

Otterton Parish Council

Minutes of the Annual Meeting of the Parish Council held in the Committee Room of the Village Hall on Monday 9 May 2016

Present: Cllr Ian Simpson (in the Chair for M 16/04 – M16/26)
Cllr Tony Bennett
Cllr Andrew Davies
Cllr Jerry Fry
Cllr John Fudge
Cllr John Lister
Cllr Sarah Whittingham
Cllr Roy Young (in the Chair for M16/01 – M16/03)

In Attendance: Mr Mike Miller (Clerk)
District Councillor Mr Geoff Jung (for M16/01 only)
Mrs Briony Sharp (Footpath Warden)

16/01. The FAB Project

Prior to the formal business of the meeting, Chris Jenner of Transmission Investment made a short presentation on the FAB project, the underground and sub-sea electricity interconnector between France and Britain. He explained that, although it was not expected that the underground cables would be routed through the parish, Transmission Investment was consulting a wide range of representative bodies in the area. The final route had not yet been selected, but would almost certainly be in the Otter Valley, northwards from the landfall at Budleigh Salterton. It was hoped that the project could be developed in harmony with the Lower Otter Valley flood relief scheme, to minimise any disruption, and Mr Jenner indicated that some improvements to footpaths could be made if the cables followed existing paths. In answer to questions, Mr Jenner assured Councillors that any disruption during the cable-laying would be minimal, and that the access road to the village would not be closed.

16/02. Apologies for Absence

Apologies for absence were received from District Councillor Geoff Jung, who had to leave the meeting at 7.30pm

16/03. Election of Chairman

Cllr John Fudge nominated Cllr Ian Simpson and this nomination was seconded by Cllr Jerry Fry. Cllr Simpson accepted the nomination. Cllr Roy Young nominated Cllr John Fudge and this nomination was seconded by Cllr Tony Bennett. Cllr Fudge accepted the nomination. Following a vote Cllr Simpson was elected Chairman of the Parish Council for 2016-17.

Cllr Simpson's Declaration of Acceptance of Office was signed and submitted.

16/04. Election of Vice-Chairman

Cllr Tony Bennett nominated Cllr John Fudge and this nomination was seconded by Cllr Andrew Davies. Cllr Fudge accepted the nomination. No other nominations were received and Cllr Fudge was duly elected Vice-Chairman of the Parish Council for 2016-17.

Cllr Fudge's Declaration of Acceptance of Office was signed and submitted.

16/05. External Bodies

The Council **AGREED** the following appointments to external bodies for 2016-17:

- (i) Scouts and Guides – Cllr Bennett
- (ii) Garden Society – Cllr Young
- (iii) Twinning – Cllr Bennett
- (iv) Village Hall Committee – Cllr Fudge
- (v) Football Club – Cllr Farrington (subject to his agreement)
- (vi) Raleigh Federation – Cllr Whittingham
- (vii) Village Shop – Cllr Fudge
- (viii) Ladram Bay – Cllr Simpson
- (ix) Footpath Warden – Mrs Sharp
- (x) Relief in Need Charity – Mr Dickens, Mrs Barlow and Mrs Millington

16/06. Councillors' Responsibilities

The Council **AGREED** the following specific areas of responsibility as follows:

- (i) The Village Green – Cllrs Fry and Simpson
- (ii) The War Memorial – Cllr Bennett
- (iii) Stantyway Recreation Ground – Cllrs Fry and Simpson
- (iv) The Jubilee Playground – Cllr Davies
- (v) Cemetery – Cllr Lister
- (vi) Contracts and Finance – Cllr Fudge
- (vii) Footpaths – Cllr Young, assisted by Mrs Sharp as the Warden
- (viii) Trees – Cllrs Fry and Simpson, assisted by Mr Greenhow as the Warden

16/07. Declarations of Interest

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

16/08. Confidential Items of Business

Under Section 100(A)(4) of the Local Government Act 1972 the Council **AGREED** that item 21 – Clerk’s Business - be discussed in Private Session (Part B). The public (including the press) would be excluded from the meeting for that item.

16/09. Minutes

The minutes of the meeting held on 11 April 2016 were approved as a correct record and signed by the Chairman.

16/10. Annual Parish Meeting – 18 April 2016

It was noted that the minutes had been circulated to councillors and published. The meeting had been well-attended, with some 75 people present. The outgoing Chairman reported that he had thanked Dr Bridgewater for his very helpful presentation. A web site was being set up for the Lower Otter Valley project.

16/11. Insurance

Cllr Fudge reported that the Council’s insurance policy would shortly be due for renewal. The premium would be similar to that in 2015. The insurers required a formal declaration from all councillors which the Clerk was asked to deal with by e mail.

16/12. Notice Board

Arising from the discussion at the last meeting, the Council discussed the provision of a notice board at the eastern end of the village. It was **AGREED** to make an application to the Parishes Together Fund for this. If it were possible to have a weatherproof, glass-fronted board it could be located on the wall of the Old Forge, replacing the present board. A cheaper board could be fitted in the bus shelter across the road from the Old Forge, though this would not be so visible.

16/13. Chairman’s Business

The outgoing Chairman, Cllr Bennett, reported briefly on a number of matters:

- (i) An awareness raising/training session for the new defibrillator had been held on 27 April 2016 in the Village Hall. Some 70 people had attended. The South West Ambulance Service had provided some signs which would be placed around the village to direct attention to the location of the defibrillator.
- (ii) 12 volunteers had taken part in the annual Litter Pick on 23 April 2016.
- (iii) There would be a meeting on 10 May 2016 of the Lower Otter Valley Flood Scheme Group. Cllrs Simpson and Fudge would attend on behalf of the Council.
- (iv) The grass in the Jubilee Playground and cemetery had been cut by Wayne Ridge, and Cllr Simpson had done some grass-cutting at North Star.
- (v) He also thanked councillors for their support during his time as Chairman.

The new Chairman, Cllr Simpson, thanked the Council for electing him and thanked Cllr Bennett for his contribution as Chairman of the Council.

16/14. Annual Return and Audit – 2016

The Clerk reported on the arrangements for the 2016 annual return and audit. Grant Thornton had been appointed to audit the Council's financial statement for 2015-16. The deadline for submission would be 10 June 2016. Joan Cullen was undertaking the internal audit from 9 to 15 May 2016. The Council would be invited to approve the documentation at its 6 June 2016 meeting. The Exercise of Public Rights procedure would be between Friday 3 June and Thursday 14 July 2016; this would involve the unaudited accounts being available on the web site during that time for members of the public to see them. The Council was content with this.

16/15. Ball Games on the Village Green

A problem had arisen with children playing ball games on the Village Green, which the Council does not permit. Some parents living close to the Green were reported to be concerned at their children playing in the Jubilee Playground, which was some distance from their homes. Also, the condition of the football pitch in the playground was not good and, until recently the long grass had prevented ball games being played.

The main arguments for continuing to forbid ball games on the Green were safety, both of children and road users, should balls or children run into the road; the wish for the Green and the plants on it to be kept in good condition; and to preserve it as an amenity for all age groups.

It was suggested that a picket fence could be built along the front of the Green, and also that the football pitch in the Playground should be re-aligned, levelled and top-dressed. A reworded sign to deter dog-fouling in the Playground was also proposed. This issue would be discussed again at the next meeting.

16/16. Planning Applications

The Council considered the application for a licence for the beach shack at Ladram Bay, but did not wish to make any comments on it.

It was also noted that it was no longer necessary to retain records of old planning applications as these were now held digitally by East Devon District Council.

16/17. Local Plan

Councillors were agreed that it was desirable for there to be a Village Plan, which would provide the basis for the future of Otterton. Other local parishes had produced such plans. Cllrs Simpson and Fudge agreed to take the lead on developing a plan.

16/18. Parishes Together Fund

Applications to the fund did not now have to be collaborative, and the closing date for the current round of applications is 24 June 2016.

The Council had agreed (M16/12) that an application should be made for a new Notice Board. A possible alternative would be a bench on the area of ground upstream of the bridge. It was also noted that funding had been allocated to Otterton and East Budleigh for the clearing of drains and gullies. Cllr Simpson would liaise with Cllr Tweedie in East Budleigh about this.

16/19. Police Report

There was no report available to the meeting.

16/20. County Council Report

There was no report available to the meeting.

16/21. District Council Report

Cllr Jung was not able to stay for this part of the meeting. The Clerk summarised the report, which focused on three issues. Cllr Jung wished to be kept informed of the Council's views on the alcohol licence application at Ladram Bay; he was interested in the FAB project and any concerns the Council might have on that; and he would continue to monitor the Lower Otter Valley Scheme and would attend the meeting on 10 May 2016.

16/22. Correspondence

No significant correspondence had been received other than the items covered on the agenda.

16/23. Clerk's Business

The Council considered the arrangements for the payment of the Clerk's salary. In order to comply with HMRC regulations, payment of his salary and the quarterly office and telephone allowance (of £75) should use the PAYE system. It was **AGREED** that this should be contracted to North Devon District Council, as East Devon did not offer such a service to parishes. There would be a set-up fee of £15, and the annual cost to the Council for this service would be less than £50.

16/24. April Payments and Receipts

A revised and updated list, as follows, was noted:

Payments	£
<i>South West Water d/d</i>	<i>5.00</i>
<i>Outgoing Clerk's Salary – 1-18 April 2016</i>	<i>120.00</i>
<i>Clerk's Salary for March</i>	<i>200.00</i>
<i>Baker Electrical Ltd – installation of defibrillator housing</i>	<i>89.74</i>
<i>Otter Nurseries</i>	<i>50.00</i>
<i>DALC – Annual Subscription</i>	<i>146.32</i>
<i>WD Ridge – grass cutting contract (half yearly payment)</i>	<i>1195.00</i>

<i>Playsafety Ltd – annual playground inspection/report</i>	<i>105.00</i>
<i>Village Hall – Room hire – 7 March 2016</i>	<i>10.00</i>
<i>SW Ambulance Service – defibrillator</i>	<i>2160.00</i>
<i>Ian Simpson – Hinges for Stantyway Gate</i>	<i>16.99</i>
Total	4098.05

Receipts

<i>EDDC – Precept</i>	<i>5260.00</i>
<i>HMRC VAT repayment</i>	<i>202.22</i>
<i>Norman Charitable Trust</i>	<i>250.00</i>
<i>Richard W Gegg & Sons – grave and interment</i>	<i>260.00</i>
Total	5972.22

16/25. Date of Next Meeting

The Council **AGREED** that the next meeting would be held on Monday 6 June 2016.

16/26. Business for the June Meeting Agenda

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

- (i) The Cavanna Homes advertising board on the road to Ladram Bay, and the general question of whether planning permission was needed for advertising boards of this sort.
- (ii) The need to upgrade the Jubilee Playground and the related issue of ball games on the Green.
- (iii) The future use/improvement of the Triangle of land close to the bridge.

The meeting closed at 9.05pm.

Mike Miller

Clerk to the Parish Council

14 May 2016.

