

# OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ordinary Meeting of Ottery St Mary Town Council** will be held virtually on **TUESDAY 6<sup>TH</sup> APRIL 2021 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

*Christine McIntyre*

**Chief Executive officer**

26<sup>TH</sup> March 2021

## GENERAL INFORMATION

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) this Town Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

## INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

## Ottery St Mary Town Council is inviting you to a scheduled Zoom meeting.

**Topic: FULL COUNCIL MEETING - 6TH APRIL 2021**

**Time:** Apr 6, 2021 07:00 PM London

## Join Zoom Meeting

<https://zoom.us/j/4123292245?pwd=MytoNUZiMFdLSXZLcUFFU2lUVXR0dz09>

**Meeting ID:** 412 329 2245

**Passcode:** Barrels

## One tap mobile

+442080806592,,4123292245#,,,,\*480661# United Kingdom

+443300885830,,4123292245#,,,,\*480661# United Kingdom

## Dial by your location

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

**Meeting ID: 412 329 2245**

**Passcode: 480661**

1. You can join the meeting either by phone, computer or android/apple device.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Thursday 1<sup>st</sup> April 2021.** This will be read out under public participation for members to consider.
3. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
4. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
5. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website.

**Note:-**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

**Mobile Phones, Pagers and Similar Devices** – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

## **A G E N D A**

### **A Presentation by Tim Buxton-Smith Engineering Projects Manager at East Devon District Council re the Feniton Road Flood Alleviation Scheme**

1. To receive apologies for absence
2. 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
3. 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
4. To allow members of the public present to submit questions/comments for consideration  
*Individual contributions will be limited to 3 minutes*
5. To receive the Minutes of the Ordinary Town Council Meeting of 1<sup>st</sup> March 2021 (minute refs 20/03/01 – 21/03/45), and to approve the signing of the Minutes by the Mayor as a correct record
6. To note and confirm the Minutes of the Planning Committee Meeting of 29<sup>th</sup> March 2021
7. To receive Reports from EDDC and DCC Councillors
8. Police matters
9. S106 update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
10. Regeneration update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
11. Climate Change update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*

12. Approval of Terms of Reference for the Station Management Committee and appointment of members; to agree any recommendations proposed and address pertinent issues
13. Confirmation of decision made under the Scheme of Delegation re Gazette Expenditure
14. Consideration of request by CEO to upgrade the Reception Office and, if agreed, to consider quotes for the redecoration costs and the purchase of a new locking storage cupboard
15. To consider an employee matter
16. Nomination of a Parish Tree Warden
17. To consider a request from an adjoining property owner for signage and markings at the rear of the Council building
18. Consideration of the Council agreeing to the cost of the CEO's Assistant attending an Excel course
19. Consideration and Approval (if appropriate) of the following revised Council Policies and a new Gifts and Hospitality Policy:-
  - a. Records Retention Policy
  - b. Office of Mayor
  - c. Death of Monarch
  - d. Social Media
20. To consider EDDC's Community Asset Transfer Consultation
21. To consider Devon County Council (Traffic Regulation & On-Street Parking Places) Amendment Order
22. To agree to consider late tenders received re the checking of memorial stones and (if applicable) to appoint a contractor
23. To consider Devon County Council's Draft Resource and Waste Strategy for Devon and Torbay
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
25. Property Matters - Updates and to approve any proposed recommendations
  - a. Skate Park (To determine financial responsibilities and annual grant)
  - b. Allotments
  - c. Portacabins
  - d. Car Spaces adjacent to Victoria Terrace
  - e. Museum – Consideration of appointing a Project Manager and approval to sign amended lease for the Silver Band
26. Issues re the Footpath between the River Otter and Otters Holt development
27. To approve the CEO/Deputy CEO having delegated powers to complete and implement a tender process ('the Process') for large projects, which Process the Council currently does not have. The Process to be based on that of EDDC, (which is legally required for any projects over £25,000 in value), to enable the Council to progress its S106 projects in the aforementioned value, in an open, transparent and legal manner

28. To approve (or otherwise) late applications from local organisations for grants under the Council's Annual Community Grants Scheme
29. Financial Matters - to approve the March 2021 Council Schedule of Payments
30. Report from the Mayor
31. Report from the CEO
32. To note any specific correspondence received
33. To note any reports previously e-mailed by Councillors of Meetings attended.
34. Councillors Questions on Councillors Business

**Date of the next meeting: Tuesday 4<sup>th</sup> May 2021 It will commence at 7pm by Zoom unless Government Guidance allows resumption of public meetings**

