issues that would otherwise be low priority for the County Council. <sup>1</sup>

The current Lengthsman arrangements are organised on a cluster basis with the associate parish councils nominating a lead parish for administration and contract management. The contract is subject to standard tendering procedure and is let for a three year period.

The local cluster comprises the following parishes:

Bramshaw

Copythorne

Netley Marsh

Romsey Extra

Wellow (Lead parish)

Each parish has a nominated councillor as the principal contact. This councillor shall attend cluster group meetings as required.

### Duties and scope of works of Lengthsman

This Parish Lengthsman may undertake the following duties:

#### 1. Drainage

Clearing existing drainage grips; Maintaining ditches; Cleaning channels; Clearing outfalls; Rodding pipes (off highway); Inspection of vulnerable watercourses.

#### 2. Signage

Cleaning (non-illuminated) signs; Minor repairs; Other Minor Works; Remove soil/detritus and leaves ; Cutting back vegetation overhanging the road or footway; Clearing footways of

#### References

1. Economy Transport & Environment Select Committee report 6990 -30/10/2015

weeds/moss and leaves; Removing vegetation from parapets or fences; Grass strimming; Reporting defects; Sweeping ;Litter picking ; Removing fly posters; Unauthorised sign and graffiti removal; Cleaning street name plates; Cleaning bus shelters; Minor repairs to street furniture; 'Village upkeep' to include: painting/staining of bus shelters, parish owned notice boards, benches, fences, pavilions

The Parish Lengthsman may not undertake the following excluded works:

Cleaning, repair or any work on: Street Lighting; illuminated signs and bollards (i.e. any street furniture with an electrical connection); the live road; patching and structural repairs (no excavation due to possibility of underground apparatus), and emergency call-outs to highway incidents

## Lengthsman Procedure

1. Identification of potential works for the Lengthsman will be carried out alongside the Inspections of Rights of Way which is conducted by Councillors, as allocated in the schedule, on an annual basis.
2. The potential works will be considered by the Parish Council and priorities identified.
3. A proposed schedule of work setting up the scope of work will be drawn up by the Parish Clerk. The proposed schedule will be sent to the Lengthsman with a request for an estimate of man hours to be completed. This will be presented to the Parish Council for ratification taking account of the budget available
4. The approved schedule of work will be sent to the Lengthsman and a copy shall be sent to the Lead Parish. It is recommended that the final date for requesting work is the end of January of each financial year. This allows time for the work to be completed and payments to be processed in-year.
5. The Lengthsman will send all invoices to the Lead Parish for work undertaken on behalf of the Associate Parish.
6. The Associate Parish will be provided with photographic evidence of completed works by the Lengthsman. The Lead Parish will seek confirmation from the Associate Parish that work was completed satisfactorily before making payment. If there are any concerns about the completed works a councillor will re-inspect.
7. Net costs will be deducted from balances in hand. All VAT will be paid and recovered through the Lead Parish Council accounts.
8. If work requested and requiring payment exceeds the Associate Parishes balance in hand, then a supplementary invoice will be issued by the Lead Parish for a 'top up'.
9. A reconciliation statement will be issued to the Associate Parish at six monthly intervals, for the period ended 30<sup>th</sup> September and the end of the financial year.

### References

1. Economy Transport & Environment Select Committee report 6990 -30/10/2015