



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk
www.standrews-pc.gov.uk

**DRAFT Minutes of the Grounds Maintenance Committee Meeting
held on Wednesday 28th July 2021 at 7:00pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Daniel Adams, Steve Heyes, Paul West and Vince Williams
(Chairman)
Officer Present: Luke Jones (Grounds Maintenance Manager), Emma
Sylvester (Clerk)
Public Present: None

11. APOLOGIES FOR ABSENCE

Apologies were received from Daniel Adams and Mary Friend

12. DECLARATIONS OF INTEREST

None

**13. MINUTES
RESOLVED**

To accept the minutes of the last meetings held on 19th and 26th May 2021 as a true record and signed by the Chairman.

14. PUBLIC RECESS

No public present

15. DEPOT (Standing Item)

- (i) The minutes of the last two meeting held on 30th June 2021 were noted.
- (ii) The Chairman reported there was no update and the parish council was awaiting dates for a meeting.

**16. RISK ASSESSMENTS AND POLICIES
RESOLVED**

To approve the following risk assessments and policies/procedures as detailed in the documents attached in the Minutes Book:

Risk Assessments

Chainsaw

Dog Bin

Gang Mowing

Ladder & Steps

Litter Bins

Needle Collection

Ride on Mower

Shrub and Hedge Cutting

Side-Arm

Strimming

Woodchipper

Policies/Procedures



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Grass Maintenance
Nesting Birds Checklist
Street Cleaning
Woodchipper

Hedge/Shrub
Ride On Mower
Strimming
Shrub Cutting

The Committee thanked Luke for all his hard work in producing these documents.

17. OPEN SPACES

(i) It was noted that Swindon Borough Council had not given permission for the covid rock snake to be placed around the fencing at Standen Way play park unless the land can be included with the play area leases. Members discussed the area and actions required. The Ground Maintenance Manager was asked to obtain costs for the resin and draft a blog to update residents.

RESOLVED To recommend to the Play Area committee that a 50cm area outside the play area to be included within the lease

(ii) The Grounds Maintenance Manager informed the committee that the bench at St Andrews Ridge had now been removed and the area is currently looking litter free and the new bench further up the path would be installed in the coming weeks. The Clerk updated the committee that she was seeking permission from SBC for residents to have memorial benches but was not receiving any response. Members discussed the benches at Brook Park and asked the Grounds Maintenance Manager to produce a condition report for the next meeting. The committee asked Borough Councillors to seek funding from SBC for bench repairs.

(iii) Members discussed trees that have been donated by a resident and agreed to plant near the Blunsdon Arms and Delius open space if allowed. It was agreed to add an agenda item to the next meeting's agenda for additional planting of trees in the parish.

(iv) The Grounds Maintenance Manager reported that the bank along Eastbury way stream was currently eroding and residents had voiced their concerns. He added that the parish council had no responsibility for this issue and he had met Highways Engineers from Swindon Borough Council to progress remedial works as it was a health and safety issue. Cllr Steve Heyes agreed to update his open report with SBC.

18. POLLINATOR PATHWAYS

Members received maps of pollinator pathways and natural habitats and agreed to survey the areas for discussion at the next meeting in September.

19. ACCOUNTS

Members received and discussed income and expenditure reports as detailed in the documents attached in the Minute Book. Members agreed that the finances looked good. It was agreed to discuss budget requirements for 2022/23 at the meeting in November.



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20. STAFFING

The Committee asked the Grounds Maintenance Manager how the team were coping with the workload. He reported that the team was working well but there was often a back log of work and additional members of staff would help to reduce this.

RESOLVED

To recommend to Full Council that an additional member of staff for the Grounds Maintenance Team is employed from 1st April 2022

The meeting closed at 8:25pm

Chairman _____

Date _____