

OTTERHAMPTON PARISH COUNCIL
AGENDA

You are hereby notified that a Meeting of the Parish Council will be held on
THURSDAY 9th April 2026, 7.00pm
OTTERHAMPTON VILLAGE HALL

Members are required to attend – The meeting is open to the press and public and will be recorded of the purposes of minute taking.

1830 - Presentation by Lilley Keely Watts from SALC about Community Engagement and how SALC can support the Parish Council in this process.

1. Apologies For Absence

2. Declarations Of Interest And Dispensations

3. Public Session (Including Ward 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).

4. To Approve Minutes of The Parish Council Meeting Held on 12th March 2026

5. Matters Arising - Not covered by a separate agenda item

6. Planning Matters

- a. None

7. Finance

To approve the Bank Reconciliation and budget statement for December 2025

a. Total Closing Balance as of end of March 2025 - **£61133.01**

b. To approve the following Invoices for payment / receipts (inclusive of VAT), plus any invoices presented after the Agenda has been published?

<i>Staff costs</i>	<i>Gross wages, HMRC & Pension</i>	<i>£1480.89</i>
<i>Clerk</i>	<i>Use of office & Internet</i>	<i>£26.00</i>
<i>Baker Dolphin Coach Travel</i>	<i>Garden Club – SALC Fund</i>	<i>£670.50</i>
<i>Somerset Council</i>	<i>Grass cutting</i>	<i>£243.60</i>
<i>Somerset Council</i>	<i>Emptying bins</i>	<i>£608.40</i>
<i>X2 Connect</i>	<i>Repair of telephone box</i>	<i>£121.20</i>
<i>Purnells</i>	<i>Ottertales</i>	<i>£299.80</i>

c. Income received

Interest from bank

£24.46

d. To consider and approve the Risk Assessment for 2025/26 in accordance with Assertion 5 of AGAR.

e. To consider and approve the Internal Auditors Letter of Engagement.

f. To agree an application for an account with SWISCo (Sign shop)

8. Parish Clerks Report

a. See Annexe A – inc. Action List

9. Governance

a. To consider and approve an amendment to Section 9 of the Financial Regulations 2025 as outlined below *Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed. **To consider the maximum value authorised***

*A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council. **To consider removing this paragraph***

*Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month. **To resolve to approve this paragraph***

*Personal credit or debit cards of members or staff shall not be used under any circumstances. ~~OR (except for expenses of up to [£250] including VAT, incurred in accordance with council policy.)~~ **To resolve to approve this amended paragraph***

10. Flooding/Preparedness

To consider report from Cllr Dodge.

Recent email from Mark Weston to confirm meeting of key stakeholders will not be scheduled until after the Easter break, due to non-availability of key personnel.

A report by the operations manager of DrainFix SW was submitted to Richard Dunn two weeks ago, I have requested a copy be made available to those attending the meeting. I await a reply from Richard Dunn.

To agree that Cllr Parker and Cllr Dodge should attend the Somersets Community Emergency Hub Pilot and represent the parish.

11. Village enhancement / Amenities

- a. Lychgate – To receive an update regarding the works to the Lychgate from Cllr Parker.
- b. To consider inviting the Minister of Local Councils to visit the village. – Cllr Parker
- c. To receive an update regarding the application to register the Anchor Inn onto the Asset of Community Value Register – please refer to comms from parishioners about the closing of the Anchor Inn and the response from the owner in item 13.
- d. To approve the replacement of the dead tree at Crossways (Memorial Tree)
- f. To acknowledge a complaint received regarding the Play park provision – refer to communications in Item 13.
- g. To consider any further action to be taken regarding the increased reported incidences of 'fly-parking' in the village. – see comms in Item 13

12. Reports Of Representatives

- a. Public Rights of Way (PRoW) B Birkenhead
- b. Hinkley A & B (B Birkenhead)
- c. OPRA (T Gardener)
- d. Steart Ward (D Dodge)
- e. SALC – Community Health & Wellbeing (S Parker)
- f. Rural Transport -Dowsborough LCN – C Conlon

13. Correspondence/Communication requiring consideration

- a. Concerns raised regarding the increase in precept for 2026-27 from a Parishioner.
- b. Numerous complaints about 'fly-parking' within the village.
- c. Enquiries about the future of The Anchor Inn. A petition has been started to ensure it is re-opened - (Item 11c)
- d. Response from Landlord regarding the re-opening of the Pub. (Item 11c)
- e. Press release from CA West Somerset Advice. Clerk advises that the £100.00 donation recently agreed was not paid for this reason.

14. Forthcoming Meetings/Events/Training

Flood Group Network – 14 April 1800

OVH meeting – 15 April 1830
Dowsborough LCN Highway meeting – 16 April 1000
Flooding and Planning 28 April 1830 (online)
Radioactive waste planning 29 April 1000

15. Matters to be raised at the next Parish Council Meeting.

16. DATE AND TIME OF NEXT MEETING – 14 May 2026 at 7.00pm.

Mrs Stephanie Juniper
Proper Office and RFO

Date: