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|  | **Otterford Parish Council**  **Minutes of the meeting held on Tuesday, 10 March 2020 at 19.30 hrs.**  Present: OPC Councillors Mike Canham (Chairman), Charlie Field (Vice Chairman), Lucy Montgomery, John Marsden, Phil Wright, SCC Councillor John Thorne and the Clerk. |  |
| Item | Detail | Action |
|  | **Community Time**  None. |  |
|  | Reports from other organisations SCC Cllr Thorne  TDBC Cllr Ross Henley – not present. |  |
|  | **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*   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 14 January** |  |
| 3.1 | The minutes of the previous meeting were agreed and signed. |  |
| 3.2 | Matters arising: |  |
| 3.2.1 | Salt bins – The empty salt bin near the Candlelight Inn had, finally, been partly filled. There is some salt in the other bins – but the Council will continue to request they be fully topped-up. | **Clerk** |
| 3.2.2 | Community First Responders – the Clerk had chased but had not yet had a reply to her appeal. | **Clerk** |
| 3.2.3 | Council Credit card – Barclays have still not replied about their reasons for refusal. | **Clerk** |
| 3.2.4 | Fingerpost from top of Corfe Hill - Cllr Wright still to report back on internal scaffold pole and length of both post and pole.  Cllr Field still to report back on whether SCC insurance will pay for replacement arm. | **PW**  **CF** |
| **4.** | **Planning** |  |
| 4.1 | New applications: *29/20/0001* Erection of a single storey extension to the side of Waterhayes Cottage, Waterhayes Lane, Otterford. The Council had no comment on this application. |  |
| 4.2 | Applications granted: [*29/19/0016/LB*](https://www2.somersetwestandtaunton.gov.uk/asp/webpages/plan/PlAppDets.asp?casefullref=29/19/0016/LB)*,* and *29/19/0017*, Erection of single storey extension on the north-west elevation with various internal and external alterations (amended scheme to 29/19/0001) at Woodend Farm, Bishopswood. |  |
| **5.** | **Other Matters** |  |
| 5.1 | Election of Vice Chairman – Councillor Field was unanimously elected as the Council’s Vice Chairman. Clerk to provide necessary documentation for Cllr Field to sign. | **Clerk/**  **CF** |
| 5.2 | VE Day 2020 (VE 75) – A final programme had been agreed with the Candelight Inn and a poster advertising the events had been produced. | **MC** |
| 5.3 | Climate and the environment – The Council agreed the following statement: ‘Otterford Parish Council recognises the need to reduce the current level of carbon emissions, and – acknowledging our rural location in the Area of Outstanding Natural Beauty – has agreed to start to take a range of practical steps to assist this.’  A number of initial actions were agreed and progress would be reviewed in six months.  Cllr Marsden to talk to the tenant of the Holman Clavel about establishing a community orchard in one field.  BHPN was lobbying the government to offer an EVCP grant for installation at ‘leisure places’, and will be exploring options to provide water points for cyclists – it was agreed to support these initiatives.  Climate & the Environment will be reviewed in 6 months. | **Clerk**  **JM**  **MC** |
| 5.4 | Otterford B – the Council noted SWATDC Executive’s decision to defer a decision on Otterford B. | **MC/JM** |
| 5.5 | Road safety – the Council noted SCC’s refusal regarding road safety improvements in the parish. SCC Highways has taken a number of measures recently to improve sightlines at the Corfe Hill crossroads, including better signage and some tree thinning. However, they are resisting the introduction of Stop signs as the junctions do not meet national criteria. They have explained that they monitor the junctions regularly and will keep matters under review. The Council remains of the view that this is insufficient. |  |
| 5.6 | Otterford Church – Grant 2019/20 – the Council agreed to meet the full costs of grass cutting from the grant contingency reserve, the remainder of the reserve to be returned to general funds. | **Clerk** |
| 5.7 | A Summer Fete 2020 – The Council agreed in principle to go ahead with a BBQ ‘Bake off’ in the summer to be held in the playing fields. Cllr Marsden to produce costings; Clerk to check insurance would cover. The Council agreed that any profit from the event would be donated to the Teenage Cancer Trust. | **JM**  **Clerk** |
| 5.8 | Otterford Amble 2 - A second walk would take place on 18 April covering the second half of the parish. |  |
| **6.** | **Correspondence**  A consultation about a district-wide design guide to be circulated to Councillors by the Clerk and a response agreed at the next meeting.  The Council noted a letter from the Leader of SWATDC on behalf of Somerset’s four District Councils opposing unitary status was noted. | **All** |
| **7.** | **Financial matters** |  |
| 7.1 | Monthly Financial summary. This was noted. |  |
| 7.2 | Payment of Invoices. A payment to Clarke Wilmott was agreed. | **Clerk** |
| **8.** | **AOB** |  |
| 8.1 | The Clerk had received a quote for new swing seats plus fitting from Alvian. The Council agreed to accept this quote, provided the seats could be fitted before the Easter holidays. | **Clerk** |
| 8.2 | Leak onto road surface near the Candlelight Inn – The Highways Superintendent had reported this to Wessex Water, who had investigated and decided it was a spring and not a pipe leakage. It was agreed to get costs for the making of a drainage channel to re-direct the water from the road. | **Clerk** |
| 8.3 | The Council was sad to hear that Andrew Sparks, co-author of the Otterford Book, had died. A condolence card would be sent to his son. Stocks of the book were getting low - the Council agreed to try to obtain the master copy and get further copies printed, subject to agreement from Linda Gower and the Sparks family. | **Clerk** |
| 8.4 | There was a dead beech tree near the Holman Clavel – to be reported to Highways. | **Clerk** |
|  | **The next meeting of the Council will take place at 7.30pm on Tuesday 10 March 2020.** |  |