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Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

20/11/2024

To: All Members of the Council

You are summoned to attend a meeting of **Laxton Parish Council** that will be held on **Wednesday, 27 November 2024 at 7pm** to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely

Clerk to the Council

A G E N D A

1. To receive apologies for absence
2. To record declarations of interest by any member of the council in respect of the agenda items below.
3. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 26 September, 2024 as a true and correct record
4. Public Participation - to temporarily suspend the meeting to receive questions from the public.



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5. To agree to reopen the meeting following suspension
6. To receive an update on the action log from the Clerk
7. To receive an update from Ward Councillors
8. To receive an update from Parish Councillors
 - i. Request for a defibrillator first responder scheme
 - ii. BT Fibre Boxes on Saltmarshe Road
 - iii. Request for guidelines for the Community WhatsApp Group
9. To discuss the following correspondence:
 - i. ERNLLCA, Gov.Uk web domains
 - ii. Councillor Aitken, Broadband connectivity in rural areas.
 - iii. ERYC, Launch of Streetscene Hub
 - iv. ERNLLCA, Newsletter
 - v. ERYC, Notice period required to close roads
 - vi. ERYC, Government consultation on virtual meetings
 - vii. NALC, 2024/25 Pay Agreement
 - viii. Councillor Aitken, new telegraph poles
 - ix. ERYC, Rural Matters website
 - x. VE Day 80, 8th May 1945,
 - xi. Cllr Aitken, Defib Match Funding
10. To record thanks to all those involved in the poppy display at the Church
11. To request road cleaning from East Riding of Yorkshire Council
12. To review two example risk assessments
13. To agree the Budget and Precept for 2025/26
14. To approve the schedule of accounts for payment
15. To receive agenda items for the 25th January 2025

LAXTON PARISH COUNCIL

7pm, 26 September 2024

PRESENT: Councillors Goulden (Chair), Huntley, S Yarrow, M Yarrow and Watson.

Apologies for absence were received from Councillor Collins and Ward Councillors Aitken and Bayram.

Clerk: Alan Bravey

68/24 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations of interest.

69/24 MINUTES OF PREVIOUS MEETING – Resolved – That the minutes of the meeting of the Council held on Wednesday 24 July 2024 be confirmed as a correct record and signed by the Chair.

70/24 PUBLIC PARTICIPATION – There were no members of the public present.

71/23 ACTION LOG – Resolved – That the Kings portrait would be loaned indefinitely to East Riding of Yorkshire Council.

72/24 WARD COUNCILLOR UPDATE – There was no Ward Councillor update.

73/24 PARISH COUNCILLOR UPDATE – Councillor Goulden gave an update on some of the key learning from the annual ERNLCCA conference. A play equipment company had provided details of outdoor gym equipment that may be suitable for the memorial gardens. An event organiser provided advice on arranging events, including the new requirements of Martyn's Law, the risks and insurance requirements of bouncy castles and the availability of HEY volunteers to support larger events. New NALC model financial regulations had been published. It was recommended that Councils pay due diligence to banking reconciliations to ensure compliance with financial regulations, that multiple quotes and tenders were important controls in ensuring value for money, and that invoices must be paid within 30 day payment terms regardless of the date of the next council meeting. It was also advised that Councillors should know how to access key Council records in case of change of Clerk, and that Clerks should only use Council issued devices for online banking applications. It was agreed that the Clerk would i) share details of the Parish Council One Drive account with the Chair ii) arrange for a Council specific mobile phone to be purchased iii) update the Council's financial regulations iv) convene a playground committee meeting with Councillor Watson as the Parish Council's representative.

74/24 CORRESPONDENCE – Resolved – i) that the following correspondence should be received by the Council:

- i. Saltmarshe Hall, Venues holding firework displays.

- ii. ERYC, Town and Parish Council Meet and Greet Event
- iii. ERYC, Speed Indicator Device Scheme
- iv. Humberside Police, Speedwatch Registration
- v. ERYC, Consultation on the Local Plan
- vi. ERYC, Information on animal health Blue Tongue virus
- vii. ERYC, Notes of the T&PC Planning Liaison Meeting
- viii. ERYC, Parish Open Door Newsletter
- ix. ERYC, Street Lighting Service Level Agreement

ii) that the Clerk would a) suggest that Saltmarsh Hall joins the village Whatsapp Group to share information on fireworks, b) inform the Speed Watch volunteers that registration was open, c) notify residents of the APHA requirement to register back yard flocks of poultry and iii) that all Councillor should note that ERYC do not routinely remove out of date planning consultations, and these can be taken down by Parish Councillors and residents.

75/24 AMENDMENTS TO ALLOTMENT TENANCY – Resolved – That the allotment tenancy agreements should be updated to allow dogs to be brought into the allotment gardens, with the following conditions:

- i. Dog should be kept strictly under control at all times, and were only allowed on the owner's plot.
- ii. The tenant must clean up any mess left by their dog and dispose of it off-site
- iii. Dogs should not roam freely onto other plots without permission.
- iv. Allotment fields were primarily for crop cultivation, not as a dog walking or exercise area

76/24 ALLOTMENT TENANCY REQUESTS – Resolved – i) That two requests for allotment tenancies would be approved, and ii) that a request to use pallets to plant flowers and act as a fence to an allotment would be approved, subject to existing tenancy conditions.

77/24 VILLAGE FLAG POLE - Councillor Yarrow had purchased a flagpole and arranged to install with a help from Councillor Watson. The meeting discussed which flags should be flown.

Resolved – To test the flag pole a Remembrance Day, and with a logoed Laxton Parish Council flag.

78/24 ACCOUNTS FOR PAYMENT – Resolved – i) that it be noted that the following accounts had been paid by bank transfer:

- i. Clerk, Indeed Payments - £225.03
- ii. ERNLLCA, Conference Attendance - £48
- iii. Andrew Bradburn, Gardening - £125
- iv. Information Commissioner, Annual Fee - £35
- v. ERYC, Advertising - £60

and ii) that the following accounts be approved for payment:

- i. Clerk, September and October Salary, £137.20
- ii. PAYE 91.20

79/24 **CLERK JOB RE-EVALUATION** – The Clerk role had been reevaluated using a methodology recommended by NALC / SLCC.

Resolved – The Clerk's contract would be amended so that salary range was NALC LC1 (7-12), with effect from the start date of the new Clerk.

80/24 **APPOINTMENT OF A NEW CLERK – Resolved** – i) To appoint Poppy Capes as the new clerk on scale point 7, with a 9 month probation period and ii) that a Councillor would be nominated to post agendas in noticeboards in future.

81/24 **DATE AND TIME OF NEXT MEETING - Resolved** – that the date of the next meeting of the Parish Council would be 7pm on the 25 September.

SIGNED:

DATE:

Origin of WhatsApp Group



31/20 FURTHER ACTIONS REQUIRED TO SUPPORT THE COMMUNITY DURING COVID-19 –

The Parish Council discussed the support available to residents who were shielding or self-isolating due to the outbreak, coordinated through the community Whatsapp group. It was considered that there was a good network in place and all those who needed support were able to access it.

Resolved – i) further to resident's feedback, it was not considered that any additional support was required at this stage of the outbreak and ii) that the Council should record its thanks through Whatsapp, Facebook and the website to all residents and businesses who had supported the community through door knocking, shopping, cooking, dog walking etc during these challenging times

Proposed Guidelines

There is a Whatsapp group for the Parish - the purpose of the group is to allow people to share anything about life in the Parish they think others will be interested in.

Please email laxton@btinternet.com for a link to join the group. We don't post the link here as we've had a problem with spamming in the past

There are just a few rules:

- Always keep in mind that a WhatsApp message will land into around 100 mobile phones, usually with a “ping”. Please be selective about the messages you send and the time you send them.
- If you need any kind of help or support please don't think twice about using.
- This is not a “rant and moan” channel – the notifications are too intrusive for that on Whatsapp, and there are sites like Facebook that are better designed for it.
- Be kind and courteous. Treat everyone with respect.
- Swearing is not allowed.
- Please use "Private Messages" rather than one-on-one conversations in the group. Select the message, click more and then reply privately. For example - if you're arranging to sell something, once initial contact has been made please sort the details out in a private chat. Again - its the notifications going to lots of people!

And a few helpful tips:

- Use the mute button if there's a conversation you're not interested in. You can mute your group notifications for a few hours.
- Remember not everyone can see your name or know who you are unless you have set it up on your profile / privacy settings (cog in the bottom right hand corner)

Laxton Parish Council Action Log

Action	Status	Lead	Update
Check status of the Cotness Footbridge Bridge.	Ongoing	Clerk	ERYC /Landowner update meeting - W/B 21 November 2023. Outcome not yet clear but getting closer.
Check expected repair time of bridge at Skelton footpath.	Ongoing	Clerk	Badger Sett holding up works. 14/10 update - New bridge required, but badger sett underneath the footings and the placement site and so consultation with Natural England required / underway. Clerk asked Kiplin PC whether they have had update.
Review provision of equipment at the Allotment Gardens	Ongoing	Clerk	Clerk has written to tenants.
Councillor Email Addresses	Ongoing	Clerk	
Clerk Holiday Allowance	Ongoing	Clerk	Update the Clerk's contract to reflect holiday allowance.
Arrange Defibrillator Training	Ongoing	Clerk	
Arrange for a Council specific mobile phone to be purchased	Ongoing	Clerk	
Update the Council's financial regulations	Ongoing	Clerk	
Convene a playground committee meeting with Councillor Watson as the Parish Council's representative.	Ongoing	Clerk	
Inform the Speed Watch volunteers that registration was open	Ongoing	Clerk	
Notify residents of the APHA requirement to register back yard flocks of poultry	Ongoing	Clerk	
Update the Allotment Tenancy Agreement	Ongoing	Clerk	

Laxton Parish Council Correspondence Record

25 September to 20 November 2024

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

From	Purpose of Correspondence
ERNLLCA	Benefits of a .Gov.Uk webdomain. Limited number of £100 set up costs available.
Councillor Aitken	ERYC to receive £119m funding to target rural areas.
ERYC	Launch of Streetscene Hub for complicated streetscene issues that can not be dealt with through normal web reporting. Streetscene.Hub@eastriding.gov.uk / 01482 395799. Village Taskforce service has now ended.
ERNLLCA	Newsletter
ERYC	Reinforcing 12 week notice required to close roads for events
ERYC	Government consultation on allowing virtual Councillor attendance at Council meetings
NALC	2024/25 Pay Agreement reached.
Councillor Aitken	I have received a number of queries from concerned residents about the siting of new telegraph poles and/or cabinets. Unfortunately this is a planning event outside of the Local Authorities jurisdiction. I have asked for any information (see below) which might help residents or Parish Councils raise any concerns they may have.
ERYC	Promoting new Rural Matters website https://www.eastriding.gov.uk/living/rural-matters-here/

VE Day 80	<p>Following on from the enormous success of D-Day 80 - 6th June 2024, in which we all commemorated the 80th Anniversary of the D-Day landings in Normandy, France, through the lighting of over one thousand beacons and five hundred lamp lights of peace throughout the United Kingdom, Channel Islands, Isle of Man and UK overseas territories that night, we are now focusing all our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945, in a similar way.</p> <p>On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.</p>
Cllr Aitken	Availability of DHSC £750 match funding for external defibrillators, and £650 for internal defibrillators.



October 2024 Newsletter



ERNLLCA

East Riding & Northern Lincolnshire
Local Councils Association

Major government announcement

At the LGA Conference on 24 October deputy prime minister, Angela Rayner MP, made a speech¹. She announced that the government will consult on:

- Changes to the standards regime include removing the requirement for councillors' home addresses to be published and introducing sanctions.
- Allowing councils to use virtual attendance at council meetings.

The consultation seeking views on introducing remote attendance and proxy voting in local authority meetings in England has already started.

This consultation closes on 19 December 2024.

To find out more please visit the government's consultation website².

¹<https://www.gov.uk/government/speeches/local-government-association-conference>

²<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Local Government Services Pay Agreement 2024/25



The National Joint Council for Local Government Services has agreed on pay rates applicable from 1 April 2024 to 31 March 2025. For all spinal column points to 43, the agreed award was a flat payment of £1,290 per annum. For the scale points above, the increase was 2.5%.

You can find out more information³ on the NALC website. We have also attached two briefing notes about the agreement to this newsletter email.

New Local Council Award Scheme criteria

NALC have announced the launch of the new Local Council Award Scheme (LCAS) criteria. Several fundamental changes have been made after an extensive review, including public consultation and engagement with focus groups, stakeholders, and NALC committees.

³<https://www.nalc.gov.uk/e/t/c/E36B9212-DCA4-409A-A5D774C2FB3678FE/?link=53EF17F4-11DA-4BCB-BF721318779D2473>

The scheme levels have been renamed Bronze, Silver and Gold.

Civility and respect criteria have been added, starting from the Bronze Award, with requirements such as signing the Civility and Respect Pledge, adopting dignity in work policy, and, for the Gold Award, providing evidence of supporting a culture of civility and respect.

Additionally, the democratic mandate criteria have been strengthened, requiring parish and town councils to promote elections and democratic engagement at all scheme levels actively. Further amendments and new policy requirements have also been introduced.

You can find out more about the scheme⁴ and how to apply on the NALC website.

Article from Utility Aid



The end of September marked an end to the UK's 142-year history of coal-fired generation after Ratcliffe Power Station closed its furnaces for the last time. The complete demise of coal is all the more remarkable when you consider that it made up **39%** of electricity output as recently as **2012** and underwent something of a revival in more recent years to shore up winter capacity. The unanswered question is whether this will impact generation over this winter – the answer to which depends largely on wind and the availability of nuclear generation in the UK and France (via the interconnector).

In reality, the bigger risk over this winter is related to gas prices, with pressure coming from the last vestiges of Russian supply ceasing, LNG deliveries thinning out, and oil-price risk from spiraling conflicts in the Middle East.

Please click here⁵ to view our latest energy outlook.

Exciting News! Utility Aid is launching a Switching Site service!

Utility Aid understands that staff and volunteers alike are time-poor and with this in mind, we want to make our services more accessible and compatible with flexi/volunteering hours.

⁴<https://www.nalc.gov.uk/e/t/c/E36B9212-DCA4-409A-A5D774C2FB3678FE/?link=438D448F-FE3C-42CF-B70BE0906511F5B1>

⁵<https://utility-aid.co.uk/energy-report>

Our new online switching service will enable users to get instant access to commercial utility quotations from a list of reliable credit-vetted suppliers at any time. The online service also includes a chat function where users can speak with one of our Energy Specialists online between the hours of 9-5 pm.

Visit the Utility Aid switching site⁶

Clerk gains CiLCA qualification



Congratulations to the Clerk for New Waltham Parish Council, Anneka Ottewell-Barrett, who has just gained the CiLCA qualification.

The qualification is really useful for any local council clerk to have. If you are interested in finding out more, please visit the SLCC website⁷.

⁶[https://switching.utility-aid.co.uk/?source=East Riding and Northern Lincolnshire Local Councils Association &projectname=ua-utility&id=66e0b2ca410322ba4b83c9ac](https://switching.utility-aid.co.uk/?source=East%20Riding%20and%20Northern%20Lincolnshire%20Local%20Councils%20Association&projectname=ua-utility&id=66e0b2ca410322ba4b83c9ac)

⁷<https://www.slcc.co.uk/qualification/certificate-in-local-council-administration-cilca/>

Free .Gov.uk session



All clerks and councillors are invited to join our upcoming sessions to find out more about their local council moving to a .gov.uk domain.

Using a .gov.uk domain for council business demonstrates good practice and professionalism, and ensures your community understands implicitly that any communication from you is legitimate and safe to open. The Parish Council Domains Helper Service has been set up by central government to help aspiring parish councils to move successfully to a .gov.uk domain.

In the session, representatives of the Parish Council Domains Helper Service will talk to you about the benefits of operating a .gov.uk domain, how to get involved and how to access funding in this financial year.

They'll also talk about the practical support that is available for all councils making the move - from initial decision making, to choosing the right .gov.uk Approved Registrar to work with, all the way through to setting up your new domain and maintaining good working practices

To find out more please visit our events calendar website page⁸.

Sexual Harassment in the Workplace

Everyone should now be aware of the requirements that recently came into force about sexual harassment in the workplace.

There is now a recorded webinar session available on our website. It is similar to a remote training session that was recently given by Chris Moses of Personnel Advice & Solutions.

⁸<https://ernllca.info/events-calendar/>

You can find the training on the webinar and bitesize training⁹ section of the ERNLLCA website.

Sexual Harassment training video¹⁰

Sexual Harassment training slides¹¹

Sexual Harassment Template Policy¹²

Guidance on Sexual Harassment policies from WorkNest¹³

NALC



NALC launches a new website

Earlier this month NALC launched a new website. They are now encouraging all councillors, clerks, and council staff members in member councils to take the next step by creating their accounts¹⁴. This will allow them full access to the wide range of tools and resources. To get started, head to the contact page¹⁵, where you'll find all the guidance and support you need.

NALC backs Mumsnet campaign to publish parental leave policies

NALC have endorsed Mumsnet's campaign¹⁶ encouraging public sector organisations to publish their parental leave policies openly. This campaign supports a growing movement for workplace transparency

⁹<https://ernllca.info/webinar-and-bitesize-training/>

¹⁰<https://youtu.be/6Lcz4FhrXTA>

¹¹https://f2e4ea65a51ff182257e.sharepoint.com/:b:/s/ERNLLCA/ESjB9vibRYVKsqoK6yZjwpQBBnp_PKSDC7GCKNfN_GiP22Q?e=Afyhcg

¹²<https://f2e4ea65a51ff182257e.sharepoint.com/:w:/s/ERNLLCA/EZXY1MxllshJqqB-OCBF37sBpmjqXVwKpRixQNfFZcnzhg?e=pzEF7a>

¹³https://f2e4ea65a51ff182257e.sharepoint.com/:b:/s/ERNLLCA/EUUIS068OKdKtDI_e8w3xEYBqqL3WKQCs_2C8A78fYWFvg?e=yOM7XG

¹⁴<https://www.nalc.gov.uk/e/t/c/DDE069FE-3F29-4635-BCEE212EB301EAC1/?link=73AE25DA-E601-4362-8146F7C8E7E616DB>

¹⁵<https://www.nalc.gov.uk/e/t/c/DDE069FE-3F29-4635-BCEE212EB301EAC1/?link=99E3C084-06BF-44A6-8A9EDF2E40E43AEA>

¹⁶<https://www.nalc.gov.uk/e/t/c/AB265F69-D1A0-4BE4-B1C7D13D47A07558/?link=B26CAA21-793A-4E6C-AED3E4B3B5BA6385>

and equality. NALC has taken the step of publishing their Staff Handbook¹⁷ in its entirety in the open area of the NALC website. NALC urge parish and town councils and to do the same.

ERNLLCA motion accepted by NALC

A motion submitted by ERNLLCA for consideration by the NALC Policy Committee was discussed at its session on 15 October 2024.

The motion was:

"This Association calls on the Government to urgently review the Local Government Act 1972. This Town Council feels that the legislation applying to local town and parish councils needs to be reviewed as soon as possible. Councils continue to operate mainly under legislation that is over 50 years old. As a whole, the legislation applicable to Town & Parish Councils needs to be updated & modernised to reflect modern working practices and the shift in interest in local parish elections nationwide. Complete new legislation underpinning local governance is needed and well overdue."

After discussion the motion was adopted as amended below as it was recognised that there are several facets (including elections, devolution and parish meetings) of the Local Government Act 1972 which need to be amended, following prioritisation:

"This Association calls for a review of the Local Government Act 1972."

Thank you to Withernsea Town Council for putting the motion to the ERNLLCA AGM in the first place.

NALC officers will engage with the Local Government Association and Society of Local Council Clerks on this matter and provide an update to the January 2024 Policy Committee meeting.

The Forthcoming Employment Rights Bill



The forthcoming Employment Rights Bill will enable the Government to put into legislation the changes to Employment Law that were detailed in the election manifesto. Four months into the new Parliament we now have more details as to how these changes will actually look.

¹⁷<https://www.nalc.gov.uk/e/t/c/AB265F69-D1A0-4BE4-B1C7D13D47A07558/?link=E9985002-480D-4677-BA119C1CB7965F9F>

1. The right to claim Unfair Dismissal from day one of employment.

Currently an Employee needs two years continuous employment before they can claim Unfair/Constructive Dismissal.

The manifesto commitment was to give Employees the right to make such a claim from day one of their employment. However, the question of Probation Periods was then brought into the equation. The purpose of a Probation Period is to enable both parties to decide if the employment relationship is going to work. If not, there is an easy option to terminate the relationship during this period. However, if the Employee could claim Unfair Dismissal if sacked during the Probation Period, that opportunity would be removed.

The resultant decision appears to be that dismissal will remain possible during the Probation Period but it will be capped at a maximum of 6 months. Anything longer than 6 months would be unlawful.

Currently all Employees who receive SSP get the same amount, regardless of their earnings.

This will place an obligation on Councils to:

1. Ensure that Employment Contracts are issued on day one, and clearly set out what the Probation Period is, as well as the right to terminate the contract during that Period for poor performance and / or misconduct.
2. Monitor performance and provide feedback during the Period to ensure that the right decision is made at the end.
3. Ensure that the decision as to whether or not the Period has been a success is made before the 26-week Period has expired.

2. Increased Statutory sick Pay (SSP)

Currently all Employees who receive SSP get the same amount, regardless of their earnings. Furthermore, an Employee has to earn at least £123 per week to receive SSP, and there are no payments for the first three days of sick leave.

The Bill proposes to link the amount of SSP to a percentage of the Employees earnings, probably 70% to 80%, rather than a flat rate. It will also be available to all, regardless of earnings, and be paid from day one of sick leave. For Councils this will enable part time staff who currently earn below £123 per week, and who don't qualify for SSP, to be entitled to it, at a cost to the Council. This is likely to benefit a number of part time Clerks, as well as seasonal staff and those on zero hours contracts such as Community Centre Bar Staff, etc.

3. Banning Zero Hours Contracts

A number of Councils currently use these contracts for their seasonal or ad hoc staff. The manifesto plan was to replace them completely with Guaranteed Minimum Hours contracts. That has now changed, and only "exploitative" zero hours contracts are to be outlawed. However, what is exploitative has not yet been defined.

4. Banning Communication outside of Working Hours

The manifesto stated that Councils, along with all other Employers, would be banned from contacting Employees outside of their working hours. This could have had a profound effect on Councillors who catch up with their Council work at evenings and weekends, presumably when the Clerk was not working. Such communication would have been unlawful. It would have been restricted to the Employees' working hours only.

This is now unlikely to become a legal requirement. Instead, it is expected that a Code of Conduct, similar to the ACAS Guidelines on Grievance and Discipline, will be produced.

This means that Employees could complain to an Employment Tribunal about being subject to communication outside of working hours, and the Council's defence would have to show that it had complied with the Code. For example, it may be reasonable for Councillors to communicate with staff outside of working hours, on the understanding that the Employee doesn't have to respond until they were back at work.

Abuse about Baldness becomes Sexual Harassment

As the new statutory requirements regarding Sexual Harassment come into effect, the Employment Appeal Tribunal has recently extended protection from harassment to males with hair issues.

In *Finn v British Bung Manufacturing Co*, an Employee was called a "Bald xxxx", by a colleague at a company where "industrial language" was described as common place.

The Employee resigned and claimed Constructive Dismissal and Sexual Harassment.

In the opinion of both the Employment Tribunal and Employment Appeal Tribunal, the comment violated the Employee's dignity and created an intimidating, hostile, degrading, humiliating and offence environment. As baldness is predominantly a male issue, the comment was linked to gender, making it an act of Sexual Harassment.

Chris Moses LLM Chartered FCIPD is Managing Director of Personnel Advice & Solutions Ltd. He is a Chartered Fellow of the Chartered Institute of Personnel and Development, and has a Master's Degree in Employment Law. If you have any questions regarding these issues please feel free to contact him on (01529) 305056 or email p.d.solutions@zen.co.uk¹⁸

www.personneladviceandsolutions.co.uk¹⁹

¹⁸<mailto:p.d.solutions@zen.co.uk>

¹⁹<http://www.personneladviceandsolutions.co.uk/>



2023

WOOTTON PARISH COUNCIL GENERATOR RISK ASSESSMENT



3 Longden Close
Haynes Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930 788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2017	Full Council Meeting of Wootton Parish Council on 12 th July 2017
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2018	Full Council Meeting of Wootton Parish Council on 12 th July 2018
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th June 2019	Full Council Meeting of Wootton Parish Council on 12 th June 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th February 2020	Full Council Meeting of Wootton Parish Council on 12 th February 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th June 2021	Full Council Meeting of Wootton Parish Council on 9 th June 2021
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th March 2022	Full Council Meeting of Wootton Parish Council on 9 th March 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 8 th June 2022	Full Council Meeting of Wootton Parish Council on 8 th June 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 17 th May 2023	Full Council Meeting of Wootton Parish Council on 17 th May 2023

To be reviewed annually.

Assessed Risk: Use of Hyundai HY7000LEK-2 Open Frame Petrol Generator		Assessed by: Cllr Gareth Lloyd	Date: 17 th May 2023
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Risk of injury from generator operation	Operator and general public	Issue a list of authorised users who have familiarised themselves with the operation of the generator by reading the instruction manual. All authorised users to sign document confirming they have read and understood the operation manual	None	Authorised User/ Full Council	Ongoing	Ongoing
Risk of poisoning from carbon monoxide fumes	Operator and general public	Ensure that the generator is only used outdoors by authorised users	None	Authorised User	Ongoing	Ongoing

Risk of receiving burns to hands or body from muffler or exhaust	Operator and general public	Ensure that the generator is fenced off during operation and cooling down period. Allow to cool before moving after use	None	Authorised User	Ongoing	Ongoing
Risk of electrocution or possible explosion	Operator and general public	Ensure that any connection to electrical equipment is only carried out by an authorised user. The generator is not to be used in any wet conditions or with wet hands	None	Authorised User	Ongoing	Ongoing
Risk of fire while refuelling generator	Operator and general public	Ensure that the generator is only refuelled when switched off and is in flat, well ventilated area. Ensure there are no naked flames present when refuelling	None	Authorised User	Ongoing	Ongoing
Risk of injury when moving generator	Operator	When moving the generator ensure the handles are used and wheel it along – check user manual for fuller details	None	Authorised User	Ongoing	Ongoing
Risk of theft of generator	Operator	Generator should be padlocked to an item that cannot be moved when in use, and kept in a locked unit when not in use	None	Authorised User	Ongoing	Ongoing

Authorised Users

The following person(s) are authorised to use generator and have familiarised themselves with the operation of the generator by reading the instruction manual.

Name	Signature	Date
Mark Atkins	(Redacted)	9 th May 2023
Gareth Lloyd	(Redacted)	9 th May 2023

Photographs of Generator



Generator



Output Sockets, Earth Point, Circuit Breaker and LCD showing Output

Photographs of Generator

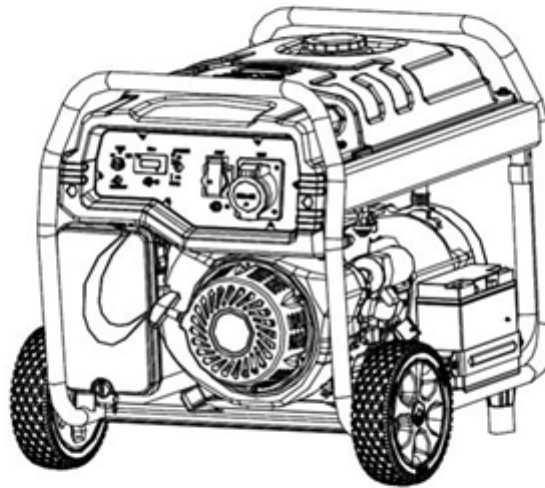


Fuel Indicator on top of Generator. Red needle in picture is on empty

HYUNDAI

OPEN FRAME PETROL GENERATORS

Models - HY2800L-2, HY3800L-2, HY3800LEK-2,
HY7000LEK-2, HY9000LEK-2 &
HY10000LEK-2



User Manual

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1. SAFETY

1.1. General safety notes.

- 1.1.1. The operator of the machine is responsible for, and has a duty of care in making sure that the machine is operated safely and in accordance with the instructions in this user manual. Keep the manual safe and pass it on if the machine is loaned or sold to another user.
- 1.1.2. Please note the following safety points.
- 1.1.2.1. The machine should never be left in a condition which would allow an untrained or unauthorised person/s to operate this machine.
- 1.1.2.1.1. All due care and diligence should be taken by the operator for the safety of, and with regard to, those around whilst using the machine.
- 1.1.2.1.2. Some or all of the following - warning signs, symbols and/or PPE pictograms may appear throughout this manual. You MUST adhere to their warning/s. Failure to do so may result in personal injury to yourself or those around you.

The FOLLOWING safety notes will help avoid or reduce risk of injury or death.		
 DANGER Indicates a hazard, which, if not avoided, could result in serious injury or death.	 WARNING Indicates a hazard, which, if not avoided, could result in serious injury.	 CAUTION Indicates a hazard which, if not avoided, might result in minor or moderate injury.
 NOTE Indicates a situation that could easily result in equipment damage.	 READ and keep the manual safe and pass it on if the machine is loaned or sold to another user.	 You MUST fully read instructions to make sure you use and operate machine safely.
Appropriate Personal Protective Equipment (PPE) MUST be worn at all times when machine is in use or being repaired.		
		
		
		
ALWAYS keep the working area clear of non-essential people to include, but not limited to, children, the elderly and vulnerable persons. NEVER ALLOW an untrained person to use this machine.		

1.2. Carbon monoxide.

- 1.2.1. Carbon monoxide is a colourless and odourless gas. Inhaling this gas can cause death as well as serious long term health problems such as brain damage.
- 1.2.2. The symptoms of carbon monoxide poisoning can include but are not limited to the following;

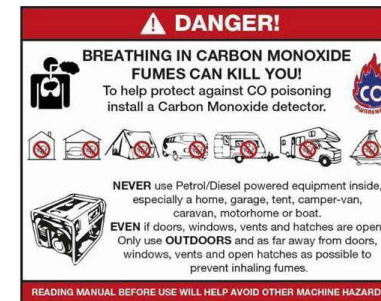
Headaches, dizziness, nausea, breathlessness, collapsing or loss of consciousness.

- 1.2.2.1. Carbon monoxide poisoning symptoms are similar to flu, food poisoning, viral infections and simply tiredness. It is quite common for people to mistake this very dangerous poisoning for something else.
- 1.2.2.2. To avoid carbon monoxide poisoning DO NOT use Petrol/Diesel-powered equipment inside any of the following;

Home, garage, tent, camper van, mobile home, caravan or boat.

This list is not exhaustive and if you are in any doubt contact your dealer.

- 1.2.3. If you think you have or someone around you has been affected by carbon monoxide poisoning;
- 1.2.3.1. Get them fresh air immediately, by leaving the affected area or by opening doors and windows. If safe and practical to do so make sure that the machine is turned off. DO NOT enter a room you suspect of having carbon monoxide present – instead call the emergency services.
- 1.2.3.2. Contact a doctor immediately or go to hospital - let them know that you suspect carbon monoxide poisoning.
- 1.2.4. **DO NOT** use in an enclosed area or a moving vehicle.



1.3. General fuel safety.

CAUTION ALL FUELS ARE FLAMMABLE

- 1.3.1. Fire hazard - keep fuel away from all sources of ignition for example heaters, lamps, sparks from grinding or welding.



Fire Hazard

- 1.3.2. DO NOT carry out hot work on tanks that have contained fuel it is extremely dangerous.
- 1.3.3. ALWAYS keep work area clean and tidy.
- 1.3.4. ALWAYS clean up all spills promptly using correct methods i.e. absorbent granules and a lidded bin.
- 1.3.5. ALWAYS dispose of waste fuels correctly.
- 1.4. Fueling/De-fueling (where applicable).

CAUTION ALL FUELS ARE FLAMMABLE

- 1.4.1. ALWAYS fuel and defuel in a well-ventilated area outside of buildings.
- 1.4.2. ALWAYS wear correct, suitable and fit for purpose Personal Protective Equipment (PPE), suggested items are but not limited to safety gloves and overalls.



- 1.4.3. When fueling/de-fueling ALWAYS avoid inhaling fumes
- 1.4.4. When de-fueling ALWAYS use a propriety fuel retriever.
- 1.4.5. ALWAYS carry fuel in the correct and clearly marked container.



Fire Hazard

1.5. Electrical safety.



Risk of electric shock

- 1.5.1. Electricity can kill - NEVER work on LIVE/ENERGISED equipment.

- 1.5.2. Prior to carrying out any maintenance work you MUST Identify electrical isolation methods and isolate all electrical supplies,
- 1.5.3. Prior to use and with all electrical supplies isolated You MUST check all electrical cables, plugs and connections for the following:
- 1.5.3.1. Are intact and have no signs of damage, to include but not limited to bare wires, chaffing, cuts and loose wiring.
- 1.5.3.2. If there are any signs of damage, the damaged item MUST be taken out of service until the damage has been repaired by an electrically competent person.
- 1.5.3.3. All trailing cables should be routed so as not to cause any kind of trip hazard.
- 1.5.3.4. NEVER work on or near electricity with wet hands, wet clothing, and wet gloves.

1.6. Batteries (Not fitted on HY2800L-2/HY3800L-2 models).



Corrosive

- 1.6.1. Batteries present a risk if they become damaged by the possible leaking of electrolyte. This electrolyte is an acid and can cause serious burn injuries. Care should be taken when working on or near them. NOTE the electrolyte may be in liquid or gel form.
- 1.6.2. Should you come into contact with electrolyte you should;
- 1.6.2.1. Remove all clothing contaminated with electrolyte. If you cannot remove then saturate in water.
- 1.6.2.2. Get medical assistance as soon as possible. You must advise the medical staff of the type acid.
- 1.6.2.2.1. Lead/acid battery = dilute sulphuric acid
- 1.6.2.2.2. Nickel/cadmium = potassium hydroxide alkali electrolyte.
- 1.6.2.3. Use fresh running water to wash off excess electrolyte, continue this until medical assistance arrives. Make sure that you do not wash the electrolyte to another part of the face or body.
- 1.6.2.4. If electrolyte comes into contact with Eyes the electrolyte needs to be immediately washed away with large amounts of water. Make sure that you do not wash the electrolyte to another part of the face or body.
- 1.6.3. Gasses from charging batteries are highly flammable and great care should be taken to charge in well ventilated areas.
- 1.6.4. There is an explosion risk if the battery terminals are short circuited, when connecting/dis-connecting ALWAYS exercise great care so that the terminals or battery leads are NOT allowed to touch and cause a spark. ALWAYS use suitable insulated tools.



Risk of explosion

1.7. Noise.

- 1.7.1. The operating noise of the machine can damage your hearing. Wear hearing protection such as earplugs or ear defenders to protect your hearing. Long-term and regular users are advised to have hearing checked regularly. Be especially vigilant and cautious when wearing hearing protection because your ability to hear alarm warnings will be reduced.
- 1.7.2. Noise emissions for this equipment is unavoidable. Carry out noisy work at approved times and for certain periods. Limit the working time to a minimum. For your personal protection and protection of people working nearby it is also advisable for them to wear hearing protection.
- 1.7.3. See CERTIFICATE of CONFORMITY section for Outdoor Noise declaration of conformity.



2. UNPACKING & ASSEMBLY

2.1. Unpacking.

- 2.1.1. Place the carton on a firm flat surface.
- 2.1.2. Remove everything from the carton except the generator.
- 2.1.3. Open the carton by carefully cutting the carton down each corner, being careful not to cut the machine.
- 2.1.4. Leave the generator on the carton while you install the wheel kit.

N.B. The HY2800L-2/HY3800L-2 versions DO NOT come with wheel kits.

2.2. Packing contents.

- 2.2.1. Owner's manual – quantity 1.
- 2.2.2. Wheels – quantity 2.
- 2.2.3. Handle assembly – quantity 1.
- 2.2.4. Wheel axle – quantity 2.
- 2.2.5. Hardware bag comprising of;
 - 2.2.5.1. Spark plug socket – quantity 1.
 - 2.2.5.2. Socket bar – quantity 1.

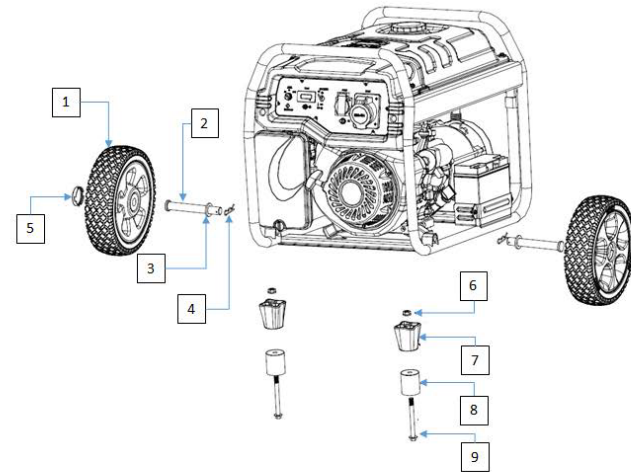
N.B. The above packaging contents in this manual are for reference only and do not represent for any specific model.

2.3. Assembly.

- 2.3.1. The generator requires some assembly prior to first use.
- 2.3.2. The wheels are designed to give improved the portability.

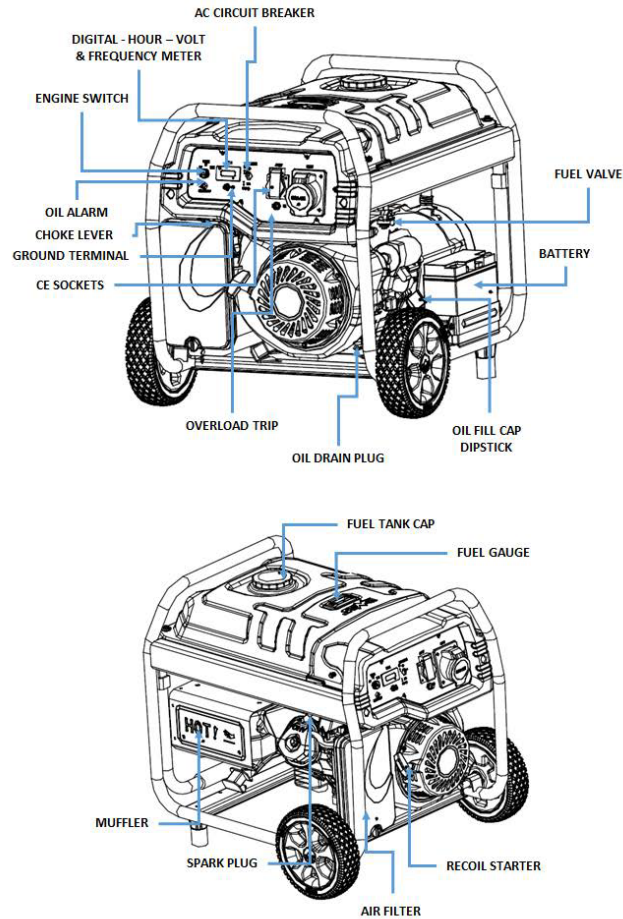
N.B. The wheels are NOT intended for on road use.

- 2.3.3. To install the wheels.
 - 2.3.3.1. Slide the axle (2) through the wheel (1) from the outside then pass the axle through the flat washer (3) and through the frame.
 - 2.3.3.2. Once axle is passed through the frame put the 'P' clip (4) through the axle hole.
- 2.3.4. To fit the rubber feet.
 - 2.3.4.1. Pass the bolt (9) through the rubber pad (8) and support (7).
 - 2.3.4.2. Pass the end of the M8 bolt (9) through the frame and secure it in place with the M8 nut (6).



3. PARTS LOCATIONS

3.1. Generic locations – locations may vary slightly between models.



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4. PREPARATION BEFORE USE

NOTE

The machine is shipped without oil - You **MUST** add oil before using this machine.

4.1. Oil type – SAE15W40.

4.2. Adding oil.

4.2.1. Place the generator on a flat, level surface.

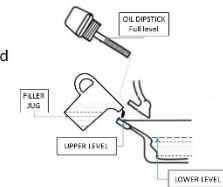
4.2.2. Clean area around oil filler and remove oil cap and dipstick. Wipe the dipstick clean.

4.2.3. Slowly fill the engine with oil through the oil filler until it reaches the upper thread of the filler hole or to the full mark on the dipstick.

4.2.4. Stop filling occasionally to check oil level. DO NOT over fill.

4.2.5. Refit the oil filler cap and make sure the cap is tightened.

4.2.6. You **MUST** check engine oil level before starting every session.



4.3. Fuel type Unleaded Petrol.

4.4. Adding fuel.

CAUTION

Do not overfill the fuel tank you **MUST** allow space for fuel expansion. If the fuel tank is overfilled, fuel can overflow onto a HOT engine and cause FIRE and/or EXPLOSION. If fuel does spill, wait until it evaporates before starting engine. Check fuel lines, tank, cap and fittings frequently for cracks or leaks. Replace as required.

4.4.1. DO NOT light cigarettes or smoke when filling the fuel tank. Fuel is highly FLAMMABLE and it's vapours are EXPLOSIVE.

4.4.2. NEVER fill fuel tank when engine is running or hot. Turn generator engine OFF and allow engine to cool entirely before filling fuel tank.

4.4.3. Avoid spilling petrol onto HOT engine.

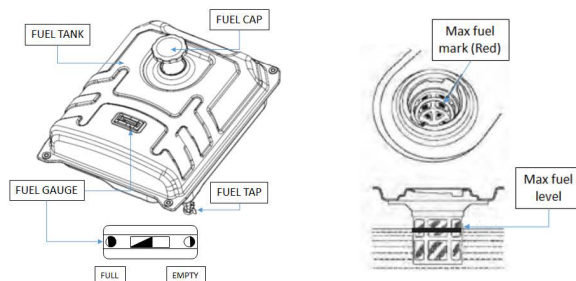
4.4.4. Keep fuel away from sparks, open flames, pilot lights, heat, and other sources of ignition.

4.4.5. DO NOT mix oil with petrol.

4.4.6. Once fueling has finished refit the fuel cap and fully tighten. Wipe up any spilled fuel before starting machine.

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4.4.7. **IMPORTANT:** To prevent gum deposits from forming in fuel system parts such as the carburetor, fuel hose or tank during storage. Alcohol-blended fuels (called gasohol), ethanol or methanol can attract moisture, which leads to separation and formation of acids during storage. Acidic gas can damage the fuel system. Fuel should be emptied before storage for 30 days or longer. See the “Storage” section. **NEVER** use engine or carburetor cleaner products in the fuel tank as permanent damage may occur.

4.5. Grounding (Earthing) the generator.

- 4.5.1. The Requirement for Electrical Installations BS 7971:2008 requires that the frame and external electrically conductive part of this generator be properly connected to an approved earth ground.
- 4.5.2. Proper grounding of the generator will help prevent electric shock in the event of ground fault condition in the generator or in connected electrical devices.
- 4.5.3. Proper grounding also helps dissipate static electricity, which often builds up in ungrounded devices.
- 4.6. Floating earth portable generator use.
 - 4.6.1. This range of generators adopt a floating earth configuration which means that the Neutral of the alternator is not connected to the Earth of the machine.
 - 4.6.2. It is therefore **IMPORTANT** that you **ONLY** use the generator to supply equipment in the following combinations.
 - 4.6.2.1. One or more of CLASS II equipment
 - 4.6.2.2. Only **ONE** item of Class I equipment
 - 4.6.2.3. One or more of CLASS II equipment and only **ONE** item of Class I equipment.
 - 4.6.3. CLASS I equipment has a GREEN/YELLOW earth wire connected inside the plug.
 - 4.6.4. CLASS II equipment **DOES NOT** have GREEN/YELLOW earth wire connected inside the plug.
 - 4.6.5. CLASS II equipment will have the following symbol embossed or printed on the casing.



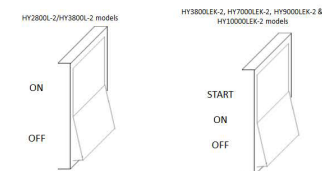
5. STARTING & STOPPING MACHINE

NOTE

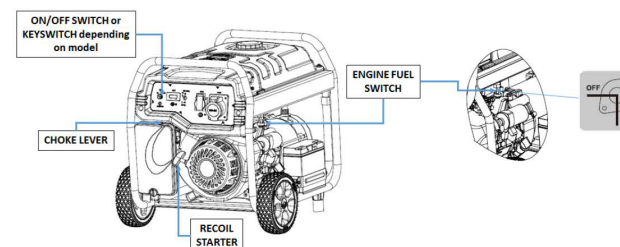
WARNING NEVER start or stop engine with electrical devices plugged into the power outlets and devices turned on. Unplug all electrical loads from the unit's power outlets, or make sure that the main breaker is OFF (down) position, before starting the engine.

5.1. Starting the engine – Recoil start.

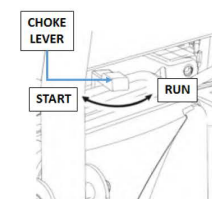
- 5.1.1. On HY2800L-2/HY3800L-2 models press the engine switch (2 position switch) to ON position, on HY3800LEK-2, HY7000LEK-2, HY9000LEK-2 & HY10000LEK-2 models press the engine switch (3 position switch) to ON then to START position.



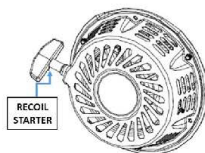
5.1.2. Turn the fuel tap to the ON position.



5.1.3. Move the engine choke lever to the START position.



- 5.1.4. For recoil start, firmly grasp the recoil handle and pull slowly until increased resistance is felt. Then pull rapidly up and away.
- 5.1.5. When the engine starts, move choke lever to the ½ - choke position till engine runs smoothly and then to RUN position. If engine falters, move the choke lever back to ½ - choke position until engine runs smoothly and then fully RUN position again.



WARNING

Starter cord kickback (rapid retraction) will pull hand and arm toward engine faster than you can let go which could cause broken bones, fractures, bruises, or sprains resulting in serious injury. When starting engine, pull cord slowly until resistance is felt and then pull rapidly to avoid kickback. NEVER wrap the starter cord around your hand.

NOTE

If engine fails to start after 3 pulls, or if unit shuts down during operation. Make sure the unit is on a flat level surface and check for proper oil level in crankcase. This engine is equipped with a low oil level protection device.

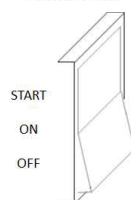
- 5.2. For electric start.

NOTE

If battery is discharged or unavailable, use manual starting instructions as above.

- 5.2.1. Follow steps 5.1.1. To 5.1.3.
- 5.2.2. Press and hold the switch at the "START" position until generator starts.

HY3800LEK-2, HY7000LEK-2, HY9000LEK-2 &
HY10000LEK-2 models



- 5.2.3. To prolong the life of starter motor and starter components, DO NOT press the start switch in the "START" position for more than 5 seconds, you MUST then pause for at least 1 minute between starting attempts.
- 5.2.4. When the engine starts, move the choke lever to ½ - choke position till engine runs smoothly and then to RUN position. If the engine falters, move the choke lever back to ½ - choke position until engine runs smoothly and then fully RUN position again.

WARNING

Exhaust system heat and/or gases could ignite combustible, structures or damage the fuel tank causing a fire, resulting in death, serious injury and/or property damage. Contact with muffler area could cause burn resulting in serious injury. DO NOT touch hot part and AVOID hot exhaust gases. You MUST allow the equipment to cool before touching. Keep at least 5 feet (152 cm) of clearance on all sides of generator including overhead.

IMPORTANT DO NOT overload the generator. DO NOT overload individual output sockets. These outlet sockets are protected against overload with push-to-reset-type circuit breakers. If current rating of any circuit breaker is exceeded, that breaker will open and the electrical output to that socket will be lost.

- 5.3. Connecting electrical loads.

- 5.3.1. Let the engine run until the rpm is stable and has been allowed to warm up for a few minutes after starting.

- 5.3.1.1. Then plug in and turn on the electrical loads.

- 5.3.1.2. Add up the rated watts (or amps) of all loads to be connected at one time. This total should not be greater than;

- 5.3.1.2.1. The circuit breaker rating of the output socket supplying the power or,

- 5.3.1.2.2. The rated wattage/current capacity of the generator.

NOTE

Connect all electrical loads in the OFF position then turn ON for operation. Turn all electrical loads OFF and disconnect from generator before stopping generator. # Exceeding generators wattage/current capacity could damage generator and/or electrical devices connected to it.

DO NOT exceed the generator's wattage/current capacity.

Failure to disconnect the electrical load before switching the generator OFF may damage the AVR.

- 5.4. Overloading.

- 5.4.1. Overloading a generator in excess of its rated wattage capacity can result in damage to the generator and to connected electrical devices.

- 5.4.2. Observe the following to prevent overloading of the unit;

- 5.4.2.1. Add up the total wattage of all electrical devices to be connected at one time. This total should NOT be greater than the generator's wattage capacity.

- 5.4.2.2. The rated wattage of lights can be taken from light bulbs. The rated wattage of tools, appliances and motors can usually be found on a data label or decal affixed to the devices. If the appliance, tool or motor does not give wattage, multiply volts times ampere rating to determine watts (volts × amps = watts).

- 5.4.2.3. Some electrical induction motors, require about three times more power for starting than for running. This surge of power only lasts a few seconds when starting. You MUST make sure you allow for high starting wattage when selecting electrical devices to connect to the generator;
- 5.4.2.3.1. Calculate the watts needed to start the largest motor.
- 5.4.2.3.2. Add to that figure the running watts of all other connected loads. Start the largest motor first and only one motor at a time.

5.5. Stopping the engine.

- 5.5.1. Switch off all loads then unplug them from the generator outlet sockets. NEVER start or stop the engine with electrical devices plugged in and turned on. Switch the main breaker down (OFF).
- 5.5.2. Let the engine run with no-load for several minutes to stabilise the internal temperatures of engine and generator.
- 5.5.3. Move the engine switch to the OFF position,
- 5.5.4. Close the fuel valve.

5.6. Low oil level system shutdown.

- 5.6.1. The engine is equipped with a low oil level sensor that shuts down the engine automatically when the oil level drops below a specified level.
- 5.6.2. If the engine shuts down by itself and the fuel tank has enough petrol, check the engine oil level. Engine oil level should be checked daily.

5.7. High altitude.

- 5.7.1. To remain emissions compliant at high altitude (altitudes over 5,000 feet or 1524 meters) adjustment is required. This adjustment will cause decreased performance, increased fuel consumption, and increased emissions. Contact your dealer for high altitude adjustment information.
- 5.7.2. Operation of the engine at altitudes below 2,500 feet or 762 meters with the high altitude kit is not recommended.

6. MAINTENANCE

- 6.1. Follow the maintenance intervals shown below. More frequent service is required when operating in adverse conditions.

MAINTENANCE SCHEDULE	
After first 10 hours	Change the engine oil - use SAE15W40
Every 8 hours or Daily	Clean the machine Check the engine oil level
Every 25 hours or Yearly	Clean the engine air filter
Every 100 hours or Yearly	Change the engine oil - use SAE15W40
Yearly	Replace the engine air filter
	Service the fuel valve
	Service the spark plug
	Check the muffler and the spark arrester
	Clean the cooling system

6.2. General recommendations.

- 6.2.1. The warranty of the generator does not cover items that have been subjected to operator abuse or negligence. To receive full value from the warranty, the operator must maintain the generator as instructed in this manual. Some adjustments will need to be made periodically to properly maintain the generator.
- 6.2.2. All adjustments in the Maintenance section of this manual should be made at least once each season. Follow the requirements in the "Maintenance Schedule".

IMPORTANT Once a year replace the spark plug and the air filter. A new spark plug and a clean air filter helps the engine run better and last longer.

6.2.3. Generator maintenance.

- 6.2.3.1. Generator maintenance consists of keeping the unit clean and dry. Operate and store the unit in a clean dry environment where it will not be exposed to excessive dust, dirt, moisture or any corrosive vapors. Cooling air slots in the generator must not become clogged with snow, leaves, or any other foreign material. DO NOT use the machine where it can become exposed to rain, snow, sleet or any other type of moisture.
- 6.2.3.2. Check the cleanliness of the generator frequently and clean when dust, dirt, oil, moisture or other foreign substances are visible on its exterior surface.

CAUTION

Never insert a finger, object or tool through the air cooling slots, even if the engine is not running.

NOTE

DO NOT use a garden hose or pressure washer to clean the generator. Water can enter the engine fuel system and cause problems. In addition, if water enters the generator through

the cooling air slots, some water will be retained in voids and crevices of the rotor and stator winding insulation which can cause electrical shorts circuits and damage the alternator. Water and dirt build up on the generator internal windings will eventually decrease the insulation resistance of these windings.

6.2.4. Cleaning the external of the generator.

- 6.2.4.1. Use a damp cloth to wipe the exterior surfaces.
- 6.2.4.2. A soft, bristle brush may be used to remove dirt, oil etc.
- 6.2.4.3. A vacuum cleaner may be used to pick up loose dirt and debris.
- 6.2.4.4. Low pressure air (not to exceed 25 psi) may be used to blow away dirt.
- 6.2.4.5. Check cooling air slots and openings on the generator. These openings must be kept clean and unobstructed.

6.3. Engine Maintenance.

WARNING

When working on the generator, you **MUST** always disconnect the spark plug HT cable from the spark plug and keep the cable away from the spark plug. The fuel tap should also be in the OFF position.

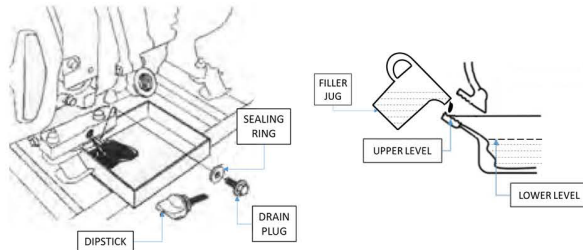
6.4. Oil change.

CAUTION

Hot oil may cause burns. Allow engine to cool before draining oil. Avoid prolonged or repeated skin exposure to used oil. Thoroughly wash exposed areas with soap.

6.4.1. Before starting you **MUST** allow the engine to cool down slightly. While the engine is cooling down;

- 6.4.1.1. Clean area around oil drain plug.
- 6.4.1.2. Remove oil drain plug and dipstick from the engine to drain oil completely into a suitable container.
- 6.4.1.3. When oil has completely drained, refit the oil drain plug and fully tighten.
- 6.4.1.4. Fill the engine with recommended oil. SA15W40
- 6.4.1.5. Wipe up any spilled oil.
- 6.4.1.6. Dispose of used oil at a proper collection center.
- 6.4.1.7. Refit the dipstick.

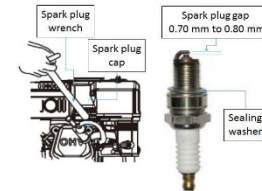


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6.4.2. Spark plug replacement.

- 6.4.2.1. Use spark plug F6TC, BPR4ES or Champion RN14YC. Replace the plug once each year. This will help the engine to start easier and run better.
- 6.4.2.2. Stop the engine and remove the HT lead from the spark plug.
- 6.4.2.3. Clean the area around the spark plug and remove it from the cylinder head.
- 6.4.2.4. Set the spark plug's gap to 0.70-0.80 mm (0.028-0.031 in.). Install the correctly gapped spark plug into the cylinder head and torque to 15 ft/lbs.

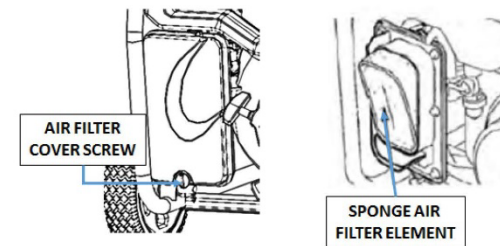


6.4.3. Spark arrester service. # Spark arrester fitment may vary model to model.

- 6.4.3.1. Shut off generator and allow the engine and muffler to cool down completely before servicing spark arrester (located on the back of the muffler).
- 6.4.3.2. Remove the clamp and spark arrester screen.
- 6.4.3.3. Clean the spark arrester screen with a small wire brush.
- 6.4.3.4. Replace the spark arrester if it is damaged.
- 6.4.3.5. Refit the spark arrester.

6.4.4. Air filter service.

- 6.4.4.1. The engine will not run properly and may be damaged if using a dirty air filter. Replace the air filter once a year. Clean or replace more often if operating under dusty conditions.
- 6.4.4.2. Undo air filter cover screw and remove air filter cover.
- 6.4.4.3. Remove sponge filter element.
- 6.4.4.4. Wash filter element in soapy water. Squeeze filter dry in clean cloth (DO NOT TWIST).
- 6.4.4.5. Clean air filter cover before re-installing it.
- 6.4.4.6. Put a drop of engine oil onto sponge filter element this will help avoid ice blocking it during winter season.



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6.4.5. Valve clearances.

IMPORTANT If you are not competent to carry out this procedure or the proper tools are not available. We advise that you take the generator to your dealer to have the valve clearance adjusted. This is a very important step to ensure longest life for the engine.

- 6.4.5.1. After the first 50 hours of operation, check the valve clearance in the engine and adjust if necessary.

6.4.6. General.

- 6.4.6.1. The generator should be started at least once every seven days and be allowed to run for at least 30 minutes. If this cannot be done and the unit must be stored for more than 30 days, use the following information as a guide to prepare it for storage.

WARNING

NEVER store engine with fuel in tank indoors or in enclosed, poorly ventilated areas where fumes may reach an open flame, spark or pilot light as on a furnace, water heater, clothes dryer or other gas appliance.

WARNING

Drain the fuel into an approved container outdoors, away from open flame. Make sure that the engine is cool. DO NOT smoke in the vicinity. NEVER cover the generator while the engine and exhaust areas are HOT.

- 6.4.7. DO NOT store petrol from one season to another.
- 6.4.8. Replace the petrol container if it starts to rust. Rust and/or dirt in the petrol will cause problems with the carburetor and fuel system.
- 6.4.9. If possible, store the unit indoors and cover it to give it protection from dust and dirt.
- 6.4.10. Make sure that you empty the fuel tank.
- 6.4.11. If it is not practical to empty the fuel tank and the unit is to be stored for some time, use a commercially available fuel stabilizer added to the petrol to increase the life of the petrol.
- 6.4.12. Cover the unit with a suitable protective cover that does not retain moisture.

7. STORAGE & TRANSPORTATION

7.1. Storage.

- 7.1.1. It is important to avoid gum deposits from forming in essential fuel system parts such as the carburetor, fuel hose or tank during storage. Also, experience indicates that alcohol-blended fuels (called gasohol, ethanol or methanol) can attract moisture, which leads to separation and formation of acids storage. Acidic gas can damage the fuel system of an engine while in storage.
- 7.1.2. To avoid engine problems, the fuel system should be emptied before storage of 30 days or longer, empty fuel system as follows;
 - 7.1.2.1. Remove all petrol from the fuel tank.
 - 7.1.2.2. Start and run engine until engine stops from lack of fuel.
 - 7.1.2.3. While engine is still warm, drain oil from crankcase. Refill with recommended grade engine oil - SAE15W40.
 - 7.1.2.4. Remove the spark plug HT lead and spark plug and pour about 1/2 ounce (15 ml) of engine oil into the cylinder. Cover the spark plug hole with rag. Pull the recoil starter a couple times to lubricate the piston rings and cylinder bore.
 - 7.1.2.5. Install and tighten the spark plug. Do not re-connect spark plug HT lead.
- 7.1.3. Clean the generator outer surfaces.
- 7.1.4. Check that cooling air slots and openings on generator are clear of any obstructions.
- 7.1.5. Store the unit in a clean dry, dust and dirt free place which is clear of any flammable and combustible materials.

7.2. Transportation.

- 7.2.1. To avoid burn injuries you MUST allow the machine to cool fully when moving from one location to another. DO NOT move machine whilst it is still hot.
- 7.2.2. You MUST drain the fuel tank before moving in a vehicle. Turn the fuel tap to the OFF position.
- 7.2.3. To avoid injury or damage to the machine you MUST secure it whilst it is being transported in a vehicle.
- 7.2.4. DO NOT use in an enclosed area or a moving vehicle.

8. SPECIFICATION

	MODEL	HY2800L-2	HY3800L-2	HY3800LEK-2
ENGINE	Engine – hp	6.5	7	7
	Displacement – cc	196	210	210
	Engine speed - rpm		3000	
	Fuel tank capacity – l	15	15	15
	Fuel type	Straight unleaded petrol		
	Oil type	SAE15W40		
	Oil capacity - ml	600	600	600
GENERATOR	Start method/s	Recoil	Recoil	Recoil/Electric
	Battery size – volts	N/A	12	12
	Frequency – hz	50	50	50
	Voltage/s	230	115/230	115/230
	Continuous power – kw	2.0	2.8	2.8
	Max power – kw	2.2	3.2	3.2
	Run time on full load - hours	9.5	9.5	9.5
	Run time on ½ load - hours	12.5	13.5	13.5
	Sound level – dB (A)	96	96	96
	Outlet sockets – quantity/amp/type	2 x 13A 230v	1 x 16A 230v 1 x 16A 115v	1 x 16A 230v 1 x 16A 115v
	Digital meter	Hours/Volts/Frequency		

	MODEL	HY7000LEK-2	HY9000LEK-2	HY10000LEK-2
ENGINE	Engine – hp	13	14	16
	Displacement – cc	389	420	459
	Engine speed - rpm		3000	
	Fuel tank capacity – l	25	25	25
	Fuel type	Straight unleaded petrol		
	Oil type	SAE15W40		
	Oil capacity - ml	1100	1100	1100
GENERATOR	Start method/s	Recoil/Electric	Recoil/Electric	Recoil/Electric
	Battery size – volts	12	12	12
	Frequency – hz	50	50	50
	Voltage/s	115/230	115/230	230
	Continuous power – kw	5.0	6.5	7.5
	Max power – kw	5.5	7.5	8.5
	Run time on full load - hours	8.5	8.5	8
	Run time on ½ load - hours	13.5	13	12.5
	Sound level – dB (A)	96	96	96
	Outlet sockets – quantity/amp/type	2 x 16A 115v 1 x 32A 230v	2 x 16A 115v 1 x 32A 230v	2 x 16A 230v 1 x 32A 230v
	Digital meter	Hours/Volts/Frequency		

9. RECYCLING & PRODUCT DISPOSAL

- 9.1. We do not offer a takeback scheme for the recovery of Waste Electrical Electronic Equipment (WEEE) & Batteries instead the responsibility to dispose of WEEE and or Batteries is passed onto you by us. So when it becomes necessary to dispose of your machine you must take it to your local Civic Amenity Site. For further information please contact your Local Authority for disposal advice.
- 9.2. You MUST make sure that all unused oil and fuel is disposed of correctly either beforehand or at your local Civic Amenity Site. Under NO circumstance must any oil and fuel be put down any drains.
- 9.3. Waste Electrical Electronic Equipment (WEEE) recycling.
- 9.3.1. Certain products contain WEEE waste which should not be disposed of in your domestic waste.
- 9.3.2. You MUST recycle WEEE in accordance with your local authority or recycling centre.
- 9.4. Battery recycling, certain products contain batteries which should not be disposed of in your domestic waste.
- 9.4.1. You MUST recycle batteries in accordance with your local authority or recycling centre.
- 9.5. Unwanted packaging materials should be sorted and taken to a recycling centre so it can be disposed of in a manner which is compatible with the environment.
- 9.6. The following symbol means that you should 'Reduce – Reuse – Recycle'.



- 9.7. We are a Member of the VALPAK National Compliance scheme and our registration number is **RM08660**
- 9.8. For further information about disposal please contact your Local Authority.
- 9.9. You can also get more advice and guidance about recycling at the following website <http://www.recycle-more.co.uk>
- 9.10. Should you pass this product onto another user either sold or loaned you MUST pass on this user manual. This will make sure that all other users can use and maintain the machine safely.



10. DECLARATIONS of CONFORMITY

Genpower confirms that this product complies with the EC Directives listed below;

- 97/68/EC Non Road Mobile Machinery Directive
- 2000/14/EC Outdoor Noise Directive
- 2004/108/EC Electromagnetic Compatibility Directive
- 2006/42/EC Machinery Directive
- 2006/95/EC Low Voltage Directive

EC DECLARATION of CONFORMITY

The undersigned, as authorised by: **GENPOWER Ltd**

Declares that the following equipment manufactured under licence by Hyundai Korea

Conforms to the Directive **2000/14/EC (as amended)** of the European Parliament and of the council on the approximation of the laws of the Member States relating to the noise emission in the environment by equipment for use outdoors.

Equipment category: **Power Equipment**

Product Name/Model: **HY2800L-2, HY3800L-2, HY3800LEK-2, HY7000LEK-2, HY9000LEK-2 & HY10000LEK-2**

Type/~~Serial No.~~: **Open Frame Generator**

Net installed power: **2.0 kW HY2800L-2, 2.8 kW HY3800L-2, HY3800LEK-2
5.0 kW HY7000LEK-2, 6.5 kW HY9000LEK-2, 7.5 kW HY10000LEK-2**

The technical documentation is kept by: **Kevin Stanley, c/o Genpower Ltd,
Isaac Way, Pembroke Dock, Pembrokeshire, SA72 4RW**

The conformity assessment procedure followed was in accordance with annex ~~VI~~ **VI** of the Directive.

Notified Body: **AV Technology Ltd, Unit 12 Easter Court, Europa
Boulevard,
Warrington, Cheshire, W45 7ZB**

Certificate N^o/~~Test report N^o~~: **OND-201608-04-02 HY2800L-2
OND-201608-04-04 HY3800L-2 – HY3800LEK-2
OND-201608-04-07 HY7000LEK-2
OND-201608-04-08 HY9000LEK-2
OND-201608-04-10 HY10000LEK-2**

Measured Sound Power Level: **HY2800L-2 (92 dB (A)), HY3800L-2, HY3800LEK-2 (93 dB (A))
HY7000LEK-2 (95 dB (A)), HY9000LEK-2 (95 dB (A))
HY10000LEK-2 (96 dB (A))**


Guaranteed Sound Power Level: **HY2800L-2 (93 dB (A)), HY3800L-2, HY3800LEK-2 (94 dB (A))
HY7000LEK-2 (96 dB (A)), HY9000LEK-2 (96 dB (A))
HY10000LEK-2 (97 dB (A))**

A copy of this certificate has been submitted to the European Commission and to EU Member State United Kingdom.

Place of Declaration: **Pembroke Dock, SA72 4RW**

Date:

Name: **Kevin Stanley**

Signature: 

Position in Company: **Product Manager**

Name & address of manufacturer or Authorised representative: **Genpower Ltd, Isaac Way,
Pembroke Dock, Pembrokeshire, SA72 4RW**

11. CONTACT DETAILS

- 11.1. POSTAL ADDRESS **Genpower Ltd, Isaac Way, London Road,
Pembroke Dock, Pembrokeshire, SA72
4RW. UK.**
- 11.2. TELEPHONE **+44 (0) 1646 687880**
- 11.3. FAX **+44 (0) 1646 686198**
- 11.4. TECHNICAL E-MAIL service@genpower.co.uk
- 11.5. WEBSITE www.hyundaipowerequipment.co.uk

12. MANUAL UPDATES

- 12.1. Our manuals are constantly being reviewed and updated. However if should you find an error, omission or something you find unclear please contact your dealer for assistance.
- 12.2. Our latest manuals are also placed online.
- 12.3. We reserve the right to make any modifications without prior notice whenever necessary.

HYUNDAI

GENPOWER LTD

Isaac Way, London Road
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E: info@hyundaipowerequipment.co.uk

www.hyundaipowerequipment.co.uk

Allotments Stockport

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← Health & Safety

Risk Assessment

By [Webmaster](#) | Published 29/06/2014 | Full size is 1666 × 1171 pixels

Allotment Risk Assessment Form – General site Assessment, 2013 – 2014 review

Hazard	Risk (before)	Actions / Controls	Risk (After)	Date for review/further controls/ re[possibility
Barbed wire on boundary fences (poultry)	H	Move to safe height and secure	L	Quarterly on walk round
Barbed wire on Gate at entrance,	H	Move to safe height and secure	L	Quarterly on walk round
Lawn mower	H	Risk assessments and training to the operators, fully serviced and maintained – separate set of assessments apply	L	Annual review – service regularly – review annually those permitted to loan out equipment check for signatures on assessments receipts
Strimmer	H	Risk assessments and training to the operators, fully serviced and maintained – separate set of assessments apply	L	Annual review – service regularly – review annually those permitted to loan out equipment check for signatures on assessments receipts
Rotovator	H	Risk assessments and training to the operators, fully serviced and maintained – separate set of assessments apply	L	Annual review – service regularly – review annually those permitted to loan out equipment check for signatures on assessments receipts
Water troughs	H	Check covering applied	L	Quarterly on walk round – enforce site rules
Hedge row (Whitehill street West)	M	Cut back nuisance growth / overhanging branches	L	Annual review
Roadway surfaces (around internal site)	L	Review on regular basis suitability and coverage/ condition and repair as required	L	Annual or on walk round review and repair as required
Storage of flammable substances (petrol)	H	Only stored in secured area in approved storage containers – re fills of machines subject to separate assessments)	L	Check on walk rounds that containers secured safely etc.
Individual allotment Paths / Plots	H	Enforce site rules on safety in relation to plot pathways - access and egress, materials, holes, troughs or uneven – restricted width and planting of obstructions such as thorny plants to close to pathway etc.	M	Monthly walk rounds and enforcement required

Degree of Risk L=Low, M = Medium H = High;

Double click for full risk assessment

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Laxton Parish Council Proposed Budget 2024/25

	2021/ 2021/22	2022/23	2023/24	24/25	24/25	224/25	Proposed Budget	25/26	Notes
	Budget	Spend	Spend	Budget	Current	Forecast			
Salaries / N.I.	1966	1966	1879	2404	1490	1416	2400	1600	Pay Award
Training Budget	100	40	40	90	100	48	100	250	ILCA Training
Postage/Stationery / Printing / IT	250	228	743	45	250	694	780	250	
Councillor Mileage & Subsidence	50	0	0	0	50	0	0	50	
Insurance	260	258	258	258	260	258	258	260	
Outdoor Spaces	400	1656	639	1287	500	661	750	400	
Room Booking / Village Hall Rent	200	200	0	280	220	0	280	220	
Grants	1000	1083	250	418	250	0	0	250	
Emergency equipment	350	352	252	56	260	536	536	150	
Public Works Loan	3141	3141	3141	3141	3141	3141	3141	3141	
Subscriptions	330	328	340	347	350	355	355	350	
Audit	175	200	215	235	240	245	245	240	
Lighting SLA	260	255	458	417	420	353	353	353	
Election Costs	0	0	0	0	0	0	0	0	
Drainage Rates	3	3	3	4	4	4	4	4	
Allotments	0	400	2048	0	0	69	69	0	
Contingencies	5	0	0	0	0	0		0	
Entertainment	0	165	2781	531	500	402	402	450	VE Day Celebrations
Total Expenditure	8491	10275	13048	9513		8183	9673	7968	
Income									
Precept	7545	7545	7709	7709		7709	7640	7640	
Allotment Rent	140	100	70	100		150	0	150	
Grant	0		2530	500		850	926	0	
Reserves	806	806	2738	1113		393	1107	178	
Total Income	8491	8451	13048	9422		9102	9673	7968	

Laxton Parish Council

Accounts for Payment - November/ December 2024

Payments made to be noted

Payee	Details	Total £	VAT
ERYC	Street Lighting	441	88.2
Andrew Bradburn	Gardening	50 (2*25)	
Clerk	Parish Flag	69	
Resident	Remembrance Day Flag	19.98	
Clerk	2 * Defib Batteries	669.70	133.94

Payments to be Authorised

Payee	Details	Total £
HMRC	PAYE	91.20
Alan Bravey	November and December	137.20
Poppy Hunt	October, November and December	TBC