

**WEST HILL PARISH COUNCIL  
MINUTES OF THE OPEN SPACES COMMITTEE MEETING  
HELD ON 25<sup>th</sup> August 2020 AT 1.00PM  
The meeting was held by video conferencing**

Present:	Chairman Cllr Alan Cook (ABC), Cllr Amanda Townsend (AT), Cllr Margaret Piper (MP), Cllr Della Cannings (DC)
Apologies received from: In attendance	Cllr Alison Carr (AC),  1 member of the public Eileen Perkins (West Hill Footpath Warden)

Item (a)	Discussion and decisions (b)
20/089	<p><b>Welcome and Chairman's announcements</b></p> <ul style="list-style-type: none"> <li>The meeting started at 1.05pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.</li> </ul>
20/090	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>Apologies from Cllr AC noted and accepted.</li> </ul>
20/091	<p><b>Public question time (3 minutes)</b> From 1.00pm residents are invited to give their views and question the Open Spaces Committee on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Open Spaces Committee meeting. Members of the public may not take part in the Committee meeting itself. This item will include issues submitted by residents unable to attend the meeting.</p> <p>West Hill's Footpath Warden reported that the paths were now getting overgrown and needed maintenance.</p> <p>Cllrs agreed to approve the second cut of the footpaths.</p>
20/092	<p><b>Declarations of Interest</b></p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the meeting for the relevant items).</p> <p>None declared</p>
20/093	<p><b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.</p> <p>N/A</p>
20/094	<p><b>Minutes</b></p> <p>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 28<sup>th</sup> July 2020</p> <p>Noted and approved</p>
20/095	<p><b>To receive a Clerk's Report on actions and matters arising from the last meeting</b></p> <p>a. Actions from OS Committee 28<sup>th</sup> Jul 2020</p>

	<ul style="list-style-type: none"> <li>o Investigate the request for a dog-waste bin on Bendarroch Road (ongoing)</li> <li>b. Other matters</li> <li>c. Any urgent matters arising</li> </ul>
<p><b>20/096</b></p>	<p><b>Footpaths (Cllr ABC)</b></p> <p>For information</p> <ul style="list-style-type: none"> <li>a. Footpath 1 – A resident reported 2 issues with signs nr B3174 and Lowlands farm. DCC Public Rights of Way (PROW) have agreed to re-instate the rotted post and will investigate the dis-coloured sign.</li> <li>b. Footpath 5 – Awaiting response from DCC PROW re survey of site for proposed handrail.</li> <li>c. Footpath 7 – DCC PROW will send a further letter to the landowner regarding Japanese Knotweed on the bank and path.</li> <li>d. Footpath 40 – DCC PROW have requested a meeting with the landowners.</li> <li>e. Footpath 48 – The rotten bridge will be repaired when the current grass cutting work has been completed.</li> <li>f. Footpath 6 – No further reports of people straying from the paths have been received.</li> </ul> <p><b>To review</b> progress on the outstanding issues listed above.</p> <p>The Council had received an update from DCC:</p> <p>Footpath 1 – works approved and assigned to Contractor.</p> <p>Footpath 5 DCC supported WHPC request to install a handrail on the footpath noting that WHPC would be responsible for installation, maintenance and insurance.</p> <p>Cllr DC asked if the footpath was private land. Cllrs noted that the footpath was the responsibility of DCC.</p> <p>Cllrs agreed, in principle, to install a handrail on Footpath 5 (on the sloped section between West Hill Road and Eastfield)</p> <p>Action: Prepare a specification for a handrail (ABC) Action: Obtain a quote for the installation of a handrail, possibly a Keyclamp system. (Clerk)</p> <p>Footpath 7 DCC advised they can only take action to remove Japanese Knotweed where it is growing on the path itself, rather than the surrounding area. Eileen asked if the Parish Council could remove the Japanese Knotweed and charge the landowner. The Clerk advised Parish Councils do not have the authority to carry out works on private land. Cllrs asked for this to be checked.</p> <p>Cllrs agreed to</p> <ul style="list-style-type: none"> <li>o check the extent of the Knotweed (Footpath Warden)</li> <li>o confirm whether the Parish Council has the authority to remove the Japanese Knotweed (Clerk)</li> </ul> <p>Footpath 40 – DCC discussion with Landowner ongoing to seek a solution to footpath flooding. Footpath 47 – The rotten bridge has been repaired.</p>
<p><b>20/097</b></p>	<p><b>Village Lengthsman (Cllr ABC)</b></p> <p>For information</p> <ul style="list-style-type: none"> <li>a. Verge cutting completed 3-4<sup>th</sup> August</li> <li>b. Playpark repairs completed 4<sup>th</sup> August</li> <li>c. Playpark Hedge cutting completed 4<sup>th</sup> August.</li> </ul>

	<p>Actions outstanding</p> <ul style="list-style-type: none"> <li>Lengthsman to check/re-instate drainage grips (subject to Highways approval) <b>Cllrs agreed to cancel this action until further discussion with Highways have taken place.</b></li> </ul> <p>For decision</p> <ul style="list-style-type: none"> <li><b>To consider</b> the Lenthsmen's work schedule for September <ul style="list-style-type: none"> <li>Verge cutting (scheduled Oct/Nov)</li> <li>Playpark bark path</li> </ul> </li> </ul> <p><b>Cllrs discussed additional items and approved the following works</b></p> <ol style="list-style-type: none"> <li>Verge cutting (ISep/Oct)</li> <li>Playpark bark path with a provisional budget of £100+vat</li> <li>Cleaning and clearing signs (late Sep/Oct)</li> <li>Playpark minor repairs to the playpark playboat.</li> </ol>
<p><b>20/098</b></p>	<p><b>Himalayan Balsam Clearance project (Cllr MP)</b></p> <p>For information</p> <ol style="list-style-type: none"> <li>Letter sent to owner of adjacent fields to report the presence of Himalayan Balsam</li> <li>Letter sent to adjacent Parishes to alert them to the large areas of HB near West Hill.</li> </ol> <p>For decision</p> <ol style="list-style-type: none"> <li><b>To consider</b> If further work is required on West Hill Road or Lower Broad Oak Road?</li> </ol> <p><b>Cllr MP reported she was continuing to monitor the sites on West Hill Road and Lower Broad Oak Road. There had been some minor areas of re-growth which she had cleared.</b></p> <p><b>Cllrs agreed that further clearance work by the Lengthsman was not necessary in 2020.</b></p>
<p><b>20/099</b></p>	<p><b>Broadoak Plantation (Cllr AT)</b></p> <p>For information</p> <ol style="list-style-type: none"> <li>Proposed Woodland Trust lease - to be discussed at WHPC meeting.</li> <li>No Woodland Trust communication has been received regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance. <b>Cllr AT agreed to seek a response.</b></li> </ol> <p>Outstanding actions from previous meeting</p> <ul style="list-style-type: none"> <li>To install "no litter/barbecues" notices at the entrances to Broadoak and on the benches. (Cllr ABC)</li> <li>To install a "WHPC" plaque on each of the picnic benches (Cllr ABC)</li> <li>To monitor the Glade area and contact Woodland Trust when further maintenance work is required. (Cllrs ABC/AT)</li> </ul> <p><b>Cllr ABC reported the signs had been ordered and would be installed in the coming weeks. Cllr DC reported the Glade was in a good condition with no overgrown areas. Cllrs will continue to monitor the area.</b></p>
<p><b>20/100</b></p>	<p><b>Playpark (Cllr AT)</b></p> <p>For information</p> <ol style="list-style-type: none"> <li>Idverde Ground Maintenance work due 21<sup>st</sup> August</li> <li>Further Government guidance WHPC re Playparks were published on 3<sup>rd</sup> August (previously circulated)</li> <li>Covid safety notices have been installed.</li> <li>On 1-Aug WHPC received reports of anti-social behaviour, litter, bottles and broken glass at the Playpark.</li> <li>Weekly rota introduced to check the playpark for a trial period</li> </ol> <p>For decision</p>

	<p>1. <b>To review</b> the latest Government Guidance for Playparks and consider a risk assessment to identify any required actions.</p> <p>Cllrs considered the latest Government guidelines, in particular the updated advice regarding face coverings. Cllrs agreed the current signs were in accordance with the advice. However they identified minor improvements and agreed to update the signs.</p> <p>Cllrs noted that the signs are likely to be in place over winter and need to be weather resilient.</p> <p><b>It was agreed</b> to update the Playpark Covid-19 signs and to purchase 4 weather resistant signs (A3 signs) at an approximate cost £120+vat.</p> <p>Cllr DC expressed a concern regarding cleaning the Playpark equipment and asked if the Council had abrogated it's Health &amp; Safety duty. After some discussion Cllrs noted that the playpark signs alerted parents/playpark users that the Council does not have the means to clean the equipment and recommends the use of sanitisers. Cllrs also noted that other local Councils had taken a similar approach.</p> <p><b>Action:</b> It was agreed to check Council responsibilities with EDDC, NALC etc. (Clerk)</p> <p>2. <b>To consider</b> installing a recycling bin in the Playpark.</p> <p>Cllrs considered a paper (previously circulated) setting out the options and costs of installing a Recycling bin in the Playpark.</p> <p>Cllrs were keen to install a recyclable bin and noted the waste collections would be carried out by EDDC Streetscene teams. In addition Cllrs hoped to reduce the problem of overflowing bins and litter. As the number of waste bins would be increased Cllrs agree to reduce the frequency of waste collections. They would continue to monitor the playpark and increase the number of waste collections if necessary.</p> <p><b>It was agreed</b> to install a recyclables waste bin in the Playpark in addition to the existing litter bin with installation to be carried out by EDDC. (estimated cost £500+vat)</p> <p><b>It was agreed</b> to request Playpark waste collections twice weekly (at a cost of £182.00+vat per annum per bin).</p>
<p>20/101</p>	<p><b>Highways (Cllr ABC)</b></p> <p>For information</p> <ol style="list-style-type: none"> <li>a. No "Doing What matters" updates following the meeting with Highways on 10<sup>th</sup> June.</li> <li>b. Clerk contacted PCSO regarding parking/safety issues on Bendarroch Road. PCSO/ EDDC have contacted residents in the area.</li> <li>c. Highways response received             <ul style="list-style-type: none"> <li>• West Hill Road/Higher Broad Oak Road water run off</li> <li>• Hawkins Lane/Lower Broad Oak Road water run off</li> <li>• Gateway Signs</li> <li>• Bendarroch Road – limited visibility</li> </ul> </li> </ol> <p>Cllr ABC reported Highways have agreed to undertake work to address the following problem areas</p> <ul style="list-style-type: none"> <li>• Rainwater run-off in the Eastfield/Higher Broad Oak/West Hill Road junction</li> <li>• Rainwater run-off from Hawkins Lane on Lower Broad oak Road</li> </ul> <p>Plus, as reported to WHPC meeting on 18<sup>th</sup> Aug Highways have agreed to relocate the Village gateway signs into the B3180 at Tipton Cross and Bendarroch Road junctions.</p> <p>For action/decision</p>

	<p>1. <b>To consider</b> Village Gateway signs and actions agreed at WHPC meeting on 15<sup>th</sup> August. N/A</p>
<p><b>20/102</b></p>	<p><b>To receive</b> an update on the West Hill Vehicle Activated Sign scheme (Cllr MP)</p> <p>Cllrs discussed a progress report previously circulated by Cllr MP.</p> <ol style="list-style-type: none"> <li>1. Installation of the posts at the agreed sites is due in September</li> <li>2. DCC have delivered the VAS unit however it is the wrong model and will be replaced in due course.</li> <li>3. Installation of the unit and transfer between sites has to be carried out by a trained person. The Village Lengthsman has agreed to this.</li> </ol> <p>Cllrs discussed the schedule for the VAS unit to be transferred between sites</p> <ol style="list-style-type: none"> <li>a. B3180 Outside Ridge House</li> <li>b. B3180 Outside Little Stockleigh</li> <li>c. Bendarroch Road junction with Moorlands</li> <li>d. West Hill road junction with Bendarroch Road</li> <li>e. West Hill Road junction with Needlewood Close</li> </ol> <p><b>Cllrs agreed</b> to give the B3180 sites priority and would alternate the B3180 sites /non-B3180 sites.</p> <p><b>Cllrs approved</b> the purchase of</p> <ol style="list-style-type: none"> <li>a. A mobile phone to enable the VAS data download (estimated cost £50-100 +vat)</li> <li>b. A good quality padlock (estimated cost £50-100 +vat)</li> <li>c. Materials to mark the VAS unit (subject to confirmation of costs)</li> <li>d. Data Download Module (subject to confirmation of costs)</li> </ol>
<p><b>20/103</b></p>	<p><b>Other Matters</b></p> <ol style="list-style-type: none"> <li>a. Litter/Dog Waste bins</li> <li>b. Bus Shelter</li> <li>c. Air Ambulance Lighting Column</li> <li>d. Landmark Tree</li> <li>e. Snow Warden</li> </ol> <p>Outstanding actions:</p> <ol style="list-style-type: none"> <li>1. <b>Snow Warden - To consider</b> responses from nearby Parishes regarding their how they organise snow-gritting. The Clerk reported little/no response from local Councils. <b>Cllrs agreed</b> to discuss this in more detail at the next meeting.</li> </ol>
<p><b>20/104</b></p>	<p><b>Resident Communication</b></p> <ol style="list-style-type: none"> <li>a. Lower Broadoak Road drainage: WHPC has received further communication (14<sup>th</sup> July) from a resident concerning water running off the road.             <ol style="list-style-type: none"> <li>a. WHPC letter sent to Highways 14<sup>th</sup> July.</li> <li>b. Response received stating that the grips will be investigated</li> </ol> <p>Cllr ABC reported on recent meetings with (a) nearby householders and (b) landowner. The landowner has agreed to clear the blocked ditch and pipe.</p> </li> <li>b. Footpath Moorlands/Beech Park and School Lane/Potters Close– reporting overgrown vegetation is causing problems.</li> </ol> <p>Cllrs agree to write to neighbouring householders. (Clerk)</p>

	<p>c. Bendarroch Road/St Marys View – email from residents regarding parking issues. <b>Noted</b></p> <p>d. Venn Ottery Common (outside West Hill Parish) - - reporting litter, campfires and camping. <b>Noted</b></p>
<b>20/105</b>	<p><b>Finance and invoice tracker</b> Invoices received</p> <p>1. Cllr Alan Cook – nameplates/signs for Broadoak benches £58.00 <b>Additional item</b></p> <p>2. Idverde – Playpark grass cutting £180.00</p> <p><b>Both noted and approved</b></p> <p>Paid invoices – for information: n/a</p> <p>a. Finance Tracker 2020/2021 (Aug) <b>Noted</b></p>
<b>20/106</b>	<p><b>Councillors questions, reports and items for future agenda</b> Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p> <p><b>Cllr AT asked if the Council could consider installing a slide in the Playpark.</b> <b>Cllrs agreed Cllr AT should carry out an initial investigation.</b></p>
<b>20/107</b>	<p><b>Next meeting:</b> To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 29<sup>th</sup> September 2020.</p>

The meeting closed at 2.25pm

Signed *Anne Oliver* 26<sup>th</sup> August 2020  
Clerk to West Hill Parish Council