

CORRESPONDENCE for 5th March 2020 meeting.

dougskeggs@aol.com Mon 06/01/2020 22:0

Re defibrillators

Dear Nick

I think there is a meeting of the PC this week. Could you please circulate this to the councillors for discussion, a bit of fake news as they say in Weston Connect

Over Christmas having the time I just got round to reading Weston Connect I was surprised to find the Parish Council patting itself on the back for the defibrillator project. (clearly the most significant project for some time in the village - maybe the only one) In fact the "councillors" themselves did very little to help or support it, other than Chris Bailey and Rod Barker. What is more, the Clerk at that time when the Parish started to get involved I recall deliberately disrupted the process. The Parish council was not at all part of the launch or start of the project.

Who proof read or wrote this piece ?

The project was started by me after waiting for over a year for some responses from the council. Chris, Rod and Lesley from the Weston Cross all helped to get the project off the ground and we organised months of fund raising events and collections without the help of the Parish Council. As well as hours of renovating and painting a suitable site. This was covered by the Ross Gazette at the time as well.

The Community HeartBeat Trust we were using had completed samples of lottery applications they sent to us and Rod agreed to fill out the applications. which he did successfully - It then transpired that any grant awarded, the lottery preferred it to be paid in to the Parish Council account..... This is how the Parish Council became involved and it became a Parish Council project.

Rod has been overseeing the ongoing project on behalf of the council since then as the councillor responsible.

Who will be doing this in the future? Who will be the councillor responsible? The Parish needs to know.

- who on the council is informing new residents about the defibrillators?
- who on the council is organising ongoing training?
- does the phone system work in the whole of the parish? Are the contacts being retrained.?
- who is checking the defibrillators on a regular basis to make sure they are compliant with manufacturers instructions?.
- Is there a manual in place to report defects etc.

Obviously the councillors don't want to be part of a legal case when someone dies because a machine is defective and the council has no record of it being checked not the sort of headlines needed. Clearly the Parish Council needs to get its act together.

From Chris Bailey recd 27th Feb. DEFIBRILLATORS

Following the resignation of councillor Rod Barker, Weston under Penyard Parish Council ("WuPPC") should appoint two councillors to take responsibility for the defibrillators in the parish. More than one person means that there is always someone who knows what is going on and where to find things. The parish clerk should not be left to do everything by himself.

Here are some of the issues they need to address.

1. It is very important to keep complete written records to demonstrate that WuPPC has maintained the four defibrillators properly. It appears that ten-year maintenance agreements were to be made with the Community HeartBeat Trust ("CHT") to look after the defibrillators installed in the village hall and at the bottom of Church Lane.

Item 15 in the minutes of the WuPPC meeting on 7th September 2017 records that "To agree to allocate lottery funding for 10-year agreement with CHT Lottery Grant. Monies unspent must be returned to the Lottery by 26th September. It was agreed to apply for a ten-year contract for the Village Hall defibrillator at a cost of £1260 (agreed by the Lottery). Some other invoices were still outstanding. Council authorised Rod Barker and the Clerk to refund the outstanding balance once these payments had been made.

There is still the sum of £1180.90 in the fund raised by the Village for the first defibrillator. The Council agreed to apply this to a 10-year agreement for the device at the bottom of Church Lane, with a supplement of £79.10 from Council funds."

Were similar agreements entered into for maintaining the defibrillators at Pontshill and at Bailey Lane End? The published accounts do not confirm that payments were made for each of these maintenance agreements. There should be maintenance agreements for all four defibrillators in the parish or satisfactory alternative arrangements for the other two.

WuPPC should retain written records of the maintenance carried out each year.

WuPPC should ensure that each of the four defibrillators is checked regularly; once a week would be desirable. WuPPC should keep a rota of volunteers for each defibrillator and provide record sheets for signature and dating at each inspection. The record sheets should be retained as proof that each defibrillator has been checked regularly and frequently.

For the benefit of the parish clerk and for the two councillors taking responsibility for the defibrillators, WuPPC should keep a manual providing all the information relating to the defibrillator systems in one place. If important information has been received by e-mail, paper copies should be kept in the manual for ease of reference. The manual should also record any defects, damage, repairs or other matters affecting the four defibrillators.

2. Expenses incurred in relation to the defibrillator at Bailey Lane End were to be shared 50/50 with Hope Mansell Parish Council ("HMPC"). WuPPC required HMPC to agree to this before installing that defibrillator.

Item 7 in the minutes of the WuPPC meeting on 5th June 2017 records that "Members discussed the possible 50/50% split in financing a defibrillator with Hope Mansell PC but recognised that prior to signing an agreement, a risk assessment would be required, as well as a commitment from Hope Mansell PC to the proposed costings and training requirements. Although it had been anticipated that both defibrillators on order would be installed by the end of the month, it was RESOLVED that a commitment be sought from Hope Mansell PC, prior to installation."

HMPC (following item 6 in their meeting minutes for 13th September 2017) recorded in the October 2017 edition of Weston News that "It was noted that the Council needs to pay the annual electricity bill and will establish what other contributions are needed for the upkeep" of the defibrillator at Bailey Lane End. Matters clearly remained outstanding after installation.

Has WuPPC obtained a written agreement from HMPC to share expenses equally?

Did WuPPC explain to HMPC what contributions would be needed for the upkeep of the defibrillator at Bailey Lane End and has a written record of this been retained?

Has HMPC contributed to the annual cost of maintaining that defibrillator?

3. WuPPC need to consider purchasing the defibrillators from CHT for £1 each during 2020 and 2021. Item 6.7.1 in the minutes of the WuPPC meeting on 4th July 2016 records that "R Barker advised the council that the defibrillator will be continued to be owned by CHT for 4 years, and then the Parish Council can purchase it for £1. CHT cover the Insurance".

Although the acquisition cost is nominal, WuPPC should consider the future insurance of the devices. WuPPC should also discuss with CHT the likely longevity of the defibrillators and any other related issues before purchasing the first defibrillator this summer. This is one of the items where a three year forecast is important: see Financial Regulation 3.2

4. WuPPC decided to obtain defibrillator pads for small children and to keep these at the village school. Item 8 in the minutes of the WuPPC meeting on 6th July 2017 records as follows "To consider siting of childrens' pads at the school. It was RESOLVED: that Cllr Rod Barker obtains a quote for 1 set of pads and 3 airway sets."

Have these pads and airway sets been obtained and are they stored at the school?

Has their use been explained to staff at the school and has a record been kept?

5. Has the Village Emergency Telephone System ("VETS") been tested recently to ensure that it is working and that all of the VETS helpers react to the call? The list of VETS helpers on the website is incorrect. This should be replaced with an accurate list after checking with each VETS helper that he or she is willing to continue.

Is it right to have all the "helpers" living in Weston village when two of the defibrillators are located in Pontshill and Bailey Lane End? Should there not be a separate VETS system for Pontshill and Bailey Lane End?

The VETS leaflet needs to be updated.

There is some doubt as to whether the VETS system is still working because the accounts do not suggest all necessary payments have been made.

Item 9 in the minutes of the WuPPC meeting on 7th November 2016 records as follows "A Proposal was presented that the Council agrees to the installation of a Village Emergency Telephone System and authorises Rod Barker to complete the necessary documentation on behalf of the Council. This was agreed. It was requested that the Council further authorises Rod Barker to pay for the installation in a sum not exceeding £75, and to seek reimbursement for the cost on submission of appropriate invoices. All present agreed to approve payment for subscription to VETS service in the sum of £45, with the knowledge that it will cost £175 annually."

There does not seem to have been any payment for VETS in the year ended 31st March 2019. Furthermore, the budget for the next financial year does not provide for further VETS payments so has everything been prepaid?

Whether or not VETS has been prepaid, the budget should indicate when further payments fall due even if this is beyond the forthcoming year. A timetable of anticipated payments should be kept in the manual mentioned at 1 above.

It is difficult to identify particular payments in the annual accounts so it is uncertain whether the annual cost of £175 has been met, following the installation fee of £45 paid in 2016.

6. Further training on using the defibrillators is highly desirable. Training was last undertaken by relatively small numbers of parish residents in 2017. Apart from encouraging larger numbers of residents to attend training through effective publicity (either refreshers or introductions to the devices), training should be targeted at new residents. Publicity should include distributing, throughout the parish, an explanatory leaflet identifying where the four defibrillators are located in the parish, how to use them and how the VETS work.

It would also be helpful to repeat the First Aid training and offer it to all residents.

The budget should include the expected cost of further training.

Chris Bailey

24th February 2020

John Truman <johntruman45@gmail.com> Wed 12/02/2020 22:29
Re Upper Weston Barn

Good morning

In relation to the ongoing development.

I have raised several concerns/complaints with the Planning Officer Mr Smithers on Wednesday 12th February 2020.

Inter Alia these include:- the state of the road debris mud etc, damage caused to residents property by tractors collecting soil from the site.

Safety of pedestrians is seriously affected by having to walk in the roadway because of inadequate pavements. Damage caused by tractors HGV driving over the current grass laid down. This is a serious risk.

The pavement structure in my view should be consistent with the development at Ariconium Place. Traffic still does not adhere to the 30mph limit .

There are also issues with surface water and drainage - drain is totally blocked on near side of the road adjacent to BT Box.

I have also discussed Health and Safety issues with him appertaining to the site. Whilst these are my personal views they affect other residents in the local area and I Do not represent them.

He has promised a site visit and to pass my concerns to Environmental and Highways Department.

Kind Regards

John Truman
