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Open Spaces Committee Meeting Minutes 22nd October 2024 at 7pm in the Village Hall Lounge Henstridge

All members are summoned to attend.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak.

- 1. Present:** Cllr Scard (Chair) Cllr Finch, Cllr Courtenay, Cllr Smith, Cllr Steel, Cllr Graham, Cllr Howlett,
- 2. In attendance** Mr Fraser Cooke, Ann Lee Clerk
- 3. Absent** Cllr Thompson
- 4. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)). **None received**
- 5. Declarations of Interest.** (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct) **None declared**
- 6. To approve as a correct record the minutes of the minutes of the Open Spaces Meeting held on the 24 July 2024.** (Local Government Act 1972 Sch 12). Minutes proposed as accurate by Cllr Steel, seconded by Cllr Finch, Cllr Courtney abstained as he was not present, unanimously agreed. Signed and dated by Cllr Scard.
- 7. To note the Actions from the 24 July Meeting and discuss any matters arising.**

Minute Reference	Item	Action	Outcome
30 April 2024 Cllr Steel	Southwest in Bloom Entry 2024	Work supported with volunteers started in May, however although Council took entry £30 fee, application was not submitted. Cllrs acknowledge that the work from volunteers is not wasted and thanked Cllr Steel and volunteers for undertaking this work.	ACTION Cllr Steel Apply 2025. Funding secure and promised by Council. Awaiting Council notification for re-entry in April 25
30 April 2024 Cllr Thompson	Oak Vale wood scheme of works.	Cllrs concluded that it was important to have a plan and quotes to ensure the project maintains momentum and winter flooding does not ensue. It was noted that over the last 18 months work has been slow; the challenge of weather and lack	Plan and quotes from Cllr Thompson from 3 providers by 26 August in time

		of interest from prospective contractors has not helped BUT Cllrs wish to see the project reach a positive conclusion. Plan of works in writing with Quotes to be provided by Cllr Thompson. Alternative measures to be applied if not received for the September meeting.	for decision at the September meeting. Work to start in October 2024. ACTION:- Agenda item Cllr Finch
Quotes have not been received from Cllr Thompson to fellow Cllrs or the Clerk. Cllr Finch and Cllr Graham have met with Mr Robert Brown a retired resident of the parish with 40 years' experience with ground works for the County Council. He visited the wood with Cllr Finch and Cllr Steel. He advised that new ditches were not required but that they needed clearing and deepening with bowls developed. Cllrs observed areas in the wood that are waterlogged. Mr Brown stated that access to the field adjacent to the wood is not required. He advocated clearance and increasing the depth of the ditches, grading of the land and excavation and replacement/repair of the pipework. Towards Marsh Lane water is inclined and consequently water is not running through and accumulating. Cllrs talked about the bridal way that leads to but see this as another project. Proposal Cllr Scard to contact the landlords, Cllr Finch to finalise and circulate the scheme of work and circulate the 2 quotes received and retrieve the quotes from Cllr Thompson in preparation for submission to the PC in December so that work can be planned for the forth coming year. Seconded by Cllr Steel and unanimously agreed.			
30 April 2024 Cllr Finch	Litter Pick	Litter Pick scheduled for the 12 October 10 am 2014 advertised on Next door and PC. Concerns about fly tipping on A30 laybys Clerk to report to Council using the 3-word location mapping APP. Cllr Finch reported that there had been no interest from volunteers to support the litter pick. Cllr Finch suggested concentrating future litter picks on hot spot areas. E.g. Beyond Grass Roots. Cllrs resolved to suspend future litter picks due to the communities' apathy. Proposed by Cllr Finch, seconded Cllr Steel, unanimously agreed.	COMPLETE
30 April 2024 Cllr Scard & Cllr Steel	Ranger Duties	Cllr Steel had arranged a 6-month contract with Somerset Landscapes to do a 7-hour day at £220 - £31.42 an hour opposed to £342 - £45.60 (which included dead travel time and rest breaks). She reported the Ranger had been productive. Cllr Steel stated she anticipates wages will increase and anticipate an increase of 5% in expenditure for budget planning purposes. Cllr Steel proposed to increase the budget by 5%, this was seconded by Cllr Graham, and unanimously carried Cllr Howlett to add to budget forecast for the PC to consider.	ACTION: Cllr Howlett to add to budget forecast
30 April 2024 Cllr Graham	Water Fountain installation	Water fountain purchased over two years ago by PC for public access to be installed at cold water entry point at Village Hall. Wessex Water checks undertaken. Does not require daily cleaning.	ACTION Cllr Graham

and Cllr Howlett		Provides public with drinking water without need to access to hall and is in keeping with recreational requirements and sporting fixtures. Since the previous meeting: Cllr J Graham has continued to negotiate with the VH Chair throughout the summer for a suitable date for installation by an approved plumber. Cllr Graham reported that the Chair of the VH is insisting that the PC install a metre for cost purposes. The VH meet next Tuesday when further information will be forthcoming.	ONGOING
30 April 2014 Cllr Steel and Cllr J Graham	Recreation Ground duties	Groundsman duties in Recreation Ground a. White lining of pitches b. Cutting of main grass area Cllr J Graham reported that white lining will be undertaken by football club; Jeremy/cricket club will continue to cut the grass	NO FURTHER ACTION AS ONGOING ARRANGEMENT IN PLACE
24 July 2024 Cllr J Graham	Provision of permanent emergency access at recreation ground	To present the final plans and provide costs in time for budget planning to full PC. ACTION: - Quotes for the PC meeting in November are expected by the end of the week. The scheme of work will include closure of the old gate near the container. Increased car parking provision will be provided. A yellow box scheme will extend from the road running parallel to the VH building to the edge of the field. Ground work will include evening the height difference between the field and existing car park.	ACTION Cllr J Graham PROPOSAL COMPLETE AND FOR FINAL DECISION BY PC IN NOVEMBER
24 July 2024 Cllr J Graham and Cllr Finch	Burial Ground revision of fees and quotes for burial ground pathway	Path leading through the cemetery needs extending and routing to ensure plots are respectfully treated by the public. ACTION: Cllr J Graham and Finch supported by the Clerk to provide revised fee proposal for PC to consider and produce a proposed scheme of works and seek quotes for path extension in time for budget planning. Clerk to supply Cllr Finch with previous papers.	ACTION Cllr J Graham and Cllr Finch ONGOING
24 July 2024 Cllr Howlett	Allotments	a) ACTION i) Cllr Howlett and Cllr J Graham to get Les or a contractor to clear vacant plots and seal with black plastic so they can be let again. Cllr Howlett, Cllr J Graham, Cllr Steel, Cllr Finch to establish best means of clearing mixed rubbish and make provision to clear rubble from the graveyard that has amassed from grave digging.	ACTION:- Progress report for 21 January 2015 meeting ACTION Clerk to contact Community Service Payback team for start date.

		b) Clerk to investigate if the Community Service Payback teams could act as a task team to clear unused plots and cover with black plastic in preparation for new tenants to take over. ACTION: -Clerk to follow up contact with Community Service Payback team for start date. Cllr Howlett to write to tenants with a date for a meeting to discuss plans and encourage setting up an allotment Association	Action Cllr Howlett Action Cllr Scard COMPLETE
		c) Cllr Scard to ask Les to mow paths throughout the site. a. Allotment payments ACTION: Clerk to ask RFO for summary of payments received to date from tenants.	Cllr Howlett Cllr Howlett
		d) Cllr Howlett to write to the remaining tenants requesting fee payments by the next PC meeting on the 21 January 2025.	
		e) Annual meeting date schedule with allotment tenants ACTION: To be incorporated into the payment letter with a reply slip to test if tenants want this opportunity. Introduce enforcement management process when tenants do not comply with tenancy agreement	

5) Chairs report: - Cllr Scard

Cllr Scard reported he had nothing to add that wasn't already incorporated into the agenda.

6) Sub-Committee Matters

a) Annual Inspection for recreation report and proposed action:- Cllr Graham and Cllr Finch

Cllr Graham outlined key points raised in the inspection report. Repair to the climbing rig has already been undertaken.

b) Removal of tree stump in the playground following letter of concern from a resident:- Cllr Smith proposed that the stump be removed, this was seconded by Cllr Graham and unanimously agreed. Cllr Graham recommended that Mr Paul Travers be approached to undertake the work.

c) Provision for handyman's tools (maintenance and spares) Cllr Scard. Cllr Scard explained that the strimmer old strimmer requires new cord and a battery replacement. Cllr Scard proposed to recommend replacement with a STIHIL strimmer. There are sufficient funds in the budget line and

authorisation to be sought at the December PC meeting. Seconded by Cllr Steel, unanimously agreed.

ACTION: Cllr Finch to review the asset register and ensure an equipment list is accurately compiled with any additional recommendations for replacement to be available for the new budget, compared to the option of contracting with Landpower for lease alternatives.

- d) **Proposal to trim the low branches on the big plane tree in the recreation ground Cllr Scard**

ACTION:-Cllr Gaymer to engage tree surgeon once the tree has lost all leaves.

- e) **Provision for a proforma invoice for Christmas tree purchase: - Cllr Steel**
Cllr Steel reported that she has contacted Grass Roots to order 70 small Christmas trees and 1 large one for £1000. All trees can be chipped after the season and chippings spread over the jubilee flower bed within the recreation area.
- f) **Footway repairs: - Cllr Steel & PPLO Mr Frazer Cooke.** Mr Cooke reported that the Council are experiencing further cut backs which are likely to impact on provision to ensure footway issues are accessible and safe. 24 issues are outstanding. Concerns about the White Hart route were raised, Concerns about rights of way and resident safety were discussed concerning the new development and route diversion.
- g) **Oak Vale wood scheme of works, progress and quotes Cllr Finch Discussed in matters arising.**
- h) **Recreational ground gate: - Cllr Graham Discussed in matters arising.**
- i) **Cemetery footpath: - Cllr Graham Ongoing**
- j) **Football club update Cllrs Graham & Steel No new developments reported.**
- k) **Budget recommendations: All Cllrs**
The following recommendations were made for budget consideration:
- 1) **Maintenance provision for Oak vale wood (£1,400 for this year and £1000 for next year.**
 - 2) **5% increase in expenditure for the use of the Ranger**
 - 3) **Provision for new maintenance equipment £1,500**
 - 4) **Allotment costs £2,190 for initial work from existing reserves, external grant applications £5k**
 - 5) **Kier/or equivalent for Highways for 3 days provision £2k**
 - 6) **Playground audit uplift 3% and £500 provision for playground/gym repairs**
 - 7) **Consideration for pathways. Styles provision (estimation required)**
 - 8) **Contingency for emergency (estimation required)**

Next meeting the 21 January 2025

Reports and agenda items for submission to the Clerk by the 10 January 2025

Ann Lee Parish Clerk

