



Clerk: Ann Lee, 3 Sparkford Road, Sparkford, Yeovil, BA22 7FA
Tel: 07841392242 or 07702667083
e-mail: clerk@henstridge-pc.gov.uk

Open Spaces Committee Meeting AGENDA

20 January 2026 at 7pm 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 21 October 2025.** (Local Government Act 1972 Sch 12).
- 4. To note the Actions from the 21 October 2025 Meeting and discuss any matters arising.**

Minute Reference	Item	Action	Outcome
30 April 2024	Oak Vale wood scheme of works.	The PC awarded the contract to charlie@worthygroundworks.co.uk conditionally upon evidence of public liability insurance which must be submitted to the Clerk prior to work commencing. Cllr Finch to approach the company to be assured that work will commence before the end of March (dependant on weather) Operational Liaison will be with Cllr Thompson	ACTION ON GOING Cllr Finch/Thompson
21 Oct 2025	Burial Ground mapping pathway	1. Grave records and site mapping to be recommended to the PC in the autumn budget rounds. Action Cllr Finch Clerk to provide Cllr Finch with the number of grave plots currently occupied and plot purchases and free capacity. Clerk to contact grave digger to place spoil as close to the hedge as possible in future. January notice in Church Yard to advise public that ant hills will be removed in the spring. Agenda Item	COMPLETE Cllr Finch Ongoing Clerk Clerk Clerk

21 Oct 25 Cllr Scard	Allotment Committee	a) Existing allotment annual fees equate to £30 a full plot and £15 for a half plot. Revised fee recommendations for 26/27 to be considered in October.	ACTION:- Cllr Scard On going
		b) Clerk to revise the tenancy contact list and liaise with the RFO to invoice each tenant for 25/26 payment asap c) Meeting with the Allotment Chair Richard Jones, Peter Nast, Cllr Howlett, Cllr Scard, Cllr Smith in the presence of the Clerk asap to resolved concerns on tenancy agreement, status of the tenant's application and progress on site in line with FODO grant. Action Cllr Scard to arrange. Agenda item	Clerk/RFO to submit invoices for 25/26 Complete Cllr Scard.
21 Oct 2025 Cllr Steel	Co-Mingle bins	Bins ordered, base provision completed. Quote accepted at a total cost of £608.40. Recent invoice disputed and not authorised for payment. Cllr Steel following this up. Agenda Item	Cllr Steel
21 Oct 25 5a Cllr Scard	Footpaths	Footpath issues obstructed due to overgrowth blocking paths: 12/28, 12/39, 12/33, 12/27, 12/38,12/9, and flooding issues on pathway 12,46. ACTION: To use the Ranger to clear prime paths using allocated budget. Employ local contractor as a Lengths man to manage minor maintenance tasks.	Cllr Scard Cllr Steel
21 Oct 25	Village Hall Car Park	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. Cllrs resolved to recommend the quote to rectify the drainage issues at the November PC meeting.	Cllr Graham Complete and work undertaken in Jan 2026
21 Oct 25	Preferred supplier list	To recommend a preferred supplier list to PC. Clerk to write policy for December PC meeting	Cllr Steel and Graham Complete

- a) To **AGREE** to the relocation of a co-mingle bin with new hard standing in the recreation area. **Cllr Steel**
- b) To **AGREE** location of bins within the cemetery **Cllr Steel**
- c) To **RECEIVE** an update on Oak Vale Wood Tree Work **Cllr Thompson**

- d) To **RECEIVE** an update on drainage issues at Old Station Gardens since Somerset Council replaced fencing. **Cllr Finch**
- e) To **RECEIVE** an update on the recovery of the £2,500 grant from the PC to the allotment group **Cllr Scard**
- f) To **RECEIVE** an understanding of funds used from the grant received from the Community Health & Wellbeing and action required to report to the grant making body. **Cllr Howlett**
- g) To **RECEIVE** an update of flooding matters at Marsh Lane. **Cllr Scard**
- h) To **RESOLVE** the management of hours worked by the maintenance team. **Cllr Steel**

Ann Lee Parish Clerk