

## Otterford Parish Council

### Minutes of the meeting held on Tuesday, 12 September 2017 at 19.30 hrs.

Present: OPC Councillors Mike Canham(Chairman), Rosie Viant (Vice Chairman), Phil Wright, Charlie Field, Cllr John Thorne (SCC) and the Clerk.

Item	Detail	Action
	<b><u>Community Time</u></b> None	
	<b><u>Reports from other organisations</u></b>  Cllr Thorne reported <ul style="list-style-type: none"><li>• A reconsultation on the A358 project was being held, but only on the section from West Hatch to Taunton. This would delay the announcement of the preferred route</li><li>• Devon County Council has also submitted A30/A303 improvement plans to the Department of Transport</li><li>• Parishes can now buy their own Speed Indicator Devices (SIDs)</li><li>• Tim Youngs is the new AONB Manager</li><li>• He has become one of the SCC Councillor Representatives on the Devon County Council CDS Task and Finish Group</li></ul> Avon & Somerset Constabulary – not present	
1.	<b><u>Apologies</u></b> Cllr Campbell	
2.	<b><u>Declarations of Interest</u></b> <i>1. Cllr MC is a member of the Otterford Parish Hall Committee</i> <i>2. Cllrs MC and RV are Trustees of the Otterford Charity</i> <i>3. Cllr PW – work at OPF (Item 5.2)</i> 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.	<b><u>Meeting of 8 August</u></b>	
3.1	The minutes of the previous meeting were agreed and signed.	
3.2	<b><u>Matters Arising:</u></b>	
3.2.1	Parish Hall – no further progress – ongoing.	
3.2.2	Fingerposts – Skanska had submitted the most reasonable quote for refurbishment of the fingerposts but were fully booked with work for the next six months. Project to be reviewed.	
3.2.3	Parish Website – the old website had now been taken down, although some of the individual links to pages remained. Cllr Campbell and the Clerk were being trained how to manage the new site at the end of the month. Some Councillor profiles were still needed.	<b>All</b>
3.2.4	First Aid refresher courses – the Clerk was still trying to find an acceptable date for Mrs Scott to be re-trained. Clerk to recover 1 <sup>st</sup> Aid box from Mr Cottrell, who was no longer certificated.	<b>Clerk</b>

- 3.2.5 Bridleway – MC and CF reported back on site visit with Peter Hopley from SCC. It was agreed that
- in October OPC would fund and undertake work to clear the vegetation from the lower access track and at the point of collapse.
  - SCC would then fund and undertake a full survey
  - OPC would subsequently let and manage the restoration contract (with funding from SCC).
  - OPC would be willing to pay costs and reclaim from SCC

**MC/  
SC**

3.2.6 The Parish Handyman had nearly finished his vegetation tidying etc and would strim the triangle once more before the winter.

3.2.7 The Horse Race evening at the Parish Hall had been cancelled, so the Council was not donating £25 to hall funds as had been agreed at the previous meeting.

#### **4. Planning**

4.1 New applications - 29/17/0021 and 29/17/0022, erection of replacement garage with store above and erection of two self-contained holiday pods, both at North Pole Farm, Holman Clavel Road. The Council had no comment on these applications. **Clerk**

Comments had been received that works at Royston Cottage, Royston Water, which had not yet received planning permission, appeared to have started, plus work to the bridge, for which no application had been made. Agreed the Clerk to report these to planning enforcement. **Clerk**

4.2 Applications granted – none

4.3 Applications withdrawn/refused – none

#### **5. Other Matters -**

5.1 Blackdown Hills Parish Network (BHPN) – Dr Bass had sent apologies for this meeting but would be able to attend the October meeting.

5.2 Playing field inspections - The play equipment had had its annual inspection and a few minor things had been identified. Additionally, Cllrs Viant and Canham had identified some maintenance work at their six-monthly inspection which needed to be attended to to prolong the life of the equipment. Clerk to check with Playdale about what treatment should be used on its equipment (paras 4.3 & 4.5 of the report) and to tell contractors about not strimming right up to the timber posts. **Clerk**

It was agreed to ask the Parish Handyman to carry these works out, up to a maximum of 5 days' work. **Clerk**

It was agreed the hedges needed cutting as soon as possible – Cllr Wright would do this and fell the tree which was leaning into the road (at the triangle end of the upper field). **Cllr Wright**

5.3 Review of bank accounts. The Clerk had instructed the BOI to transfer the Council's funds from its two accounts to the Council's Santander Business account where it would stay pro tem. **Clerk**  
The Council considered a discussion paper from Cllr Canham and agreed to change its business bank account to the Unity Trust Bank which would allow online/electronic banking (with a 2 step approval process for payments). This

would stop payments having to be made by the Clerk and the Chairman from their own funds which they then had to reclaim. It would give the Clerk a pre-paid debit card for smaller purchases, plus a cheque book and paying-in book and cash payments could be paid in at Post Offices/Nat West Bank. There was a small monthly fee of £6 for this account but this cost would be offset by savings in postage.

The Council would also search for a new business deposit account; several appeared to pay a better interest rate than the BOI. The Holman Clavel Rent Deposit would be kept in a separate account once all this had been done.

**Clerk/  
MC**

5.4 NHS Health Check – this would take place on 19 October in the hall. It would be advertised in the October CBO News, but would have to be cancelled if there were not enough takers.

**Clerk**

5.4 Community defibrillators - it was agreed to apply for a TDBC grant to part-fund a defibrillator to be sited at the Holman Clavel pub, and to seek funding for the remaining cost from The National Lottery A4A. If the latter was unsuccessful, OPC would make up the cost.

**MC**

**6. Correspondence** – correspondence was noted.

**7. Financial matters**

7.1 Monthly financial summary – noted.

7.2 Payment of invoices – agreed.

**8. AOB**

8.1 The Clerk would report potholes outside the Old Vicarage.

**Clerk**

8.2 Playing field Lease – MC reported that the Lease was approaching its last 5 years, which would reduce the Council's ability to obtain grants. He would prepare a discussion paper to consider future options.

**MC**

**9. Date of next meeting:** 7.30pm, Tuesday 10 October 2017