

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 30th June 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 Alison Carr (AC),
In attendance:	Anne Oliver Parish Clerk, EDD Cllrs/WHPC Cllr Jessica Bailey (JB)
Apologies received from:	1 member of the public Eileen Perkins (West Hill Footpath Warden) n/a

Item (a)	Discussion and decisions (b)
20/050	<p>Welcome and Chairman's announcements</p> <ul style="list-style-type: none"> • The meeting started at 1.00pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.
20/051	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • None
20/052	<p>Public question time (3 minutes)</p> <p>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 Parish Council meeting itself.</p> <ol style="list-style-type: none"> 1. Footpath Warden (Eileen Perkins) raised several issues <ol style="list-style-type: none"> a. Does the Council's Public Liability Insurance cover installing a handrail on footpath 5? Action: Check WHPC Insurance cover (Clerk) b. Footpath 7: The footpath warden reported that she had met the owner of the land adjacent to Footpath 7 and had alerted him to the presence of Japanese Knotweed c. Footpath 7: The footpath warden reported that dog owners had left many plastic bags of dog poo on the path or on nearby hedges rather than disposing of them responsibly. She suggested that the Council consider installing a dog waste bin and/ or include a related item in a future newsletter. <p>Cllrs discussed the possibility and cost of installing a waste bin on the footpath. Cllr MP suggested that education was probably the first step.</p> <p>Action: It was agreed to put an item in a future newsletter reminding dog owners of their responsibilities.</p>
20/053	<p>Declarations of Interest</p> <ol style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature.

	<p>To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</p> <p>None declared</p>
20/054	<p>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (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>Cllr ABC proposed to consider item 20/066 in confidential session. Cllrs unanimously agreed.</p>
20/055	<p>Minutes</p> <p>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 26th May 2020</p> <ul style="list-style-type: none"> Noted and approved
20/056	<p>To receive a Clerk's Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 26th May 2020</p> <ul style="list-style-type: none"> Actions completed or discussed later on the agenda Other matters Any urgent matters arising No matters arising
20/057	<p>Footpaths (Cllr ABC)</p> <p>For information</p> <p>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.</p> <p>b. Footpath 5 – Awaiting response from DCC PROW re survey of site for proposed handrail.</p> <p>c. Footpath 7 – DCC PROW will send a further letter to the landowner regarding Japanese Knotweed on the bank and path.</p> <p>d. Footpath 40 – DCC PROW have requested a meeting with the landowners.</p> <p>e. Footpath 48 – The rotten bridge will be repaired when the current grass cutting work has been completed.</p> <p>f. Footpath 6 – No further reports of people straying from the paths have been received.</p> <p>For decision</p> <p>1. n/a</p> <p>It was agreed to monitor progress and review at the next meeting.</p>
20/058	<p>Village Lengthsman (Cllr ABC)</p> <p>For information</p> <p>a. Verge cutting was carried out on 1st June</p> <p>For decision</p> <p>1. To consider the Lengthsman's work schedule for the coming months</p> <p>Cllrs noted that the next item on the Lengthsman schedule was verge cutting during September. It was suggested that the Lengthsman could check and re-instate drainage grips where necessary (channels taking water from the highway to a ditch) as Cllrs understand that Highways will not be doing this again this year.</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> Lengthsman to check/re-instate the grips (drainage channels) subject to approval by Highways.

<p>20/059</p>	<p>Himalayan Balsam Clearance project (Cllr MP)</p> <p>For information</p> <ol style="list-style-type: none"> DCC Highways confirmed the HMCEF grant was still applicable following the decision to proceed without volunteers. Himalayan Balsam clearance on West Hill Road was completed on 8-10th June. Cllr ABC contacted owner of adjacent fields to report the presence of Himalayan Balsam. <p>For decision</p> <ol style="list-style-type: none"> To consider If further required on West Hill Road or Lower Broad Oak Road? <p>Cllrs agreed the following actions:</p> <ul style="list-style-type: none"> To monitor the two sites (West Hill Rd/Lower Broad Oak Rd) for signs of Himalayan Balsam re-growth and to take local minor action if necessary (Cllr MP) Review the situation at the next meeting (Clerk) To write to the owner of the fields adjacent the site on West Hill Road advising them of the presence of Himalayan Balsam and their responsibilities regarding these invasive weeds. (Cllr ABC)
<p>20/060</p>	<p>Broadoak Plantation</p> <p>For information</p> <ol style="list-style-type: none"> Installation of benches was completed on 11th June No Woodland Trust communication has been received regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance. <p>For decision</p> <ol style="list-style-type: none"> To consider the installation of Litter Notices. To consider attaching a “WHPC” plaque on each of the picnic benches. To consider ongoing maintenance of The Glade. <p>Cllrs noted that the installation of the picnic benches has been completed and the receipt of correspondence from a residence thanking the Council.</p> <p>Cllrs discussed the potential problem of litter and barbecues.</p> <p>Cllr ABC reported that vegetation in the Glade had been cut when the benches were installed. Cllrs discussed ongoing maintenance and expressed concerns that the Woodland Trust contractors were not likely to be doing this regularly and as the area may get over-grown.</p> <p>Cllrs noted that the Government has recently issued guidance on the opening of public spaces such as playparks: “Covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/”. Cllrs considered the risks and associated advice regarding picnic benches in Broadoak.</p> <p>Cllrs agreed the following actions</p> <ul style="list-style-type: none"> To install “no litter/barbecues” notices at the entrances to Broadoak and on the benches. (Cllr ABC) To consider attaching a “WHPC” plaque on each of the picnic benches (Cllr ABC) To monitor the Glade area and contact Woodland Trust when further maintenance work was required. (Cllrs ABC/AT) To attach a “Covid-19 Stay Safe” advice notice to the benches.
<p>20/061</p>	<p>Playpark</p> <p>For information</p> <ol style="list-style-type: none"> Idverde Ground Maintenance work was carried out on 19th June (next due in three weeks 10th July) The Full Council meeting on 16th June 2020 confirmed the playpark would remain closed and WHPC would continue to monitor Government advice.

	<p>c. WHPC has received reports of people in the Playpark despite the CLOSED notices.</p> <p>d. The annual timber treatment work will start on Thursday 25th June.</p> <p>e. The Village Hall will replace the decayed gatepost at the entrance to the Playpark.</p> <p>Cllrs noted that the Government has recently issued guidance on the opening of public spaces such as playparks: “Covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/”. Cllrs considered the risks and associated advice regarding the playpark and picnic bench. They then discussed the proposed content of the advice notice for the Playpark.</p> <p>Cllr JB asked if it was feasible to install a hand sanitiser dispenser in the Playpark. Cllrs considered how this couple operate and agreed that there was a high probability that it would be mis-used</p> <p>It was resolved to re-open the playpark on 4th July 2020 and to install “Covid-19 Stay Safe” advice notices.</p> <p>For decision</p> <ol style="list-style-type: none"> To consider options for remedial work required on the Playboat. <p>Cllrs reviewed the proposed options and associated costs for work to repair the areas of rotten timber on one of the leg supports on the Playboat.</p> <p>It was agreed to commission the Lengthsman to carry out the repair work (est £120+materials + vat)</p>
<p>20/062</p>	<p>Highways</p> <p>For information</p> <ol style="list-style-type: none"> Email from resident reporting overgrown vegetation causing visibility problems at the junction of West Hill Road with the B3180. This safety issue was reported to and actioned by DCC Highways. <p>Cllrs ABC reported that Cllrs had joined a meeting, requested by Highways, to discuss the Council’s views and priorities on the 2020-2021 Highways maintenance schedule (West Hill)</p> <p>For Decision</p> <ol style="list-style-type: none"> To consider whether any further actions are required following the 10th June Meeting with DCC Highways regarding their “Doing What matters” scheme to plan prioritise Highway Maintenance Work. <p>Cllrs ABC advised that no further action was required and the Council would review the schedule when it becomes available later in the year.</p> <ol style="list-style-type: none"> To consider recent residents communications regarding parking problems on Bendarroch Road and St Mary’s view. <p>The Council had received communication from residents reporting separate concerns regarding parking on Bendarroch Road: availability of parking and hazardous parking at the junction with St Marys View.</p> <p>Cllrs noted that these matters are the responsibility of Highways/Police however Cllrs felt they should raise the matter on behalf of residents. Cllr AC noted that Highways’ Residents Parking scheme would result in permit charges and possibility the loss of parking spaces if bays are marked out. Cllrs felt that that it wouldn’t address the underlying problem of “more cars than spaces available”.</p>

	<p>It was agreed to write a letter to Highways bringing the matter to their attention. It was agreed to contact the residents with an update on agreed actions</p>
20/063	<p>Other Matters</p> <ul style="list-style-type: none"> a. Litter/Dog Waste bins b. Bus Shelter c. Air Ambulance Lighting Column <p>Action: Contact the maintenance company regarding the annual maintenance check. (Clerk)</p> <ul style="list-style-type: none"> d. Vehicle Activated Signs <p>Action: Contact Highways to request information on installation dates. (Clerk)</p> <ul style="list-style-type: none"> e. Landmark Tree f. Snow Warden <p>Cllr ABC reported that Craig Williams had stood down as the Village Snow Warden. Cllrs briefly discussed various aspects of the “Snow Warden” role including the village snow gritter (unreliable/in-operational) where to store tons of salt/grit, possibility of additional grit bins/solidified salt, potential to find a volunteer and considered whether the village need a snow warden.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • to write to Craig Williams thanking him for his support • to contact nearby Parishes to investigate how they organise snow-gritting.
20/064	<p>Overgrown Hedges To consider writing to owners of hedges causing a safety concern (prior to the hedge cutting season).</p> <p>It was agreed</p> <ul style="list-style-type: none"> • to include an item in a future newsletter covering householders responsibilities and reminding them of the dates to avoid cutting hedges (to avoid the nesting season as per the Wildlife and Countryside Act)
20/065	<p>Resident Communication</p> <ul style="list-style-type: none"> a. Lower Broadoak Road drainage: WHPC has received further communication from a resident concerning water running off the road. <p>Cllr ABC reported that this issue had been raised, along with other matters during a meeting with Highways. The meeting was requested by Highways to seek the Council’s views on the 2020-2021 maintenance schedule.</p> <p>Cllr ABC reported that he had spoken with the landowner. Both the Landowner and Cllrs ABC noted that the roadside ditch was in good condition but the rainwater flowing of the road now missed the ditch and passed into the adjacent fields and property.</p> <p>Cllrs agreed to write a letter to Highways requesting action on the problem of rainwater flooding off Lower Broad oak Road.</p>
20/066	<p>Open Spaces To consider options for creating open space in village and how to proceed</p> <p>This item was considered in confidential session.</p> <p>Cllrs agreed to investigate the availability of open space for recreational use within the Parish.</p>
20/067	<p>Finance and invoice tracker</p>

	<p>Invoices received</p> <ol style="list-style-type: none"> 1. Lengthsman - PLG Services, Himalayan Balsam Clearance £1,790.40 2. Lengthsman - PLG Services, Delivery of picnic benches £22.80 3. Ross Butt – installation of picnic benches in Broadoak £300.00 <p>The Clerk presented three further invoices</p> <ol style="list-style-type: none"> 4. Lengthsman - PLG Services, Playpark Timber treatment £500.98 5. Idverde – Playpark/West Hill Road triangle grass cutting (May) £108.00 6. Idverde – Playpark/West Hill Road triangle grass cutting (Jun) £108.00 <p>All noted and approved</p> <p>Paid invoices – for information: n/a</p> <p>Budget report and tracker 2020/2021 (Jun) – noted</p>
<p>20/068</p>	<p>Councillors questions, reports and items for future agenda</p> <p>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>Cllr JB reported that she was still receiving correspondence from residents regarding bonfires. A resident has suggested that the village should introduce a protocol of 1 nominated day per month for bonfires.</p> <p>Cllrs did not support the proposal. They signposted the East Devon District Council advice on bonfires: https://eastdevon.gov.uk/environmental-health-and-wellbeing/land-air-and-water-pollution/bonfires-during-the-coronavirus-outbreak/</p>
<p>20/069</p>	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 28th July 2020.</p>

The meeting closed at 14.29pm

Signed *Anne Oliver* 1st July 2020
 Clerk to West Hill Parish Council