

Otterton Parish Council

Minutes							
Date & Time	7 th March 2022		Location	Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
Mr J Hiles	JH	Parish Councillor	Chair	Jess Bailey	JB	County Councillor	
Mr J Lister	JL	Parish Councillor		A Dent	AD	District Councillor	
MS Melanie Martin	MM	Parish Councillor		P Jarvis	PJ	District Councillor	
Mr Richard Witherby	RW	Parish Councillor					
Mr Tom Wright	TW	Parish Councillor	Vice Chair	2 members of the public			
Jerry Fry	JF	Parish Councillor					
Julia Bove	JB	Parish Councillor					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
None			None		

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

Ref	Main meeting agenda item, comment & decision	Action Owner & deadline
1	<p>Welcome & Apologies received as above.</p> <p>The Chair advised that the Council had failed in its legal obligation to display the agenda for this meeting on the public notice board for a period of five clear days before the meeting and whilst said agenda had been circulated electronically to usual attendees and displayed on the website to avoid any possibility of challenge that procedure had not been followed, on this occasion recommendations only would be made and agreed which would be ratified at the April meeting. This proposal was unanimously agreed by those present.</p>	Clerk
2	<p>Declarations of Interests: No declarations of interest were made. The clerk asked all Councillors to complete a Register of Interests form and return to her as soon as possible.</p>	

Otterton Parish Council

3	<p>The draft minutes of the meeting held on 7th February 2022 were signed as a true record of the meeting.</p> <p>Matters arising from the meeting of 7th February not already listed as an item on the agenda.</p> <p>1.A public question regarding children from school walking outside the school without a teacher.</p> <p>The Clerk reported that she has spoken to Peter Halford the Executive Head Teacher who confirmed that children were not allowed to leave the school premises during the school day without a responsible adult being present.</p> <p>No further action necessary.</p> <p>2. The request for agreed protocols for the setting up of a Otterton Parish Council Facebook page.</p> <p>MM emailed information regarding the management of a Facebook page to all Councillors. In the meeting, in response to questions, she confirmed that the page would be for 'broadcast' messages only which would be managed by the OPC and there would not be a facility for members of the public to leave comment. It was also confirmed that this method of communication would not take the place of any tool already used by the Council but would provide another facility with the ability to send time efficient communication.</p> <p>Unanimous recommendation to proceed.</p> <p>3. Burning of Scrub on Anchoring Hill. The Chair received assurance from the Environment Agency & Clinton Devon estates that the correct licences were in place to allow for the burning of scrub on Anchoring Hill and in the Parish as necessary.</p> <p>No further action necessary.</p>	
4	<p>The chair confirmed the arrangement for public discussion:</p> <p>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:</p> <p>There were no questions or matters of concern raised by the public in the meeting.</p>	

Otterton Parish Council

5 Correspondence:

JH confirmed that he and another Councillor have received correspondence from a member of the public stating concerns regarding the standard of Parish Council meeting minutes and the adherence to rules. The Council stated their thanks and welcome of any feedback which enables standards to be improved. The following suggested protocol was read out and it was recommended that these protocols are immediately adopted.

Protocol for the issue of Agenda & Minutes of OPC Meetings.

1. As per standing orders the agenda for each meeting will be sent to Councillors, displayed on the website and on the Parish Council notice board 5 clear days before a meeting.
2. Items for public discussion should be communicated to the clerk in writing or by telephone by the Friday before the meeting to enable relevant research to take place to enable an accurate & appropriate response.
3. Items raised within the meeting which need further investigation will be minuted and a response made under 'matters arising' and recorded on the minutes at the following meeting.
4. Following the meeting a draft set of minutes will be circulated asap with the invitation for amendments /deletions/additions to enable a clean set to be sent out before the next meeting.
5. Please note that the minutes are the property of the Parish Council and remain draft until agreed & signed on behalf of the Council at the next meeting. (Standing agenda item 2). If a member of the public has an issue with any item on the minutes this can be addressed through public questions as in 2 above.

Protocol for dealing with communications to the Chair or other members of the Council.

- The recipient of any communication should send a 'holding' response advising that the matter will be investigated before a formal response is made through the minutes of the next OPC meeting.
- Unless the communication relates to the behaviour of an individual (in which case follow the guidance in Standing Orders) the communication should be raised at the next meeting of the OPC to formulate a collective response which will be minuted and made available to the public as per item 4 above.
- Councillors should refrain from individual response to ensure collective responsibility for the issue raised and to ensure accuracy of reply.

It was also agreed that the use of initials and anacronyms should be kept to a minimum and a 'key' given if necessary.

When an honest mistake is made regarding adherence to a policy/Standing Orders this will be brought to the Council and collective steps will be agreed to legitimately overcome any ensuing problem.

It was unanimously recommended that the above are adopted. To be ratified at the next meeting.

Otterton Parish Council

	<p>2. OVA Litter Pick. The following letter from Mr Geoff Porter was read out. Re. 2022 Otter Valley Association Litter Pick.</p> <p>Dear Council, Each year I organise the Otter Estuary litter-pick on behalf of the Otter Valley Association. At the end of each event a local council representative presents two prizes to volunteers who have found the most unusual items. Historically, this was a representative of Budleigh Town Council.</p> <p>Following discussion at the O.V.A. Executive Committee 3 years ago, it was agreed that as L.O.R.P. was imminent and most of the Otter estuary fell within Otterton and East Budleigh Parrish boundaries we should invite those Chairs to make the presentation. This would enable the two parishes to have a higher profile.</p> <p>I first asked Chairman John Hiles if he would like to make the first presentation but unfortunately, he declined and did not put forward an alternative councillor. I saw no evidence that the request was ever brought to the attention of the Council. I then approached Derek Wensley, Chair of East Budleigh P. C. and he enthusiastically took up the offer and took part in the event as a volunteer.</p> <p>This Springs pick will be held on Saturday 2nd April commencing 14.00. Volunteers meet at Lime Kiln car park Budleigh. The event takes 2 hours and the presentation then takes place. Volunteers are provided with free parking. It would be very much appreciated if the Council could put forward a representative for this year's event. Could you please let me know if no-one can attend so that I can re-contact East Budleigh. Thank you.</p> <p>Yours sincerely, Geoff. Porter. O.V.A. Environment Committee member and Otterton rep.</p> <p>The clerk was asked to respond to Mr Porter confirming that Otterton Parish Council would be represented at the OVA Litter Pick and that the names of Councillors would be confirmed in due course. JH also offered the 20 'litter pickers' he currently has stored to the OVA for their event – clerk to advise.</p>	<p>Councillors to confirm attendance to the clerk. Clerk to write To GP</p>
6	<p>Chair's report: We have all witnessed the horrific situation in Ukraine and the wider refugee crisis across Europe this last 12 days.</p> <p>Be under no illusion the fallout from this war will be felt by everyone for years to come. We hope this isn't the start of a wider war across Europe. Do what you can in any way you can to help out. With over one million refugees on the move already, this number is only going to grow from a country of 40 million people.</p> <p>As Chair of the Council it is my responsibility alongside my fellow councillors to make sure the draft minutes of the meeting are an accurate record of the meeting. They are published on the website in draft form until they are signed at the next meeting. We welcome all feedback so they can be amended.</p> <p>We still have 2 vacancies on the Council and these posts will be advertised again.</p>	
7	<p>Village Events: Sunday 5th June 2022. Platinum Jubilee event which will be launched at the Village Open Day</p> <p>The clerk confirmed that the current BHIB Insurance policy will cover the event. A band has been booked for the event and has been kindly sponsored by Ladram Bay. Entertainment is also planned by Morris men</p> <p>There is some concern regarding the availability of sufficient tables & chairs and MM will contact Clinton Devon Estates to see if they can help.</p> <p>A short discussion took place regarding the need for licences from Highways. It was agreed that these are not necessary as there will be no road closure.</p>	MM

Otterton Parish Council

8	<p>Meet the Councillors event: 19th March 2022. 10.00 – 12.00. there has been a good response to invitations and the challenge is now to encourage residents to attend. A request was made to have a generic banner produced to advertise the event which could be re-used on other occasions. A recommendation was unanimously agreed to allocate a budget of £20 for this purpose and MM agreed to get quotes. To be ratified at next meeting</p>	Clerk
9	<p>Devon Air Ambulance Landing site: JH reported that he awaits formal communication to confirm the site is fully operational. Regarding the request for defibrillator training item 9 minutes 7.2.22. The Clerk has requested 2 sessions one in an afternoon and one in an evening and is awaiting dates.</p>	Clerk to chase
10	<p>Ladram Bay: Steve Harper Smith reported that the site is currently open for owners and that the site will be fully open from 18th March.</p>	
11	<p>Comment on planning applications. None to report.</p>	
12	<p>Parking in village. Cllr Fry sought agreement for a ‘No parking’ sign to be erected on the virtual pavement to discourage visitors to the village from parking on the hatched lined area. A recommendation was made to obtain quotes for signs which contain a visual explanation of the nature of the virtual pavement this was unanimously agreed. To be ratified at the next meeting. Clerk to obtain quotes for signs to discourage parking on virtual pavement.</p>	Clerk

Otterton Parish Council

13	<p>Allocation of responsibilities & reports from Councillors: Where there is nothing to report the following abbreviation will be used (NTR)</p> <p>Vice Chair: TW (NTR)</p> <p>Village Green: MM See minutes reference 14. The Council unanimously agreed to open accounts with 2 seed suppliers to facilitate the purchase of seeds.</p> <p>Community shop: JH (NTR)</p> <p>The War memorial: JH - Possibility of planting poppies at the war memorial is being discussed.</p> <p>Raleigh Federation: RW – Sadly the School disco was postponed due to illness.</p> <p>Stantyway recreation ground: JF (NTR)</p> <p>FootballClub: JF Some trees have been taken down at Stantyway.</p> <p>Jubilee Play Park: the clerk has received a report that the climbing wall is in poor repair. JB also reports that the Football pitch very uneven and needs reseeding and will look into the possibility of Lottery funding to facilitate improvements. The ROSPA inspection of playgrounds is due to take place later in March and the report will be shared at the appropriate meeting.</p> <p>Cemetery: JL - The cemetery fence is in need of repair and JL recommended that 4 inch posts should be used. Clerk to instruct Halcyon Landscapes to repair.</p> <p>Village Hall: MM - (NTR)</p> <p>Contracts & Finance: (NTR)</p> <p>Devon Air Ambulance (DAA): See Minutes reference 9 above.</p> <p>Emergency Plan: This is a large multi sectional document. For efficiency of time a small working party is to be formed to review & update. Volunteers’ names to Clerk by 18.3.22 who will coordinate an update session.</p>	<p>MM</p> <p>JB</p> <p>Clerk</p> <p>Clerk</p>
14	<p>Wild flowers. MM Reports that the planting of the wildflower bed on the Village Green is well underway. Once this has been completed, we will begin work on the border adjacent to the cemetery. We have identified and recommended an area at Stantyway that we can give over to wildflowers and this is in its planning stage at present. Seed is being ordered and this will be cast when the risk of frost has passed, most likely towards the end of March.</p> <p>The clerk confirmed that a written confirmation had been received from the Treasurer of the OVA stating the commitment to reimburse Otterton Parish Council up to £500 in respect of the purchase of seeds.</p>	

Otterton Parish Council

<p>15 Cllr Alan Dent: EDDC Public Toilet Review - latest</p> <p>EDDC will be keeping 14 of their public toilet sites across the district, and will update and refurbish these sites at a cost of £3 million to provide modern, safe and accessible toilets. EDDC will be charging people to use these refurbished toilets when they are open, using contactless payments. Pre-paid cards will be made available for those with disabilities or for those who receive certain benefits.</p> <p>EDDC is working on the marketing information for the 13 other sites which the Council is no longer able to provide from April 2023.</p> <p>The priority for these 13 sites is to find alternative uses which favour community or local business uses that continue to provide publicly accessible toilets in some form. EDDC will shortly be writing to town and parish councils to update them on the Public Toilet Review and discuss next steps with them. Whilst EDDC progresses these discussions most of these public toilets will be open until April 2023.</p> <p>Cllr Tom Wright reported that the FAB project remains in the agenda for EDDC. He recommended a visit to website to see progress.</p> <p>Cllr Paul Jarvis. Illustrated some of the horrors happening in Ukraine and petitioned everyone to support in any way they felt able.</p>	
--	--

Draft until 5/18

Otterton Parish Council

JB: Otterton Parish Council Report – 7th March 2022

Devon County Council budget process

In February DCC set its annual budget, which is very challenging due to the continued shrinking of funding from central government. Residents now fund 80% of the cost of Council's costs as opposed to 60% in 2010. DCC's annual budget has shrunk by £140 million pounds in comparison with 2010.

DCC Council tax will increase by 2.99% to £45.18 for Band D homes.

As part of their cost saving measures Devon County Council has reduced County Councillors' locality budget from £10,000 to £8,000. This is disappointing as it is more important now than ever to be able to support community groups because of wider financial pressures. I was also disappointed that the Council has only allocated £100,000 for the roll out of new 20mph zones. The Independent and Green Group of which I am a member proposed £500,000 given the importance of promoting road safety and sustainable travel but regrettably our proposal was voted down. There are many communities across Devon clamouring for 20mph zones and given that each such scheme will cost between £15,000 and £25,000 it seems that only a very small number will be progressed in 2022-3. I think that DCC should be doing all it can to help achieve slower speeds and safer streets in our communities.

EDDC Local Plan

My motion to East Devon District Council which proposed a letter to Michael Gove, Secretary of State for Levelling Up Housing and Communities challenging the government's 'planning by mathematical formula' was reported in this week's Sidmouth Herald. My motion which also called on the district's three MPs to support our representations, received cross party support. The formula is set to result in excessive housing totalling around 18,500 houses over the next 20 years in our district. It takes no account of the constraints in our district such as the fact that two thirds are within areas of outstanding natural beauty or the fact that high levels of development that have already taken place in recent years. Nor does it address the lack of affordable housing for younger and less well-off people including families.

https://www.sidmouthherald.co.uk/news/council-to-raise-concern-over-housebuilding-targets-8716656?utm_source=dlvr.it&utm_medium=facebook

Local authority leaders across Devon have spoken out in concern for the people of Ukraine and their families, following the Russian invasion.

Team Devon authorities, including Devon County and District Councils and the Devon Association of Local Councils, have pledged to work together to support Ukrainian refugees seeking sanctuary in the UK, and have each condemned Russia's actions. They have agreed to give particular support to families in Devon whose relatives in Ukraine are fleeing the conflict.

Individually, councils have also taken steps to cut Russian links, such as through contracts for energy provision. And any few remaining investments within the Devon Pension Fund, linked to Russian assets, are being sold off quickly.

Devon councils have long worked together, alongside health and voluntary sector partners and local communities, to provide safe sanctuary and resettlement for refugees, most recently Syrian families and those fleeing conflict in Afghanistan.

Further information can be found here: <https://www.devon.gov.uk/ukraine/>

I do hope that details of the government's sponsorship scheme will be published as a matter of urgency.

The Council unanimously recommended that an application for funding for a 20 Mile Per Hour scheme throughout the village should be made. Clerk to action

To be ratified at the next meeting.

Clerk to action

Otterton Parish Council

16	Financial matters: It was unanimously agreed that all payments listed on agenda 7.3.22 should be paid. It was noted that the budget for 2022/23 includes £6000 allocated for maintenance of which £500 is specifically allocated for the maintenance of trees within the Parish as recommended by Mr Iain Ure.	Clerk to action
17	Further actions: Ongoing: Bespoke emails set up for all Councillors on basis of area of responsibility. Clerk to forward details & passwords in conjunction with webmaster.	Clerk to action
18	106 Funding: TW & the Clerk have written to the 106funding team at EDDC seeking agreement to replace the Climbing Wall within the Jubilee playpark on a like for like basis using the Sports element of the 106 funding due to the Parish. A climbing wall is listed in the Neighbourhood Plan as 'sought after apparatus'. A response is awaited.	
19	Items for next agenda: 106 funding, OVA Wildflowers & litter pick,	
20	The next meeting will take place on the 4th April AGM & election of officers. @ 7.30. Note 3 rd October hall is booked, no action at present.	

The meeting closed at 21.10

2022 meeting dates: 7Feb, 7Mch, 4April(AGM&Election), 9May(Annual meeting?), 6Jun, 4July, 5Sept, 3Oct (hall already booked - the clerk is seeking alternative date or location), 7Nov, 5Dec

Bespoke emails addresses as follows:-

chairOPC@otterton.info	Cllr John Hiles
vicechairOPC@otterton.info	Cllr Tom Wright
cllrjubileeplayground@otterton.info	Cllr Julia Bove
cllrottertoncemetery@otterton.info	Cllr John Lister
cllrvillagegreen@otterton.info	Cllr Melanie Martin
cllrraleighfederation@otterton.info	Cllr Richard Witherby
cllrstantywayrf@otterton.info	Cllr Jerry Fry
cllrwarmemorial@otterton.info	Cllr John Hiles
cllrvillagehall@otterton.info	Cllr Melanie Martin
cllrfootballclub@otterton.info	Cllr Jerry Fry
cllrcommunityshop@otterton.info	Cllr Community Shop

The address can be accessed using the following address <https://mail.ionos.co.uk/>

Meeting of the Otterton Parish Council minutes Signed

Page 9 of 10 Dated.....

Otterton Parish Council

Draft until signed