

Innsworth Parish Council
Draft minutes of
EXTRA ORDINARY MEETING OF THE COUNCIL
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 recorded as Parish Councillors Graham Bocking, David Hale, Ploy Culley, Rhiannon Evans, Kevin Sherwood and Lel Tyrrell, Dona Jiji John & Julie Evans Borough Councillor Rojina Pradhan Rai Borough and County Councillor Hands 10 members of the public
3.	No Apologies for absence received & recorded from Parish Councillors
4.	Council noted that a notice of vacancy has been published with regard to LGA 1972 s85 as legally required and following advice from TBC monitoring officer –
5.	Declaration of Interest for matters on the agenda were invited = none
6.	Minutes of the previous Parish Council Meeting held on 22nd May 2026 were approved
7.	Council considered the ROSPA inspection report for the playground as attached and agreed actions as per recommendations
8.	Council considered recent communication from members of the public regarding the playground as attached and responses agreed. Member of the public requested that this be minuted
9.	Council invited feedback from Councillors who have recently cleared the playground- They reported litter, bins in brook Council discussed locking the play area and noted that people would climb over the top of the gate and can be counter- productive- Agreed NOT to lock Litter is still on the floor despite bins only being half full and it was felt a lack of respect was being demonstrated Actions can include issuing litter abatement order under Environment protection act. Clerk to advise on legal process at next meeting
10.	Council agreed actions for the playground, having considered the risk assessment distributed via email and attached to these minutes – Clerk to obtain quotes for resurfacing MUGA
11.	Council invited public participation relating to the park area-points raised by the Public and noted by the Council • Member of the public wanted to discuss bus shelters and noticeboards but was informed that the EOM was for playground matters only • Felt that these matters were discussed several years ago and asked how long will it be eg to replace the muga surface

	• <i>Electricity/water needed for MUGA resurfacing</i> • <i>access for disabled children raised</i> • <i>PAYE/Contractor equipment including PPE</i> • <i>Precept and increase of tax base recommended</i> • <i>Christmas party was brilliant and requested a summer fun day</i> <i>Public session closed</i>
12.	<i>Council received verbal reports from Borough and County Councillor Hands-summarised as</i> • <i>Suggestions on play area – grants scheme available for an accessible piece of equipment – see community team at Borough Council for grant funding including for new play area</i> • <i>Investment in the parish to create more pride in the area</i> • <i>TBC heads of depts responding to concerns over public footpath area as highlighted by member of the public</i> <i>Borough Councillor Rojina Pradhan Rai gave a verbal report summarised as:</i> • <i>Have attended several Tewkesbury Borough Council meetings and have continued representing the residents of Innsworth Ward.</i> • <i>the Extraordinary Council Meeting on 11 June 2026, where Members discussed the future of local government in Gloucestershire and considered the Council's response to the Government's proposals for local government reorganisation.</i> • <i>Tomorrow evening, Tewkesbury Borough Council will hold its next Full Council meeting. The agenda includes the adoption of the Council Plan 2026–2028, the Pay Policy Statement 2026/27 and the Audit and Governance Committee Annual Report</i> • <i>I have also reviewed the recent ROSPA playground inspection report. I welcome the work already undertaken by the Parish Council and local volunteers</i> • <i>I support prioritising the recommended repairs and maintenance to ensure the playground remains safe and enjoyable for local children and families.</i>
13.	<i>Under the Public bodies admission to meetings action 1960 and schedule 12A of the LGA 1972, It was proposed, seconded and agreed to go into confidential business to discuss employment and staffing and commercial sensitivity regarding tender terms and proposals which may prejudice the Council's financial or bargaining position</i> <i>Council agreed to go out to tender for a park area warden</i>
14.	<i>Close of meeting at 20.20 and confirmation of next scheduled meeting is 24th July 2026</i>

ROSPA summary report as downloaded from the portal and actions agreed by PC at EOM 29/6/26

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.	Council agreed to engage a contractor to do this annually 3 quotes to be obtained
Play Area	Cableway	Fixtures loose or missing.	Seat to chain.	Low	6	Tighten.	3 quotes to be obtained
Play Area	Cableway	Moderate repairs are needed.		Medium	8	Repair.	3 quotes to be obtained
MUGA	MUGA - Double End	Litter on site.		Low	6	Clean up.	done
MUGA	MUGA - Double End	Bolt cap damaged.	Or missing.	Low	6	Replace.	3 quotes to be obtained

MUGA	MUGA - Double End	Encroaching vegetation or trees.		Low	6	Remove.	Grass cutter to be asked to pull out
Play Area	Litter Bin	Bin is full.		Low	6	Empty the bin.	done
Play Area	Seating	Fixtures loose or missing.	Also slightly loose in ground.	Low	6	Tighten/replace.	3 quotes
Play Area	Carousel - Bowl	The bearings are worn.	Item rocking.	Medium	8	Replace the worn bearings.	3 quotes
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.	3 quotes
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. Welding to fix	3 quotes
Play Area	Swing - Basket	Some chain wear.		Low	6	Monitor for further deterioration and replace before 40% wear.	3 quotes
Play Area	General Surface	Litter on site.		Low	6	Clean up.	done
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.	3 quotes for a plastic cover to prevent further damage Advise grass cutters to avoid
Play Area	Climber - Frame & Net	Timber is decayed.		Low	6	Replace affected parts.	3 quotes
Play Area	Climber - Frame & Net	Cap missing.		Very Low	2	Replace.	3 quotes

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.	3 quotes
Play Area	Swing - Junior - 1 Bay 2 Seat	Some chain wear.		Low	6	Monitor for further deterioration and replace before 40% wear.	3 quotes
Play Area	Rocker - Car	Fixtures loose or missing.	Panels loose to seat/spring.	Low	6	Tighten.	3 quotes
Play Area	Seating	Item has corrosion.	Fixings corroding.	Very Low	2	Treat and repair.	monitor
Play Area	Litter Bin	Minor repairs are needed.	Bin liner has been displaced.	Low	5	Read the notes for further action., Repair.	done
Play Area	General Surface - Wet Pour	Shrinkage / separation of the surface. This may give a trip hazard.		Medium	8	Repair.	Council to consider repair quote received for wet pour
Play Area	Swing - Toddler - 1 Bay 2 Seat	Shrinkage / separation of the surface. This may give a trip hazard.		Low	6	Repair.	Council to consider repair quote for wet pour
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	Ask installers to explain why does not meet standards 3 quotes

						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.	3 quotes
Play Area	Swing - Toddler - 1 Bay 2 Seat	Loose swing seat eye-bolts.		Low	6	Tighten connecting nuts.	3 quotes
Play Area	Multiplay - Slide Climber	Slide bar not fitted across the access to the slide.		Very Low	3	No reasonably practicable action is identified.	monitor
Play Area	Multiplay - Slide Climber	Item has corrosion.		Very Low	3	Treat and repair.	3 quotes
Play Area	Multiplay - Slide Climber	Item is bent.	Monitor.	Very Low	2	Read the notes for further action.	3 quotes
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.	3 quotes
Play Area	Multiplay - Slide Climber	Exposed metal rope core(s).		Medium	8	Replace the worn ropes.	3 quotes

Play Area	Multiplay - Slide Climber	Fixtures loose or missing.		Medium	10	Tighten/replace.	3 quotes
Play Area	Multiplay - Slide Climber	Timber is decayed.	Timber is not in a good condition and is splintering.	Low	6	Replace affected parts.	3 quotes
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.	Noted
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.	noted
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.	See previous action on strimmer damage

Innsworth Parish Council

Risk Assessment

Rookery Road Play area

Assessor: clerk

Review Date: Council 29/6/26

Risk Registers vs Risk Assessments

A **risk assessment** is a **practical tool** used for a specific activity, site, or event. It identifies hazards, assesses who might be harmed, and sets out the measures needed to keep people safe.

Council agreed actions on 29/6/26

Risk Assessment Table for Rookery Road Play area

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Management of site	public	high	Council to set up a specific committee with delegated authority to make decisions and to meet bi monthly/monthly	Decision of council was to not to have a committee	low	council
Lead Volunteer	Whole group	high	Council to appoint a lead volunteer or caretaker for specific activities – decisions can only be taken by Council	council considered the appointment of a park warden on PAYE This was not ratified at the pc meeting and Council agreed to seek a contractor via a tendering process	low	Council
Communication	public	low	Contact details for emergencies, contact details for reporting of concerns Posting of agendas for council meetings to encourage communication	Council decision on who, where, how- pending appointment of park warden- use clerk email address Noticeboard to be updated - agreed	low	Council
Manual handling (lifting bags, emptying bins, equipment)	Volunteers	Medium	Advice not to overload, provide litter pickers/grabbers	Remind volunteers to use two-person lifts for heavy items	Low	Lead Volunteer

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Litter	public	medium	Periodic litter pick by councillors – bins provided Bins to be repaired	Council to appoint a park warden Council to agree repair/replacement – specification needs to be agreed at pc meeting	low	Lead Volunteer or caretaker Council
Traffic (working near roads/parking areas)	public	high	Grass cutting contractor	Recognised specialist contractor	low	N/A
Weather (heat, rain, cold)	Volunteers, public	Medium	Advise suitable clothing, provide water, option to stop in adverse conditions	Monitor forecast and adapt event timings	Low	Lead Volunteer or caretaker
Lone working / separation from group	Volunteers	Medium	buddy system	Count in and out volunteers	Low	Lead Volunteer or caretaker
Slips, trips, falls	Volunteers, public	Medium	Route checked in advance, volunteers briefed, warning signs where needed	Play area caretaker to highlight specific hazards Council delegated authority to spend to Clerk if H & S issue	Low	Lead Volunteer or caretaker Council decision
	Users of play areas	medium	Weekly inspection		Low low	Council decision
Play equipment	public	high	Mandatory Annual play inspection	Decisions of council 3 quotes for remedial works as highlighted in ROSPA report	low	Council

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
				Contract placed for annual ROSPA inspection		
Play equipment	public	medium	Routine Weekly visual check	Decisions of council to appoint park warden	low	Council
Play equipment	public	medium	Quarterly operational checks	Decision of Council to appoint contractor for quarterly inspections – 3 quotes for quarterly check	low	Council
MUGA	public	medium	Quarterly operational checks	above	low	Council
Hire to sole user	public	low	Council decision setting out clear parameters	Decision of Council	low	Council
Accessibility for wheelchair users	Public	medium	Route checked and reasonable adjustments to be considered	Decision of council to consider reasonableness at a future point Quote for wheelchair accessibility access and equipment	low	Council
Long term replacement of equipment	public	medium	Reserves set aside by Council Annual rospa inspection	Decision of council to protect/increase reserves- budget setting process	low	council

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Long term replacement of MUGA infrastructure	public	medium	Reserves set aside by Council Annual rospa inspection	Decision of council to protect/increase reserves budget setting process	low	council
Long term replacement of safety surface	public	medium	Reserves set aside by council Quotations received	Decision of council on level of works to be contracted -budget setting process Clerk look at report for surface report for MUGA	low	council
COVID-19 or communicable illness	Volunteers, public	Low	volunteers to stay away if unwell	Update control in line with latest government advice	Low	caretaker
Reputational risk (complaints, injury)	Council	Medium	Insurance in place, risk assessment carried out, clear volunteer briefings as appropriate	Review post-event, record any incidents Specification for park warden	Low	Clerk/Council

Risk Rating Guide

- **High** – could cause serious harm; immediate action needed
- **Medium** – could cause harm; control measures required
- **Low** – unlikely or minor harm; monitor and maintain controls

Communication from member of the public

1. Does the Parish Council currently employ or engage a park warden or any individual responsible for the routine management and inspection of the recreation ground? If so, where are the associated costs recorded within the Council's accounts? - no
2. What arrangements are currently in place for:
 - Opening and closing the recreation ground; - none council agreed not to lock park
 - Locking the gates outside permitted hours;
 - Routine inspections; annual inspection contract set – see risk assessment report
 - Litter collection; and - to be agreed
 - General maintenance and cleanliness? To be agreed
3. Can the Council confirm its current policy regarding opening hours for the recreation ground and whether there has been any formal decision to alter long-standing arrangements concerning gate closures? - see above
4. What monitoring arrangements are in place to ensure the recreation ground remains safe, clean and compliant with the Council's health and safety responsibilities? – see risk assessment

Notice board content – noted current content is relating to dog banned from play area

Clerk recommended and Council agreed to using the notice board as a PC noticeboard and to post contact details and notice of meetings