



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

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**DRAFT Minutes of the Grounds Maintenance Committee Meeting  
held on Wednesday 29<sup>th</sup> September 2021 at 7:00pm  
at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** Daniel Adams, Paul West and Vince Williams (Chairman)

**Officer Present:** Luke Jones (Grounds Maintenance Manager), Emma  
Sylvester (Clerk)

**Public Present:** One

**21. APOLOGIES FOR ABSENCE**

Apologies were received from Steve Heyes and Mary Friend

**22. DECLARATIONS OF INTEREST**

None

**23. MINUTES  
RESOLVED**

To accept the minutes of the last meeting held on 28<sup>th</sup> July 2021 with one small amendment as a true record and signed by the Chairman.

**24. PUBLIC RECESS**

A local resident addressed the committee requesting permission for a memorial bench to be placed on the hill at Diamond Jubilee park for his friend, who had suddenly taken his own life. He explained that his friend had lived in the parish, attending the local school and was well known in the community. The committee was informed that nearly £4000 had been raised which was hoped would be sufficient for the purchase and installation of a bench.

**25. BENCHES**

(i) Members expressed their sympathies to the resident and discussed siting a bench at Diamond Jubilee park.

**RESOLVED** to give permission for a memorial bench to be installed on the grassed area and for the local resident to liaise with the Grounds Maintenance Manager on a suitable location.

(ii) The Chairman reported that the bench at St Andrews Ridge had been installed and residents were pleased. So far there had been no reports of anti-social behaviour.

(iii) Members received a report on the condition of benches at Brook Park along with quotations for repairs.

**RESOLVED**

To purchase 20 slats and weather treatment at a cost of £250 from Enterprise Works.

## **26. OPEN SPACES**

- (i) The Grounds Maintenance Manager updated the committee on issues in the parish. The biggest issue that the Grounds team had had was wasp nests at Diamond Jubilee park. Members discussed whether there was a requirement for the parish to remove all wasps' nests. The Grounds Maintenance Manager reported that it was not the responsibility of the parish however with the recent nests being so close to a play area it was believe that the parish council did the right thing in removing them for health and safety reasons. It was agreed for the Clerk to look into whether the parish should have a policy on removal of wasps' nests.
- (ii) It was agreed to defer this item as quotes for the rock snake resin were unavailable. The Clerk updated the committee stating that Swindon Borough Council had agreed for an extra 30cm around Standen Way to be included with the play area leases. Members thanked the Grounds Maintenance Manager for drafting a blog which was agreed to be placed on the parish website and social media channels.
- (iii) It was agreed to defer discussions of planting trees in the parish until after the Grounds Maintenance Manager had met with SBC.
- (iv) The Grounds Maintenance Manager reported that SBC had fenced off an area in Eastbury Way park where the bank was eroding close to the footpath. No remedial works had started and it was agreed for Cllr Adams to chase this with SBC.
- (v) Members discussed anti vehicle (travellers) measures for parish council land and considered quotations for fencing and soil bund wall. The quotes were between £1700 and £2500 but thought to be considerably less than legal costs to remove travellers, which were believed to be a minimum of £4k.

### **RESOLVED**

To recommend to Full Council that a soil bund wall to be covered in either wildflowers or bulbs be installed. The Clerk requested that a plan is produced for Full Council so councillors understand the proposal.

## **27. POLLINATOR PATHWAYS**

Members received a report from the Grounds Maintenance Manager outlining plant species growing in the pollinator pathways and natural habitats in the parish. The committee was pleased with the results and discussed whether there was a need for further areas. It was agreed not to add any more at this time.

## **28. BINS**

Members consider quotes received for purchasing new bins in bulk and found that there was a considerable discount if 11 or more bins were purchased.

### **RESOLVED**

To recommend to Full Council that 11 bins are purchased at a cost of £3733.45 giving the parish council a saving of £710

The Committee also discussed a request from a local resident for a new dog bin at Gilman Close. It was agreed to move a bin from a nearby location where there were two bins installed.

## **29. REQUIREMENT FOR NEW GROUNDS MAINTENANCE STAFF MEMBER**

Following a recommendation to Full Council for a new Grounds Worker, councillors discussed the equipment required by a new worker.

### **RESOLVED**

To recommend to Full Council that the following items are purchased or leased:  
1 x Vehicle

- 1 x Mobile Phone
- 1 x Uniform
- 1 x Boots
- 2 x Hand tools

**30. DEPOT (Standing Item)**

It was noted that a meeting took place on Tuesday 28<sup>th</sup> September with a local developer's agent to discuss plans for a new depot. The Clerk reported that a proposed building plan had been received which had been passed to Cllr Williams and the Grounds Maintenance Manager to liaise with the developer's architects regarding specifications. It was hoped that costings would be available for the next Full Council meeting.

**31. OUT OF HOURS SERVICE**

The committee discussed whether it was possible for the parish council to provide an out of hours service for the parish using the Grounds Maintenance team. The Clerk reported the staff entitlement of workers being on call and at the weekend. Members discussed costs and what would be classed as an emergency as well as incidents that could wait until staff were back on duty.

**RESOLVED**

To not provide an out of hours service using the Grounds Maintenance team due to financial and practical implications. Members discussed councillors being the first port of call during out of hours and agreed to recommend to Full Council that details were put on the website that if residents need to report an issue during out of hours times that should contact the Chairman or Vice-Chairman in the first instance.

The meeting closed at 8:18pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_