



Clerk: Ann Lee, 3 Sparkford Road, Sparkford, Yeovil, BA22 7FA
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Open Spaces Committee Meeting MINUTES 23 April 2026 at 7pm The Village Hall Lounge

1. **Present:** Cllr Scard, Cllr Smith, Cllr Steel, Cllr Courtenay, Cllr Graham, Cllr Thompson, Cllr Finch
2. **In attendance:** Ann Lee Clerk, Frazer Cooke
3. **Absent:** Cllr Thompson
4. **Apologies for Absence:** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)). **None**
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 20 January 2026** (Local Government Act 1972 Sch 12). **Proposed as correct by Cllr Scard seconded by Cllr Graham, unanimously carried.**
7. **To note the Actions from the 20 January 2026 Meeting and discuss any matters arising.**

Minute Reference	Item	Action	Outcome
30 April 2024	Oak Vale wood scheme of works. Signage	Work commenced in February 2026 and was completed in March 2026. Frazer Cooke reported that it is boggy along the railway track when heavily raining. He reported that a groove has been dug to allow water to gather in the bridleway leading between Plott and Marsh Lane. ACTION: On going monitoring of flood risk to be undertaken as part of consideration for Phase 2 work if required. ACTION: Cllr Steel to ask Cllr Thompson to ensure both original signs are reinstated. ACTION: Clerk to write an article for the WOTS noting work undertaken and asking public not to remove the logs/dead wood. Post on website ACTION: Cllrs resolved to instruct the clerk to remove this item from the PC meeting.	ACTION Open Spaces Cllrs Cllr Steel Clerk Clerk

21 Oct 2025	Burial Ground	Clerk to provide Cllr Finch with the number of grave plots currently occupied and plot purchases and free capacity. Les Peters authorised to use additional hours to remove the ant hills and apply insect treatment in May ACTION Cllr Scard to confirm a date in May for work to work to commence. ACTION: Notices to be put in the cemetery indicating work starting in May Posting of notice to be put on the PC website ACTION: Clerk to provide Cllr Finch with the number of grave plots currently occupied /plot purchases and remaining free capacity.	Clerk Cllr Scard Cllr Scard Cllr Scard Clerk Clerk
21 Oct 25	Allotment	Existing allotment annual fees equate to £30 for a full plot and £15 for half a plot. Revised fee recommendations for 26/27 and invoicing to tenants. ACTION: Clerk to compare tenancy agreements from other PC's, including plot prices, and operational running costs. Clerk to write to tenants who are breaching the terms of the tenant obligations (3.1 a and b) ACTION Cllr Scard to contact SALC (FODO) and negotiate redeployment of funds to accommodate alternative work including an additional skip, repairs to site access before current extension of the project expires in June. Cllr Scard to contact Robert Brown to verify the quantity of scalping's need to resolve pot hole issues and a seek quote for materials required.	On Going Cllr Steel / Clerk Cllr Scard.
21 Oct 25 5a	Footpaths	Footpath issues obstructed due to overgrowth. ACTION: To use the Ranger to clear two prime (WN1226 and 1238) paths using allocated budget. ACTION Contact the Ranger to undertake the work.	Cllr Scard
20.1.2026	Environmental Health	Reported flooding problems at Station Gardens despite a culvert being dug in Plot Lane. Contamination of silt waste is still not resolved and	Clerk

		residents are understandably concerned. Action Clerk to contact Officers at SC to establish involvement and results from Environmental Health.	Complete awaiting response.
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At 8pm Cllr Courtenay left the meeting.

Open Spaces Matters

- a. To **RECEIVE UPDATE** on the location of bins within the cemetery and provision of green waste signage. **Cllr Steel/Cllr Graham. Cllrs resolved to make a compost heap in the left side of the main gate, make signs to direct the public to separate compostable waste from non-compostable waste.**
- b. To **RECEIVE** an update on Oak Vale Wood. **Cllr Thompson**
 - 1) To **ASSURE** the PC that signage removed by Cllr Thompson has been reinstated. **ACTION** Cllr Steel to ask Cllr Thompson to replace the original signs.
 - 2) To **AGREE** to the relocation of log pile to protect the threat of wood theft and maintain ecological balance. Cllr Steel proposed that the logs should not be moved from the wood but be used to support the ecological balance and create natural edges to walkways. This was seconded by Cllr Graham and unanimously agreed.
- c. To **provide an UPDATE** on work undertaken by the Ranger on footway clearance for prime sites. **Cllr Scard to contact the Rangers to see if he can undertake this work as soon as possible.**
- d. To **NOTE** work on the recreation ground in preparation for cricket events. **Cllr Graham Cllr Graham reported that the work has now been completed.**
- e. To **AGREE** the plan to replace/repair or remove the equipment that has broken in the children's playpark area. **Cllr Graham and Cllr Scard reported that the equipment has a stress fracture and decay at the base of the spring. ACTION: Clerk to contact the insurance company to establish if this is covered in the PC policy. Cllr Steel to determine which company installed the product. Once established the Clerk will ask if the equipment has been recalled and if it can be prepared.**
- f. To **RESOLVE** the management of hours worked by the maintenance team. **Cllr Scard explained that the maintenance work cannot be met within the existing contracted hours available. He proposed that the hours required equated to 420 hours a year (35 per month) This is an uplift from 26 hours to 35 hours (a 25% unbudgeted increase). Cllrs will make this recommendation to the PC in May. Cllr Finch stated that a revised contract needs to be written for review in May to ensure that Statutory Sick pay is covered by the aggregated hours now worked and to ensure that the hourly rate does not drop below the minimum wage.**

Next meeting the 15 July 7 pm Village Hall. Apologies received from Cllr Finch who will be away.

Ann Lee Parish Clerk

Signed and dated