

Innsworth Parish Council
EXTRA ORDINARY MEETING OF THE COUNCIL
Called by the Chairman of Council
TO BE HELD AT 6.45pm ON 29TH June 2026
at the Innsworth Community Hall, Rookery Road, Innsworth

1.	Welcome and introductions – by the Chairman
2.	Attendance to be recorded as anticipated Parish Councillors Graham Bocking, David Hale, Ploy Culley , Julie Evans Rhiannon Evans, Kevin Sherwood, Dona Jiji John and Lel Tyrrell Borough Councillors Sarah Hands& Rojina Pradhan Rai County Councillor Hands and members of the public
3.	Apologies for absence received to be recorded from Parish Councillors Council to note that for absences to be ACCEPTED in accordance with LGA 1972 s85 (known as the 6 month rule – Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting.
4.	Council to note that a notice of vacancy has been published with regard to LGA 1972 s85 as legally requirements and advice from TBC monitoring officer –
5.	Declaration of Interest for matters on the agenda to be invited
6.	Minutes of the previous Parish Council Meeting held on 22nd May 2026 to be approved
7.	Council to consider the ROSPA inspection report for the playground as attached and to agree actions
8.	Council to consider recent communication from members of the public regarding the playground
9.	Council to hear feedback from Councillors who have recently cleared the playground
10.	Council to agree actions going forward for the playground.
11.	Council to invite public participation
12.	Council to invite reports from Borough and County Councillors
13.	CONFIDENTIAL BUSINESS Council to agree contract matters – Grass matting – costs previously distributed via email Potentially bus shelter cleaning and Playground contract
14.	Close of meeting and confirmation of next scheduled meeting is 24th July 2026

Innsworth Parish Council
DRAFT MINUTES
ANNUAL MEETING OF THE COUNCIL
HELD AT 6.30pm ON 22nd May 2026
at the Imjin Station Community Centre

1.	Welcome and introductions – by the present Chairman
2.	Election of Councillor Hale as Chairman – followed by the signing of acceptance of office papers
3.	Election of Vice-Chairman was postponed
4.	Attendance recorded as Parish Councillors Graham Bocking, David Hale, Ploy Culley Borough Councillors Sarah Hands, County Councillor Hands and 1 members of the public
5.	Apologies for absence received recorded Parish Councillors Julie Evans Rhiannon Evans, and Lel Tyrrell Rojina Pradhan, Rai Kevin Sherwood, Dona Jiji John did not send apologies BC Rojina Pradhan Rai did not attend Council noted that absences ACCEPTED in accordance with LGA 1972 s85 (known as the 6 month rule – Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting. Clerk will check if PC had accepted specific apologies which would negate the 6 month rule.
6.	Declaration of Interest for matters on the agenda were invited -none
7.	Minutes of the previous Parish Council Meeting held on 27th March 2026 were approved
8.	Council agreed delegation to Clerk to book training for Councillors
9.	Council rescinded delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held.
10.	Council noted no changes are required to financial regulations & standing orders
11.	Council noted no changes made to the asset register
12.	Council reviewed representation on outside organisations Cllr Bocking – Sewage/Flood
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed no changes are required to banking mandate
15.	Council to agreed to carry forward to approve working party to look at update of NDP and to bring recommendations to Full Council at each meeting

	<i>Council to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans</i>
16.	<i>Council approved delegation to Cllr Culley for community postings on to the website and parish council Facebook page</i> <i>Council considered allowing community groups within Parish to post onto noticeboards, social media, website – agreed to Delegated to Cllr Ploy</i> <i>Council agreed to consider case by case request from community groups outside of the parish</i> <i>Cllr Ploy declared an interest on a specific request – therefore Council deferred to next meeting</i>
17.	<i>Council approved the allocation of reserves –</i>
18.	<i>Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms</i> <i>Independent Audit completed with no matters to be brought to the attention of the Council</i>
19.	<i>Council noted map of local bins has not yet been received (Cllr Tyrrell)</i> <i>Council considered actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S106 monies</i> <i>The member of the public requested only a litter bin.</i> <i>It was noted that the Borough favours dual waste bins</i> <i>It was also noted that Dry Meadow Lane is in need of bins.</i> <i>PC agreed that more bins are needed and pending the map, a decision will made on locations. Council agreed that dual bins are the recommended bins</i> <i>Siting of the bins and the number to be requested to be carry forward to next meeting</i>
20.	<i>Council agreed grant applications received in writing by the Clerk prior to the meeting from Chatty Café in the sum of £1500</i> <i>Monies to come from Grant reserves</i> <i>Grant given with the stipulation that Innsworth residents receive the benefit as required under S137</i>
21.	<i>Council agreed that its meeting schedule as 4th Friday of “odd months commencing at 6.30pm and to be held at the Imjin Community Centre</i>
22.	<i>Council invited public participation</i> <i>Spoke regarding the request of the bins</i> <i>Travel of cars for a future agenda</i> <i>Fixed assets that were disposed of -are they removed? Answer is Assets that are scrapped are removed from the asset register</i> <i>Park warden role? No one in the role at the present time and a professional service quote was too expensive for the Council. Decision of the Council was not to lock it.</i>

	<i>Muga being used by local group- Agreed by Council as a benefit to the community, which the community group do not charge their clients, and therefore the PC does not charge</i> <i>Residential waste noted in park area</i> Next meeting – bus shelter cleaning and park cleaning contracts to be on agenda <i>Public session closed at 19.02</i>
23.	<i>Council invited reports from Borough and County Councillor Hands</i> <i>Annual report distributed by email</i> <i>Rookery Road and part of Innsworth Lane resurfacing noted</i> <i>Requests for repeater signs noted but are in 30 mph area designated by street lighting being present.</i> <i>First grass verge cut in June 26</i> <i>Swallow Lane garages</i>
24.	CONFIDENTIAL BUSINESS Council agreed contract matters – <i>Grass cutting –agreed continuation of previous years</i> <i>Grass matting – costs distributed via email</i> <i>Play area inspection suggested –</i> ROSPA inspection agreed as soon as possible prior to FC agreeing actions at next meeting
25.	CONFIDENTIAL BUSINESS –Cllr Bocking declared an interest and took no part in decision making therefore Council was not quorate carry forward to next meeting
26.	<i>Council received update on defibrillator if available</i> <i>Waiting for final decision from Bromford Housing</i>
27.	<i>Close of meeting at 19.30pm</i>

ROSPA summary report

date 18/6/26 annual inspection		above 12 immediate action	8 to 12 action required to reduce risk	1-7 low risk - actions should still be taken			ACTIONS AGREED
Site	::Name	Full Name	Note	Risk Level	Risk Score	_tasks	
Play Area	Cableway	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.				Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	
Play Area	Cableway	Fixtures loose or missing.	Seat to chain.	Low	6	Tighten.	
Play Area	Cableway	Moderate repairs are needed.		Medium	8	Repair.	
MUGA	MUGA - Double End	Litter on site.		Low	6	Clean up.	
MUGA	MUGA - Double End	Bolt cap damaged.	Or missing.	Low	6	Replace.	
MUGA	MUGA - Double End	Encroaching vegetation or trees.		Low	6	Remove.	
Play Area	Litter Bin	Bin is full.		Low	6	Empty the bin.	
Play Area	Seating	Fixtures loose or missing.	Also slightly loose in ground.	Low	6	Tighten/replace.	

Play Area	Carousel - Bowl	The bearings are worn.	Item rocking.	Medium	8	Replace the worn bearings.	
Play Area	Swing - Basket	Chain covers prevent a thorough inspection of all chain links.				Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.	
Play Area	Swing - Basket	A secondary support device is required to prevent collapse in the event of supporting component failure.	One is broken and the other is twisted. Repair/replace.	Low	6	Read the notes for further action.	
Play Area	Swing - Basket	Some chain wear.		Low	6	Monitor for further deterioration and replace before 40% wear.	
Play Area	General Surface	Litter on site.		Low	6	Clean up.	
Play Area	Climber - Frame & Net	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.		Low	6	Prevent further damage.	
Play Area	Climber - Frame & Net	Timber is decayed.		Low	6	Replace affected parts.	
Play Area	Climber - Frame & Net	Cap missing.		Very Low	2	Replace.	
Play Area	Swing - Junior - 1 Bay 2 Seat	The covers should be removed from the fitting at the top of the chain annually and the shackle bolt should be checked for wear. Check the security of the fittings too.		Medium	9	Replace at 70% of original diameter (30% wear). Check the security of the fittings.	
Play Area	Swing - Junior - 1 Bay 2 Seat	Some chain wear.		Low	6	Monitor for further deterioration and replace	

						before 40% wear.	
Play Area	Rocker - Car	Fixtures loose or missing.	Panels loose to seat/spring.	Low	6	Tighten.	
Play Area	Seating	Item has corrosion.	Fixings corroding.	Very Low	2	Treat and repair.	
Play Area	Litter Bin	Minor repairs are needed.	Bin liner has been displaced.	Low	5	Read the notes for further action., Repair.	
Play Area	General Surface - Wet Pour	Shrinkage / separation of the surface. This may give a trip hazard.		Medium	8	Repair.	
Play Area	Swing - Toddler - 1 Bay 2 Seat	Shrinkage / separation of the surface. This may give a trip hazard.		Low	6	Repair.	
Play Area	Swing - Toddler - 1 Bay 2 Seat	Seat(s) set at incorrect height.		Low	6	Adjust to give a minimum of 350 mm clearance for standard seats, and 400 mm for tyres, baskets and other groups seats. We recommend a minimum of 500 mm seat height to reduce foot drag and surface wear.	
Play Area	Swing - Toddler - 1 Bay 2 Seat	There is wear in the bushes.		Low	4	Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.	
Play Area	Swing - Toddler - 1 Bay 2 Seat	Loose swing seat eye-bolts.		Low	6	Tighten connecting nuts.	
Play Area	Multiplay - Slide Climber	Slide bar not fitted across the access to the slide.		Very Low	3	No reasonably practicable action is identified.	

Play Area	Multiplay - Slide Climber	Item has corrosion.		Very Low	3	Treat and repair.	
Play Area	Multiplay - Slide Climber	Item is bent.	Monitor.	Very Low	2	Read the notes for further action.	
Play Area	Multiplay - Slide Climber	There is a head entrapment.		Low	6	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	
Play Area	Multiplay - Slide Climber	Exposed metal rope core(s).		Medium	8	Replace the worn ropes.	
Play Area	Multiplay - Slide Climber	Fixtures loose or missing.		Medium	10	Tighten/replace.	
Play Area	Multiplay - Slide Climber	Timber is decayed.	Timber is not in a good condition and is splintering.	Low	6	Replace affected parts.	
Play Area	Multiplay - Slide Climber	Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.				If possible, on angled or S-shaped bars, consideration should be given to level bars with firm grips and even spacings. The protective surface under all bars and rings must be kept in good condition.	

Play Area	Agility - Trim Trail	Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.				If possible, on angled or S-shaped bars, consideration should be given to level bars with firm grips and even spacings. The protective surface under all bars and rings must be kept in good condition.	
Play Area	Agility - Trim Trail	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.		Low	6	Prevent further damage.	