

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 28th APRIL 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, 1 member of the public Eileen Perkins (West Hill Footpath Warden)
Apologies received from:	Cllr Quentin Tailford (QT)

Item (a)	Discussion and decisions (b)
20/018	<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.
20/019	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • Apologies were accepted from Cllr QT
20/020	<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 two issues <ol style="list-style-type: none"> a. Has DCC made any progress with folding problem on Footpath 40? b. Has there been any response to the Japanese knotweed problem on Footpath 7? <p>Action: Contact Richard Spurway (DCC) to check if any progress has been made regarding the problems on Footpaths 7 & 40. (Clerk)</p> <p>Action: Contact Richard Spurway (DCC) to report problems with the bridge on the footpath between Higher Metcombe & Venn Ottery Common (Clerk)</p>
20/021	<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. 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>None declared</p>
20/022	<p>Minutes</p> <ol style="list-style-type: none"> a. To approve the minutes of the Open Spaces Committee meeting on Tuesday 25th February 2020. <p>Noted And approved</p>

	<ul style="list-style-type: none"> The minutes will be signed in public during the first meeting when Cllrs are able to meet together post COVID-19 lockdown.
20/023	<p>To receive a Clerk's Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 25th Feb 2020</p> <p>Actions</p> <ul style="list-style-type: none"> 20/004 Lower Broad Oak flooding and parking: write letter to landowner and the Woodland Trust (Cllr ABC) 20/007 Snow Warden: Contact C Williams requesting an update on the snow gritter (Clerk) 20/ 010 Playpark seek quotes for annual timber treatment (Clerk) 20/011 Broad Oak notice boards and dog code notices order two notices (Clerk) <p>b. Matters Arising</p> <ol style="list-style-type: none"> Village Lengthsman <ul style="list-style-type: none"> DCC Highways grant application was approved and has been received(£700). Chapter 8 training completed and certificates received. Footpaths –P3 Grant application was submitted and approved Litter/Dog Waste Bins - EDDC charges increased to £260pa per bin Playpark <ul style="list-style-type: none"> Closed due to Covid-19 2 diseased trees overhanging the Playpark have been felled on neighbouring land (previously identified in Jan WHPC inspection) Picnic Bench was installed by the Lengthsman team Idverde Grounds maintenance team have completed first visit to West Hill (Playpark & McColls) Himalayan Balsam DCC Highways grant was submitted, approved and monies received (£700). Footpath 5 – a resident reported that the section of path near West Hill Road was steep and slippery. He asked if steps could be installed. Landmark Tree was planted at Courtfield Close without invitees in attendance due to covid-19 <p>All noted</p> <p>Other matters Any urgent matters arising.</p>
20/024	<p>Lengthsman To consider the timing for the first cut of the roadside verges, provisionally scheduled for June/July. (ABC)</p> <p>Action: Contact the Lengthsman to confirm cleaning of road signs is to be done in May and timing of verge cutting will be discussed at the next Committee meeting (Clerk)</p>
20/025	<p>Broad oak Plantation To receive an update on the installation of picnic benches (agreed at Full Council 4th February min 20/043) (AT)</p> <p>Cllr AT reported that the benches had been delivered to West Hill and were in storage. The installation of the benches had been deferred due to Covid-19.</p> <p>Action : Once Covid-19 lockdown restrictions begin to be lifted contact the contractor to discuss revised installation dates (Cllr AT)</p>

20/026	<p>Himalayan Balsam Clearance project</p> <ol style="list-style-type: none"> a. To receive an update on the 2020 Plan to clear Himalayan Balsam along West Hill Road. (MP) b. To consider the date for the event (last weekend in June or 1st /2nd weekend in July) <p>Cllr MP reported that project planning had continued in anticipation of carrying out the work in late June/Early July subject to Covid-19 guidance. A Risk Assessment had been drafted.</p> <p>Cllr AT noted that the School Fete is scheduled for the last Saturday in June (if it goes ahead).</p> <p>Cllrs agreed</p> <ol style="list-style-type: none"> a. a provisional target date of the first weekend in July (Sat 4th, Sun 5th) b. Preferably Sunday (if Martin Jelf and team are available on Sunday) <p>Action : Contact Martin Jelf to establish the actions and timetable for a partial road closure (Clerk)</p> <p>Action : Invite Martin Jelf to join the next Committee meeting (Clerk)</p>
20/027	<p>Trees</p> <ol style="list-style-type: none"> a. To consider a proposal to cross-check the trees listed in the Special Trees of West Hill Report (or sections of the list) against EDDC's schedule of TPOs. (ABC) b. To receive an update on the Ancient Trees of Ottery project (ABC) <p>Cllr ABC reported that the team will add TPO information to the Special Trees of West Hill report but warned that it would take considerable time.</p> <p>Action: Contact the Ancient Trees of Ottery project (Cllr ABC)</p>
20/028	<p>To receive an introduction to the DCC Definitive Map Review of Footpaths. (Clerk)</p> <p>Cllr ABC introduced the new DCC initiative to ensure that footpaths are correctly recorded and to check for old footpaths not currently recorded.</p> <p>West Hill Footpath Warden Eileen Perkins reported that she had carried out an initial review of the material and had identified a few minor corrections.</p> <p>Action: Circulate introductory email to OS Committee members (Clerk)</p> <p>Action: Submit initial feedback to the project team and confirm next steps(Clerk)</p>
20/029	<p>To review the OS Committee budget for 2020-21</p> <p>The Clerk presented a summary of the 2020-21 budget under the remit of the OS Committee</p> <p>Noted</p>
20/030	<p>Finance and invoice tracker</p> <p>Invoices received</p> <p style="padding-left: 40px;">1, PLG Services – installation of Playpark bench & grass cutting £119.70</p> <p>Noted and approved</p> <p>Additional Invoice</p> <ul style="list-style-type: none"> • Idverde Grounds Maintenance (Apr) £108.00 <p>Noted and Approved</p> <p>Paid invoices – for information: n/a</p> <p>Budget report and tracker 2020/2021</p>
20/031	<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>a. Email from resident re utility companies leaving ditches blocked</p> <p>Action : Write to resident and Openreach asking for remedial action and improved future practice (Cllr ABC)</p> <p>b. Email from resident reporting public trespassing and not keeping to footpaths plus anti-social behaviour.</p> <p>Cllr AC asked if signage could be improved? Footpath Warden reported that additional signs are in place plus the recent laminated signs.</p> <p>Action: Include another Countryside Code item in the newsletter (Clerk)</p> <p>c. Telephone query asking why WHPC were advising residents not to have bonfires</p> <p>Cllr ABC reported that Cllr JB was dealing with the enquiry but noted that EDDC, Police and Chief Fire Officer had all requested the public not to light bonfires.</p>
	<p>Next meeting: To confirm the date of the next meeting which is scheduled for Tuesday 26th May 2020.</p>

Signed *Anne Oliver* 28th April 2020
Clerk to West Hill Parish Council