

MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 8th MAY 2017 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

PRESENT	Mayor	Councillor Dobson (Town Ward)
	Councillors	Giles, Holmes, Faithfull, Edwards and Carter (Town Ward) Gori and Bartlett (North Ward) Pratt (Tipton St John Ward) together with the Clerk
	Other Persons Present	PCSO Maria Clapp, 4 members of the public and one member of the press

PRAYER

The Clerk read the Council Prayer

17/05/01

ELECTION OF THE MAYOR OF OTTERY ST MARY AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Dobson was proposed by Cllr Holmes, seconded by Cllr Bartlett. There were no other nominations.

Cllr Dobson was declared elected. (A Declaration of Acceptance of Office would be provided by the Clerk at the end of the meeting for signature by the Mayor)

17/05/02

ELECTION OF THE DEPUTY MAYOR OF OTTERY ST MARY

Cllr Holmes was proposed by Cllr Bartlett and seconded by Cllr Edwards. Cllr Faithfull proposed Cllr Edwards. However Cllr Edwards declined to accept the proposal thanking Cllr Faithfull for considering her.

Cllr Holmes was declared elected

Cllr Carter suggested that the Council should have in place a succession plan for the future when the current Mayor and Deputy Mayor eventually stepped down. The Mayor was in firm agreement to this and suggested a working party should be set up to progress the matter. Cllr Giles stated that most other councils in the area had policies providing that the term of Mayor be strictly limited to a specified period. He also questioned the reason why the Mayor had categorically stated last year that he would not stand for Mayor again. In response the Mayor advised that he had had a change of mind in view of a number of requests from parishioners to stand again.

The Deputy Mayor advised that the meeting was being recorded

17/05/03

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Pang and Cllr Claire Wright

17/05/04

ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE (“TREASURER”)

Cllr Bartlett was proposed by Cllr Gori and seconded by the Deputy Mayor. There being no other nomination **Cllr Bartlett** was declared elected

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17/05/05

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

Cllrs Pratt and Giles declared personal interests in Item 27 as they were both trustees of the Heritage Society

17/05/06

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

There were none

17/05/07

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION

Philip Algar wished to thank councillors but more particularly the Mayor and Deputy Mayor, for all their help and hard work with regards to the library, hospital and other projects that they had been involved in during the year and wished them well for the coming year. Nigel Machin wished to talk about Men's Shed and it was agreed he could speak when the item came up later in the meeting

17/05/08

TO RECEIVE AND APPROVE THE MINUTES OF THE COUNCIL MEETING OF 3RD APRIL 2017

The Minutes of the of the **Meeting of 3rd April 2017** (*minute refs 17/04/01 – 17/04/29*), were presented, approved and signed by the Mayor as a correct record subject to the inclusion of the following wording at 17/04/02 - Page 1, after the final sentence to add `and would leave the room whilst this item was being discussed`.

17/05/09

TO RECEIVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 19TH APRIL 2017 AND TO CONSIDER ANY MATTERS RAISED

No matters were raised other than Cllr Edwards expressed concern as to the small turnout at the meeting and questioned whether the event had been publicised enough. Cllr Giles suggested that if the event was alternated at different venues in the parish, that this was likely to generate a larger number of attendees. Cllr Pratt suggested a later time for the commencement of the Annual Parish Meeting and all council meetings as he considered that this may encourage more parishioners to attend. The Mayor advised that this suggestion could be considered in the future

17/05/10

TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 26TH APRIL 2017

The Minutes of the of the **Meeting of 26th April 2017** (*minute refs 17/04/01 – 17/04/15*), were presented, approved and signed by the Mayor as a correct record. Cllr Giles questioned the minute relating to the grant made to the Twinning Committee. Cllr Gori considered that the matter had been dealt with satisfactorily by the office staff and her conversations with the Twinning Association confirmed that they were of the same mind

17/05/11

TO CONSIDER APPROVAL OF RECOMMENDATIONS FROM THE FINANCE COMMITTEE MEETING OF 26TH APRIL 2017 NOT COVERED ELSEWHERE ON THE AGENDA

It was **RESOLVED** to approve the following documentation which had been previously e-mailed to all councillors:-

- i. the new Due Diligence Policy
- ii. the revisions to the Insurance Policy

.....Mayor's Initials

- iii. the revisions to the Assets Register
- iv. the new Risk Assessment documentation

17/05/12

TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE CEMETERY WORKING GROUP OF 27TH APRIL 2017

It was **RESOLVED** that the following recommendations be approved:-

- i. to the Council using the revised cemetery documentation
- ii. to the Council using the explanatory leaflet in respect of the Exclusive Rights of Burial
- iii. to the Council reviewing the cemetery fees at its June meeting
- iv. to the Council appointing Shaun Davey to carry out annual memorial inspections

17/05/13

TO REVIEW TERMS OF REFERENCE FOR COMMITTEES AND DELEGATION ARRANGEMENTS

The terms of reference for Committees were approved

17/05/14

TO APPOINT MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES AND TO ELECT A CHAIRMAN AND VICE CHAIRMAN FOR EACH

1. Planning Committee

The following membership was agreed: Councillors Holmes, Edwards, Dobson, Gori, Bartlett, Carter, Giles, Faithfull and Pratt

Chairman: Cllr Holmes was proposed by Cllr Edwards and seconded by Cllr Carter. There being no further nominations, Cllr Holmes was declared elected.

Vice Chairman: Cllr Edwards was proposed by Cllr Gori and seconded by Cllr Holmes. There being no further nominations, Cllr Edwards was declared elected

2. Finance Committee

The following membership was agreed Dobson, Holmes, Gori, Edwards, Pang, Bartlett

Chairman: Cllr Bartlett was Chairman by virtue of him already being the Council's Treasurer.

Vice Chairman: Cllr Gori was proposed by Cllr Bartlett and seconded by Cllr Edwards. There being no further nominations, Cllr Gori was declared elected.

3. Human Resource Management Committee

The following membership was agreed: Gori, Edwards, Dobson, Holmes and Faithfull

Chairman: Cllr Edwards was proposed by Cllr Gori and seconded by Cllr Faithfull. There being no further nomination, **Cllr Edwards** was declared elected.

Vice Chairman: Cllr Gori was proposed by Cllr Bartlett and seconded by Cllr Holmes. There being no further nomination, Cllr Gori was declared elected.

Appendix 1 attached, shows Committees and Working Groups as agreed

In addition the quorum for Full Council was increased to six at the March 2017 council meeting; however the Council's Standing Orders provided that a minimum of 1/3rd of councillors (four) and no less than three were required. This provision would remain unchanged as the resolution to change to six members at the March meeting was not binding (there needed to be written notice served by six councillors on the Clerk to change the Standing Orders and this had not been received by the Clerk)

17/05/15

TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Appendix 1 attached shows appointments and representatives as agreed.

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17/05/16

TO REVIEW AND APPROVE EXPENDITURE ON THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES

It was **RESOLVED** to approve payment of the following subscriptions and memberships:

Data Protection (Information Commissioner)
DALC Membership
NALC - Subscription fee
National Allotment Society - Membership
Devon Communities Together - membership
SLCC - Clerk's Annual Subs

17/05/17

TO NOTE THE DATES, TIMES AND PLACES OF FULL COUNCIL MEETINGS FOR THE COMING YEAR

All meetings with the exception of the September (Tipton) meeting would take place at the Council Offices. The Clerk would e-mail the dates/venues to councillors.

17/05/18

TO RECEIVE THE POLICE REPORT

Dear All

Here is the Police report for Ottery St Mary, April 2017.

As West Hill are now independent, I will not include their figures in your report.

OTTERY ST MARY POLICE REPORT APRIL 2017.

Recorded crimes for April 2017 stands at 23, this compares to 22 for the same month last year.

Sadly 6 of the incidents involve school children!

Cumulative crime stands at 23.

These incidents include.....

2 incidents regarding dog bites. The dog should now always be wearing a muzzle when out & about in public. Also we have managed to find two good Samaritans, who will now walk the dog at either end of the day, as the owner is struggling at the moment. They are both aware that the dog should be wearing a muzzle.

7 Assaults. One of these was when a member of the public, was not happy, when advised that she had to pay for the rubbish that she was dumping at the recycling centre.

Theft of a pedal cycle.

Burglary, where a temp building site was entered, damage caused to the front door & property stolen.

Theft from a motor vehicle. A fireman was out on a call & a bike was stolen from his vehicle.

At a building site, signage was removed from an external wall & a plant pot was damaged.

Criminal damage to a motor vehicle. Rock thrown through the rear passengers window.

Theft from a motor vehicle. Items on view!

Other information/queries...

Claire Wright... any further information regarding the double yellow lines situation?

Maria Clapp PCSO 30018

Cllr Carter expressed concern at the number of assaults that had occurred

17/05/19

**STRAWBERRY LANE SITE - I. REQUEST BY MEN'S SHED TO ERECT A SHED
II. EXPLANATION REGARDING THE BOWLING CLUB'S EXPENDITURE TO CLARIFY MISINFORMATION**

Nigel Machin thanked the Council for its support with regards to the provision of a porta cabin for Men's Shed. However the organisation had already outgrown these premises and was actively looking to secure alternative accommodation to replace it, or a site on which they could build a workshop. Strawberry Lane was being considered by the organisation as a possible site for the venture. However the Mayor advised that there were restrictions on land usage and also that the Council had obligations to the Bowling Club as to the manner in which any adjoining land could be used. In addition, it was unlikely that the Environment Agency would be willing for the land to be

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used in this manner. After some discussion it was agreed that Men`s Shed write to Mr N Cave the beneficiary of the restrictions on the land to ascertain whether he would be prepared to allow the land to be used for the purposes outlined. Men`s Shed were asked to report back to the Council.

In the March Full Council minutes, mention had been made that the Bowling Club were concerned about the Petanque Club not having to pay for any utilities, suggesting this was unfair. A member of the Bowling Club had subsequently contacted the Mayor, on behalf of the Club and wished to put the record straight in that this information was incorrect, The Club had an extremely cordial relationship with the Petanque Club which it was keen to maintain

17/05/20

HERITAGE SOCIETY – RESULT OF THE PUBLIC CONSULTATION EXERCISE TO GAUGE SUPPORT (OR NOT) FOR THE USE OF THE FORMER LIBRARY IN THE FLEXTON FOR A MUSEUM/HERITAGE CENTRE

Cllrs Pratt and Giles left the room whilst this item was being discussed. It was understood that a public consultation had taken place and over 700 signatures of support had been obtained for the building to be used as a heritage centre in the Flexton and for the Heritage Society to be granted a lease of the premises from the Council. The Council re-confirmed approval to the HOTS (granted at the April meeting) in relation to the grant of a lease to the Heritage Society. Nigel Machin enquired about the Silver Band and their occupancy of part of the premises. The Clerk advised that the Silver Band had a secure lease of its part of the premises. Cllr Pratt returned to the meeting after this item had been discussed. Cllr Giles did not return and had not previously given reasons that he would not be returning. Members present were of the view that this was disrespectful and rude

17/05/21

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Faithfull

Advised that he had attended EDDC`s Scrutiny Cttee on Meeting on 18th April and progress of the relocation of EDDC to Honiton had been discussed

Cllr Carter

Advised that the green light had now been given for EDDC to relocate to Honiton and for the building of new council offices to be progressed. The refurbishment of the Town Hall at Exmouth would also be taking place. The revitalisation of the seafront at Exmouth was to go ahead. The new recycling regime would come into effect on 12th June. It was agreed to invite Ian Chubb EDDC`s Environment Portfolio Holder to the June Council meeting to explain about the new regime. In view of the local elections and forthcoming general election the dates of planning meetings at EDDC had had to be changed. The consultation period for the Village Plan would end on 10th May. Cllr Carter expressed his thanks to the Mayor and Deputy Mayor for all their hard work during the year.

17/05/22

VACANCY FOR TOWN COUNCILLOR ON TIPTON ST JOHN WARD

It was declared that a vacancy on Tipton St Ward had occurred due to the resignation of Cllr Lyn Harding. Cllr Harding had given loyal service to the Council and was warmly thanked. The vacancy would now be advertised around the Parish .

17/05/23

GROUNDS MAINTENANCE UPDATE

Shaun Davey was interested in taking on the grounds maintenance work; however the Council was still waiting for him to advise as to when he could make a start with the work. Progress was being made with regards to acquiring the services of a handy person. Thanks were expressed to Chris Highman for cutting the grass near the surgery

17/05/24

OTTERY HOSPITAL – UPDATE

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There was no update other than at the Ottery St. Mary and District Later Life Forum's 2017 AGM on 11th May at the Institute commencing at 10.30am, Dr G Ward would be speaking about the hospital

17/05/25

NEIGHBOURHOOD PARISHES OF OTTERY ST MARY AND WEST HILL NEIGHBOURHOOD PLAN

The Mayor advised that there was no longer a requirement for a Strategic Environment Assessment to be carried out which meant that consultation could now take place on the pre-submission draft of the Parishes of Ottery St Mary and West Hill Neighbourhood Plan. A copy of the draft Plan would be placed on the Council's website and hard copies at various locations in the Ottery and West Hill parishes, The pre-submission consultation period would take place shortly. Comments and representations had to be submitted by Friday 30th June 2017. After this period the plan/comments etc would be sent back to EDDC for the next stage, followed by the final stage to forward the Plan to the selected inspector

17/05/26

REGENERATION PROJECT UPDATE

Cllr Pratt advised that he was currently waiting to hear from Richard Cohen, EDDC's Deputy Chief Executive with regards to arranging a meeting with DCC Highways. Cllr Pratt thought the delay in this progressing, was due to the local elections. He had however sent a reminder to Mr Cohen today. Issues to be raised, included traffic, parking, danger to pedestrians etc.

A meeting would be taking place on Thursday 11th May with a number of pupils from the Kings School with regards to their designing a band stand to be placed on the Land of Canaan. It was understood that S106 money could be used for this project. Cllr Pratt said he wished to protect the heritage of the town and to this end wished to have a heritage centre in the town and to restore the building in which the heritage centre would be sited. Cllr Faithfull spoke about the suggestion to move the bus stop from the town centre to the Land of Canaan. Shop keepers he had spoken to indicated that no formal approach had been made to them and a number expressed concern about the plan. However Cllr Pratt had also spoken to a number of shop keepers who indicated to him their keenness for the bus stop to be relocated. It was suggested that Cllrs Faithfull and Pratt liaise with one another about this matter

17/05/27

LIBRARY/INFORMATION CENTRE UPDATE

The Mayor advised that the toilets should be open shortly. Opening hours were yet to be agreed. The Library/Information Centre was going from strength to strength. However he expressed concern as to the lack of space provided for the Information Centre which he considered was not acceptable for Mrs Baxter and her volunteers to work in. It was agreed that the lease plan be checked to see if specific space had been allocated to the Information Centre. The Mayor to progress the matter with Libraries Unlimited

17/05/28

TO APPROVE THE REVISIONS TO THE COUNCIL'S FINANCIAL REGULATIONS

These had been e-mailed to all councillors prior to the meeting, together with an explanatory e-mail regarding further amendments. The Council **RESOLVED** to approve the revised Regulations

17/05/29

TO APPROVE THE PROPOSED RESERVES POLICY

The proposed Policy had been e-mailed to all councillors prior to the meeting. The Council **RESOLVED** to approve the Reserves Policy

17/05/30

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TO APPROVE THE QUARTERLY ACCOUNTS AND THE APRIL 2017 COUNCIL SCHEDULE OF PAYMENTS

The April 2017 Council Schedule was presented by Cllr Bartlett showing £28,605.25 (incl. VAT) for Council expenditure . The quarterly accounts were also presented. It was **RESOLVED** that the schedule and quarterly accounts be approved and they were signed by the Mayor

17/05/31

TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDING 31ST MARCH 2017

Section 1 of the Statement had been prepared and e-mailed to all councillors prior to the meeting. The Council **RESOLVED** to approve the Statement and the Mayor and Clerk would sign this accordingly

17/05/32

TO APPROVE THE COST OF WEBSITE TRAINING FOR EMPLOYEES

It was **RESOLVED** to accept the website training from Vision ICT at a cost of £225 plus vat and travel for the Clerk and her two assistants

17/05/33

UPDATE ON EDDC FUNDING CIL (COMMUNITY INFRASTRUCTURE LEVY) AND PARISHES TOGETHER

Councillors had been e-mailed information about the two funding streams. The application forms for Parishes Together, guidance and elector numbers were now available online for the new 2017/2018 Parishes Together Fund. EDDC had advised that they required at least one formal written quotation for all projects, and if the project was over £5,000 at least three written quotations were required to be submitted with the application. For all ditches and drainage projects in relation to the prevention of flooding, approval from the Environment Agency, Devon County Council's Flood Risk Team and also the local Devon County Council Neighbourhood Highways Team was required.

17/05/34

EDDC LICENCE RE BEAUTIFUL DAYS –TO RECEIVE ANY COMMENTS BY THE COUNCIL

No comments were made

17/05/35

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR (FOR INFORMATION ONLY)

It was agreed that the Ottery Food and Families Festival could borrow gazebos for the event from the Council

17/05/36

REPORTS BY MAYOR AND CLERK

There were none

17/05/37

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE (THE CORRESPONDENCE WAS TABLED)

FROM	DETAILS
Devon and Cornwall Police (Shaun Sawyer)	Response to TC's concerns re reducing PCSOs
Chris Saunders	Comments in respect of Interpretation Board to be erected at Land of Canaan
EDDC	Details of candidates at local elections
Mr M Rogers	Drugs and the Beatles
EDDC	Details about the revised recycling service
Ottery Community Theatre	Letter of thanks re the grant
Hags	Sport Equipment details

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Healthwatch Devon	Health care services in Devon
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17/05/38

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor`s Meetings

Tuesday 4th	Robert Neal - Heritage
Wednesday 5 th	CCTV training at Station
	Old library Committee Meeting - Heritage
Friday 7th	Elli Pang - CCG
	Meeting with Phil Palfrey
Monday 10th	Meeting with Jill Courtney
	Planning Committee Meeting
Thursday 13 th	Handyman Interview
	Anna Matthews - library
Wednesday 19th	Phil Palfrey - library
	Annual Parish Meeting
Thursday 20th	Elli Pang - Integration of the RD & E
Friday 21 st	John Ward
	Pop up Film - Land of Canaan
	Heritage Institute
Tuesday 25th	LAG meeting
Wednesday 26th	Town Clerk Appraisal
	Finance Committee Meeting
	Hill Climb Working Group
Thursday 27th	Cemetery meeting
Friday 28 th	Meeting with South West Water

Councillors Meetings

Cllr Holmes	Toilets/library, LAG
Cllr Gori	FOOL, TIC, Twinning, BMX/Skateboard
Cllr Edwards	Chineway Hill Climb,

17/05/39

TO RECEIVE COUNCILLORS' QUESTIONS

1. The Deputy Mayor advised that scaffolding had now been erected around the Salston Hotel indicating that progress of sorts was being made
2. Cllr Bartlett questioned as to what progress had been made with erecting signage at the end of Tar Lane to direct customers from Salisbury`s car park into the town centre. The Deputy Mayor advised that there had been a problem with the type of signage and the project had stalled because of this. Cllr Bartlett also questioned the time table for the provision of a road way at the former factory site. The Mayor would make enquiries about this and report back
3. Cllr Faithfull suggested an alternative Facebook site be set up with information similar to that contained in the Ottery Gazette. Cllr Gori stressed the importance of any information being posted on social media having to be 100% accurate in order to try and prevent adverse comments being posted in response
4. Cllr Edwards questioned the process for replacing Cllr Harding. The Clerk advised that a notice would need to be posted in various locations around the parish and on the Council website advising of the vacancy to allow a minimum number of electors to call for an election, if they so required. However once a set period of time had elapsed and if an election was not required then the process to co-opt could take place
5. Cllr Carter was pleased to hear the news about the Salston Hotel. He also queried the timetable for the new road at the factory site

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Meeting ended at 8.37pm

Mayor's signature: Date:.....

THE NEXT FULL COUNCIL MEETING WILL BE HELD ON MONDAY 5th JUNE 2017 AT
7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET,
OTTERY ST MARY

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