



St Andrews Parish Council

**Draft Minutes of the Grounds Maintenance Committee Meeting
Held on Wednesday 6th July 2022 at 8:15pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Daniel Adams, Sue MacDonald, Paul West and Vince Williams (Chairman)
Officer Present: Emma Sylvester, Clerk and Luke Jones, Grounds Maintenance Manager
Public Present: 0

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Steve Heyes and Cllr Jake Chandler

3. ELECT A VICE CHAIRMAN

RESOLVED To elect Cllr Daniel Adams as Vice Chairman to the Grounds Maintenance Committee

4. DECLARATION OF INTERESTS

None

5. MINUTES

RESOLVED to accept and approve the minutes of the last meeting held on 27th April and 18th May 2022 as a true record and signed by the Chairman.

6. PUBLIC RECESS

No public present

7. POLICIES

RESOLVED To adopt and approve the following policies and risk assessments:

Hand Tools

Painting

Bin Installation

Play Inspections

Planting

8. OPEN SPACES

- (i) Members received and reviewed the 'Open Space issues' spreadsheet as attached in the minute book. The Grounds Maintenance Manager reported that a wasp nest had been removed from outside Bridlewood school. The Chairman reported that the bin on the Roman Villa had been placed by the bench rather than at the top. Members **RESOLVED** to accept this change of location and for future proposals to be submitted with a map so that exact locations can be agreed. Going forward the Chairman requested that all information was recorded on a mapping system which would include details of the bin, any issues etc.
- (ii) Members discussed the possibility of the grounds maintenance team carrying out small one-off jobs for Swindon Borough Council or neighbouring parish councils. The Grounds Maintenance Manager reported that there is on

occasions the ability to do odd jobs. **RESOLVED** To delegate authority to the Clerk, Ground Maintenance Manager and Chairman of Grounds Maintenance Committee to agree work and costings for SBC and/or other parish councils.

The Chairman reported that he had been informed of a tender from a neighbouring parish council to carry out ground maintenance works for 5 months. Members discussed the logistics. **RESOLVED** to not tender for this work as the parish council does not have the staff resources and did not want to employ temporary staff as this would mean additional vehicles and equipment would be needed.

- (iii) In the absence of Cllr Steve Heyes, Cllr Adams reported that he believed this item to be no longer relevant as CityFibre had begun remedial works in the parish.
- (iv) Members discussed correspondence received from a resident requested a 'no ball games' sign at a small open space opposite Bridlewood school where children have been playing football. Members were sympathetic to the resident's concerns but agreed it was outside the remit of the parish council and understood that Swindon Borough Council as the landowner would not agree to this either.

9. BINS

Cllr Adams reported that the bin at Tesco's in Redhouse was still overflowing at times due to being used for household rubbish. He added that it was particularly bad over the weekends and bank holidays. He thanked the committee for installing a double bin but requested that members investigate installing flaps to prevent them filling up with large amounts of household waste. It was agreed for the Grounds Maintenance Manager to bring costs of preventative measures to be brought to the next meeting.

The Ground Maintenance Manager requested a new bin at the bus stop on Cricklade Road. **RESOLVED** to install a small bin at the bus stop on Cricklade Road.

10. WILDFLOWER AREAS AND POLLINATOR PATHWAYS

Members discussed wildflower area and pollinator pathways and whether any new areas should be included. The Chairman reported that bee orchids were again growing on the grassed area and Northbourne Road and it was agreed to add this to the plan.

The Clerk requested that the policy and plan for wildflower area and pollinator pathways be updated to ensure that there is a correct record of all the areas. This was agreed and to be actioned by officers.

Members discussed the wildflowers on the earth mounds at Redhouse. The Grounds Maintenance Manager reported that he was disappointed with the amount of wildflowers and suggested that next year a binder is mixed with the wild flowers to stop the birds eating them. Members requested that costs are brought to the next meeting.

11. COVID ROCK SNAKE

The Clerk reported that Swindon Borough Council had agreed a Variation to the Maintenance Deed in order for the parish council to have permission to install the covid rock snake at Standen Way play area. Members were informed that this was on the next Full Council agenda request approval to sign.

The Grounds Maintenance Manager reported that the installation would be scheduled into the works programme for week beginning 15th August. Members discussed a date for an official opening and agreed to recommend to Full Council that it is held on the same day as the opening of Wallis Drive play park.

12. ELECTRIC VEHICLE

The Grounds Maintenance Manager reported that he expected to take delivery of the new electric vehicle on Tuesday 12th July 2022. It was agreed that once the sign writing had been completed the parish council would take photos and send out a press release.

13. WORK EXPERIENCE

The Grounds Maintenance Manager reported that all was going well with the work experience student, and this was due to be reviewed on Monday 11th July with the Assistant Headteacher.

14. DEPOT (Standing Item)

The Clerk reported that there was no update.

15. RED DIESEL UPDATE

- (i) Members noted that due to a change in Government legislation the parish council can no longer use red diesel in any of the grounds maintenance vehicles
- (ii) Members discussed the financial implications of change in fuel and increased fuel charges. The petrol usage was questioned but it was reported that this was for a vehicle as well as hand tools. Members agreed to investigate moving to electric vehicles and hand tools as soon as possible.

16. STAFFING

Members discussed an informal request from a member of staff to reduce their hours. Members saw no issues as long as the programme of works could be maintained. It was agreed to refer any official requests to the Staffing Committee.

The meeting closed at 9:40pm.

Chairman _____

Date _____