

OTTERFORD PARISH COUNCIL

Minutes of the Meeting held on Tuesday 10th February 2026 at Otterford Parish Hall

Present: Councillor Mike Canham (Chairman)
Councillor Charlie Field (Vice Chairman)
Councillor Eugenio Leitjen
Councillor Emma Lupton
Councillor Mark Kemp

In Attendance: Councillor Sarah Wakefield (Somerset Council)
One Parishioner

Community Time

None

Reports from other organisations

Councillor Wakefield had previously circulated a report updating on various Somerset Council matters/activities.

She advised:

- + Council Tax will rise by no more than 4.99% in 2026/27 (final decision still to be taken by Full Council)
- + Flooding remains a major problem in many parts of the County. Road damage – principally potholes and crumbling edges – is being tackled but a lot of work remains outstanding. Priority is being given to main roads.

Other matters which Councillor Wakefield is progressing on behalf of the Parish Council:

- + long-outstanding planning applications – 29/22/0001 registered on 10th January 2022, and 29/23/0007 (registered 27th November 2023). Application number of latter to be sent to Councillor Wakefield.
- + following original suggestion from Councillor Wakefield, Matthew Hopkinson (Somerset Highways) has still not visited the parish. A copy of the last email exchange – in early November – to be forwarded to Councillor Wakefield.
- + the A303/Royston Road junction (Councillor Wakefield is arranging to visit).

MC

MC

Councillor Wakefield had been advised the footpath bridge behind the Candlelight was slippery and dangerous. PPLOs to be advised,

MC

1 APOLOGIES FOR ABSENCE

None

2 DECLARATIONS OF INTEREST

Councillor Canham is an OPC-nominated member (Trustee) of the Parish Hall Committee, and an OPC-nominated (Nominative) Trustee of the Otteford Charity,

3 MEETING HELD ON 13th JANUARY 2026

3.1 The minutes were agreed and signed.

3.2 Matters Arising

- + Grass cutting contract considered/agreed by email.
- + No contact from Matthew Hopkinson (see above)
- + C/Speedwatch – 8 volunteers, see 5.4 below.
- + Holman Clavel actions updated at this meeting

4 PLANNING

4.1 New Planning Applications – none.

4.2 Noted application 29/25/0006 (The Cow Shed, Woodend Farm, change of use) has Conditional Approval.

And, on the day of the meeting, application 29/25/0009 (Pitlands, (outbuilding) also received Conditional Approval.

5 OTHER MATTERS

5.1 Projects/Events/Activities update noted.

5.2 Grass Cutting 2026 – Playing Fields & Churchyard

The lowest quote received - £1844 - was from Somerset Council. This had previously been accepted/agreed by Councillors by exchange of email, and was confirmed.

5.3 Flooding

Noted the flooding at the top of the village, and the work by volunteers to address this in Royston Road and near the hall car park. Agreed to explore possibility of: funding an extra road gully

and associated pipework to remove water from Royston Road near the Old Forge. Councillors Canham and Field to meet on site to consider locations etc.

MC/CF

Once this decided, further consideration to be given to addressing the flooding in Whatley Road – in particular to improve pipework to move the water more quickly to the stream. In the short-term the Wednesday Volunteers will be asked to remove some of the encroaching vegetation near Woodend Farm to improve access to drain.

MC

5.4 Community Speedwatch

Noted eight volunteers had responded to the letter to all Bishopswood residents. Agreed the next step is to organise a meeting to firm this up (Councillor Leitjen will do this), and find a Co-Ordinator. This will be a community-led project, and it will be for the Co-Ordinator to take the project forward with Avon & Somerset Police.

ELe

5.5 Holman Clavel

Noted the detailed report on the external inspection undertaken by Councillors Leitjen and Kemp. A full internal inspection will be carried out as soon as possible. Councillor Field will provide a detailed proforma.

**ELe/MK
CF**

5.6 Parish Clerk Vacancy

Noted Nicole Lowry had withdrawn her application on the afternoon before she was due to start. A new advert has been widely circulated, and recruitment of a replacement is in hand. Helen Andrew has offered to provide some handover assistance,

MC

6 CORRESPONDENCE

None

7 FINANCIAL MATTERS

7.1 Current balances, and activity during January, were noted.

8 OTHER URGENT BUSINESS

None

9 DATE & TIME OF NEXT MEETING

Tuesday 10th March at 7.30pm in the Wright Room at Otterford
Parish Hall TA20 3RZ

Mike Canham
Chairman