

OTTERHAMPTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

on

THURSDAY 1 SEPTEMBER 2016 AT OTTERHAMPTON VILLAGE HALL

PUBLIC SESSION:

There were no matters raised.

PRESENT:

John Berry (Chairman), Dick Best, Bob Birkenhead, Julie Evans, Barry Leathwood, Rachel Perrett, County Cllr John Edney, Dist Cllr Julie Pay, Aly Prowse (Clerk). 1 member of the public.

46/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Heath Bennet.

47/16 MINUTES OF THE MEETING HELD 7.7.16:

The minutes were APPROVED and signed by the Chairman.

48/16 DECLARATIONS OF INTEREST:

B.Leathwood declared an interest in item 11b (Citizen's Advice Bureau donation).

49/16 WARD REPORTS:

1. Cllr Edney
 - a) Cllr Edney said he is pleased with the progress of the cycleway works on the C182 and it is pretty much on schedule. The road will be closed overnight for 3 nights when the road surfacing is undertaken which will see a diversionary route implemented.
 - b) In response to B.Birkenhead's question Cllr Edney advised the devolution process is going well and should commence in the New Year. Newsletters explaining the process will be produced nearer the time.
 - c) Cllr Edney mentioned the Lengths-man Scheme Cannington Parish Council (CPC) are pursuing. The Clerk said we had attended a meeting with CPC and had in principle agreed to submit a joint Expression of Interest form to the Hinkley CIM fund; CPC though, are taking the lead.
2. Cllr Pay
Cllr Pay said SDC has been quiet during the summer recess, but she has attended some Licensing Committee Meetings.
3. PCSO Georgina Long
Georgina has been on leave so had nothing to report but reminded people to use the team mailbox to make contact or to report any issues via somwestnptsedgemoor@avonandsomerset.pnn.police.uk
Cllrs Edney and Pay plus G.Long left the meeting at 7.10pm

50/16 PLANNING MATTERS:

1. **39/16/00003** Accommodation Units at the Anchor Inn. GRANTED.
2. **39/16/00005** Two storey extension, 6 Riverview Combwich. GRANTED.
3. **39/16/00006** Store/stable at Greenacre, Bolham Bridge. GRANTED.
4. **39/16/00007** Erection of Dwelling, Ivy Cottage, 14 Church Hill. REFUSED.
5. **39/16/00008** Two Storey & single storey extension – 4 River View. Site visit arranged 5.9.16 at 7pm.
6. **13/16/00038** Conservatory works at Beere Manor – No Observations.
7. **Planning Application Process**
The following process was AGREED
 - a. Notification to members by email to view the application(s) on line.
 - b. A site visit will be arranged on a case by case basis and/or the opportunity to meet, discuss and view hard copy plans if timescales do not coincide with a parish council meeting.
 - c. A standard planning notification will be placed on notice boards and surrounding houses offering parishioners the opportunity to direct comments to us. [J.Evans said she is not happy with comments coming back to us as she felt these should be sent direct to SDC. B.Leathwood suggested if this were the case, we could miss some valid point(s). D.Best agreed with Barry and said it also gave us the opportunity to give advice e.g. valid planning grounds. The motion stands].
 - d. If a site visit is not required, members to forward their comments to the Clerk, copied to other members. The Clerk will collate the comments and forward a response to SDC.

8. SDC Planning Training 12th and 18th October

12th October – J.Berry

18th October – J.Evans, R.Perrett, Clerk.

The Clerk will check if H.Bennett available to attend and then advise SDC of attendees. **Action: Clerk.**

51/16 FINANCIAL MATTERS:

1. Balances - Current A/C £6794; Deposit A/C £22009; Reserve A/C £1496.
2. The following payments were AGREED:

RT Signs	£139.20	(Signs for play area gates – CIM fund)
Vica SL	£7476	(Shelter for play area – CIM fund)
Mrs A Prowse	£127.77	(Play area Open Day event – CIM fund)
Mr B Leathwood	£25.53	(Play area Open Day event – CIM fund)
Otterhampton Village Hall	£75	(Donation re Play area Open Day event – CIM fund)
Mrs A Prowse	£338.41	(including £13.34 other costs – July salary 2016)
Mrs A Prowse	£252.96	(Groundtrax re play area shelter base. £160.80 from CIM)
Mrs A Prowse	£333.21	(including £8.14 other costs - August salary 2016)
Otterhampton Village Hall	£875 + £200	(Annual Maintenance/Hall Payments)
Mrs A Prowse	£23.46	(Combination padlock for Play Area vehicular gate)
Open Spaces Society	£45	(Annual membership renewal re minute 56/16/1)
CAB	£100	(Donation re minute 56/16/2)
R.Birkenhead	£38.98	(Basketball Hoop - on large Common)
3. BACS Income - £14341.64; VAT repayment following claim.

52/16 ITEMS FROM THE LAST MEETING:

1. **Review Action List (for actions not covered by the agenda):**
 - a) **No 3 – Crimson Hill Property** – SDC confirmed Change of Use Consent not required.
 - b) **No 4 – Street Lighting at Combwich Junction** – New forms/system available. The Clerk will assess requirements, but this is likely to be funding dependent, so may have to wait until CIM funds available.
 - c) **No 5 – 5-a-side Football nets** – School now back from summer recess. **Action ongoing.**
 - d) **No 7b – Static Caravan Planning Considerations** – The Clerk circulated the response from SDC.
 - e) **No 13 – Fill in Hole left by Cruising Club Shed** – M.Ingram to carry out the work.
 - f) **No 14 – Twinning Opportunities.** J.Evans advised that M.Layton has a lot of information she will pass on to J.Berry. **Action ongoing.**
 - g) **No 15 – Dog Fouling (general)** – make contact with dog warden for possible solution and consider NFU signage or contact land owner re Brookside Rd fields. **Action: Clerk.**
 - h) **No 16 – Wharf Rd Maintenance** – Out to tender September. **Action Clerk.**
 - i) **No 17 – Operation HAROLD** – Article for Otter Tales; November issue. **Action: D.Best.**
 - j) **No 18 – Combwich Ponds** - Include Open Spaces re Deregulation Act. **Action: B.Leathwood to speak with B.Birkenhead.**
 - k) **No 19 – Broadband (Otterhampton & Steart).** J.Best said we should talk to J.Sivyer prior to arranging anything, to consider co-ordinated action. **Action; Clerk.**
 - l) **No 20 – Allocate Timings for Agenda Items** – J.Berry reluctant to do this as it may be too restrictive & may be self-defeating to defer agenda items. He will though, try to push things along at meetings.
 - m) **No 22 – Speed limit on C182** – This will be removed from the action list (J.Evans raises as appropriate at Transport forums).
2. **SCC Chairman’s Award (Parish Champion) Nomination**

Members AGREED that Sue Ayley would be our nominee for this year’s award. B.Leathwood had gathered information for the citation. For the purpose of the form, J.Berry will be the nominator and the Clerk will be the seconder. Either R.Perrett or the Clerk will try to be available to accompany Sue to the award’s evening on 20.10.16. The nomination to be submitted by 2.9.16. **Action: Clerk.**

53/16 PLAY AND RECREATION AREA:

1. Following the formal inspection report, a meeting was held with Wicksteed and the installation contractor to determine the corrective works required. This includes the paths and floor in the shelter. At this meeting we also requested additional fence panels and their installation as a safety provision, to direct people to enter the play area via the entrance path. Note - members had AGREED via email during the summer recess to the additional £1200 expenditure for the fencing plus the £252.96 for the Groundtrax base (we have been allowed to use £160.80 of the £252.96 from CIM funds re a net underspend on the miscellaneous items). Trees have also been ordered for delivery in the autumn (CIM funded).

2. J.Berry, B.Leathwood and the Clerk met with K.Preston on 31.8.16 to run through the safety inspection procedure. Keith will have a file with all the requisite forms and a copy of the ROSPA safety booklet. The procedure has been taken direct from the ROSPA safety recommendations; thus we will have a weekly 'visual' inspection and a quarterly 'operational inspection'. It is not necessary for formal training for these inspections as long as we consider the person competent. The annual inspection will continue to be carried out by a professional inspection company as now. Inspection details have to be kept for 25 years.
3. Whilst at the play area, we were advised of a broken cross rope clamp on the scrambler net which John removed. In addition we also noted some dips in the safety surfacing where presumably the land has dropped away. Wicksteed have been notified and will return to rectify these faults.

54/16 ENHANCEMENT:

1. **Basketball Hoop** - B.Birkenhead has purchased this item as AGREED by members via email during the summer recess.
2. **Vehicles driving on Combwich track** – whilst out walking R.Perrett and J.Evans have come across people driving/parked on the track near the first gate. They have spoken to some of the drivers who say they are unaware of the restriction. Rachel feels the signage is not clear enough. There was not a desire by members for additional formal signage. Julie said she would be happy to hand out or place on vehicles, a small laminated notice explaining the restrictions. It was AGREED to draft a notice and circulate to members for agreement. They would then be used and their effectiveness monitored. Residents along the track will be advised of this new procedure. **Action: Clerk.**
3. **Combwich Buoy** – The painting of the buoy is now complete. A letter of thanks will be sent to the Cruising Club who have done a great job completing the refurbishment. B.Leathwood suggested some form of appreciation, although money was discounted. The Clerk will speak to someone from the club to ask if we could provide them with some sort of an enhancement e.g. refurbishment of the notice board. **Action: Clerk.** B.Birkenhead collected the brass plaque from Burnham Marine. It was AGREED to engrave some appropriate wording on the plaque to include that the completed refurbishment in 2016 was organised and paid for by the parish council. Bob will then put it back on the buoy. **Action: B.Birkenhead.**

55/16 VILLAGE HALL:

1. **Printer**
Following an email from S.Barton floating the idea of us purchasing a village printer, the Clerk requested further information. This item will be deferred to a future agenda pending receipt of the information.
2. **Village History**
On the same email Sue mentioned that some newcomers had expressed interest in village history and she wondered if an update to B.Johnson's Millennium book had been or could be considered by the parish council. B.Leathwood organised a history walk around the village a few years ago which attracted 58 people, so it would seem a popular topic. A professional historian would cost a lot of money but could be a consideration for future CIM funding. In the first instance we could use longstanding residents to review Bill's book. C.Wynberg who was present at the meeting would be willing to supply names of people who lived in the village from when she was a child, although she will be returning to Canada on 20.9.16. Time permitting, the Clerk will talk informally to Cynthia to capture some information. B.Birkenhead has the Combwich book from the 1980's. This information will be relayed to S.Barton. **Action: Clerk.**

56/16 SUBSCRIPTIONS / GRANTS:

1. **Open Spaces membership Renewal**
It was AGREED to renew the subscription at a cost of £45. **Action: Clerk**
2. **Sedgemoor Citizen's Advice Bureau (CAB)**
It was AGREED to send a donation of £100 to the CAB as proposed by J.Berry and seconded by D.Best. **Action: Clerk**

57/16 HIGHWAYS:

1. **"Wigwam" speed restriction system at Church Hill and Ship Lane**
Further information has been requested. In the meantime, a survey will be requested to consider a suitable location to site the two signs. **Action: Clerk.**
2. **Safety and parking provision on verge by the Play Area**
An email was received from P.Gripton requesting we re-think this proposal. A response was sent from the Chairman explaining the parking spaces are part of an overall scheme that included managed parking, landscaping and making the area safer. It will be subject to a specification, agreement with Highways and funding as we will have to pay for it. The work could be done in stages. In the interim "white lining" will be requested on the road across the play area entrance to prevent vehicles parking here. **Action: Clerk**

3. Junction Marker at Stockland/Otterhampton/Stearst junction.

Members discussed the letter from J.Sivyer requesting support to write to Highways asking for a junction warning sign on the approach to the Steart Marshes junction from Otterhampton. Whilst we felt that it was not particularly “an accident waiting to happen” members AGREED we would support Mr Sivyer’s request and write to Highways, noting that signage would be at the discretion of Highways. **Action: Clerk**

58/16 MEETING REPORTS:

1. 19.7.16 – Village Walk

Item 1 – Wild flower patch – Area now cut.

Item 2 – Street lighting at Combwich Junction – On main meeting action list.

Item 3 – Bus shelter repairs – On main meeting action list.

Item 4 – Village Pump & Trough – Try and find out who owns it.

Item 5 – Bridge Railings over brook at Estuary Pk. Highways to be asked to inspect. **Action: Clerk**

Item 6 – Replace notice board inners (Brookside Rd). **Action: B.Birkenhead.**

Item 7 – Wharf Rd Vegetation – On main meeting action list.

Item 8 – Bicycle in brook – Thanks to Gary Perrett for removing it and taking it to the tip.

Item 9 – Enhancement of the Pill area – Long term action for main meeting action list. **Action: J.Evans**

Item 10 – Ivy Cottage planning application – Action complete, planning permission refused.

Item 11 – Arrange meeting with Crimson Hill. Dates to be confirmed. J.Berry will convene the meeting but as a one off, as it is not our job to manage the relationship between Crimson Hill and our parishioners.

Item 12 – Play Area enhancements – On main meeting action list and meeting agenda item.

2. 21.7.16 – Transport Forum (J.Evans)

The minutes have been circulated, so Julie picked out a few key items including that A.Coupe undertook to carry out a review of the C182 junction to Otterhampton to see if additional signage is required; circa 9000 HGV’s in last quarter averaging 107 per day travelling to/from Hinkley; the Bridgwater ‘Golden Triangle’ roadworks and those at J23 and J24 were due to start in August and will take 2 years to complete regardless of Hinkley C proceeding or not; Julie asked if the bus companies attend the transport forum but was advised not (although SDC has its own transport forum that they attend); Cannington Parish Council hold monthly meetings with the Environment Agency and Julie thought it would be a good idea to forge closer links with Cannington, particularly when the cycle way opens. The Clerk advised she will be involved with Cannington Parish Council so may be able to address various commonalities.

59/16 FORTHCOMING MEETING NOTIFICATION:

17.9.16 – SALC AGM (D.Best and the Clerk to attend).

22.9.16 – SDC All Parishes Meeting – Resend information to see if anyone would like to attend. **Action: Clerk**

60/16 CORRESPONDENCE/COMMUNICATION:

1. Received/sent:

a) SDC – Annual Survey of Facilities. **Action: Clerk**

b) Open Spaces Society – Deregulation Act. See Minute 52/16/1j.

c) P.Gripton – Concerns re implications of parking in the area of Riverside and Ship Lane following the Anchor Inn planning permission. We have responded accordingly.

d) Avon & Somerset Police – Campaign re awareness of child sexual exploitation.

e) Zurich Insurance – Increase in IPT from 9.5% to 10%, an additional £3.47 on our premium.

f) SDC – RLT2 & RLT3 Contributions.

g) EDF Hinkley C – Various updates re the EDF Board approving the Financial Investment Decision.

h) SCC – New bus timetable from First, starting 5.9.16.

i) EDF – Transport Forum minutes from 21.7.16.

j) Chairman’s letter of 15.7.16 to try and canvass parishioners to attend parish council meetings.

61/16 REPORTS OF REPRESENTATIVES:

1. Hinkley Liaison (J.Berry)

John apologised for being unable to attend the SSG guided tour on 28.8.16, but will attend a future one.

2. Steart Ward (D.Best)

a) The road from the quadrant to the village has been surface dressed.

b) The sea buckthorn clearance is progressing slowly. It looks likely that funding will be available from the Quantock AONB, but there is a query of funding from Natural England.

c) Steart Marshes recently received visits from both the Chair and CEO of the Environment Agency.

d) Dick asked if we could consider inviting the new vicar Alison Walters, to a parish council meeting. It was AGREED to invite her to the next meeting. **Action: Clerk.**

J.Evans asked if the Steart Ward report could appear further up the agenda. This will be considered at the next agenda meeting.

3. OPRA

- a) B.Leathwood has taken over the management of the Combwich website – which is OPRA owned and managed - on a temporary basis. Barry said that at some point a more technical person will be required to take over from him. B.Birkenhead is aware of a person in the village who may have the expertise in this area, but would need to be contacted to ascertain his interest.
- b) There will be 6 lantern making workshops this autumn led by Sarah Webb. These will be used in the lantern parade preceding the firework display.
- c) The Christmas events are currently being organised.

4. Village Hall (H.Bennett)

The Clerk spoke to H.Bennett concerning difficulties being able to make the meetings. These are held on the second Wednesday of the month. Members AGREED to try and cover for Heath. Heath to advise the Clerk if he is unable to attend a meeting and she will contact other members to try and find a volunteer. The Clerk will also request copies of agendas and minutes. **Action: Clerk.**

5. School Liaison

Nothing to report as the School has only just returned from the summer holidays.

It was AGREED to add Public Rights of Way, Otter Tales and Otter Wheels to the Reports of Representatives for future meetings.

62/16 DATE AND TIME OF THE NEXT MEETING:

The next meeting will be on 6 October 2016, at 7.00pm at Otterhampton Village Hall.

The meeting ended at 9.21 pm.

Signed:.....
(Chairman)

Date:.....