

Otterton Parish Council

Minutes of the Meeting of the Parish Council held in the Committee Room of the Village Hall on Monday 4 July 2016

Present: Cllr Ian Simpson (Chairman)
Cllr Tony Bennett
Cllr Andrew Davies
Cllr Tony Farrington
Cllr John Fudge
Cllr Roy Young

In Attendance: Mr Mike Miller (Clerk)
District Councillor Mr Geoff Jung
Mrs Briony Sharp (Footpath Warden)
And 3 members of the public

16/48. Apologies for Absence

Apologies for absence were received from Cllrs Jerry Fry, John Lister and Sarah Whittingham, and PCSO Sarah Trayhurn

16/49. Declarations of Interest

There were no declarations of personal or pecuniary interest from Councillors relating to items of business on the agenda.

16/50. Confidential Items of Business

Under Section 100(A)(4) of the Local Government Act 1972 the Council **AGREED** that item 17 – matters relating to the cemetery – should be discussed in Private Session (Part B), in addition to the conclusion of the Clerk's probationary period. The public (including the press) would be excluded from the meeting for these items.

16/51. Minutes

The minutes of the last meeting held on 6 June 2016 were approved as a correct record, subject to correcting M16/36 to make clear that the decision of East Devon District Council had been to refuse, not grant, planning permission, and signed by the Chairman.

16/52. Funding for Jubilee Playground Improvements

Arising from M16/34, it was reported that Cllr Davies and the Clerk had contacted East Devon District Council to look into the possible use of S.106 funding for improving the football pitch and other work in the playground. Sulena Tallack had indicated that she would be happy to meet a small group of councillors to provide more information about this. The Chairman, Clerk and Cllr Davies would attend this meeting.

16/53. Public Questions and Comments

Comments were asked by members of the public about the overgrown state of Lea Lane; the condition of the cemetery after the recent grass cutting; the traffic contra flow arrangements during the resurfacing of Fore Street and problems arising from the high water table in the Otter Valley.

It was thought that there had been a deliberate decision to let the hedges in Lea Lane grow, but it was important to keep the track clear, and the soft vegetation growth could be cut before 31 July. George Parrott would be asked to do this.

The Chairman thanked Mr Badcock for sweeping the cemetery and cutting back vegetation by the gate, explaining that he had been planning to do that himself. The Chairman also undertook to inform Dr Bridgewater about the water table problems. The other matters were noted.

16/54. Chairman's Business

The Chairman reported briefly on a number of matters:

- (i) The Wendy House in the Jubilee Playground had been damaged (see M16/61 below);
- (ii) He had removed a number of books from the telephone box and returned them;
- (iii) A meeting had been arranged with Clare James of Clinton Devon Estates to discuss the Triangle; and
- (iv) The stone trap at the point where the stream enters the village was full and would need attention soon.

16/55. Telecoms Mast at Stantyway Recreation Ground

Since the last meeting there had been further discussions with Shared Access, the company which had approached the Council about siting a telecoms mast at the Recreation Ground. The company were working on behalf of O2 and Vodafone to deal with 'black spots' for mobile phone service. A one-off capital payment of about £25k for a 25 year agreement was understood to be on offer; the masts which Shared Access had provided details of were not disguised, but could be hidden by trees. If the Council decided to go ahead the process could take between 6 months and a year to complete.

It was also reported that a separate approach by a different company had been made to the Church to propose siting a mast for O2 inside the church tower. The firm involved in this was offering an annual fee of over £6k per year. The Clerk had discussed this with Revd Charlton.

Two messages had been received from residents strongly supporting the provision of a mast at Stantyway.

Councillors recognised the uncertainties involved, noting that Orange already had secured planning permission for a mast, but had not proceeded with it, but felt that discussions should continue, and the Church should be kept informed of the position.

16/56. Parishes Together Fund

The Council noted that East Budleigh Council did not wish to join with the plant and animal signage application; Colaton Raleigh had not yet considered it. Cllr Jung reported that Woodbury Council would be interested in being involved; the Clerk will make contact. East Devon District Council was not able to vary its deadlines for considering the application, so it would have to be considered in the next round. Cllr Davies reported that he had secured letters of support and was seeking more.

16/57. Dog and Waste Bins

The Clerk reported that he had been in touch with East Devon District Council about the request to relocate the dog bin from the village green to the bridge (M16/40). Martin McGuire from EDDC had visited the village and suggested a more general review of the location of both dog and litter bins; his proposals were awaited.

16/58. Neighbourhood Plan

Tim Spurway, Neighbourhood Planning Officer at East Devon District Council, attended the meeting for this item, and presented an introduction to neighbourhood plans, their purposes and the processes for developing them. He emphasised that the plans related primarily to the use of land and, as a planning policy document, the neighbourhood plan must have the support of the parish council. Mr Spurway also indicated that considerable support was available from EDDC, in the form of advice, template documentation and funding to cover essential additional costs.

In discussion of the presentation, councillors were agreed that a steering group would be needed to lead the preparation of the plan, and that this might best be set up after some form of launch event, open to all residents. A project timetable would also be essential. It was **AGREED** to discuss again at the next meeting.

16/59. Planning Applications

The Council considered planning application 16/1357/TCA for tree works at Barton House, Church Hill. The Council had no objections to the proposal.

The Council also considered planning application 16/1480/FUL for improvements to St Michaels Church, principally new external doors to both porches. The Council had no objections to the proposal.

It was noted that tree works at Otterton Mill 9ref. 16/1392/PRETDD) were considered by EDDC to be an exception to the Conservation Area legislation; the Council's views were not, therefore, being sought.

16/60. Information Security

It was noted that it was a statutory requirement for the Council to be registered with the Information Commissioner and to comply with the Data Protection and Freedom of Information legislation. The registration had been made at a cost of £35 per year, and other proposals, to ensure compliance, would be submitted to future meetings.

16/61. Reports from Councillors with Specific Responsibilities

Councillors reported as follows:

- (i) The Village Green – one of the seats needed attention. With the Village fete due to take place on 17 July, some overhanging branches should be trimmed: the Chairman will deal with these matters.
- (ii) The War Memorial – nothing to report.
- (iii) Stantyway Recreation Ground – a fallen branch from a cherry tree needs to be removed; the Chairman will deal with this.
- (iv) The Jubilee Playground – in view of the damage to the Wendy House, councillors felt that it should be dismantled. Some planks with protruding nails have been removed by Cllr Bennett for safety reasons. It was noted that the grass is due to be cut again shortly.
- (v) Cemetery – the Council **AGREED** that the hedges both in the playground and the cemetery should be cut after 31 July. Tenders should be invited for each job from at least 3 firms. A detailed specification of the work should be given in the invitation to tender.

16/62. Reports on Village Amenities and Bodies

Councillors reported as follows:

- (i) Trees – nothing further to report.
- (ii) Footpaths – Cllr Young raised the problems arising from Devon County Council being behind schedule with soft vegetation growth (svg) clearance. Mrs Sharp felt that she had been put in a difficult position by Cllr Simpson himself dealing with some overgrown areas, at the same time that she was pressing the County Council to take action. It was, though, important for the village to have its paths clear and safe, and particularly to control giant hogweed, which was a hazard. It was **AGREED** that in future councillors should keep Cllr Young and Mrs Sharp informed if they did any such work. A note would be put in the Parish Newsletter reminding landowners of their responsibilities for cutting back svg on their land adjacent to paths and roads.
- (iii) Contracts and Finance – nothing to report.
- (iv) Ladram Bay – the Chairman would request a financial contribution towards the cost of maintaining village footpaths this month.
- (v) Football Club – Cllr Farrington asked about the annual financial contribution expected both from the football club and the junior club (via the school). Appropriate paperwork was needed.
- (vi) Raleigh Federation – nothing to report.

- (vii) Twinning – Cllr Bennett reported that he and others from the village had been warmly received in Vieux during the recent visit.
- (viii) Village Hall – nothing to report.
- (ix) Community Shop – Cllr Fudge reported that the AGM had been held on 29 June 2016. The priority now was to acquire a new electronic till system.

16/63. Police Report

In the absence of PCSO Sarah Trayhurn, the Clerk reported that there had been four reported crimes between 4 June and 4 July 2016 – a theft from a vehicle in South Farm Road and 3 assaults arising from one incident at Ladram Bay on 29 June 2016.

16/64. County Council Report

There was no report available to the meeting.

16/65. District Council Report

Cllr Jung briefly raised a number of matters:

- (i) The new Community Infrastructure Levy (CIL) was being introduced from 1 September 2016; this levy on development will help to fund infrastructure such as open space, sports facilities or school places needed to support new developments.
- (ii) A Village Plan produced by EDDC would be published shortly for consultation.
- (iii) A consultation on Gypsy and Traveller Sites would shortly be issued.

16/66. Correspondence

The Council noted the correspondence received, as set out on the agenda, as well as the Viewpoint Survey, which the Council would be asked to complete and submit by 16 September 2016.

16/67. Payments and Receipts for June 2016

The June payments and receipts were noted, as follows:

Payments	£
<i>South West Water d/d</i>	<i>5.00</i>
<i>Clerk's expenses – stamps, stationery etc</i>	<i>21.76</i>
<i>Village Hall – room hire – April</i>	<i>43.00</i>
<i>Clive Parnell – plants for Village Green</i>	<i>25.47</i>
<i>Rowse Tree Services – Chestnut tree on Green</i>	<i>528.00</i>
Total	623.23
Receipts	
<i>Palmers Funeral Service – re Martin Williams (deceased)</i>	<i>260.00</i>

16/68. Date of Next Meeting

The Council **AGREED** that the next meeting would be held on Monday 1 August 2016.

16/69. Business for the August Meeting Agenda

It was **AGREED** that the following items of business should be on the next agenda:

- (i) The Neighbourhood Plan – next steps;
- (ii) The Shared Access proposal for the telecoms mast;
- (iii) The EDDC Viewpoint Survey; and
- (iv) Dealing with the stream stone trap

16/70. Highways Matters

It was reported that a drive had been installed by a resident in Orchard Drive, involving movement of the kerbstones. The Chairman undertook to report this to the Highways Department.

Part B Items – discussed in private by the Council

16/71. Cemetery

The Clerk reported on two incidents which had occurred recently.

The Sexton had driven over and damaged a grave on 22 June 2016, when he had been accessing another grave. This had caused considerable distress to the family concerned. The damaged grave had now been re-turfed by Mr Pring. Boarding should be used in future to minimise the risk of this type of damage.

Between 19 and 21 June 2016 some soft toys normally on the grave of a child had been found in the rubbish bin. It was not known how this had happened or who was responsible. Councillors asked that a card be sent to the family concerned expressing regret at this incident.

16/72. Clerk's Employment

The Clerk withdrew for this item. The Chairman reported that the probationary period for Mr Miller's appointment as Clerk was due to end shortly. The Council was satisfied with his performance to date and **AGREED** to confirm his appointment as Parish Clerk.

The meeting closed at 9.45pm.

Mike Miller

Clerk to the Parish Council

6 July 2016.

