

West Hill Parish Council

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

19th Aug 2020

You are duly summoned to attend the next meeting of the **OPEN SPACES COMMITTEE** to be held at **1.00pm on Tuesday 25th August 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)
20/089	Welcome and Chairman's announcements including a reminder that the meeting will be (sound) recorded.
20/090	Apologies. To receive apologies and approve reasons for absence.
20/091	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.
20/092	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 DPLs must leave the meeting for the relevant items).
20/093	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.
20/094	Minutes a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 28 th July 2020
20/095	To receive a Clerk's Report on actions and matters arising from the last meeting

	<ul style="list-style-type: none"> a. Actions from OS Committee 28th Jul 2020 b. Other matters c. Any urgent matters arising
20/096	<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>To review progress on the outstanding issues listed above.</p>
20/097	<p>Village Lengthsman (Cllr ABC) For information</p> <ul style="list-style-type: none"> a. Verge cutting completed 3-4th August b. Playpark repairs completed 4th August c. Playpark Hedge cutting completed 4th August. <p>Actions outstanding</p> <ul style="list-style-type: none"> a. Lengthsman to check/re-instate drainage grips (subject to Highways approval) <p>For decision</p> <ol style="list-style-type: none"> 1. To consider the Lengthsman's work schedule for September <ul style="list-style-type: none"> o Verge cutting (scheduled Oct/Nov) o Playpark bark path
20/098	<p>Himalayan Balsam Clearance project (Cllr MP) For information</p> <ul style="list-style-type: none"> a. Letter sent to owner of adjacent fields to report the presence of Himalayan Balsam b. Letter sent to adjacent Parishes to alert them to the large areas of HB near West Hill. <p>For decision</p> <ol style="list-style-type: none"> 1. To consider If further work is required on West Hill Road or Lower Broad Oak Road?
20/099	<p>Broadoak Plantation (Cllr AT) For information</p> <ul style="list-style-type: none"> a. Proposed Woodland Trust lease - to be discussed at WHPC meeting. b. 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>

20/100	<p>Playpark (Cllr AT) For information</p> <ol style="list-style-type: none"> a. Idverde Ground Maintenance work due 21st August b. Further Government guidance WHPC re Playparks were published on 3rd August (previously circulated) c. Covid safety notices have been installed. d. On 1-Aug WHPC received reports of anti-social behaviour, litter, bottles and broken glass at the Playpark. e. Weekly rota introduced to check the playpark for a trial period <p>For decision</p> <ol style="list-style-type: none"> 1. To review the latest Government Guidance for Playparks and consider a risk assessment to identify any required actions. 2. To consider installing a recycling bin in the Playpark.
20/101	<p>Highways (Cllr ABC) For information</p> <ol style="list-style-type: none"> a. No “Doing What matters” updates following the meeting with Highways on 10th June. b. Clerk contacted PCSO regarding parking/safety issues on Bendarroch Road. PCSO/EDDC have contacted residents in the area. c. Highways response received <ul style="list-style-type: none"> • West Hill Road/Higher Broad Oak Road water run off • Hawkins Lane/Lower Broad Oak Road water run off • Gateway Signs • Bendarroch Road – limited visibility <p>For action/decision</p> <ol style="list-style-type: none"> 1. To consider Village Gateway signs and actions agreed at WHPC meeting on 15th August.
20/102	To receive an update on the West Hill Vehicle Activated Sign scheme (Cllr MP)
20/103	<p>Other Matters</p> <ol style="list-style-type: none"> a. Litter/Dog Waste bins b. Bus Shelter c. Air Ambulance Lighting Column d. Landmark Tree e. Snow Warden <p>Outstanding actions:</p> <ol style="list-style-type: none"> 1. Snow Warden - To consider responses from nearby Parishes regarding their how they organise snow-gritting.
20/104	<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 b. Footpath Moorlands/Beech Park and School Lane/Potters Close– reporting overgrown vegetation is causing problems. c. Bendarroch Road/St Marys View – email from residents regarding parking issues. d. Venn Ottery Common (outside West Hill Parish) - - reporting litter, campfires and camping.
20/105	Finance and invoice tracker

	<p>Invoices received</p> <p>1. Cllr Alan Cook – nameplates/signs for Broadoak benches £58.00</p> <p>Paid invoices – for information: n/a</p> <p>a. Finance Tracker 2020/2021 (Aug)</p>
<p>20/106</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>20/107</p>	<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,
19th Aug 2020