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|  | **Otterford Parish Council** **Minutes of the meeting held on Tuesday, 13 October 2020 at 19.30 hrs at Otterford Parish Hall, Bishopswood.** Present: OPC Councillors Mike Canham (Chairman), Charlie Field (Vice Chairman), John Marsden, Lucy Montgomery, Phil Wright, 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. The deadline for submissions of a business case for local authority re-organisation is 9 November, for decision by February. Both the One Somerset and the four districts proposal will be considered. SCC’s financial picture had improved significantly and had received an ‘unqualified’ marking from the auditors.   |  |
|  | Reports from other organisationsNone.  |  |
| **1.** | **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*
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| **3.** | **Meeting of 9 September 2020**  |  |
| 3.1 | The minutes of the previous meeting were agreed and signed.  |  |
|  3.2 | Matters arising:  |  |
| 3.2.1 | The Clerk had produced and issued a note about use of the playing field, and dog fouling, for local holiday properties. |  |
| 3.2.2 | Cllr Field would ask his contacts about obtaining quotes for an up-to-date floor plan of the Holman Clavel.  | **CF** |
| 3.2.3 | Cllr Canham had not yet arranged a parish walk but this would not be advertised due to COVID-19 restrictions on groups; he would instead invite interested individuals. | **MC** |
| **4.** | **Planning** |  |
|  4.1 | New applications: *29/20/0018,* Erection of a general purpose agricultural building on land at Otterford (resubmission of 29/20/0011). *29/20/0017,* Erection of an agricultural storage building on land off Woodhayne Lane, Royston Road, Chard*29/20/0016* Conversion of cottages into 1 No. dwelling with the erection of a two storey extension to the rear and a change of use of land from agricultural to domestic at Ivy Cottages, Holman Clavel Road, Culmhead. The Council had no comments on any of these 3 applications. | **Clerk** |
|  4.2 |  Approved/refused applications: none

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| **5.**  | **Other matters** |  |
| 5.1 | Projects/activities/events – update.An updated list was circulated and noted. |  |
| 5.2 | Parish Handyman Service The service was reviewed and it was agreed to advertise the next three-year contract; the ITT would go into the November issue of CBO news, and be advertised on noticeboards. | **Clerk** |
| 5.3 | Community BroadbandCllr Marsden had sent a revised, street-by-street, list of households to BT so that they could produce some costings for fibre broadband installation. The voucher scheme allows £1.5k per household and £3.5k per business towards the cost. He had not yet heard back from BT but was planning to suggest they quote for Bishopswood, for the outlying properties and for both; it was possible that, initially, they would be unable to do the whole parish but if the village was done it would be a start to build on. To investigate rumour that Church Barns have fibre broadband installed. | **JM** |
| 5.4 | Otterford Playing Fields - Negotiation for new lease.It was noted that the lease from the Otterford Charity will end in March 2023: and the short length of lease remaining (less than five years) considerably limits options to apply for grants for play equipment. Nevertheless, resources are stretched at the moment – and it was agreed that negotiation of a new lease would have to be deferred. |  |
| 5.5 | Holman Clavel The Council considered whether to start to pro-actively undertake improvement works at the Holman Clavel and agreed in principle by a majority (with Councillor Field dissenting) to do so – on an action-by-action basis.  1. It was agreed (again by a majority, with Councillor Field dissenting) that the initial work would be to replace the main front entrance doors and frame.
2. It was also agreed to submit grant applications to the SCC Climate Emergency Community Fund to fund the replacement of all single-glazed windows, and to upgrade all lighting to LED and install sensors in the toilets.
3. It is understood that the septic tank pumps need to be replaced.  Under the full repairing lease this is the tenant’s responsibility, but it may be possible to offer a soft loan to ease cash-flow. Councillor Marsden will obtain details of what is required and ask the tenant to provide two quotes – to allow the Council to consider this further.

The Clerk will circulate a copy of the Loan Agreement used previously – for comment.  Comments on the draft inspection schedule are required urgently, so that this can be finalised and the first quarterly liaison/inspection arranged.    | **Clerk****MC****JM****Clerk** **ALL & JM**   |
| 5.6 | Climate & The Environment Project: |  |
| 5.6.1 | Review of, and any amendments to, the Project Action Plan.The revised plan was agreed. |  |
| 5.6.2 | Grant applications to Somerset County Council.Cllr Canham circulated a revised summary. Costings were still unfinished and the Council might have to agree the final application by email or at an additional meeting as the deadline was 12 November. | **MC** |
| 5.6.3 | Applications from other organisations.The Council had been approached by two organisations to submit grant applications on their behalf:* The Otterhead Estate have asked if OPC could submit a bid for a small hydro scheme - the Council supported this bid in principle but had suggested that Churchstanton would have to submit it, since the scheme would be located in that parish. OPC agreed to support the bid put forward by Churchstanton. If successful half the amount awarded (i.e. £10k) would be set against Otterford’s £75k maximum bid.
* Somerset Wildlife Trust have asked if we would support their application for a grant for £75k to fund two new posts. The Council agreed to not support this application as the appointment of two county-wide officer posts was not considered to be in the spirit of the grant scheme.
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| **7.**  | **Correspondence** None |  |
| **8.** | **Financial matters** |  |
| 8.2 | Half-Yearly Summary of Receipts & Payments AccountNoted. |  |
| 8.1 | Monthly Financial summary. Noted.  |  |
| 8.2 | Payment of Invoices. No unexpected invoices. |  |
|  **9.** | **Other business** |  |
|  | The Holman Clavel sign had collapsed. Tenants to be asked to repair.There was further road subsidence above Otterford Mill (Rull Farm side). | **JM****Clerk** |
|  | **The next meeting of the Council will take place in Otterford Parish Hall, at 7.30pm on Tuesday 10 November 2020.**  |  |