



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **TUESDAY, 6TH APRIL 2021** at **7.00pm**. The meeting was conducted virtually in accordance with Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

PRESENT: - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Faithfull, Green, Giles, Copus, Shaw, Stewart, Dr Martin and *Grainger, 3 members of the public (Martin Nancekivill, Tom Buxton-Smith, Jess Bailey) and Kerry Kennell, Deputy CEO
*Cllr Grainger left the meeting at 9.00pm.

Tom Buxton-Smith Engineering Projects Manager at East Devon District Council gave a very interesting presentation about the Feniton Road Flood Alleviation Scheme. The Council stated that they do not want to see that Feniton is flood free if houses in Gosford Road flood instead. Tom did confirm that the flood scheme is aimed to protect homes and not roads. Historically the water was diverted away from the road and it was felt that this is something that should be looked into again.

21/04/01

TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received.

21/04/02

TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

Name of Councillor	Agenda Item and Interest
Cllr Giles	Item 25E – the Museum – he was a trustee of the Heritage Society
Cllr Johns	Item 18D – the Cricket Club – her husband is a trustee
Cllr Dr Martin	Item 34 – she lives at Kings Reach

21/04/03

IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED

It was **RESOLVED** that the following items be discussed in Confidential Session: - Items 14 Consideration of Quotes re redecoration of Reception Office in the Council Offices; Item 22 Consideration of tenders re the memorial stones. It was agreed that item 15 will be adjourned until the May meeting due to the absence of the CEO.

Mayor's Initials.....

21/04/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES*

No matters were raised.

21/04/05

TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 1ST MARCH 2021 (MINUTE REFS 21/03/01 – 21/03/45), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Full Council Meeting of 1st March 2021 (minute refs 21/03/01 – 21/03/45) were presented, approved and confirmed as a correct record. They would be signed by the Mayor shortly.

21/04/06

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 29TH MARCH 2021

The Minutes of the Planning Committee Meeting of 29th March (P21/03/01 – P21/03/09) were noted and confirmed.

21/04/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Faithfull had nothing to report.

EDDC Cllr Johns

Cllr Johns advised that it is still being discussed what will happen when virtual meetings are not permitted after 7 May.

21/04/08

POLICE MATTERS

No report had been received.

21/04/09

S106 UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)

Cllr Stewart reported that a Finance meeting will be arranged shortly. EDDC have refused to discuss new Section 106 projects until the existing projects are completed. It was **RESOLVED** that the Council would look at the merit of developing a cycleway as well as increased sporting provision and youth work at The Station when the opportunity for considering new projects arises.

21/04/10

REGENERATION UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)

Cllr Lucas reported that the meeting scheduled for 18th March could not go ahead due to it not being quorate. A meeting will be rescheduled shortly.

Mayor's Initials.....

21/04/11

CLIMATE CHANGE UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)

Cllr Stewart reported that there will be follow ups to the initial meetings that have taken place. Cllr Lucas reminded all councillors that there will be lots of work to do over the coming year and that workloads need to be spread out between all councillors.

21/04/12

APPROVAL OF TERMS OF REFERENCE FOR THE STATION COMMITTEE

These had been e-mailed to all councillors. It was agreed that the secretary does not need to be present for the meeting to be quorate. It was also agreed to remove the sentence regarding improvements 'in consultation with the local community'. Following these changes being made it was **RESOLVED** to approve the Terms of Reference with Cllr Dr Martin being the Chair, and Cllr Green the Vice-Chair. It was agreed a budget of up to £20,000 can be allocated as this building will generate income once it is up and running. It was **RESOLVED** that a minimum of three quotations will be obtained for the following items: to paint the exterior woodwork, to paint the interior of the building downstairs, to upgrade the alarm system and to create a branding. This reflects the commitment of the Council to improve this community building.

21/04/13

CONFIRMATION OF DECISION MADE UNDER THE SCHEME OF DELEGATION RE GAZETTE EXPENDITURE

The Mayor, Deputy Mayor, Cllr Grainger and the CEO approved under the Scheme of Delegation for a Town Council report to be published in the Gazette in the sum of £250. The report provides full information as to the projects and other matters the Council is currently involved in. The decision made under the Scheme of Delegation was reported for information purposes.

21/04/14

CONSIDERATION OF QUOTES FOR THE REDECORATION OF THE RECEPTION OFFICE IN THE COUNCIL OFFICES AND PURCHASE OF A NEW STORAGE CUPBOARD

This item was discussed in Confidential Session.

21/04/15

TO CONSIDER AN EMPLOYEE ISSUE

It was agreed this item will be adjourned until the May meeting.

21/04/16

NOMINATION OF A PARISH TREE WARDEN

It was **RESOLVED** for Tarquin Wagstaffe to become the Parish Tree Warden. Another person has requested more information on the role. It was **RESOLVED** that if they wish to put themselves forward for the role the parish is large and so would benefit from two tree wardens.

21/04/17

TO CONSIDER A REQUEST FROM AN ADJOINING PROPERTY OWNER FOR SIGNAGE AND MARKINGS AT THE REAR OF THE COUNCIL BUILDING

It was **RESOLVED** that the markings can be put down as specified in the plan provided.

21/04/18

CONSIDERATION OF THE COUNCIL AGREEING TO THE COST OF THE CEO'S ASSISTANT ATTENDING AN EXCEL COURSE

The Council **RESOLVED** that the course fees be paid.

Mayor's Initials.....

21/04/19

Consideration and Approval (if appropriate) of the following revised Council Policies and a new Gifts and Hospitality Policy: -

1. a. Records Retention Policy
2. b. Office of Mayor
3. c. Death of Monarch – it was agreed 'Union Jack' would be amended to the 'Union Flag' and 'town' would be changed to 'parish'.
4. d. Social Media

The Council **RESOLVED** to approve all the policies once the changes listed above were made.

21/04/20

TO CONSIDER EDDC`S COMMUNITY ASSET TRANSFER CONSULTATION

All documentation has been sent out to councillors together with a link to the maps showing EDDC`s land ownership in the parish. It was **RESOLVED** that Cllr Stewart should carry out due diligence for the Land of Canaan car park and play area to establish the viability on behalf of the Council.

21/04/21

TO CONSIDER DEVON COUNTY COUNCIL (TRAFFIC REGULATION & ON-STREET PARKING PLACES) AMENDMENT ORDER

It was **RESOLVED** to support the Amendment Order.

21/04/22

TO CONSIDER LATE TENDERS RECEIVED RE THE CHECKING OF MEMORIAL STONES

It was **RESOLVED** to discuss the late tenders in Confidential Session as the tender requests had been delayed due to Covid.

21/04/23

TO CONSIDER DEVON COUNTY COUNCIL`S DRAFT RESOURCE AND WASTE STRATEGY FOR DEVON AND TORBAY

It was agreed that this is a complex set of proposals. Councillors were encouraged to complete for themselves if they felt strongly about any of the proposals.

21/04/24

APPROVAL FOR THE DEPUTY CEO TO BE AN AUTHORISED SIGNATORY ON THE COUNCIL`S BANKING SYSTEM AND TO AMEND THE COUNCIL`S FINANCIAL REGULATIONS TO REFLECT THIS

It was **RESOLVED** that the Deputy CEO is an authorised signatory on the councils banking system and to amend the Council's Financial Regulations to reflect this.

21/04/25

PROPERTY MATTERS - UPDATES AND TO APPROVE RECOMMENDATIONS

- a. Skate Park – there has been no update from DCC regarding this.
- b. Allotments – the structure has been removed from the allotments. It was **RESOLVED** that any future communication regarding a new structure should come via the Allotment Committee.
- c. Portacabins – this is still awaiting planning permission. Cllr Grainger has inspected the portacabins and apart from being in need of a clean on the outside they are in very good condition.

Mayor`s Initials.....

- d. Car Parking Spaces adjacent to Victoria Terrace – there has been no further communication regarding this.
- e. Museum – it was **RESOLVED** that a Project manager should not be appointed until the tenders have been received to establish the cost of the project.

21/04/26

ISSUES RE THE FOOTPATH BETWEEN THE RIVER OTTER AND OTTERS HOLT DEVELOPMENT

There was a lengthy discussion regarding this. It is a public right of way and the benches are not the property of the town council. It was **RESOLVED** that the Council will write to acknowledge that this has been discussed and that the concerns raised have been noted.

21/04/27

TO CONSIDER AN AMENDMENT TO THE COUNCIL'S SCHEME OF DELEGATION TO INCLUDE PROVISION FOR THE PROCUREMENT PROCESS RE S106 PROJECTS

Cllr Stewart advised that projects of over £25,000 need a Procurement Process. It was **RESOLVED** that professional support will be requested from DALC and a budget of up to £5000 allocated for this work.

21/04/28

TO APPROVE (OR OTHERWISE) LATE APPLICATIONS FROM LOCAL ORGANISATIONS FOR GRANTS UNDER THE COUNCIL'S ANNUAL COMMUNITY GRANTS SCHEME

It was **RESOLVED** that £1326 will be awarded to Ottery Help Scheme.

21/04/29

FINANCIAL MATTERS - TO APPROVE THE MARCH 2021 COUNCIL SCHEDULE OF PAYMENTS

It was **RESOLVED** to approve the March 2021 Council Schedule of Payments in the sum of £12,033.75.

21/04/30

REPORT FROM THE MAYOR

The mayor reported that from 7 May meetings of the council should be held face to face. It may be possible to hold the meetings at The Station. It was noted that hybrid meetings are difficult to run and are very technology dependant. The location for full town council meetings and planning meetings will need to be considered after 7 May as the council chambers are not big enough to allow for social distancing and members of the public to be able to join.

21/04/31

REPORT FROM THE Deputy CEO

The Deputy CEO had nothing to report.

21/04/32

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Letter received from Chris Wakefield requesting that the Council support the Coleridge Memorial Trust to commemorate 250th anniversary of Samuel Taylor Coleridge's birth on 21st October 2022. A discussion was held. It was proposed that a working group be set up to help celebrate the occasion, but this motion was not carried (3 in favour, 4 against). It was **RESOLVED** that the Council will support the project in principle and will await further information.

Cllr Stewart advised the Food and Families Festival is being held again on Saturday 11th September. It was **RESOLVED** that the Council will have a table in the tent again this year.

Mayor's Initials.....

21/04/33

TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED.

Cllr Faithful and Cllr Green reported that it had been a productive first meeting at Tipton Primary School. The next step will be for the working group to carry out a site visit. The representatives from the school would be keen for the Council to proceed with their emergency flood plan for the parish.

21/04/34

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

Concern was raised about issues at Kings Reach and that the children’s play area has still not been built after five years. It was **RESOLVED** that the Council will write to Bovis Homes and EDDC to say that we are aware of the current situation but to ask when the play park will be completed.

CONFIDENTIAL SESSION

21/04/35

CONSIDERATION OF QUOTES FOR THE REDECORATION OF THE RECEPTION OFFICE IN THE COUNCIL OFFICES AND PURCHASE OF A NEW STORAGE CUPBOARD

It was **RESOLVED** that the redecoration of the reception office in the Council Offices is awarded to Terry Pike – Quote 1. It was **RESOLVED** that a locking file cupboard could be purchased at a cost of £199 plus VAT to ensure all files are removed from the walls and are GDPR compliant.

21/04/36

TO CONSIDER LATE TENDERS RECEIVED RE THE CHECKING OF MEMORIAL STONES

It was **RESOLVED** that the checking of memorial stones contract be awarded to Orchard Memorials – Bid B.

The meeting ended at 9.55pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Tuesday 4 th May 2021 by Zoom or in the Council Offices if public meetings are resumed

Mayor’s Initials.....

DRAFT

Mayor's Initials.....