

Otterton Parish Council

Date & Time	7 th September 2026	Location		Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
Ian Simpson	IS	Parish Councillor	Chair	5 members of the public			
Richard Witherby	RW	Parish Councillor		Charlotte Fitzgerald		District Councillor	
Jerry Fry	JF	Parish Councillor		Jess Bailey		County Councillor	
Stevie Mears	SM	Parish Councillor					
Peter Wells	PW	Parish Councillor					
Sam Pigeon	SP	Co-Opted					
Freya Morrow	FM	Co-Opted					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
PCSO Elizabeth Thomson		Diary Conflict			

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

Minutes

	Agenda item	Comment & Action	Owner
1	Apologies	<i>There were no apologies received from Councillors. Other apologies noted above.</i>	
2	Declarations of Interest	<i>There were no declarations of pecuniary interest on items on the agenda</i>	
3	Co-opting Councillors	<i>Sam Pigeon was duly co-opted to the Otterton parish Council Proposed by JF & seconded by IS Freya Morrow was duly co-opted to the Otterton parish Council Proposed by SM & seconded by RW</i>	
4	Minutes Matters arising	<i>The minutes of the meeting held on 6th July 2026 were signed as a correct record of the meetings. Matters arising from the minutes, not elsewhere on the agenda.</i> - Gate at Stantyway: Remains a work in progress - Seat & tree on Green. Complete Time capsule: To be installed. - Tree donations for OPC land – No progress made so far & other funders to be approached. IS to send details to Clerk.	IS/JF IS/JF/Clerk
5	Public Questions & Correspondence	<i>Response to items received by email, post or in person. ORIN: on behalf of ORIN Emma Wakeling sought a 'Formal approval to remove the nominative trustee category from the Otterton Relief in Need Charity's scheme to comply with</i>	

Meeting of the Otterton Parish Council

minutes

Signed

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		Charity Commission rules’. This was approved. Proposed IS Seconded RW IU brought to the attention of the Council a proposal from SWW – to install a rising main from Lime Kiln to Exmouth through main road (B3178) to Exmouth past the recycling centre. A suggested 2 year duration for work will cause significant delay and disruption to road users & to local business. It was noted that an additional waste pumping station is planned to take pressure from Lime Kiln. Further details to be sought & any application should be viewed & brought to the attention of the Council Query re tree maintenance on the green. The Trees on the Green will be trimmed on 11th September and bollards will be placed on High Street side of Green to prevent parking & to avoid any damage to cars. Bus Shelter – A resident mentioned that he believes that the bus shelter at the bottom of Maunders Hill needs work. JF will take a look. (Repeat) Weir: GP sent photos showing debris & fallen trees. IU has spoken to Dr Sam Bridgewater seeking support. SB has confirmed that it is the responsibility of the landowner (CDE) to remove trees & debris. SB reports that damage to the fencing is the responsibility of environment agency. The appropriate reports have been made. Water leak opposite the old bakery under the bridge. Reported by GP. Railings to be replaced by Environment agency under H&S. Reduction of hedge at Jubilee playpark to be funded by events committee. Anna Wylie from Devon Communities seeks approval of report as agreed (clerk to respond.). Report approved.	Clerk to copy to ORIN
6	Chairman’s Business	To receive a report from the Chairman. Reindeer Run 2027 in plan with new route. Marshalls required IS will request on socials & on Newsletter.	IS/SM
7	District&County	Update of reports already circulated. CF reported that LGR has been put on pause as a result of Government’s legal advice. Many challenges to achieve plan & progress in children’s services needs to be protected. Work needed on Adult social care which is also a current	DCs

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		priority. High ways: Pot holes on Sleaf hill prioritised. Local Plan continues. It was reported that yellow traffic lines at White Bridge at junction with Park Lane would be helpful to enable the farmer to have unhindered access. Dentistry in Devon/Adult services will be reviewed. Available by live screened.	
8	Road Traffic matters	Vehicle Activated Speed signs: Following a meeting with Tom Cox a proposal was made for the installation of VAS signs. Current speed limit 30 mph throughout village which is considered to be unsafe. 3 sites considered for VAS. Ottery Street, Bell Street (either way), The Mill exact position to be confirmed due the need for consideration to be given to current school signs. The VAS is portable & can could be moved between positions as needed. Cost with installation £6500. Benefits include: Battery operated, Programmable for changes in speed limit. After discussion it was decided to seek further advise re the programming of a safe speed limit for the village which may be slower than the current 30MPH. JB reported that Parish Councils can fund the cost of changing speed limit themselves and will advise total cost although this is thought to be prohibitive. Also considered: Sleeping policeman, chicane. Parking on other side of High Street. 20MPH remains a challenge for many small parishes. JB to seek find more information. Placement of cones by residents: JF reported a discussion with Highways regarding the removal of cones. It was noted that it is illegal to place bollards outside property. Yellow lines on Ottery Street. As per previous discussion with Highways. Clear passage for buses now possible.	RW JB
9	Brick Cross	It was noted that the following correspondence had been received by the Traffic Group. Brick Cross: I have spoken with our Network Response Safety Defect Engineer and sent him some photo of Brick Cross and he agreed that the faded markings are now a safety defect. Therefore, I have raised a lining order for them to be remarked under the safety defect budget. Kind Regards Emma Sampson Highway Neighbourhood	

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		<i>Officer (Exmouth & Budleigh Coastal) Exeter Neighbourhood Highways Team Devon Highways</i>	
10	The Green	<i>A discussion took place regarding the ongoing maintenance and visual aspects of the Green. The following suggestions were made: Replacement of planters, planting with colourful plants. Brian Major was thanked for providing a water source for watering. Right hand boundary could be planted. Adopt a planter scheme for the Green was suggested.</i>	
11	ParishPathsPartnership	<i>Clerk to seek update as no further notice received. SM helpfully provided a contact:- P3 @ devon.gov.uk</i>	Clerk
12	Newsletter	<i>Going well, good advertising requests coming forward. It was confirmed that Printing costs are covered by local businesses. Additional input from some businesses would be helpful. SM working with contributors. Request for number of inserts to be kept to a minimum.</i>	
13	Warden Schemes	<i>Progress on Road Warden scheme. Await response.</i>	Clerk
14	Local Planning	<i>Discuss any applications received: 26/1749/TCA - Cross Trees Bell Street Otterton EX9 7HS. Unanimously Approved.</i>	
15	Cemetery	<i>A review and site inspection was undertaken by Councillors before the meeting. It was noted that the Parish Cemetery was opened in 1986 and is currently about 2/3rds full using the current grave plan. Some plots sold by previous arrangements and intention now to infill spaces so 'next in line' plot always used weather permitting. Plots purchased will of course remain available for purchasers. The following actions were agreed: Clerk to update current plan of graves to maximise opportunity for future interments. It was noted that more ashes plots are now used due to the cost of full burial & the development of direct cremation services. It was agreed that the clerk would write to CDE to explore the possibility of obtaining further ground which could be used to expand the current cemetery provision. A suggestion was made that a part of the additional land could be used as a 'natural grave yard'</i>	Clerk
16	Football Club	<i>Tidy up ongoing. Wood to go for bonfire in November.</i>	
17	Resilience Reports	Reports from Councillors with specific responsibilities: <i>Stone Trap (needs emptying Clerk to write to Environment Agency) & Gullies (need to be emptied), Environmental</i>	Clerk

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		<i>reports, Water levels – NTR. Sand bags, sand & salt in order</i>	
18	Reports from Councillors with specific responsibilities & reports on village amenities and Bodies	<i>Reports for the amenities & bodies: The Village Green - NTR Thanks to Brian Major for water. SM War memorial – PW: Repair of broken spike complete & now to be painted. PW obtained quote for professional cleaning £2710. This was rejected by Councillors. Thanks to PW for ongoing cleaning work. Speed Watch – Placement of speed signs. See agenda item 8 Village Hall – JF NTR Phone Box – SP Many donations of jigsaws. Children's books required. SP to provide piece for newsletter Stantyway Recreation Field & Football Club – JF Agenda item 16 Raleigh Federation – RW reported start of school term with drop in pupil numbers to 31. SP now to take this category Jubilee Playground – IS. Some apparatus affected by heat. Next focus: Replacement of slide, tunnel to be repaired & padded. Hedge level to be reduced. Secondary gate to be installed The Cemetery- PW See agenda item Contracts & Finance – RW NTR Village Defibrillator – FM Light to be installed.</i>	PW SP
19	Financial matters	<i>To agree payments as per schedule below. Agreed.</i>	Clerk
20	106 Funding	<i>Report Progress. Clerk to correspond with Melissa Wall for payment.</i>	Clerk
21	Items for next Agenda	<i>Consider items of business for next meeting: Planters for the Green Price of 20 MPH Scheme Brick cross.</i>	Clerk
22	Village events.	<i>Installation Service for new Vicar 19th September 2026 – all welcome. Otterton Harvest Supper 6th October 2026 – all welcome Open Gardens 2027 date TBC.</i>	
23	Date of next meeting	<i>Scheduled for 5th October 2026 (Committee Room)</i>	

Fran Mills Clerk to the Parish Council 2.9.26

- Monday, 5 October 2026
- Monday, 2 November 2026
- Monday, 7 December 2026

Meeting of the Otterton Parish Council minutes

Signed

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Draft until signed