

Otterton Parish Council

Minutes							
Date & Time	5 th June 2023		Location	Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
MS Melanie Martin	MM	Parish Councillor		Members of the public	16		
Mr Richard Witherby	RW	Parish Councillor		Cllr H Riddel	HR		
Mr J Fry	JF	Parish Councillor		Cllr Charlotte Fitzgerald	CF		

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Cllr Jess Bailey	JB	Work commitments			

In Attendance	Initials	Capacity	Minutes to
F Mills	FM	Clerk	Councillors, website, notice board

Ref	Main meeting agenda item, comment & decision	Action Owner & deadline
1	Welcome & Apologies received as above. The clerk confirmed that a resignation from Councillor Charlotte Fitzgerald was received following the May meeting.	
2	Roger Pellow was Co-opted to Parish Council	
3	Declarations of Interests: None	
4	Minutes: The minutes of the meeting held on 15 th May were signed as an accurate record of the meeting.	
5	<p>Matters arising not featured on the agenda:</p> <p>Ownership of Violet Lane Otterton: Ongoing</p> <p>Placement of tables outside Kings Arms: The clerk confirmed that despite having written to the owner of the Kings Arms requesting removal of the tables that they remain in situ. Members of Parish Council to speak to owner.</p> <p>Request for speed watch in Otterton. Cllr Roger Pellow is keen to form a Neighbourhood watch team and it was agreed that the Clerk will put his name forward to the Devon Community Speed Watch Co-ordinator.</p> <p>Street Sweeping/Street Scene: The Clerk shared details from a letter received from Street scene detailing staff shortages and increased workload which is causing delays.</p>	
6	<p>The chair confirmed the arrangement for public discussion:</p> <p>All members of the public are welcome and comments on items on the agenda will be heard. If you would like to add an item to the agenda, please contact the clerk at least 7 days before the meeting. Public questions by email/letter or in person:</p> <p>A member of the public suggested that Community Vegetable boxes, containing fruit and veg grown locally would be beneficial for the village. Steve Harper Smith (SHS) of Ladram Bay reported that he is currently working with the school to help with the allotment. The Chair suggested that SHS & the member of the public contact the local Garden Club to progress this excellent idea.</p>	

Otterton Parish Council

7	<p>Correspondence: Letter re Jubilee Play Park Regeneration: A working party is to be formed to seek funding for the regeneration of the park. The clerk will advertise in the parish news and the date for a meeting will be arranged.</p> <p>Letter regarding placement of final waymarkers for WW2 veterans. Due to changes of personnel on the OPC knowledge of the progress of this project is not current. Having sought details of remaining waymarkers from Mr Iain Ure it was suggested that the Clerk contact Mr John Hiles to update on the current situation and associated costs.</p>	Action FM
8	<p>Chair's report: The Chair asked all Councillors to consider the Code of Conduct for behaviour and the Nolan Principles which should guide all, activity as members of the Parish Council. The Chair also explained her intention to make meeting as inclusive as possible to ensure that valuable local know was shared. Decision making will always lie with the members of the Council and fulsome discussion by the Council and exploration of rationale will be welcomed within the meeting.</p>	
9	<p>Footpath report & erosion of bank of River Otter: NTR</p>	
10	<p>Emerging Local Plan. An update zoom meeting will be held by EDDC to which local DCs have been invited. Councillor Charlotte Fitzgerald will attend and feed back to the OPC. A representative from the Emerging Local Plan Committee at EDDC is to be invited to the Parish Council Annual Meeting, the date of which is to be confirmed.</p>	
11	<p>Local planning: 23/1083/LBC 30 Ottery Street. No objection.</p>	
12	<p>Village events: The clerk was asked to write a draft policy & guidance notes to be used for any future events. RW & CF offered to feed into guidance notes. Terms of reference for working parties will also be drawn up. Emerging Local Plan Committee member to be invited to annual meeting.</p>	
13	<p>Ladram Bay: Season due to start shortly.</p>	
14	<p>Allocation of responsibilities & reports from Councillors: Where there is nothing to report the following abbreviation will be used (NTR)</p> <p>Village Green & Hall. Watering of village green has commenced and it is hoped that Stand pipe will be installed very soon. MM reported that it is the Hall Centenary this year.</p> <p>Community shop & War Memorial: NTR, Community Shop AGM tomorrow (6.6.23)</p> <p>Stantyway recreation ground & Football Club: Gate widening request await further detail</p> <p>Raleigh Federation: It was agreed that Otterton School can use the Stantyway Recreation Field for Sports Days and bring cars onto the field to unload equipment as necessary.</p> <p>Jubilee Play Park: See agenda item 7</p> <p>Cemetery: A letter has been received about weeds along fence of cemetery. Cllr Jerry Fry has kindly offered to strim the weeds that adjoin the fence of a resident in Rolle Barton.</p> <p>Contracts & Finance: NTR</p> <p>Devon Air Ambulance (DAA): NTR</p> <p>Footpaths and Public Rights of Way: NTR</p>	

Otterton Parish Council

15	Cllr JESS BAILEY – Flooding drop-in session to be held at Tipton St John. 20MPH slow in working with applications. A problem with a man hole cover in Ottery Street has been reported to JB who has taken the matter up with Highways. DDC Equalities commission – predominately male cabinet! New District Councillors Melanie Martin, Charlotte Fitzgerald & Henry Riddel are receiving training in the next few weeks and are being assigned committees on which to work.	Clerk to action
16	Financial matters: It was unanimously agreed that all payments listed on agenda 15.5.23 should be paid.	
17	Further actions: Emergency Plan The clerk was asked to update the Emergency plan in view of personnel changes on the OPC.	
18	106 Funding: In the region of £8073.00 (Sport) £1683.00 (Recreation). Ongoing	
19	Items for next agenda: Jubilee Park, Emergency Plan, Vegetable boxes, Cemetery, Tap.	
20	The next meeting will take place on Monday 3rd July 2023 @ 7.30.	

The meeting closed at 20.33

Proposed meeting dates 2023. 4th September, 2nd October, 6th November, 4th December

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