

Innsworth Parish Council
Draft minutes
For the MEETING OF THE COUNCIL
HELD AT 6.30pm ON 8th October 2026
at the Community Hall Rookery Road, Innsworth

1.	Welcome and introductions – by the Chairman
2.	Attendance recorded as Parish Councillors, David Hale, Julie Evans Ploy Culley, Graham Bocking & Kevin Sherwood <i>No members of the public attended</i>
3.	Apologies for absence received & recorded from Parish Councillors Rinita Dam, Dona Jiji John and Lel Tyrrell Parish Councillor Rhiannon Evans did not attend Borough Councillor Rojina Pradhan Rai sent apologies Borough and County Councillor Hands did not attend
4.	Council noted there were no Apologies for absences to be <i>accepted</i> in accordance with LGA 1972 s85 (eg 6-month rule) Council noted no dispensation requests have been received in writing by the Clerk prior to the agenda being prepared for the meeting
5.	Declaration of Interest for matters on the agenda were invited – none
6.	Minutes of the previous Parish Council Meeting held on 25th September 2026 were proposed, seconded and approved unanimously
7.	Council considered and approved actions following the RoSPA report of 25/9/26 • The protective surface under all Agility trim trail must be kept in good condition- noted • bear bin back part missing- price for 3 replacement “street bins” required • Carousel – Bowl – rocking – not part of maintenance contract 9.26 – replacement design for accessibility – quote for bearings repair/replacement • Multi play work not yet completed -waiting parts • ROSPA reports – available for 14,15,17,18,19,20,21,26- noted
8.	Council considered and approved actions following the updated Risk Assessment report of October 2026 • Change to park warden role – weekly report rather than monthly- agreed • Age ranges to be identified as signage installed-agreed • Chain link fence wiring broken in places -cfwd to next meeting • Black cable from private residence- Council agreed to ask park warden to push back through • Brown bin license- clerk find price for commercial collection “smiths” • Compound security – cfwd next meeting pending information from training course • changing noticeboard and signage for contact details • Council to agree repair/replacement of litter bins – see ROSPA decision • Replacement of equipment- carousel bowl- See ROSPA- decision • Replacement of MUGA surface- See ROSPA report-no further action required • <i>Park warden report noted</i>
9.	Council considered memorial to Park Volunteer Risk assessment – metal design with plaque, fixed into ground, location to be agreed Council agreed in principle – Clerk to provide designs, prices and fixing costs for next meeting -
10.	Council considered bid for Christmas Family event Bid received from Sportily/Community Group for funding of £3800- stating “ organised by Sportily and the Community” and signed off by “Sportily and Innsworth Community Volunteers” Email bid had been circulated in full to all Councillors prior to the meeting The following was proposed, seconded and unanimously agreed

	a) Council agreed funding from “event funding” budget (under s137 of the LGA 1972) be awarded to Sportily/Community Group for funding up to £3800 b) No Council involvement in planning/organising due to the decision-making logistics of the PC c) It was agreed that Councillors may volunteer as members of the public
11.	Council agreed to amend its Media, Communication and Complaints regarding social media posts- with one standard post link to website – Comments to be closed emergency posts will be administered by Cllr Ploy
12.	Council considered and approved actions on Defibrillator (2016) and Defibrillator (2025) 2016 Defibrillator now in storage -pending Council identifying future placement-cfwd 2025 Defibrillator – Council agreed Host agreement as attached • Exact location identified by Cllr Sherwood and Cllr Hale who will inform Clerk • Inspection regime required monthly on Circuit – Cllr Sherwood • Signage on site agreed as on cabinet • Contractor to meet with Bromford requirements- Clerk to check Bromford requirements • Risk assessment completed with a Bromford Senior Health & safety advisor and PC delegation – Cllr J Evans • Identify person responsible for changing batteries/pads, repairs etc- Cllr Sherwood
13.	Council invited public participation in accordance with standing orders-none attended Public session closed at 19.23
14.	Council no reports from Borough and County Councillor Hands and Borough Councillor Rojina Pradhan Rai were received
15.	Under the Public bodies admission to meetings action 1960 and schedule 12A of the LGA 1972, Councillor Evans, seconded by Cllr Sherwood and Council agreed to propose, resolve for the Council to move into confidential business to discuss employment, legal and commercial sensitivity matters which may prejudice the Council's financial or bargaining position including • matters arising from confidential meeting minutes • Grass Cutting amendments to schedule 2 park area, proposed, seconded and agreed unanimously – new contract to include one hedgerow cut in Sept and one in March along with the 11 cuts of grass per year from 1st April to 31st October, up to all boundary fencing, around and under all objects with the cuttings being swept/blown away from pathways • Council agreed to cease all other grass cutting (schedule 1) from end of March 2027 – Clerk to give notice • Bus Cleaning contracts- Perspex is deemed not cleanable on bus shelter outside of technology park – price for next meeting – bus shelter contract to be discussed in new financial year
1.	Council agreed date of next meeting November 27th – at Imjin community Hall bench to be added to agenda – outside of Nightingale Court – proposed “NATO bench”
2.	Close of meeting at 19.50

Host agreement agreed

<i>Host obligation</i>	<i>Council obligations</i>	
<i>Provide suitable external location</i>	<i>Cllr Hale and Cllr Sherwood to confirm</i>	
<i>Provide continuous electricity and pay for supply</i>	<i>To pay all costs and ongoing consumables</i>	
<i>Provide reasonable access for the council or its contractors to maintain, install, and/or connect device</i>	<i>Obtain all necessary permits and consents Install, maintain and connect device PC Contractor to be checked with Bromford requirements Cllr Sherwood delegated responsible for changing batteries/pads, repairs etc</i>	
<i>Allow unrestricted 24 hour public access to the equipment</i>	<i>Register the equipment with the local ambulance service Inspection regime Monthly on Circuit – Delegated to Cllr Sherwood</i>	
<i>Notify council of any damage or faulty</i>	<i>Ensure that it is kept in proper working order at all times</i>	
<i>Termination with 3 month's notice</i>	<i>Termination with 3 month's notice Council will remove and make good site in reasonable time</i>	
	<i>Confirm and maintain insurance and public liability for equipment</i>	
<i>Risk assessment</i>	<i>Risk assessment=delegated to Cllr J Evans</i>	
	<i>Users- general public</i>	
	<i>Training needs -none</i>	
	<i>Signage at site - cabinet</i>	
	<i>Delegated to Cllr Sherwood to be responsible for replacing used pads etc</i>	