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Open Spaces Committee Meeting AGENDA

21 October 2025 at 6pm The Bird in Hand Skittle Alley

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 July 2025.** (Local Government Act 1972 Sch 12).
4. **To note the Actions from the 22 July 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. No response> PC to proceed with an alternative contractor.	ACTION ON GOING Mr Wright has not responded to calls. Cllr Thompson to coordinate work to commence asap.
24 July 2024	Burial Ground revision pathway	Path rerouting to ensure plots are respectfully treated with relocation of bins, gate control, accumulated aggregate and grave spoil removal and green waste separated and removed. Grave records and site mapping to be investigated and quotes provided by Cllr Finch and presented at the next OSC meeting in October and preparation for consideration by the PC in the autumn.	COMPLETE Cllr Finch and Graham Cllr Finch
24 July 2024 Cllr Howlett	Allotment Committee	a) ACTION Cllr Scard to liaise over tenancy agreements and bring the revised document to the PC meeting in October 2025. b) Revised fee recommendations for 26/27 to be considered in October in time for budget preparation. c) Cllr Howlett to provide the Clerk with the revised tenancy contact list and liaise	ACTION:- Cllr Scard COMPLETE On going Cllr Howlett COMPLETE and revised contract

		with the RFO to invoice each tenant for 25/26 payment. d) 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.	issued to tenants. RFO to submit invoices for 25/26 Cllr Scard COMPLETE
22 Oct 24 Cllr Graham	Playground	To arrange removal of tree stump in the playground following letter of concern.	Cllr Steel COMPLETE
22 July 25 Cllr Steel	Co-Mingle bins	Bins ordered, base provision completed. Quote accepted at a total cost of £608.40.	
22 July 25 Cllr Graham	Pump Track	Update of repeated repair to pump tract.	Cllr Graham.

5. Committee Matters

- a) Footpath issues largely relate 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. **Proposal to compile a recommendation to support the clearance of overgrowth to pathways using reserve provision from the already allocated £2,500 budget to the PC meeting in November. Cllr Smith.**
- b) To **agree** to recommend investment in burial ground mapping, to scale site grave marking and a software package to maximise burial spaces and support record keeping to the PC at the November PC meeting. **Cllrs Finch to make recommendations to the PC in November 2025 for financial consideration in time for budget rounds.**
- c) To **agree** to recommend to the PC work to remove ant hills on top of graves in the cemetery to enhance the ease of groundwork maintenance and aesthetics of the site. **Cllr Smith**
- d) To **receive a quote from Paul Pauley** to rectify drainage at the Village Hall carpark causing health and safety concerns in freezing conditions and make recommendation for action to the PC. **Cllr Graham**
- e) To **receive an update** on Flowers in bloom Competition. **Cllr Steel.**
- f) To **agree a preferred supplier list.** **Cllr Steel and Cllr Graham.**
- g) To **receive a further update** on drainage issues at Old Station Gardens since Somerset Council replaced fencing. **Cllr Finch**

- h) To receive an update** on the overhanging Cooper Beech tree at Children's Play Park. **Cllr Graham.**
- i) To receive** a quote from AR Landscapes to address gravel spill at the new entrance at the recreational ground and make recommendation to the PC to authorise the work. **Cllr Steel.**
- j) To receive proposed scheduled plan** to undertake maintenance repairs to the recreational ground equipment and playground following the annual inspection. **Cllrs Finch and Graham.**
- k) To receive** an update on the application by allotment tenants to become an Allotment Association. **Cllr Scard.**
- l) To make a recommendation** to the PC to resolve the allotment insurance gap for equipment purchased from grant. **Cllr Scard.**
- m) To receive an update** of flooding matters at Marsh Lane. **Cllr Steel.**
- n) To receive quotes** and make recommendation to the PC to address Ash Dye back tree felling at Oak Vale Wood in the interests of public safety and make proposal for the November PC meeting. **Cllr Steel and Cllr Scard.**
- o) To receive quotes** to resolve drainage work at Oak Vale wood to ensure work commenced by the end of November. **Cllr Thompson.**

Next meeting 20 January 2026 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 update for maintenance staff.**

Ann Lee Parish Clerk