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|  | **Otterford Parish Council**  **Minutes of the meeting held on Tuesday, 14 June 2022 at 1930 hrs in the Wright Room, Otterford Parish Hall**  Present: OPC Councillors Mike Canham (Chairman), Charlie Field (Vice Chairman), Simon Macleod, SCC Councillor Sarah Wakefield and the Clerk. |  |
| Item | Detail | Action |
|  | **Community Time**  Councillor Wakefield had submitted a written report prior to the meeting. She outlined the current position regarding the re-organisation and the recruitment of a new Chief Executive. |  |
|  | Reports from other organisations None. |  |
| **1.** | **Apologies**  Councillor Marsden and Councillor Montgomery (holidays) |  |
| **2.** | Declarations of Interest  1. *Cllr Canham is a member of the Otterford Parish Hall Committee*  and *a Trustee of the Otterford Charity.* |  |
| **3.** | **Meeting of 10 May 2022** |  |
| 3.1 | The minutes of the previous meeting were agreed and signed. |  |
| 3.2 | Matters arising: None. |  |
| **4.** | **Planning** |  |
| 4.1 | There were no new, granted or refused applications this month. |  |
| **5.** | **Other matters** |  |
| 5.1 | Projects/activities/events – update.  An updated list was circulated and noted. |  |
| 5.2 | Climate & The Environment Project- Update on Project Action Plan  An updated list was circulated and noted.  It was unclear if there is still some grant funding available from SCC - Cllr Field agreed to check. | **CF** |
| 5.3 | Otterford Playing Fields  *-Six-monthly councillors’ inspection report*  *-Annual Safety Inspection report and consideration*  Both reports had identified some issues which needed addressing. Remedial works would be carried out as soon as practicable by the Parish Handyman(PH) and or the Wednesday volunteers. Additionally there is a thorn tree in the top field near the telegraph pole which needs to be removed.   * *weekly checks*   The Clerk had found 2 new volunteers to do the weekly checks and one of the original ones was happy to continue. She would have a meeting with all 3 very shortly to explain the simplified checks.   * *replacement of ‘castle’ climbing frame and swings*   Alvian’s proposal for replacement of the climbing frame was considered. The general view was that although the principle of replacing the ‘castle’ was accepted this option was too expensive. All to have a look online and see if a suitable alternative large climbing frame could be found. The swings for larger children – taken down last year as unsafe - would also be replaced.  The cost of any replacement play equipment could be met in part through the S106 money which the parish was now eligible to apply for, but the parish would still have to find half the cost. The Otterford Charity could also be approached for a grant and Councillor Canham would investigate that and other grant options. | **Clerk**  **Clerk**  **All**  **MC** |
| 5.4 | First Aid  The Clerk reported that the First Aid course had gone well with 7 attendees. There had been some late drop-outs due to illness. The Council agreed to meet the costs of replacing used or out- of-date items in the parish first aid boxes and to buying some resuscitation masks. | **Clerk** |
| 5.5 | Code of Conduct  The Council agreed to adopt the LGA’s Model Councillor Code of Conduct; this would replace the Council’s existing one. |  |
| 5.6 | Highway Safety  Councillor Canham circulated a paper containing a detailed approach to SCC Highways about dangerous junctions in the parish. There had been several near-misses and accidents recently. SCC had made a number of site visits and subsequent plans to improve junctions, which were welcome, but they were still resisting the replacement of ‘Give Way’ with ‘Stop’ signs and speed restrictions on the Holman Clavel Road. Following two serious accidents in the last six months it was agreed that replacing ‘Give Way’ signs with ‘Stop’ signs at the B3170/Royston Road crossroads should be added to the Council’s priorities for action to be taken by SCC. | **MC** |
| **6.** | **Correspondence**  None. |  |
| **7.** | **Financial matters** |  |
| 7.1 | Monthly Financial summary.  Noted. |  |
| **8.** | **Other business.**  Councillor Canham circulated a report of the Platinum Jubilee weekend which he and the Chairman of Buckland St Mary had agreed. The weekend had gone very well. The final financial outturn should be available next month.  An accident at Chillander Cross had damaged the restored fingerpost. The Wednesday Volunteers had rescued the arms, which were undamaged, but the post itself was cracked. It was agreed to fund the mending of the post. The volunteers will then restore and reinstall the post. |  |
|  | **The next meeting of the Council will take place at 7.30pm on Tuesday 19 July 2022, a week later than usual, in Otterford Parish Hall.** |  |
|  | Penny Hart, Parish Clerk, June 2022 |  |