| Date & Time            | 8 <sup>th</sup> A | pril 2024    | Loca   | ation | Otterton Village Hall |          | llage Hall |  |
|------------------------|-------------------|--------------|--------|-------|-----------------------|----------|------------|--|
| Councillors<br>Present | Initials          |              |        |       | Also<br>Present       | Initials |            |  |
| MS Melanie Martin      | MM                | Parish Counc | cillor |       | Members of the public | 3        |            |  |
| Mr Jerry Fry           | JF                | Parish Counc | cillor |       | Henry Riddell         | HR       |            |  |
| Mr Richard Witherby    | RW                | Parish Counc | cillor |       | Jess Bailey           | JB       |            |  |
| Roger Pellow           | RP                | Parish Counc | cillor |       |                       |          |            |  |
| lan Simpson            | IS                | Parish Counc | cillor |       |                       |          |            |  |
| Peter Wells            | PW                | Parish Counc | cillor |       |                       |          |            |  |
| Ms Belinda Shoemaker   | BS                | Parish Counc | cillor |       |                       |          |            |  |
|                        |                   |              |        |       |                       |          |            |  |

| Apologies            | Initials | Reason for Absence | Absent without Apology | Initials |  |
|----------------------|----------|--------------------|------------------------|----------|--|
| Charlotte Fitzgerald | CF       | Maternity leave    |                        |          |  |
| Steve Culverhouse    | SC       | Holiday            |                        |          |  |
|                      |          |                    |                        |          |  |

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

| Ref | Main meeting agenda item, comment & decision   | Action<br>Owner & deadline |  |  |  |
|-----|--|----------------------------|--|--|--|
| 1   | Welcome & Apologies received & accepted as above.  |                            |  |  |  |
|     | Caz Sizemore Hunt Vice Chair & Jo Vanstone Clerk Budleigh Town Council were welcomed             |                            |  |  |  |
|     | to the meeting.  |                            |  |  |  |
| 2   | Declarations of Interests: None  |                            |  |  |  |
| 3   | Minutes: The minutes of the meeting held on 5 <sup>th</sup> March 24 were signed as an accurate  |                            |  |  |  |
|     | record of the meeting.   |                            |  |  |  |
|     | Matters arising not featured on the agenda:  |                            |  |  |  |
|     | 1. Following a conversation with the clerk the owner of the Old Vicarage confirmed that          |                            |  |  |  |
|     | the business is considering ideas for the installation of a defibrillator for the home and       |                            |  |  |  |
|     | therefore will not contribute to the cost of the Village unit supplied by the Parish Council.    |                            |  |  |  |
|     | 2.The clerk confirmed that a payment of £115.00 had been sent to the Voluntary Bus               |                            |  |  |  |
|     | scheme.  |                            |  |  |  |
|     | 3.Sign refurbishment continues as work in progress.  |                            |  |  |  |
|     | 4.Graffiti on bus stop reported by a resident will be addressed by JF                            |                            |  |  |  |
|     | FM confirmed that St Michael's PCC would welcome any help with the annual church fete.           |                            |  |  |  |
|     | A date is yet to be set but communication will remain open.                                      |                            |  |  |  |
|     | MM proposed that the Parish Council Annual Meeting would take the form of a Village              |                            |  |  |  |
|     | <b>Open day</b> with all village Clubs/Groups invited to come along to advertise. Date confirmed |                            |  |  |  |
| -   | as 1.6.24 10.00 – midday. Clerk to advertise in May newsletter.                                  |                            |  |  |  |
| 4   | The chair confirmed the arrangement for public discussion:                                       |                            |  |  |  |
|     | All members of the public are welcome and comments on items on the agenda will be                |                            |  |  |  |
|     | heard. If you would like to add an item to the agenda, please contact the clerk at least 7       |                            |  |  |  |
|     | days before the meeting. Public questions by email/letter or in person:                          |                            |  |  |  |
|     | Ongoing:   |                            |  |  |  |
|     |  |                            |  |  |  |
|     | Meeting of the Otterton Parish Council minutes Signed  |                            |  |  |  |

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|   | Mr Tony Shore stated disappointment at the lack of interest following the launch of   |       |
|---|---|-------|
|   | photographic club.  |       |
|   | It was confirmed that the appeal for garage & MOT centre on Ottery Street has been  |       |
|   | declined.   |       |
|   | Cones – illegal use of cones is a concern to residents. A discussion took place regarding                                     |       |
|   | the use of cones.   |       |
|   | Action: Note in the newsletter.   |       |
|   | Exploration of possibility of car park for the village.   |       |
|   | Advice from Caz Sizemore Hunt: suggests getting facts straight & suggestions before   |       |
| 5 | contact. Agenda item for next meeting.  |       |
| J | <b>Correspondence:</b> JB reminded the council of the need to vote for Police Commissioner &                                  | Clerk |
|   | Crime,<br>Death of Lord Clipton, Action: Clark to conductor of conducence to Lody Clipton                                     | CIEIK |
| 6 | Death of Lord Clinton. Action: Clerk to send letter of condolence to Lady Clinton<br>Chairman business:                       |       |
|   |   |       |
|   | <b>Fairlynch Museum</b> visit by MM & FM. Otterton presentation regarding historic port was very interesting a worth a visit. |       |
|   | Drains for Otterton remains a priority for Otterton. Backlog due to weather.  |       |
|   | Discussion regarding the website – new address could be: Gov.UK which may be slightly   |       |
|   | more expensive however gives credibility/ better search results. Likely cost £1500.   |       |
|   | Application to be made is slightly involved & due to securing name for site.  |       |
|   | Agenda item next meeting.   |       |
|   | <b>Emergency planning</b> . MM attended at forum for sharing information with ideas.  |       |
|   | Budget remains available – Action: clerk to make application.   |       |
|   | MM explained guardian angel scheme. Information leaflet to be shared with every   |       |
|   | household the cost could be covered by funds received from Resilience funding   |       |
|   | application.  |       |
|   | Road warden scheme may be if interest. MM to explore.   |       |
| 7 | District & County Reports.  |       |
|   | HR congratulated councillors on success of soap box race.   |       |
|   | Banking Hub – won't come to villages. Town population only used for numbers criteria.   |       |
|   | Cllr Jess Bailey, Devon County Councillor (Otter Valley)  |       |
|   | Below is the summary of the comments I made at the April parish council meeting with  |       |
|   | regards the footpath which I had discussed with Richard Walton PROW team manager at   |       |
|   | DCC on Thursday 28th March.   |       |
|   | The methodology and specification has been completed and the works are proposed in  |       |
|   | two stages due to the high cost. The first stage for the section north of Clamour Bridge was                                  |       |
|   | being submitted to the EA by DCC contractors for a permit w/c 1st April. I have not seen                                      |       |
|   | the spec but I have specifically asked to see this and for it to be shared with the parish                                    |       |
|   | council and residents. Richard Walston was on leave until 10th April but was going to   |       |
|   | arrange for this to be made available on his return. Richard please could you circulate this                                  |       |
|   | for the parish council, lain and the public and also update on the permitting process.  |       |
|   | In addition to the comments I discussed with Richard Walton, I also commented at the PC                                       |       |
|   | meeting about the fact that I am seeing the substantial erosion and potential loss of   |       |
|   | footpaths at multiple points along the River Otter in my ward. In my view whilst the  |       |
|   | Meeting of the Otterton Parish Council minutes Signed   |       |
|   |   |       |

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|     | officers are excellent, there is a lack of capacity and budget to see all the issues resolved in                      |                 |
|-----|---|-----------------|
|     | a timely way. My group at DCC (independent and Green) put forward a formal budget                                     |                 |
|     | amendment that would have seen greater resources (additional PROW officers) as well as                                |                 |
|     | increased capital expenditure on footpaths. However unfortunately this was voted down.                                |                 |
| 8   | Chapter 8 Training: Highways will fund 3 places for Chapter 8 Training which needs to be                              |                 |
|     | Pre-actioned by an online Safety Awareness Course which is available through DCC.                                     |                 |
|     | See agenda item 6   |                 |
| 9   | Local Planning Applications <b>24/0100/LBC</b> - 4 Fore Street Otterton EX9 7HB. Approved.                            |                 |
|     | 24/0777/TCA 20 Fore street - Approved   |                 |
|     | 26 Bell Street LBC. Timber replacement windows. Not approved due to preferred opportunity for more traditional style. |                 |
|     |   |                 |
| 10  | Allocation of responsibilities & reports from Councillors: Where there is nothing to                                  |                 |
|     | report the following abbreviation will be used (NTR)  |                 |
|     | Village Green (MM). Very wet. However, flowers coming up.   |                 |
|     | Hall (BS) WiFi in hall project support offered by BS & accepted by Andrew Sharp                                       | Clerk to action |
|     | Community shop: (SC) NTR  |                 |
|     | War Memorial: (RP) NTR  |                 |
|     | Stantyway recreation ground & Football Club: JF & IS to seek a quote for a new gate &                                 |                 |
|     | pedestrian entrance which they have offered to install.   |                 |
|     | Raleigh Federation: New teacher starting at school. Preschool numbers picking up.                                     |                 |
|     | Jubilee Play Park: New gate fitted by IS. Installation of swings ongoing.   |                 |
|     | £2430 raised through soap box race plus bar & raffle. Congratulations to IS & team for                                |                 |
|     | excellent community event.  |                 |
|     | Cemetery: Installation of new bin continues to be a frustration. Action Clerk to progress                             |                 |
|     | Contracts & Finance:  |                 |
|     | An announcement was placed in the parish news inviting applications for details of the                                |                 |
|     | grass cutting contract. None received so far. After discussion it was agreed that FM would                            |                 |
|     | contact Halcyon to confirm their ability to continue however in line with standing orders 2                           | Action PW       |
|     | other quotes must also be sought & considered.  |                 |
|     | Footpaths and Public Rights of Way: See report from Jess Bailey agenda item 7   |                 |
|     | <b>Speed watch:</b> 3 sites used with little evidence of speeding however the watch team act as                       |                 |
|     | a deterrent which is positive.  |                 |
| 114 | -   | Clerk to action |
|     | would be paid.  |                 |
| 12  |   |                 |
|     | this would be cost efficient.   |                 |
|     | AGAR Deadline 1.7.24. FM reported that as a 'Smaller authority' with income &   |                 |
|     | Expenditure of less than £200 OPC can vote to exempt from an external audit.  |                 |
|     | The vote was unanimously carried.   |                 |
|     |   |                 |
|     | Meeting of the Otterton Parish Council minutes Signed   |                 |

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|    | It was also agreed that the Clerk would ask Tony Gray treasurer if St Peter's PCC if he would<br>complete an internal audit & report for the OPC. Unanimously carried.<br>Community Outreach: fundraising event to raise money for playpark. Currently 3 Initiatives<br>which BS will bring to the next meeting. <b>Agenda item</b> |                 |
|----|---|-----------------|
| 13 | 106 Funding: In the region of £8073.00 (Sport) £1683.00 (Recreation). The clerk reminded  |                 |
|    | the OPC of the funds currently being held at EDDC and how these could be used.  |                 |
| 14 | Items for next agenda: Open day, website emails, Speed watch, AGAR, Gate quote, 3   |                 |
|    | nitiatives, road warden scheme.   |                 |
|    | <b>Dates for 2024 meetings</b> : May 13 <sup>th</sup> , June 3 <sup>rd</sup> , July 1 <sup>st</sup> , September 2 <sup>nd</sup> , October 7 <sup>th</sup> ,   |                 |
|    | November 4 <sup>th</sup> , December 2 <sup>nd</sup> .   |                 |
| 15 | The next meeting will take place on <b>Monday 13<sup>th</sup> May @ 7.30</b> .  | Clerk to action |
|    |   |                 |

The meeting closed at 20:47

Meeting of the Otterton Parish Council minutes

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