

MINUTES of the St Andrews Parish Council Grounds Maintenance Committee meeting held on Wednesday 12 February 2025 at 7.00pm in the Shed behind Redhouse Community Centre.

PRESENT: Cllrs Steve Heyes (chair), Sue MacDonald, Paul West.
Grounds Maintenance Manager (Luke Jones),
Locum Parish Clerk (Mrs Deborah Bourne).

Also Present: There were no members of the press or public in attendance.

GM/ Apologies for Absence

25-01 Apologies were received from Cllrs Jake Chandler and Daniel Adams.

GM/ Declarations of Interest

25-02 There were no Declarations of Interest in matters on this Agenda.

GM/ Minutes of the Previous Meeting

25-03 Minutes of the meeting held on Tuesday, 3rd December 2024 were adopted and signed as a true record.

GM/ Open Spaces

25-04 The Grounds Maintenance Manager reported on progress around the parish.

a. Grounds Maintenance Issues Spreadsheet:

- Fly Tipping around Emerson Close has been reported to SBC
- Newts were observed in Eastbury Way water course, it may be possible to get funding for a small Nature Reserve
- Hedge cutting is behind schedule, it is hoped Lady Lane will be cut in the next week or so.

b. Play Parks Issues Spreadsheet:

- Delius Play Area is not owned by either SAPC or Swindon Borough Council but needs some attention
- S106 monies must be investigated with SBC so that deadline is not overlooked.

GM/ Winter Shrub Cutting

25-05 The Grounds team are currently using hand tools to cut shrubs. There is a fault with the tractor / sidearm configuration which the Grounds Manager is in the process of getting fixed. In the meantime, the tractor/sidearm is usable with extreme care so only Grounds Manager is cutting using this method.

This does cause a problem for the Grounds Manager in that he is pulled away from his other duties at this busy time of year.

GM/ Trees for Climate Phase One and Two

25-06 The Grounds Manager gave a verbal report on this project. Due to staff issues a contractor will be employed to carry out the yearly “beating up” of these small trees. The cost will be £1,200 which will be taken from the project funds.

Further trees (whips) will be planted on 22nd February between 10.00am and 2.00pm when volunteers are welcome to attend.

GM/ Vehicle Replacement Update

25-07 Members received an update to the report previously taken to the Full Council meeting on 22 February where it was RESOLVED to purchase two new vehicles (min ref: FC25-19)

GM/ Future Grounds Maintenance Team Position

25-08 Due to changes within the Grounds Maintenance Team it has been requested that an additional member of staff be recruited.

Discussion was held as to whether the new position should be a trainee post or whether to hire in Temporary Staff when needed.

It was agreed to proceed with recruiting a Trainee as budgeted for but to additionally authorise the Locum Clerk and Grounds Manager to hire Temporary staff if the need arises; in this way there is no delay in having to wait for a Council meeting when the need is immediate.

RESOLVED that the Grounds Manager will compile a Job Description for a Trainee, the Locum Clerk will prepare other paperwork, in readiness of the recruitment process later in the year.

GM/ Date of Next Meeting

25-09 The next meeting will be held on Monday 7th April at 12.15pm in the Redhouse Community Centre. The Council are trialling committee meetings during the daytime to see if this is easier for Members and Officers.

The Meeting Closed at 8.00pm

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Signed (Chair)