

## OTTERHAMPTON PARISH COUNCIL

You are hereby notified that the Annual Parish Assembly, the Annual Meeting, and the normal monthly Parish Council Meetings' **On THURSDAY 3 MAY 2018 - commencing at 7.00pm (Refreshments will be available after the meetings)** at OTTERHAMPTON VILLAGE HALL, COMBWICH

Members are required to attend – The meeting is open to the press and public

### ANNUAL PARISH ASSEMBLY

1. Chairman's Annual Report
2. Presentation of Accounts to 31.3.18
3. Public Session

### ANNUAL MEETING

1. Apologies for Absence
2. Election of Chairman
3. Acceptance of Office (Chairman)
4. Election of Vice-Chairman
5. Election of Representatives
  - Community Forum
  - Hinkley A & B Site Stakeholder meeting (SSG)
  - Public Rights of Way
  - School Liaison
  - Transport Forum
  - Village Hall

### PARISH COUNCIL MEETING

1. TO APPROVE MINUTES OF THE MEETING HELD ON 5.4.18
2. CO-OPTION OF NEW COUNCILLOR
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. WARD REPORTS (County & Dist. Cllr Mike Caswell and Dist. Cllr Julie Pay)
5. PLANNING MATTERS
  - a. 39/18/00003 – Alterations & Conversion of garage to habitable accommodation, 4 Old Ship Inn, Ship Lane (GRANTED)
  - b. 39/18/00012 – Partial Discharge of requirement re Lighting Strategy at Combwich Wharf (GRANTED)
  - c. 96/18/00011 – Consultation re PW7 (1) & (5) Highway work for Combwich Wharf/C182 (GRANTED)
6. FINANCE
  - a. Balance: Current A/C £2438.12; Deposit A/C £12093.02; Reserve A/C £8849.48
  - b. Invoices for payment / receipts
    - i. Mrs A Prowse - £469.23 (April salary inc £21.68 misc office costs)
    - ii. Wicksteed - £2292.00 (Remedial ground settlement repairs)
    - iii. SDC – £668.93 deducted from Precept (Empty 4 dog bins Apr-Sep 2018)
    - iv. Defibshop - £1599.60 (Stearf Defibrillator). Hinkley Community Fund Grant
    - v. Zurich Municipal - £809.94 (Renewal Annual Insurance)
    - vi. Love Musgrove MRI - £250 (Donation towards a new scanner)
  - c. INCOME – SDC £11500 (50% Precept)
  - d. ANNUAL ACCOUNTS TO 31.3.18 – For approval
  - e. AUDIT – Approve Section 1: Annual Governance Statement 2017/18 and Section2: Accounting Statements 2017/18
7. ITEMS FROM LAST MEETING
  - a. Review of action list (for items not on agenda)
  - b. Lease/Purchase of Photocopier
8. ENHANCEMENTS
  - a. Tree Strategy and Open Spaces Sub Group
9. MEETING REPORTS
  - a. 11.4.18 Village Hall
  - b. 11.4.18 Highways re Dame Withycombe Hill (L.Hackling and K.Tyson)
  - c. 16.4.18 Visit of Mr P Flaherty and A.Coupe (SCC)
10. FORTHCOMING MEETINGS
  - a. 3.5.18 - Transport Forum
  - b. 9.5.18 - Village Hall AGM
  - c. 17.5.18 - Community Forum
11. CORRESPONDENCE/COMMUNICATION
  - a. General List
  - b. General Data Protection Training 22.5.18 (2.30pm – 4.30pm, Edgar Hall, Somerton)
12. REPORTS OF REPRESENTATIVES
  - a. Stearf Ward and Defibrillators (D.Best)
  - b. OPRA (B.Leathwood)
  - c. Otterhampton Parish Project Team (OPPT)
  - d. School Liaison (R.Perrett)
  - e. Public Rights Of Way (B.Birkenhead)
  - f. Otter Tales
  - g. Otter Wheels
13. DATE AND TIME OF THE NEXT MEETING – Thursday 7 June 2017

OTTERHAMPTON PARISH COUNCIL

ACTION LIST - As at 26 April 2018

No	Minute	Action	Who	Status
1	27/17/2	Collapsing wall at Ship Lane		<b>Monitor Situation</b>
2	38/15/3	Produce an Emergency Plan for parish.	All	August 2018
3	122/15	Welcome Packs – Produce for newcomers to parish.	All	August 2018
4	72/16/5	Consider permanent parking spaces adjacent to Play Area		Long term action
5	161/17/9	Ask Highways if a “Stop” sign could be erected at the Combwich junction (in Brookside Rd)	Clerk	Highways said this would not be permitted as their use is restricted to concealed junctions
6	161/17/9	Article for Otter Tales on road safety and transport issues	JE	<b>Complete</b>
7	163/17/a	Arrange for the common to be cut prior to the Village Fun Day on 14.7.18 (SDC) and request white lining for races	Clerk	Waiting for details for lanes (nos & length)
8	131/17/1j 158/17/4	Additional 250 HGVs letter to SCC. CEO Mr Flaherty visited the parish on 16.4.18 with A.Coupe.	Clerk	<b>Agenda item 9c</b>
9	164/17/6	Follow up Mobile Library decision to stop visiting the School re difficulties to turn the van around. Write to School Head as appropriate	RP/Clerk	Letter sent 30.4.18
10	132/17	Vegetation Removal at brownie copse (Common Enhancement Scheme) Following meeting with I.Porter 31.1.18, a small group to visit the site to 1.Decide how much of vegetation to remove; 2.Invite 2 or 3 contractors to view project and give an estimated cost 3.Prepare a grant application for submission to QLDFCIM fund (summer) so that work can be carried out late autumn	BB, BL and Clerk	Arrange a Site meeting
11	164/17/8b	Article for Otter tales re inconsiderate parking in Church Hill and other areas in the village	BL/Clerk	
12	132/16/f	Combwich Ponds – The Secretary of State has given SCC six months to resolve the issue as at December 2017.	BB/BL	June 2018 (due decision date)
13	131/17/2 145/17/2	Play and Recreation Area – Ground settlement issues. Request Wicksteed go ahead and carry out remedial works.	Clerk	Work complete, site inspection 2.5.18.
14	117/17/2b	a) Carry out critical tree works to willow on Wharf Rd £400 plus VAT b) Tree Maintenance Plan – set up small sub group and set a budget.	Clerk Clerk	Oder placed 8.3.18. <b>Agenda item 8a</b>
15	137/17/9	Otter Tales – Carry out further research re buying or leasing a printer; Cannington PC to seek potential users of printer to justify costs.	BL	May edition to be printed on-line
16	165/17	Advertise refreshments at the end of the Annual Assembly/Annual Meeting	Clerk	Posters on notice boards 28.4.18
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Items shaded are longer-term actions or are complete (but need recording in following minutes)