

OTTERHAMPTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING

held on

THURSDAY 4 OCTOBER 2018, 7pm, at OTTERHAMPTON VILLAGE HALL

PUBLIC SESSION:

A member of the public asked if the area around the brook at Wharf Rd could be cleared as it is looking very untidy with overhanging willow branches, long grass and what appears to be an abandoned car. The Clerk advised the vehicle is being dealt with. J.Evans said the Tree and Open Spaces Sub Group are meeting next week so she will raise this then.

Ward Councillors

Cllr Mike Caswell said the SDC Planning Department had taken a tour of local businesses and had been surprised to hear that there is a lack of semi-skilled and unskilled labour in the area.

PRESENT:

Dave Cather (Chairman), Julie Evans (Vice-Chair), Dick Best, Barry Leathwood, Murray Lister (from 7.45pm), Rachel Perrett, Aly Prowse (Clerk) and 5 members of the public.

57/18 APOLOGIES FOR ABSENCE:

Apologies were received from Bob Birkenhead and Dist. Cllr. Julie Pay.

58/18 MINUTES OF THE MEETING HELD ON 30.8.18:

The minutes of the meeting held on 30.8.18 were APPROVED and signed by the Chairman.

59/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were no 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.

60/18 PLANNING MATTERS:

1. **39/18/00006** – Installation of 104 solar panels at Brufords, Steart.

2. **39/18/00007** – Installation of 104 solar panels at Collards, Steart.

D.Best declared an interest in both of these applications as he is a friend of the applicant. However, he is not aware of any resident in Steart with any concerns. The panels at Brufords will be non-visible from the road. At Collards, whilst the field is adjacent to the road there is some shielding of trees. The panels in the main, are being installed to run the poultry houses. A.Prowse (as a Steart resident) said she has no objection to either application, and although probably unlikely, would not wish to set a precedent such that a commercial application for solar panels in open fields for direct supply to the Grid might follow. J.Evans proposed both applications are supported subject to A.Prowse's comment above. This was seconded by B.Leathwood and AGREED unanimously. **Action: Clerk**

61/18 FINANCIAL MATTERS:

1. **Bank Balances** - Current A/C £1531.41; Deposit A/C £20336.82; Reserve A/C £17402.00.

2. **The following payments were AGREED:**

Mrs A Prowse - £500.71(Sep salary inc. £24.16 misc. office costs, £11.00 gift and £9.30 refreshments)

Mrs A Prowse - £51.97 (Marine red and white paint for the buoy)

SDC - £668.93 (empty 4 dog bins twice a week, Oct-Mar 2019, deducted from precept)

B.Leathwood - £230.00 (Solopress, printing September Otter Tales)

PKF Littlejohn LLP - £240 (External annual audit)

Hill House Christian Centre - £20 (Steart Forum meeting 12.9.18)

K.Preston - £390.59 (Gardening and Play Area Inspection Jul-Sep)

3. **Income**

£11500.00 – 2nd half of precept.

£100.00 – OPRA barn rent

£5000.00 – Hinkley C Community Fund (Dame Withycombe Hill [DWH] layby widening).

4. **External Annual Audit to 31.3.18.**

The external audit of our accounts to 31.3.18 was approved. No issues were identified. Parishioners are able to inspect the accounts from 1st –19th October (Mon-Fri) 9.00am-12.30pm at the Clerk's home address.

5. **Budget Monitoring Statement to 30.9.18**

a) **Expenditure.** The budget monitoring statement showed that £14.2k (62%) of the £23k budget is spent. This is as forecast.

- b) **Income.** This is higher than the original budget due to the £5k Hinkley C Community Fund Grant for the DWH layby widening scheme (this sum has been put into Reserves until the work is carried out). Income will be further increased when we receive £6800 from the Somerset Catchment Grant for the Steart Borehole Project. This sum will also be put into Reserves when received.
- c) **Reserves.** Currently the Reserve Account stands at £17402 and is made up of the following:
- | | |
|-----------------------|--|
| Combwich Buoy | £ 750 (3 years budgetary provision of £250 per annum) |
| Election costs 2019 | £ 750 (3 years budgetary provision of £250 per annum) |
| Combwich Track Maint. | £ 750 (1 year at £250 and 1 year at £500 budgetary provision) |
| Play Area | £4000 (2 years at £1000 and 1 year at £2000 budgetary provision) |
| Computer Equipment | £ 400 (2 years at £100 and 1 year at £200 budgetary provision) |
| 25% retained precept | £5750 |
| DWH Layby Widening | £5000 |
| Interest | <u>£ 2</u> |
| | <u>£17402</u> |

6. Half Yearly Accounts to 30.9.18

The accounts will be presented for approval at the next meeting to enable councillors the time to study them. **Action: Clerk**

7. Precept Meeting:

A date to discuss the 2019/20 Precept will be an agenda item at the November meeting. **Action: Clerk.**

62/18 ITEMS FROM THE LAST MEETING:

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

- No 7 – Overgrown vegetation at Walford House - This is planned to be cut back during October.
- No 10 – The land opposite Nursery Close is owned by SCC. **Action complete.**
- No 11 – E-consultation feedback to SDC. **Action complete.**
- No 12 – Combwich Ponds – Dependent upon SCC to review our case. **Action continues.**
- No 13 – Play & Recreation Area outstanding invoice for £150. Remove from action list. **Action: Clerk.**
- No 15 – Overflowing dog bins on diverted footpath behind the wharf. A vote of thanks to Gary & Rachel Perrett for clearing the bins. The new bins have not yet been installed. **Action complete**
- No 16 – Gym instruction sign at Play Area. B.Birkenhead has repaired the sign. **Action complete.**
- No 17 – Write to Angling Club re letter of complaint received about works carried out at the ponds on 4th and 5th August. **Action: Complete.**
- No 18 – Complete Avon and Somerset Police Survey. **Action complete.**
- No 19- Complete Public Transport Survey – The deadline was missed to complete the survey.
- No 21 – Actions from village walkabout
- a) WWT Dog Bins. WWT advised it is not its policy to install dog bins and actively encourages people to take their dog waste home. It is not a requirement to have separate waste bins for dog waste as was thought. J.Evans said she is minded to agree with the WWT policy and suggested we could look at our policy. The Clerk advised we spend circa £1600 per annum on this item (7% of the precept). B.Leathwood said since the introduction of the dog bag dispensers he felt the dog fouling problem has reduced. M.Lister said he thinks parishioners might be against the removal of the dog bins and bag dispensers. This will be reviewed at a later date, possibly when we discuss the precept for 2019/20.
- b) Repaint Combwich Buoy – The paint has been purchased. **Action ongoing: M.Lister.**
- c) Vegetation Clearance at Wharf Rd. A quote has been received for £295. The work to be carried out October/November.
- d) Arrange Hinkley C Site visit. **Action ongoing: M.Lister.**

2. Remembrance Day WW1 Centenary Commemorative Action

- a) The Clerk advised we received one query from the flagpole consultation regarding the lanyard (rope) and advised the resident the rope would be inside the flagpole, hence would not flap around to cause a noise nuisance. J.Evans said she was having second thoughts about the flagpole and felt perhaps we had not given the idea sufficient discussion. R.Perrett suggested that a commemorative tree may be a better idea. The Chairman said we will go ahead with the flagpole purchase as it was agreed at the previous meeting and Standing Orders dictates that 3 councillors would need to write to him to overturn a previously agreed motion. **Action: Clerk.**
- b) The large wooden poppy to be fixed on the Welcome Sign at the entrance to the village is in progress.

3. Community Plan

- a) The draft Community Plan is more or less finished subject to some minor changes. **Action: B.Leathwood/Clerk.** The final draft will be used to consult with the community at the open day hopefully at the end of November (shared with the Village Hall Committee). Depending on the amount of changes following the consultation, we will aim to have the Plan completed at the end of

January/beginning of February 2019. D.Best suggested the Plan is reviewed on either an annual or biannual basis to ensure it remains current.

- b) It was AGREED the Plan can be professionally printed as long as the cost does not exceed £300. Anything over this figure will need the approval of the parish council, as proposed by D.Best and seconded by J.Evans. The Plan will be delivered to every household and also submitted to SDC.

4. **Emergency Plan**

The Clerk said the School Head has agreed for the School to be the secondary evacuation centre (the Village Hall is the primary centre). We are awaiting confirmation of School keyholders and then the Plan will be updated. The final draft will be sent to councillors for comment and subsequent approval at the November parish council meeting. **Action: Clerk.**

5. **Welcome Packs**

The Clerk hopes to make further progress with the Welcome Packs by the end of October.

6. **Dame Withycombe Hill layby widening scheme**

The money is in place but we are awaiting confirmation from EDF that the work can go ahead in the next couple of months. This is because the C182 is "traffic sensitive" re Hinkley traffic. A.Coupe has asked EDF for dispensation to carry out the works Monday – Friday, 9.00am – 4.00pm for one week's duration. If this is not granted, then the work will not proceed until next spring/summer.

7. **New Notice Boards for Parish**

Following the consultation with Otterhampton residents, a notice board for Otterhampton received little support. Therefore, an Expression of Interest from the Hinkley C Community fund will be prepared to replace only the two notice boards in Combwich. **Action: Clerk.**

63/18 **SDC LOCAL PLAN CONSULTATION:**

1. Councillors agreed that the schedule of the proposed main amendments to the Local Plan was hard to follow and at 150 pages, very lengthy to comprehend. Councillors had been reasonably happy with the original Plan. It feels as though the amendments have been imposed by Central Government with no reference to the local needs, infrastructure, requirements and views of parish and town councils.
2. Aside from the more generic elements of the Plan e.g. transport, environment etc, there are two main changes affecting our parish: -
 - Tier 3 settlements (including Combwich) need to collectively deliver an increase in housing from 650 to 947 houses over the Plan period.
 - Tier 5 and Open Countryside classifications (including Steart and Otterhampton) have been combined to form "Countryside". Where previously development was 'strictly' controlled, this has now been amended to 'appropriately' controlled; this may be interpreted as now not offering as much protection for development in the countryside.
3. It was AGREED that we would submit a general response to SDC as per comments in paragraph 1 above. J.Evans offered to draft the response and circulate to councillors before 10.10.18. **Action: J.Evans/Clerk.**
4. Debate ensued about the merits of a Neighbourhood Plan (NHP) with particular reference to the Strategic Housing Land Availability Assessment (SHLAA) that identified an opportunity in Combwich for 150 houses. Cllr Caswell confirmed that once adopted, a NHP carries considerable weight. It was decided to discuss this with residents during the Community Plan consultations.

Cllr Caswell left the meeting at 8.20pm

64/18 **ENHANCEMENTS:**

1. **Verge Marker Posts near Play Area**

The car parking sub group met on 26.9.18 and included this area within its review. The temporary verge marker posts had been effective, even though 3 had been broken/knocked over. The gap the missing posts left is used for parking, mostly at night for customers of the pub. The group felt that formal parking (tarmac, lines and kerbs) would be too expensive and not appropriate. If we decide to keep the existing verge marker post arrangement we will need to replace the temporary posts with sturdier ones and fixed more securely. The group proposed that we leave things as they are and monitor the situation through the winter to determine if the verge deteriorates. We can then decide in the spring which course of action to take. This approach was AGREED by councillors. As requested, a quote was received to replace the missing posts and cement the remaining ones in more firmly for £420. The contractor who provided the quotation will be advised that we will not be going ahead with the work at this time. **Action: Clerk**

2. **Replace "No parking" sign on Combwich track**

The "no parking" sign on the track (near the entrance to WWT Steart Marshes) was vandalised and removed last month. J.Evans suggested we take the sign from the entrance to the track to replace it and then have a new sign at the entrance which would have more emphasise that vehicular access (except for residents and landowners) is not permitted. The Chairman suggested that if an increase of vehicles had not been seen on the track since the sign was removed, then perhaps it was not necessary to amend the sign

at the entrance. It was put to a vote and 3 councillors voted to replace the sign, so motion carried. M.Lister will source suggestions for an alternative sign for discussion at the next meeting. **Action: M.Lister**

65/18 **MEETING REPORTS:**

3.9.18 – OPPT

1. **Expression of Interest 1a – Village Hall Refurbishment £12684.** This is to cover the design costs. OPPT approved the application. The application was unanimously supported as proposed by M.Lister and seconded by J.Evans. A letter of support will be forwarded to the Somerset Community Foundation. **Action: Clerk.**

2. **Expression of Interest No 6 – Wooden Gig and equipment £23500.** This is for the purchase of a new wooden gig to allow the gig section to expand and to participate in gig racing. OPPT had requested the gig section attempt to secure additional match funding and to look for sponsorship. OPPT subsequently approved the application. M.Lister asked for reassurance that the wooden gig would have appropriate storage. The Clerk advised storage has been addressed by the gig section. R.Perrett said that as a new project, she has some concerns about its sustainability during the winter and if the initial enthusiasm wore off. OPPT had also questioned this and were advised that male and female captains have been appointed with specific tasks attached; the section now has 7 trained coaches and they had reached the point – even with the leased second gig - that they could not satisfy the number of rowers with sufficient rowing time and may lose members if this continued. This application was put to a vote and 5 councillors voted to support the application, so motion carried. **Action: Clerk.**

12.9.18 – Steart Forum

1. D.Best said the Environment Agency and Natural England had more or less reached the conclusion that there is no point trying to re-introduce Great Crested Newts in areas they had previously thrived as the existing conditions of these areas are no longer viable to support the species.

2. The proposed project of a borehole on the Steart Peninsula has received funding (£6800) for a feasibility study. A couple of the landholders were originally sceptical but are now happy for the feasibility study to proceed. A meeting has been arranged for 16.10.18 to discuss the grant agreement (D.Best/A.Prowse).

3. There is real concern at the deterioration, and hence the vulnerability of the natural sea defences between Wall Common and Catsford Common, Steart (locally known as Country Wall). This could be a major problem if defences are breached. This has been brought to the attention of the Environment Agency and The Bristol Port Company many times. It is in dire need of the managed realignment scheme, on hold because of the current global market conditions preventing the Bristol Port Company extending its operations at Avonmouth.

12.9.18 – Village Hall

The minutes were previously circulated. The main items were the appointment of a new treasurer, an update on the Hall refurbishment and a proposal to sell village Christmas cards to raise funds.

20.9.18 – Tree Maintenance and Open Spaces Sub Group

The minutes were previously circulated. The key points included the planting of the Brownie copse with native species (the Brownies have indicated they may like to be involved) which could also include a beech tree in memory of Mr Nurton. The proposals will be costed and a time-line produced. The next meeting will be on 11.10.18.

26.9.18 – Car Parking Sub Group (see also minute 64/18/10)

Brief notes of this meeting were previously circulated. The main conclusions indicated that diagonal parking opposite River View would not yield sufficient spaces to warrant the cost; the same argument applies for permanent parking on the verge opposite the Anchor Inn. The gravelled area opposite the Village Hall could possibly offer more parking if vehicles were parked more considerately. The area will be checked to determine if there is a solid base, because if so, it may be possible to white line the first row to encourage better parking.

Action: M.Lister. The creation of parking along Wharf Rd was thought unnecessary (and very costly) as the group thought people would not walk that far to park and at 7pm, there were available spaces for cars to park along the first part of the road. The group concluded that there is no other viable land in the village and as we are more or less at peak capacity regarding houses/lodging in the village, it was not apparent that more car parking is actually required. Of course, on occasion such as the Village Hall events additional parking would be useful. The situation will be re-assessed in the New Year.

66/18 **FORTHCOMING MEETING NOTIFICATION:**

9.10.18 – Joint Parish Cluster Meeting

11.10.18 – SCC Chairman's Award Ceremony

24.10.18 – OPPT

25.10.18 – CPRE Affordable Housing Seminar

26.10.18 – SSG

1.11.18 – Transport Forum

15.11.18 – Community Forum

67/18 **CORRESPONDENCE/COMMUNICATION:**

1. SALC Training Sessions

The Clerk said that SALC can deliver on site training which could be useful if carried out early evenings as some of our members work during the day. In addition, new councillors may be elected during the May 2019 Elections, so we will ask SALC if they could deliver a bulk training session after this date if required.

Action: Clerk

2. SALC Minor Amendments to Model Standing Orders

There are a couple of minor typing errors in the Standing Orders. In addition, subject to councillor's approval, the Clerk suggested formally adding Steering (Sub) Groups to 'Section 4 Committees and Sub Committees' whereby Steering Groups can meet and make recommendations to the parish council. This was AGREED as proposed by D.Cather and seconded by R.Perrett. The Clerk will amend the existing Standing Orders and circulate to councillors for approval at the next meeting. **Action: Clerk.**

3. SDC – Affordable Housing

An email was received from N.Draper, Housing Development Officer, SDC to ask if we are interested in pursuing and/or understanding the local need for affordable housing in the parish. This will be an agenda item for the next meeting. **Action: Clerk**

4. General List

- a) CCS – Somerset Village Agents secure unprecedented Big Lottery funding for a further 3 years.
- b) SCC – Temporary closure of Footpath BW5/4 (north west and south east of Tuckett's Clyde) to come into effect 4 October for 6 months, although the work on this section of the footpath is likely to take only 10 weeks.
- c) Avon and Somerset Police – Facebook live will take place on 17.10.18 at 2.30pm.
- d) SDC – Confirming we can have a sack of daffodils.
- e) A.Wagstaff (EDF) – The Clerk contacted him because there have been a couple of times recently when Comwich passengers were turned away from the community bus as it was full. Andy has asked SPS to ensure the 35-seater buses are used on the first and last buses (instead of the 29-seater).
- f) A.Leathwood – OPRA requesting a member of the parish council attend the firework display on 4.11.18. There will be at least one-member present so we will respond accordingly. **Action: Clerk**

68/18 **REPORTS OF REPRESENTATIVES:**

1. Steart Ward & Defibrillators (D.Best)

The next Steart Residents Group will be at the end of October. Otterhampton residents have been invited to attend.

2. OPRA (B.Leathwood)

A £100 grant has been given to the Brownies to purchase new handbooks.

3. School Liaison (R.Perrett)

R.Perrett met with the Head, Claire Luce on 28.9.18 who had been very pleased at the success of the Mobile Library servicing the school stop once more. Claire is very enthusiastic to make links with the community. In addition, the School will be placing an advertising banner at the entrance to the village; it will not be permanent but will be on display for periods of 4-6 weeks at a time.

4. Public Rights of Way (PROW) (B.Birkenhead)

There was nothing to report.

5. Otter Tales

The deadline for articles for the next edition will be 4.11.18.

6. Otter Wheels

The service continues to grow and is quite busy having completed some 350 journeys.

69/18 **DATE AND TIME OF THE NEXT MEETING:**

The date and time of the next meeting will be on Thursday 1 November, 7.00pm at Otterhampton Village Hall.

The meeting ended at 9.10 pm.

Signed:
(Chairman)



Date: 4.10.18