

MINUTES OF THE ORDINARY MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 1ST OCTOBER 2018 AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

PRESENT Mayor

Councillor Bartlett (North Ward)

Councillors

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

Other Persons Present

DCC Cllr Claire Wright,
Tony Greenham from South West Mutual, one member of the Press and six members of the public

A minutes silence was observed in memory of the former Ottery St Mary Tourist Information Manager, Phyllis Baxter.

Tony Greenham Founding Director of South West Mutual from South West Mutual spoke about setting up a regional bank to cover Devon, Cornwall, Somerset and Dorset by 2020. The bank aimed to serve personal customers and businesses. Eighteen were planned to cover the whole of the UK. The bank would be owned by its customers. The start up capital for the bank would be £20,000,000. The bank would be profitable but its main purpose was to serve its customers. It intended to adopt an old fashioned relationship with its customers. It would have large branches and satellite branches. Advanced technology would be used. A Q& A followed. Mr Greenham was thanked for his attendance

PRAYER

The Clerk read the Council Prayer

18/10/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Harding and Carter

18/10/02

DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

Cllr Pang declared an interest in items 17 (Hospital) and 26 (Matters of Urgency (Skatepark)) in advance of there being any conflict of interest issues which may arise during the discussion

18/10/03

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

18/10/04

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

Ruud Jansen Venneboer spoke on behalf of the Business Forum as to the effects that the recent fire in the town was having on local businesses. He advised that local businesses had advised that their trade was down, as significant numbers of people were currently avoiding coming into the town. He explained that a number of businesses in Ottery operated on very tight margins, and that even a small percentage in terms of reduced business could mean the difference between survival or closure. He went on to state that the Business Forum was taking measures to try and alleviate the problems experienced which included making clear to people in and around Ottery that it was 'Business As Usual', and over the next few days, large banners would be put up on the entrance

Mayor`s Initials.....

roads to Ottery to make this clear. The Forum would also use Social Media and Print Media for the same objectives. Plans were being developed for a big event to take place to celebrate Ottery's Shops, Cafes, Pubs and Restaurants. He understood that there may be opportunities to re-open the roads sooner than currently planned. He was of the view that this was the time to jointly work towards a workable solution and requested the Council work together with community organisations, individuals, businesses and fellow councillors for the benefit of this town.

Rob Wickham spoke on behalf of Tar Barrels and explained that the present scaffolding wasn't safe for the crowd numbers at the Tar Barrels event. He concluded that if the scaffolding had to be blocked off completely, that this would create problems but he was optimistic there would be a solution. He was of the view that a unified plan was required and that all the relevant parties should work together to mitigate every potential problem.

Martin Thurgood advised that he had been assisting Cllr Claire Wright with the road closure issues. He was a retired H&S inspector with vast experience. He emphasised that he knew what he was talking about. He was of the opinion that it was technically possible for the temporary scaffolding to be removed and a proprietary system installed which could provide better support, thus resulting in the road re-opening in a shorter time period. He requested that the Council support Cllr Wright and the businesses and community

The Mayor agreed that the matter of the road closure which was to be brought up under 'Urgent Matters' later on in the meeting, be dealt with now. It was agreed that Cllr Wright should contribute to the discussion. The Mayor advised that the Council was being proactive in trying to find solutions to the problems being experienced in the town and was organising a meeting to take place on 18th October at the Council Offices at 6.00pm at which all the local traders and the Business Forum would be invited. The meeting was to share ideas and knowledge, in an attempt to find a way forward to limit the damage to the town's traders

Cllr Wright thanked Mr Thurgood and Mr Venneboer for their contribution to the meeting. She also expressed grateful thanks to the Fire Service for dealing with the fire so promptly and DCC and EDDC personnel for securing the site. Cllr Wright advised about the meeting today with representatives from Mabey and other persons (but no representatives from EDDC and DCC) who may have alternatives regarding the scaffolding, which could result in opening up the road sooner. Cllr Wright was waiting to hear further from Mabey with regards to the options and timelines etc. She was liaising with the engineer appointed by the insurers who was willing to share drawings etc. She would keep the Council updated on all developments. The Deputy Mayor advised that she was trying to help the businesses, by moving forward the traffic survey; she was trying to strike a deal with advertisers to promote the businesses in the town. John Capon was going to produce and display advertising signs for the businesses. It was accepted that Cllr Wright should continue to lead on the matter. Cllr Dobson stated that a programme of works was necessary. Rob Wickham confirmed that Tar Barrels would be going ahead but it was a matter of mitigating risk around the scaffolding. If there was no other alternative then there would have to be a proper secure barrier, which would incur significant costs. He also advised on 5th November that there would be a road closure order on Jesu Street which could create problems. Cllr Giles expressed concern as to the effect the fire could have on trade. He hoped the Council would work together with the Business Forum. He also expressed a wish that another event be arranged to showcase the town, in addition to the Late Night Shopping event, in order to encourage more people to come into the town. The Mayor repeated the details of the meeting planned for 18th October advising that this was for businesses only.

18/10/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 3RD SEPTEMBER 2018 (MINUTE REFS 18/09/01 – 18/09/28), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Full Council Meeting of 3rd September 2018 (MINUTE REFS 18/09/01 – 18/09/28) were presented, approved and signed by the Mayor as a correct record subject to the inclusion of the word 'energy' at 18/09/07 in Cllr Faithfull's report after the word 'green'

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18/010/06

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 17TH SEPTEMBER 2018 (MINUTE REFS P18/09/01 – P18/09/07), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Meeting of 17th September 2018 (minute refs: P/18/09/08 – P/18/09/07) were presented, approved and signed by the Mayor as a correct record. Cllr Edwards tendered her apologies for the next planning meeting

18/10/07

TO RECEIVE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 28TH SEPTEMBER 2018 AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Property and Land Committee Meeting of 28th September 2018 (minute refs: PL/18/09/01 – PL/18/09/12) were presented, approved and signed by the Mayor as a correct record

18/10/08

TO APPROVE THE RECOMMENDATIONS OF THE PROPERTY AND LAND COMMITTEE

It was RESOLVED to accept the following recommendations:-

- i. That the Council write a letter of support to the Ottery Netball Club in respect of their request for funding for the provision of lighting at the netball court at the Kings School (to enable them to continue to play in the darker evenings) and for the Council's suggestion that the Club make application before 31st October for an annual grant
- ii. That the quote of Connor Down to carry out work at the allotments, be accepted
- iii. That a licence be drawn up to regularise RIO's use of three car parking spaces at the Station

18/10/09

TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 28TH SEPTEMBER 2018 AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Finance Committee Meeting of 28th September 2018 (minute refs: F/18/09/01 – F/18/09/10) were presented, approved and signed by the Mayor as a correct record

18/10/10

TO APPROVE THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

It was RESOLVED to accept the following recommendations:-

- I. That the Council's Reserves Policy remain un-amended
- ii. That the Council make a donation of £1,000 to the Trustees of the Tipton St John Community Hall towards the costs, of the illegal encampment by travellers which monies would either come from reserves or contingencies. The Council would require receipts, as evidence of expenditure, prior to making payment
- iii. That the Council's grant of £4,000 agreed earlier in the year (but not yet paid to the Tipton St John Playing Field Association and which was to be used towards the cost of the replacement play equipment) now be used by the Association towards the items of expenditure (river bank repairs and construction of height bar) and that the Association apply for a further grant (under the Council's annual grant scheme) if they deemed it necessary. The Council would require receipts, as evidence of expenditure prior to making payment
- iv That the quote for the Christmas lights in the sum of £4,300 be accepted. However it was noted that there may be some adjustment to the final invoice if there was to be
- v In the light of the recent fire having potentially adverse effects on traders to:-
 - place an advert in the local paper (at the appropriate time) wishing everyone a Merry Christmas and requesting that the local shops be fully supported by parishioners and visitors by them 'buying local'
 - set up a meeting at the Council Offices on Thursday 18th October at the Council Offices at 6.00pm, inviting local traders. At the meeting the Council to advise as to the action it was currently taking and to invite traders to submit ideas/suggestions as to how to address the current trading situation. A letter would need to be drafted to all local businesses, advising them of the aforementioned event. Business proprietors to be asked to RSVP (to gauge an idea as to numbers) and to also provide their name and contact details. Councillors would carry out a letter drop. Details of the event to be e-mailed to the Business Forum's secretary

Mayor's Initials.....

18/10/11

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Claire Wright

Cllr Wright was pleased that the Secretary of State for Health and Social Care had attended the meeting on 26th September. She stated that he was 'optimistic' for the future of Ottery hospital', although he would not 'categorically' state that it was safe from being sold off. She was personally disappointed that she wasn't invited to the meeting. She hoped something good would come from the visit, although she was baffled by the blue flashing light on his vehicle and the ridiculous game of 'cat and mouse' which resulted in his vehicle nearly knocking over a local resident. She had given notice of a motion which was going to full council at DCC on Thursday 4th October asking for strong support for the retention of all community hospital buildings and to strongly oppose plans to sell them off. She had also given notice of a motion relating to the environment regarding concerns (post Brexit) of a proposed environmental watchdog whom she stated would lack any power to take action re environmental breaches. She advised that the proposals were already being criticized by prominent lawyers. She had had another clash with Conservative Health Scrutiny chair, Sara Randall Johnson at the most recent Health and Adult Care Scrutiny Committee meeting on 20th September, as she had blocked Cllr Wright's efforts to investigate the hundreds of millions of pounds worth of Devon NHS cuts that were ongoing.

She also advised of a Spotlight Review re support for carers as many were experiencing financial and emotional issues

Peter Faithfull

He attended the Overview Committee Meeting at EDDC on 27th September. There was discussion on making EDDC more commercial by investing in property and generating income. He wasn't able to elaborate further, due to the confidential nature of the item.

Cllr Pratt

Following on from Cllr Faithfull's aforementioned remarks, Cllr Pratt advised that there was simply a general report regarding the property. He confirmed that EDDC was simply trying to raise funds in view of continuing cuts

Roger Giles

Cllr Giles spoke about Salston Manor, on behalf of residents who were concerned about the building being rendered and advised as to the response he had received from Jackie Webster EDDC's Planning Enforcement Officer

The Mayor (in response to Cllr Giles referring to Cllr Pratt's election success) advised that the matter would be raised later on in the meeting

18/10/12

POLICE MATTERS (INCLUDING CRIME FIGURES)

The Mayor had provided crime figures extracted from the Police website which had been e-mailed to all councillors

18/10/13

APOLOGIES GIVEN FOR NON - ATTENDANCE AT MEETINGS AND TO CONSIDER WHETHER REASONS SHOULD BE PROVIDED FOR NON-ATTENDANCE

After much debate it was agreed that there was no necessity to provide an explanation for absences from Council meetings

18/10/14

CONSIDERATION OF HOLDING ANY FURTHER COUNCIL MEETINGS AT TIPTON ST JOHN

Reasons for ceasing the current practice of holding one town council meeting per year at Tipton St John were given, which mainly centred around the lack of attendance and a waste of Council funds. After much discussion, it was agreed that Cllr Pratt liaise with Cllr Harding regarding placing an article in the Tipton Times requesting feedback by parishioners on the proposal to stop meetings, with responses to be made by a specific date. Cllr Pratt would report back to the Council in due course with details of the responses, in order that the Council could reconsider the matter

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18/10/15

REPRESENTATIVE REQUIRED TO ATTEND THE INSTITUTE'S AGM ON 27TH NOVEMBER

It was agreed that Cllr Pang (already a charity trustee of the Institute) also be the Council's representative at the AGM

18/10/16

SNOW AND ROAD WARDEN VACANCIES

There was a need for both a Snow and Road Warden(s) in the Parish. Cllr Pang would progress. In addition if any councillors were aware of any empty grit bins then DCC would need to be notified. Details of the empty bins and their locations and serial numbers should be forwarded to the Clerk in order that she could relay this to DCC, or, alternatively, councillors could register the information online. Cllr Edwards reported that some of the bins had been used as litter and dog poo bins

18/10/17

OTTERY HOSPITAL - UPDATE

Cllr Pang advised that she had met the Secretary of State for Health and Social Care and various other dignitaries at the meeting on 26th September. She considered that we have a window to work with now. Cllr Giles congratulated Cllr Pang on all the work she had carried out but considered it was regrettable that Cllr Wright had not been invited to the meeting. He enquired when the CCG's estate strategy was going to be published, in order to gauge what plans they had for Ottery. He concluded that the town was no closer in knowing the answer. The Deputy Mayor thanked Cllr Pang for all the work she had undertaken in respect of the hospital. Cllrs Edwards and Holmes also expressed their thanks. Cllr Pang advised that the Ottery and District Health and Care Forum was transforming itself into a legal body. Cllr Pang was of the view that the item should be discussed in Confidential Session at the November meeting, however Cllr Giles disagreed with this and it was suggested by the Mayor that the Clerk would make the decision. Cllr Pratt advised that any future meetings about the hospital with the relevant parties, needed to be carried out in the public arena.

18/10/18

UPDATES/REPORTS BY THE DEPUTY MAYOR FROM VARIOUS STEERING GROUPS

All reports had been e-mailed out to councillors and the contents noted

18/10/19

OSM REGENERATION PROJECT WORKING GROUP – UPDATE/REPORT BY THE DEPUTY MAYOR

Notes from a recent meeting had been e-mailed to all councillors. One of the recommendations was for an approach to be made to the Chairperson of the Neighbourhood Plan Working Group to find out the latest developments of the Plan

18/10/20

COMMUNITIES TOGETHER – CONSIDERATION OF THE NOTES OF A MEETING DATED 7TH SEPTEMBER 2018 AND APPROVAL OF ANY RECOMMENDATIONS MADE

Notes of the meeting had been e-mailed to all councillors and it was **RESOLVED** to approve the following recommendations:-

i. Parish/Town Councils to engage with local community groups to gather further ideas and circulate around the Group

ii. Ottery Help Scheme to be asked for any ideas (LH). If they had a possible project in mind, that they could make a presentation about it at the next meeting

Cllr Giles provided information about the new scheme which included the provision of a bidding process and that two parishes needed to be involved which could include a voluntary group endorsed by the Council. He requested that councillors consider suitable projects for the scheme

18/10/21

PROPERTY MATTERS

All property matters had been dealt with previously in the meeting. However Cllr Dobson advised that the works had been carried out to the pavilion in accordance with the Fire Risk Assessor's recommendations. The other matter outstanding was the installation of a replacement door at the Station, which the Clerk was chasing up.

Mayor's Initials.....

18/10/22

WEBSITE PROPOSALS

A report had been prepared by Liz Graveney and e-mailed to all councillors. The councillors present, were of the opinion that the report was most informative and that Liz had carried out a good job. Various issues were raised. It was agreed that a small working group be set up with the Deputy Mayor, Cllrs Holmes and Edwards together with Liz. In addition and at the suggestion of the Deputy Mayor it was agreed that there should be a volunteer from the Information Centre included as a member of the working group. The Deputy Mayor advised that the tourist information website was established as a favour to Phyllis and accordingly there should be volunteer representation. It was suggested that Twitter should be installed and that the website should be mobile efficient.

18/10/23

CONSIDERATION OF PROPOSED TRAFFIC REGULATION AMENDMENT ORDER TO INTRODUCE `NO WAITING AT ANY TIME` ON SPECIFIED LENGTHS OF BUTTS HILL AND BUTTS ROAD

The proposed Traffic Regulation Amendment Order had been e-mailed to all councillors. Comments had to be submitted to DCC by 12th October. No adverse comments had been received from councillors to the proposals

18/10/24

MAYOR`S CHAIN OF OFFICE – CONSIDERATION AND APPROVAL (IF APPROPRIATE) OF REFURBISHMENT AND ENGRAVING COSTS

The Clerk had attempted to obtain three quotes for the work. Ottery jewellers had been unable to assist; Vaughtons required to see the chain (it wouldn't accept photographs) which would necessitate posting it by special delivery. However Fattorini`s had provided various costings.

It was **RESOLVED** that the Council incur the cost of £210 to replace the ribbon and to re-finish the existing 12 bars in polished gilt and attach to a new ribbon, complete engraving to one bar and supply another, complete with engraving plus £30 for the cost of a replacement box in which to keep the chain. The voting was 5 in favour of the motion, 2 abstentions and Cllr Giles voting against. It was suggested that whilst the chain was in the possession of Fattorini`s that it be checked over to establish whether the settings around the medallion were secure. If this was to result in extra expense then it would have to be determined at a future council meeting prior to any work being carried out

18/10/25

FINANCIAL MATTERS

- **TO APPROVE THE SEPTEMBER 2018 COUNCIL SCHEDULE OF PAYMENTS**
- **TO CONSIDER AND NOTE THE EXTERNAL AUDITOR`S REPORT FOR THE ANNUAL ACCOUNTS 2017/18**

The September 2018 Council Schedule was presented by the Mayor, showing £12,446.96 (incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor. The External Auditor`s Report regarding the Council`s annual accounts for 2017/18 had been noted and accepted.

18/10/26

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR

i. A letter has been received from Cllr Pang requesting the responsibilities for the running of the OSM Skate and BMX Park (`the Park`) be transferred over to the Council. The Clerk had e-mailed the letter to all councillors together with her explanation as to why the Council couldn't automatically do this, as a private limited company was currently set up to run the Park. There would need to be a legal process to be followed should the Council agree to go down this route. It was agreed that the matter be an item for the November agenda

ii. A letter had been e-mailed to all councillors at the request of Cllr Pang regarding establishing a Community Interest Company in respect of the hospital with the Council being a key player. The Council was not in a position to make a decision this evening and it was agreed the matter be an item for the November agenda

Mayor`s Initials.....

iii. The Carnival Committee wished to have a commemorative trophy in respect of the late Phyllis Baxter for the procession. It was agreed that the Deputy Mayor would liaise with the relevant persons (including Phyllis's family members) to gauge their thoughts in the first instance as to this suggestion

18/10/27

REPORT BY THE MAYOR

i. The Mayor advised that a generous donation had been received from the proprietor of the dog grooming parlour towards the costs of the Christmas lights. The Council was much appreciative of the gesture. The lady concerned had been thanked by members of the Council and the Clerk

ii. Cllr Geoff Pratt had been elected District Councillor for Ottery St Mary Rural Ward and was warmly congratulated by councillors present

iii. A report had been e-mailed to all councillors about the new mobile bank being operated by Lloyds Bank. Initially the mobile branch would operate on the Land of Canaan on Mondays 1.00pm – 3.15pm and Wednesdays 10.00am -12noon

18/10/28

REPORT BY THE CLERK

i. The Clerk advised that she had supplied further information in respect of the Council's application for a quality award. She hoped that this would be sufficient for a decision to be made

ii. The Clerk was intending to investigate whether the Council was eligible for a green flag award for its cemetery,

iii. The Mayor confirmed that the Clerk would shortly purchase the Clerk's Bible (the latest Arnold-Baker on Local Council Administration Eleventh edition)

18/10/29

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

The following correspondence was tabled

Sender	Details
Royal British Legion	Letter of thanks £500 donation
Mac Dick	Letter of thanks for donation
Lamb & Flag	Invitation to Opening
EDDC	Notice of Election Result

18/10/30

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor's Meetings Tabled (Sept)

Date	Meeting details
3 rd	Host and attend Tour of Britain breakfast and event/judge shop window display Full Council Meeting
7 th	Planning Committee Meeting
13 th	Highways Surgery/Mike Brown
16 th	Attend King & Queen of the Mountain Event
17 th	Planning Committee Meeting
19 th	Meeting with DCC Highways/Claire Wright
25 th	Meeting with DCC Highways/Claire Wright
27 th	Review of Cycle Fund and Late Night Shopping
28 th	Property & Land Committee Meeting Finance Committee Meeting

Councillors Meetings (Sept)

Councillor	Meeting details
Cllr Holmes	Airport meeting
Cllr Edwards	Business Forum

Mayor's Initials.....

18/10/31

TO RECEIVE COUNCILLORS' QUESTIONS

i. Cllr Faithfull suggested that the Council may wish to do something in addition to the events already arranged in the town, with regards to the centenary of the end of the First World War. He anticipated that events planned, were intended to `draw people together`. In reply the Deputy Mayor advised that she was involved with the tracing of relatives of soldiers from Ottery who had served in the First World War, as a contribution to the celebrations

ii. In response to Cllr Faithfull's suggestion, it was agreed that he should keep the Council up to date with developments concerning South West Mutual

iii. It was agreed, in response to Cllr Pratt's suggestion, that a letter of thanks be sent to the Chief Fire Officer of the Devon & Somerset Fire Brigade, for attending and dealing with the fire in the town so promptly

iv. In response to Cllr Edward's enquiry regarding the late Phyllis Baxter's funeral, it was agreed that the Mayor would make a donation out of his annual allowance to the chosen charity on behalf of the Council. Individuals could make their own donations

v. The Deputy Mayor reminded councillors about the traffic survey form that required completion

The Meeting ended at 21.16pm

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

DATE OF THE NEXT MEETING: TUESDAY 6th NOVEMBER 2018 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

Mayor's Initials.....