

MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 12TH SEPTEMBER 2017 AT 7PM AT THE COMMUNITY HALL, TIPTON ST JOHN

PRESENT Mayor

Councillor Dobson (Town Ward)

Councillors

Giles, Holmes, Pang and Faithfull
(Town Ward)
Bartlett and Gori (North Ward)
Pratt (Tipton St John Ward)
together with the Clerk

Other Persons Present

4 members of the public, Councillor Claire Wright and one member of the press

PRAYER

The Clerk read the Council Prayer

17/09/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Carter and Edwards

17/09/02

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

17/09/03

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

17/09/04

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

i. Jean McDonald-Currie representing RIO, spoke at length about the lack of interest that she considered the Council showed towards the organisation. She stated that there was no Council representation at any of RIO's meetings. However it was noted that there had been no councillors invited to such meetings. She was also of the view that as RIO was a community asset and thousands of pounds had been given back to the community by the organisation, that the Council should be more supportive. Ms McDonald-Currie advised that it cost £1500 per week to run RIO. The Mayor was of the view that the Council did support RIO, as he had spent a lot of time last year in conjunction with DCC to try and acquire a site for the organisation. Cllr Pang suggested that a Council representative should attend RIO meetings, which suggestion was supported by the Mayor. Cllr Faithfull requested that RIO inform the Council of their next meeting date. Cllr Giles considered that RIO did a fantastic job. He also suggested that RIO make an application for grant funding from the Council, which may assist any funding difficulties (if they were successful)

ii. Philp Algar advised that he was pleased the Council was taking steps to take the initiative in improving the way in which the public could more easily source details of the different

.....Mayor's Initials

responsibilities of the various tiers of local government. He was delighted that the Gazette was now being published; however he considered that the Council in conjunction with the Information Centre (formerly the TIC) should put out press releases on events and news from Ottery. The releases to be displayed on existing notice boards and around the town where practical. He concluded that Facebook could not and should not be relied upon. The Mayor advised that Phyllis Baxter prepared events information but agreed that information could be displayed on noticeboards. It was understood that the library had regular news releases

17/09/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 7TH AUGUST 2017 (MINUTE REFS 17/08/01 – 17/08/41), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of 7th August 2017 (minute refs 17/08/01 – 17/07/41), were presented, approved and signed by the Mayor as a correct record.

(17/8/11 -Cllr Faithfull advised after the minutes had been approved that a date had not yet been fixed for the next Overview Committee meeting at EDDC (thus `on 12th September` should be deleted from this minute)

17/09/06

TO RECEIVE THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING OF 14TH AUGUST 2017 (MINUTE REFS 17/08/42 – 17/08/57), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of 14th August 2017 (minute refs 17/08/42 – 17/08/57) were not approved and signed by the Mayor as a correct record in view of the following:-

i.Cllr Gori queried (17/08/51) re her resignation and `conflict of interest` issues and asked for their removal as it was not factually correct; Cllr Giles was of the view that the information was correctly stated in the minutes

The Deputy Mayor queried (17/08/46) . He advised that the statement made by him whereby `he and the Mayor had run the project` was incorrect insofar that the statement had been made by the Mayor and not by him. The Mayor was of the view that the statement should be removed from the Minutes. Cllr Pratt maintained that the statement had in fact been made.

The Deputy Mayor was upset that the minutes did not show in context what had been said by him and it was not simply a case of him stating that the council should `just move on`. He also added that any large project having an overspend of 3% should be applauded

The Mayor stated that the minutes would require to be checked against the recording

17/09/07

TO RECEIVE THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF 29TH AUGUST 2017 (MINUTE REFS 17/08/58 – 17/08/65), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of 29th August 2017 (minute refs 17/08/58 – 17/08/65), were not approved and signed by the Mayor as a correct record. The Mayor advised that in `Other Persons Present` Liz Graveney` should be included and that references in the minute in bold (17/08/62) showing that he had voted on both motions, be removed, as he had not voted.

Cllr Bartlett queried why confidential draft minutes were placed in the public domain. Cllr Giles responded by stating that it was standard practice for this to be implemented and confidential minutes were worded in such a way as not to identify parties.

The Clerk advised that all draft minutes on the website were marked as such and which on opening could be clearly seen to show `draft`. Latterly draft minutes were easily identifiable on the website by the wording `These are draft minutes and they do not become valid minutes until they are accepted as a correct record and signed by the Chair at the next meeting which had recently been inserted on the website`

The Deputy Mayor said that his speech at the beginning of the meeting was intended to be factual, not passionate, and it was up to others if they interpreted his speech as such. He maintained he was unhappy with the term `voluntarily` which he said was not correct

The Mayor stated that the minutes would require to be checked against the recording

.....Mayor`s Initials

17/09/08

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 21ST AUGUST 2017 (MINUTE REFS 17/08/01 – 17/08/07), AND TO APPROVE THE SIGNING OF THE SAME MAYOR AS A CORRECT RECORD

The Minutes of the of the Planning Committee Meeting of 21st August 2017 (minute refs 17/08/01 – 17/08/07) were presented, approved and signed by the Mayor as a correct record

17/09/09

POLICE REPORT (WRITTEN) RECEIVED FROM STEVE TRAIL

There was no report as Steve Trail was unavailable to provide this. Conflicting information had been received as to whether or not Maria Clapp, the former PSCO was being replaced. It was requested that the Clerk write a letter to Inspector Weeks who covered Exmouth and Ottery stating that the Council understood that Maria Clapp was now being replaced and could she confirm that this was the position

17/09/10

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Wright

Cllr Wright had contacted Tom Vaughan (DCC Highways) regarding progressing the acquisition of land on a CPO basis for the provision of a footpath from Butts Road to Gosford Lane. She had been informed that certain criteria would need to be met, prior to a CPO being progressed which would be a challenge in this case. It was understood that the landowner was seeking an excessive price for the sale of the land. It was noted that Otter Nurseries had been very helpful and proactive in trying to bring the project to fruition. Cllr Giles suggested that perhaps an alternative would be to consider a Permissive Path. Cllr Pratt was of the view that a `round the table` discussion` was the way forward with all the relevant parties.

Cllr Wright would chase up the matter of the Exeter Road potholes. She would also pursue the painting of the yellow lines, which despite assurances were still not in situ

Cllr Giles

Cllr Giles as Chairman of EDDC`s Scrutiny Committee advised that at a meeting of 20th July the Committee was in agreement that the service provided by the CAED (Citizens Advice East Devon) was invaluable, and all Ward Members could have a part to play in encouraging as much contribution from town and parish councils as possible for the charity. The Committee recommended that consideration be given to investigation into a longer term arrangement for grant funding, in order to give more security to the CAED, such as a three year agreement

Cllr Giles also mentioned the bridge at the Land of Canaan which he understood had been removed by EDDC and was not going to be replaced. He had received several complaints from parishioners about the situation. It was agreed that the matter be an item for the October agenda. it was noted that the cost of a replacement bridge would be approx. £12,000.

17/09/11

TRAINING COURSE FOR COUNCILLORS TO UPDATE THEIR KNOWLEDGE

The Clerk had provided details of DALC councillor courses to be run in the future. She was of the view that it was for the benefit of the Council that councillors were kept up to date and fully informed of matters pertaining to their council work and viewed on-going training as being important. Once she had received further details costs etc she would advise councillors accordingly

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17/09/12

TO CONSIDER A MINIMUM NUMBER OF ITEMS TO BE INCLUDED ON FUTURE COUNCIL AGENDAS

Cllr Carter had requested that this be an item on the Agenda but had given apologies and therefore the item was not discussed. It was noted that `minimum` should be `maximum`

17/09/13

TERM OF MAYOR – UPDATE

The Policies and Procedures Group held a meeting on 6th September to discuss the length of term of the Mayor. Cllr Pang advised that at this stage the role of the Clerk and the role of the Mayor were not intended to be part of the remit. The Working Group proposed three dates at which the length of the term of the Mayor could be considered (no firm date was decided upon). Councillors would be welcome to attend the Working Group meetings. The Working Group would bring their proposals to Full Council for consideration. Papers had been tabled for councillors.

17/09/14

WEBSITE/COMPUTERS – I. CONSIDERATION OF PROPOSED NEW WEBSITE FOR THE COUNCIL II. APPROVAL FOR THE COUNCIL TO INSTRUCT AL FINDLAY TO CARRY OUT SERVICING AND OTHER ISSUES RELATING TO THE COUNCIL`S COMPUTERS

It was agreed that in view of spending cuts that it would not be appropriate for the Council to embark on having a new website. It was considered that the current website was fit for purpose. There was much debate regarding Al Findlay carrying out work to the Council`s computers. It was **RESOLVED** that all the works Mr Findlay had itemised in his quote be carried out (other than his suggestion about the networking of the office network into the Chamber computer) and that anything further could be looked at later, with the involvement of the Deputy Mayor. The Deputy Mayor was of the view that the networking of the office network into the Chamber could compromise security and was unnecessary. He considered that a dedicated stand alone WiFi for the use of tutors, visitors, councillors and the public was essential, together with a spare phone line and the Plus net line should remain .

17/09/15

VARIOUS PROPERTY MATTERS – I. CONSIDERATION OF CURRENT RENT BEING CHARGED FOR AN EXISTING TENANT AT THE STATION TO REMAIN/BE REVISED; II. CONSIDERATION OF REDUCED RENTAL FOR PROPOSED TENANT AT THE COUNCIL OFFICES III. CONSIDERATION OF RESPONSES RE THE PROPOSED DISPOSAL OF THE LAND AT ST SAVIOURS; IV. AUTHORISATION FOR THE COUNCIL TO SIGN THE LEGAL DOCUMENT FOR THE TRANSFER OF THE ALLOTMENT LAND; V. CONSIDERATION/APPROVAL OF QUOTE TO FIT EMERGENCY LIGHTS IN THE PAVILION AT STRAWBERRY LANE AND TO REPLACE THE BOILER VI. THE FLEXTON TOILET – APPROVAL TO ENTER INTO CONTRACT WITH SSE RE ELECTRICITY CHARGES FOR STANDING CHARGE ONLY

i. It was **RESOLVED** that the rent for the Youth Pastor at the Station remain at £100 per month for a further period of six months and to be reviewed again at the end of the period

ii. It was **RESOLVED** that Room 6 of the Council offices be rented out to a newly qualified counsellor at the rate of £6 per hour on an `as and when` basis. The situation to be reviewed at the end of a six month period.

iii. It was agreed that as there had been no firm offers received to purchase the land at St Saviours that the matter be left in abeyance for a further period of one month. It was understood that only one member of the public had contacted the Council direct, to comment upon the land disposal querying as to what was the proposed benefit of the Council disposing off the land and its commercial use

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iv. It was **RESOLVED** that once the transfer document and plan in respect of the allotment land was in a final agreed format, that the Mayor and Deputy Mayor sign the same. It was understood that the plan was now an issue, as the land contained therein, did not belong solely to Redrow

v. It was **RESOLVED** to purchase a replacement water heater for the pavilion at Strawberry Lane at a cost not exceeding £50; It was agreed that an additional estimate for the installation of emergency lighting should be obtained

vi. It was **RESOLVED** to enter into a contract with SSE for electricity provision at the Flexton toilets (Standing Charge only). The Mayor advised that currently the toilets were still rated and once the toilet was actually removed then the Rating Officer may consider the property being removed from the rating list

17/09/16

CO-OPTION OF A COUNCILLOR ONTO THE TIPTON ST JOHN WARD

It was **RESOLVED** to co-opt Lyn Harding back onto the Council as the Tipton St John Ward member

17/09/17

CONSIDERATION OF QUOTES FOR TREE TRIMMING AT THE CEMETERY AND TO APPOINT CONTRACTOR

The three quotes received had been considered and after much discussion it was **RESOLVED** to award the contract to Shaun Davey

17/09/18

REPRESENTATION BY COUNCIL MEMBERS ON THE BUSINESS FORUM

Lesley Smith from DALC had advised that although the Business Forum did not have a formal constitution there was no reason why there should not be representation from the Council. It was **RESOLVED** that Cllrs Pratt and Edwards be the Council's representatives. Cllr Gori had contacted Lesley Smith at DALC who had advised that there should be a clear understanding on both sides. The Business Forum should have ground rules on how it should manage its meetings/business. The Council's rules should ensure that no one councillor should make promises/decisions in the name of the Council

17/09/19

OTTERY HOSPITAL – UPDATE

Letters from Danu Blue and the Chief Executive of the RD&E had been e-mailed to all councillors. Adrian Rutter Chair, Ottery St Mary Hospital League of Friends had been invited to attend the October Council Meeting

17/09/20

TAR LANE SIGN – UPDATE

Cllr Pratt was currently awaiting to hear from Stuart Phillips with an estimate

17/09/21

NEW LIBRARY/TOILET UPDATE

EDDC had not issued their final certificate with regards to the building works until a number of outstanding matters had been addressed:-

1. Intermittent smoke seals to some of the fire doors were missing
2. Disabled toilets – the grab rails and toilet seat required to be in a contrasting colour to make them more visible. The stability of the grab rail was to be checked
3. No emergency lights in the main library and the corridor
4. The door architraves/ colour of doors should be in a contrasting colour to ensure that they are visible to visually impaired persons
5. The certificates for the electrics had not been provided

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The Mayor believed that these matters should be addressed within the next few days and already the grab rails and toilet seat had arrived. It was agreed that none of the retention monies would be paid over until the outstanding works had been addressed and a completion certificate issued

17/09/22

OSM NEIGHBOURHOOD PLAN – UPDATE AND APPROVAL OF LATEST VERSION OF PLAN

It was **RESOLVED** that the Neighbourhood Plan was ready to go for submission to EDDC

17/09/23

REGENERATION PROJECT - UPDATE

Cllr Pratt advised that at the Council's meeting on 7th August he had set out the group's proposals which were going to the Business Forum followed by public consultation. There may be a public meeting in the future but that would be decided by the Committee.

17/09/24

ACCOUNTS – TO APPROVE . THE AUGUST 2017 COUNCIL SCHEDULE OF PAYMENTS

Cllr Giles queried as to why Mr Bishop's invoices were being paid when the Mayor at a previous Full Council meeting (14th August 2017) had stated (and which was minuted) that once the builder had been paid then he (the builder) would in turn pay Mr Bishop. The Mayor replied that he was not exactly sure what the words were or what they meant. The Mayor advised that the paid invoices of Mr Bishop, were in addition to his invoice in respect of the electrics to the door. This invoice would not be paid until the outstanding works had been completed.

The August 2017 Council Schedule was presented by Cllr Bartlett showing £11749.90 (incl. VAT) for Council expenditure It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor

17/09/25

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

- i. It was agreed that the weed spraying around the town be carried out asap by EDDC
- ii. It was **RESOLVED** that the two fire extinguisher in the Old Town Hall be checked; two additional extinguishers be purchased and a fully charged hand torch be provided for the premises. It was understood that at the present time the Heritage Society did not wish to enter into a tenancy at will of the premises until they had taken legal advice.
- iii. The library door had inadvertently been left open and it was understood that all volunteers would be requested to be more vigilant when it came to locking up the premises
- iv. Newton Poppleford PC had requested £200 from the Council's Parishes Together ('PT') fund. The Deputy Mayor with the support of Cllr Giles recommended that the Council support Newton Poppleford but no decision was made. Cllr Giles was keen to ensure that any monies the Council was entitled to from PT should not be lost and he was keen to be member of a Working Party to progress the funding for parish projects and to work with other parishes thus ensuring funding from this source could be obtained by the Council. Cllr Pang also confirmed that she would like to be a member . She mentioned that the Council may need to be involved in the funding of health and social welfare care in the future and PT funding may be available for this purpose.

17/09/26

REPORTS BY MAYOR AND CLERK

- i. The Clerk had attended a Fire Warden Training Course on 5th September at Exeter
- ii. The Assistant to the Clerk was attending a DALC planning training course at Exeter this evening
- iii. EDDC was revising all its cemetery documentation as it was out of date. As the Council was also progressing updating all its documentation it has been suggested that the

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Council and EDDC could perhaps set up a cemetery forum and work with other neighbouring authorities to share knowledge etc

17/09/27

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

(The Correspondence had been tabled)

Sender	Details
Anonymous	Complaint about slug pellets on land adjoining the new library
Inspector Weeks	Update on replacement PCSO
EDDC	TPO land at the Fire Station, Canaan Way
Cllr Gori	Resigning from a number of outside bodies
EDDC	Update on parishes Together
Cllr Claire Wright	Update on Kelly Lynch
EDDC	Cemetery Regs

Cllr Giles queried the use of slug pellets on the flower bed adjoining the library but was advised that the Council was not responsible for this

17/09/28

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor`s meetings

Date	Meeting details
10	Neighbourhood Plan Working Group
11	CILCA Meeting
14	Extra Ordinary Meeting
21	Planning Committee Meeting
29	Extra Ordinary Meeting

Councillor`s Meetings

Cllr Pang	Local Action Group
Cllr Gori	Skate park

17/09/29

TO RECEIVE COUNCILLORS' QUESTIONS

- i. Cllr Faithfull raised the question of the Sainsburys car parking sign which currently stated `No Overnight Parking.` The previous sign did not have this wording. The new sign also stated `Max Stay 2 Hours` whereas the old sign stated `Max Stay 2 Hours for Town Centre Shoppers`. It was agreed that the planning conditions previously issued to Sainsburys would need to be checked
- ii. Cllr Gori made a statement about working together as a team (the councillors, the Mayor and the Clerk) and when there was conflict between the key players that this could damage the Council. She stated that she shouldn't have to address issues that occurred prior to her becoming a councillor with regard to her stepping down from the Chamber of Commerce, which she was upset and disappointed about. She did not consider leaving the team because she cared for the town and had always acted in good faith. The Mayor advised that it was not the Council who had questioned her actions

Meeting ended at 9.17pm

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

DATE OF THE NEXT MEETING: MONDAY 2ND OCTOBER 2017 AT 7PM AT THE COUNCIL CHAMBER, COUNCIL OFFICES, OTTERY ST MARY

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