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## Open Spaces Committee Meeting AGENDA

**21<sup>ST</sup> JANUARY 2025 at 6.30 pm in the Bird 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. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, any new items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

- 1. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)).
- 2. 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)
- 3. To approve as a correct record the minutes of the minutes of the Open Spaces Meeting held on the 22 October 2024.** (Local Government Act 1972 Sch 12). Cllr Scard.
- 4. To note the Actions from the 24 July Meeting and discuss any matters arising.**

| Minute Reference               | Item                                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                    | Outcome                                                                                                                                               |
|--------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 April 2024<br>Cllr Steel    | <b>Southwest in Bloom Entry 2024</b>  | 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.                                                                                                                                                                                 | <b>ACTION Cllr Steel Apply 2025.</b><br>Funding secure and promised by Council.<br>Awaiting Council notification for re-entry in April 25             |
| 30 April 2024<br>Cllr Thompson | <b>Oak Vale wood scheme of works.</b> | 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 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. | <b>Cllr Scard to contact the landlords, Cllr Finch to finalise scheme of work, circulate 2, retrieve quotes from Cllr Thompson in preparation for</b> |

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|                                               |                                                              | Alternative measures to be applied if not received for the September meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | the PC in December<br><b>ACTION:-</b><br>Agenda item<br>Cllr Sccard and<br>Cllr Finch    |
| 30 April 2024<br>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. <b>Cllr Steel proposed to increase the budget by 5%, this was seconded by Cllr Graham, and unanimously carried</b><br><b>Cllr Howlett to add to budget forecast for the PC to consider.</b>                                                                                                                                     | <b>ACTION: Cllr Howlett to add to budget forecast in December</b><br><br><b>COMPLETE</b> |
| 30 April 2024<br>Cllr Graham and Cllr Howlett | 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. Provides public with drinking water without need to access to hall and is in keeping with recreational requirements and sporting fixtures. <b>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.</b> | <b>ACTION Cllr Graham</b><br><br><br><br><br><br><br><br><br><br><b>ONGOING</b>          |
| 30 April 2014<br>Cllr Steel and Cllr JGraham  | Recreation Ground duties                                     | <b>Groundsman duties in Recreation Ground</b><br><b>a. White lining of pitches</b><br><b>b. Cutting of main grass area</b><br>Cllr J Graham reported that white lining will be undertaken by football club; Jeremy/cricket club will continue to cut the grass                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>No further action</b><br><br><br><br><b>ONGOING</b>                                   |
| 24 July 2024<br>Cllr 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 with quotes and agree start.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Work commenced in December</b><br><br><b>COMPLETE</b>                                 |
| 24 July 2024<br>Cllr Graham                   | Burial Ground revision of fees and quotes for                | Path leading through the cemetery needs extending and path routing to ensure plots are respectfully treated by the public. <b>ACTION: Cllr J Graham and Finch supported by the Clerk to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>ACTION Cllr J Graham and Cllr Finch</b><br><b>On Agenda</b>                           |

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| and Cllr Finch               | Burial ground pathway | provide revised burial fee proposal for PC to consider.<br>Cllr Graham and Finch to produce a proposed scheme of works to resolve burial ground path and make provision in budget for path configuration in Budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk COMPLETE<br><br>Cllr Finch and Graham<br><br>COMPLETE                                                                                                                                                                                            |
| 24 July 2024<br>Cllr Howlett | Allotments            | <p>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.</p> <p>b) 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.<br/>ACTION: -Clerk to follow up contact with Community Service Payback team for start date.<br/>Cllr Howlett to write to tenants with a date for a meeting to discuss plans and encourage setting up an allotment Association</p> <p>c) Cllr Scard to ask Les to mow paths throughout the site.</p> <p>a. Allotment payments<br/>ACTION: Clerk to ask RFO for summary of payments received to date from tenants.</p> <p>d) Cllr Howlett to write to the remaining tenants requesting fee payments by the next PC meeting on the 21 January 2025.</p> <p>e) Annual meeting date schedule with allotment tenants<br/>ACTION: To be incorporated into the payment letter with a reply slip to test if tenants want this opportunity.</p> <p>f) Introduce enforcement management process when tenants do not comply with tenancy agreement</p> | <p>ACTION:-<br/>Progress report for 21 January 2025 meeting<br/>ACTION Clerk to contact Community Service Payback team for start date.</p> <p>Action Cllr Howlett</p> <p>Action Cllr Scard</p> <p>COMPLETE</p> <p>Cllr Howlett</p> <p>Cllr Howlett</p> |

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| 22 Oct 24<br>Cllr<br>Graham  | Playground                   | Removal of tree stump in the playground following letter of concern.<br>Cllr Graham to contact Mr Paul Travers be to undertake the work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Cllr Graham                              |
| 21 Oct 24<br>Cllr Scard      | Tools                        | Provision for handyman's tools (maintenance and spares) To replace the old strimmer's cord and provide a battery replacement or replace with a STIHL strimmer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Cllr Scard                               |
| 21 Oct 24<br>Cllr Finch      | Asset Register               | To review asset the register and ensure accurately compiled with any additional recommendations for replacement to be available for the new budget, compared an alternative option of contracting with Landpower for lease alternatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Cllr Finch                               |
| 21 Oct 24<br>Cllr Scard      | Plane Tree recreation ground | Cllr Scard to ask Cllr Gaymer to engage tree surgeon to trim lower branches to avoid vandalism once the tree has lost all leaves                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cllr Scard/Cllr Gaymer                   |
| 21 Oct 24<br>Cllr Steel      | Christmas Tree Purchase      | Provide a proforma invoice for Christmas tree purchase to order 70 small Christmas trees and 1 large one for £1000.<br><br>All trees to chipped after the season and chippings spread over the jubilee flower bed within the recreation area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Cllr Steel<br>COMPLETE<br><br>Cllr Steel |
| 21 Oct 24<br>Cllr<br>Howlett | Budget preparation           | Provision for Open spaces budget to be provided to the RFO<br><ol style="list-style-type: none"> <li>1. Maintenance provision for Oak vale wood (£1,400 for this year and thereafter £1000 every three years.</li> <li>2. 5% increase in expenditure for the use of the Ranger</li> <li>3. Provision for new maintenance equipment £1,500</li> <li>4. Allotment costs £2,190 for initial work from existing reserves, external grant applications £5k</li> <li>5. Kier/or equivalent for Highways for 3 days provision £2k</li> <li>6. Playground audit uplift 3% and £500 provision for playground/gym repairs</li> <li>7. Consideration for pathways. Styles provision (estimation required)</li> <li>8. Contingency for emergency (estimation required)</li> </ol> | Cllr Howlett<br>COMPLETE                 |

**Chairs report: - Cllr Scard**

#### **5) Committee Matters**

- a) Oak Vale wood scheme of works, progress and quotes in preparation for decision by PC in February meeting **Cllr Finch/Thompson**

- b) Football club update **Cllr Graham & Cllr Steel**
- c) Update on pump track repair **Cllr Graham**
- d) Update on tree stump removal **Cllr Graham**
- e) Footpaths and styles discussion regarding recent correspondence from Somerset Council and to resolve a way forward **Cllr Scard and Frazer Cooke**
- f) Glasdon Imperial Co Mingle waste bins for the recreation ground including costs and purchasing options for recommendation to the PC meeting in February 2025. **Cllr Steel**
- g) Proposal for 3 dog waste bins to be taken back by the Unitary Authority providing one or two larger bins are in place to reduce long term costs (Charging starts in April 2025) **Cllr Steel**
- h) To identify the exact site in the church graveyard/cemetery for the relocation of 3/4 headstones for the Young/Dewfall family from the former Congregational Chapel in the High Street. **Cllr Scard**  
  
To resolve the possible relocation of the three other unattended headstones (names of Scammell and Combs) and advise PC on potential cost for the February PC meeting. **Cllr Scard**
- i) To resolve the graveyard path by relocation of bins, gate control and path determination. **Cllr Finch and Cllr Graham**
- j) To consider burial ground mapping and software to maximise burial spaces and record keeping **Cllr Finch and Cllr Graham**
- k) To provide general synopsis of litter areas of concern and make recommendations **Cllr Finch**
- l) To resolve car park entrance ice problems **Cllr Graham**
- m) Update on Water fountain installation **Cllr Graham**
- n) Provision for Patio Sweeping **Cllr Graham**

**Next meeting 15 April 2025**

**Reports and agenda items for submission to the Clerk by the 1 April 2025**

#### **Exempt Session – Exclusion of the Press and Public**

The Council is recommended to resolve that under section 1, paragraph 2 of the Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business because the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**1. To discussion appraisal for maintenance employee ACTION Cllr Scard and Cllr Steel**

**Ann Lee Parish Clerk**