

**MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON  
MONDAY 5<sup>TH</sup> JUNE 2017 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT,  
8 BROAD STREET, OTTERY ST MARY**

<b>PRESENT</b>	<b>Mayor</b>	<b>Councillor Dobson</b> (Town Ward)
	<b>Councillors</b>	<b>Holmes, Pang and Edwards</b> (Town Ward) <b>Gori and Bartlett</b> (North Ward) together with the Clerk
	<b>Other Persons Present</b>	EDDC Cllr Tom Wright, Graham Harry, PCSO Maria Clapp and one member of the press

A minutes silence was taken to remember the late George Hansford a former councillor who had honourably served the Council for 15 years and the victims of the London and Manchester bomb blasts

EDDC Cllr Tom Wright, the new Portfolio Holder for Environment gave a presentation about the new recycling service being operated by EDDC. He advised that 50% of waste was required to be recycled by 2020 and that the cost of recycling per household was approximately £1 per week. A Q & A session followed at which various issues were raised. Cllr Wright was thanked by the Mayor for his informative presentation. There followed a presentation by Graham Harry the Station's Youth Pastor. He advised that the Youth Pastor role was funded for three years by six churches and its members. His role was to support the young people in Ottery between the ages of 10 – 18 but he would also be working with primary school age children. He advised that there appeared to be a need for some youngsters to have independent help and advice which could be affected by holding drop-in sessions. He was also dealing with an increasing number of mental health issues experienced by some youngsters. A Q & A session followed and Graham was thanked for his enlightening presentation

**PRAYER**

The Clerk read the Council Prayer

17/06/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllrs Carter, Giles, Faithfull and Pratt

17/06/02

**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**

There were none

17/06/03

**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**

There were none

17/06/04

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

There were no members of the public present

17/06/05

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**TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 8<sup>TH</sup> MAY 2017 (MINUTE REFS 17/05/01 – 17/05/39), AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR**

The Minutes of the of the **Meeting of 8<sup>th</sup> May 2017** (minute refs 17/05/01 – 17/05/39), were presented, approved and signed by the Mayor as a correct record

17/06/06

**TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS OF 10<sup>TH</sup> APRIL 2017 (MINUTE REFS 17/04/01 – 17/04/08), AND 15<sup>TH</sup> MAY 2017 (MINUTE REFS 17/05/01 – 17/05/08), AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the **Planning Committee Meeting of 10<sup>th</sup> April 2017** (minute refs 17/04/01 – 17/04/08), and **15<sup>th</sup> May 2017** (minute refs 17/05/01 – 17/05/08), were presented, approved and signed by the Mayor as a correct record

17/06/07

**TO RECEIVE THE POLICE REPORT MAY 2017**

Recorded crimes for May 2017 stands at 28, this compares to 22 for the same month last year.

Cumulative crime stands at 51.

These incidents include....

6 Assaults, which is almost 25% of the total.

One incident of threatening behaviour.

One incident of criminal damage to a bike & also theft of a bicycle, which was later found down the road.

Possession of a weapon. Hammer hitting bench in Land Of Canaan.

A mobile was stolen from a bus seat, next to the aggrieved.

3 Threatening words & behaviour. & offensive messages.

2 shop lifting incidents in Sainsbury's. Jack Daniels & Dvd's. Also Sainsbury's, where the male was detained.

Theft from a motor vehicle.

2 incidents, in same area where windscreen wipers had been snapped off.

Coleridge Medical Centre had names & symbols scratched into the patio slabs.

Forced lock on a trailer.

Criminal damage, where a cone had been forced behind a drain pipe, and banging on the window.

Criminal damage to a motor vehicle, where window was smashed. This was put out on Community Messaging.

A vehicle at the Bowd car park had a window smashed & a bag stolen.

A boundary fence was removed.

Attempted break in.

**PCSO Maria Clapp 30018**

**Community Support Officer**

17/06/08

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

There were no councillors present to provide a report

17/06/09

**STRAWBERRY LANE SITE - UPDATE AND FURTHER CONSIDERATION OF REQUEST BY MEN'S SHED TO ERECT A WORKSHOP**

The matter was discussed at length. For the project to go ahead the Council would need to provide consent, plus the consents of Nick Cave former owner of the land, the Bowling Club and the Environment Agency would also need to be obtained. In addition, planning permission and funding was required. The Council agreed that it was fully supportive of the aims and ambitions of Men's Shed. However it was of the view that the site at Strawberry Lane was not appropriate for the proposed activities of the organisation as the site had been designated for sporting activities. Future plans for the site included a MUGA and if the Men's Shed project was to go ahead then it would seriously jeopardise the Council's plans. The Council concluded that Finnimore Industrial

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Estate, (or something similar) would be a far more appropriate location for the venture and therefore the Council could not support the request made by Men's Shed at this time

17/06/10

#### **GROUNDS MAINTENANCE – UPDATE**

Details of EDDC's and Shaun Davey's grounds maintenance charges covering grass cutting and flower beds maintenance had been e-mailed to councillors and were considered. It was understood that another individual had also provided an hourly rate quote. Shaun Davey's quote was cheaper than EDDC's quote. After much debate it was agreed that subject to Shaun Davey wishing to continue with the grounds maintenance work that he be contracted to carry it out for the remainder of the growing season at the prices he had quoted. It was also noted that he was Chapter 8 trained which could be of use to the Council in the future

17/06/11

#### **OTTERY HOSPITAL – UPDATE**

The Clerk's letter sent to the CCG in March had now generated a response from Janet Fitzgerald Chief Officer of the CCG which had been circulated to all councillors and to which Cllr Pang was formulating a response. A Health and Adult Care Scrutiny Committee meeting would be held on 19<sup>th</sup> June at County Hall to consider the situation further with regards to vacated hospitals and future plans in view of the Committee's previous concerns that the matter had not been fully addressed by the CCG. A meeting had also been arranged for Tuesday 20<sup>th</sup> June at the Coleridge Medical Centre at which Drs Kerr and Dilley and Sue Stokes Practice Manager would be present. The Deputy Mayor together with Cllr Pang would represent the Council. Cllr Pang also advised that she was setting up meetings with Sarah Randall Johnson (Chair of the Health and Adult Care Scrutiny Committee) and Hugo Swire, although she would not be representing the Council at these meetings

17/06/12

#### **FLEXTON BUILDING – UPDATE**

Various property surveys had been carried out including structural, fire, electrics, damp proof etc which the Heritage Society had paid for. The matter was ongoing

17/06/13

#### **LIBRARY/TOILET UPDATE INCLUDING CONSIDERATION OF A REQUEST FROM OTTERY IN BLOOM FOR A PLANTING SCHEME**

The Mayor reported that the library was flourishing and the opening of the toilets was imminent. The Clerk had provided councillors with a quote for cleaning costs from EDDC. The Council had contacted other companies for a quote but to no avail. Devon Norse had been suggested as a potential contractor but they were unable to take on the work. It was **RESOLVED TO** accept EDDC's e-mail quote of 22<sup>nd</sup> May from Tom Green which would be pro rata for the year. The question of the amount of rates payable on the Flexton toilet was raised and the possibility that the amount included rooms that the Council no longer had the responsibility of. The Clerk would investigate. It was noted that rates were likely to be payable on the new toilets. Keith Spittlehouse on behalf of Ottery in Bloom had asked if the organisation could construct two raised beds on either side of the library. The organisation would fund the project. The Council agreed to this request

17/06/14

#### **TO CONSIDER SUGGESTIONS IN RESPECT OF THE INFORMATION CENTRE WEBSITE AND THE INFORMATION CENTRE FACILITY**

There had been complaints received from members of the public as to the Information Centre not being manned or phone calls answered. Councillors had recently been e-mailed details of a complaint from a parishioner. The TIC website was causing some issue with members of the public who said it gave a poor reflection of the town as it was not up to date. A business owner had also written to express these concerns including the limited space in the new library for the Information Centre. There was much debate. The Mayor conceded that the Information Service was not working effectively and Phyllis Baxter the main volunteer at the Centre had indicated her

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unhappiness at the situation. In addition one of Phyllis`s volunteers had now resigned. As the Information Centre was being operated by volunteers, then it was crucial that the issues be addressed as without the volunteers the Information centre could not function. It was understood that storage space in the library was also an issue. It was also understood that Phyllis owned the tourist information website, which it was believed she was not willing to give up. The allegations of her website not being up to date was questioned as it was understood only some of the contact details were out of date. The Business Forum which had recently been set up to promote the town and its businesses had also set up a new website for this purpose. Effectively there were now two websites operating with the same purposes. It was agreed that the Business Form and the Information Centre had two separate identities. The Mayor advised that although the Forum`s membership consisted of a number of town councillors, they were there in their capacities as private individuals and not as representatives of the Council. It would be a matter of the Business Forum approaching the Council to provide a representative(s). Cllr Edwards was of the view that there were two separate problems that needed to be addressed – the website and the lack of space in the library provided for the Information Centre. Cllr Gori suggested that the way forward would be to hold a `round the table` discussion with all the relevant parties to try and resolve the various problems. The Mayor was of the view that until he had held a meeting with Joanne Launder of Libraries Unlimited, (which he hoped would be in the next few days), that only then could the accommodation issues be fully and properly explored.

17/06/15

#### **NEIGHBOURHOOD PLAN – UPDATE**

The first Drop-In event had taken place at Alfrington and had been a success. Other `Drop –In` sessions would be taking place during June in various locations in the Parish

17/06/16

#### **REGENERATION PROJECT UPDATE**

Cllr Pang questioned the lack of information regarding meetings that had been held and future meetings. The Mayor suggested that Cllr Pratt would be able to answer these concerns but unfortunately he was absent from the meeting

17/06/17

#### **FOOTPATHS**

Cllr Faithfull and Leigh Edwards had now resigned as P3 co-ordinator/volunteers although there were potentially one or two volunteers of Men`s Shed who were willing to undertake work who had previously assisted with works on the paths. Ros Davies DCC`s Footpaths Officer suggested that the Council advertise for a new P3 co-ordinator to move matters forward. In the meantime Richard Spurway would organise all works required by using contractors.

Two complaints had been received from members of the public regarding some of the paths being overgrown, including the path at the back of the old factory site. The Clerk had advised Ros about these and other issues. Ros had advised that she had now spoken to Tony Pugh of Men`s Shed and had requested that he should not use the strimmer in view of potential insurance implications. A schedule of proposed work drawn up by Cllr Faithfull had not now been issued to Men`s Shed. Tony Pugh has been advised to liaise with Richard Spurway of DCC regarding any work the organisation was thinking of doing, to help prevent duplication of work. Richard would arrange for footpath 23 to be cut as part of the usual cutting programme. Additional cutting of this route would be required in August and as this would be a 2<sup>nd</sup> cut it was likely that the costs would come from the Council`s P3 funds. Works on FP69 were being arranged by Richard – this would involve the replacement of gates and improvements to signs on the route. It was likely that the costs would be £500 – £600 and Richard would request the contractor to invoice the Council for payment from P3 funds.

The Town Council had received a grant of £1000 in 2016/17, however this had been paid in advance for 2017/18 and would be accounted for in the 2017/18 accounts.

Councillors had been e-mailed the response from Tom Walling on behalf of the Environment Agency in respect of Footpath 24. The EA was of the view that the issue was for DCC to deal with and the Agency did not wish to send a representative to the TC meeting at this stage.

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17/06/18

**ST SAVIOURS - CONSIDERATION TO:- I. A REQUEST TO REPLACE TREES BY THE ENVIRONMENT AGENCY AND II. THE FUTURE PROPOSED DISPOSAL OF THE SITE BY THE COUNCIL**

All councillors had been e-mailed details from the Environment Agency with regards to the proposed felling of a tree at St Saviours and then replacing the tree with three trees on the Council's land. The Council agreed for the works to proceed

It was **RESOLVED** to dispose of the land at St Saviours. The Clerk advised that the disposal would need to comply with the Council's policies/regulations

17/06/19

**REVIEW OF THE COUNCIL'S POLICIES:- (COMPLAINTS, DATA PROTECTION, EXPENSES, FOI AND MEDIA COMMUNICATION)**

All councillors had been e-mailed details of the policies for their consideration. The Clerk suggested that in the light of new legislative changes, which would be taking effect shortly with regards to Data Protection, that consideration of this policy be put on hold by the Council. The Council agreed to this course of action. It was also agreed that a Policies and Compliance Working Party Group be set up to consider the remaining policies. Cllrs Gori and Edwards agreed to be on the Working Group. However in view of the number of councillors absent it was agreed that the Clerk e-mail the absent councillors to ascertain as to whether or not they wished to be members of the group.

17/06/20

**UPDATE ON TIPTON ST JOHN WARD VACANCY**

The Mayor advised that after 6<sup>th</sup> June, if 10 electors had not requested an election, the Council could then advertise the vacancy. To date EDDC had not advised that an election was required but the position would be clarified with EDDC after the 6<sup>th</sup> June

17/06/21

**TO REVIEW AND APPROVE (IF AGREED) CEMETERY FEES**

The proposed fees had been e-mailed to all councillors for consideration. It was **RESOLVED** to accept the revisions

17/06/22

**TO RECONSIDER THE TERM OF OFFICE FOR THE MAYOR**

It had been agreed at the May Full Council meeting that a working group be set up to formulate a succession plan for when the Mayor and Deputy stood down. The Council's Standing Orders did not make provision as to how many terms of office a Mayor could serve. It was agreed that this matter be considered by the Policies and Compliance Working Group at the same time as considering other policies

17/06/23

**I. TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2017  
II. TO RECEIVE AND APPROVE THE REPORTS OF THE INTERNAL AUDITOR AND TO APPROVE THE SIGNING OF THE ACCOUNTING STATEMENTS FOR THE AUDIT COMMISSION FOR THE YEAR ENDED 31ST MARCH 2017**

Councillors had all been e-mailed the relevant information

- (a) It was **RESOLVED** to accept the accounts for 2016/17 prepared by Sloan Walker
- (b) The Internal Auditor reported that the Council's controls were satisfactory and that they were being properly operated and that he had signed the Annual Internal Audit Report of the Annual Return to that effect. It was **RESOLVED** to approve the Internal Auditor's Report
- (c) It was **RESOLVED** that Section 2 the Accounting Statements 2016/17 of the Audit Commission Annual Return for the year ended 31st March 2017, be signed.

17/06/24

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**TO APPROVE THE MAY 2017 COUNCIL SCHEDULES OF PAYMENTS AS TABLED**

The May 2017 Council Schedule was presented by Cllr Bartlett showing £14378.15 (incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor

17/06/25

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

1. Three ornate noticeboards had now been formally transferred from EDDC into the ownership of the Council. The noticeboards were sited at the Flexton, Sainsburys and the Land of Canaan.
2. Mick Wolfendale was now actively engaged in carrying out handyman tasks on a self employed basis

17/06/26

**REPORTS BY MAYOR AND CLERK**

There were none

17/06/27

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

(THE CORRESPONDENCE WAS TABLED)

FROM	DETAILS
DCC – Ros Davies	P3 Information
EDDC -Licensing	Licensing Application Poppys Coffee

17/06/28

**TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES****Mayor's Meetings**

Date	Meeting details
02	Paul Madden - Japanese Ambassador
04	Graham Harvey - treasurer Chamber of Commerce
	Jackie Taylor MD - Otter Nurseries
08	Town Council Meeting
11	Connor Down re grass cutting
16	Shaun Davey
22	Mick Wolfenden - handyman
31	Attendance at Pont l'Évêque 40 year celebrations

**Councillors Meetings**

Cllr Holmes	Exeter Airport meeting, presentation on FAB link
Cllr Gori	As above plus the Later Life Forum
Cllr Edwards	Later Life Forum AGM

17/06/29

**TO RECEIVE COUNCILLORS' QUESTIONS**

- i. Cllr Pang advised that she intends to set up a meeting with EDDC's Cllr Twiss to further consider the 'Enabling' of services and the implications for parish and town councils. It was agreed that she should attend as the Council's representative
- ii. Cllr Edwards questioned the contents of a letter from DCC's Ros Davies regarding P3 matters, much of which she considered was factually incorrect. The Mayor advised that the Clerk had taken up this matter with DCC who had conceded it was a standard letter that had been sent out to all councils and which did not apply to the Council
- iii. Cllr Bartlett questioned the monies available under S106 and the progress of the transfer of the allotment land to the Council. The Deputy Mayor advised that S106 monies should be forthcoming from Redrow although it was understood that EDDC was having an issue with the developer in relation to this. The Clerk advised that the delay with the land transfer was with Redrow's solicitors despite regular chasing by the Council's solicitor. Cllr Bartlett also gave apologies for the July Full Council meeting

.....Mayor's Initials

**Meeting ended at 9.12pm**

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

**Date of the next meeting:** Monday 3<sup>rd</sup> July 2017 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

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