

## Otterton Parish Council

A meeting of the members of Otterton Parish Council will be held on **Monday 9<sup>th</sup> April 2022 at 7.30pm** in the Otterton Village Hall and all Parish Councillors are summoned to attend the meeting. Members of the public and the press are welcome to be present. This meeting will be preceded by a review of the Public Rights of Way and Footpaths in the parish which is being led by Alison Smith of Devon County Council who is charged with creating a definitive map of Public Rights of Way & Footpaths within the Parish. Members of the public are invited to attend this part of the meeting. *Francesca*

*Mills* Clerk Otterton Parish Council

### AGENDA

1	<b>Absence Apologies</b>	<i>To receive apologies from Cllrs.</i>	Clerk
2	<b>New Councillors</b>	<i>Co-option of new Councillors</i>	Chair
3	<b>Declarations of Interest</b>	<i>To receive declarations of pecuniary interest on items on the agenda.</i>	Chair
4	<b>Minutes</b>	<i>To accept and sign the minutes of the meeting held on 4<sup>th</sup> April 2022 as a correct record of the meetings. To consider any matters arising from the minutes, not elsewhere on the agenda.</i> <ul style="list-style-type: none"> <li>• <b>Budget for the Jubilee celebration event. Please see paper circulated by Cllr Melanie martin which will be voted on during the meeting.</b></li> <li>• <b>Planting of Sunflowers by residents in the Otterton Village – agree ongoing actions.</b></li> </ul>	Chair
5	<b>Public Questions</b>	<i>Response to items received by email, post or in person.</i>	All
6	<b>Correspondence</b>	<i>To discuss Query regarding vehicular access to Ladram Bay. Confusion regarding the piece in the Parish News relating to the Defibrillator training which took place in the Otterton Village Hall</i>	All
7	<b>Chairman's Business</b>	<i>To receive a report from the Chairman</i>	Chair
8	<b>Village events</b>	<i>Update on plans for Platinum Jubilee</i> <ul style="list-style-type: none"> <li>• <b>Budget for the Jubilee celebration event. Please read paper circulated by Cllr Melanie Martin which will be voted on during the meeting.</b></li> </ul>	All
9	<b>Local Signage</b>	<i>Discussion on individual signage in the Village</i>	
10	<b>Devon Air Ambulance Trust (DAA) Training</b>	<b>Feedback on Devon Air Ambulance Trust Defibrillator training on 25<sup>th</sup> April &amp; complete.</b>	Clerk
11	<b>Ladram Bay</b>	<i>Update from the management of Ladram Bay</i>	Chair
12	<b>Planning Matters</b>	<i>Comment on planning applications.</i>	All
13	<b>Parking in the Village</b>	<i>Update on parking &amp; proposal for signs on virtual pavement</i>	All
14	<b>Reports from Councillors with specific responsibilities &amp; reports on village amenities and Bodies</b>	<i>To allocate interim responsibilities for the amenities &amp; bodies:</i> <i>The Village Green &amp; Village Hall</i> <i>Community shop &amp; War memorial</i> <i>Stantyway Recreation &amp; Football Club</i> <i>Raleigh Federation</i> <i>Jubilee Playground</i> <i>The Cemetery</i> <i>Trees/PROW – Mr Iain Ure</i> <i>Contracts &amp; Finance.</i> <i>Village Defibrillator</i>	MM JH JF RW JB JL IU JH FM
15	<b>Wild flowers</b>	<i>Update progress with wildflower seeding.</i>	MM
16	<b>Reports from County &amp; District Councillors</b>	<i>Consider reports which have been circulated in advance of meeting</i>	All
17	<b>Financial matters</b>	<i>To agree payment of cheques as per schedule below.</i>	Chair

18	<b>Further Actions</b>	<i>To agree any actions and associated expenditure not previously considered on agenda. Invoice for rates for Otterton Cemetery Feedback on review of Standing Orders, ratification of amendments. Bespoke email addresses.</i>	<b>Clerk</b>
19	<b>Emergency Plan</b>	<i>Feedback on review of the Emergency plan</i>	
20	<b>106 Funding</b>	<i>Update</i>	<b>Clerk</b>
21	<b>Items for next Agenda</b>	<i>Consider items of business for next meeting.</i>	<b>Clerk</b>
22	<b>Date of next meeting</b>	<i>Scheduled for 9<sup>th</sup> May 2022. Agree content for Annual meeting. Clarify date of meeting in October (Highlighted below)</i>	<b>All</b>

Fran Mills Clerk to the Parish Council 28.4.22

**Proposed meeting dates 2022: 6<sup>th</sup> June, 4<sup>th</sup> July, 5 Sept, 3<sup>rd</sup> Oct, 7<sup>th</sup> Nov, 5<sup>th</sup> December**

**Income & Expenditure April 2021**

Opening Balance	<b>31.3. 22</b>	£8992.72
Out February	SWW charge Cemetery	£2.00
Out NDC	Clerks wages	£698.19
Out Melaine Martin	Planting of Tubs on Green	£123.97
Out Halcyon Landscapes	Monthly invoice	£385.56
Otterton Village Hall	Monthly Invoice x 3	£36.00
Fran Mills	Clerks Expenses	£21.28
Working balance		<b>£7755.72</b>

**Reports: From Councillor Melanie meeting.**

Dear Councillors,

The next OPC meeting falls a week later in the month of May and the Jubilee event requires actions are taken that need a vote before then. I therefore would like to put forward the following recommendations for a vote by mail, to be ratified at the next Meeting on 9th May.

1. A recommendation that a budget is agreed of £300 and no more than £500. The budget is to cover up front costs including:

- Event licence.
- Printing of posters, flyers, tickets etc.
- Table covers and decorations.
- Bunting.
- Reinstatement of the Village Green grass should it be necessary (soil, seed, fertiliser).
- Hiring of tables and chairs if required.
- Repair or replacement of borrowed chairs and tables if required.
- Any unexpected costs.

2. A recommendation that the event is ticketed and that two types of tickets are made available.

- Free tickets for parishioners who wish to bring their own tables and chairs or picnic blankets.
- Paid for tickets for reserved tables and/or chairs for parishioners who do not wish to bring their own outdoor furniture.
- Ticket cost to be set at £3.00 per person, £15 per table of 6.
- Tickets to be purchased by Otterton residents for friends and family.
- No bbq's permitted (health & safety, limited space).

The cost of tickets will cover the upfront costs of the event (see point 1. above) and any surplus will go to the Ukraine appeal, a future event or the children's play park. It is not anticipated that there will be a significant surplus, and for full transparency this detail will be on all advertising and the tickets themselves.

Draft