

OTTERHAMPTON PARISH COUNCIL

You are hereby notified that the Annual Meeting (incorporating the monthly meeting) of the Parish Council will be held on

THURSDAY 8 MAY 2024, 7.00pm
OTTERHAMPTON VILLAGE HALL

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

1. DECLARATIONS OF INTEREST AND DISPENSATIONS
2. ELECTION OF CHAIRMAN AND SIGNING OF OFFICE
3. ELECTION OF VICE CHAIRMAN
4. PUBLIC SESSION (INCLUDING WARD COUNCILLOR REPORTS)
Public Session (In accordance with our Standing Orders members of the public are entitled to speak in respect of the business on the agenda and shall not speak for more than 3 minutes, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate)
5. APOLOGIES FOR ABSENCE
6. TO APPROVE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 4 MAY 2023 AND THE MONTHLY MEETING HELD ON 11 APRIL 2024
7. MATTERS ARISING NOT COVERED BY A SEPARATE AGENDA ITEM
8. CO-OPTION OF A PARISH COUNCILLOR
9. POSTS OF RESPONSIBILITIES
Current Responsibilities
 - Community Forum – M Haycraft
 - Transport Forum – D Dodge
 - Hinkley Site Stakeholder Group (SSG) – R Perrett
 - School Liaison – L Parsons
 - Village Hall – L Parsons
 - Steart Forum – D Dodge
 - Public Rights of Way – B Birkenhead
 - Defibrillators – R Perrett
 - Keyholders for Brookside Road Garage – G Mear, L Parsons, C Sanders & T Gardener
 - OPRA – T Gardener
 - Otter Wheels – B Leathwood
 - Otter Tales – B Leathwood
 - OPPT - M Haycraft & C Sanders
 - Emergency Planning – T Gardener
 - Dowsborough LCN – T Gardener & C Sanders
 - Village Shop working group
10. REVIEW OF PROCEDURES
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
11. PLANNING MATTERS
 - a. 39/24/00004/SR – Work to various trees. Hill House Christian Centre, Otterhampton
 - b. 39/24/00002 – Variation of Condition 2 (39/17/00015 & 39/17/0006). Justwall Cottage, Crossway Farm
 - c. 39/24/00006 – Listed Building Consent, as above
12. FINANCE
 - a. Bank reconciliation and budget statement for April 2024
 - b. Invoices for payment
 - i. G Mear - £579.60 (Clerk salary & expenses)
 - ii. NEST - £40.95 (Pension contributions)
 - iii. M Ingram - £437.50 (Clearing brambles & hedging from Brookside Road)
 - c. Income received
 - i. Somerset Council - £26,000 (Precept)
 - ii. OPRA - £838.01 (Firework donation)
 - d. Insurance Renewal
13. AUDIT FOR YEAR ENDED 31.03.24
 - a. Internal Audit
 - b. Section 1 – Annual Governance Statement
 - c. Section 2 – Accounting Statements
14. VILLAGE MAINTENANCE/ENHANCEMENTS
 - a. Wharf Road
 - b. Common Track
 - c. Village Gardener

15. REPORTS as applicable
 - a. Village Hall meeting held on 08.05.24
 - b. Steart
 - c. Public Rights of Way (PRoW) B Birkenhead
 - d. OPRA (T Gardener)
 - e. Emergency Plan
 - f. Dowsborough LCN, Highways Subgroup meeting held on 25.04.24
 - g. HPA & HPB site visit on 07.05.24
16. CORRESPONDENCE/COMMUNICATION
 - a. Somerset Council – Grassland Management and Conservation
 - b. EDF – Fly parking
 - c. Royal Mail – post box
17. FORTHCOMING MEETINGS
 - a. Hinkley B Decommissioning meeting 09.05.24
 - b. Archaeological discoveries at Hinkley B meeting - 09.05.24
 - c. Flooding and Community Emergency Planning meeting – 20.05.24
 - d. Dowsborough LCN AGM -12.06.24
 - e. Hinkley Point SSG – 28.06.24
 - f. Transport Forum 17.07.24
18. DATE AND TIME OF THE NEXT MEETING – 13.06.24 at 7.00pm
19. ANNUAL PARISH MEETING – 23.05.24 at 7.00pm



Clerk to Parish Council

Date: 02.05.24