

Otterton Parish Council

Date & Time	11 th May 2026		Location	Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
Ian Simpson	RW	Parish Councillor	Chair	Mandy Goddard			
Richard Witherby	IS	Parish Councillor		Anna Wyllie			
Belinda Shoemaker	BS	Parish Councillor		Members of the public	11		
Jerry Fry	JF	Parish Councillor					
Stevie Mears	SM	Parish Councillor					
Peter Wells	PW	Parish Councillor					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Belinda Shoemaker	BS	Health issues			
Peter Wells	PW	Holiday			
Jess Bailey		Work Commitments			

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

Minutes

			Action
1	Apologies	<i>Apologies as above. Peter & Belinda</i>	Clerk
2	Declarations of Interest	<i>There were no declarations of pecuniary interest on items on the agenda</i>	Chair
3	Minutes Matters arising	<p><i>The minutes of the meeting held on 13th April 2026 were signed as a correct record of the meetings.</i></p> <p><i>Matters arising:</i></p> <ul style="list-style-type: none"> • <i>Gate at Stantyway. Work will be completed on this on 18th May 2026</i> • <i>Seat & tree on Green with time capsule. Await slabs to enable installation of seat. Time capsule to be completed & buried before the slabs are laid.</i> • <i>Tree donations for OPC land. JF – to action with Otter</i> • <i>Bench on River Otter: To be repaired by OPC with a donated piece of timber.</i> 	RW JF IS
4	Public Questions	<p><i>Response to items received by email, post or in person.</i></p> <p><i>As resident was concerned that children from the school were crossing the road without high visibility jackets which was thought to be dangerous. Resident asked for school to be reminded to use them.</i></p> <p><i>Request to trim hedge in playpark to bring back to original height & width also hedge in cemetery.</i></p> <p><i>Quotes will be sought for professional job to ensure ongoing wellbeing of plants.</i></p>	RW
5	Correspondence	<p><i>Correspondence from members of the public.</i></p> <p><i>Stantyway Recreation Ground. A meeting has been arranged with the Otterton Football Club representatives following the raising of some issues around use.</i></p>	

Meeting of the Otterton Parish Council

minutes

Signed

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		<p>Minutes of the meeting will be published.</p> <p>Pot holes: A resident has written to the OPC regarding the maintenance of the road at the bottom of Bell Street and the multiple pot holes there. The Chair reminded the assembly that Highway problems should be notified direct to highways using the online reporting system. This should result in more timely corrective procedures. A query was also raised regarding yellow lines on Ottery Street. The clerk will write to Tom Cox for an update.</p>	Clerk
6	Otterton Housing Needs	<p>The Parish Council welcomed Mandy Goddard & Anna Wylie to the meeting. A presentation was given when the following points were made: The recent Devon Housing Needs survey received a 25% response rate, which was stated as acceptable however a particular issue has delayed some additional responses getting through. In total 41 online responses/87 postal of which 29 remain missing.. Therefore, the current analysis is based on current 17% response (58) which is adequate for planning applications and future planning.</p> <p>It was noted that surveys are never perfect due to lack of response from various populations & hard to reach folk. Not all questions are answered Headline figures: A desire for residents to downsize whilst remaining within the village is a common problem. Housing for elderly folk (lifetime housing) is a common need. Section 1 shows</p> <ol style="list-style-type: none"> 1. Exit from village due to lack of affordable housing. 2. Predominantly 1 or 2 people per house whatever the size of the property. 3. More bedrooms than folk living in housing. 4. Parents of school children not able to live in village due to cost of housing. 5. Wish to downsize not met by a variety of house size. 6. Eligibility for social housing (14). <p>Cost of houses too high with majority low income (90% of houses seen as unaffordable). Rural exception sites would suggest that 7 affordable home should be built per year. Devon Home Choice Register & Art4 survey indicates folk wishing to move into the area. More information will be forthcoming as analysis of survey continues.</p>	
7	Chairman's Business	<p>To receive a report from the Chairman. OVA reports that feedback on water condition in the River Otter is becoming more concerning. The Chair made a plea for all to work together. Encouraging the reporting of problems & joining OVA. The OVA website gives valuable information & ways in which to support. Please visit. It was reported that wood debris on the weir constitutes a concern for flooding. Observations on fish stock also sought for OVA.</p>	All

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8	Parish P3 Path Partnership	<p><i>The clerk met with Iain Ure who is the PROW representative for Otterton Parish. After review it was agreed to put all the PROW in the parish into the P3 scheme. This amounts to just under 20 miles of pathways & PROW. To qualify for the scheme an annual check will need to be undertaken and reports sent to DCC as directed. Iain Ure already does this reporting to the Council. reporting regularly on the wellbeing of all paths in the Parish. Iain reports that currently with the help of the DCC representative all are in good order.</i></p> <p><i>Succession planning is important for this important role especially if we become part of the P3 scheme.</i></p>	Clerk
9	Newsletter	<p><i>Funding secured to cover printing of first edition on 19th Ma. 2026</i></p> <p><i>The council thanked Stevie & Richard for their work on the newsletter to date. Jill Beacham asked for her thanks for her gift & card to be noted.</i></p>	SM
10	Local Warden Schemes	<p>Progress on Road Warde & Snow warden.</p> <p>Progress slow. Clerk to chase.</p>	Clerk
11	Local Planning	<p>26/0720/FUL Monks Crest: Same footprint, change of door position.</p> <p>Unanimously approved.</p>	Clerk
12	District&County	<p>Update of reports already circulated.</p> <p><i>CF Reports:- Toilets unreliable in B/S due to wifi issues. Refurbishment of further toilets now on hold. Brook Road toilets to be demolished due to anti-social behaviour in area. The wish for more disabled parking has been noted. Resurfacing work in B/S & East Budleigh. Brick cross re- classified as a safety hazard which should accelerate up the list.</i></p> <p><i>Assurances sought from Tom Cox re work on East Budleigh Road.</i></p> <p><i>It was noted that the Burnthouse Farm planning application may be turned down by EDDC – a discussion took place regarding the relationship between recommendations for planning made locally and those made centrally. CF will voice the concerns raised.</i></p>	DCs
13	Resilience Reports	<p>Reports from Councillors with specific responsibilities:</p> <p>Stone Trap & Gullies, Environmental reports, Water levels.</p> <p>Sand bags, sand & salt. Nothing to report.</p>	All
14	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies	<p>Reports for the amenities & bodies:</p> <p>The Village Green – SM. Watering can for plants to be purchased.</p> <p>War memorial – PW NTR</p> <p>Speed Watch – RP. New site at Mill. It was noted that at another site the width of the lane is being ignored which is causing problems. 4 recording sites in Otterton providing data to support ongoing request for 20MPH restriction in village . Criteria not yet met for 20 MPH but presence in village useful. Jess Baile is to supply matrix for criteria.</p> <p>Village Hall – JF. WiFil change for shop</p> <p>Phone Box – BS. Very busy, well stocked. Thanks to Sam Pigeon noted.</p> <p>Stantyway Recreation Field & Football Club – See minute item 5. Meeting proposed for Tuesday 9th June @ 5.30 minute.</p>	All

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		<p>Raleigh Federation – RW. It was agreed that the Otterton School could use the Stantyway recreation Field on Friday 5th June for Sports day. It was also agreed that a vehicle can be taken onto the field to facilitate the movement of equipment.</p> <p>Jubilee Playground – ROSPA report highlighted slide, Strimming guards, Climbing Frame.</p> <p>The Cemetery- PW NTR</p> <p>Contracts & Finance – RW.</p> <p>Village Defibrillator – FM. A discussion took place regarding the installation of a light in the current Defib housing unit. IS & RW will seek a solution.</p>	
15	Financial matters	<p>To agree payment of cheques as per schedule below.</p> <p>Climbing Frame (Rhino Play). Work on the new climbing wall now completed and invoice received for payment. It was noted that payment will need to be made in advance of receipt of 106 funding. Current balance allow for this expenditure.</p> <p>Annual Accounts: RW sought clarification of distribution of some costs. It was agreed to accept the accounts for 2025 as circulated and to ask for them to be audited by Tony Gray.</p> <p>Agree AGAR – Exemption was agreed for the need for a further review of accounts by PKF Littlejohn as income 7 expenditure fall under the stipulated £25K Clerk to arrange for Audit & for exemption papers to be signed.</p> <p>ORIN. It was noted that due to the retirement of Rev'd Martin Jacques a new Chair is needed for the Charity.</p>	Clerk
16	106 Funding	<p>Following extensive communication with the legal department at EDDC a further grant forms was duly signed by Councillor Ian Simpson & Councillor Jerry Fryn the presence of the Responsible officer Francesca Mills.</p> <p>This will be emailed to the department on Wednesday following which 106 Funds will be released.</p>	Clerk
17	Items for next Agenda	<p>Consider items of business for next meeting.</p> <p>Time capsule, fence around green, brick cross update, newsletter.</p> <p>Housing survey update, soap box.</p>	Clerk
18	Village events.	<p>Note dates for village events: Summer Supper date change to 16th June</p>	All
19	Date of next meeting	<p>OPC Meeting - Scheduled for 1st June 2026 (Committee Room)</p> <p>The meeting closed at 21.19</p>	

Fran Mills Clerk to the Parish Council