

Otterton Parish Council

Date & Time	2 nd September 2024	Location	Otterton Village Hall				
Councillors Present	Initials			Also Present	Initials		
Mr Jerry Fry	JF	Parish Councillor		Henry Riddell	HR		
Mr Richard Witherby	RW	Parish Councillor		Charlotte Fitzgerald	CF		
Ian Simpson	IS	Parish Councillor		Members of the public	6		
Ms Belinda Shoemaker	BS	Parish Councillor					
Peter Wells	PW	Parish Councillor					
Kevin Hill	KH	Parish Councillor					

Apologies	Initials	Reason for Absence		Absent without Apology	Initials	
Melanie Martin	MM	Unwell		Jess Bailey		

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 & accepted as above. The clerk confirmed with regret that Cllrs Melanie Martin & Roger Pellow have resigned from the Parish Council with immediate effect.	
2.	Election of Chair: Ian Simpson was unanimously elected as Chair. Proposed.BS Seconded RW. Richard Witherby was unanimously elected as Vice Chair. Proposed JF Seconded PW	
3.	Co-opting of Councillors. There were no co-options of Councillors at today's meeting	
4	Declarations of Interests: Belinda Shoemaker declared an interest in planning application 24/1694/FUL. This was the only declaration of interest.	
5	Minutes: The minutes of the meeting held on 3th July 24 were signed as an accurate record of the meeting. Matters arising not featured on the agenda: <i>River Otter pathway- An excellent temporary fix has been made by EDDC. Clerk to chase other interested parties to arrange a meeting to seek permanent solution.</i> <i>Brook Clean. This took place on 6th July 2024 and was an excellent community event . Many thanks to everyone taking part & especially to Sam for his help in removing the debris from the Stream.</i> <i>Gate at Stantyway recreation Field. Material now purchased to mend the gate. JF & IS to action asap.</i> <i>RoSPA Report – many thanks to Matt Lynch who has fitted the swings at the Jubilee playpark & to Ro Smith for his help painting the equipment.</i> <i>Village Fete: Many thanks to everyone who helped with the Village Fete which was a happy community event with funds split between St Michael's Church & Otterton C of E Primary School</i>	Action FM Action: JF&IS

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6	Public Questions: Further information about the Speed Watch team activity & results was sought by a resident. The team is up and running and led by Roger Pellow who has committed to continue in this role despite stepping down from the council, for which the council is grateful. Roger has committed to reporting findings to the OPC on a quarterly basis. So far little to report. The lack of visible road signage at Brick Cross was identified as a health & safety issue with cars turning before the cross to travel on Sleep Hill towards Otterton into the flow of oncoming traffic. This is misuse is pronounced during the holiday period when the road is widely used by tourist traffic. It was agreed that support from Highways would be sought through JB.	Clerk to action
7	Correspondence: A discussion took place following correspondence received from resident Michael Norman in connection with unhelpful parking in Ottery Street. It was noted that it is not possible to enforce local 'No parking' requests even if parking in these areas causes local damage and prevents usual traffic from progressing as planned. It was agreed that the clerk would seek support from Highways through JB in finding a solution to this ongoing problem. ORIN: The Councillors agreed that in line with their updated constitution the ORIN committee should elect their own personnel & thanked those involved for their ongoing support of those in need in the village. Brick Cross. Thanks, given by the council to RW for cleaning & weeding the monument at the Brick Cross. Thanks also to KH for strimming and tidying the verges on the approach to the village.	Clerk action
8	Chairman business: Strategic Planning: Allocation of 10 houses. IS explained that due to the change of Government policy on house building the Local Strategic plan focus is on a site/sites for the Otterton allocation of 10 houses. The sites under consideration as follows: 01 Orchard on Behind Hayes, 02 the field at Northstar, 03 Church field (next to Jubilee) 04 Rydon Orchard. 01 has been identified by East Devon as the preferred site due to better access (through Orchard Close). However, at the last Strategic Planning meeting in July RW asked for a review of the local sites identified with the possibility of a small number of houses on a variety of sites being an option for consideration. A decision is likely to be made at a Strategic Planning meeting tomorrow & will be communicated in due course. If site 01 is confirmed for use screening will be needed to protect the houses that adjoin the site. It is also hoped that a condition of planning will include a number of affordable houses and that a site for a car park for the village will also be considered. IS thanked all residents who have helped with the refurbishment of the Jubilee playground and the Brooke Clean.	
9	Horse Chestnut Tree: As per recent correspondence and confirmation that the Horse Chestnut Tree on the Green needs to be felled for reasons of health & safety it was unanimously agreed to instruct the clerk to seek 3 quotes for:	Clerk to action

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	1. Felling the tree to ground level with removal of dead wood 2. Felling the tree to ground level, stump grinding the remains & removal of wood. Quotations will also be sought from the same contractors for removal of low branches on other trees on the Green. A discussion took place regarding the replacement of the tree. As the Green is in a conservation area agreement must be sought for replacement and currently EDDC have suggested a Pear &/or a Crab Apple. It was agreed within the meeting that the replacement tree should be a native specimen and that for reasons of disease it would be unwise to replant a Horse Chestnut in the vicinity. A licence for felling should arrive in week commencing 2nd September 2024.	
10	Defibrillator: A discussion took place regarding the cost of replacing the community defibrillator which has become unreliable & is now out of g'tee. Examples were considered at a cost of £850 - £1500. It was agreed to explore a service contract before a decision is taken to purchase a new unit due to the considerable outlay. The Councillors however remain committed to provision of a reliable unit for use by the community.	Clerk to action
11	Chapter 8 Training. DCC support application to be progressed. JB to help.	
12	Local planning: Due to a declaration of interest BS left the room. 24/1694/FUL. Unanimously approved. 24/1778/TCA 24/1673/TCA. Both applications unanimously approved. Application for mast approved on a technicality.	
13	HR. SWW work continues until e/o September.	
14	Allocation of responsibilities as detailed below. It was noted that the wild flower planting area on the Green needs attention and JF offered to trim this. Future plans will be made in conjunction with Geoff Porter.	
15	Allocation of responsibilities & reports from Councillors: Where there is nothing to report the following abbreviation will be used (NTR) Village Green:(JF) agreed to take on this responsibility Hall (BS). BS reported that Richard Witherby has become Chair of Village Hall committee, Sharon Young the Treasurer & Julia Bove the Booking Secretary. Many thanks noted to the long serving outgoing committee members. The new committee intends to take a fresh look at the facilities but the current charging structures remain unchanged. Community shop: (KH) NTR War Memorial: (KH) agreed to take on this responsibility Stantyway recreation ground & Football Club: (JF) NTR Otterton School: (RW)Term starts this week. Jubilee Play Park: (IS) Swings now installed. Thanks to Ro Smith for painting. ROSPA report advises that the tunnel needs work to meet H&S measures. It was confirmed that £750 from JB's locality budget has now been received and could contribute to this. An agenda item for next meeting to discuss use of money raised & 106 funds.	Clerk to action RW to action

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	It was suggested that providing a new surface for the football area could be a good use of funds. Cemetery:(PW) A section of the fence needs replacing & the benches need refurbishment. The clerk was reminded to try & contact the families who donated the benches. RW reported that a 'War Graves' plaque had been found in the cemetery hedge and should be repositioned. RW to speak to Jane Bennet to ensure that this plaque is intended for cemetery & not St Michael's Church. Contracts & Finance: (RW) Grass cutting contracts to be renewed. Clerk to put note in Parish News & interested parties to be directed to Clerk for further information. Clerk to contact Halcyon Landscapes to ensure willingness to continue however in line with Standing Orders 3 quotes must be obtained. Footpaths and Public Rights of Way: (IS) RW reported that a bench on the river footpath has collapsed however ownership is yet to be determined. OPC willing to refurbish if permission can be obtained. Clerk to pursue. Speed watch: Thanks to Roger Pellow who will provide quarterly reports for the Council. Trees: See agenda item 9	
16	Financial matters: It was unanimously agreed that all payments listed on agenda 2.9.24 would be paid. JB Locality Budget application for £750 which has been received. Clerk to submit a claim for personal expenditure on behalf of OPC.	Clerk to action
17	Further actions: Emergency Plan needs to be revisited. Car park:- A discussion around sites needs to be actioned. DALC Sign in details requested for training. Clerk to send.	Clerk to action
18	106 Funding: In the region of £8073.00 (Sport) £1683.00 (Recreation). The clerk reminded the OPC of the funds currently being held at EDDC and how these could be used. Clerk to send details of uses of 106 funding to Councillors.	Clerk to action
19	Items for next agenda: Car park, website emails, road warden scheme. Emergency Plan. Love your Village Day – actions & date. Dates for 2024 meetings: October 7th, November 4th, December 2nd. A Landscape Recovery Presentation will precede the October meeting.	Clerk to action
20	The next meeting will take place on Monday 7th October @ 7.30. Community dates : Otterton Boundary Walk 9th November 2024 Parish Council Community Supper 22nd November 2024 (Date TBC) Reindeer Run 7th December 2024 Otterton Civic Service date to be arranged Feb 2025. Love your Village event TBC	

The meeting closed at 20.57

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DALC website.

Draft until signed

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