

Otterhampton Parish Council
Minutes of the Annual Parish Council Meeting
Held on 14th May 2026 at Otterhampton Village Hall, commencing at 7pm

Present

- Cllr L Parsons (Chair)
- Cllr C Sanders (Vice Chair)
- Cllrs M Haycraft, C Bradbury, S Parker
- Cllrs M Caswell (SC)
- Mrs S Juniper (Clerk/RFO)
- plus 4 members of the public

61/26. Election of Chair

Cllr Sanders nominated Cllr Parson as chair of Otterhampton Parish Council for 2026-27 which was seconded by Cllr Haycraft. The motion was carried unanimously by all members present.

62/26 Declaration of Acceptance of Office by Chair

Cllr Parsons duly accepted the nomination of Chair then completed and signed the Acceptance of Office document in the presence of the Clerk.

63/26 Election of Vice-Chair

Cllr Sanders advised members that she no longer wished to stand as Vice-Chair. As no nominations were forthcoming to fill this post, it was moved to carry item forward to the next Ordinary Council meeting.

64/26. Apologies for absence

Apologies of absence were received from Cllr Gardener and Cllr Dodge

65/26 Declarations of Interest and Dispensations

No declarations of interest were made.

66/26 Public Participation Session

Cllr Caswell congratulated Cllr Parsons for her re-election and thanked her for her works in previous years.

He continued to brief members about the difficulties that were currently being experienced within the Planning department of the Unitary Council and that he is not able to advise about any movement regarding the complaint from residents boarding onto the new development at Nursery Close, he will continue to try and chase.

Furthermore, he confirmed that no date has been set for the proposed meeting between all stakeholders regarding the flooding along Brookside, which he is concerned about and will continue to pursue.

A previous chair of the Parish Council advised the members present, regarding current legislation of what can and can't be done on a village green with reference to the potential siting of a shop adjacent to the childrens playground, locally known as the common. He advised that doing this it could be illegal and result in court action. Chair confirmed that the Councilors in the previous meeting had opposed such action.

Signed by Chair_____

Date_____

67/26 Minutes of the previous meeting.

The minutes of the ordinary meeting held on 9th April 2026 were RESOLVED and signed as a correct record by the Chair.

68/26 Matters Arising

Cllr Parker updated the members regarding the refurbishment works to the Lychgate and confirmed that he was confident a grant would be awarded to cover the cost of the temporary scaffold and reimburse the Council the agreed initial spend of £2000.00, as this was considered a matter of Health and Safety.

Cllr Sanders advised that she has seen the PCSO in the village.

69/26 Committee and working group arrangements

The following appointments of Representative were confirmed as detailed below:

- Otterhampton Village Hall – Cllr Parsons
- Community Forum – Cllr Haycraft
- Hinkley SSG (A&B) – Mr B Birkenhead
- Health & Wellbeing (SALC) – Cllr Parker
- Emergency Planning – Cllr Parker
- Dowsborough LCN – Cllr Sanders/Cllr Gardener
- OPPT – Cllr Sanders/Cllr Haycraft
- School Liaison – Cllr Parsons
- Public Rights of Way – Mr Birkenhead
- Defibrillators – Mrs R Perrett
- Rural Transport (LC) – Ms C Conlon
- Somerset Community Emergency Hub Pilot – Cllr Parker

70/26 Renewal of Insurance

Renewal notices and accompanying policies were circulated to members prior to the meeting. It was AGREED by all to accept the Insurance renewal proposal provided by Clear Councils for the sum of £1301.26 to include IPT of £139.42 commencing the 1st June 2026.

71/26 Review of expenditure under Section 137 of the Local Government Act 1972

Members AGREED and confirmed that no spending under Section 137 has taken place since the last Annual Parish Council meeting.

72/26 Review and adopt Council policies and procedures

The following procedures and policies were circulated prior to the meeting and were unanimously adopted by all members present and dates amended.

- a. Freedom of Information Policy 2026
- b. Press Policy 2026
- c. Safeguarding Policy 2026
- d. Financial Regulations 2026

Discussion took place regarding the Complaints Policy and para 3.6. Cllr Parker suggested that the wording was changed to 'No anonymous complaints would be considered by the Council'. Clerk was not able to ascertain a clear decision regarding this from the recorded audio, so will include in the Agenda for the following meeting.

73/26 Planning Matters

Nil

74/26 Finance / AGAR

- a. The Annual Governance Statement for the year ending 31st March 2026 (s.1 of the Annual Return 2025/26) was considered and duly APPROVED.
- b. The Annual Accounting Statement for the year ending 31st March 2026 (s.2 of the Annual Return 2025/26) was considered and duly APPROVED.
- c. The Bank Reconciliation and budget statement for April 2026. Current total balance is £75,643.35 was considered and duly APPROVED.

d. The following payments / receipts (inclusive of VAT), plus any invoices presented after the agenda has been published were APPROVED

- SLCC Purchase of Arnold-Baker on Local Council Administration 14th Edition	£169.87 +pp
- OVH hire of hall (SALC Fund)	£27.00
- Staff Costs	£1197.67
- Starboard Services (Scribe)	£37.20
- SwisCo Ltd	£480.00
- Somerset Council (Grass Cutting)	£355.26
- OVH Hire of hall (shop and art)	£75.50
- HMRC	£510.34

e. The following income received to the end of April 2026 was noted

- Interest £25.99
- 50% Precept £16,125.00

75/26 To review subscriptions and memberships

The following subscriptions were reviewed and it was RESOLVED unanimously to continue and renew as they become due.

- CPRE
- SALC/NALC
- Parish Online
- Scribe
- Office 365. Clerk advised that it will become necessary to upgrade the subscription to ensure correct compliance in the future and will look further into the matter regarding funding

Papers outlining the benefit of funding the Clerk to become a member of SLCC was circulated prior to the meeting. It was unanimously AGREED to look into the costs of membership.

76/26 Parish Clerk Report

See Annex A

Members RESOLVED to proceed with the use of Foamstream within the village to be carried out twice a year. Clerk to action.

Cllr Haycraft informed members that two signs have fallen off along the track which need replacing.

77/26 The Anchor Inn

Clerk confirmed that she has received communication from Somerset Council acknowledging receipt of the potential planning breach notice and are investigating the problem. This is despite several

parishioners having lodged the same, being advised that the matter has been closed and no further action is being taken.

Cllr Parker updated the members regarding the progress of the application for Asset of Community Value and advised that he has submitted this application to the relevant parties on the 27th April 2026.

78/26 The Village Shop

Members have ruled out the possibility of siting a village shop on the grassed area adjacent to the Children's play area. Proposed by Cllr Haycraft and seconded by Cllr Sanders and AGREED by all members.

Cllr Parker agreed to submit an application for the Village shop to be made an Asset of Community Value (ACV).

The possibility of carrying out community engagement regarding the future of the shop was considered – no further action to be taken at this moment.

The possibility was considered to site the shop within the village hall and move the bar upstairs, decision to be made by OVH/Village Hall

79/26 20mph speed limit in Village

Proposal by parishioner who has kindly agreed to fund 'traffic' mirrors at two locations within the village, namely the junction of Brookside, Riverside and Church Hill (electricity pole No.6, subject to relevant agreements) and the blind bend on the junction of Ship Hill and Riverside up to a maximum of £1500.00 was considered. Clerk to contact SC and seek permission.

80/26 Correspondence/communication requiring consideration

The following documents were circulated to members prior to the meeting

- a. Slides from PCSO Trevor Philips
- b. Connectivity Plan Consultation from Somerset Council
- c. Dowsborough LCN nature recovery plan

81/26 Forthcoming Meetings/Events/Training

- a Annual meeting of the Parish – 28th May 2026
- b Hinkley Main Site Forum – 4th June 2026
- c Dowsborough LCN – 17th June 2026
- d Transport Forum – 25th June 2026
- e Dowsborough LCN AGM 30th June 2026
- f Dowsborough LCN Highway meeting 30th June 2026

82/26. Items for information only/ future agenda items

To note matters for the future agenda. No decisions may be made under this item
Nil

83/26 Date and time of next meeting – 11th June 2026 at 7pm

Meeting closed by chair at 2130

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
11.09.25	To change the postal address with Lloyd's bank	123/02-1	Cllr Gardner	
	Add Cllr Bradbury as signatory to Lloyd's bank acct	123/25-3	Cllr Gardner	
	9/4/26 - Apply for a debit/credit card	Financial Regs	Cllr Gardener	
11.09.25	Contact 20's plenty charity for assistance with Highways application- Purchase banner – needs siting	124/25-1	Cllr Parker	Banners are now displayed
	9/10/25 Progress application for 20mph in the village	Item 11. b	Full Committee	Resolutions need to be made for application and budget setting. Matter to be raised at next LCN Transport meeting for advice. Update – Cllr Parker attended meeting
	9/4/26 'Traffic mirror	54/26	Clerk	
1.09.25	Contact campaign for rural Somerset grant from CPRE re: fingerpost sign on the Ci82 junction to Otterhampton Get a price from Contractor	124/25-3	Clerk	Poss. Insurance claim – matter to be raised at next LCN Transport meeting for advise. Update – Cllr Parker attended meeting
11.09.25	Photo to be taken of the church for the new village sign	124/25-2	Cllr Gardener	Contact local resident to potentially do a painting. PUT ON AGENDA FOR ?
14.09.25	Contact Angling Association regarding vegetation	Village walk	Clerk	Update – Chased as still not completed. Waterside Manager will do a site visit. Asked if PC has done anything about the land that has been 'grabbed' resident. I respectfully advised that it wasn't a PC matter.
14.09.25	Works to Village road signs inc entrance sign	Village walk	Clerk/ Cllr Parker	SP has taken photos To be added to agenda when time allows
9/10/25	Arrange a Riparian workshop	Item 12b	Clerk	Waiting for a proposed date from Dr Elliston 12.2.26 Needs follow up. One person responded to potential course
9/10/25	Look at the possibility of food vans coming into the village Fish & Chips/Pizza/Bread van	Item 16e	Clerk	Update – Pizza van will be starting in village on a Friday, monthly from 10 th April - outside Village Hall. Pizza van is being received very well along with the F&C van.

Signed by Chair _____ Date _____

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
9/10/25	Need a form to register update of interest	Item 19a	Clerk	Form circulated.- Send a form to Lindsey
9/10/25	Review success of Foamstream application in the Spring	145/25-g	Clerk	Some weeds are starting to appear in the Play park and quite a lot along the curbsides, Consider instructing Greenslades.
9/10/25	Contact Boat Club regarding works being carried out on the embankment – PC side	138/25	Clerk	Update – Further letter sent asking for additional debris to be removed. Clerk to contact Port Master to see what PC responsibilities are when time allows
9/10/25	Village Common Contact Colin Leppard regarding SSSI	138/25	Clerk	Cllr Parker has had a meeting with the Steven Parker from the Rare Plant Society who detailed plants within the area.
	14/5/26 After carrying out some research it seems that the SSI might need to be re-affirmed. Update required		Clerk	
	14/5/26 Get clarification of area of grass to be cut behind the goal post	54/26	Clerk	
11/12/25	Anchor Inn – Raise potential planning breach with Council	162/25	Clerk	Chased, Still waiting to be reviewed by Planning Dept 12/5/26 – Confirmation received from SC that they received the notification in Jan!
			Cllr Parker	In response to a letter to Sir Ashley Fox from SC, it was confirmed on the 9 th Feb by the Planning Dept that they had received the Notice lodged by myself. To be chased up with relevant parties. ACV application being prepared
12/2/26	Arrange a meeting with interested parties regarding the works to Brookside. Richard Dunn, Paul Elliston, SRA, EA, landowner, FWAG	Item 8	Clerk Cllr Dodge	Update – See Agenda Item Still waiting for a date
	Get some signage for dog fouling and put up	Item 11	Clerk	
12/2/26	Refurbishment of Lifebuoy stand and noticeboard on the Pill	Item 15.26	Clerk	
12/2/26	Promotion of Slinky bus available to all	19.26	Clerk	

Initialed by _____ Date _____

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
12/2/26	Clearance of vegetation on the embankment opposite the entrance to nursery Close			Village Gardener instructed, but not yet completed
12/2/26	Contact Karen Barnes at the council regarding Fender Orchard not being cleaned	27.26	Clerk	
	Set up a village Preparedness Work Group		Clerk	Update – 3 x volunteers plus one Cllr to attend workshop Training on the 23/3/26
9/4/26	Traffic Mirror -	54/26	Clerk	
9/4/26	Memorial Tree – Arrange for a Sweet Chestnut to be purchased and planted	56/26d	Clerk Cllr Haycraft	
9/4/26	Play Park – Formalise routine inspections	56/26e	Clerk	
	Gates open outwards	56/26e	Clerk	Discuss with ROSPA regarding this
14/5/26	Football nets – Needs replacing		Clerk	Checked with Cllr Gardener if there is one available?
9/4/26	Diary – Consider putting a village events calendar on the website		Clerk	Not to do
9/4/26	Arrange Parish Annual Assembly		Clerk	Invites sent out, still need email/addresses please Is hall booked?
9/4/26	Circus on the Common – Agree Promotors form. https://www.surveymonkey.com/r/XVM5M26		Clerk Cllr Parker All	
7/5/26	SALC Survey – To be completed by the 18 th May		Cllr Parker	
	Missing signs on the common and on the track by the Brownie Copse bench both needs replacing			

Additional Notes

Councilor Addresses - S.65 English Devolution and Community Empowerment Act 2026 removes the requirement for local government members home addresses to be published in England and Wales. (From 29th June). In addition, a newly added section to S32a of the Localism Act 2011 requires that councils do not publish these details in public registers of interest. Although these will need still to be declared and available internally.

Initialed by _____

Date _____

Abandoned Boats – They have gone! Thank you sent to Stacey Walker for her assistance with the matter and EDF.

Fly Parking – Continues to be a massive problem. Parishioner is having a meeting with Stacey Walker via Zoom to explain his concerns. Waiting for a date for meeting with Stacey and Cllr Sanders.

New houses at Cornish Close – Resident remains concerned that the builders will not putting up fencing

Brownie Bench – Invitation from the Brownies - Please could I ask you to notify the parish council of a Brownie event on Monday June 15th. We will be meeting at the new Brownie bench and would like to invite some parish council members to come along so we can have a couple of photographs taken. We meet from 6 - 7.30p.m. and you would be welcome to fix a time that suits. Hopefully Barry Leathwood would be able to come along with his camera.

Thanks to Tina for covering whilst I was away.

Initialed by_____

Date_____

Public Rights of Way

Mr B Birkenhead

It was reported by Mr Birkenhead that there had been complaints received from parishioners on social media about the newly created footpath around flood barrier works. He contacted the Flood Barrier company who will look into improving it.

Health and Wellbeing

Cllr Parker

A number of events have taken place since the last meeting, namely a Propagation Day, day trip to Wells which were all very successful. The final cost of the trip to Wells was £300 which has come from the SALC fund, the aim in the future is to break even. Cllr Parker asked that the clerk pays a speakers for the Art Club to be paid directly from the SALC fund, Cllr Parker confirmed that he will get an invoice to Clerk asap. Cllr Parker proposed the signing of the Agreement form between the Parish Council and the promoters of the Circus event to be staged on the 17th June, this was delegated to him by all council members. Cllr Parker also reported to members that a 'circus workshop' will cost just £523.00 but he will seek to get sponsorship for this act. Cllr Bradbury offered to speak to OPRA to see if they would be agreeable to supporting organising the event. Cllr Parker reported that it was important to ensure sustainability of the SALC fund and would be looking to sell event tickets at £15 per family (2 x adults and 2 x children) or £5 per person.