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Open Spaces Committee Meeting MINUTES

20 January 2026 at 7pm The Skittle Alley The Bird in Hand

1. **Present:** Cllr Scard Cllr Smith, Cllr Courtenay, Cllr Steel, Cllr Howlett, Cllr Finch
2. **In attendance** Ann Lee Parish Clerk
3. **Apologies for Absence:** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)). **Cllr Graham**
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 21 October 2025.** (Local Government Act 1972 Sch 12). **Proposed as correct Cllr Steel, seconded by Cllr Finch, unanimously carried.**
7. **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 successfully approached the company to ensure that work will commence before the end of March. The Clerk reported public liability insurance has been received. 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. Budget provision has been allocated in the new budget. 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.	COMPLETED Cllr Finch Ongoing Clerk COMPLETED Clerk

		January notice in Church Yard to advise public that ant hills will be removed in the spring. Agenda Item	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.	On Going Cllr Scard
		b) Clerk to revise the tenancy contact list and liaise with the RFO to invoice each tenant for 25/26 payment asap. RFO has submitted the invoices and received income. c) The Allotment Chair Richard Jones and Peter Nast have advised that tenants do not want the £2,500 grant from the PC. ACTION Cllr Scard to establish impact of this on the SALC grant. Cllr Howlett to arrange transfer of funds back to the PC. Action Cllr Scard to arrange. Agenda item	COMPLETED 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. At the PC meeting Cllrs resolved to recommend the quote to rectify the drainage issues at the November PC meeting. Work was completed in the first week of January 2026.	Cllr Graham COMPLETED
21 Oct 25	Preferred supplier list	To recommend a preferred supplier list to PC. Clerk to write a policy for December PC meeting.	COMPLETED Cllr Steel/Cllr Graham

- a. To **AGREE** to the relocation of a co-mingle bin with new hard standing in the recreation area. **Cllr Steel. Cllr Steel reported that there was no option to flex collection frequency or times**

(weekly or fortnightly). Cllrs resolved to monitor bin locations until June considering increased use of recreation ground, dog walkers and football. Invoice issues are now being addressed by Somerset Council. Cllr Steel will update as more information materialises.

Meeting closed at 7.30. Cllrs proceeded to meet as a working group

- b. To AGREE location of bins within the cemetery Cllr Steel. Cllrs will continue to monitor and use signage to direct the public with green waste**
 - c. To RECEIVE an update on Oak Vale Wood Tree Work Cllr Thompson. Cllr Finch reported Worthy Ground Works will start as soon as possible (weather permitting) and before March. The Clerk reported that their public liability insurance had been submitted satisfactorily in date.**
 - d. To provide an UPDATE on footway clearance for prime sites. Cllr Scard. Cllr Scard will ask Frazer Cooke to meet up with the Ranger to scope the work and agree a start date.**
 - e. To RECEIVE an update on drainage issues at Old Station Gardens since Somerset Council replaced fencing. Cllr Finch reported that the flooding problem continues despite a culvert being dug in Plot Lane. Contamination of silt waste is still not resolved and residents are understandably concerned. Action Clerk to write to Officers at SC to establish involvement and results from Environmental Health.**
 - f. To RECEIVE an update on the recovery of the £2,500 grant from the PC to the allotment group Cllr Scard/Cllr Howlett. Cllrs resolved to contact SALC to renegotiate the terms of the grant to include extra skip hire, provision for ground cover and clearance when allotments are vacated and improvements to the road where potholes have emerged making access difficult. Action:- Cllr Howlett to contact Richard Jones to release the payback of £2,500 to the PC. Cllr Scard/Cllr Howlett to contact SALC**
 - g. 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 will provide accounts.**
 - h. To RECEIVE an update of flooding matters at Marsh Lane. Cllr Scard. Cllr Courtenay stated that he had noticed the road flooding and that debri from hedge trimming seemed to be filling the ditches. ACTION; - Cllr Scard to request ditch clearance.**
 - i. To RESOLVE the management of hours worked by the maintenance team. Cllr Steel**
- Working group closed at 8.00pm**

Ann Lee Parish Clerk