

**OTTERHAMPTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**

held on

**THURSDAY 11<sup>th</sup> September 2025 at 7.00pm at OTTERHAMPTON VILLAGE HALL**

**Present**

Cllrs: Lindsey Parsons (Chair) Connie Sanders (Vice Chair), Tina Gardener, Steve Parker, Mike Haycraft, Carol Bradbury.

Stephanie Juniper (Clerk) and five members of the public.

**119/25 Apologies for Absence**

Cllr Dave Dodge, Mr Bob Birkenhead – Representative for PROW

**Declaration(s) Of Interests and Dispensations**

There were no declarations of members' interests. Member's Interests are disclosed at the time of taking Office. This information can be viewed on the Somerset Council website.

**Public Session**

1. Somerset Council member's report
  - a. None made
2. Public
  - a. Information was requested about the village common and why it has been designated a SSSI, the extent of this area and a list of permitted and prohibited activities within this area – Clerk to investigate and respond.
  - b. Clarity was required from one parishioner regarding the spending of the wellbeing SALC Fund.
  - c. A Parishioner complained about the current parking situation at the school and advised the Council that on occasions it was difficult to manoeuvre and park her car in her parking spot, which resulted in damage to her vehicle. – Chair agreed to speak to the School Head regarding this matter.

**120/25 Minutes of meeting held at Full Council meeting held on the 10<sup>th</sup> July 2025.**

The minutes will be approved at the forthcoming meeting in October 2025 as the incorrect version was circulated to Full Council.

**121/25 Matters Arising**

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

**122/25 Planning Matters**

1. 39/25/00005/PKR. Application to determine if prior approval is required for a proposed erection of a general-purpose agricultural building at Manor Farm, Church Lane, Otterhampton. – APPROVED
2. 39/25/00004/LE. Application for erection of general-purpose agricultural livestock building at Lower Hill Farm, Otterhampton - APPROVED

**123/25 Finance**

1. Bank Reconciliation and budget statements. To be actioned by Cllr Gardener to amend the account address with Lloyds Bank.
2. The budget statement and bank reconciliation for July 2025 and Aug 2025 were circulated prior to the meeting and was RESOLVED. The balance as of the 31<sup>st</sup> Aug 2025 was £78765.27 including reserves of £32,950.55

Signed by Chair

Lindsey Parsons

Date

9-10-2025

3. It was RESOLVED that Cllr Bradbury would be added as a signatory to the Lloyds Bank Acct.

4. The following payments which include VAT where applicable were AGREED

a	Lloyds Bank – (Bank Charges)	£10.17
b	Solopress – Otter Tales Printing	£244.77
c	CPRE Annual Membership Fee	£36.00
d	Mike Ingram – works to Wharf Rd	£100.00
e	Somerset Council (SC) – Emptying of bins	£608.40
f	ROSPA – Annual inspection of play area	£134.40
g	SC – Grass cutting	£324.60
h	Otterhampton Village Hall – OPT Meeting	£8.00
i	Otterhampton Village Hall – Art Club Events (SALC H&W Fund)	£48.00
j	Bromleys Art Supplies – art materials for Art Club events (SALC H&W Fund)	£51.41
k	Solopress – Flyers for Art and Craft Show (SALC H&W Fund)	£33.83
l	Gina Mear – Clerks Salary and expenses (noting pay award 2025)	£697.91
m	Nest Pension	£49.14
n	Stephanie Juniper – New Clerk salary for July and Aug (noting pay award 2025)	£1326.40
o	Tesco mobile – new phone inc. top up	£174.00
p	Microsoft Office 365 annual subscription	£84.99
q	M Narraway – gardening works	£85.00

5. Income received

a.	Bank Interest	£96.48
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#### 124/25 Staff

Mrs Stephanie Juniper accepted post on the 14/07/2025, allowing for a shorthand-over period before present Parish Clerk left employment at the end of July 2025

#### 125/25 Highways

1. It was AGREED to proceed with a '20's plenty campaign' prior to applying to Highways for their consideration, and to gauge the support of villagers within the parish, to see if they would be prepared to display signs within their gardens before campaign signs are purchased. Clerk to put post of Facebook. Clerk was also instructed to contact 20's plenty charity for their advice/assistance.
2. Cllr Gardener reminded the Council that a decision had been made regarding a picture of the church to be placed on the new village sign at a previous meeting, and this decision cannot be overturned within 6 months.
3. The state of the parishes road signs and fingerposts signs were discussed. Clerk to make enquiries regarding a grant application with Campaign for Rural England. Cllr Parker to compile a folder of photos for street signs that need replacing.

#### 126/25 Flooding – Brookside Road

An update was provided regarding a meeting held between a parishioner, Cllr Dodge and Mr Weston (Office Manager for local MP – Rt Hon Sir Ashley Fox MP) on the 18/10/25. Mr Weston then subsequently met with further parishioners who are affected by the flooding issue on Brookside Road. Richard Dunn has contacted the farmer asking that he arranges to have the drains cleared on the west and the Calvert, which cannot be done until harvest has finished. The pipe under the road belongs to Highways. The pipe under 54 is severely damaged and blocked by roots. It was AGREED that the next step forward was to approach a specialist contractor to discuss a way forward.

Chair Initial and date

LSM

9/10/2025

### 127/25 Enhancements

- a. It was AGREED to instruct Greenslades to go ahead with the removal of the weeds in the playpark using Foamstream. A review will be conducted in due course to see the effectiveness of this treatment before any further instructions.
- b. Confirmation was made to purchase the Irwell 4-Seater Recycled Plastic Garden Bench; however, a decision needs to be made regarding where it should be placed. It has been requested that it is placed as close as possible to the Brownie Copse in an elevated position.
- c. The findings were circulated regarding the 'Village Walk round' conducted on the 14<sup>th</sup> of August 25. Due to time constraints this will be added to the next meeting.

### 128/25 OPPT

Application from the Shop Steering Group made to the Somerset Community Foundation has been agreed and monies received will be paid into the Reserve Account.

### 129/25 Flags

It was unanimously AGREED that the current arrangement of flying National and devolved flags would remain as previously resolved, - to be only on certain occasions. i.e. Union Flag on Kings birthday, National days or other significant national events. All Councillors AGREED that the St. Georges flag may be flown from the village flagpole on the event of the England Women's Rugby team making it to the World Rugby Cup Finals being played on the 27<sup>th</sup> Sept 2025. Cllr Gardener reminded Council that it has previously been resolved to fly the Somerset County Flag as the default flag. It was unanimously AGREED that in the current political climate it is the perceived 'intent' behind the flying of the St. Georges flag which the Council did not support.

### 130/25 Reports of Representatives

- a. Public Rights of Way – None
- b. OPRA – Annual cream tea raised money for Steart Church and The MacMillan Charity. A race night will be run in November, date to be advised. AGM will be held on the 7.10.25 Cllr Haycraft asked if OPRA was able to provide a new goal net which will need to be put up by parents/users.
- c. Steart Ward – None
- d. Social media/Website – none
- e. SALC – Community Health & Wellbeing Fund. Cllr Parker advised that working with Garden club, he is arranging a trip to the Malvern Hills for all within the village. The cost of a coach has been quoted at £750.00 which was AGREED. A discussion took place regarding the correct administration of funds; it was confirmed that invoices need to be made out to Otterhampton Parish Council so that payment can be made. It was further confirmed that proceeds from sales of tickets for the trip were to be refunded into the SALC fund to ensure sustainability. Clerk to seek clarity regarding T&C's.  
The recent BBQ, Open gardens, trip to Rosemoor Flower show has certainly brought people in the village together and have been very successfully supported.
- f. OVH – The Council was advised that there will be a price increase next year for the hire of the village hall. AGREED.
- g. Cllr Gardener reminded all Representatives that it would be useful to provide written reports prior to any meetings.

### 131/25 Correspondence / Communications

- a. Somerset Sight Advertisement for volunteers and car boot/Country Fair at Yarlington House 4.9.25
- b. South Western Ambulance Charity – request for supporting letter and donation for funding of Critical Response Vehicle CRV – It was unanimously AGREED to donate £100.00
- c. Chair of Hinkley SSG – NDA group Strategy 5 public consultation is now live plus Election information for new Vice-Chair. New chair appointed.
- d. E-mail received regarding the disturbance from builders working at the Church Hill site.

- e. Response from various villagers after OPC FB post asking for any issues/area which need looking at during the Village Walk-round. Responses circulated to all Cllrs.
- f. Highways requesting information regarding the grit bins within the Parish. – Village gardener instructed to clear the bin prior to delivery of sand/grit. Top up requested. After a discussion it was decided that no further grit/sand bins were required in the village and that the Council will purchase their own bags.
- g. From Devon Trading Standards – requesting that Avian Flu posters are displayed on Parish noticeboards - ACTIONED
- h. Letter of authority sent to Hinkley community agreeing to accept custody of £5000.00 grant for shop feasibility study.
- i. SC – Playing Pitch Strategy – No further action to be taken/ carry forward to next meeting.
- j. SC – Invest Somerset Showcase 2025 – No further action to be taken /for future discussion.
- k. Quotation from Seascope to repair play park equipment - £540.00 to supply and £420.00 to fit. – Unanimously AGREED to instruct Seascope to proceed.
- l. Meeting arranged with Greenslades regarding removal of weeds in playpark and around the village using Foamstream. Quotation received prior to meeting and circulated to all Cllrs. AGREED to instruct to proceed.
- m. Letter from OVH regarding increase in price for rental of Village Hall to £300.00 pa
- n. E-mail from Stacy Walker (EDF) regarding clarification of the use of drones over the village for surveillance
- o. SC regarding the Preparedness Survey which needs to be completed by 19th September 2025 – Actioned.
- p. Request from parishioner regarding a cigarette receptacle for the bus shelter. Cllr Sanders has agreed to speak to a parishioner who volunteers to clear the bus shelter to see if she would be prepared to empty a cigarette receptacle before one is purchased.
- q. Information request from parishioner regarding the permitted use, area and protected species within the Combwich SSI.

#### 132/25 Training

Clerk confirmed that Essential Training Part 1-3 has been booked.

#### 133/25 Forthcoming Meetings

- a. Somerset Parish Council Conference 3/10/25 – Cllr Parker and Clerk to attend.
- b. Community Forum – 18/10/25
- c. Transport meeting – 13/11/25.

#### 134/25 Register of Interests

All Councillors are reminded to ensure that their interests are registered correctly.

#### 135/25 DATE AND TIME OF THE NEXT MEETING:

The next meeting will be the Annual meeting and will be held on **Thursday 9<sup>th</sup> October 2025** at 7.00pm, Otterhampton Village Hall.

The meeting finished at 2140.