

# St. Gluvias Parish Council

This contract is an agreement between the St Gluvias Parish Council and the contractor. All parties must sign this contract before a contract is formally awarded. Signing denotes that all parties accept and agree to abide by the work conditions contained within.

## Contractor Preliminaries

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| 1. | <b>Date and location of work within the parish</b> | 1 <sup>st</sup> January 2021 – 31 <sup>st</sup> December 2021<br>Common areas within the Parish of St Gluvias as listed in description of work.   |
| 2. | <b>Description of work</b>                         | <p>The work consists of</p> <ol style="list-style-type: none"> <li>1. Strimming areas as needed. Overgrowth on pedestrian/vehicular access. Removal of trimmings from site as may be necessary where on-site disposal is not possible in areas as follows (and attached plan) <ul style="list-style-type: none"> <li>Speech Lane,</li> <li>Dingles Close,</li> <li>Frog Hill junction (Old School).</li> </ul> <p>Ensure Speech Lane and Cosawes Estate pedestrian access is clear.</p> </li> <li>2. At Lower Treluswell check both sides of the road, clear river and earthy area of road to prevent flooding.</li> <li>3. Regular checks of the following, notifying/reporting to the Parish Clerk of any issues <ol style="list-style-type: none"> <li>a. Gullies as attached plan (provide ref nr of gully that has issue); note gullies that are blocked or are covered with material</li> <li>b. In addition check Gullies when heavy rain fall is forecast.</li> <li>c. Footpaths in the Parish; if they need cutting so the footpaths contractor can be notified. – See plan of footpaths</li> <li>d. Bus shelters, Parish Street signs and notice boards for cleaning and maintenance required.</li> <li>e. Overhanging vegetation (so a polite notice can be sent to the landowner by the Parish Clerk)</li> <li>f. Slippery footpaths or verges used by pedestrians (so the Clerk can agree a course of action).</li> <li>g. Any defects at Trevonnen Road Play area to the fenced area at the rear</li> </ol> </li> <li>4. Litter Pick as needed through village</li> <li>5. Empty the bins as needed on Ponsanooth playing field and at Trevonnen Road Play area, clean inside and outside of bins as needed, and dispose.</li> <li>6. Cut the grass at Trevonnen Road Play area.</li> <li>7. Trim around playing field equipment as needed</li> </ol> |
| 3. | <b>Timing of work</b>                              | Cutting may need doing a few times through the summer season. Some works to be completed monthly and some to be completed as needed, to be flexible as demand is higher to maintain outside areas in the Summer season. The contractor to submit schedule.  |
| 4. | <b>Public Liability and training certificates</b>  | <p>The contractor must have:</p> <ul style="list-style-type: none"> <li>• a minimum of £5million public liability cover.</li> <li>• valid training certificates for the use of powered tools e.g. brush cutter and chainsaw where they are to be used in connection with the path maintenance.</li> <li>• Environmental disposal licence</li> </ul>   |

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|     |   | <ul style="list-style-type: none"> <li>Copies of risk assessments for works.</li> </ul> <p>These documents must be presented to the clerk and copies taken before a contract is awarded.</p>  |
| 5.  | <b>Client</b>                                     | St Gluvias Parish Council is the client. The client will view and keep copies of the contractor's original public liability documents, training certificates and risk assessments. All reports, invoices, schedules, and documents are to be sent to the Clerk to the Council.  |
| 6.  | <b>Payment</b>                                    | St Gluvias Parish Council will authorise payment on the receipt of invoices and works report received after the end of each month.  |
| 7.  | <b>Defects Liability Period</b>                   | The work may be inspected after completion and the contractor will be required to make good at their own expense any defects which may have arisen within 4 weeks due to poor materials or workmanship, or immediately where a Health and Safety risk is evident.   |
| 8.  | <b>Site Visit</b>                                 | Before tendering the contractor should examine the requirements of the small works contract, i.e. this document, and visit the sites.   |
| 9.  | <b>Works estimate</b>                             | The contractor shall give a quote based on the information contained within this contract and the information provided by the St Gluvias Parish Council. This should be on a price per hour of work basis to allow future additions to the work programme to be costed. Any variation to the price quoted must be agreed in writing by email with the Clerk. The Client may, without invalidating the contract, order an addition or omission from the works. Any additional costs will be based on a priced specification.   |
| 10. | <b>Quote to be Inclusive</b>                      | The contractor is to include in their price, all costs in connection with labour, H & S compliance, plant, materials, tool maintenance, fuel, administration and transport, and all other things necessary for the work to be undertaken.   |
| 11. | <b>Agreement of work Programme</b>                | Before starting work, the contractor will provide a programme of work to the client's satisfaction.   |
| 12. | <b>Responsible person</b>                         | The contractor shall keep on site at all reasonable times when undertaking work on site, a working foreman or other responsible person to whom the Parish/Town Council can give instructions and who can co-ordinate the work of other operatives and subcontractors.   |
| 13. | <b>Safety and Environmental Protection Issues</b> | <p>Before starting work the contractor will consider the Risk Management Note and will:</p> <ul style="list-style-type: none"> <li>provide and agree method statements illustrating how they will safely go about the work (e.g. erecting safety signs, disposal of trimmings, tools to be used).</li> <li>agree how they will comply with Health &amp; Safety Regulations, COSHH requirements (e.g. use of petrol, herbicides etc.).</li> <li>provide public liability insurance documents.</li> <li>provide certificates of competency (such as chainsaw certificates, operators licences for machinery and, if applicable, application of herbicides).</li> </ul> <p>Before starting work the St Gluvias Parish Council will:</p> <ul style="list-style-type: none"> <li>Provide information concerning any other matter to be brought to the contractor's attention (e.g. Community, archaeological or wildlife issues).</li> </ul> |
| 14. | <b>Exceptions to clearance of vegetation</b>      | All cut material to be removed from the surface of the area. Cut vegetation must be removed from steep slopes and steps as it can cause a slip hazard. It must also be cleared from the area, when it would make the area difficult or unpleasant to walk over, e.g. bramble, gorse, blackthorn, nettles etc. Small amounts of soft vegetation such as grass can be left, as these will quickly rot.  |

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|     |  | <p><u>Japanese knotweed</u> - Knotweed must be left alone. <b>DO NOT CUT IT OR PULL IT UP</b> as this could cause it to spread. Please tie it back if you can. Please report the location of any knotweed (or any other invasive non-native plants) seen to be growing on or immediately adjacent to a path to the client. The client should then inform the Invasive Species team at Cornwall Council of its location by or Tel: 0300 1234 202 or filling in the relevant details on <a href="http://www.cornwall.gov.uk/default.aspx?page=22413">http://www.cornwall.gov.uk/default.aspx?page=22413</a></p> |
| 15. | <b>Submission of Contractor Work Schedule with invoice</b> | <p>The contractor shall agree to fill in the contractor work schedule and report and submit a copy with each invoice, this can be emailed to the Clerk <a href="mailto:stgluviasparishcouncil@gmail.com">stgluviasparishcouncil@gmail.com</a></p>   |
| 16. | <b>Termination of agreement</b>                            | <p>St Gluvias Parish reserves the right to terminate any agreement if the work is not carried out and there is no reasonable explanation for not doing so. The Parish Council would like the contractor to give 6 weeks' notice if they can no longer continue the work on the contract.</p>  |
| 17. | <b>Hand Over after termination</b>                         | <p>St Gluvias Parish Council requires the contractor to produce a hand over document of works with a new contractor once the contractor is found. St Gluvias Parish Council understands this work can be included in the final 6 weeks works schedule.</p>  |

## St Gluvias Parish Council – Draft Maintenance Schedule of Works

| Frequency   | Task  |  |
|-------------|---|--|
| Monthly     | Empty PPFA Bins, Bin at Trevonnen Road, clean bins inside and outside as needed.                    |  |
|             | Litter Pick as needed through village   |  |
|             | Strim Speech Lane   |  |
|             | Strim Dingles Close   |  |
|             | Strim Frog Hill (Old School)  |  |
|             | Drains check and report   |  |
|             | Lower Treluswell check both sides of road, clear river and earthy area of road to prevent flooding. |  |
|             | Stag Hunt triangle in Malt house  |  |
|             | Clean litter bins if needed   |  |
|             | Overgrowth on pedestrian/vehicular access in village  |  |
|             | Speech Lane and Cosawes estate pathway access   |  |
|             | Direction signs, Frog Hill and Trelawney Road   |  |
|             | Cut grass at Trevonnen Road   |  |
|             | Work with the Clerk in order for outside contractors to complete repairs and projects.              |  |
| As required | Weed Killing/ Cleaning pavement areas – Kennal Park, Cot  |  |

# St. Gluvias Parish Council

|  |                 |  |
|--|-----------------|--|
|  | Hill, Park Road |  |
|--|-----------------|--|

*I agree to the conditions set out in this contract.*

## Contractor

Signed: ..... Date: .....

Print name: .....

Name and address and email of company: .....

.....

.....

Witness signature (representative of the St Gluvias Parish Council) .....

Date: .....

Print name: .....

## St Gluvias Parish Council – The Client

Signed (Clerk): ..... Date: .....

Print name: .....

St Gluvias Parish Council  
3 Cliff Terrace Portreath Redruth Cornwall

Witness signature (chairperson or representative): .....

Date: .....

Print name: .....

# St. Gluvias Parish Council

## St Gluvias Parish Council Maintenance Policy

### Introduction

This policy gives clear guidance to ensure that the Parish of St Gluvias expenditure on repairs, waste management, grass and hedge cutting and general upkeep of the Parish is carried out in an efficient manner.

St Gluvias Parish Council aim to carry out works considering the following.

1. Prioritise works where safety is an issue.
2. Ensure access issues are dealt with
3. Focus efforts where there are issues.
4. Maintenance of Parish owned assets.
5. Focus on 'keeping it tidy' efforts.
6. Work in partnership with Cornwall Council, authorities and organisations to ensure to ensure maintenance is carried out by the responsible party and ensure relevant conservation policies are adhered to.
7. Take action to support property owners to keep public areas clear.