



Clerk: Ann Lee, 3 Sparkford Road, Sparkford, Yeovil, BA22 7FA
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Open Spaces Committee Meeting AGENDA 15 July 2026 at 7pm The Village Hall Lounge

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 23 April 2026** (Local Government Act 1972 Sch 12).
4. **To note the Actions from the 20 January 2026 Meeting and discuss any matters arising.**

Minute Reference	Item	Action	Outcome
23 April 2026	Oak Vale Flood monitoring	On going monitoring of flood risk to be undertaken as part of consideration for Phase 2 work if required.	ACTION
	Signage	ACTION: Cllr Steel to ask Cllr Thompson to ensure both original signs are reinstated.	Completed
	Communication	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.	Completed
	Log path edging	ACTION Logs to be used to edge pathways to support the ecological balance and create natural edges to walkways.	Cllr Graham and Cllr Steel

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	Clerk Cllr Scard Cllr Scard Cllr Scard Clerk
21 Oct 25	Allotment	Existing allotment annual fees equate to £30 for a full plot and £15 for half a plot. Prepared a revised fee recommendation for 26/27 and invoicing to tenants 30 September 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 AGENDA Item Complete for decision Letter completed and for approval Cllr Scard On going
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 silt contamination by SC workers at Station Gardens. Clerk requested Environmental health Officer took samples and reported that there is no contamination of silt waste. On going Flood risk requires resolving and ditch and fallen tree needs removing.	Cllr Petheram and Cllr Finch
23.4.2026	Playground	Clerk to contact the insurance company to establish if this is covered in the PC policy.	Clerk Complete

		Cllr Steel to determine which company installed the product. Once established the Clerk will ask if the equipment has been recalled and/or if it can be repaired.	Complete
23.4.2026	Staff Contract	To revise the maintenance employees' contract to ensure that Statutory Sick pay is covered by the aggregated hours worked and to ensure that the hourly rate does not drop below the minimum wage.	Cllr Finch and Cllr Steel

Open Spaces Matters

- a. To **RECEIVE UPDATE** on the location of bins within the cemetery and provision of green waste signage following the provision of a compost heap to the left of the main gate with signs to direct the public to separate compostable waste from noncompostable waste. **Cllr Graham and Steel**
- b. To **provide an UPDATE** on work undertaken by the Ranger on footway clearance for prime sites. **Cllr Scard**
- c. To **NOTE** work on the recreation ground in preparation for cricket events, football season and post the 2026 Village Fete event. **Cllr Graham**
- d. To **AGREE** the plan to replace/repair the equipment that has broken in the children's playpark area and mitigate against the risk of trip hazards. **Cllr Graham**
- e. To **RECEIVE** a recommendation to manage trees/large shrubs that require maintenance/remedial work in recreation area for in the autumn. **Cllr Petheram and Cllr Steel**
- f. To **RECEIVE and AGREE** the recommended volume of bark for the Jubilee boarder. **Cllr Steel**

Next meeting the 17 October 7 pm Village Hall.

Ann Lee Parish Clerk