

## Cockshutt-cum-Petton Parish Council

### Environmental Maintenance Scheme ~~FY~~Financial Year 2020/21

#### Description of the Scheme & Protocol for its operation

##### The Scheme

The objectives of the scheme as defined by Shropshire Council (SC) are:

- supporting Shropshire Council's status as a Level 3 Asset Management Authority i.e. by conducting works which will increase the life span of the highway by, for example, clearing gullies, drains and ditches to eradicate standing water;
- the betterment of existing services;
- increasing highway safety;
- enhancing the local economy e.g. tourism;
- the use of volunteers;
- the Shropshire pound

It is a requirement that any works are only carried out on Shropshire Council land.

##### Duration of the work

The duration of the contract for 2020 is from the date of appointment to the 31<sup>st</sup> March 2021. It is anticipated that if the scheme is successful that contracts will follow in future years to cover a 12 month period from the 1<sup>st</sup> April.

##### Defined location of works

- SC owned land within the Parish which in our case is confined to the adopted roads & footpaths.
- The extent of the roads along with the Parish boundaries are shown on the Parish Plan overleaf.
- For health & safety reasons the main A528 Shrewsbury-Ellesmere Road should only receive maintenance in those parts where work can be carried out from a footpath within the village of Cockshutt or from the safety of a properly equipped & ~~road signed~~marked hedge-cutting tractor vehicle used by a competent operative.

##### Scope of works to be undertaken

- Street cleanliness to include such things as litter picking, sweeping footpaths, treating weeds
- Road signage to include cutting back of vegetation (verges & hedges ~~where appropriate~~), cleaning signs, repair/ replace faded/damaged signs
- Management of vegetation at road junctions to improve visibility for joining traffic
- Street name signs-upkeep & maintenance
- Bus Shelter cleanliness including cleaning the glass
- Road drainage maintenance such as clearing blocked road gullies, manholes, pipe runs & ditches
- Digging relief soakaways (grips) in road verges to drain areas of identified road flooding

## Scheme set up

- The Parish Council (PC) will create and maintain a list of contractors it believes are suitable to undertake the range of tasks likely to be encountered.
- The selected contractors will be required to provide to the Clerk a Risk Assessment to cover all of the likely works and evidence that they have Public Liability Insurance appropriate for the work being carried out.
- The PC will appoint the PC's Clerk to oversee & direct works
- Hedge cutting or other work on highways to comply with the law and with NFU advice on the topic.
- It is envisaged that the work will be done throughout the year (April-March), but on an as required basis.

## Undertaking individual tasks

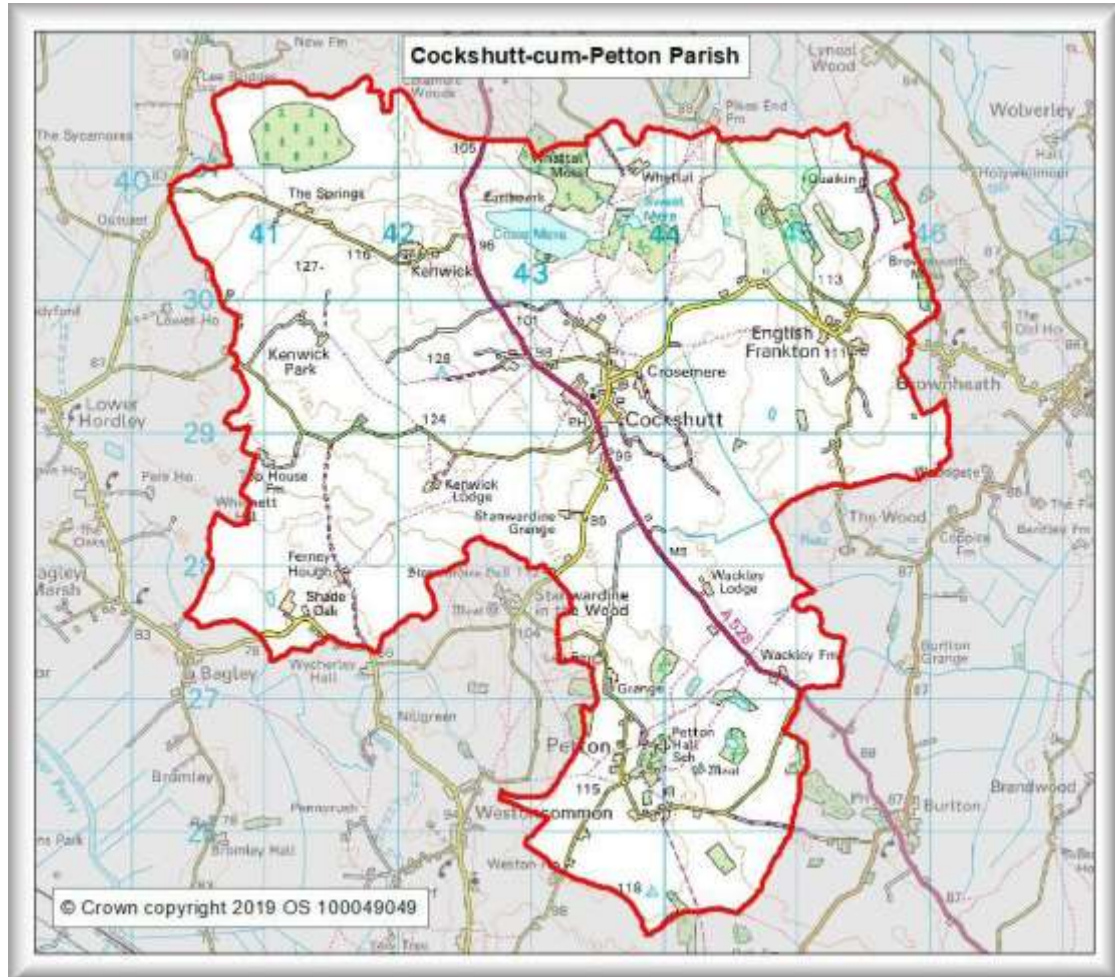
- Members of the public may contact Parish Councillors or the Clerk to bring to their attention environmental issues that are concerning them. If received by individual Councillors, these will be passed onto the Clerk. Alternatively, the PC may decide at a meeting that certain works are required and instruct the Clerk.
- The Clerk will select a suitable contractor from the list and describe the work to them and obtain a price from them for completing the task. Providing the price submitted is less than £200 the Clerk can then instruct the contractor to proceed.
- For quotes exceeding that value above, the Chairman of the PC must approve the quote before the Clerk instructs the contractor.
- When the contractor advises the Clerk that the works are complete, the Clerk or an appropriate Councillor must ensure the work has been completed to the PC's satisfaction before payment is made.
- Invoices, which should itemise VAT if applicable, for work done in a month must be submitted the Clerk of the PC by the 5<sup>th</sup> of the following month in order that the payment can be approved at that month's PC meeting.

## Monitoring costs

- The Clerk is to set up and maintain a list of tasks instructed and undertaken and allocate the costs to either SC's Environmental Grant Scheme or to PC's own budget as appropriate to ensure that expenditure is contained within the annual budgets.

## Cockshutt-cum-Petton Parish Council

OS Plan showing the extent of the Parish within the red boundary



The road shown in purple is the A528 Shrewsbury to Ellesmere main road.

The other Shropshire Council owned roads are shown in yellow.