



# St Andrews Parish Council

**DRAFT** Minutes of the Grounds Maintenance Committee  
Meeting held on Wednesday 22<sup>nd</sup> November 2023 at 7:30pm  
at Redhouse Community Centre, Frankel Avenue, Swindon

**Councillors Present:** Daniel Adams, Jake Chandler, Steve Heyes, Paul West, Bradley Williams and Vince Williams  
**Officer Present:** Emma Sylvester – Parish Clerk  
Luke Jones – Grounds Maintenance Manager (GMM)  
**Public Present:** 0

## 35. APOLOGIES FOR ABSENCE

Cllr Sue MacDonald

## 36. DECLARATION OF INTERESTS

None

## 37. MINUTES

**RESOLVED** with one minor amendment, to approve the minutes of the meeting held on 13<sup>th</sup> September 2023 as a true record and signed by the Chairman.

## 38. PUBLIC RECESS

No public present.

## 39. OPEN SPACES

- (i) Members received the 'Open Space issues' spreadsheet and discussed the following matters:  
Graffiti reported to police and tool to break into cars has been handed in to the police station.  
Waiting for response from SBC regarding tree maintenance  
Flooding over the path at Roman Field and Groundwell are drainage issues and waiting for a response from SBC  
Maintenance issues at Highdown shops – parish council has no power to act. The issues have been escalated to SBC and local MP.  
Staffing issues means team is behind schedule and it is hoped they will move to St Andrews Ridge in 5 days.
- (ii) The GMM reported that there had been issues with overflowing bins in Redhouse which were being filled with household waste and Indian take away food. Following a post on social media the bins had not been filled with household waste again.  
The GMM added that he had emailed Tesco's to ask for the bins outside the shop to be reinstated to help with the volume of litter in the area as well as asking for assistance from McDonalds as the path from Eastbury Way to the crossing to the orbital was full of their takeaway food litter.  
Members thanked the GMM for the good action. It was agreed to ask schools if they could speak to students about litter.

## 40. VEHICLE/MACHINERY

The GMM reported that he required more time drafting the tender briefs. Members discussed the current contracts and whether it would work for the council to roll over

some of the contracts, so all tenders started at the same time.  
The Clerk reported that the tender briefs would need to be recommended to a Full Council meeting for approval.

#### 41. **POLICIES, PROCEEDURES AND RISK ASSESSMENTS**

- (i) **RESOLVED** To approve the following risk assessments:  
Needle Collection Risk Assessment  
Play Inspection Risk Assessment  
Ride-On Mower Risk Assessment  
Side Arm Risk Assessment  
Strimming Risk Assessment
- (ii) The GMM reported on alternative PPE for Grounds workers which included the pros and cons along with costs.  
**RESOLVED** to stick with the current PPE following consideration that changes to PPE would not change the risk severity or likelihood of the risk occurring.

#### 42. **SHRUBS AND HEDGES**

- (i) The GMM reported that the costs associated with Elstree Way would be £83 for grass seed and Haydon Wick Parish Council agreed with part of the hedges to be removed for safety of workers. SBC had not confirmed whether the works could go ahead.  
**RESOLVED** to go ahead with the works once Property Services at SBC had given permission.
- (ii) Cllr Daniel Adams asked if it would be possible to remove shrubs along Salzgitter to improve visibility for pedestrians when crossing the road. Members agreed that this could be investigated and asked for a plan to be brought back to the next meeting for consideration.

#### 43. **TREES FOR CLIMATE**

- (i) Members noted that Full Council approved the Trees For Climate Application
- (ii) The GMM reported that the application had to be resubmitted due to delays at SBC however all surveys and searches had been carried out. A decision from SBC Property Department was now awaited. Ward Councillors agreed to chase SBC.

#### 44. **DEPOT (Standing Item)**

It was reported that SBC were happy for the parish council to stay at Waterside depot and the Clerk had been chasing for the new draft lease.  
Cllr V Williams reported that the GMM was researching what would be needed at a depot should the parish council agree to take on any additional services.

#### 45. **BUDGET**

Members discussed budget requirements for 2024/25. It was agreed to recommend to Full Council that capital to purchase vehicles and equipment is spread over the next 2 years and there is an increase in budget for fuel, consumables and parts. This was due to price rises and the grounds kit aging and needed more repairs.  
Members also requested that budget for the Queen's flower bed is earmarked for next year and a similar budget for next year for wildflower seed.

The meeting closed at 9:42 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_