



# Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 2<sup>ND</sup> AUGUST 2021** at **7.00pm**. The meeting was held at the Ottery Hub (formerly The Station).

**PRESENT:** - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Giles, Copus, Stewart, Grainger, Martin, Pang and Faithfull, DCC Cllr Jessica Bailey, Christine McIntyre, CEO and Kerry Kennell, Deputy CEO

21/08/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Shaw.

21/08/02

**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 Vicky Johns	Item 12B – Pecuniary interest as her husband is Rob Johns
Cllr Dean Stewart	Item 19 - Treasurer of OSM Food and Families Festival
Cllr Peter Faithful	Item 24 – Pecuniary and/or Personal interest with Tipton Primary School Cllr Faithful has resigned from the Tipton School Working Group. Confirmation will be sought from EDDC regarding what information Cllr Faithfull needs to declare regarding this interest and whether the Tipton St John Working Group need to be made aware of this interest.

21/08/03

**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**

- a) It was **RESOLVED** that the following items be discussed in Confidential Session: - Item 7. To note the Minutes of the Human Resources Committee Meeting of 22<sup>nd</sup> July 2021 - To approve (if appropriate) the recommendations from this meeting (if a discussion is required re the recommendations, then

Mayor`s Initials.....

they will need to be considered in Confidential Session)

21/08/04

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

No members of the public were present at the meeting.

21/08/05

**TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 5<sup>TH</sup> JULY 2021 (MINUTE REFS 21/07/01 – 21/07/32), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Full Council Meeting of 5<sup>th</sup> July 2021 (minute refs 21/07/01 – 21/07/32) were presented and amended to add in to minute 21/07/30 that the additional Christmas lights will also go from the old Coles store up towards the Church. They were then approved and signed as a correct record of the meeting by the Deputy Mayor.

21/08/06

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 20<sup>TH</sup> JULY 2021 (minute refs P21/07/01-P21/07/09)**

The Minutes of the Planning Committee Meeting of 20<sup>th</sup> July 2021 (P21/07/01 – P21/07/09) were noted and confirmed.

21/08/07

**TO NOTE THE MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF 22<sup>ND</sup> JULY 2021**

- a. **TO APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THIS MEETING (IF A DISCUSSION IS REQUIRED RE THE RECOMMENDATIONS, THEN THEY WILL NEED TO BE CONSIDERED IN CONFIDENTIAL SESSION)**

The Minutes of the Human Resources Committee Meeting of 22<sup>nd</sup> July 2021 (HR21/07/01 – HR21/07/06) were noted and confirmed. It was **RESOLVED** to approve the recommendations from the meeting.

21/08/08

**TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**

DCC Cllr Bailey provided a written report which has been circulated to all councillors. However, she verbally went through the pertinent points of her report. *Cllr Faithfull left the meeting whilst flooding and Tipton St John Primary School were discussed. Cllr Faithfull re-joined the meeting once the discussion regarding flooding and Tipton St John Primary School had finished.* It was **RESOLVED** that the Council will write to Stuart Hughes to express their regret at that no decision will be taken regarding reducing speed limits to 20mph for a further 18 months until a pilot has been completed and the results compiled.

EDDC Cllr Faithfull – EDDC are now holding virtual meetings. Cllr Faithfull proposed a motion to add new standards for space to an updated Local Plan which was passed by EDDC. This should enable houses and flats to be build to a standard that people can live in.

EDDC Cllr Johns – sent a written report to councillors. No questions were raised.

Mayor's Initials.....

DCC Cllr Pratt – no report received.

21/08/09

**POLICE MATTERS**

No report was received.

21/08/10

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

Cllr Lucas advised that the priorities of the Regeneration and Climate Change Committee are: a footpath from Butts Road to Otter Garden Centre; reducing speed limit to 20mph in certain areas; additional signage in the town for cycle friendly roads with less traffic; improved car parking; electric cars, charging points and reducing the traffic parked on the sides of the roads. The next formal committee meeting will look at compiling a recruitment package for a project manager for this project.

21/08/11

**TO NOTE THE MINUTES OF THE OTTERY HUB COMMITTEE MEETING OF 29<sup>TH</sup> JULY 2021**

**a. TO CONSIDER AND APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THIS MEETING**

The minutes of 29<sup>th</sup> July 2021 (OH21/08/01- OH21/08/12) were noted. It was **RESOLVED** that the recommendation to spend up to £1500 on branding is approved.

It was **RESOLVED** that the Council supports the recruitment and employment of a community youth co-ordinator and commits to supporting this for the next 10 years. It was **RESOLVED** that the quorum of the Ottery Hub Committee Meeting is amended from 3 to 2 as there are only 3 councillors on the Committee.

It was **RESOLVED** that the Terms of Reference will be updated to include:

1. To lead on and approve tenders for all aspects of security, building maintenance and material improvements to The Ottery Hub in accordance with the Town Council's financial regulations and within the approved budget of £20,000 for 2021/22.
2. To recruit and support a Youth & Community Support Worker in line with the agreement in principle made by the Council.

21/08/12

**TO NOTE THE PREVIOUS DECISIONS MADE UNDER THE BUSINESS CONTINUITY PLAN/SCHEME OF DELEGATION**

- a. It was noted that a delegated decision to pay £300 for public liability insurance of allotment holders for 21/22 due to incorrect wording in the tenancy agreement was approved by Mayor, Deputy Mayor, Cllr Stewart and CEO.

*Cllr Johns and Cllr Giles left the meeting whilst 12.b was discussed.*

- b. It was noted that a delegated decision to pay up to £1000 to enable Rob Johns to put right the fire door at the Museum was agreed by the Deputy Mayor, Cllr Stewart and CEO.

*Cllr Johns and Cllr Giles re-joined the meeting once the discussion regarding the works at the Museum was completed.*

Mayor's Initials.....

21/08/13

**FINANCIAL MATTERS:**

**a) TO APPROVE THE JULY 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the July 2021 Council Schedule of Payments in the sum of £ 17,710.82.

**b) TO APPROVE THE QUARTER ACCOUNTS (APRIL-JUNE).**

It was **RESOLVED** to approve the Quarter 1 Accounts. These are the first reports from Rialtas. Now the accounts have been entered for Q1 there will be more opportunity to look at the various reports available for subsequent quarters.

21/08/14

**THE ANNUAL PARISH MEETING - TO DECIDE LOCATION AND FORMAT FOR THE EVENT AND CONSIDERATION OF REQUEST FROM THE PHYLLIS BAXTER ACTION GROUP RE PARISH AWARD**

Cllr Johns expressed concern about the Council holding a large face to face meeting with the current numbers of Covid in East Devon. It was **RESOLVED** that the meeting will be postponed until such time as it is felt it is safe to hold it. It will be kept on the agenda as the Council recognise the importance of holding a parish meeting which will be their first since their election in 2019.

A request has been received from the Friends of Phyllis Baxter Action Group for the 2020/21 Citizen of the Year Awards to be bestowed to all residents in the parish. The same request has been made for all businesses to be bestowed the Business of the Year Award. It was **RESOLVED** that the Council will write to thank the group for the idea but that this is a community matter and not a Council matter as the awards are given out by the community. The rules of the current awards state that nominees cannot be put forward by a group. It was **RESOLVED** that a Community Unity Award (a one-off award) will be bestowed when the annual meeting is held. *Cllr Pang abstained.*

21/08/15

**CONSIDERATION AND APPROVAL (IF APPROPRIATE) OF THE REVISED COUNCIL GRANTS POLICY**

It was **RESOLVED** to approve the revised Large Organisation Grant policy.

21/08/16

**TO RECEIVE AN UPDATE REGARDING IT UPGRADE AND TO CONSIDER PROCESS FOR MOVING THINGS FORWARD**

The Rialtas accounting system has now been installed. Training for the Facilities Management add-on which will enable online booking and invoicing for the Ottery Hub is taking place next week.

The site map of the existing website and proposed website are being reviewed. Three quotes are being obtained for Office 3 (formerly Office 2) to provide telephones and IT. It was confirmed that ongoing IT support will be provided for Councillors who are experiencing difficulties with their email system.

21/08/17

**TO CONSIDER THE MERITS OF MAKING AN APPLICATION FOR FUNDING FROM WELCOME BACK FUND FOR ENHANCEMENTS TO PUBLIC OPEN SPACE IN THE PARISH AND (IF APPROVED) TO PROGRESS**

Mayor`s Initials.....

It was **RESOLVED** that this funding will be jointly applied for by the Regeneration and Climate Action Committee and the Property and Land Committee.

21/08/18

**TO GIVE AUTHORITY FOR THE MAYOR AND DEPUTY MAYOR TO SIGN THE REVISED LEASE TO THE SILVER BAND RE ITS OCCUPANCY OF A ROOM IN THE FORMER TOWN HALL**

*Cllr Giles left the meeting whilst the museum was discussed.*

It was **RESOLVED** that the Mayor and Deputy Mayor sign the revised lease to the silver band re its occupancy of a room in the former town hall.

*Cllr Giles re-joined the meeting once the discussion regarding the museum was completed.*

21/08/19

**TO AGREE FOR THE COUNCIL TO HAVE A STALL AT THE FOOD AND FAMILIES FESTIVAL – AND (IF AGREED) TO ARRANGE A ROTA FOR COUNCILLORS AND STAFF TO MAN IT DURING THE DAY**

It was **RESOLVED** that the Council will have a stall at the Food and Families Festival from 10am until 6pm on Saturday 11<sup>th</sup> September. Councillors and staff will staff the stall during these hours.

21/08/20

**TO CONSIDER A CHRISTMAS LATE NIGHT SHOPPING EVENT**

Cllr Johns gave an update on the late-night shopping evening on Friday 26<sup>th</sup> November. There will be a Christmas market towards the Church and Cllr Johns is investigating with DCC the process regarding a road closure. The idea is for the networking of small producers.

21/08/21

**REPORT FROM THE MAYOR**

The Mayor is attending the Otter Vale Art Society Art Exhibition which is running at The Institute from Friday 6<sup>th</sup> - Saturday 14<sup>th</sup> August. The Mayor is also giving a talk for the WI. The WI will be making a donation to the Council for this.

21/08/22

**REPORT FROM THE CEO & DEPUTY CEO**

No report was given.

21/08/23

**TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDANCE**

No correspondence has been received.

21/08/24

**TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES.**

The report from the Tipton School Working Group was noted.

21/08/25

**COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS**

Mayor`s Initials.....

Cllr Bailey confirmed that the matter of the dangerous trees on Tip Hill has been referred to DCC Highways.

It was discussed that there has been no concealed entrance sign installed in Strawberry Lane where the cycle path from Kings Reach joins the road (by the Cricket Club). The Council and Cllr Bailey will request a sign is fitted from both directions.

**The meeting ended at 9pm**

<b><i>SIGNATURE OF THE MAYOR</i></b>	
<b><i>DATE OF SIGNATURE</i></b>	
<b><i>DATE/VENUE OF NEXT MEETING</i></b>	Monday 6 <sup>th</sup> September 2021 – Ottery Hub (formerly The Station), Ottery St Mary

Mayor's Initials.....