

West Hill Parish Council

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To Members of The Open Spaces Committee of West Hill Parish Council

22nd July 2020

You are duly summoned to attend the next meeting of the **OPEN SPACES COMMITTEE** to be held at **1.00pm on Tuesday 28th July 2020**

- Due to the Covid-19 situation the meeting cannot be held in The Narthex, St Michael's as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. The WHPC Open Spaces Committee will meet by video conference. The meeting is open to the public.
- Members of the public wishing to attend the meeting via video conferencing should contact the Parish Clerk (see contact details above).
- Alternatively, members of the public are invited to submit issues or concerns to the Clerk who will raise the matter at the meeting on their behalf.

Anne Oliver, Clerk to the Council

AGENDA

Item (a)	Discussion and decisions (b)
20/070	Welcome and Chairman's announcements including a reminder that the meeting will be (sound) recorded.
20/071	Apologies. To receive apologies and approve reasons for absence.
20/072	Public question time (3 minutes) 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.
20/073	Declarations of Interest 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. 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).
20/074	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.
20/075	Minutes a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 30 th June 2020
20/076	To receive a Clerk's Report on actions and matters arising from the last meeting a. Actions from OS Committee 30 th June 2020

	<ul style="list-style-type: none"> b. Other matters c. Any urgent matters arising
20/077	<p>Footpaths (Cllr ABC) For information</p> <ul style="list-style-type: none"> 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. b. Footpath 5 – Awaiting response from DCC PROW re survey of site for proposed handrail. c. Footpath 7 – DCC PROW will send a further letter to the landowner regarding Japanese Knotweed on the bank and path. d. Footpath 40 – DCC PROW have requested a meeting with the landowners. e. Footpath 48 – The rotten bridge will be repaired when the current grass cutting work has been completed. f. Footpath 6 – No further reports of people straying from the paths have been received. <p>For decision</p> <ul style="list-style-type: none"> 1. To consider a report from the West Hill Footpath Warden recording that Japanese Knotweed on Footpath 7 has spread to new areas of the footpath. <ul style="list-style-type: none"> o WHPC and DCC wrote to the landowner in 2019 but no action was taken.
20/078	<p>Village Lengthsman (Cllr ABC) For information</p> <ul style="list-style-type: none"> a. Repairs to the Playboat were approved at the previous OSC meeting (work scheduled for August) <p>Actions outstanding</p> <ul style="list-style-type: none"> • Lengthsman to check/re-instate drainage grips (subject to Highways approval) <p>For decision</p> <ul style="list-style-type: none"> 1. To consider the Lengthsman's work schedule for the coming months: <ul style="list-style-type: none"> o Playpark hedge cutting (estimated cost £76 +vat) o Verge cutting (scheduled Aug/Sep and Oct/Nov)
20/079	<p>Himalayan Balsam Clearance project (Cllr MP) For information</p> <ul style="list-style-type: none"> a. Himalayan Balsam (HB) clearance on West Hill Road was completed on 8-10th June. b. Cllr MP continuing to monitor West Hill Road and Lower Broad Oak Road sites. c. Cllr ABC contacted owner of adjacent fields to report the presence of Himalayan Balsam. <p>Actions outstanding</p> <ul style="list-style-type: none"> • Letter to owner of adjacent fields to report the presence of Himalayan Balsam (Cllr ABC) – propose to cancel action • <p>For decision</p> <ul style="list-style-type: none"> 1. To consider if further required on West Hill Road or Lower Broad Oak Road? 2. To consider contacting adjacent Parishes to alert them to the large areas of HB near West Hill.
20/080	<p>Broadoak Plantation (Cllr AT) For information</p> <ul style="list-style-type: none"> a. No Woodland Trust communication has been received regarding the WHPC letter re raised manhole at Lower Broadoak Rd entrance. <p>Outstanding actions from previous meeting</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 install a “WHPC” plaque on each of the picnic benches (Cllr ABC) • To monitor the Glade area and contact Woodland Trust when further maintenance work is required. (Cllrs ABC/AT) <p>For decision</p> <ol style="list-style-type: none"> 1. To consider the Woodland Trust proposal that WHPC could lease Broadoak Plantation.
<p>20/081</p>	<p>Playpark (Cllr AT)</p> <p>For information</p> <ol style="list-style-type: none"> a. Idverde Ground Maintenance work was carried out on 10th July (next visit 31st July) b. Idverde credit note received 2 x visits £180 for disruption in April/May c. Following Government guidance WHP agreed to re-open the Playpark on 4th July d. Covid safety notices have been installed. e. WHPC has received reports of litter. f. Weekly rota introduced to check the playpark for a trial period <p>For decision</p> <ol style="list-style-type: none"> 1. To consider if any further action is required regarding litter.
<p>20/082</p>	<p>Highways (Cllr ABC)</p> <p>For information</p> <ol style="list-style-type: none"> a. DCC has cut the overgrown vegetation (reported by WHPC and residents) causing visibility problems at the junction of West Hill Road with the B3180. b. No “Doing What matters” updates following the meeting with Highways on 10th June. c. Clerk contacted PCSO regarding parking/safety issues on Bendarroch Road. PCSO/ EDDC have contacted residents in the area. <p>Outstanding actions:</p> <ul style="list-style-type: none"> • to write a letter to Highways bringing the matters to their attention. <p>For action/decision</p> <ol style="list-style-type: none"> 1. n/a
<p>20/083</p>	<p>Other Matters</p> <ol style="list-style-type: none"> a. Litter/Dog Waste bins b. Bus Shelter c. Air Ambulance Lighting Column <ul style="list-style-type: none"> • The Lighting column was installed a year ago. As per the Council's service contract the maintenance team will carry out an annual check and submit their report to WHPC. d. Vehicle Activated Signs <ul style="list-style-type: none"> • Awaiting installation details from DCC e. Landmark Tree f. Snow Warden <p>Outstanding actions:</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 (ongoing)
<p>20/084</p>	<p>Resident Communication</p> <ol style="list-style-type: none"> a. Lower Broadoak Road drainage: WHPC has received further communication (14th July) from a resident concerning water running off the road. <ul style="list-style-type: none"> • WHPC letter sent to Highways 14th July. • Response received stating that the grips will be investigated

	<p>b. Higher Broadoak drainage: Phone call from resident (1st July) alleging debris from a dead/diseased tree is adding to the drainage problems in the area.</p> <p>c. Footpath Moorlands/Beech Park 1st July – reporting overgrown vegetation is causing problems.</p> <ul style="list-style-type: none"> • householder has taken action. <p>d. West Hill Drainage nr Garage – phonecall from resident regarding drainage and verges.</p> <ul style="list-style-type: none"> • Highways have confirmed that the drains in this area will be jetted in the coming weeks. <p>e. Bendarroch Road/St Marys View – email from resident 9th July regarding anti-social behaviour resulting in a 999 call.</p>
20/085	<p>Open Spaces</p> <p>a. To consider options for creating open space in the village.</p>
20/086	<p>Finance and invoice tracker</p> <p>Invoices received</p> <p style="padding-left: 40px;">1. Idverde – credit note £180 (for information)</p> <p>Paid invoices – for information: n/a</p> <p>a. Finance Tracker 2020/2021 (Jul).</p>
20/087	<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>
20/088	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 25th August 2020.</p>

Signed: *Anne Oliver*, Clerk to the Council,

22nd Jul 2020