

Otterton Parish Council

Date & Time	4 th November 2024		Location	Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
Mr Richard Witherby	RW	Parish Councillor		Charlotte Fitzgerald	CF		
Ian Simpson	IS	Parish Councillor	Chair	Members of the public	5		
Peter Wells	PW	Parish Councillor					
Jerry Fry	JF	Parish Councillor					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Jess Bailey	JB	Diary Conflict			
Belinda Shoemaker	BS	Personal reasons			
Henry Riddell	HR	Diary Conflict			

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

Ref	Main meeting agenda item, comment & decision	Action Owner
1	Welcome & Apologies received & accepted as above. The Clerk Reported that sadly Cllr Kevin Hill has resigned with immediate effect for personal reasons.	
2	Update on Tony Bennett: Best wishes recorded for Tony's recovery. A card has been sent by the Parish Council.	
3	Declarations of Interests: R W declared an interest in agenda item 10	
	Minutes: The minutes of the meeting held on 14th October 2024 as circulated on 4.11.24 were signed as an accurate record of the meeting. Matters arising not featured on the agenda: River Otter pathway- DCC have made repairs to the breach. Gate at Stantyway recreation Field: Ladram bay were approached to assist in the fitting of the new gate at Stantyway and Gary Cook Manager kindly agreed to help. New pedestrian gate to be fitted as part of the replacement. Agreement given by Gary Cook. Road signage at Brick Cross & Parking Ottery Street & Bus turning area. A report written by Councillor Richard Witherby has been circulated & displayed on the notice board & is minuted as a record of the meeting with JB & TC – see public questions. War graves – Jane Bennet is seeking information regarding war graves in the Cemetery & in the meantime RW will fit the plaque to a new pole. Complete.	
4	Public Questions: Response to items received by email, post or in person. Query regarding the delivery of the mail – It was explained that this is outside the remit of the Parish Council and the resident was advised to contact the Royal Mail. A request was made for the concrete Bus shelter to be refurbished. A resident voiced a concern regarding dogs being walked off the lead & voiced disappointment that additional comments have been made by residents on-line that are not helpful. Request that police are asked to Parish Council meeting. (Clerk to seek further information)	Clerk

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	Highways meeting. The notes from the meeting as written by RW are available on the website and on the parish notice board. Confusing road markings at Brick Cross to be followed up by TC.	
5	Correspondence from members of the public: Nothing received this month.	
6	To receive a report from the Chairman: <i>Heaths & sea. IS attended a stakeholder meeting</i> <i>Subjects for discussion included: Increase in organic farming, cleaner river, farming for food rather than energy. Too much, maize in the Otter Valley was a concern voiced by many.</i> <i>Other topics - Cycle tracks requested, parking for the village. IS introduced a plan to plant bulbs around the village & invited ideas from other Councillors & members of the public.</i>	
7	Horse Chestnut: Discuss arrangements for felling of tree on The Green. Leaflets distributed to residents of the Green and a date for felling is awaited.	
8	Defibrillator: Update & progress action on village defibrillator. Pads in Defib need renewing at a cost of £55.00. Clerk to produce comparison costs for new purchase. It was acknowledged that the current unit remains in working order.	
9	Chapter 8 Training: Update on Councillor Training/ Road warden scheme: With regards to training, the first thing that the volunteers need to complete is our online Highway Safety Awareness course. This is an e-learning course which aims to raise safety awareness and provide information to anybody who has an interest in or wishes to undertake works on or near the highway and takes approximately 30 minutes to complete. We advise that this course is undertaken, as a minimum, by anybody who wishes to volunteer to carry out minor works on or near the highway. If you are able to send me their full names and an individual email address for each volunteer, I will send them a login and access instructions to enable them to complete the short online course in their own time. We ask that the volunteers email us to let us know that this training has been completed. Please note that this course should be completed before the volunteers attend Chapter 8 training.	
10	Local Planning: Discuss any applications received: 24/1968/LBC2 Stantyway Court. Replacement windows & French doors Approved 24/2155/TCA 3 Watering Court. Removal of branches from variegated Maple. Approved. Ladram extension canopy: Clerk asked to seek further information about the cladding to be used on the containers which form part of the development.	
11	District&County Update of reports already circulated CF: Strategic planning committee met to review plan & seek to increase number of houses agreed. Least worse options sought, however nothing further for Otterton suggested. Difficult decisions being made at District level regarding biodiversity, building, sewerage & road traffic issues. JB 1. We noted three signposts that had corroded at the bottom (highlighted by Iain Ure) which Tom is going to address. 2. In order to address the concerns around the buses reversing at the blind corner of Bell St rather than turning along Ottery St as they should, we agreed that some DYL's would be put forward to the formal consultation process. These are to be along the short section of	

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	railings on Ottery St (on one side) and adjacent to the barn wall on the other. This, it is hoped will ensure the buses have enough space to go along Ottery St and turn around 3. Tom was going to forward details of the road warden scheme to Fran, so that this could then be passed on to Otterton Cllrs (copy below) 4. I think Tom was going to check if DCC own the wooden posts (rotten) and wooden railings on Ottery Street next to the leat before they are possibly fixed by the PC.	
12	Emergency Plan: Clerk asked to review Woodbury PCs plan as a template. Following a discussion it was agreed that the Emergency Hub should be positioned in St Michael's church. Devon resilience forum also offer a template which could be used.(Dorset also to be reviewed). Emergency essentials list to be considered. It was agreed to review the old emergency plan for skill sets. Update in January	
13	Resilience Reports: Reports from Councillors with specific responsibilities: Responsibilities as listed to be allocated at tonight's meeting. Allocation as follows: Stone Trap & Gullies: RW Environmental reports: IS Water levels: PW Sand bags, sand & salt: JW	
14	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies: The Village Green - JF War memorial – KH: Otterton war memorial is all clean, weeded, scrubbed and swept up ready for next weekend. Many thanks to Kevin Hill for doing this. Speed Watch – RP: The last Speed watch in October we recorded three cars speeding however they were going in the wrong direction. We are restricted on the locations we use and for safety reasons most sites are only one way. As the team has said the main idea though is to send a message that cars shouldn't speed through Otterton, and we act as a deterrent. The count of how many cars pass through the village is very interesting and we had 145 in one hour in August and this dropped to 86 in September. We have been asked to report that at times the bus turns at the junction of Bell Street which is very dangerous. Also, some residents have said that some vehicles are not adhering to the width restrictions on the back road to Sidmouth! This has been reported. Village Hall – BS NTR Community shop - NTR Stantyway Recreation Field & Football Club - JF Raleigh Federation – RW. Successful bonfire night with 350 attendees with lots of helpers good money raised for Otterton School. Jubilee Playground – IS See agenda item 17 regarding 106 funding. The Cemetery- PW NTR Contracts & Finance – RW 2 Contracts now received for Grass cutting awaiting 3rd.	

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	Village Defibrillator - FM	
15	Financial matters: To agree payment of cheques as per schedule below Contract for Grass Cutting: Clerk to chase halcyon for quote for contract renewal. Budget for 2025; Clerk was requested to send budget illustrations based on £%, 5% & 7% increases	
16	Further Actions Website. Clerk to let Ro Smith know requirements for the new OPC page. Dates for 2025 meetings: Proposed Meeting Dates 2025: Feb 3, March 3, April 7, May 12, June 2, July 7, Sept 1, Oct 6, Nov 3, Dec 1. With an additional meeting in January for review of the emergency plan.	
17	106 Funding: Discuss responsibilities of parish council to progress. From Melissa Wall EDDC re 106 Funding expenditure. Please see below regarding estimate costs. They'd need to allow £100-120 per m2. That includes: Excavation ● Edging kerbs ● Geotextile ● Foundation stone ● Base course ● Wearing course ● Reinstatement of disturbed ground Kind regards Melissa Wall Section 106 Officer, Development Management EDDC Following a short discussion RW suggested that the cost of installing a multi-use surface on the football pitch in the Jubilee playground would amount to approx. £28k. The Clerk was requested to chase a large outstanding amount of 106 funding as detailed in the meeting with Melissa Wall of EDDC. Progress to be reported to the OPC in due course. RW also suggested that the entrance to the playpark needs work to make it more user friendly for wheelchairs and pushchairs or prams. Funding for this would come from CIL monies as this work does not fit the remit for 106 funding. It was suggested that funding for a disabled entrance may be available & the clerk was asked to explore this option.	
18	Items for next Agenda: Consider items of business for next meeting. Budget, emergency plan	
19	Village events. Note dates for village events Boundary Walk: 9.11.24 Remembrance day service: 10.11.24 Reindeer Run: 7.12.24 Sadly the clerk has had to postpone the community meal for personal reasons but it is hoped a similar event will happen in the Spring.	
20	Date of next meeting: OPC Meeting - Scheduled for 2nd December 2024	

The meeting closed at 21.02

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