

# Pitstone Parish Council

## Litter Picker

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### Vacancy Details

#### Schedule of Duties:

- Weekly
  - Litter to be removed weekly (Mondays, or early in the week whenever possible as the weekend will see the highest footfalls) from the Local Green Space between The Crescent/Marsworth Road and the surgery car park in Yardley Avenue.
  - Litter bins to be emptied weekly (more frequently if necessary eg during summer holidays), located at: The Crescent, Yardley Avenue and by the roundabout.
  - Litter pick the full length of Westfield Road on the residential side, plus the village gate down to the Marsworth Road junction on the business park side. (Do **NOT** collect litter from the business park side, past the village gate up to the roundabout, as there is insufficient width of grass verge to guarantee your safety. This last section will be cleansed by Buckinghamshire Council.)
- Fortnightly
  - Litter pick along the following roads, these can be divided over two alternate weeks for convenience if wished, or all conducted in the same week:
    - Yardley Avenue, including all the side roads and alleyways
    - The Crescent
    - Chequers Lane, including the footpath from Chequers Lane to Yardley Avenue
    - Cheddington Road, right down to the junction with Cooks Wharf (take special care at the far end where there is no footpath)
    - Crispin Field, including the alleyways and open spaces
    - Chequers Close
- Ad Hoc
  - Litter pick grass verge outside quarry after hot weekends during summer months if there has been illegal parking/swimming (parking here is now illegal, so should no longer occur, but there is still the occasional breach).
  - Clear broken glass or other potentially dangerous items that we are notified of from footpaths and public places (these should be dealt with as quickly as possible so may need attention outside the normal schedule).
  - Provide holiday/sickness cover for our other litter picker.
- Miscellaneous Information
  - All litter collected, and bin contents, should be placed in the large 'general refuse' wheelie bins at Pitstone Pavilion (car park code 5432) or Pitstone Memorial Hall.
  - Working patterns and duties flexible to be discussed with the successful candidate. Frequencies may differ from above at different times of year etc.
  - If willing, there is an opportunity for the right member of staff to train in playground inspection and tree inspection so that you can carry out asset inspections for the parish council when our other staff are away/unwell or as part of succession planning if/when they leave.
  - The council is obliged to register your employment with HMRC and deduct PAYE/NI at source as applicable. Payment is made by bacs on a monthly basis, following submission of your timesheet, paid just after the Parish Council meeting, normally held on the last Thursday of each month.

#### Person Specification:

- Willing to work on own initiative – refer to Lone Workers policy for advice.
- Willing to work outdoors in all weathers.
- Reasonable level of fitness as required to lift and carry full bags of litter/refuse.
- Full clean driving licence with own vehicle preferred, to transport full sacks to the wheelie bins.

- Diligent.
- Observant.
- Good attention to detail.

**Hours and Rates of Pay:**

- Rate of pay will be £11.44 per hour from 1/4/24 (currently £10.42 per hour).
- Anticipated hours: approx. 7 hours per week. Paid via submission of a time sheet.
- Additional hours to be paid at the same hourly rate.

**Benefits:**

- The parish council operates a NEST pension scheme and will make contributions if you are eligible for automatic enrolment. If you are not eligible for automatic enrolment you can still choose to join if you wish and make your own contributions.
- 28 days holiday (including bank holidays) pro rata.

**Additional Health and Safety:**

- As the far end of Westfield Road and the verge by the quarry are both derestricted roads with 60mph limits, the employee is required to wear full hi-vis ie long sleeves and long trousers, and extra care must be taken not to work close to the edge of the highway. Do **NOT** place yourself in any danger.
- We recommend you also wear full hi-vis when working at the far end of Cheddington Road, where there is no footpath.
- At other locations just hi-vis vest, or other suitable hi-vis clothing to suit, may be worn, if you prefer.

**Equipment to be provided by the parish council:**

- Hi-vis & waterproof clothing/shoes.
- Gloves.
- Litter picker.
- Litter hoop.
- Litter trolley if the employee prefers.
- Black sacks for collection of litter.
- Sack liners to go in the litter bins.
- The parish council will supply any equipment and PPE required.
- Should you identify a piece of equipment or consumable that would assist your duties please inform the parish council and we will arrange for purchase etc.

## Lone Worker Advice

The parish council takes its responsibility towards your safety very seriously and request your assistance to minimize any hazards associated with carrying out your duties.

In general, the sites and the tasks are low risk, however it is impossible to fully eliminate all risks and you should be particularly careful of slip or trip hazards, working near brambles and especially working near the highway.

### The parish council will:

- Full training will be provided.
- The parish council seeks to ensure that all the necessary equipment you may need is provided, but if you identify a product that would be useful please let us know.
- The parish council seeks to provide all necessary protective equipment, but please let us know if there are other items that you would find useful.
- The parish council will supervise you or contact you periodically to check that everything is satisfactory, but you are more than welcome to contact the parish council at any time to discuss any issue.

### You should:

- Never place yourself in any danger when carrying out any of your duties.
- Co-operate with the parish council with regard to measures designed to protect your health and safety eg attend training and wear protective clothing.
- Always take a fully charged mobile phone with you when working in case of emergencies.
- Always try to tell someone where you are going and when you expect to return (in case you are taken poorly whilst working).
- Always use the correct equipment and protective clothing, especially if working near the 60mph zone.
- Advise the parish council of any issues that you identify that may pose a risk to your health and safety so that swift remedial action can be taken.

### Contact:

You are welcome to contact either of the two people listed below whenever you need to. The council will also periodically call into the pavilion to check how things are progressing and discuss any issues that may arise.

- Mrs Laurie Eagling, Clerk to Pitstone Parish Council, Pitstone Pavilion, Marsworth Road, Pitstone, Beds, LU7 9AP. Tel: 01296 767261. Email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk).
- Mr Ben Blunt, Chairman of the Staffing Committee, The Laurels, Old Farm, Pitstone, Beds, LU7 9RD. Email: [ben.blunt@pitstonepc.org](mailto:ben.blunt@pitstonepc.org)

### Further Advice:

- Further advice from the Health and Safety Executive is available at <http://www.hse.gov.uk/pubns/indg73.pdf>