

**WEST HILL PARISH COUNCIL  
MINUTES OF THE OPEN SPACES COMMITTEE MEETING  
HELD ON 27<sup>th</sup> APRIL 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) from 13.15pm, Cllr Alison Carr (AC),
Apologies received from:	Cllr Della Cannings
In attendance	Parish Clerk Anne Oliver, Footpath Warden Eileen Perkins, no members of the public attended the meeting.

Item (a)	Discussion and decisions (b)
<b>21/061</b>	<p><b>Welcome and Chairman’s announcements</b></p> <p>The meeting started at 1.00pm. The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.</p>
<b>21/062</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence. Cllr DC sent her apologies and reason for absence. Noted and approved</p>
<b>21/063</b>	<p><b>Public question time (3 minutes)</b> 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, requested an update on Japanese Knotweed on Footpath 6, Cllr ABC advised this matter would be covered by agenda item 21/068.</p>
<b>21/064</b>	<p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>b. To declare any personal interests in items on the agenda and their nature.</li> <li>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).</li> </ol> <p>Cllrs ABC, AT, DC, – declared no personal or pecuniary interests</p>
<b>21/065</b>	<p><b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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>
<b>21/066</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>a. To approve the minutes of the Open Spaces Committee meeting held on Tuesday 30<sup>th</sup> March 2021.</li> </ol> <p>This item was deferred until Cllr MP joined the meeting (ref item 21/069) Noted and Approved</p>

<p><b>21/067</b></p>	<p><b>To receive a Clerk’s Report on actions and matters arising from the last meeting</b></p> <p>a. Actions from OS Committee 30<sup>th</sup> March 2021</p> <p><b>All actions completed.</b></p> <p>b. Other matters</p> <ul style="list-style-type: none"> <li>• Village gateway signs <b>DCC Highways advised the date for the re-location of the signs was not available.</b></li> <li>• Resident Communication: Approval for maintenance work at War Memorial</li> </ul> <p><b>Following a request from a resident for the Parish Council to undertake maintenance of the memorial bench at the War Memorial (ref 21/046) the Clerk confirmed</b></p> <ul style="list-style-type: none"> <li>• <b>Relatives of “Albert Stuart”, to whom the bench is dedicated, have contributed £50 towards the cost of maintenance.</b></li> <li>• <b>Neighbouring properties have been contacted and consent given for general maintenance of the verge area surrounding the bench.</b></li> <li>• <b>The Lengthsman will carry out the work during the next couple of weeks.</b></li> </ul> <p>c. Any urgent matters arising</p> <p><b>No matters arising.</b></p>
<p><b>21/068</b></p>	<p><b>Footpaths (Cllr ABC)</b> To receive an update on Footpath 6 Japanese Knotweed.</p> <p><b>The Clerk reported the Parish Council’s letter had been received by the landowner.</b></p> <p><b>The Devon and Cornwall Rural Crimes Officer had previously advised that following the Council’s letters it may be possible for EDDC to issue a Community Protection Notice.</b></p> <p><b>EDDC had been consulted and advised that they are unlikely to issue a Community Protection Notice as the Japanese Knotweed is not affecting a building. They advise that the likely course of action is a civil matter between landowners.</b></p> <p><b>Cllr ABC suggesting monitoring the Japanese Knotweed as the landowner may take action in the coming months.</b></p> <p><b>Cllrs agreed to review the matter at their next meeting.</b></p>
<p><b>21/069</b></p>	<p><b>Playpark (Cllr AT)</b></p> <ol style="list-style-type: none"> <li>1. To note resident communication reporting anti-social behaviour. <b>Noted</b></li> <li>2. To note the revised playpark monitoring schedule. <b>Noted and agreed. Cllr AT will take over Playpark checks for the 2<sup>nd</sup> Friday of the month.</b></li> <li>3. To note the Working Group decisions made at WHPC 26<sup>th</sup> Apr 2021. <b>Noted</b></li> </ol> <p><b>Cllr MP joined the meeting at 13.15pm</b> <b>Cllrs MP – declared no personal or pecuniary interests</b></p>
<p><b>21/070</b></p>	<p><b>Broad oak Plantation (Cllr AT):</b> To receive an update regarding WHPC maintenance of The Glade (if available)</p> <p><b>The Clerk had sought an update but no further information had been received.</b></p>
<p><b>20/071</b></p>	<p><b>Village Lengthsman (Cllr ABC):</b> To consider the Lengthsman schedule for May-June 2021.</p> <p><b>Cllrs agreed, as per contract, verge cutting (visibility splays) should take place in May/June.</b></p>
<p><b>21/072</b></p>	<p><b>Vehicle Activated Sign (VAS):</b> To consider matters arising.</p> <p><b>Cllrs considered the recent resident communication concerning inconsiderate parking when transferring the VAS.</b></p> <p><b>Cllrs agreed to liaise with the Lengthsman regarding this matter.</b></p>
<p><b>21/073</b></p>	<p><b>West Hill wildflower initiative:</b> To receive an update on arrangements.</p> <p><b>Cllrs considered a briefing paper submitted by Cllr DC. Over 200 packets of seed have been distributed to residents.</b></p>

	<p>Cllr ABC will liaise with Cllr DC regarding arrangements for judging. This will be considered at the next meeting.</p>
<b>21/074</b>	<p><b>Other Matters</b></p> <ul style="list-style-type: none"><li>a. Litter Bins/Grit Bins</li><li>b. Bus Shelter: Cllr ABC to schedule a maintenance check for June 2021.</li><li>c. Air Ambulance Lighting Column</li><li>d. Landmark Tree</li><li>e. Noxious weeds</li><li>f. PTFA Sunflower Competition Cllrs agreed to nominate judges during June 2021</li></ul>
<b>21/075</b>	<p><b>Finance and invoice tracker</b></p> <ul style="list-style-type: none"><li>a. Invoices received: n/a</li><li>b. Finance Tracker for April 2021 <b>Noted and approved</b></li></ul>
<b>21/076</b>	<p><b>Councillors questions, reports and items for future agenda</b></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>
<b>21/077</b>	<p><b>Next meeting:</b></p> <p>To confirm the date of the next meeting which is scheduled for 1.00pm Tuesday 25<sup>th</sup> May 2021. <b>Please note</b> the 4<sup>th</sup> May WHPC meeting will consider arrangements for the return to in-person meetings and will approve the May-July 20201 meeting schedule.</p> <p><b>Cllrs noted the amended schedule</b></p>

The meeting closed at 1.35pm

Signed *Anne Oliver* Clerk to West Hill Parish Council, 27<sup>th</sup> April 2021