

OTTERHAMPTON PARISH COUNCIL

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

TUESDAY 20th MAY 2025, 6.30pm

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 SOMERSET COUNCIL 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 MONTHLY MEETING HELD ON 10th APRIL 2025
7. MATTERS ARISING NOT COVERED BY A SEPARATE AGENDA ITEM
8. 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
 - 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 – C Bradbury
 - SALC Community Health and Wellbeing – S Parker
9. REVIEW OF PROCEDURES
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
10. CLERK
 - Resignation of Clerk
 - Advertisement for new Clerk
11. PLANNING MATTERS
 - a. 39/25/00001 - Works to trees at Hill House Christian Centre - APPROVED
 - b. 39/25/00002 - Alteration and replacement of 20th Century windows at Hill House Christian Centre - APPROVED
12. FINANCE
 - a. Bank Reconciliation and budget statement for April 2025
 - b. Invoices for payment / receipts (inclusive of VAT)
 - i. G Mear - £621.38
 - ii. Nest - £43.56 (Pension Contribution)
 - iii. B Leathwood - £700.92 (Otter Tales Printing, x3 for last year)
 - iv. London Hearts - £1,159.20 (Defibrillator)
 - v. Miss M Deegan - £197.50 (art project)
 - vi. Lloyds Bank - £4.67 (service charges)
 - vii. Berry's Coaches - £450.00 (Gardening club visit)
 - viii. M Haycraft - £305.00 (Elm Tree)
 - ix. R Young - £30.00 (Internal audit fees)
 - x. R Prowse - £22.84 Tree stakes)
 - c. Income received
 - i. SALC - £2,500.00 (Community health and wellbeing grant)
 - ii. Somerset Council - £26,000 (Precept)
 - iii. Somerset Council - £10,351.38 (CIL)
 - d. Insurance Renewal
13. AUDIT FOR YEAR ENDED 31.03.25
 - a. Internal Audit
 - b. Section 1 – Annual Governance Statement
 - c. Section 2 – Accounting Statements

14. HPC
 - a. SPS buses drop-off at Crossways
15. HIGHWAYS (B Bolt)
 - a. Parking opposite Anchor
 - b. 20mph speed limit
 - c. Road Signs
 - d. Kerbing at Crossways
16. ABANDONED BOATS
17. OVERGROWN FOLIAGE – COMBWICH PONDS
18. ENHANCEMENTS
 - a. Village Gardener
 - b. Foam Stream
 - c. Community Payback
 - d. Tree Steering Group
 - e. Brownie Copse
 - Brownie Bench
 - f. Tree at Bolham Bridge
19. FLOODING
 - a. Culvert Management
20. MEETING REPORTS
 - a. Otterhampton Village Hall – 15/04/25
21. REPORTS OF REPRESENTATIVES
 - a. Public Rights of Way (PRoW) B Birkenhead
 - b. OPRA (T Gardener)
 - c. Steart Ward (D Dodge)
 - d. Social Media (D Dodge)
 - New website and logo for Parish Council
 - e. SALC – Community Health and Wellbeing
22. FORTHCOMING MEETINGS
 - a. OVH – 22/05/25
 - b. Community Forum – 15.05.25
 - c. LCN AGM – 18.06.25
 - d. Transport Forum – 10.07.25
23. CORRESPONDENCE/COMMUNICATION
 - a. Play Area Inspection
24. DATE AND TIME OF NEXT MEETING – 12.06.25 AT 7.00pm.

T Gardener Parish Councillor

Date: 15.05.25