

**OTTERHAMPTON PARISH COUNCIL**  
**AGENDA**

You are hereby notified that an Ordinary Meeting of the Parish Council will be held on;  
**THURSDAY 11<sup>th</sup> June 2026, 7.00pm**  
**OTTERHAMPTON VILLAGE HALL**

Members are required to attend.

The meeting is open to the press and public.

All attendees are notified that for the purpose of minute taking the meeting will be recorded.

1. **Apologies For Absence**
2. **Declarations Of Interest And Dispensations**
3. **Election of Vice-Chair**
4. **Declaration of Acceptance of Office by the Vice-Chair**
5. **Public Session (Including Ward Councillor Reports)**

(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).

6. **To Approve Minutes of The Parish Council Meeting Held On 14<sup>th</sup> May 2026**
7. **Matters Arising** (To provide updates on matters not on the agenda, no decision can be made on these items which will be moved to the following agenda)
8. **Planning Matters**
  - a. nil

**9. Finance /AGAR**

To approve the Bank Reconciliation and budget statement for May 2026

- a. Total Closing Balance as of end of May 2026 - **£72,187.75**
- b. To approve the following Invoices for payment / receipts (inclusive of VAT), plus any invoices presented after the Agenda has been published?

Service Charge	Lloyds Bank	£4.25
	Staff Costs	£1016.79
S Juniper	Use of Office Space (April & May)	£26.00
Hire of Hall (SALC)	Otterhampton Village Hall	£18.00
Pension Payments (2 months)	Nest Pension Fund (April & May)	£165.28
Art Group Presenter	Nigel Downing	£170.00
Scribe monthly subscription	Starboard Services	£37.20
Replacement football net	The Soccer Store	£50.90
Training	SALC	£35.00
Training	SALC	£35.00
Village Hall Rent (PC Meetings)	Otterhampton Village Hall	£300.00
Village Hall Rent (SALC)	Otterhampton Village Hall	£45.00

c. Income received

Interest from Bank		
OPRA	Rent for Barn	£200
OPRA		£250.00

- d. To receive the Internal Auditors report and consider any recommendations required.

**10. Parish Clerks Report**

- a. See Annexe A – inc. Action List
- b. To agree level of membership of Clerk with SLCC

## 11. To confirm the following representatives of Committees.

- a. Transport Forum (Hinkley) – Cllr Dodge
- b. Emergency Planning – Cllr Gardner
- c. Steart Forum – Cllr Dodge
- d. Somerset Community Emergency Hub Pilot – Cllr Dodge

## 12. Review of Complaints Procedures

To clarify decision regarding the acceptance of anonymous complaints by the Council. Consideration to be given to the following AI generated response when considering the decision.

*Yes, companies can create policies stating that they will not actively investigate or process purely anonymous complaints. However, doing so carries significant risks. A blanket ban is rarely recommended by legal or HR professionals.*

### Key Considerations for Blanket Bans

- **Legality & Exemptions:** *While a business can set its own internal rules, the law dictates that serious allegations (like **health and safety violations** or illegal **whistleblowing**) cannot be legally suppressed. If the anonymous complaint qualifies as "qualifying disclosure" under whistleblowing laws, the employer is legally obligated to manage it appropriately.]*
- **Natural Justice:** *It is a fundamental principle of workplace law that the accused employee has the right to know the case against them. If a complainant's identity remains completely unknown, the accused may be unfairly disadvantaged when attempting to refute the claims.*
- **Risk of Escalation:** *Dismissing a complaint outright can send a negative message, potentially causing employees to suffer in silence or escalate their claims externally to bodies like the [GOV.UK Whistleblowing Service](https://www.gov.uk/whistleblowing)*

## 13. Fly Parking

To consider approaching Highways to explore parking restrictions within the village (see email within the meeting pack).

## 14. Flooding/Preparedness

- a. To receive update regarding the flooding issues along Brookside

## 15. Village enhancement / Amenities

- c. To receive update regarding the conservation works to the Lychgate.
- d. To receive update regarding the Anchor Inn closure.
  - Nicole Hale (Community Safety Officer) has confirmed that she has spoken with the HMO enforcement officers in relation to the potential unregistered HMO in the village who has been assured that this matter will be investigated fully.
  - Meeting was held with a reporter from Bridgwater Mercury and villagers regarding this matter.
- e. To receive update regarding the village shop closure.
- f. To consider refurbishment works to village road signs and approve graphics/design for the village entrance sign.
- g. To consider if the Village Common might be at risk from unauthorised camping in vehicles.
- h. Cllr Parsons has put forward a motion to move the unspent money grant money for the Shop Steering Fund to be transferred to the Refurbishment of Otterhampton Village Bar fund via OPPT.
- i. Cllr Dodge proposes that North Somerset Council is contacted, and a formal request is made that they no longer send teams to use herbicide within Combwich. He assumes that it's Combwich alone covered by the foam stream use and not Otterhampton or Steart as well. Makes sense, at least to start with as Combwich has the larger population.
- j. To consider adding OtterTales to Microsoft 365 subscription – Cllr Parker
- k. To consider response from Somerset Council about the siting of traffic mirrors – response in meeting pack.

## 16. Reports Of Representatives

- l. Public Rights of Way (PRoW) B Birkenhead
- m. OPRA (T Gardener)

- n. Steart Ward (D Dodge)
- o. SALC – Community Health & Wellbeing (S Parker)
- p. OPPT – Village Shop Community (G Parrett)
- q. OVH (L Parsons)
- r. Dowsborough LCN (T Gardener)
- s. Transport Forum (D Dodge)
- t. Community Forum – (M Haycraft)
- u. Hinkley SSG (A&B) – (B Birkenhead)
- v. School Liaison – (L Parsons)
- w. Rural Transport – (C Conlon)
- x. WWT Steart Marshes

#### **17. Correspondence/Communication requiring consideration**

- a. Response from SC regarding the siting of traffic mirrors
- b. Request from Dowsborough LCN to fund the printing of 30-40 posters to publicise public meeting about rural transport.

#### **18. Forthcoming Meetings/Events/Training**

- Bench event with the Brownies – 6pm
- Dowsborough LCN – 17<sup>th</sup> June 2026 – 1830-2030 – Spaxton Village Hall (In person only)
- Transport Forum – 25<sup>th</sup> June 2026
- Dowsborough Highway meeting – 30<sup>th</sup> June 2026 – Victory Hall, Stogursey
- Seafarers Service – 6<sup>th</sup> July 2026 @ 1500 outside the village hall.

#### **19. DATE AND TIME OF NEXT MEETING – 9 July 2026 @ 7pm**

Mrs Stephanie Juniper  
Proper Office and RFO

Date: