

Otterton Parish Council A meeting of the members of Otterton Parish Council will be held on **Monday 3rd February 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	To receive apologies from Cllrs	Clerk
2	Declarations of Interest	To receive declarations of pecuniary interest on items on the agenda	Chair
3	Minutes	To accept and sign the minutes of the meeting held on 6 th January 2025 as a correct record of the meetings. To consider any matters arising from the minutes, not elsewhere on the agenda.	Chair/clerk
	Matters arising	Gate at Stantyway	
4	Public Questions	Response to items received by email, post or in person.	All
5	Correspondence	Correspondence from members of the public Tractors through Village, request for 20 MPH zone	All
6	Chairman's Business	To receive a report from the Chairman	Chair
7	Emergency Plan	Update – meeting 6.1.25	All
8	Response to flooding	Reflection & lessons learned	All
9	Road traffic	Response to recent reported accident.	All
10	Defibrillator	Update & progress action on village defibrillator	All
11	Chapter 8 Training	Update on Councillor Training/ Road warden scheme	All
12	Local Planning	Discuss any applications received:	All
13	District & County	Update of reports already circulated	DCs
14	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	
15	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies	Reports for the amenities & bodies: The Village Green - JF War memorial - KH Speed Watch - RP Village Hall - BS Community shop - KH Stantyway Recreation Field & Football Club - JF Raleigh Federation - RW Jubilee Playground - IS The Cemetery - PW Contracts & Finance - RW Village Defibrillator - FM	
16	Financial matters	To agree payment of cheques as per schedule below	Clerk
17	Further Actions	Website	All
18	106 Funding	Discuss responsibilities of parish council to progress.	Clerk
19	Items for next Agenda	Consider items of business for next meeting.	Clerk
20	Village events.	Note dates for village events: Otterton Garden Show Otterton Open Gardens. OPC Coffee Morning – set date.	All
19	Date of next meeting	OPC Meeting - Scheduled for 3 rd March 2025	

Fran Mills Clerk to the Parish Council 27.1.25

Income & Expenditure October	Opening Balance	£18062.43
NDC re wages		698.19
Working balance		£18364.24

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	All

	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 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	