**OTTERHAMPTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING**

**held on**

**THURSDAY 7 APRIL 2022, 7.00pm at Otterhampton Village Hall**

**DECLARATION(S) OF INTERESTS AND DISPENSATIONS:**

There were no declarations of interest or dispensations applied for. Member’s Interests are disclosed at the time of taking Office. This information can be viewed on the Sedgemoor District Council (SDC) website.

1. **General**
* Concerns were raised about the new planning application (39/22/00003) for 60 houses off Brookside Road.
* Dame Withycombe layby is dangerous and there needs to a footpath from the properties to the layby
1. **Ward Councillors Reports**

Cllr Pay

* Recently attended the Audit and Standards Committee and a draft of the revised Code of Conduct will be issued shortly.

Cllr Caswell

* There will be a SCC meeting in next couple of weeks to sign off ready for the new Unitary Council

**PRESENT:**

Bob Birkenhead (Chair), Tina Gardener (Acting Clerk) Lindsey Parsons, Ward councillors Julie Pay and Mike Caswell, 4 members of the public.

**48/22 APOLOGIES FOR ABSENCE:**

 Apologies for absence were received from Rachel Perrett and Andy Darch

**49/22 MINUTES OF THE MEETINGS HELD ON 3.3.22**

The minutes of the meeting held at Otterhampton Primary School on 3.32.2 were APPROVED and signed by the Chair.

**50/22 TEMPORARY CLERKING ARRANGEMENTS**

Following the resignation of our Clerk, T Gardener offered to cover the role until a new Clerk has been appointed. This was agreed unanimously.

**51/22 PLANNING MATTERS:**

1. **39/21/00011** – Erection of porch, demolition of existing porch and conservatory, installation of cladding, window reconfigurations and installations at 5 Riverside, Combwich. GRANTED
2. **39/21/00012** – Erection of side extension and formation of a new driveway at Moxhill Farm. WITHDRAWN
3. **39/22/00002** – Notice of Prior Agricultural Development for a proposal formation of 2 access tracks at Manor Farm, Otterhampton. PRIOR APPROVAL REQUIRED.
4. **39/22/00003** – Outline planning permission, with some matters reserved, on land at Brookside Road. This application arrived too late to be included in the agenda and will be discussed at a later date.

**52/22 FINANCE:**

1. **Bank Balances** -Current A/C £3,749.01; Deposit A/C £20,323.14; Reserve A/C £23869.12.
2. **The following payments were AGREED:**
3. Mrs M Catchpole - £130.32 (Final Salary)
4. Mrs A Prowse - £29.01 (Zoom subscription £14.39 and mower repairs £14.62)
5. Mr B Leathwood - £235.74 (Solopress, Otter Tales printing)
6. Sedgemoor District Council - £167.23 (Litter bins Oct to Mar)
7. SALC Ltd - £30 (Clerk’s training)
8. Sedgemoor District Council - £180 (Grounds maintenance for March 2022
9. Keith Preston - £228.00 (Village gardening, litter picking and playground checks Jan to Mar 2022)
10. Sedgemoor CAB - £300.00 donation (agreed after minute ref 61/22)
11. Otterhampton Primary School - £20.00 (donation for use of school for March meeting)
12. **Income Received**
13. Aviva £259.84- (Insurance claim for storm damage to phone box)

**53/22 NEW CLERK AND COUNCILLOR VACANCIES**

1. Interviews for the Clerk position have taken place and it was agreed for this item to be discussed after the meeting closed as a confidential minute.

2. As the Parish Council elections have been confirmed for 5th May 2022, we do not need to co-opt to fill the current vacancies

Cllr Caswell and Cllr Pay left the meeting at 7.30pm

**54/22 ENHANCEMENTS:**

Play Area Paths - Three companies were invited to tender, two were too busy to carry out the work, although one of those did advise of their estimate. The third company provided a quote which was in line with the estimate received and it was unanimously agreed to accept this quote.

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**55/22 HIGHWAYS:**

1. Dame Withycombe Hill – The most used crossing point of residents of Dame Withycombe across the C182 was identified and Highways will be informed.

2. Bolham Bridge – a resident raised concerns that repairs to the bridge were still outstanding. SCC would be contacted for an update.

**56/22 TREES:**

Ash Trees – Two quotes had been received for the removal of the tree opposite the village hall and the tree on the grass verge next to the entrance to the Anchor. Both quotes were similar and it was agreed to use the company we’d had previously dealings with.

**57/22 GROUNDS MAINTAINANCE CONTRACT:**

The village gardener will be retiring at the end of July and it was agreed to extend the current contract with Clean Surroundings until a new specification could be drawn up and invitations to tender sent out.

**58/22 REVIEW OF ACTION LIST:**

Item 4 – Annual wharf road maintenance. This contract was placed on 24.11.21 and has still not been carried out, this will be chased.

It was agreed to leave the remaining action list until the new council were in place.

**59/22 MEETING REPORTS:**

**09.03.22 – Village Hall (L Parsons)**

L Parsons reported that the new disability ramp has been completed and a new oil tank installed. An official opening will hopefully take place in May or when all work complete.

The organisation of the Jubilee fun day is going well and the next meeting will be held on 25.04.22

**17.03.22 – EDF Transport Forum**

A Darch attended this meeting and there was nothing of note to report. The minutes will be circulated when received.

**60/22 FORTHCOMING MEETINGS:**

 13.04.22 – Village Hall

 19.05.22 – EDF Community Forum

**61/22 CORRESPONDENCE/COMMUNICATIONS**

1. Environmental Agency – Notice of intended entry on to Common for ground investigation surveys regarding the Bridgwater Tidal Barrier scheme.

2. Emergency Plan – a letter was received concerned that the Emergency Plan was ineffective during the February storms. It was agreed to add this to the action list with the aim to get a team together to review the plan.

3. Wharf Road usage by EDF – concerns had been raised by residents that the planning permission granted for EDF personnel to use the wharf road had expired. Further investigation is required.

4. NALC – wish to hear of any concerns from smaller councils (less than 6,000 electorate)

5. Sedgemoor CAB – donation request. It was unanimously agreed to give a donation of £300.00

6. PCSO – recent criminal behaviour in Combwich – damage to the church and an attempted break-in.

7. Parish Council and Unitary Council elections take place on 5th May 2022, although Otterhampton was uncontested and will be looking to co-opt an additional councillor.

8. A letter of thanks had been sent to Western Power for their efforts during the February storms.

9 The local council’s coronavirus helpline closed on 31.03.22

10. Environment Agency – meet the regulator meeting being held on 25.05.22

**62/22 QUEENS PLATINUM JUBILEE**

It was agreed to co-fund with OPRA to provide all children 16 years and under living in the parish with a commemorative coin. They can also be purchased. Fliers have been distributed and the closing date to request coins is 11.04.22.

A road closure request has been received to close part of Riverside Road on 04.06.22 from 11am to 6pm for the Jubilee celebrations which was fully supported.

Clean Surroundings will be requested to cut the common week commencing 30.05.22 and to mark out a short running track.

It was agreed to purchase a Platinum Jubilee Flag

**63/22 REPORTS OF REPRESENTATIVES:**

1. **Public Rights of Way (PRoW) – B Birkenhead.**

Modification order received for the footpaths in the vicinity of Combwich Ponds. Copies have been put on the notice boards.

1. **OPRA – T Gardener.**

The Easter egg hunt for children will take place on Good Friday starting at 11am at the Anchor, followed by a quiz on Easter Sunday also at the Anchor.

1. **School – R Perrett.**

The school continues to cope with staffing issues due to Covid, pupil numbers have also been hit by Covid infections. The school will be celebrating the Queen’s Jubilee on 27.05.22

**64/22 DATE AND TIME OF THE NEXT MEETING:**

The next meeting will be held on Thursday 12 MAY 2022, 7.00pm at Otterhampton Village Hall.

The meeting finished at 8.40pm

Signed: (Chair) Date 12 May 2022