

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 26th May 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), Cllr Quentin Tailford (QT)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, 1 member of the public Eileen Perkins (West Hill Footpath Warden)

Item (a)	Discussion and decisions (b)
20/033	<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.
20/034	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • None
20/035	<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> <p>1. Footpath Warden (Eileen Perkins) raised two issues</p> <p style="margin-left: 20px;">a. The verge adjacent to the War Memorial was cut too early. The wildflowers, in particular, cowslips were unable to set seed.</p> <p>Cllr ABC noted that the Council was saddened by the recent work and advised that the matter had been raised with DCC Highways. In previous years at this time of year only a strip next to the road was cut (for safety reasons).</p> <p style="margin-left: 20px;">b. The Landmark Tree planted earlier this year at Courtfield Close is now in leaf.</p>
20/036	<p>Declarations of Interest</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 room for the relevant items).</p> <p>Cllr AC declared a personal interest in 20/20/045 (drainage problems) as she lives in the area (but is not affected by the problem)</p>
20/037	Minutes

	<p>a. To approve the minutes of the Open Spaces Committee meeting on Tuesday 25th February 2020. Tuesday 28th April</p> <p>The minutes incorrectly stated minutes of the 25th February rather than 28th April. The minutes of 28th April were 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.
<p>20/038</p>	<p>To receive a Clerk’s Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 28th April 2020</p> <ul style="list-style-type: none"> • Bendarroch Road ditches - Utility Companies Acting on a residents letter, the problem of debris left in a ditch following work was reported to Openreach. An engineer visited the site, met with the Clerk and agreed to take action. Although there was some improvement soil debris remains in the ditch. Cllrs agreed to keep a watching brief on Utility Companies working in the village and to include Bendarroch Road ditches in a village survey later in the year. • Broadoak Plantation noticeboards – outstanding • Footpaths Action: Chase feedback regarding problems on Footpaths 40, 7 and 47 (Footpath Warden) • Lower Broad Oak drainage and raised manhole (Woodland Trust) <ul style="list-style-type: none"> ○ Clerk reported that no response had been received to the letters sent Action : Send second letter advising landowners of their responsibilities (Cllr ABC) • Snow Warden <ul style="list-style-type: none"> ○ Clerk reported that no response had been received Action: Contact the Snow Warden again asking for Snow Gritter recommendations • Playpark – patches of rotten timber on the playboat Action: Review the problem and produce recommendations (Cllr ABC/Lengthsman) <p>b. Other matters</p> <p>a. Dog Fouling A resident reported problems with dog fouling in the Beech Park area. Cllr Bailey agreed to paint warning stencils in the area.</p> <p>b. Any urgent matters arising</p> <p>Other residents’ correspondence</p> <p>c. Parking problems in Bendarroch Road – The Clerk had provided information and signposted DCC parking information/ “Report a Problem”</p> <p>d. Playpark – there have been reports of cycling in the Playpark. The Clerk reported the Playpark remains closed and there are no signs of damage.</p> <p>e. Cycling – a resident had contacted the Council suggesting cycle paths and “Cyclist” road markings Cllrs agreed to collate any additional proposals and to consider them under the Government’s “Re-allocation of Roadspace for Active Travel” initiative.</p> <p>Other matters Any urgent matters arising. None reported</p>
<p>20/039</p>	<p>Footpaths (Cllr ABC)</p> <p>a. For information – P3 Grant £200 received as requested for 2nd cut of paths. Noted</p> <p>b. For decision: to consider a recommendation for a handrail or steps on Footpath 5 (West Hill Road section)</p> <p>Footpath Warden Eileen Perkins reported that the section of path from West Hill to Eastfield was steep in parts and could be difficult in wet weather. She proposed the installation of a handrail</p> <ul style="list-style-type: none"> • Cllrs agreed to the installation of a handrail (subject to approval by DCC, Public Rights of Way)

	<ul style="list-style-type: none"> • Cllrs agreed to recommend that CIL monies are used to fund the work. <p>Action: Seek permission for the handrail on Footpath 5 (Footpath Warden)</p> <p>Action: Get a quote for the installation of a handrail on Footpath 5 (Clerk)</p> <p>Action: Contact the resident with an update on the installation of a handrail on Footpath 5</p> <p>For information - DCC Definitive Map Review of Footpaths. Noted</p>
20/040	<p>Village Lengthsman (Cllr ABC)</p> <p>a. For information – Village road signs were cleaned in May. Noted. The Clerk reported a very positive response from residents. It was noted that the Lengthsman had reported that many of the signs were damaged or out of alignment. It was agreed to raise the matter with Highways at the upcoming meeting.</p> <p>b. For decision: To consider the timing for the first cut of the roadside verges, provisionally scheduled for June/July. (ABC) Cllrs approved the work to be done in June.</p> <p>Locations to include</p> <ul style="list-style-type: none"> o Junction B3180 & Bendarroch Road o Junction Bendarroch Road & School Lane o West Hill Road -Village Gateway (near Lower Broad Oak Road) o Entrance to Broad Oak Plantation on Higher Broad Oak Road o Entrance to Broad Oak Plantation on Lower Broad Oak Road o Junction Higher Broad Oak Road & Oak Road o Junction Lower Broad Oak Road & Ash Hill Road
20/041	<p>Himalayan Balsam Clearance project (Cllr MP)</p> <p>a. To receive an update on the 2020 Plan to clear Himalayan Balsam along West Hill Road, including the Streetworks licence and the date for the event (8-10th June)</p> <p>b. To consider the HMCEF Grant in view of the revised plan to proceed with volunteers in view of Covid-19.</p> <p>Cllr MP reported that the Lengthsman team would carry out the work without volunteers in view of the Covid-19 situation.</p> <p>Highways have confirmed that the Highways Grant would still be valid.</p> <p>A streetworks licence has been received and the work will take place Mon 8th Jun to Wed 10th Jun. There will not be a partial road closure as originally envisaged as the Lengthsman will use road sign to manage the rolling roadworks. The Lengthsman team will pull the weeds by hand, crush the stems and leave them to rot down (as recommended).</p> <p>A small area of Himalayan Balsam on Lower Broad Oak was cleared in early May.</p> <p>Action: Publicise the Himalayan Balsam Clearance. (Clerk)</p>
20/042	<p>Broad Oak Plantation (Cllr AT)</p> <p>To receive an update on the installation of picnic benches (agreed at Full Council 4th February min 20/043)</p> <p>Cllr AT reported that the picnic benches will be installed in Broad Oak Plantation on Thursday 11th June.</p> <p>Cllrs discuss the need for the adjacent Glade area to be regularly maintained as there are many brambles on site.</p> <p>Action: Cllrs ABC+AT to meet the contractor to confirm the location for the picnic benches.</p> <p>Action: Cllr AT to remind Tilhill that tree work is required as to ensure safety (previously discussed).</p> <p>Action: Contact Tilhill to discuss maintenance of the Glade. To confirm the number of Tilhill visits and whether this could be supplemented by WHPC (Cllr AT)</p>

20/043	<p>Other Matters</p> <ul style="list-style-type: none"> a. Playpark b. Litter/Dog Waste bins c. Bus Shelter d. Air Ambulance Lighting Column e. Vehicle Activated Signs f. Landmark Tree g. Snow Warden <p>No matters arising</p>
20/044	<p>To consider DCC Highways proposals for planning Highway Maintenance Work</p> <p>Cllrs agreed to meet with Highways to get a better understanding of the scheme. Action: Set up a meeting with Highways to discuss the scheme (Clerk)</p>
20/045	<p>To consider CIL payments to be recommended to Full Council.</p> <p>Cllr ABC reminded the Committee that East Devon District Council advise that the CIL monies are used for Open Spaces, Sport and Leisure infrastructure.</p> <p>Cllr AT reported that some parishes had used CIL monies to fund Vehicle Activated Speed Signs.</p> <p>Cllr QT proposed that wherever possible CIL monies should be used rather than budgeted funds as the CIL monies are time-limited. All Cllrs agreed with this approach.</p> <p>It was noted that the WHPC approved using CIL monies to fund the picnic benches.</p> <p>Cllrs agreed to recommend that this should include installation costs.</p>
20/046	<p>Letter from Resident</p> <ul style="list-style-type: none"> a. To consider a letter from a resident concerning drainage problems on Higher Broad Oak Road. <p>Cllrs discussed the letter concerning drainage problems on Higher Broad Oak Road and the complaints made to DCC Highways. Cllrs empathised with the resident but advised that the Parish Council does not have any Powers to address the problem. Cllr ABC noted that the Council would draw the drainage problems to the attention of DCC Highways.</p>
20/030	<p>Finance and invoice tracker</p> <p>Invoices received</p> <ul style="list-style-type: none"> 1. Lengthsman - PLG Services, Cleaning road signs £436.80 <p>Noted and approved</p> <p>Paid invoices – for information: n/a</p> <p>Budget report and tracker 2020/2021 Noted</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>No matters raised</p>
	<p>Next meeting:</p> <p>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