

OTTERHAMPTON PARISH COUNCIL

You are hereby notified that a Meeting of the Parish Council will be held on

THURSDAY 3 JUNE 2021, 7.00PM

OTTERHAMPTON PRIMARY SCHOOL, SCHOOL LANE, COMBWICH

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

- DECLARATIONS OF INTEREST AND DISPENSATIONS
- Public Session (including Ward Councillor reports)
- 1. APOLOGIES FOR ABSENCE
- 2. TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6 MAY 2021
- 3. PLANNING MATTERS
 - a. 39/20/00012 – Provision of roof and change of use from silage clamp to silage clamp and livestock building, Lower Hill Farm, Otterhampton (AWAITING DECISION)
 - b. 39/21/00002 – Conversion of existing storage barn to living accommodation at Fender House, 6 Brookside Rd (AWAITING DECISION)
 - c. 39/21/00003 – Listed Buildings and Conservation Areas consent – As 39/21/00002 (AWAITING DECISION)
 - d. 39/21/00004 – Installation of disabled access ramp at Otterhampton Village Hall (AWAITING DECISION)
 - e. 13/21/00015 – Request for discharge of requirement relating to C9 fencing at Combwich Wharf, Hinkley Point C (GRANTED – SUFFICIENT INFORMATION)
- 4. FINANCE
 - a. Balance: Current A/C £2000.60; Deposit A/C £20043.87; Reserve A/C £37733.01
 - b. Invoices for payment / receipts
 - i. Mrs A Prowse - £579.71 (May salary £545.17, plus, misc. expenses £20.15 & £14.39 Zoom sub)
 - ii. Mr B Leathwood - £208.62 (Solopress – May Otter Tales)
 - iii. SDC - £668.93 (Empty 4 dog bins, twice weekly, April to Sept 2021)
 - iv. SCC - £232.00 – (Section 171 licence for installation of marker posts on verge at Riverside, awaiting confirmation from SCC which licence is required. £50 paid by Clerk to start the process)
 - c. To approve the annual external audit to 31.3.21 (previous circulated)
 - i. Section 1 – Annual Governance Statement
 - ii. Section 2 – Accounting Statements
- 5. REVIEW OF PROCEDURES
 - a. Standing Orders
 - b. Financial Regulations
 - c. Code of Conduct
 - d. Approve Safeguarding Procedure
- 6. STEART WARD
- 7. ENHANCEMENTS
 - a. Re-surface play area
 - b. Verge marker posts and refurbishment of the wall by the play area
 - c. Village sign
 - d. Repair of the Combwich Buoy
 - e. Wharf Rd speed and weight limit sign
- 8. REVIEW OF ACTION LIST (for items not on the agenda)
 - a. Flags
- 9. CHANGES TO LOCAL GOVERNMENT (Stronger Somerset/One Somerset)
- 10. MEETING REPORTS
 - a. 11.5.21 – Village Hall (notes previously circulated from L.Parsons)
 - b. 20.5.21 – Community Forum (notes previously circulated from M.Beckley)
 - c. 23.5.21 – Otterhampton Conservation Group wilder community family taster event.
- 11. FORTHCOMING MEETINGS
 - a. 8.6.21 – Village Hall
- 12. CORRESPONDENCE/COMMUNICATION
 - a. Resident query re bank repair at brook by Estuary Park
 - b. School Lane & Church Hill – Safety and Parking issues (Highway's survey)
 - c. General List
- 13. REPORTS OF REPRESENTATIVES
 - a. Public Rights of Way
 - b. School Liaison
- 14. DATE AND TIME OF THE NEXT MEETING – Thursday 1 July 2021 at 7pm, Otterhampton Village Hall (to include Combwich Wharf update from EDF)

OTTERHAMPTON PARISH COUNCIL - ACTION LIST as at 28.5.21

No	Minute	Action	Who	Status
1	49/21/1	Housing Needs Assessment. PC have been pursuing this since Sep 2019. Following 39/20/00013 it was agreed to pursue further	Clerk	Response received from D.Harvey 21.4.21
2	47/21/3b and 3c	Resurface play area, new seesaw combined with verge markers and wall refurbishment at Combwich Common. Submit EOIs to Val Bishop	Clerk	Agenda item 7a & 7b
3	Public session 1.4.21	Brick enclosure around pipe in bank of bank behind Estuary Park. Keep under review. EA to inspect in the autumn.	N/A	Keep under review
4	7.1.21	Report defect of broken kerb stones at entrance to the bus shelter.	BB	Awaiting repair
5	65/21/3	Refurbishment of Combwich Buoy	BB	Agenda item 7d
6	65/21/3	Refurbishment of Village Sign	BB	Agenda item 7c
7	Annual Mtg	SSG – Amend representative to B Birkenhead	Clerk	Complete
8	62/21/3	Village Hall grant letter and cheques	Clerk	Complete – advised hire of hall will rise to £250 next year
9	62/21/7	Renew Annual Insurance – note it was year 3 or a 3-year deal	Clerk	Complete
10	65/21/2	Vote on Rainbow Flag (carried forward from the May meeting)	N/A	Agenda item 8a
11	66/20 1 & 2 37/21/4	a. K.Tyson has ordered the SLOW markings & signage at Play Area. b. Contact Highways again re safety signage/measures for residents of Dame Withycombe Villas whilst crossing the C182	Clerk Clerk	Awaiting install. Clerk emailed K.Tyson on 22.3.21.
12	26/21	Give advance warning that provision of dog bags will cease once the latest order is almost used up. March Otter Tales. Also notices on bins.	Clerk	Estimated stock will finish end of June
13	55/20/3	EDF- additional community support once Combwich Wharf in operation. Initial discussion with I Selby Nov. 2020. List of potential projects drawn up. Community asked for suggestions March Otter Tales. No response	All	Ongoing

ACTIONS CARRIED FORWARD FROM 5.3.20 TO 31.8.20

No	Minute	Action	Who	Status
1	Various since 2018/2019	Boundary wall at Ship Lane; 2 areas of concern, one we will continue to monitor (at the start of the wall) and the other we understand may need to undertake a structural survey. Landowner is aware of our concerns.		Ongoing. Work started April 2021
2	36/19/3/c	Play Area external inspection – swing basket chains. Continue to monitor for wear and tear and replace if worn beyond 40mm	BB	Ongoing
3	Misc	Combwich Ponds – Final report due April 2020	BL	Awaiting outcome.
4	Misc 132/19/5	School liaison. A Darch asked if children could be dropped off at school without the need to pay (i.e the breakfast club) which might help to spread the volume of vehicles at peak times	R.Perrett	Deferred re Covid-19
5	Misc 14.4.20	SCC Chairman's award – Our nomination (Robert Wright) submitted 24.6.20. At this time, the awards evening was deferred until September	Clerk	Chased 20.11.20; on hold re Covid-19
6	Misc. 19.2.20	Communication mediums in the parish (raised by B Leathwood)	All	Action ongoing
7	Enhance. 114/19/4	Invite 3 contractors to discuss landscape options for Wharf Rd. <i>Two parishioners asked if the area could be left "wild" & unmanaged</i>	Clerk	For further discussion
8	Enhance. 61/19/1	Biffen's Corner vegetation removal. L Hackling will meet with us in spring 2020 when vegetation starts to grow again. He suggested w/c 23.3.20 which was subsequently cancelled due to Covid-19	Clerk	Deferred re Covid-19
9	Enhance. 75/19/6/b	Bus shelter - Talk to Highways (as landowners) for its thoughts if we decide to replace it.	Clerk	Deferred re Covid -19, non-priority
10	Highways 118/19/3	Write to Highways for comments re the subsidence issue on Church Hill	Clerk	Emailed 28.2.20. Delay due to Covid19
11	Highways 118/19/4	Erosion of grassed area in front of the cottages opposite the Village Hall – check with Highways for a viable solution	Clerk	Emailed 28.2.20. Delays re Covid-19
12	Highways Public Sess.	Discuss possibility of introducing a parking time limit in lay-by opposite the Post Office (Public session 9.1.20)	Clerk	28.2.20. Delays due to Covid-19

Items shaded are longer-term actions or are complete (but need recording in following meeting)