

OTTERHAMPTON PARISH COUNCIL
AGENDA

You are hereby notified that an Ordinary Meeting of the Parish Council will be held on;

THURSDAY 9th July 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

Cllr Dodge, Cllr Haycraft

2. Declarations Of Interest And Dispensations

3. Election of Vice-Chair

To elect a Vice-Chair of the Council for the ensuing year and to receive the Declaration of Acceptance of Office

4. 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).

5. To Approve Minutes of The Parish Council Meeting Held On 11th June 2026

6. 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)

7. Planning Matters

a. nil

8. Finance /AGAR

To approve the Bank Reconciliation and budget statement for end of June 2026

a. Total Closing Balance as of end of May 2026 - **£72187.75**

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	£1506.38
S Juniper	Use of Office Space (April & May)	£26.00
ICO	Registration	£56.00
Village Hall	Grant – 5% of precept	1610.00
Viking	Stationary	£58.62
Somerset Council	Grass cutting	£216.00
Solopress	OtterTales Printing	£245.77
Local Authority Technology CiC	Parish Online	£378.00
Clear Council Management Ltd	PL & EL Insurance	£1356.26

c. Income received

Interest from Bank		£27.38
HVB	Sponsorship for Circus on The Common	£150.00

d. To note that the annual governance paperwork has been sent to the external auditor

9. Governance

a. To resolve that the Clerk is appointed as Data Protection Lead to oversee day-to-day data protection matters and act as the first point of contact for data protection queries and requests.

10. Parish Clerks Report

a. See Annexe A – inc. Action List

- b. To consider whether the Council will support the Clerk undertaking the ILCA/CILCA qualification and meet the associated costs, subject to budget availability.
- b. To consider if the Council will support the Clerk to attend the Financial Regional Training Seminar provided by SLCC on either the 16th September or the 26th November.
- d. To advise Council that the Clerk will be on leave from the 10th August – 23rd August.
- e. To reschedule the village walk to 30th July 2026.

11. To confirm the following representatives of Committees.

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

12. Fly Parking

- a. To receive update.

13. Flooding/Preparedness

- a. To receive update regarding the flooding issues along Brookside
- b. To consider approving the Village Hall and the School as Emergency Hubs

14. Village enhancement / Amenities

- a. To receive update regarding the conservation works to the Lychgate.
- b. To advise members that The Anchor Inn has been delegated an Asset of Community Value
- c. To consider nominating the Combwich Buoy for refurbishment by the BBC – The Repair Workshop.
- d. To receive update regarding the forthcoming Circus on The Common event
- e. To authorise the delegation to the Clerk the authority to deal with any matters arising after receipt of the annual Playpark inspection, subject to budget availability.
- f. To consider the offer of a meeting with Colin from English Nature regarding the management of the SSSI area within the village – see email received in Comms and communication Folder.

15. Community Engagement

To consider ways that the PC might be able to engage better with the Community subject to policies for example, better use of Social Media (do monthly 60 sec reports of progress each month, consider engaging a student from the village who might be interested in marketing/politics as a career to give them work experience as a volunteer), Plan and execute community events (Village Christmas Tree Decoration competition), plus others, Armed Forces Breakfast (next Armed Forces Day), Councillors to be more visible within the Community (Photos within the Noticeboards), Consider setting up a Youth Group Forum?

16. Reports Of Representatives (if applicable)

- c. Public Rights of Way (PRoW) - B Birkenhead
- d. OPRA (T Gardener)
- e. Steart Ward (D Dodge)
- f. SALC – Community Health & Wellbeing (S Parker)
- g. OVH (L Parsons)
- h. Dowsborough LCN (T Gardener) - Notes previously circulated via email
- i. Transport Forum (D Dodge)
- j. Community Forum – (M Haycraft)
- k. Hinkley SSG (A&B) – (B Birkenhead)
- l. School Liaison – (L Parsons)
- m. Rural Transport – (C Conlon)
- n. Emergency Hub – (S Parker / D Dodge)

17. Correspondence/Communication requiring consideration

- a. Communication from Colin Leppard regarding Bridgwater Bay – Unit 94, to include a previous proposal to for a Local Nature Reserve (for reference only).
- b. £50 million flood resilience fund from SCC.
- c. Response from Principal Enforcement Officer regarding Church Hill
- d. Confirmation the SC will no longer being doing weedkilling in the village apart from one small area.
- e. Communication from Captain J Tyson MNM

18. Forthcoming Meetings/Events/Training

- Seafarers Service – 6th July 2026 @ 1500 outside the village hall.
- Dowsborough LCN meeting – 8th September @ 1830 / 22nd September
- Hinkley Point (A&B) – 15th September @ 0900
- Community Forum – 17th September
- Dowsborough Highways Working group – 17th September @1000 (TBC)

19. DATE AND TIME OF NEXT FULL COUNCIL MEETING – 10th September 2026 @ 7pm

Mrs Stephanie Juniper
Proper Office and RFO

Date: