**OTTERHAMPTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING**

**held on**

**THURSDAY 9 JUNE 2022, 6.30pm at OTTERHAMPTON PRIMARY SCHOOL**

**PRESENTATION FROM EDF**

Present for the presentation were: Lindsey Parsons (Chair), Rachel Perrett (Vice-Chair), Gina Mear (Clerk), Tina Gardener, Sally Horne, Kay Whatling, Andy Darch, Cllr Brian Bolt, five members of the public and Nicola Hale Present from EDF were Jamie Jamieson (Project Manager), Vicki Dingwall, Tim Smith.

Jamie gave an outline presentation of the construction to take place at the wharf. The construction will start on 17th September and last for 14 weeks until 20th December and will work around tidal patterns. The construction working hours have been agreed by SDC. There will be deliveries from July to September. This project aligns more with the original plan and the wharf will be fully operational from January 2023. 48 culverts will be delivered by road and craned into place with the area being dredged prior to this.

Questions were taken from the public. Questions regarding use of the wharf road will be taken to a separate meeting with EDF regarding only the wharf road

**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.

**PUBLIC SESSION (INCLUDING WARD COUNCILLORS’ REPORTS**

1. **General**
* Fly parking has been increasing. Monitoring of the situation by a villager since 25 May has seen 14 vehicles fly parking. EDF advise they will send out more patrols. The Clerk will correspond with Vicki Dingwall of EDF also noting some cars may belong to night shift workers
* Drug paraphernalia has been found in the bus shelter. PCSO Jason Wyatt is aware. Clerk to email Jason for an update
* The bus shelter has a large hole in the wall and requires some refurbishment. To be added to the action list
* An online search for Combwich has brought up two websites, one is http (not secure) and one is https (secure). Clerk to look into this.
1. **Ward Councillors Reports**

Cllr Bolt

* Regarding the Unitary Authority, the next meeting of the LCNs (Local Community Networks) will take place on 5 October.

**PRESENT:**

Lindsey Parsons (Chair), Gina Mear (Clerk), Tina Gardener, Andy Darch, Sally Horne, Kay Whatling. Councillor Brian Bolt and four members of the public.

**81/22 APOLOGIES FOR ABSENCE:**

 Apologies for absence were received from Cllrs Mike Caswell and Julie Pay.

**82/22 MINUTES OF THE MEETINGS HELD ON 07.04.22**

The minutes of the meeting held on 12.05.22 were APPROVED and signed by the Chair.

**83/22 CO-OPTION OF NEW COUNCILLOR**

One application form has been received and will be circulated to all councillors. Adverts for further applications will be put on Facebook and noticeboards.

**84/22 PLANNING MATTERS:** (*Cllr Brian Bolt left the meeting for this agenda item)*

1. **39/22/00004** – Erection of single storey front (SW) extension at 10 Ship Lane. Permission was granted.

**85/22 FINANCE:**

1. **Bank Balances** -Current A/C £4,376.88; Deposit A/C £28,323.48.14; Reserve A/C £26,093.18.
2. **The following payments were AGREED:**
3. B Leathwood - £243.77 (Otter Tales printing)
4. SDC - £668.93 (Dog bins)
5. SALC - £90.00 (Councillor Training)
6. SDC - £310.80 (Grass cutting)
7. BHIB - £1,002.62 (Annual insurance)
8. T Gardener - £23.65 (Stamps, Jubilee flag, stationery)
9. G Mear - £605.89 (Clerk’s salary)
10. P Phillips - £2100.00 (Play area paths) agreed subject to minute 87/22 1
11. **Income Received**
12. SDC - £200 (Jubilee grant)
13. **Bank Mandate – to agree new signatories**

It was agreed to remove names that are no longer part of the parish council and add S. Horne as a signatory. PC clerk details to be updated.

1. **Annual Audit 2021/22** – The internal audit has been completed and there were no items to be brought to the council’s attention
	1. Section 1 – Annual Governance statement was unanimously agreed and signed by L Parsons
	2. Section 2 – Accounting Statements was unanimously agreed and signed by L Parsons

**86/22 STEART WARD**

A Darch reported a fairly quiet month. Visitors to the beach were asked to take away their rubbish. Jubilee celebrations took place at Aly and Robin Prowse’s home. It was a nice afternoon and most of the village were in attendance.

**87/22 ENHANCEMENTS:**

1. Play Area Paths – The contractor has completed the work. The specification to be checked to ensure all work was completed.
2. Wharf Road – A meeting with Vicki Dingwall of EDF has been scheduled. EDF has supplied an estimate for work on trees and vegetation which is £5,000. This will be discussed at the meeting. A grant may be available to support this from the Greater Quantock Landscape Development Fund. We will also ask Vicki to ask the laboratories if they can keep a record of the number of cars using the road.
3. Removal of old village sign post – This needs removing and the concrete base digging out and filling. Enquiries to be made.

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**88/22 HIGHWAYS:**

1. Play Area Disabled Bay – This has now been marked.
2. The car parked further along with a legal notice has now been removed.

**89/22 TREES:**

A tree survey is required every three years. Clerk to contact Sedgemoor Tree Services. A Darch will look for some volunteers to form a Tree Strategy Group, this will also be advertised in Otter Tales.

**90/22 REVIEW OF ACTION LIST:**

Item 2 – Wharf Road maintenance - Contact the contractor to advise we will contact him in the future if required.

Item 4 – Contact K Tyson regarding play area signage, slow markings and safety signage.

Item 5 – Contact K Tyson regarding signage for Dame Withycombe.

Item 6 – Biffens Corner - The vegetation on the wall needs to be cut back to improve visibility. Contact L Hackling.

Item 7 – OPC now has a Facebook page and the website is being updated.

Item 8 – Potholes on parking strip by the common -Photos are needed and this can be reported on Fix My Street.

Item 9 – Pill area - Two life buoys are required, one either side of the pill, and safety signage on the steps.

Item 13 – The Emergency Plan needs updating along with the welcome pack.

Item 15 – Grounds Maintenance contract – need to check with the village gardener when he is retiring and then update the schedule

Item 16 (new) – Heritage List – look to add the WW2 bunker at Steart and also contact WWT.

**91/22 MEETING REPORTS:**

1. **13.04.22 & 11.05.22 – Village Hall (L Parsons)** The jubilee celebrations were the main point of discussion. The Health & Safety report is being assessed. PAT testing has been done and the only item requiring replacement is the fridge. A new one is being purchased. The prospect of a new youth club was discussed. There is no pole for opening the higher windows. The grand opening of the hall is taking place on 2 July. Last night’s meeting was postponed until next Wednesday.
2. **19.05.22 EDF Community Forum (T Gardener)** The forum presentation has been circulated to councillors. They have stopped Covid testing from 1 June.

**92/22 FORTHCOMING MEETINGS:**

 08.06.22 – Village Hall. Postponed until 15.06.22

 24.06.22 – SSG

 29.06.22 – Steart Forum

**93/22 CORRESPONDENCE/COMMUNICATIONS**

1. Ownership of Black Bridge. R Perrett spoke to the home owner who was also present at the meeting. The bridge belongs to Bridge Cottage. The land between the bridge and Wharf Road does not belong to them. The bridge was built in 1888 and was surveyed 11 years ago. The home owners do not want the public using the bridge hence leaving it unkempt.

Cllr Bolt left the meeting at 8.45pm.

1. Estuary Park wall on Wharf Road. When the tree survey is done, the contractor will be asked to look at this tree. We will write to the homeowner to advise that he contacts his insurance company.
2. CPRE. It was unanimously agreed to renew membership of the Countryside Charity.
3. Damage to the wall at 10 Ship Lane. The home owner advised a lorry passing through in the early hours of the morning had hit his wall. Item to be added to the meeting with V Dingwall in case EDF lorries are coming into the village.

**94/22 GOVERNANCE**

1. Standing Orders –

The standing orders were reviewed and amendments circulated to councillors.

1. Financial Regulations –

The financial regulations were reviewed and amendments to Section 11. Contracts were circulated to all councillors.

1. Code of Conduct -.

The new code of conduct circulated by SDC has not been adopted by them and is not likely to until September 2022. It was agreed in the meantime to continue with our existing code.

**95/22 REPORTS OF REPRESENTATIVES:**

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

No update.

1. **OPRA – T Gardener.**

The OPRA beacon was lit on 2nd June as part of the celebrations for the Queen’s Platinum Jubilee and there was an excellent turn out both from Combwich and surrounding villages. The Jubilee coins are being distributed and all the spare ones have been purchased.

1. **Jubilee Celebrations – T Gardener**

The Village Hall committee and their volunteers should by highly commended for their efforts putting on the fun day and picnic on Saturday 4th June. Despite the uncertainty about the weather everything went like clockwork and the day and evening was enjoyed by many.

1. **School – R Perrett.**

No update.

**96/22 DATE AND TIME OF THE NEXT MEETING:**

The next meeting will be held on Thursday 7 JULY 2022, 7.00pm at Otterhampton Village Hall.

The meeting finished at 9.15pm

Signed: (Chair) Date 7 JULY 2022