

OTTERHAMPTON PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
held on
THURSDAY 9th MAY 2024 at 7.00pm at OTTERHAMPTON VILLAGE HALL

PRESENT:

Lindsey Parsons (Chair), Tina Gardener, Mike Haycraft, Carol Bradbury, Dave Dodge, Steve Parker, Mike Caswell and two members of the public.

In the absence of the Clerk T Gardener kindly took the minutes

DECLARATION(S) OF INTERESTS AND DISPENSATIONS:

Member's Interests are disclosed at the time of taking Office. This information can be viewed on the Somerset Council website.

79/24 ELECTION OF CHAIRMAN AND SIGNING OF OFFICE

L Parsons indicated that she was happy to continue as Chairman for the coming year. There being no other nominees, T Gardener proposed L Parsons. This was seconded by C Bradbury and unanimously agreed. L Parsons signed the acceptance of office.

80/24 ELECTION OF VICE-CHAIRMAN

Although absent from the meeting C Sanders had indicated she was also willing to continue for the coming year. There being no other nominees, D Dodge proposed C Sanders. This was seconded by M Haycraft and unanimously agreed.

PUBLIC SESSION (INCLUDING SOMERSET COUNCIL COUNCILLORS' REPORTS

1. Somerset Council members report

- There is a 90-day consultation in progress for staff. All staff will be notified by the end of November 2024 if they have a position within the council. All redundancies will be completed by March 2025.
- Connecting Devon and Somerset broadband rollout is not good.
- Very small turnout in by-elections
- A request has been received for the number 14 bus service to be re-instated to Combwich.

2. General

- A member of the public raised concerns that since the brambles had been cut back along the bank of the brook opposite Nursery Close, the remaining brambles were falling in to the brook and rooting. This needs to be resolved. It was also noted that the Environment Agency have not been carrying out their annual maintenance, which would have addressed some of this problem.

81/24 APOLOGIES FOR ABSENCE:

Connie Sanders, Gina Mear and Cllr Brian Bolt.

82/24 MINUTES OF THE MEETING HELD ON 11.04.24 AND THE ANNUAL MEETING HELD ON 04.05.23

The minutes of the meeting held on 11.04.24 and the Annual meeting held on 04.05.23 were APPROVED and signed by the Chair.

83/24 MATTERS ARISING – NOT COVERED BY A SEPARATE AGENDA ITEM

There were no matters arising, not covered by a separate agenda item

84/24 CO-OPTION OF A PARISH COUNCILLOR

Steve Parker had submitted an application to fill the vacancy. D Dodge proposed Steve should fill the vacancy. This was seconded by C Bradbury and agreed unanimously. Steve signed his acceptance and joined the Parish Council.

85/24 POSTS OF RESPONSIBILITIES

The following was agreed by those present;
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 & R Best
- Keyholders for Brookside Road Garage – G Mear, L Parsons, C Sanders, T Gardener & R Perrett
- 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 – D Dodge & C Bradbury

86/24 REVIEW OF PROCEDURES

Standing Orders – these have been reviewed and there were no amendments required.

Financial Regulations – these will be amended to include payments made by bank transfer. This is now the preferred method of payment and as with cheques are authorised by two authorised signatures. The regulations will be amended and presented to the next Parish Council meeting for approval. *Post meeting note: SALC has circulated a new set of Financial regulations, which will need to be compared to our existing regulations.*

Code of Conduct – these have been reviewed and there were no amendments required.

87/24 PLANNING MATTERS:

- 39/24/00004 Work to various trees at Hill House Christian Centre, Otterhampton. After discussions it was agreed to support this application on the grounds of health and safety.
- 39/24/00002 Variation of condition 2 (39/17/00015 & 39/17/00016) Justwall Cottage, Crossway Farm, Comwich. The previous applications were supported by the Parish Council and it was agreed to also support this application.
- 39/24/00006 Listed building consent as above.

88/24 FINANCE:

1. Bank Reconciliation for April. The statements and bank reconciliation were circulated prior to the precept meeting and were agreed. The balance as at 30.04.24 was £83,837.72, this includes reserves of £27,494.49.

2. The following payments were AGREED:

- G Mear - £579.60 (Clerk Salary, & Pension)
- NEST - £40.95 (Pension contribution)
- M Ingram - £437.50 (Clearing brambles & hedging from Brookside Road)
- R Young - £30.00 (Internal audit fees)

3. Income Received:

- Somerset Council - £26,000 (Precept)
- OPRA - £838.01 (Fireworks donation)

4. Insurance renewal

The renewal notice had been received and there was only a slight increase from last year. There is adequate cover for all our assets and liabilities and it was agreed to renew with Clear Insurance at a cost of £1,012.00

89/24 AUDIT FOR YEAR ENDED 31.03.24

- Internal Audit – The Internal audit has been completed and there was nothing to bring to the attention of the Council.
- Section 1 – Annual Governance Statement. This had previously been circulated to all councillors and was completed at the meeting and signed by the Chairman.
- Section 2 – Accounting Statements. This had also been previously circulated to all Councillors and was agreed and signed by the Chairman.

90/24 VILLAGE MAINTENANCE

- a) Wharf Road – No update
- b) Common track – Still no date received for commencement of the work.
- c) Village Gardener – The Clerk and M Haycraft had completed an inspection of the village and collated a list of projects for the village gardener. This will be circulated to all councillors.
- d) It was noted that Somerset Council had been weed spraying in the village yesterday.

91/24 REPORTS as applicable

- a) Village Hall meeting held on 08.05.24. Sue Barton has resigned as Chairman and as they haven't been able to fill the post it will be carried out by members on a rotation. First aid courses are being held on 1st & 22nd June 2024 in the hall. Their new website should be live by the end of the month.
- b) Steart. A meeting was held by the WWT manager to discuss plans on land inherited from Natural England. The idea is to make the fields 'splashy'. This has had a side effect on flooding neighbouring residents. A key will be issued for the tilting weir. Signs have been put in place designating passing spaces, it is hoped that this will deter vehicles from parking there.
- c) Public Rights of Way. A questionnaire has been received regarding the level of volunteers in the parish to maintain the footpaths. This has been passed to R Birkenhead for completion.
- d) OPRA. A charity cricket match will be held on 1st June 2024 to raise funds for the Brain Tumour Charity in memory of the late Murray Lister.
- e) Emergency Plan. This has been put on hold pending the meeting to be held on 20th May 2024.
- f) Dowsborough LCN – Highways Subgroup meeting held on 25.04.24. No one was able to attend this meeting and the notes will be circulated once received.
- g) HPA & HPB site visit held on 07.05.24. Mike Gardener attended this on behalf of the parish council and a report will be made at the next meeting.
- h) Community Shop – The first meeting of the steering group was held on 01.05.24 and 9 people attended. Gary Perrett was elected chairman and Paul Thornell, vice chairman. Aly Prowse has agreed to be minute secretary. The next meeting will be held on 05.06.24. Councillors agreed to set aside a budget of £500 for the steering group.

92/24 CORRESPONDENCE/COMMUNICATIONS

- a) Somerset Council – Grassland Management and Conservation. This will be recirculated to all councillors
M Caswell left the meeting at 7.55pm
- b) EDF – Fly parking – L Parsons has been in email contact with Andrew Cockcroft (EDF), He will be contacting HPC workers to ask them not to park near the bus stop. Eight people have been removed from HPC for parking infringements.
- c) Royal Mail post box. This has now been installed at the bottom of Nursery Close.

93/24 FORTHCOMING MEETINGS:

1. 09.05.24 – Hinkley Point B Decommissioning meeting - Cancelled
2. 09.05.24 – Archaeological discoveries at Hinkley Point C
3. 20.05.24 – Flooding and Community Emergency Planning meeting. D Dodge & T Gardener to attend
4. 12.06.24 – Dowsborough LCN AGM
5. 28.06.24 – Hinkley Point SSG
6. 11.07.24 – EDF Transport Forum.

94/24 DATE AND TIME OF THE NEXT MEETING:

The next meeting will be held on Thursday 13th June 2024, 7.00pm at Otterhampton Village Hall. The Annual Parish meeting will be held on Thursday 23rd May 2024, 7.00pm at Otterhampton Village Hall.

The meeting finished at 8.25pm.

Signed:

(Chair)

Date 13 June 2024