

Otterton Parish Council

Minutes							
Date & Time	9 th May2022		Location	Otterton Village Hall			
Councillors Present	Initials			Also Present	Initials		
Mr T Wright	TW	Parish Councillor	Chair	A	A	Councillor elect	
Mr J Hiles	JH	Parish Councillor	VChair	C Fitzgerald	CF	Councillor elect	
Mr J Lister	JL	Parish Councillor					
MS Melanie Martin	MM	Parish Councillor					
Mr Richard Witherby	RW	Parish Councillor					
Mrs Julia Bove	JB	Parish Councillor		4 members of the public			
Mr J Fry	JF	Parish Councillor					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Paul Jarvis	PJ	Conflicting Commitments	None		
Alan Dent	AD	Conflicting Commitments			
Jess Bailey	JB	Conflicting Commitments			

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	Welcome & Apologies received as above.	
2	Co-option of Councillors: Following a unanimous vote Charlotte Fitzgerald and Alasdair Cameron were co-opted onto the Otterton Parish Council.	
3	Declarations of Interests: RW declared an interest in agenda item 12: planning application 22/0984/FUL	
4	<i>To accept and sign the minutes of the meeting held on 6th April as a correct record of the meetings. To consider any matters arising from the minutes, not elsewhere on the agenda: Review of standing orders: Following on from the email sent on 21st April to all Councillors, the review was delayed pending further volunteers to assist.</i>	
5	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 was made regarding the installation of a Zebra crossing in High Street which would slow down traffic. Please see agenda item 16 & TW to email Cllr Jess Bailey regarding progress on 20mph project for Otterton following the registration by the PCC of an interest in being considered for the scheme.	

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6	<p>Correspondence:</p> <p>A request has been received to place a memorial bench in the Parish: Hello I would like to make enquires about having a commemorative seat/bench placed somewhere along the riverside, or, in Otterton Village. My husband, Ken Otter, was born in the village and lived there until he joined the Royal Navy in 1956. He was very well known in the village and remained in close contact with many people until he died in 2018. A small amount of his ashes were scattered, in accordance with his wishes, in the River Otter. Our family are keen to commemorate his name in some way and think that a seat might be an appropriate way to do this. I would be very pleased to have your response to this suggestion and to know if it is possible for us to do. I look forward to hearing from you.</p> <p>The Parish Council voted unanimously to agree the installation of a ‘moulded’ plastic sustainable seat within the Parish if funded by the family. The clerk has been asked to respond explaining the choices for location and that a bench on the River Otter would need the agreement of the land owners.</p>	Clerk to action For next meeting
7	<p>Chair’s report: Nothing to report.</p>	
8	<p>Village Events: Platinum Jubilee event Sunday 5th June 2022.</p> <p>MM reported that tickets will be available from tomorrow (10th May) from the clerk & Community shop.</p> <p>Posters are now available on website, social media, and boards with instruction to contact the clerk for further information. MM explained that residents have been invited to join the party on the green free of charge if they bring own their own table and a small charge will be made if the Council supplies the same. All charges will offset the costs of the event and any profit, which will be minimal, will be reported to the Council for use.</p> <p>To facilitate the ordering of bunting, flags & table covering a budget of £300 - £500 was agreed by email vote and ratified unanimously within the meeting. RW has applied for an events licence on behalf of the Parish Council at a cost £21.00 which will be covered by the budget agreed above.</p> <p>Thanks to Cooling family for funding the printing of marketing material.</p> <p>The aim is for a safe event, happy & inclusive, well attended event.</p>	
9	<p>Local signage: <i>the following communication has been sent to the Otterton Village website. We holiday in Otterton twice a year and yesterday we took our 6 year old grandson for a walk along the footpath at the top of Maunders Hill(Park Lane) which follows the river. The last house before the pathway has two signs asking people to pick up dog poo but using a four letter swear word. I understand dog mess is a problem here, as it is all over the country, and as responsible dog owners we always dispose of it correctly, but I think this sign is inappropriate. I hope you are able to take steps to remove this sign as it does not give a very good impression of this lovely village.</i></p> <p>The sentiment in this letter was unanimously agreed by the Councillors present and it was agreed that TW would write to the resident in question requesting a change to the wording of his sign which is currently offensive.</p> <p>Regarding signage requesting Dogs to be kept on a lead – this is a Legal requirement and the Clerk was asked to remind residents through the newsletter.</p> <p>Clerk also instructed to obtain further ‘pick it up’ posters from Street Scene and distribute to Ladram bay and around the village.</p>	Action TW Clerk to action

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10	<p>Devon Air Ambulance Defibrillator Training: The training was attended by 16 residents who unanimously found it interesting and useful. The opportunity was given to try out the Defibrillator unit and to practice CPR on the ‘dummy’. A voluntary collection was taken which raised £20 which will go to the DEC. The cost of training was free and the cost of the hall will be covered by the Parish Council. It was suggested that the next annual training is tailored to include the children from Y6 at Otterton School.</p>	Agenda item closed
11	<p>Ladram Bay: Access to the beach by residents of Otterton with mobility issues. The Management at Ladram Bay were asked to comment on a letter received from a resident regarding access to Ladram for people with mobility issues, this is being considered by the Management who will report to the Council at the next meeting.</p> <p>The following correspondence was received from the Management at Ladram Bay following a traffic incident on Friday 6th May: Please can we have noted our frustrations on the ongoing issue of parked vehicles causing problems with our caravan deliveries and traffic congestion. It causes us operational issues and increases friction between Parishioners and ourselves. A simple solution for first pinch point.</p> <p>If the cars that are parked next to the hatched pavement were to park on the other side of the road, adjacent to the houses, it would allow transport companies to pass freely through one of the re occurring blockage points</p> <p>This would also have the benefit of keeping the walkway clear for pedestrians, as is not always the case at present.</p> <p>Could we ask the Parish council to support this initiative so we can push it further with Devon Highways. Kind regards Steven.</p> <p>The following points were discussed within the meeting.</p> <p>Chapter 8 training for staff at Ladram Bay. Clerk to send details to Will Tottle@ Ladram Bay.</p> <p>TW to write to Jess Bailey requesting a site meeting with Mike Brown at Devon Highways to discuss the increased traffic problems in Otterton in some part due to the lack of parking for LORP. Representatives from Ladram Bay & Clinton Devon Estates also to be invited. A suggestion was made to change of design of porches on houses at pinch points.</p>	<p>Agenda item.</p> <p>Clerk to action</p>
12	<p>Comment on planning applications.</p> <p>22/0984/FUL - 5 Rolle Barton Church Hill Otterton Devon: Single storey rear extension and demolition of existing rear sun room. It was agreed that Councillors would provide email comment which will be submitted to the planning portal and ratified at the next meeting.</p> <p>RW registered an interest in this item and will therefore not comment.</p>	
13	<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.</p> <p>Clerk to obtain quotes for signs to discourage parking on virtual pavement. Ongoing.</p>	<p>Agenda item Next meeting Clerk</p>

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14	<p>Allocation of responsibilities & reports from Councillors: Where there is nothing to report the following abbreviation will be used (NTR)</p> <p>Village Green: NTR</p> <p>Community shop: NTR</p> <p>The War memorial: NTR</p> <p>Raleigh Federation: Pre-school flourishing with 5 new children having started. SATS Taking place this week. The allotment is being used for outside learning.</p> <p>Stantyway recreation ground & Football club: A request has been received from the football club for a post & rail fence for advertising boards which will be displayed during match time and then removed. Unanimously agreed. A request was also received for netting to be erected around the pitch which will be taken down following the game to keep the ball in bounds. Unanimously agreed.</p> <p>Jubilee Play Park: Rospa report now received. JB reported that remedial work is needed for Toddler swing and the baby swing still needs replacing. Estimated cost for both £3500 of which Cllr Jess Bailey has pledged to cover £1000. JB suggested that remaining £2500 could be found from Parish Council reserves but after a short discussion JH suggested making a claim to the Lottery Fund under the Jubilee fund. JH will commence the process and report to the next Council meeting.</p> <p>Cemetery: NTR</p> <p>Contracts & Finance: JH to review renewal papers for BHIB Insurance which covers the activities of the Parish Council and will report to the next Council meeting.</p> <p>Devon Air Ambulance (DAA): It was noted that the Defibrillator was used on the weekend of 7/8th May.</p>	<p>JH to action</p> <p>JH to action</p>
15	<p>Wild flowers: The clerk reported that following communication with the OVA requesting funding to purchase Sunflower seeds for Otterton school a response had been received stating that whilst the idea was supported OVA funds can only be applied to planting in 'public' spaces. RW has spoken to the school who are keen to plant seeds and the Parish Councillors were keen to support the initiative. A resident has donated sufficient pots for the school and MM will seek donations of potting compost. A report will be made to the next meeting when it is hoped that agreement can be reached to purchase sunflower seeds.</p>	
16	<p>Cllr Alan Dent & Paul Jarvis: No reports were sent.</p>	

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16	<p>CLLR JESS BAILEY – DEVON COUNTY COUNCIL (OTTER VALLEY) May2022</p> <p>Applications for 20mph zones I have tabled a question to Cllr Stuart Hughes for Devon County Council’s cabinet meeting on 11th May to find out when communities will be notified if they have been successful for the new 20mph zones. I am concerned that the scheme will be very oversubscribed as a budget of only £100,000 has been set aside for this for communities across the whole county. This will not go very far given that each scheme is likely to cost between £15,000- £25,000.</p> <p>Ambulance Spotlight Review – Devon County Council Health and Adult Care Scrutiny Committee This review is taking place following my proposal to the November Health and Adult Care Scrutiny Meeting. This is a really important piece of work which is looking at why the ambulance response times are slower in the south west than any other region. Although the review is taking longer than I would have liked, the review panel have already interviewed a number of witnesses and I hope that the report and recommendations will be brought to the next meeting of the Health and Adult Care Scrutiny Committee on 21st June.</p> <p>Request for horse signs I understand that there is a need for horse warning signs in the village. Please can you let me know where you would like these to be positioned and I can then formally request them from DCC highways.</p>	JH to supply Information.
17	<p>Financial matters: It was unanimously agreed that all payments listed on agenda 9.5.22 should be paid. The Clerk stated that correspondence has been received detailing that following a review of rateable values a demand for rates for the Otterton Parish Cemetery has been received for £1002. This amount was not included in the budget of November 2021 and therefore will come from capital expenditure unless income will cover the unexpected expense. Councillors were very concerned with the request for this expenditure and TW offered to contact EDDC to seek solutions to demand for unbudgeted expenditure.</p>	Clerk to action TW to action
18	<p>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. ONGOING</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 by 31.5.22</p>	
20	<p>106 Funding: An email was received 4.4.22 received from Sulina Tallack of EDDC stating that a climbing wall would be an acceptable use of the sports element of the 106 funding due to Otterton parish Council. Sulina also said ‘There are so many types out there that if you are open to it, it would be great to find 3 types that the PC find acceptable and undertake a spot survey on a nice day in the play area. JB has received 1 quote in the region of £6k and continues to seek another 2 quotes which the clerk will tender to EDDC.</p>	
21	<p>Items for next agenda: Review of standing orders, review of Jubilee celebrations, funding applications, traffic site meeting, pathways review.</p>	
22	<p>The next meeting will take place on Monday 6th June @ 7.30.</p>	

The meeting closed at 21.30

2022 meeting dates: 6Jun, 4July, 5Sept, 3Oct, 7Nov, 5Dec

Meeting of the Otterton Parish Council minutes Signed

Otterton Parish Council

Bespoke emails addresses as follows:-

vicechairOPC@otterton.info	Cllr John Hiles
cclrjubilaeplayground@otterton.info	Cllr Julia Bove
cclrrottertoncemetery@otterton.info	Cllr John Lister
cclrillagegreen@otterton.info	Cllr Melanie Martin
cclrraleighfederation@otterton.info	Cllr Richard Witherby
cclrstantywayrf@otterton.info	Cllr Jerry Fry
cclrwarmemorial@otterton.info	Cllr John Hiles
cclrillagehall@otterton.info	Cllr Melanie Martin
cclrfootballclub@otterton.info	Cllr Jerry Fry
cclrcommunityshop@otterton.info	Cllr Community Shop

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