

Otterton Parish Council A meeting of the members of Otterton Parish Council will be held on **Monday 7th April 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 March 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 • Chapter 8 Training • Post on Green	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> Letter from Gill Barlow Letter from Gill Wilson Response from Tom Cox - Highways	All
6	Chairman's Business	<i>To receive a report from the Chairman</i> Rospa Report	Chair
7	Local Planning	<i>Discuss any applications received:</i> Local Plan	All
8	District&County	<i>Update of reports already circulated</i>	DCs
9	Resilience Reports	Reports from Councillors with specific responsibilities: Stone Trap & Gullies Environmental reports Water levels. Sand bags, sand & salt	All
10	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies	<i>Reports for the amenities & bodies:</i> The Village Green - JF War memorial - PW Speed Watch - RP Village Hall – BS Phone Box - BS Stantyway Recreation Field & Football Club - JF Raleigh Federation - RW Jubilee Playground - IS The Cemetery- PW Contracts & Finance – RW Footpaths & ROW - IU Village Defibrillator - FM	All
11	Financial matters	<i>To agree payment of cheques as per schedule below</i> Agree Internal Auditor for accounts EDDC Bin Collection	Clerk
12	Further Actions	<i>Website</i>	All
13	106 Funding	<i>Discuss progress.</i>	Clerk
14	Items for next Agenda	<i>Consider items of business for next meeting.</i>	Clerk
15	Village events.	<i>Note dates for village events: Open Gardens. 25.5.25</i> Soap Box Race IS Princess Prom BS VE Day Celebration 5.5.25(?)	All

16	Date of next meeting	<i>OPC Meeting - Scheduled for 12th May/ 2025</i>	
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Fran Mills Clerk to the Parish Council 25.3.25

Income & Expenditure October	Opening Balance	£16573.08
EDDC - Precept	7426.26	
Halcyon	1401.22	
Otterton Village Hall	54.00	
Working balance		21544.12

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 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	All
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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