

Otterhampton Parish Council
Minutes of the Ordinary Parish Council Meeting

Held on 9th July 2026 at Otterhampton Village Hall, commencing at 7pm

Those present were advised that the meeting was being recorded for the purpose of minute taking

Present

- Cllr L Parsons (Chair), Cllr C Bradbury, S Parker, T Gardener, C, Sanders
- Cllrs M Caswell (SC) & Cllr Bolt
- Mrs S Juniper (Clerk/RFO)
- plus 3 members of the public

101.26 Apologies for Absence

Cllr D Dodge, Cllr Haycraft

102.26 Declaration of Interest & Dispensation

No declarations were made.

103.26 Election of Vice-Chair

Cllr Parker was proposed to hold the position of Vice-Chair by Cllr Gardener and seconded by Cllr Sanders which was AGREED by those present. Acceptance of Office document to be signed at the next meeting due to technical issues with the printer.

104.26 Public Session (including Ward Councilors Report)

Cllr Caswell confirmed that the Government has awarded Somerset Council £50 million for flood mitigation and defenses, he voiced his concerns that the money will not be distributed across the entire county. However, as a board member of the Somerset Rivers Authority, which will have responsibility of allocating the funding, he will work hard to ensure that Combswich and surrounding areas are not left out.

The recent heat wave has had affected the new road dressings which have been laid.

Still waiting for a meeting date with stakeholders regarding Brookside Road. Cllr Caswell stated that it is very important that everyone sings from the same hymn sheet!

Cllr Bolt advised Council that he has been trying to establish who is responsible for the trees in the small green area off Wharf Road/Estuary Park. He has been advised that Highways maintain them, but it doesn't show up on their planner as being theirs. Cllr Gardener advised that Sedgemoor used to maintain it. It might become an area which OPC may be able to take on responsibility for, but to be aware of the potential problems that might come with it, due to the size of the trees. Cllr Bolt was advised that a parishioner has raised a concern regarding the effect on their property particularly regarding the large hornbeam tree. He is raised an enquiry with Land Registry.

Members were updated regarding the changes to the planning procedures at Somerset Council. The number of Planning Committees are being reduced from 5 to 2, potentially resulting in a reduced opportunity for communities to have a say about local planning issues, if any at all

A resident informed the members that he has contacted Somerset Council regarding the closure of the access to 'ponds' and asked that the matter be revisited and looked at by the planning inspectorate where it has sat for a number of years.

Members were advised that the editors of OtterTales are looking to do a number of articles regarding the forthcoming elections in May 2027 to promote nominations for Parish Councilors.

Signed by Chair_____

Date_____

An issue was raised about reducing the speed of traffic along the C182 in particular a 30mph outside the village. However, Cllr Bolt advised that he has been trying to achieve this for many years, but it unfortunately doesn't fit the criteria.

105.26 Minutes of the Previous Meeting

The minutes of the Annual Parish meeting held on 11th June 2026 were approved after several typos were amended and signed as a correct record.

106.26 Matters Arising from Previous Minutes on the Agenda.

Cllr Parker confirmed that he has not yet applied for the village shop to be made an Asset of Community Value.

Cllr Gardener advised that she is still to action the nomination for the Chairs Award but will do so.

107.26 Planning

39/26/00005/TTE – 9 Nursery Close TA5 2JB application was submitted post Agenda being published.
- All Councilors agreed that there were no objections

108.26 Finance

- a) The budget statement and bank reconciliation for June 2026 was circulated prior to the meeting and was agreed. The balance at the 30th of June 2026 was **£68071.59** The following invoices were approved for payment / receipts (inclusive of VAT)
- b) The following invoices were approved for Payment.

Service Charge	Lloyds Bank	£4.25
Staff Costs	To include HMRC payment	£1506.38
S Juniper	Use of home office	£26.00
ICO	ICO Registration	£56.00
Village Hall	Grant payment – 5% of precept	£1610.00
Viking Office Supplies	Stationary	£58.62
Somerset Council	Grass Cutting	£216.00
Solopress	Otter Tales printing	£245.77
Local Authority Technology CIC	Parish Online	£378.00
Clear Council Management Ltd	PL & EL Insurance	£1356.26
Flying Colours	Replacement Flags	£155.46
Amazon	HP Ecosmart Tank Printer	£223.99

- c) The following income was noted.

Lloyds Bank	Interest Received	£27.38
Harbour View Bar	Sponsorship for Circus-on-The-Common	£150.00

- d) To note that the AGAR report has been sent to the External Auditor.

109.26 Governance

It was resolved 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

110.26 Parish Clerk Report (See Annex A)

- a) Clerk briefed the members of actions taken, works completed and those outstanding. Action list was circulated to members prior to the meeting for their consideration. Items in red indicates action taken since previous meeting.
- b) It was RESOLVED unanimously that the Council would support the Clerk to complete the CiLCA qualification and meet the associated costs in accordance her Employment Contract.
- c) It was further RESOLVED to fund the hours worked for the Clerk to attend the Financial Regional Training Seminar provided by SLCC on either the 16th of September 2026 or the 26th November 2026. Clerk has agreed to pay accommodation costs.
- d) It was noted that the Clerk will be on annual leave from the 10th of August 2026 until the 23rd August 2026.
- e) It was AGREED to rearrange the Annual Village Walk to the 30th of July 2026, meeting outside the school at 1800.

111.26 To confirm the following representatives of Committees.

- a) Transport Forum (Hinkley) – Cllr Dodge, not present so referred to following meeting
- b) Steart Forum – Cllr Dodge, not present so referred to following meeting
- c) Somerset Community Emergency Hub Pilot – Cllr Dodge, not present so referred to following meeting.

112.26 Fly Parking

Communications from Somerset Council regarding the siting of yellow lines was circulated to Councilors prior to the meeting. The issue with the BMW being parked in Estuary Park seems to be resolved. It was AGREED to include an item in OtterTales to invite comments from local residents.

113.26 Flooding/Preparedness

We are still waiting for a mutual date for the meeting between Stakeholders.

The use of the Village Hall and/or the school was AGREED by members for use as an Emergency Hub. Councilors extend their thanks to both parties for their assistance with this matter.

114.26 Village enhancement / Amenities

Lychgate – Cllr Parker confirms that he is still waiting for final figures from Professionals and hope to have them by September.

Anchor Inn – Members advised by Cllr Parker that the Asset of Community Value has been approved under the Localism Act 2011, but not under the Community, Empowerment and Devolution legislation. Clerk to seek clarification.

BBC Repair Shop – Consideration was given to what might be nominated to the BBC for refurbishment by the BBC Repair Shop. The Combwich Buoy, The Fives Wall, The Lychgate. Cllr Parker proposed that The Fives Wall was nominated, this was seconded by Cllr Gardener.

Circus-on-The -Common – Cllr Parker updated those present regarding the planning of this event. Cllr Gardener suggest the use of wristbands.

Play Park Inspection – Members RESOLVED that the Clerk was authorised to deal with any matters arising after receipt of the annual Playpark inspection, subject to budget availability due to no Parish meeting in August 2026.

115.26 Community Engagement

Several ideas were considered by the Councilors to improve Community Engagement between the Parish Council and Parishioners. They included better use of Social Media i.e. monthly 60 sec reports of progress each month, consider engaging a student from the village who might be interested a marketing/politics career to provide work experience (volunteering), Plan and execute community events (Christmas Decoration competition), plus others, Armed Forces Breakfast (next Armed Forces Day), Councilors to be more visible within the Community (Photos within the Noticeboards), Consider setting up a Youth Group Forum. Clerk to prepare a visibility study for September's meeting.

Cllr Parker suggested that FB was only used to direct Parishioners to the website and that the Council does not engage on FB. It is suggested that comments are turned off to prevent the unpleasant comments and any appropriate comments is emailed directly to the Clerk.

116.26 Reports of Representatives

a) Public Rights of Way (PRoW) - B Birkenhead

Mr Birkenhead has been clearing some of the styles over the past few weeks with his wife, currently working on the style by the brook along Estuary Park.

b) OPRA - Cllr Gardener

Dog show was postponed due to the heat. New date to be announced.

c) SALC – Community Health & Wellbeing (S Parker)

Nothing further

d) Dowsborough LCN (T Gardener) - Notes previously circulated via email

Cllr Gardener expressed how disappointed that very few Parishes were represented at the AGM.

e) Hinkley SSG (A&B) – (B Birkenhead)

I have received a detailed report from the SSG about the HPB emergency plan, and I have attached a condensed version which may be of interest to the Councilors. Other than that, the members of the SSG will be making a visit to both HPA and HPB in September. See Annex B

f) Emergency Hub – (S Parker / D Dodge)

Nothing further

117.26 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

118.26 Forthcoming Meetings/Events/Training

- Seafarers Service – 12th 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)

119.26 Any other Matters

Cllr Parker and Clerk meet with Green Mantle regarding Wharf Road. To be added to the next Agenda Village gardener to be instructed to trim back the brambles.

DATE AND TIME OF NEXT MEETING – 10th September 2026 @ 7pm

Meeting Closed by Chair at 2038

Initialed by_____

Date_____

Annex A

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	Outstanding – Cllr Gardener is in the process of sorting out.
	Add Cllr Bradbury as signatory to Lloyd's bank acct	123/25-3	Cllr Gardner	Outstanding – Cllr Gardener is in the process of sorting out
	9/4/26 - Apply for a debit/credit card	Financial Regs	Cllr Gardener	Outstanding. Please action as I need to be able to pay for items. Clerk advised to go ahead and apply
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	See communication from Highways Item 17 – SC informs that they do not allow the siting of traffic mirrors. Permission for this would need to come from the DoT and they will not apply. If the private individuals site a mirror, they will then have liability if anything goes wrong.
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 advice. 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. Agenda Item June 2026 08.07 - Photos taken by staff from Hinkley using a drone today, photos to be available next meeting.
14.09.25	Works to Village Road signs inc entrance sign	Village walk	Clerk/ Cllr Parker	SP has taken photos Agenda item June 2026 08.07 - need to get prices for repairs
9/10/25	Arrange a Riparian workshop	Item 12b	Clerk	Waiting for a proposed date from Dr Elliston 12.2.26 Needs follow up

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
9/10/25	Review success of Foamstream application in the Spring	145/25-g	Clerk	08.07 - Waiting for Dave (Greenslades) to get back to me with updated prices. Further Action – Further action agreed Clerk can authorize if it is within the prescribed budget
14 th May 26	Email Karen Barnes SC to cancel weed killer application		Clerk	08.07 - see email in communication (shared folder). Further Action from meeting – Get a quote for this area to be done by PC and advise that OPC is happy to do the weeds in this area.
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
				08.07 - See email in communications (shared folder) Further Action from meeting – Clerk to arrange a meeting
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	8/6/26 – Clerk had a meeting with Colin Leppard who is the Responsible Officer for English Nature to be added to the July Agenda
				08.07 - See email in communications (shared folder) Further Action from meeting – Clerk to arrange a face to face arrange a meeting.
	14/5/26 Get clarification of area of grass to be cut behind the goal post	54/26	Clerk	As above
				08.07 - Arranged with EDF to take a photo of common using drone and send to Colin Leppard
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!

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
				In response to a letter to Sir Ashley Fox from SC, it was confirmed on the 9 th of Feb by the Planning Dept that they had received the Notice lodged by myself. To be chased up with relevant parties.
			Cllr Parker	ACV application being prepared
				08.07 - ACV application has been approved – to be communicated to residents
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 08.07 - Dr Elliston contacted with dates not, had a reply.
	Get some signage for dog fouling and put up	Item 11	Clerk	Works order sent to village gardener to action 08.07 - Clerk to chase
12/2/26	Refurbishment of Lifebuoy stand and noticeboard on the Pill	Item 15.26	Clerk	
12/2/26	Clearance of vegetation on the embankment opposite the entrance to nursery Close			08.07 - Meet with Pat from Greenmantle and plan discussed, waiting for him to get back with prices.
	Set up a village Preparedness Work Group		Clerk	Update – 3 x volunteers plus one Cllr to attend workshop Training on the 23/3/26 Meeting has taken place of the Emergency Hub Planning to explore how it will work. To be added to the Agenda for July's meeting
				08.07 – Village hall and school have agreed to be registered as an emergency hub
9/4/26	Memorial Tree – Arrange for a Sweet Chestnut to be purchased and planted idc	56/26d	Clerk Cllr Haycraft	
9/4/26	Play Park – Formalise routine inspections	56/26e	Clerk	Send Mike inspection sheets
14/5/26	Football nets – Needs replacing		Clerk	Two parishioners have kindly agreed to paint the goal posts, and I have someone who will help put the net up once this is done. The nets have arrived

Date of Meeting	Action to be taken	Ref No:	By Whom	Update/Completed
9/4/26	Circus on the Common – Agree Promoters form. https://www.surveymonkey.com/r/XVM5M26		Clerk Cllr Parker All	Cllr Parker to arrange a meeting of event planning committee. 08.07 - Organisation going ahead nicely, hopefully it will be a good turnout, all encouraged to sell tickets please and promote event
14/5/26	Missing signs on the common and on the track by the Brownie Copse bench both needs replacing		Clerk/Village gardener	Village asked to look at this and action. 08.07 - Needs redoing as it has fallen off.
14/05/26	Look into upgrading Office 365 and getting a computer company onboard		Clerk	
14/05/26	Remove addresses from website and Register of Interests		All Cllrs	08.07 - See Parish Briefing Sheet in communication file (shared folder). All Cllrs to update their ROI
9/06/26	Report of tree fallen across the Brook		Clerk	08.07 - Resident removed it. Matter closed.
June 2026	Playground Inspection due		Clerk	To take place in June 08.07 – chased up to see if it was carried out, no reply yet,
NA	Report from Parishioner about the trees in Estuary Park on land just off Wharf Road		Clerk	08.07 Email sent to Karen Barnes along with photos and map advising of the complaint and potential issue that it might cause structural problems.

Hinkley Point SSG

The Hinkley Point A & B Site Stakeholder Group recognises that Hinkley Point B has entered a different phase, having stopped generating electricity in 2022 and been declared fuel free in January 2026. Based on the information provided, the SSG does not object in principle to a proportionate revision of the off-site emergency planning arrangements, provided Somerset Council is satisfied that the proposal is fully supported by the Consequences Report, regulator input, public health advice and partner-agency consultation. The SSG's main concern is communication. The change must not be understood by residents as simply "ending the emergency plan" or reducing oversight. Hinkley Point B will remain a regulated nuclear licensed site, and the wider Hinkley Point area includes Hinkley Point A, B and C, each with different risk profiles and responsibilities. Somerset Council should therefore publish a clear plain-English explanation of what is changing, what is not changing, how the public would be warned and informed in future, and how responsibilities will be maintained during the expected transition to NDA / NRS. The SSG also asks that Somerset Council, EDF, NRS, ONR and relevant partners provide a future update to the SSG once the consultation has concluded, so members and the public can understand the final determination and ask questions. The SSG supports risk-based and proportionate emergency planning, but community confidence will depend on transparency, continuity and clear communication.