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|  | **Otterford Parish Council**  **Minutes of the meeting held on Tuesday, 14 July 2020 at 19.30 hrs via ‘Zoom’ online meeting facility.**  This meeting was held under the provisions of The Local Authorities and Police and Crime panels (Coronavirus) (Flexibility on Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.  Present: OPC Councillors Mike Canham (Chairman), Charlie Field (Vice Chairman), John Marsden, Lucy Montgomery, SCC Cllr John Thorne, and the Clerk. |  |
| Item | Detail | Action |
|  | **Community Time**  Cllr Thorne had submitted a written report on SCC matters, appended to these minutes. There were no substantive questions relating to this. He advised that the ‘One Somerset’ proposal would be going to full council for decision on 29 July and then, if agreed, on to the Secretary of State, for decision in the autumn. |  |
|  | Reports from other organisations None. |  |
| **1.** | **Apologies**  Cllr Wright (employment). |  |
| **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 9 June** |  |
| 3.1 | The minutes of the previous meeting were agreed and signed. |  |
| 3.2 | Matters arising: |  |
| 3.2.1 | Dog fouling: incidents of fouling were continuing. Notice to be put up on the parish hall fence and mentioned again in CBO News. Review again next month. | **Clerk** |
| 3.2.2 | Barbed wire on bridleway: Cllr Montgomery offered to collect the wire. | **LM** |
| 3.2.3 | Kingfisher Tree Services – Cllrs Field and Canham had met them. They were happy to carry out some pro bono work for the parish. It was agreed to ask them to do the work needed on the trees in the playing field and to offer them expenses. | **Clerk** |
| 3.2.4 | Bridleway ‘dip’ - Cllr Field had had a look at the dip in the path. He thought it was along the route of the waterpipe where the earth had sunk a bit. To observe over the winter and perhaps fill it in if necessary next year. | **B/F to Spring 2021** |
| 3.2.5 | Cllr Canham had signed the petition on Change.org about take-away outlets & car registration numbers on behalf of the Council. |  |
| **4.** | **Planning** |  |
| 4.1 | New applications:  [*29/20/0013/CLA*](https://www2.somersetwestandtaunton.gov.uk/asp/webpages/plan/PlAppDets.asp?casefullref=29/20/0013/CLA)*,* Notification for prior approval for the installation of 1 No. 15m high monopole equipped with 3 No. antenna, 2 No. 0.3m dishes with 1 No. 1.2m satellite dish and 2 No. equipment cabinets on highway verge adjacent to Anders Lane, Otterford. Discussed. The Council was not happy about the location of the mast on the B3170, which would be visible for miles, nor the size of the associated infrastructure which would be located next to the mast by the side of the road. It was agreed to ask if the mast could be sited somewhere less visible. Clerk to invite parishioners to submit their views to the planners in the CBO News. | **Clerk** |
| 4.2 | Applications refused/granted by SWATDC: none. |  |
| **5.** | **Coronavirus (COVID 19) Pandemic** |  |
| 5.1 | Update on parish activity.  The Clerk circulated a report which was noted. |  |
| 5.2 | Otterford Playing Fields.  Cllr Canham circulated a paper summarising Government advice and guidelines on re-opening of community playing fields. Some of the latter are simply not feasible for a small parish council like Otterford. There had also been only 1 enquiry about the reopening of the fields, so there was clearly no great demand. It was agreed that the PC would carry out a risk assessment specifically for COVID 19 risks; a safety check (the annual inspection); any cleaning and repairs identified; and produce signage for users advising of conditions of use. The annual inspection had been booked but the Clerk did not know when it would take place. The Council agreed any cleaning could be carried out by the Parish Handyman service. |  |
| **6.** | **Projects/activities/events – update.** |  |
| 6.1 | RW Gale had completed the drainage work opposite the Candlelight and it appeared to be working well. SCC Highways had signed off the work.  Highways had also dealt with the blocked drain at Higher Whatley.  The Council noted that the soft copy of the History of Otterford book which Mr Mayled held was of sufficient quality to allow a reprint. As previously agreed the Council will go ahead, subject to Matthew Sparkes’ agreement. | **MC** |
| 6.2 | Playground inspections.  The Council reviewed its inspection programme following some updated advice from the insurers. The insurers recommend a visual inspection weekly, which must be recorded in writing. It was agreed to seek a volunteer – maybe a parent or a teenager on the Duke of Edinburgh’s award scheme – to do this. Clerk to advertise it in the CBO News. | **Clerk** |
| 6.3 | Tree management.  The Parish Council insurers have also advised that trees on parish property must be kept under observation by a responsible person. A name was suggested and he will be contacted to ask if he will check the trees in the Playing Fields regularly. [Trees at the Holman Clavel are the responsibility of the tenant.] A Tree Policy will be drafted, and Risk Assessments updated. | **Clerk**  **Clerk** |
| 6.4 | Community Broadband.  Cllr Marsden had been investigating options for a parish broadband network. He was in touch with a couple of communities who had set up their own network and would submit an initial written report on his findings in the next few days. | **JM** |
| 6.5 | Parish Litter Pick, 11 July.  Cllr Canham circulated a Litter Pick summary. This pick had had to be managed differently because of social distancing but had still had 18 volunteers who collected a much-reduced amount of litter. It was noticeable that MacDonalds’ and Costa Coffee’s takeaway cups hardly featured. Some fly tipping had also been reported to SWAT and had been collected. |  |
| 6.6 | Bailey & Down.  The Council noted with sadness that Bailey & Down had had to cease trading due to illness. It was agreed to write to them, thanking them for their service over the years and enclosing a small retirement present. | **Clerk** |
| **7.** | **Correspondence**  None |  |
| **8.** | **Financial matters** |  |
| 8.1 | Monthly Financial summary. Noted. |  |
| 8.2 | Payment of Invoices. No unexpected invoices. |  |
| **9.** | **Other business** |  |
|  | Cllr Canham had sent a bereavement card to Kate Albon on behalf of the Council, following Steve’s death.  The next meeting would again be held using Zoom, but it was possible that the hall might be open in September. |  |
|  | **The next meeting of the Council will take place, using Zoom, at 7.30pm on Tuesday 11 August 2020.** |  |