

Otterton Parish Council

A meeting of the members of Otterton Parish Council will be held on **Monday 3rd March 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 3rd February 2025 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 from members of the public</i>	All
6	Water Testing	<i>Receive a presentation by Geoff Porter</i>	GP
7	Chairman's Business	<i>To receive a report from the Chairman</i>	Chair
8	Chapter 8 Training	<i>Update on Councillor Training/ Road warden scheme</i>	All
9	Local Planning	<i>Discuss any applications received:</i> TPO Rydon Orchard Strategic Local Plan	All
10	District & County	<i>Update of reports already circulated</i>	DCs
11	Resilience Reports	Reports from Councillors with specific responsibilities: <i>Stone Trap & Gullies</i> <i>Environmental reports</i> <i>Water levels.</i> <i>Sand bags, sand & salt</i>	All
12	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies	<i>Reports for the amenities & bodies:</i> <i>The Village Green - JF</i> <i>War memorial - KH</i> <i>Speed Watch - RP</i> <i>Village Hall – BS</i> <i>Phone Box - BS</i> <i>Community shop - KH</i> <i>Stantyway Recreation Field & Football Club - JF</i> <i>Raleigh Federation - RW</i> <i>Jubilee Playground - IS</i> <i>The Cemetery- PW</i> <i>Contracts & Finance – RW</i> <i>Footpaths & ROW - IU</i> <i>Village Defibrillator - FM</i>	All
13	Financial matters	<i>To agree payment of cheques as per schedule below</i>	Clerk
14	Further Actions	<i>Website</i>	All
15	106 Funding	<i>Discuss progress.</i>	Clerk
16	Items for next Agenda	<i>Consider items of business for next meeting.</i>	Clerk
17	Village events.	<i>Note dates for village events:</i> Otterton Garden Show 8.3.25 Otterton Open Gardens. 25.5.25 <i>OPC Coffee Morning – 5.4.25</i>	All
18	Date of next meeting	<i>OPC Meeting - Scheduled for 7th April 2025</i>	

Fran Mills Clerk to the Parish Council 24.2.25

Income & Expenditure October	Opening Balance	£17464.74
Halcyon Landscapes Dec, Jan & Feb		891.66

Working balance		£16573.08
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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	All

	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 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	

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