

Otterton Parish Council

| Minutes | | | | | | | |
|---------------------|---------------------------|-------------------|----------|-----------------------|----------|--|--|
| Date & Time | 4 th July 2022 | | Location | Otterton Village Hall | | | |
| Councillors Present | Initials | | | Also Present | Initials | | |
| Mr T Wright | TW | Parish Councillor | Chair | Paul Jarvis | PJ | | |
| Mr J Hiles | JH | Parish Councillor | VChair | Jess Bailey | JB | | |
| MS Melanie Martin | MM | Parish Councillor | | | | | |
| Mr Richard Witherby | RW | Parish Councillor | | members of the public | 2 | | |
| Mrs Julia Bove | JF | Parish Councillor | | | | | |
| Mr A Cameron | AC | Parish Councillor | | | | | |
| Ms C Fitzgerald | CF | Parish Councillor | | | | | |

| Apologies | Initials | Reason for Absence | Absent without Apology | Initials | |
|--------------|----------|--------------------------------|------------------------|----------|--|
| Jerry Fry | JF | Conflicting Commitments | | | |
| John Lister | JL | Work Commitments | | | |
| Alan Dent | AD | Holiday | | | |
| Briony Sharp | BS | Personal reasons | | | |

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

| Ref | Main meeting agenda item, comment & decision | Action Owner & deadline |
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| 1 | Welcome & Apologies received as above. | |
| 3 | Declarations of Interests: There was one declarations of interest in items on the agenda. Councillor stated an interest in planning application 22/Julia Bove re planning application. | |
| 4 | <p><i>The minutes of the meeting held on 6th June were signed as a correct record of the meeting. The following matters arising were considered as not elsewhere on the agenda:</i></p> <ol style="list-style-type: none"> 1. <i>Parking at the milk machine – an email has been sent to Clinton Devon estates & we await a response.</i> 2. <i>RW has corresponded with land owner regarding the tree as mentioned in Iain Ure's report of June 2022. A further response confirming action has been promised.</i> 3. <i>Review of standing orders: A review of S/O took place which was attended by a working party of 4 Parish Councillors. The annotations made in green were agreed and recommended to the full Council who universally accepted the recommendations.</i> 4. <i>The working party further requested clarification on item:12.3 and the Clerk has written to the Monitoring office as follows:</i> The Otterton Parish Council has been reviewing it's Standing Orders together with the EDDC Code of Conduct with a view to adopting the latter. The current wording in the Standing order is as follows: CODE OF CONDUCT ON COMPLAINTS: The Council shall deal with complaints of maladministration allegedly by the Council or by any officer or Member as set out below, <i>except for those complaints that should be properly directed to the Standards Board for England. Please would give a definitive list of the complaints which need to be 'properly directed to the Standards Board for England'. A response is awaited.</i> 5. <i>Query regarding vehicular access to Ladram Bay – Steve Harper Smith has offered to speak to the resident.</i> | |

Otterton Parish Council

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| 5 | <p>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: A suggestion made that a Zebra crossing would be beneficial on Maunders Hill. The resident was directed to Devon County Council who have responsibility for highway matters in Devon.</p> | |
| 6 | <p>Correspondence: Further to the request received from the PCC of St Michael's church seeking permission to hold a Church fete on the Green on 17th July. A copy of their insurance document has been sent to the Clerk and use of the Green on 17th July was agreed.</p> | |
| 7 | <p>Chair's report: Following a meeting with Devon Highways & Councillor Jess Bailey the Chair reported that</p> <ul style="list-style-type: none"> • Temporary parking orders may be needed for Ladram Bay, through Chapter 8 when moving their units. • It was agreed that the white lines need replacing to stop parking at the top of the village. Reinstatement of lines at top of village will be actioned by Devon Highways. • A suggestion was made of a trial with parking on other side of road from the hatched white lines on Fore Street in September. Cllr Jess Bailey will organise a meeting of residents to discuss the implications before this happens. • Highways inform that hatched lines are not intended to be a pedestrian walk way as they do not conform with safety standards for pavements. Therefore an unofficial arrangement. • It was stated at the meeting that current unreliability of communication from Ladram bay with residents is unhelpful, it was also suggested that the escort vehicle is not driven sufficiently far ahead to scout out problems. | |
| 8 | <p>Chairman's succession planning: MM sought a discussion regarding a proposal that the role of Vice Chair is used as a familiarisation role for the Chair role and the vice chair incumbent automatically becomes Chair after 12 months. Budleigh Salterton Town Council was used as an example of where this method of succession planning is working well. A discussion took place and the following points were noted.</p> <ul style="list-style-type: none"> • 2023 is Election year so the opportunity will arise to select a whole new council. • The key aim is to retain and grow number of people wishing to become Parish Councillors. • Need to encourage other folk to stand for election in April to maintain current numbers & experience on the council. • The system used in Budleigh Salterton is unofficial and whilst works well could be challenged. <p>It was agreed to continue this discussion in readiness for Council elections in 2023.</p> | |
| 9 | <p>Village Events: A letter was received from Otterton School thanking the Parish Council for their support of the successful sports day. A donation of £10.00 was made to the St Michael's Church by way of a thank you for the donation of cakes for sports day following Open Gardens. Other events: Not discussed.</p> | |

Otterton Parish Council

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| 15 | <p>Operation London Bridge: A Draft policy was circulated to all Councillors for action in the case of the death of a senior Royal. It was agreed that floral tributes should be laid at the War Memorial. A condolence book will be placed in St Michael's Church Otterton. It was thought that an online condolence book will also be made available.</p> <p>With the insertion regarding floral tributes, it was unanimously agreed to adopt the policy.</p> | Clerk to action |
| 16 | Cllr Alan Dent & Cllr Paul Jarvis. NTR | |
| 16 | Cllr JESS BAILEY – DEVON COUNTY COUNCIL (OTTER VALLEY) APRIL 2022 . See Chairs report minutes reference 7 | |
| 17 | <p>Financial matters: It was unanimously agreed that all payments listed on agenda 4.7.22 should be paid.</p> <p>Norman Family Trust see minutes section Contract & finance 6.6.22</p> <p>2021/22 AGAR: Accounts agreed and signed by Tony Gray Internal Auditor. AGAR also signed by TW & Clerk. It was unanimously agreed to seek exemption from further audit as income & expenditure falls within exemption criteria.</p> | Clerk to action |
| 18 | <p>Further actions: New code of conduct from EDDC to be adopted.</p> <p>AC sent details of new Pathways scheme which may allow useful funding. Clerk to register interest.</p> <p style="color: red;">Ongoing: Bespoke emails set up for all Councillors on basis of area of responsibility. Clerk to forward details & passwords in conjunction with webmaster.</p> | Clerk to action |
| 19 | <p>Emergency Plan: This large multi sectional document was reviewed on Tuesday 3rd May by Councillors Fry & Witherby with the clerk. Following a short discussion regarding the personnel to be included in the detail of the Emergency Plan it was agreed that the clerk will contact all concerned to seek agreement for their details to be published and to ensure that all sections are correctly populated. The Updated plan will be available to view on the Village website.</p> | Clerk to action |
| 20 | 106 Funding: See minutes section Jubilee Playpark 4.7.22 | Clerk to action |
| 21 | Items for next agenda: 106 funding, Norman Trust application, community events, Report on community meeting regarding parking. | Clerk to action |
| 22 | The next meeting will take place on Monday 5th September 2022@ 7.30. | |

The meeting closed at 20.51

2022 meeting dates:5Sep, 3Oct, 7Nov, 5Dec

DEVON COUNTY COUNCIL: PARISH PATHS PARTNERSHIP SCHEME – grants are available for Parish and Town Councils, registered charities, voluntary and community groups and landowners to improve public rights of way in the county of Devon, excluding Torbay and Plymouth, and to ensure pathways are accessible for public use. For Scottish subscribers, the main article below also contains a

Meeting of the Otterton Parish Council minutes Signed

Otterton Parish Council

link to grant schemes for pathway projects in Scotland. Applications to Devon County Council's Parish paths Partnership Scheme may be made at any time.

Draft until signed