

**WEST HILL PARISH COUNCIL
MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD ON 30th MARCH 2021 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 Della Cannings (DC)
Apologies received from: In attendance	Cllr Alison Carr (AC), Cllr Jess Bailey (JB), Parish Clerk Anne Oliver, Footpath Warden Eileen Perkins, no members of the public attended the meeting.

Item (a)	Discussion and decisions (b)
21/040	<p>Welcome and Chairman's announcements</p> <p>The meeting started at 1.00pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.</p>
21/041	<p>Apologies. To receive apologies and approve reasons for absence. Cllr AC sent her apologies and reason for absence. Noted and approved</p>
21/042	<p>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.</p> <p>Footpath Warden, Eileen Perkins, reported that all footpaths are in good condition, including Footpaths 4 + 40 which had been water-logged.</p> <p>Cllr ABC suggested that, to avoid confusion, an additional Public Footpath sign was needed near the farm buildings on footpath 6. The Footpath Warden agreed to investigate.</p>
21/043	<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. c. 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). <p>Cllr JB declared a personal interest as an East Devon District Cllr. No personal or pecuniary interests declared – Cllrs ABC, AT, DC, MP</p>
21/044	<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. N/A</p>
21/045	<p>Minutes</p> <ol style="list-style-type: none"> a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 23rd February 2021 subject to

	<ul style="list-style-type: none"> • 21/029 Playpark – to include “ Cllrs note the approved Playpark Management Plan adopted a “repair and replace” strategy however section 6 states new equipment/capital expenditure recommendation will be referred to Full Council for decision”. • 21/032 VAS - to include “ Cllr DC will be liaising with Community Speedwatch co-ordinator re OPCC scrutiny of Community Speed Watch schemes and also asked for Cllr feedback.” <p>Noted and Approved</p>
<p>21/046</p>	<p>To receive a Clerk’s Report on actions and matters arising from the last meeting</p> <p>a. Actions from OS Committee 23rd February 2021</p> <p>Progress noted.</p> <p>b. Other matters</p> <ul style="list-style-type: none"> • Village gateway signs DCC Highways advised the date for the re-location of the signs was not available. • Resident Communication <ul style="list-style-type: none"> i. Request for additional dog waste bins – see item 21/055 ii. Request for maintenance work on bench at War Memorial <p>A resident contacted the Parish Council to report the memorial bench at the War Memorial was in poor condition and needed maintenance. As the bench isn’t owned by the Council the Clerk had sought to establish ownership. The bench was installed some years ago in memory of Albert Stuart. Relatives, living in the village, have offered to make a donation towards costs.</p> <p>The Lengthsman had provided a quote for maintenance quote</p> <p>Cllrs noted the bench is used by walkers/cyclists and were keen to enhance the area surrounding the War Memorial.</p> <p>Cllrs agreed</p> <ol style="list-style-type: none"> To contact the neighbouring householder to request their support for a “tidy-up” of the surrounding area. To carry out the bench maintenance and surrounding area (approved provisional costs £110+Vat including materials). To seek a donation towards costs. <p>c. Any urgent matters arising</p>
<p>21/047</p>	<p>Footpaths (Cllr ABC)</p> <ol style="list-style-type: none"> To receive an update P3 grant application was submitted on 29th January (if available) The Council’s grant application was successful, £250 awarded. To receive an update on waterlogged Footpath 4 (Elsdon Lane-Lower Broad Oak Rd) The problem has been resolved and the path is no longer water-loggeed. To receive an update on Footpath 6 Japanese Knotweed. The Council’s letter to the landowner was received on 12th March. To receive an update on the WHPC response to the Definitive Map Review. <p>Acting on the feedback from WHPC, DCC Public Rights of Way team will investigate Footpath 87 but it is unlikely that it can be deleted from the schedule.</p>

<p>21/048</p>	<p>Playpark (Cllr AT)</p> <ol style="list-style-type: none"> To note a Full Council 16th March (21/107) decision to create a Working Group to research the feasibility of installing a slide. Noted To note 2021 Playpark + McColl's triangle grass cutting commenced on 15th March. Noted To review the latest Government Covid-19 guidance, if any, and consider actions required. Cllrs agreed no additional actions were required. To review Playpark weekly status reporting. The Clerk reminded Cllrs to email a status report when the weekly playpark check is carried out.
<p>21/049</p>	<p>Broad oak Plantation (Cllr AT)</p> <ol style="list-style-type: none"> To receive an update regarding WHPC maintenance of The Glade. <p>Tilhill support the Council's proposal to carry out maintenance of The Glade. However the Woodland Trust (WT) have advised that any non WT/Tilhill persons working in Broad oak would be classed as volunteers. The Council is awaiting details of this arrangement.</p> <p>Tilhill will be carrying out regular maintenance work in Broad oak Plantation in April/May. Cllrs ABC had surveyed the area and submitted a report to Tilhill. The only item was the broken fence at the Higher Broad oak Entrance.</p>
<p>20/050</p>	<p>Village Lengthsman (Cllr ABC)</p> <ol style="list-style-type: none"> To receive an update on grant application to Highways Community Enhancement Fund for funding for the Lengthsman service <p>The Council's grant application was successful. Highway awarded £712.50 for 2021-22 towards Lengthsman costs. Cllrs noted that this wasn't the full amount requested however it was the third annual grant awarded to WHPC.</p> <ol style="list-style-type: none"> To consider the Lengthsman schedule for Apr-May 2021. <p>Cllrs agreed that the Clerk would liaise with the Lengthsman regarding scheduled work which is expectd to begin in June/July.</p>
<p>21/051</p>	<p>Vehicle Activated Sign (VAS)</p> <ol style="list-style-type: none"> To review VAS transfer schedule (Feb/Mar). <p>Cllr MP reported the scheduled day for the VAS transfer between sites was Friday. On occasion this has created scheduling problems for the Lengthsman and the transfer had been delayed.</p> <p>Cllrs agreed to change the regular transfer day to Monday.</p> <ol style="list-style-type: none"> To consider the response from Community Speedwatch re VAS initial findings Response not available for the meeting. To consider the response from Highways re VAS initial findings. Response not available for the meeting.
<p>21/052</p>	<p>West Hill wildflower initiative: To receive an update on arrangements. Cllr DC has continued to publicise the initiative and encouraged all Cllrs to do so. To date approximately 200 packs of seed have been given out.</p> <p>Cllrs thanked Cllr DC for her work on the project.</p>

<p>21/053</p>	<p>West Hill sunflower competition: To receive an update on arrangements. Cllr AT reported that the PTFA competition was underway. Seeds have been distributed to children at West Hill Primary School. The PTFA have set a closing date of 12th July to enable the winner to be announced before the end of term.</p> <p>The PTFA have invited Cllrs to represent the Council on the judging panel. Cllrs were keen to support the PTFA and agreed to finalise details at a later date.</p>
<p>21/054</p>	<p>Bus Shelter: To consider regular maintenance checks.</p> <p>Cllr ABC proposed that the Council carry out regular checks of the Bus Shelter.</p> <p>It was agreed</p> <ol style="list-style-type: none"> a. Cllrs would carry out a weekly check (cleanliness, litter etc) as per the schedule for playpark checks. b. Cllr ABC would carry out a six-monthly check of the building fabric. Findings will be reported to the Clerk.
<p>21/055</p>	<p>Litter + Dog Waste Bins: To receive an update on EDDC Waste Collection increased charges for 2021-2.</p> <p>Cllrs noted the revised waste collection charges for 2021-22: £270 per bin per annum £270 for collections three times per week. Cllr ABC confirmed that this was in budget.</p>
<p>21/056</p>	<p>Dog Waste Bins: To consider a request for additional waste bins. A resident had written to the Council requesting the installation of additional dog waste bins.</p> <p>Cllrs noted that Councils struggle to find an acceptable location for dog waste bins. Residents are reluctant to have one situated near their property as the bins can be very unpleasant during the summer months. The bin must also be located where it can be safely accessed for waste collections.</p> <p>WHPC currently provides two dog waste bins at the entrances to Broadoak Plantation. In 2020 WHPC sought to identify a suitable location for a dog waste bin in the vicinity of the bus stop but were unsuccessful.</p> <p>Cllrs agreed that it wasn't unreasonable for dog walkers to dispose of the waste at their own property as they usually live close by.</p> <p>Cllrs agreed the Clerk will write to the correspondent advising that the Council will not seek to install further dog waste bins.</p>
<p>21/057</p>	<p>Other Matters</p> <ol style="list-style-type: none"> a. Litter Bins/Grit Bins b. Bus Shelter: Noticeboard installed 15th March 2021. c. Air Ambulance Lighting Column d. Landmark Tree e. Noxious weeds <p>Cllr MP agreed to monitor West Hill Road (near the gateway sign) for to establish the extent of Himalayan Balsam in 2021.</p> <p>Cllrs agreed to write (record delivery) to the neighbouring landowner regarding the extensive Himalayan Balsam in the fields adjacent to West Hill Road.</p>
<p>21/058</p>	<p>Finance and invoice tracker Invoices received</p> <ol style="list-style-type: none"> 1. n/a

	Finance Tracker: Full year 2020/2021 (Draft) Noted and approved.
21/059	Councillors questions, reports and items for future agenda 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> Cllr ABC reported ongoing works on land near Higher Metcombe. Cllr JB reported that she had contacted EDDC Tree Officers and Environmental Health on the works and associated bonfires. Cllr DC advised Cllrs and residents whenever possible to report matters whilst they work was underway as this makes it easier for authorities to take action.
21/060	Next meeting: To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 27 th April 2021.

The meeting closed at 1.58pm

Signed *Anne Oliver* Clerk to West Hill Parish Council, 31st March 2020