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|  | **Otterford Parish Council**  **Minutes of the meeting held on Tuesday, 12 November 2019 at 19.30 hrs.**  Present: OPC Councillors Mike Canham (Chairman), Charlie Field, Lucy Montgomery, John Marsden and Phil Wright, SCC Councillor John Thorne and the Clerk. |  |
| Item | Detail | Action |
|  | The Council presented former Councillor and Vice Chairman, Rosie Viant with a retirement present as a thank you for her 16 years of service on the Council. |  |
|  | **Community Time**  None. |  |
|  | Reports from other organisationsSCC Cllr John Thorne’s report is appended to these minutes. He was frustrated by the limitations in getting anything done during ‘Purdah’. He participated and advised in the discussions below in paragraph 5.5. |  |
|  | **Apologies**  None. |  |
| **2.** | Declarations of Interest  1. *Cllr Canham is a member of the Otterford Parish Hall Committee* 2. *Cllrs Canham and Montgomery are Trustees of the Otterford Charity* 3. *Cllr Field declared an interest in Item 5.1*   There were no further Declarations of Interest in agenda items that accord with any Disclosable Pecuniary Interest (s31 & 33 of the Localism Act 2011). |  |
| **3.** | **Meeting of 1 October 2019** |  |
| 3.1 | The minutes of the previous meeting were agreed and signed. |  |
| 3.2 | Matters arising: |  |
| 3.2.1 | Corfe Hill fingerpost. The repair was in hand. | PW |
| 3.2.2 | Waterhayes Lane – gullies. Cllr Wright had dug out the gullies. The Clerk had asked SCC to jet the drains there, and would check to see if the work had been completed. | **Clerk** |
| 3.2.3 | ACV meeting with the Candlelight still TBA – added to pending list. | **Clerk** |
| **4.** | **Planning** |  |
| 4.1 | New applications: 29/19/0010, Conversion of garage into annexe accommodation at Mill Leat, Bishopswood. The Council had no comment on this application. |  |
| 4.2 | Applications granted, withdrawn or refused: none |  |
| **5.** | **Other Matters** |  |
| 5.1 | Otterford B. The Council approved an updated position statement regarding Otterford B; this would be lodged with SWATDC for their reference in any future discussions about its designation as a travellers’ transit/permanent site. |  |
| 5.2 | 999 ‘phone. This had now been fitted on the parish hall wall next to the defibrillator and was operational. |  |
| 5.3 | First Aid course – This had now taken place and 11 people had been trained (the Clerk is also a trained 1st aider- her certificate expires in 2020). |  |
| 5.4 | Otterford Amble. Ten hardy walkers had tackled this walk in filthy weather. Some waymark discs were replaced en route. The walk was terminated at Fyfett and the rest of the walk would be rescheduled in the Spring. Cllr Wright had found an extra off-road post below the Sparks’ Farm; this would be dealt with next year. |  |
| 5.5 | Road safety in Otterford. Cllr Canham had collated the reports from parishioners about accidents/near misses at the dangerous road junctions in the parish. Various approaches were discussed. It was agreed to draft a detailed lobbying paper to be submitted to SCC Cllr Woodman, Cabinet Member for Highways, and invite him to attend an on-site meeting at the junctions (Cllr Thorne to be invited). The Council would reiterate its offer to contribute to the costs of any new signage. | **Clerk/MC** |
| 5.6 | VE Day 2020(VE75). The Council was still waiting to discuss the matter further with the Candlelight Inn. | MC |
| 5.7 | 16th Parish Litter Pick. This would take place on 16 November. |  |
| 5.8 | Community First Responders. The Council agreed to look into this scheme further. | **Clerk/MC** |
| 5.9 | Climate Change. Many principal local authorities had declared a Climate Emergency, and a growing number of Town and Parish Councils were beginning to do so. It was agreed to consider this matter, research more fully, and discuss in more detail at the March 2020 meeting. | **All**  **(Mar 20)** |
| **6.** | **Correspondence**  The Clerk reported that she had received an email from Mr Godsmark about the Conservation Group. He had advised that the Group had agreed they should be disbanded in the light of the insurance requirements. Members of the Group would be happy to assist in any practical conservation work the Council organised in the future. |  |
| **7.** | **Financial matters** |  |
| 7.1 | Half year financial overview. The Clerk circulated a half yearly summary of the Council’s financial position. This was noted. |  |
| 7.2 | Monthly Financial summary. This was noted. |  |
| 7.3 | Payment of Invoices. One cheque was signed. |  |
| 7.4 | Parish Precept. The Council agreed not to introduce a parish precept. | Clerk |
| 7.5 | Credit Card. The Council agreed to apply for a Barclays credit card (free provided the credit limit is not exceeded and the balance is paid off each month) for use by the Clerk and the Chairman, so that they could stop having to pay for items themselves and reclaim the money. The Financial Policy document would be updated to reflect use of a credit card and additional monitoring arrangements. | Clerk |
| **8.** | **AOB** |  |
| 8.1 | The Clerk advised that Cllr Canham had been elected as a member of the Blackdown Hills AONB Management Group (this would give the Somerset ‘side’ of the AONB better representation) and would also join the BHPN Steering Group. |  |
| 8.3 | The Council agreed to move the June 2020 meeting to the 3rd Tuesday, 16 June. |  |
|  | **The next meeting of the Council will take place at 7.30pm on Tuesday 10 December 2019.** |  |