

OTTERHAMPTON PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING

held on

THURSDAY 4 APRIL 2019, 7.00pm, at OTTERHAMPTON VILLAGE HALL

To be approved at the following meeting

EDF COMBWITH WHARF REFURBISHMENT UPDATE DROP-IN SESSION

Approximately 60 parishioners attended the drop-in session arranged by EDF. We were advised that the enabling works schedule 1 and 2 would proceed in the spring through to summer 2019, immediately followed by the construction works. The wharf handover is due to be completed during winter 2020. EDF appeared to be taken aback by the numbers attending the session so they will review how future sessions are organised. It is likely that monthly updates will be appropriate. A resident complained at the state of the diverted footpath as it is still very muddy, slippery and potentially dangerous. EDF acknowledged this. The parish council will continue to monitor and chase for promised action: **Action: B.Birkenhead.**

PUBLIC SESSION:

- Mr P Gripton thanked the parish council for its hard work and commitment over the last four years. He also thanked Barry Leathwood and Dick Best (who would both be standing down this year) for their contribution over the many years they had served on the parish council.
- He also expressed concern at how much in percentage terms, the precept had risen over the last few years and would like to see it consolidated over the next year or so instead of the 14%/15% rise as per this year. He also commented on the large sum being held in Reserves (nb just under £10k of Reserves is external grant funding for ring-fenced for specific projects, the remaining reserves are set aside for anticipated replacement of parish assets).
The Chair said parishioners are always welcome to scrutinise the accounts.

Ward Reports

Both Cllr Caswell and Cllr Pay are in "purdah" so unable to contribute greatly although Cllr Caswell did advise that the SDC local Plan has received assent so it will become the statutory document for all future planning applications.

PRESENT:

Julie Evans (Chair), Bob Birkenhead, Barry Leathwood, Murray Lister, Ward Cllrs Mike Caswell and Julie Pay, Aly Prowse (Clerk) and 8 members of the public.

136/18 APOLOGIES FOR ABSENCE:

Apologies were received from Dick Best and Rachel Perrett.

137/18 MINUTES OF THE MEETING HELD ON 7.3.19:

The minutes of the meeting held on 7.3.19 were APPROVED and signed by the Chair.

138/18 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.

139/18 PLANNING MATTERS:

1. **39/18/00010** – Erection of 3 dwellings (plots 1,2 and 3) garages and formation of access, land at 9 Church Hill. An amendment was received incorporating the archaeological report, amended location and proposed site plan. It was also noted that a report from Natural England had been added to the website. However, a letter from Mr S Memberry (Senior Historic Environment Officer) pointed out that the "archaeological report" was in fact only a copy of the Written Scheme of Investigation and has no relevance to the current application. His advice still stands i.e. "the full and complete archaeological report on the actual work carried out must be submitted before this application is determined. If no report is forthcoming then this current application should be refused on the grounds that insufficient information has been submitted to understand the impact on the significance of buried archaeology and so does not accord with the requirements of the National Planning Policy Framework paragraph 189". The parish council will OBJECT to this amendment until all conditions have been met. The Clerk will circulate the draft to councillors before sending to SDC.
2. **39/19/00001** – Demolition of porch, part garage, single storey extension, first floor rear extension, 11 Estuary Park, Combwich (revision of 39/18/00002). PERMISSION GRANTED.
3. **39/19/00002** - Variation of condition 2, 3 and 6 of 39/16/00003 to amend approved plans and wording to allow for opening windows on Ship Lane at the Anchor Inn. The applicant sent a picture of the windows now fitted with blinds and restricting bars to stop the windows opening very far. PERMISSION GRANTED.

4. **39/19/00003** – Outline application with all matters reserved, for the erection of a 3 bedroomed dwelling, 21 Riverside, Combwich. Awaiting Committee Decision.
5. **39/19/00004** – Tree Preservation Order for works to trees at Hill House Christian Centre. PERMISSION GRANTED.
6. **13/19/00012** – Discharge of requirement C1 ecological mitigation and monitoring, Combwich Wharf (FOR NOTIFICATION)
7. **13/19/00017** – Discharge of requirement C14 surface and foul water at Combwich Wharf (FOR NOTIFICATION).
8. **13/19/00023** – Temporary laydown area for abnormal indivisible loads, including construction of hardstanding, fencing, gates, lighting, CCTV cameras, welfare facilities, landscaping and earthworks in relation to Combwich Wharf. (SUPPORTED).
9. **Environment Agency Consultation** – Vary the existing permit to amend/remove conditions to the design and operation of the acoustic fish deterrent. NO OBSERVATIONS.

Ward Councillors left the meeting at 7.55pm

140/18 **FINANCIAL MATTERS:**

1. **Bank Balances** - Current A/C £533.62; Deposit A/C £11340.71; Reserve A/C £24781.99 (the Reserve A/C has increased by £6800 external grant funding for the Steart Borehole project and £3076 Hinkley C funding for new village notice boards).
2. **The following payments were AGREED:**
 - a) B.Leathwood (Solopress) - £219.70 (Printing of March Otter Tales)
 - b) JRB Enterprises - £305.76 (12 x 800 dog gloves)
 - c) SDC - £167.23 (Empty play area bins Oct 2018 – Mar 2019)
 - d) SDC - £668.93 (Empty 4 dog bins x twice a week, Apr – Sep 2019)
 - e) Signscape - £3371.40 (Notice Boards - Hinkley Point C Community Grant funded)
 - f) Otterhampton Village Hall - £1500.00 (Annual grant; 5% of precept +£200 hall hire for meetings)
 - g) SDC - £180 (Clean Surrounds Grounds Maintenance)
 - h) Mrs A Prowse - £510.83 (March salary including £54.58 misc. costs)
 - i) Mrs A Prowse (Marine Scene) - £51.97 (Specialist Toplac paint for buoy)
 - j) K.Preston - £184.00 (gardening for Jan – Mar 2019, plus weekly play area inspections)
3. **Income**
£5.00 (sale of 1 Millennium book)
4. **Bank Mandate**
The Clerk flagged up a potential problem with bank signatories when B.Leathwood and D.Best leave. Of the remaining councillors only 2 are bank signatories so if they are not re-elected, we will have a problem until a new bank mandate can be processed. We will try and get as much expenditure paid by 7.5.19 as possible.
5. **Clerk's Salary Award**
NALC advised the new agreed annual salary rise for clerks with effect from 1.4.19. The effect to the precept and clerk's salary for the coming year is an additional £185.82.
6. **Audit**
The External Audit instructions have been received. The submission deadline is 1.7.19.

141/18 **HINKLEY POINT C COMMUNITY FUND – EXPRESSION OF INTEREST FORMS FOR APPROVAL**

The following expression of interest forms, approved by OPPT on 26.3.19, were SUPPORTED by the parish council and will be submitted to the Somerset Community Foundation for approval at the next Panel meeting on 25.4.19. **Action: Clerk**

1. Polo shirts for the Choir - £294.20, excluding VAT
2. Equipment (glasswasher) for the Harbour View Bar - £1271.99 including VAT
3. Combwich Bus shelter light - £3275.54 excluding VAT

From the initial £500k (now circa £650k because of added interest) and including the above applications, a total of £69534 has been allocated for projects.

142/18 **ITEMS FROM THE LAST MEETING:**

1. **Review of the Action List (for actions not covered by the agenda):**
 - No 2** – Housing Needs Survey – SDC has agreed to arrange for a survey after the May elections.
 - No 3** - Community Plan. The Plan received APPROVAL from the parish council and will be submitted for printing for issue in May 2019. **Action: B.Leathwood.** The Welcome Information Sheet and Emergency Plan will be printed by the Clerk. Better quality paper and additional ink cartridges have been purchased.
 - No 4** – Listed building status query for Crossways House. The clerk emailed SDC on 15.3.19. This has not been dealt with yet re change of staff member on 4.4.19, but will be followed up. **Action: Clerk**
 - No 8** – Chairman's award – SCC confirmed our suggested nominee (from outside of the parish) is eligible for the award which must be submitted by 7.5.19. The award's evening is on 4.7.19. **Action: Clerk**

No 9 – BT Green Box at Biffens Corner. It has been confirmed that BT will continue to repair faults in this location and will erect temporary traffic lights for safe working as necessary.

No 11 – Broken Finger Posts. These were collected for repair from the Clerk on 31.3.19. It is estimated the repair will take 4-6 weeks.

No 12 – Combwich Ponds Appeal. B.Birkenhead said he chases progress on this item every 3 months.

No 13 – The notice boards have arrived and will be erected early April.

No 14 – Somerset's Brilliant Coast Project. A meeting will be held on 28.4.19, 2 - 4.30pm in the Village Hall.

No 17 – Tree Strategy Group proposals. Specification to be produced. **Action ongoing: J.Evans**

143/18 2nd MAY 2019 LOCAL ELECTIONS:

1. Statement of Persons Nominated

The Chair read out the list of persons nominated for the Otterhampton and Combwich ward. As there are 8 persons for 6 councillor positions, an election will be held. For the Steart Ward, only one person was nominated, Andy Darch, so he is duly elected. D.Best is standing down after serving the Ward for 9 years.

2. B.Leathwood

As it was Barry's last meeting, the Chair thanked him for his excellent service and contribution to both the parish council and community over the last 13 years. He was presented with a gift from the councillors and clerk. Barry thanked members and said he had very much enjoyed his time with the council and is very pleased that an election will be held as this demonstrates that the parish council is in a 'healthy place'.

144/18 ENHANCEMENTS:

1. Suggestions for flags

The St George Cross will be flown on 23.4.19. It was noted that it is the 75th anniversary of D Day in June.

2. Annual Grounds Maintenance Contract 1.4.19 - 31.3.20

D.Aggett, Clean Surrounds, SDC, confirmed our request to extend the grounds maintenance contract for a further year on the existing terms and conditions.

3. Tree Maintenance Survey Works

The clerk reviewed the quotation for the tree maintenance survey works, categorised by work required within the next two years (low safety risk) and within one year (moderate safety risk). Nb prices will not be minuted, as it is commercially sensitive information. It was AGREED to seek a further quotation for the works to ensure a competitive tendering situation. Budgetary provision is included for the 2019/20 financial year. It is unlikely the work will be undertaken until the autumn.

4. Other

The brambles around the brook need clearing but some reservations were expressed regarding safety concerns and whether a fence exists beneath the brambles. This work will be included as part of the Wharf Rd vegetation clearance normally carried out in the autumn. **Action: Clerk.**

145/18 HIGHWAYS:

Bolham layby

Highways inspected the layby on 14.3.19 and agreed it is not a safe highway. EDF confirmed it is not required for its operation. The proposal in the short term is to close the lay-by with temporary barriers and for the long-term, regrade the surface and dig a drainage ditch into the island. The lay-by would then be gated with key access for eligible users. Presumably as the lay-by will be closed, the burger van will be unable to trade.

146/18 MEETING REPORTS:

8.3.19 – SSG. We were unable to send a representative to the meeting.

13.3.19 – Village Hall. The notes from the Clerk were previously circulated. The key items from the meeting included:

a. The resignation of the Secretary.

b. The Trustees have applied for the Hall to become a Charitable Incorporated Organisation (CIO).

c. The final proposed drawings are with the architect.

d. It was AGREED we would send a letter of SUPPORT regarding the disabled ramp requirement in the new plans. **Action: Clerk**

e. The position of a councillor as a Trustee will be discussed at the May meeting, but we need to establish what this position entails and whether the village hall constitution will require amendment under the new CIO status.

Action: B.Leathwood

18.3.19 – Highways site visit. The notes from the Clerk were previously circulated; key points included:

a. Traffic calming measures by the play area – it was agreed to erect a warning sign "children" and paint "slow" markings on the road.

b. One -way system around the village – Highways suggested this could have an adverse effect as vehicles tend to increase speeds assuming they would not meet anyone coming in the opposite direction, so Highways would

not countenance this idea. However, installing a “Wig Wag” system at the base of Church Hill may be a possibility (flashing 20mph sign, programmable for set times e.g. an hour during school coming and going times. Agenda item for a future parish council meeting. **Action: Clerk**

c. Dame Withycombe Hill Chevrons. These will be bespoke, because of the requirement to periodically remove them when Hinkley C wide loads use the C182, and are currently with a contractor to design them.

147/18 FORTHCOMING MEETING NOTIFICATION:

- 28.4.19 – Somerset’s Brilliant Coast Project
- 1.5.19 – Transport Forum
- 8.5.19 – Village Hall AGM
- 16.5.19 – Community Forum

148/18 CORRESPONDENCE/COMMUNICATION:

General List

- a) Fly parking - email from A.Wagstaff advising that since the start of March, there have been 17 reports of fly parking; 4 have received first warnings; 4 have had the issue raised with the driver’s Tier Ones; 5 were not registered on the database; 4 were HPC workers living in the area. Combwich will continue to be monitored on a daily basis.
- b) SDC – advertising health walks in April 2019.

149/18 REPORTS OF REPRESENTATIVES:

1. Steart Ward & Defibrillators (D.Best)

- a) Steart borehole – An application to the Environment Agency for consent to investigate a borehole and the license to drill will be submitted by the end of April.
- b) We are trying to establish who the motorhome (parked at the Steart Gate car park for some time) belongs to and whether it may be a Hinkley Point employee.
- c) The installation of the defibrillator at Steart is required to be checked by a certified electrician.

2. OPRA (B.Leathwood)

- a) Easter activities – Easter Egg hunt on Good Friday (19.4.19) and a quiz at the Anchor inn on Easter Sunday (21.4.19).
- b) The existing OPRA pavilion is in a very poor state of repair. Barry and T.Gardener met with a Portacabin representative to consider if a portacabin could be an option to replace it. A basic shell would cost circa £2k but would need some changes to make it suitable. It would also be slightly bigger than the existing pavilion. This will be an agenda item for the next meeting. **Action: Clerk**

3. School Liaison (R.Perrett via email)

- a) The Head, Clare Luce, was pleased that B.Leathwood and R.Perrett’s meeting with the children to discuss the traffic article in Otter Tales had gone well.
- b) The school is hoping to hold an open coffee morning for the village and organise tours of the school to try and improve communication with the community.
- c) The next meeting is on 3.5.19.

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

- a) The footpath behind Brookside Garages mentioned last month still has a problem with dog fouling. Unfortunately, the dog warden did not turn up to the meeting Bob had arranged with her.
- b) Further repairs are required to the temporary diversion near the Wharf/Haul Rd and will be pursued via the footpath liaison officer. **Action: B.Birkenhead.**

5. Otterhampton Parish Project Team (OPPT)

See 141/18 above

6. Otter Tales (B.Leathwood)

Barry would like to do an article about the new councillors in May. He will organise. **Action: B.Leathwood**

7. Otter Wheels (B.Leathwood)

Barry placed an article in the Bridgwater Mercury celebrating the 500th journey of the scheme.

150/18 DATE AND TIME OF THE NEXT MEETING:

The date and time of the next meeting will be on Thursday 9 May 2019, **6.30pm** (to include the Annual Assembly and Annual Meeting) at Otterhampton Village Hall.

The meeting ended at 9.15pm.

Signed:

(Chairman)

Date: