**CARHAMPTON PARISH COUNCIL**

[**www.carhamptonpc.org.uk**](http://www.carhamptonpc.org.uk)

Chairman of the Parish Council – Councillor Faye Barringer-Capp

Dear Applicant

**Post of Clerk and Responsible Finance Officer**

Thank you for your enquiry regarding the post of Clerk and Responsible Finance Officer to Carhampton Parish Council.

The post is becoming vacant on 1 July 2021 upon the retirement of our existing Clerk. Ideally we would like to appoint his replacement before that date in order to provide a handover period.

Carhampton Parish consists of the village of Carhampton and the hamlet of Blue Anchor. It is bordered by Dunster Parish in the west and by Old Cleeve and Withycombe parishes in the east. Some of the western extremes of Carhampton Parish lie within the Exmoor National Park.

The constitution of Carhampton Parish Council allows for 9 elected Members; 7 from the Carhampton Ward and 2 from the Blue Anchor Ward. At the time of writing, we have 6 Members for Carhampton and none for Blue Anchor although one resident is likely to be co-opted later in the Spring and another in August 2021. There are 800 persons on the December 2020 Electoral Roll.

The historic village of Carhampton is located on the A39 road, three miles east of Minehead. Blue Anchor is accessed via the B3191 road from Carhampton. The properties in the Blue Anchor ward are located on the road between Carhampton village and the seafront (on the Bristol Channel). The West Somerset Heritage Railway line runs through Blue Anchor, with the railway station situated near the seafront.

The Parish Council precept for 2021/22 is £21,785 with £350 other income (excl VAT refunds). The Parish Council is responsible for playground equipment located in a Playing Field adjacent to the social housing area in the southeast corner of the village. It also leases land at the western end of the village which has been developed and maintained by the Carhampton Allotment Association.

The bus stop shelters in the centre of the village and by the Blue Anchor road were provided by Carhampton Parish Council and are maintained by contractors employed by the Parish Council.

The Parish Council launched a new website in April 2019 which is full of information for those living in the Parish and is maintained by the Clerk; support is available from the website host company. I would encourage you to take a look at it to see the many activities that take place in the Parish.

Because of the proximity of the hills surrounding the village, Carhampton is prone to flooding after prolonged periods of rain due to surface water run-off from the fields towards the A39. However, since flood alleviation work in Winsors Lane in 2016, few properties have been flooded although the A39 occasionally suffers from standing water in several locations. The Blue Anchor seawall protects the properties built to the south of it, although the Chalets on the beachfront are likely to be affected by rising seawater levels in years to come. The Parish Council has an active Community Flood Plan which is updated on an annual basis.

The Parish Council meets every month (usually excepting August) on the first Thursday at 7:30pm in the Village Hall. However, during the Covid-19 Pandemic, meetings have been held using Zoom software for which a monthly subscription is paid.

The Parish Council has recently supported the establishment of a Climate Group which aims to guide the Parish into new ways of working to try and protect our environment, and this group uses the Parish Council’s Zoom subscription for its meeting.

As Chairman of the Parish Council, I look forward to meeting with you should you decide to submit an application.

If you would like an informal chat about the post of Clerk and the work of Carhampton Parish Council, our Clerk, Alan Hemsley, will be very willing to take your call. He can be contacted on 01643 822006.

Yours sincerely

Faye Barringer-Capp

Chairman