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Open Spaces Committee Meeting MINUTES 22 July 2025 at 7pm in the Village Hall Lounge

Cllr Scard welcomed everyone to the PC meeting at 7.00pm. He noted that no residents of the parish were present and that therefore, the Open Session was not required, and he closed the open session and opened the Open Spaces Committee at 7.01pm.

- 1. Present:** Cllr Scard (Chair) Cllr Smith, Cllr Finch, Cllr Graham, Cllr Steel, Cllr Graham
- 2. In attendance:** Ann Lee PC Clerk, Mr Frazer Cooke PPLO
- 3. Apologies for Absence:** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1). **Cllr Courtenay**
- 4. Absent:** Cllr Thompson
- 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 22 April 2025.** (Local Government Act 1972 Sch 12). **Cllr Graham proposed that the minutes presented were an accurate and true record, seconded by Cllr Steel, unanimously carried.**
- 7. 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. Clerk to contact Mr wright to establish start date in September and advise Cllr Thompson	ACTION ON GOING Cllr Thompson to coordinate work to commence in September 2025
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 has been agreed by the PC. Removal of accumulating aggregate and grave spoil to create hard standing area for undertakers now needs action. Cllr Graham has a quote for £300 plus VAT from Hopkins for	ACTION ONGOING For decision in July 2025 Cllr Finch and Graham

		removal of earth, hardcore which needs to go to the PC in September for approval. Cllr Graham stated that green waste needs separating and this work will be undertaken in July. The new gate post and fixing of a donated gate with combination lock will be installed by the end of August. Green waste cannot be taken in Co-mingle bins - a separate green waste area will be provided. Bins to have clear notice indicating "No Green waste please". Grave records and site mapping to be investigated and quotes provided by Cllr Finch and presented at the next OSC meeting in preparation for consideration by the PC in the autumn.	Cllr Graham Cllr Steel
24 July 2024 Cllr Howlett	Allotment Committee	a) ACTION i) Cllr Howlett reported that the new allotment committee will establish if the vacant plots are suitable for use. Richard Jones is the new Chair. Cllr Scard to liaise over tenancy agreements and bring the revised document to the PC meeting in October 2025 including revised fee recommendations for 26/27. b) Cllr Howlett to provide the Clerk with the revised tenancy contact list and liaise with the RFO to invoice each tenant for 25/26 payment. c) Cllr Howlett reported that removal of mixed rubbish is accommodated in the FODO grant application. Cllr Scard to arrange a skip and arrangement payment via the RFO d) Cllr Scard to ask Les Peters to mow paths throughout the site once mower purchased.	ACTION:- Cllr Scard ONGOING Cllr Howlett ONGOING Cllr Scard ONGOING 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 Steel to speak to ranger to establish if he will undertake the removal or alternatively Austin Herd for immediate resolution in August 2025.	Cllr Steel

22 April 25	Gate to recreational ground	To apply resin bond to gravel located at the recreational emergency entrance to avoid trip hazard.	Cllr Graham COMPLETE
22 April 25 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. Action by August 2025.	Cllr Scard COMPLETE
22 April	Village Hall patio and boule court	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.	Cllr Scard COMPLETE

8. Committee Matters

- a) **Glasdon Imperial Co-mingle bins update (Cllr Steel).** Cllr Steels reported that the base for bins, the new co-mingle bins had been ordered and the exchange/delivery has taken place. The revised quote in accordance with the PC's expectation has been finally provided at a cost of £507 with VAT 20% £101.40. Total cost £608.40. RFO advised and contract signed. This work is now complete.
- b) **Footpaths update on work completed by Council and outstanding actions required (Frazer Cooke PPLO/Cllr Scard).** Frazer Cooke outlined a variety of issues largely relating to overgrowth blocking the following paths: 12/28, 12/39, 12/33, 12/27, 12/38, 12/9, and flooding issues on pathway 12,46. He noted that due consideration be given to the £2,500 budget allocated to footways to clear these routes.
- c) **Grit Bins update Cllrs Graham.** 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) **Repair to the pump track has been undertaken at a cost of £1,725 to repair all cracks/damage.** Cllr Graham expressed his disappointment and has called the contractor back to rectify the work immediately.
- e) To agree to invest in burial ground mapping and a software package to maximise burial spaces and support record keeping. **Cllrs Finch to make recommendations to the PC in November 2025 for financial consideration in time for budget rounds.**
- f) 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.**
- g) 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**) Cllr Graham reported that he has not been able 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. On further investigation Cllr

Graham has established that a down pipe from the Village Hall is spilling out without adequate drainage. **Action: Cllr Graham will seek quotes to establish the cost of rectifying this issue for the PC consider.**

- h) Update on Flowers in bloom Competition Cllr Steel.** Cllr Steel reported judges will visit the parish on the 24 July 2025
- i) Update on drainage issues at Old Station Gardens since Somerset Council replaced fencing Cllr Finch.** Cllr Finch reported that he has contacted the horticultural department and has asked Cllr Nicola Clerk to verify that action to support the resident concerned.
- j) Resident concern with over hanging Cooper Beech tree at Children's Play Park. Cllr Graham.** Cllr Steel will seek advice from Somerset Council to establish if tree needs attention. She noted that the independent play park inspection is also due soon.

The meeting closed at 8.21pm

Next meeting 21 October 2025 at 7pm in the Village Hall Lounge

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

Exempt Session – Exclusion of the Press and Public

- 1. Appraisal dates for maintenance staff confirmed for September.**

Ann Lee Parish Clerk