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Open Spaces Committee Meeting MINUTES 22 April 2025 at 6.30 pm in the Village Hall Lounge

The meeting commenced immediately as there were no residents present at the meeting.

Cllr Scard welcomed everyone to the PC meeting at 6.30pm.

- 1. Present:** Cllr Scard (Chair) Cllr Smith, Cllr Courtenay, Cllr Finch, Cllr Graham, Cllr Thompson
- 2. In attendance:** Ann Lee PC Clerk, no residents present
- 3. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1). **Cllr Steel**
- 4. 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**
- 5. To approve as a correct record the minutes of the minutes of the Open Spaces Meeting held on the 21 January 2025.** (Local Government Act 1972 Sch 12). **Cllr Scard. Cllr Graham proposed that the minutes presented were an accurate and true record, seconded by Cllr Finch, unanimously carried.**
- 6. To note the Actions from the 21 January 2025 Meeting and discuss any matters arising.**

Minute Reference	Item	Action	Outcome
30 April 2024	Oak Vale wood scheme of works.	PC awarded contract to Jamie Wright conditional on public liability insurance to be submitted prior to work commencing. No further action required at this time.	ACTION Cllr Thompson to coordinate work to commence in September 2025
30 April 2024	Water Fountain installation	VHMC has taken installation, but certification of equipment is in question and needs resolving (Cllr Scard/Graham) Installation to take place in May. Clearance provided by the Water Board and certificate of validation dated 2022 still stands.	ACTION Cllr Scard/Graham
24 July 2024	Burial Ground revision pathway	Path rerouting to ensure plots are respectfully treated by the public with relocation of bins, gate control and path determination and removal of accumulating aggregate and grave spoil to create hard standing area for undertakers. Cllr Finch stated he had contacted	ACTION For decision in June 2025 Cllr Finch and Graham

		Mr J Smales and Mr Hugo Barton to establish if other contractors known to the diocese could be approached for a quote. Awaiting notification.	
24 July 2024 Cllr Howlett	Allotments	a) ACTION i) Cllr Scard and Cllr J Graham to ask Les or a contractor to clear vacant plots and seal with black plastic so they can be let again. b) 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. c) Cllr Howlett to write to tenants with a date for a meeting to discuss plans and encourage setting up an allotment Association. Grant awarded for £3,040 from FODO d) Cllr Scard to ask Les to mow paths throughout the site once mower purchased.	ACTION:- ONGOING ONGOING Cllr Howlett COMPLETE Cllr Scard COMPLETE
22 Oct 24 Cllr Graham	Playground	To arrange removal of tree stump in the playground following letter of concern. Cllr Graham to contact Cllr Gaymer to ask tree surgeon assistant to undertake this work. Cllr Steel to speak to ranger to undertake removal or alternatively Cllr Scard to engaged Toomer Tree Care.	Cllr Graham
21 Oct 24 Cllr Scard	Tools	1.Provision for handyman's tools (maintenance and spares) The old strimmer in the Rec shed was replaced by a new battery powered strimmer a few years ago; it was thought that a spare battery had been purchased, however, due to a misunderstanding, they had never been ordered. ACTION: Cllr Scard to check with Terry Peters whether a spare battery is required and whether the strimmer cord we have is satisfactory. 2.The old mower and strimmer in the churchyard toolshed, have been replaced by new petrol driven replacements. However, the old mower is broken / irreparable and to be scrapped, the old strimmer is difficult and impractical for Les to use but could be sold (or kept for emergency use). ACTION Cllr Scard	Cllr Scard

21 Oct 24 Cllr Finch	Asset Register	To complete the review of the asset the register and ensure accurately compiled with any additional recommendations for replacement of tools to be available for the new budget.	Cllr Finch COMPLETE
21 Oct 24 Cllr Scard	Plane Tree recreation ground	Cllr Scard to ask Cllr Gaymer to engage tree surgeon to trim lower branches of the plane tree to avoid vandalism once the tree has lost all leaves Cllr Scard to discuss with Cllr Gaymer	Cllr Scard/Cllr Gaymer ONGOING

7. Committee Matters

- a) Glasdon Imperial Co-mingle bins update (Cllr Steel). In Cllr Steels absence, Cllr Scard thanked Cllr Steel for all her work on this and reported that the bins had been order and the exchange/delivery was anticipated soon.
- b) Footpaths update on work completed by Council and outstanding actions required (Frazer Cooke PPLO/Cllr Scard). Cllr Scard reported that he has compiled a compilation of emails circulated by Frazer Cooke PPLO to note progress. He stated that progress this year was positive and compliment all the work undertaken by Frazer. Cllr Scard stated he feels fully immersed and will be the lead Cllr at PC meetings on this subject area in future and will speak on behalf of the Open Spaces Committee at future meetings and the PPLO. Cllr's concurred with this view as it will support the PPLO.
- c) Grit Bins update (Cllrs Graham/Scard. Cllr Graham reported that Highways have agreed to the provision of a grit bin at no cost to the PC for Church Street. Cllr Graham is establishing the exact location for the bin and who will be responsible for its use in this locality.
- d) To agree the scope of work to be undertaken to repair the pump track and propose the quotation obtained to the PC at the meeting in May (Cllr Graham).
Cllr Graham indicated that the PC had received a quote detailing two options:
 1. £1,725 repair all cracks/damage
 2. £ 5,305 replacement of track surface
 Cllr Graham explained that the contractor stated that neither of the options offer any degree of guarantee as the substructure is susceptible to ground movement.
Cllr Graham proposed that the Open Spaces Committee should recommend option 1 to the PC in May. This was seconded by Cllr Scard and unanimously approved. Action: For the PC agenda in May.
- e) To agree to invest in burial ground mapping and software package to maximise burial spaces and support record keeping (Cllrs Finch/Graham).
Action: Clerk to provide information about Scribe software.
Cllr Graham / Finch to approach George Edwards to ask who removed waste/spoil from the. Cemetery previously (when he was the handyman)
- f) To agree to apply resin bond to gravel located at the recreational emergency entrance (Cllr Graham) Cllr Graham recommended the application of a resin bond to be applied to the gravel for maintenance purposes. **It was estimated that 10 litres of resin would be required to cement the gravel at a cost of £80. Proposed by Cllr Courtenay, seconded by Cllr Scard, unanimously carried. Action Cllr Graham**

- g) To agree patio sweeping regularity **(Cllr Graham)** Cllr Graham stated that grit from the boule court, mud from football boots and litter is accumulating. **Action: Cllr Scard to ask Les Peters to now incorporate a sweep up on a monthly basis as well as 6 monthly clearances of the ACO drains.**
- h) To agree litter picking date and advertise for late spring **(Cllr Finch)** Cllr Finch stated he had responded to complaints about accumulating litter in the layby located on the A30. Similarly, Cllr Scard indicated that since verge cutting on the A357, litter was evident and had been recovered. **Action: Clerk to ask Cllr Steel for the Flowers in Bloom dates so that litter picking can be undertaken in advance of the inspection.**
- i) To finalise options for including additional lighting and use of grit in main entrance to Village Hall to avoid incidents in icy weather. **(Cllr Scard/Graham)** **Action: Cllr Graham to contact David Nichols to establish which contractor undertook the work to install the Christmas tree lights near the main entrance to establish the means of installing low level lighting by means of a spur.**

Next meeting 22 July 2025 at 7pm in the Village Hall Lounge

Reports and agenda items for submission to the Clerk by the 15 July 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. Appraisal dates for maintenance staff to be confirmed

Ann Lee Parish Clerk