

Otterton Parish Council A meeting of the members of Otterton Parish Council will be held on **Monday 6th January 2025 at 7.30pm** in the Otterton Village Hall and all Parish Councillors are summoned to attend the meeting. Members of the public and the press are welcome to be present. *Francesca Mills* Clerk

AGENDA

1	Apologies	<i>To receive apologies from Cllrs</i>	Clerk
2	Declarations of Interest	<i>To receive declarations of pecuniary interest on items on the agenda</i>	Chair
3	Minutes Matters arising	<i>To accept and sign the minutes of the meeting held on 2nd December 2024 as a correct record of the meetings. To consider any matters arising from the minutes, not elsewhere on the agenda.</i> • Gate at Stantyway	Chair/clerk
4	Public Questions	<i>Response to items received by email, post or in person.</i>	All
5	Correspondence	<i>Correspondence</i>	All
6	Budget 25/26 signoff	<i>Sign off & precept application</i>	All
7	Defibrillator	<i>Update & progress action on village defibrillator</i>	All
8	Grass Contract	<i>Update</i>	All
9	Emergency Plan	Update & populate plan	All
10	Resilience Reports	Reports from Councillors with specific responsibilities: Responsibilities as listed to be allocated at tonight's meeting. Stone Trap & Gullies Environmental reports Water levels. Sand bags, sand & salt	All
11	Items for next Agenda	<i>Consider items of business for next meeting.</i>	Clerk
12	Date of next meeting	<i>OPC Meeting - Scheduled for 3rd February 2025</i>	

Fran Mills Clerk to the Parish Council 30.12.24

Meeting Dates 2025: Proposed Meeting Dates 2025: Feb 3, March 3, April 7, May 12, June 2, July 7, Sept 1, Oct 6, Nov 3, Dec 1

Information to support agenda items as detailed

Agenda item	Comment	Action
4	See report from Richard Witherby attached	all
9	Town and parish councils: If you're interested in joining the scheme and working with Devon County Council to more effectively manage your local area call 0345 155 1004 or email communityselfhelp@devon.gov.uk	IS, JF & KH
15	Budget for 2025. I hope to circulate a draft budget for consideration after the Chancellors Budget has been made public.	
16	Proposed Meeting Dates 2025: Feb 3, March 3, April 7, May 12, June 2, July 7, Sept 1, Oct 6, Nov 3, Dec 1	All
16	Here is a selection of items that could be placed on the website: Documents: Policies and Regulations Standing Orders - May 2024 Financial Regulations - May 2024 Risk Assessment - May 2024 Data Privacy Policy - Sept 2018 Code of Conduct - May 2023 Complaints Policy - May 2023 Health and Safety Policy - Oct 2017 Communications Policy - May 2021 Scheme and Scope of Delegation Co-Option Procedure Community Infrastructure Levy Policy Emergency Plan Emergency Plan v. May 2024 Emergency Plan Risk Assessment V2.2 - March 2020 Insurance 2023 Zurich Insurance Policy Schedule 2023 Public Liability Insurance Certificate	All

	2023 Employers Liability Certificate Zurich Insurance Policy Wording Other Documents Information Available from Colaton Raleigh Parish Council Colaton Raleigh Highways Report - 2017 Terms of Reference - Highways Working Group Colaton Raleigh Flood Risk Option Report 2022 Section 19 Flood Risk Investigation Report - May 23	
17	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 East Devon District Council	