



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 1st December 2021 at 7:30pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Daniel Adams, Sue MacDonald (In attendance) Paul West and Vince Williams (Chairman)

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

Public Present: None

32. APOLOGIES FOR ABSENCE

Apologies were received from Steve Heyes

33. DECLARATIONS OF INTEREST

None

34. MINUTES RESOLVED

To accept the minutes of the last meeting held on 29th September 2021 as a true record and signed by the Chairman.

35. PUBLIC RECESS

No public present to speak

36. OPEN SPACES

- (i) Members received and review 'Open Space issues' spreadsheet. The Grounds Maintenance Manager reported that the only outstanding issue was graffiti on 80m of fencing near the ponds by Eastbury Way. The committee heard that the matter had been referred to SBC as the fencing was currently rotting and needed to be replaced which would then remove the graffiti.
- (ii) Members discussed the overflowing water on the Roman Field on to a public footpath. The Grounds Maintenance Manager reported that in the short-term SBC will clean the land drains but was hoping in the long terms a new drain will be installed.
- (iii) The Committee discuss quotes received for rock snake resin, but without a guarantee that the resin will not cloud over time, it was agreed to test a small amount of stones with varnish at a cost of £90.74
- (iv) The Grounds Maintenance Manager reported that benches at Brook Park had been fixed and the committee passed on their thanks for a job well done.
- (v) The Grounds Maintenance Manager reported that no further action had been taken by SBC
- (vi) The Grounds Maintenance Manager reported that due to staff shortages this projected had not progressed and with the soil waterlogged it was agreed to wait until drier weather.

(vii) Members discussed the recent problem of wasps' nests and agreed to recommend to Full Council that each case is assessed individually.

37. ELECTRIC VEHICLES

Members discussed quotations received for a new electric vehicle for the Grounds Maintenance Team following agreement at Full Council that there was a budget of £500 per month.

RESOLVED

To take out a 4-year lease of a Toyota Proace with full annual maintenance and sign writing from Wessex Fleet at a cost of £467.99 per month.

38. BUDGET

Members discussed the draft budget received and with some amendments to vehicle, parts and equipment costs it was agreed to take figures forward to the first budget meeting

39. DRIVERS POLICY

The Committee discussed the draft Drivers Policy.

RESOLVED

To adopt the Driver Policy as attached in the Minute Book

40. ADOPTED ROADS

In the absence of Cllr Heyes, the Grounds Maintenance Manager reported areas of the parish would soon be adopted by Swindon Borough Council bringing with it new areas of grounds maintenance for the Grounds Team to look after. In order to check that the areas were handed over in a good condition, meetings would take place with the developers and Swindon Borough Council and it was agreed that the Grounds Maintenance Manager should also be in attendance.

41. DEPOT

Cllr Williams updated the committee regarding an alternative piece of land in the parish that may be an option for the depot and that a meeting was in the process of being set up with the agent.

The meeting closed at 8:45pm

Chairman _____

Date _____