

**OTTERHAMPTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**

held on

**MONDAY 11 JUNE 2018 AT OTTERHAMPTON VILLAGE HALL**

**PUBLIC SESSION:**

There were no members of the public in attendance.

**PRESENT:**

Dave Cather (Chairman), Julie Evans (Vice-Chairman), Dick Best, Bob Birkenhead, Barry Leathwood, Murray Lister (from 7.15pm) Rachel Perrett, Dist Cllr Julie Pay (from 7.35pm) Aly Prowse (Clerk).

**15/18 APOLOGIES FOR ABSENCE:**

Apologies were received from County/Dist. Cllr Mike Caswell.

**16/18 MINUTES OF THE MEETING HELD ON 3.5.18:**

The minutes of the meeting held on 3.5.18 were APPROVED and signed by the Chairman.

**17/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

B.Leathwood declared an interest as a Board member of the Citizen Advice Bureau (CAB). This will be notified to Sedgemoor District Council (SDC). **Action: Clerk.** There were no other declarations of interest or dispensations applied for other than those declared to SDC as part of Member's Interests disclosed at the time of taking Office. This information can be viewed on the SDC website.

**18/18 WARD REPORTS:**

- a) The new Gaming Machine Policy has been issued.
- b) SDC is one of the finalists in the Employee of the Year award because of its 3-year apprenticeship programme for circa 15-20 apprentices.

**19/18 PLANNING MATTERS:**

1. **39/18/00004** – Installation of 5 replacement windows, Crossways Farmhouse. SUPPORTED.
2. **39/18/00015** – Erection of detached building to provide living accommodation and garage; demolition of existing garage, Greenacre, Bolham Bridge. SUPPORTED.
3. **Planning Training** – SALC is holding a "Responding to Planning Applications" training event on Wednesday 27 June, 6-9pm in Somerton. The cost is £30 per person. The Clerk will attend; councillors to advise the Clerk if they are able to attend. **Action: Councillors.**

**20/18 FINANCIAL MATTERS:**

1. **Bank Balances** - Current A/C £4226.79; Deposit A/C £9593.98; Reserve A/C £12400.00.
2. **The following payments were AGREED:**
  - Mrs A Prowse - £515.75 (May salary inc £26.05 misc office costs and £25 Annual Assembly refreshments)
  - Mrs A Prowse - £109.58 (1 x multi pack and 1x black ink cartridges)
  - SALC - £50.00 (training course for General Data Protection Regulations)
  - Otterhampton Village Hall - £84.00 (Hall hire for NHS checks 6 & 9 April 2018)
  - JRB Enterprises - £305.76 (12 x 800 Dog Gloves for dog bin dispensers)
  - B.Leathwood - £200.00 (Cost of printing Otter Tales, May edition)
3. **Annual Audit Return for 2017/18**

The Audit Return was submitted to PFK Littlejohn on 8.6.18. Thanks were expressed to Rod Williams for carrying out the internal audit. It was AGREED to purchase a gift as a token of our appreciation. **Action: Clerk**

**21/18 ITEMS FROM THE LAST MEETING:**

1. **Review of the Action List (for actions not covered by the agenda):**

**No 5** – Critical tree works to willow tree on Wharf Rd. **Action complete.**
2. **Photocopier Proposal to include Otter Tales Publication**

It was generally agreed that the quality of the May edition of Otter Tales printed by Solopress was excellent. The cost was £200. Discussion ensued as to how we should continue; Cannington do not wish to combine resources; J.Evans is concerned about paying £1200 per annum when we could get it printed by EDF at no cost. B.Leathwood said he would not wish to continue with this option because of censorship issues and little control over printing times. D.Best thought that the cost represents 5% of the Precept which as a

service to the community is acceptable. R.Perrett said the magazine was better than the EDF printed version and wanted the magazine to continue as it is an important vehicle for positive communication. The Clerk suggested we could seek the views of the community during Community Plan consultations. It was AGREED to continue with Solopress for the remainder of the year, and then review the situation, as proposed by D.Best and seconded by M.Lister. D.Best gave a vote of thanks to B.Leathwood for his work on Otter Tales and investigating the various options.

**3. Dame Withycombe Hill (DWH)**

The Expression of Interest application to widen the layby at DWH in front of the cottages has been submitted to the Somerset Community Foundation for Hinkley C Community Funding.

**22/18 ENHANCEMENTS:**

Picnic benches/seating near the Pill – We have received a request from the Harbour View Club to erect some permanent garden furniture on the Green in front of the cottages opposite the Village Hall and also near the Pill, together with a circular seat around the large tree on the Green. Councillors were divided on this request, mindful that if agreed, it would set a precedent. Some were concerned how it might affect the privacy of residents of the cottages and those opposite, plus the potential for litter and noise. Others were concerned at the safety of people, especially children, exiting the Hall to cross the road on the blind corner. Another thought it would be a pleasant idea as a further use for the Green. It was AGREED that we should seek more detail from the Harbour View Club and have initial discussions with residents nearby. **Action: Clerk**

*Nb Post meeting, an email was received from the Harbour View Club, detailing the proposals and an offer to consult with residents. The Chairman asked the Clerk to respond advising that we would discuss at the next parish council meeting and that the parish council will formally consult with residents.*

**23/18 HIGHWAYS:**

**a) Inconsiderate parking in the village**

There have been many emails and phone calls expressing safety concerns at a white van regularly parked by the Combwich retaining wall. Thankfully, the situation is now resolved. Parking in the village is a general problem which we will try and address through the Community Plan.

**b) Poor state of roads in Otterhampton and Steart**

The Clerk sent photographs of the vast number of defects to Highways who responded that many of the defects do not present an “immediate hazard” and therefore did not qualify for repair. In addition, areas of informal passing places and verge overrun that are occurring on all minor roads in Somerset are not considered as safety defects either. Mr Hackling did however, offer some of the carriageway patching budget to fund a days’ work to fill in some of the deeper depressions or alternatively, the County Council could provide us with planings for ad hoc use. D.Best said during the construction of WWT Steart Marshes, the Environment Agency paid for the tarmacking of passing places and that it had a degree of responsibility. This issue would be raised at the Steart Forum on 13.6.18. **Action: Clerk/D.Best**

**24/18 GOVERNANCE:**

**a) General Data Protection Regulations (GDPR)**

The Clerk and B.Leathwood attended the training event on 22.5.18. The GDPR, introduced on 25.5.18, repeals and replaces the 1998 Data Protection Act. We need to work towards getting our processes in place by first carrying out an audit to establish what data we hold, why we need it, how it is obtained and that it is held securely. We will need to keep records to demonstrate compliance. Once we have decided the data we will hold, we then need to determine the grounds for processing the data e.g. consent, contractual necessity, public interest, public task and compliance with legal obligation. We must produce our own “Privacy Notice” (the Clerk suggests we insert a link on all our emails/correspondence to the Combwich.org.uk website) and Standing Orders will also need to be amended (see minute 24/18/c).

**b) Review of Financial Regulations (FR)**

The Clerk highlighted the mandatory and recommended areas of the FR to amend. These include:

Page 4; 1.14 (grant or single commitment) increase from £300 to £500.

Page 6; 3.1 & 3.3 add one further year to the Precept/Budget Proposals forecast.

Page 7; 4.1 (Budgetary control for Chairman and Clerk) from £300 to £500.

Page 7; 4.5 (Extreme risk or Emergency, e.g. storm damage) Clerk authorised to spend up to £500.

Page 8; 5.8 (Revenue or capital grant) Increase from £300 to £500.

Page 13;(h) (Contracts) Single tender up to £500; between £500 and £2500 council must strive to obtain 3 quotations; over £2500, 3 quotations are required.

These amendments were unanimously AGREED. **Action: Clerk**

**c) Review of Standing Orders (SO)**

As per the FR, the Clerk highlighted the mandatory and recommended areas of the SO to amend. The mandatory elements mainly covered the GDPR.

Page 4; (t); contributions by a councillor shall not exceed 3 minutes without consent of the Chairman.

Retain at 3 minutes.

Page 6; (f); Public session time limit shall not exceed 15 minutes unless directed by the Chairman of the meeting. Reduced from 30 minutes to 15 minutes.

Page 6; (g); contribution by a member of the public shall not exceed 3 minutes. Retain 3 minutes.

Page 7; (x); meeting length. J.Evans suggested a meeting shall not exceed 2 hours. D.Best said he would not like us to be too rigid with these timings. B.Leathwood therefore suggested we should aim to finish the meeting within 2 hours, subject to the discretion of the Chairman. D.Cather then suggested that when the meeting reached 9pm, he will check with councillors to ask if the meeting should continue until the end of the agenda.

Page 21; 22 Press and Media Policy required (see minute 24/18/d).

These amendments were unanimously AGREED. **Action: Clerk**

**d) Press and Media Policy**

The draft Press and Media Policy as prepared by the Clerk was unanimously AGREED. **Action: Clerk**

B.Leathwood suggested a file is made up of all the procedures and given to each councillor. This was AGREED. **Action: Clerk**

**25/18 PLAY AND RECREATION AREA:**

**a) Annual External Inspection**

This is due to be carried out by RoSPA in June.

**b) Ground settlement issues**

Councillors AGREED to the quotation of £150 for the 2 additional areas requested by Council, the other 2 areas were omitted from the original repair. The work will be hastened. **Action: Clerk**

**26/18 MEETING REPORTS:**

**3.5.18 – Transport Forum (J.Evans)**

The workshop covered the forthcoming works at the Quantock Cemetery roundabout which are expected to be very disruptive. Minutes from the meeting have been circulated. The next meeting is in August.

**9.5.18 – Village Hall AGM and meeting on 6.6.18**

The Clerk attended the AGM. The accounts reported a retained funds figure of £5863.15; two of the existing committee members stood down and one new committee member was elected; the new Trustees were appointed.

B.Leathwood attended the meeting on 6.6.18. The meeting was not quorate. The plans drawn up by the architect were shown which are subject to change following the public consultation.

**17.5.18 – Community Forum (D.Best)**

Cannington Park and Ride opened on 23.5.18; the Hinkley campus is due to open on 11.6.18 and the Bridgwater Campus at the end of the year; the Hinkley jetty when available, will bring in items other than aggregate; recent CIM applications approved included a new community hall in Selworthy £382k; Somerset Wildlife Trust's coastal access project £159k and Refurbishment of the Great Western Hotel in Taunton £500k.

**27/18 FORTHCOMING MEETING NOTIFICATION:**

19.6.18 – Parish Cluster

21.6.18 – Tree Strategy and Open Spaces Sub Group

21.6.18 – Chairman Training (SALC)

**28/18 CORRESPONDENCE/COMMUNICATION:**

**1. General List**

a) CAB - requesting a donation. It was AGREED to donate £100 as proposed by R.Perrett and seconded by D.Best. **Action: Clerk**

*Nb at this point the Chairman advised it was 9pm and asked members if they wished to continue with the meeting, which was agreed.*

b) CAB - AGM on 13.7.18, 10.00am at Victoria Park Community Centre.

c) A resident emailed concerns re the mobile library and the inappropriate parking by the Combwich retaining wall. The Clerk responded accordingly.

d) A resident emailed concerns about the ground settlement issues at the play area. The Clerk responded accordingly.

e) Dist Cllr Julie Pay – response to the £440k fine re EDF employees residing in Cannington over and above the agreed number in the Development Consent Order.

- f) A resident emailed concerns about a male residing in his van in the Bolham lay-by. After discussing this with EDF who confirmed the male was not a Hinkley C employee, the situation has been resolved.
  - g) SCC – Project to refurbish historic fingerposts in the county, looking for volunteers to do the task.
  - h) Musgrove Campaign – thank you letter for the £250 donation towards the MRI scanner campaign.
  - i) A resident emailed regarding the forthcoming closure of the Doctor’s outreach surgery. See 28/18/2.
- 2. Weekly Doctor’s outreach surgery ceasing from w/c 23 July 2018**  
 The Cannington Health practise has advised that the surgery will no longer be able to continue due in part to Dr Baverstock’s retirement together with the small numbers of patients attending the surgery. The parish council is disappointed with this announcement and it was AGREED to request statistics for the numbers attending the surgery this past year. In addition, we will ask if the surgery could be extended until the end of the year on the undertaking that we would advertise the service as widely as possible, commencing with an article in the next Otter Tales to see if attendance figures improved. **Action: Clerk/B.Leathwood.**

**29/18 REPORTS OF REPRESENTATIVES:**

**1. Steart Ward & Defibrillators (D.Best)**

The parish now has two defibrillators following the recent one installed in the centre of Steart.

**2. OPRA (B.Leathwood)**

OPRA has recently awarded two grants; £100 for the Village Fun Day on 14.7.18 and £130 to Otter Wheels for a replacement mobile phone. In addition, OPRA will loan its equipment for the fun day as well as run a cream tea stall.

**3. Otterhampton Parish Project Team (OPPT)**

- a) A top 5 priority list of CIM projects has been submitted to Somerset Community Foundation on the understanding it is based on the old Community Plan/project listing which will be updated during this summer.
- b) A query has been raised re membership fees for the Gig Club and whether parish residents ought to be subject to a discount because of the “community benefit”. D.Cather said it is though, an advantage to have the Gig for community use in the parish.

**4. School Liaison (R.Perrett)**

- a) R.Perrett attended a meeting at the School before half-term. The new Head, Claire Luce is due to start on 18.6.18 who Rachel is hoping to meet on 22.6.18.
- b) Hopefully an article about the School will be placed in the next edition of Otter Tales.
- c) Mobile Library/parking situation – the library service rang the School to advise it would no longer stop at the School because it considered the parking/turning situation dangerous. There are plans to try and create parking over the summer holiday by taking some of the hedge down to allow parking on School ground. With this in mind, we will write to the Library Service to advise of the plans and request that if the pressure on parking is alleviated to enable use of the turning circle, that it will resume the service. **Action: Clerk**
- d) The School asked if it could put up a banner at Crossways advertising the School. It is not for the parish council to give permission as the land belongs to Highways.

**5. Public Rights of Way (B.Birkenhead)**

- a) Ongoing communication between SCC and an Estuary Park resident complaining about the footpath behind her property in Estuary Park has not produced a resolution. B.Birkenhead suggested this issue is pursued through the Environment Agency.
- b) The temporary closure of footpaths BW 25/31 and BW 5/4 in the vicinity of Comwich labs has been extended until 5.9.18 whilst the sewerage works are carried out. Ross.Edwards advised that EDF is taking responsibility for maintaining the footpath diversion from July 2018.

**6. Otter Tales (B.Leathwood)**

The closing date for articles will be 28.6.18, slightly earlier than normal.

**7. Otter Wheels**

300 journeys have just been surpassed. There is an obvious need for the service it provides and it will require more drivers to sustain the demand.

**30/18 DATE AND TIME OF THE NEXT MEETING:**

The next meeting will be on Thursday 5 July 2018 at 7.00pm in the Village Hall.

The meeting ended at 9.28 pm.

Signed:  
(Chairman)



Date: 5 July 2018