

MINUTES OF THE ORDINARY MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 2ND JULY 2018 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

PRESENT Mayor

Councillor Bartlett (North Ward)

Councillors

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

Other Persons Present

DCC Cllr Claire Wright,
and two members of the public

PRAYER

The Clerk read the Council Prayer

18/07/01

TO RECEIVE APOLOGIES FOR ABSENCE

There were none

18/07/02

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

There were none

18/07/03

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

Cllr Giles disclosed an interest in Item 18 (Old Town Hall) by virtue of the fact he was a trustee of the Heritage Society and advised that he would leave the room if any decisions were to be made relating thereto. Cllr Pang declared an interest in item 19 in advance of there being any conflict of interest issues which may arise during the discussion

18/07/04

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

- i. Mr Waddingham spoke about two matters. He had recently purchased a house in Ottery at Otter Holt. However he and other residents had now been advised that the brick flood defence wall (which went along the edge of Otter Holt) would no longer be maintained by the Environment Agency. This had come as a surprise as the residents and developer had always assumed that the Agency would maintain it. After much discussion it was agreed that the Clerk would write to the Agency and emphasise that the wall was an important flood defence measure and to request an assurance that the Agency would continue to maintain it. In addition the Clerk to write to SWW regarding the flooding on Sunday at Victoria Terrace. Secondly, Mr Waddington advised that he was the prospective purchaser of the land at St Saviours and that he wished to raise an issue which he would rather not discuss in open session. It was agreed that the Clerk would arrange a meeting with Mr Waddingham at which the Chair of the Property and Land Committee (Cllr Dobson) would be present
- ii. Mr Algar raised various issues including the Council's application to EDDC, to list the hospital as a community asset. He questioned on what grounds the application could be refused by EDDC, if it was of a mind to do so. He advised that due to his advanced age he would be unable to organise the 'This is Ottery' event, but would be happy to assist the organisers. He suggested that this should be an outdoor event to be held in

Mayor's Initials.....

Spring/Summer 2019. In answer to critics who thought the event unnecessary, he advised that in view of the increasing population of Ottery it was important that the community was made aware of the groups, businesses and organisations in the town to show it was `alive and well`. He made observations about the Health and Wellbeing Community Information Event, held on the 29th June citing a lack of understanding by some members of the public about health hubs and other matters. Cllr Pang advised that the matters Mr Algar had raised were in the process of being addressed by the OSM & District Health Care Forum

18/07/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 4TH JUNE 2018 (Min 18/06/01 – 18/06/28) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Full Council Meeting of 4th June 2018 (*MINUTE REFS 18/06/01 – 18/06/28*) were presented, approved and signed by the Mayor as a correct record

18/07/06

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 18TH JUNE 2018 (MINUTE REFS P18/06/01 – P18/06/08), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Planning Committee Meeting of 18th June 2018 (*MINUTE REFS P18/06/01 – P18/06/08*) were presented, approved and signed by the Mayor as a correct record

18/07/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Wright

Cllr Wright wished to thank Cllr Pang and Leigh Edwards for organising the successful Health and Wellbeing Community Information event on 29th June. She expressed grave concern as to the lack of NHS care that some members of the community were experiencing. She would be following this matter up. She had been contacted by Recycling in Ottery (‘RIO’) who had advised her that DCC was intending to increase the rental of their premises by 65% which was likely to affect their trading potential. DCC however, was now reviewing the proposed rental increase at her request. She advised that the support of the Council in this matter would be appreciated. Cllr Giles was alarmed that RIO was being treated as a commercial enterprise when in fact it was a `Not for Profit` organisation. Cllr Dobson suggested that the Council should revisit the possibility of purchasing the property from DCC. Cllr Wright suggested Richard Broadley was a point of contact for this purpose. Cllr Wright was also in the process of meeting residents from Victoria Terrace regarding the flooding issues, in an attempt to find a way forward. Again she indicated that the support of the Council would be appreciated and helpful. She would also obtain confirmation that the promised pothole money would benefit Ottery. She asked that a list of the worse roads with potholes in the town, be sent to her.

Cllr Faithfull mentioned a parking issue between Dodds the Undertakers and Graham Hudson. He was of the view that part of the land was the responsibility of DCC; although Cllr Wright questioned this and thought that this was a private issue between the parties.

Cllr Faithfull

Cllr Faithfull advised of the vacancy for a rural ward councillor and the requirement of two signatories to request an election. There was much debate culminating in Cllr Pratt stating `the matter had been dealt with`

Cllr Giles

Cllr Giles had no report to make or to add to the points he had already made

Cllr Carter

Cllr Carter spoke about the success of the new green waste collection scheme. It was hoped that more people would be encouraged to join. As from today, camper vans had been banned from Exmouth sea front and instead would have to park in car parks for a maximum stay of three nights. The building of the new headquarters for EDDC was progressing in Honiton

Mayor`s Initials.....

18/07/08

UPDATE/CONSIDERATION BY THE COUNCIL OF RECOMMENDATIONS MADE AT THE MEETING ON 15TH JUNE RE LLOYDS BANK CLOSURE (CLLR FAITHFULL)

The Clerk had written to the Executive Director and Group Chief Executive of Lloyds Bank regarding the imminent closure of Lloyds Bank and had received a response from the Manager of Group Executive Complaints outlining the reasons for the closure of the branch. This had been e-mailed to all councillors

Cllr Faithfull advised that at the meeting on the 15th June, which he had organised, to discuss the proposed closure, it had resulted in various proposals being made, details of which had been e-mailed to all councillors. The following points were raised and agreed by the Council:-

- **The provision of a new Post box** - It had already been agreed that a post box would be erected on the highway adjoining Sainsburys
- **Improved parking facilities and other associated facilities for Yonder St Post Office** It was understood that this was required due to the increase in vehicles parking near the Post Office Cllr Pang also requested the provision of a zebra crossing in view of the increased traffic. It was understood that the Regeneration Working Group would be considering this request. Cllr Pratt advised that the Business Forum was supportive of improved parking and a zebra crossing at this location
- **To approach Nationwide to attend a meeting to discuss the possibility of providing banking facility in Ottery** - Cllr Faithfull had advised that he had made enquiries of Nationwide but they had indicated that it was unlikely they would open a branch in Ottery in view of the fact that they had a branch in Exeter
- **Invite Tony Greenham from South West Mutual to a future meeting to make a presentation about a community bank.** This was viewed favourably and it was understood that Mr Greenham would be attending a meeting arranged by Cllr Faithfull on 2nd August
- **Investigating the possibility of new ATM facility** Cllr Pratt advised that the Business Forum had suggested that a cash machine be installed on the police part of the Council Building. Cllr Faithfull advised that he had had a meeting with FOOL about having a cash machine outside of the library premises. FOOL was happy with the idea but the librarian advised that Libraries Unlimited would need to be formally consulted about the proposal, although it was unlikely to be met with much enthusiasm.
- **Other Matters** -The Business Forum was having a meeting with the Post Office and were hoping to have a meeting with bank officials about the closure of Lloyds Bank and the provision of a mobile bank. Cllr Giles spoke about the lack of specifics in the letter from Lloyds Bank regarding a proposed mobile bank for Ottery

After much discussion it was **RESOLVED** that a joint letter be sent from the Council and the Business Forum to Lloyds Bank requesting a representative from the bank to attend a meeting to answer questions, **or alternatively** to provide a fuller account of what they were proposing. It was further **RESOLVED** that Cllr Pratt draft a letter be sent to Lloyds Bank

18/07/09

TO RECEIVE THE POLICE REPORT, INFORMATION FROM PCSO JON SIMS AND THE JUNE UPDATE FROM THE POLICE & CRIME COMMISSIONER

The Clerk had e-mailed councillors a copy of the Police and Crime Commissioner`s Update for June. Cllr Holmes had managed to obtain a police crime figures report for 1st June 2017 – 31st May 2018. The Mayor had also provided a report which provided additional information. The Mayor and Cllr Holmes would try and provide information on a monthly basis. Cllr Holmes mentioned that the Police Advocate Scheme was still not up and running due to a shortage of staff. The Clerk had again contacted PCSO Jon Sims requesting police reports; however he had advised that the only time he would provide reports would be at Annual/AGM`s and LAGS. He stated that should there be any matters that the Police considered needed discussing at meetings, then it would be provided either electronically or with a police presence. He advised that staffing was stretched, hence the reason the

Mayor`s Initials.....

police could not provide police reports as they had done so in the past. In addition the Clerk had e-mailed councillors a report from Inspector Weeks, providing figures for June 2018. The Police and Crime Commissioners for Devon, Cornwall and the Isles of Silly and Dorset had launched a public survey to ascertain the views of the public for a merger of the two forces. The survey would run from Friday 29th June until Monday 27th August. Cllr Harding spoke the about the various break-ins and thefts in Tipton St John and the lack of police to deal with these incidents. It was agreed that the Clerk would liaise with Cllr Holmes with regards to trying to arrange a representative from the Police to attend a future Council meeting to answer questions.

18/07/10

CONSIDERATION AND APPROVAL OF REVISIONS TO THE FOLLOWING DOCUMENTS:-

- **EQUALITY & DIVERSITY POLICY**
- **HEALTH & SAFETY POLICY**
- **FREEDOM OF INFORMATION POLICY**

The draft documentation had been e-mailed to all councillors for consideration. It was **RESOLVED** to approve all three revised policies

18/07/11

TO CONSIDER THE LISTING OF ADDITIONAL PROPERTIES AS COMMUNITY ASSETS AND AN UPDATE AS TO THE LISTING OF THE HOSPITAL

Nick Wright at EDDC had advised that he had now validated the nomination re the hospital and a decision by EDDC would be made on 23rd August. The Clerk would seek advice from EDDC as to the grounds on which they could refuse an application. Cllr Giles warmly praised the Clerk for completing the application for listing the hospital as an asset. He considered the application was comprehensive and detailed and that the Clerk should be congratulated for her efforts. The Mayor endorsed Cllr Giles` comments

At last month`s meeting a list of assets was agreed for submission to EDDC for consideration for listing. However the Clerk on referring to the Neighbourhood Plan found it included several other assets which the Council had not previously considered. A list of the additional assets had been e-mailed round to all councillors for consideration. It was agreed that the councillors would let the Clerk know which properties they required to be listed by the end of the month before she could progress the matter further

18/07/12

CONSIDERATION OF A REQUEST FOR A DONATION FROM VICTIM SUPPORT

A letter from Victim Support requesting a donation from the Council had been e-mailed to all councillors. After some discussion it was agreed that further information was required from Victim Support to see how many victims in the Parish had been supported by Victim Support during the last five years and whether they had had financial support from other councils. It should also be drawn to their attention that they could apply for a Council grant

18/07/13

REPORT OF A RECENT MEETING RE CEMETERY MATTERS AND APPROVAL OF DRAFT NEW/REVISED DOCUMENTATION RELATING THERETO

A cemetery meeting had taken place on 28th June attended by a number of councillors, officers from EDDC and local undertakers to discuss the revised and (in some cases) new documentation. The report had been e-mailed to all councillors. The draft documentation had been worked on for many months; however at the meeting it was clear that more alterations were required and it was hoped that the documentation would be in a final format to be presented to Full Council by September at the latest. The Deputy Mayor and Cllr Harding warmly praised Sue Ginman, Assistant Clerk for her professional and diplomatic handling of the meeting, as it had been a particularly difficult meeting.

18/07/14

CONSIDERATION OF ADDITIONAL LAPTOP FOR WORKING FROM HOME FOR EMPLOYEES

It was understood that there could be occasions in the future when part time employees may be asked to do additional work (outside of their contracted hours) for specific projects or the Clerk could be incapacitated and unable to get into the office. In these situations it could be more convenient for members of staff to work from home. After much discussion, it was agreed that the laptop in the Clerk`s office, currently being used for financial information only, be used for the proposed purpose. It was further agreed that the laptop be updated and checked and separate log-in details provided to the

Mayor`s Initials.....

Clerk, her assistants and the Chairman of Finance. In view of security implications there would be no internet access.

18/07/15

NEIGHBOURHOOD PLAN UPDATE

The Neighbourhood Plan had now gone through, following the Referendum. The Mayor was extremely happy with the result although he considered the process had been long and painful. He thanked everyone involved with bringing the Plan to fruition but particular thanks were given to Jo Talbot and Martin Thurgood.

18/07/16

OSM REGENERATION PROJECT WORKING GROUP – UPDATE/REPORT (TO INCLUDE PROGRESS RE `THIS IS OTTERY` EVENT) BY CHAIR OF THE WORKING GROUP (DEPUTY MAYOR)

A report of the meeting held by the Regeneration Meeting on 14th June had been e-mailed to all councillors. It was understood that the Working Group considered that it was outside of its remit to become involved in the `This is Ottery` project. The Deputy Mayor had spoken to Mr Algar about the matter and had advised that the Working Group may reconsider in the future whether they wished to participate at the event. After some discussion the following was **RESOLVED**

- i. that the Town Council approach Devon County Council for a full review of local and wider signage in order to encourage larger vehicles to avoid the town on their way to other destinations. The issue of HGV's travelling from Honiton was particularly identified.
- ii. that the Town Council approach Devon County Council requesting a review and rationalisation of local signage within the town
- iii. that the terms of reference of the Working Group be changed; whereby the word `Minutes` is deleted, to be replaced by `Notes`.

The Deputy Mayor wished to thank the Clerk for her help and support with the information and advice she had been provided with

18/07/17

INFORMATION CENTRE – UPDATE/REPORT (DEPUTY MAYOR)

A report of the meeting held on 19th June had been e-mailed to all councillors. The Report was noted. The Deputy Mayor wished to thank Liz Graveney, Assistant Clerk for her help and support with the information and advice she had been provided in connection with the Information Centre

18/07/18

PROPERTY MATTERS

Library Update (inc Licence with proprietors of Tattoo Parlour)

The Clerk had received the signed licence agreement from the proprietors of the Tattoo Parlour to allow the medical waste bin to remain on the library site, together with details of their public liability insurance. The Clerk would chase the proprietors about the proposed gate specification

- **Update on the Old Town Hall lease**

The lease of the former print shop and library to the Heritage Society has now been completed

- **Update re the provision of a gate at the front of the Old Town Hall**

The gate has now arrived and would be put into place shortly

- **Update on the sale of St Saviour`s Land**

The sale of the land was progressing; however there were slight complications in that the purchaser`s solicitors had raised numerous enquiries about the land, which was taking time and increasing costs. The Clerk was seeking provision in the contract, that its legal costs should be paid for by the purchaser in view of all the additional work it was creating for the Council`s solicitor

- **Update on hatch for Clerk`s Office**

Cllr Dobson advised that the frame had been made and the next stage was to get the builders to progress the installation of the hatch

Mayor`s Initials.....

- **Update on provision of footbridge over the Leat at the Land of Canaan**

EDDC had confirmed that they would place a bid in September/October to support 50% of the cost of the replacement bridge

- **Update on the refurbished noticeboards**

The two notice boards at Sainsburys and the Land of Canaan had now been put back into their original positions. They both displayed information about all the businesses in the town. There would not be room to display any Council notices/information. Rotary had offered to `manage` the notices on the Land of Canaan noticeboard but this offer of help was no longer required, in view of there not being any notices to manage. The new content displayed in the noticeboards had been received favourably by many people; however the top of each noticeboard which stated `EDDC` would need to be painted over. There was an additional noticeboard still to be delivered, to be placed inside of Sainsburys.

18/07/19

OTTERY HOSPITAL AND OTHER COMMUNITY HEALTH ISSUES

A video was shown of the event of the 29th June. It had been well attended and was heralded a success. It was observed that there were very few younger persons who attended the event. Cllr Pang thanked the Council for its contribution. She advised that the event had achieved in getting the public's attention and for high level health professionals to meet with other health professionals, plus networking with voluntary and third sector organisations. The next stage was a Needs Assessment and Gap Analysis; however she was of the view that this was simply a diversionary tactic as the health authorities and GPs already knew what services were needed. Cllr Faithfull would progress this but people would need to come forward with their various issues. Cllr Pang thanked Leigh Edwards for all his help. She said he had been `fantastic`!

The Clerk had now sent a letter to the CCG which it had previously been agreed, should be sent after the event. She would e-mail the same to all councillors for their information

18/07/20

TO APPROVE THE JUNE 2018 COUNCIL SCHEDULE OF PAYMENTS

The June 2018 Council Schedule was presented by the Mayor, showing £20328.97(incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor

18/07/21

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

i.EDDC had been in touch with the Clerk regarding the condition of the property on Batts Lane. It had advised that the property warranted further investigation and it would be in contact again if it had `something of significance` to report. It was understood that EDDC had entered the property on 28th June to carry out an inspection

ii.A request had been received from Steve Smith regarding the proposed use of the tennis courts at Winter's Lane. He was exploring the viability of renting the two courts from the Town Council for a tennis club. There was much discussion, but the majority view was that the courts were for public use and should remain as such. It was further suggested that the availability of the courts should be more widely advertised and the Clerk would arrange for her assistant to publicise them in the Gazette. However the Chair and Vice Chair of the Property and Land Committee plus the Mayor (if available) suggested that an initial meeting with Mr Smith should be arranged in the first instance prior to the Clerk advising him of the Council's views

iii.David Birch from the Tipton St John Playing Field Association had advised that the Association had been successful in its bid to the Postcode Local Trust, for a grant towards its new play area in the sum of £20,000. The Trust required the Association to provide a funder as a referee. it was agreed that the Council be a referee and the Clerk to provide the information the Association required, on the Council's behalf

iv.A parishioner who wished to remain anonymous, had responded to the Council's decision made at last month's meeting, not to progress the provision of Silent Soldiers to commemorate the end of the First World War. He had requested that the Council reconsider its decision. The parishioner had

Mayor's Initials.....

advised that he was prepared to donate up to £500 towards the purchase and erection of one/two silhouettes for the town. He had suggested that one could be housed within the cultural triangle,

(library forecourt or in the churchyard). He appreciated that these locations were within the Conservation Area and may require planning approval. Alternatively he suggested the grassed area opposite the RC church, or on the grassed area on Hind Street, opposite the fire station site. In addition the parishioner would be happy to approach a couple of local contractors to see whether either of them would be prepared to erect the silhouettes FOC. There was much discussion. It was agreed that this would not be considered to be a variation of the resolution (18/6/12) made at last month's meeting, as that decision had been made on the basis of the Council being asked to fund the cost, which it had refused to do. Instead a donation was now being made to cover the costs of the Silent Soldiers. It was **RESOLVED** to write to the parishioner accepting his very generous donation which the Council would support in the principle, subject to being able to obtain the relevant consents. Cllr Carter agreed to ascertain whether planning permission would be required for the erection of the Silent Soldiers.

v. The internal auditor David Hinchliffe had advised that he had found the Council's 2017/18 accounts to be in good order. The year end balances were £213,111.00. He stated that he had checked the Council's financial systems and controls and they were satisfactory for the Council's needs and apart from an incident concerning the works at the bank, they were being properly applied. The Internal Audit Report had previously been signed to this effect. Mr Hinchliffe had found nothing during the audit that required the Council's attention.

vi. It was agreed that `For Information Only` should be removed from future agendas

18/07/22

REPORT BY MAYOR

The Mayor had attended a Business Forum meeting in June at which Cllrs Pratt and Edwards who were Council representatives were present. A disparaging remark had been directed at the Mayor by a member of the Forum. He advised that in addition, the Business Forum were unhappy that they had not been consulted about the erection of the bunting around the town. The Business Forum had indicated it wished to work with the Council but there seemed to be a clash of personalities which may be problematic unless it could be overcome. The Mayor advised that he would do his best to work with the Business Forum. Cllr Pratt was of the view that the poor relationship between the Council and the Business Forum had to end.

18/07/23

REPORT BY CLERK

The Clerk explained the steps she and her assistants had taken to comply with the new Data Protection Reg 2018. There was still a lot to do with regards to data storage etc and she believed that the mission would not be completed until the end of the year at least. She had now applied to DALC for the Council to be considered for Quality status. Liz Graveney, her assistant had been tasked with obtaining quotes for a new website and at the same time would obtain quotes to incorporate the Information Centre in the costings. There would be a slight delay in getting this information together as Liz was currently on holiday. The Clerk had expressed her frustration at not receiving her CILCA certificate despite passing the examination in March. She understood that the matter should be addressed after the results had been verified by the External Quality Assessor.

18/07/24

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

The following correspondence was tabled

Sender	Details
EDDC	Street Trading Consent Request from the Volunteer Inn
DCC	Consultation re mobile library service
EDDC	Neighbourhood Plan Referendum Result
Jo Earlam	Thank you for supporting the `Women Can Marathon`
Environment Agency	50 th Anniversary (10 th July 2018) re Floods in East Devon
Alfington	Alfington Parish Pump Magazine
Ottery Community Theatre	Letter of thanks for grant and explanation as to what the money has been used for
Mark Gleeson – OSM Youth Football	Letter of thanks for the uses of gazebo and trestle table

Mayor's Initials.....

18/07/25

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor`s Meetings Tabled (June)

Date	Meeting details
4th	Full Council Meeting
9th	Bench Inauguration
18th	Planning Committee Meeting
19th	Information Centre Volunteers Meeting
21st	Ottery St Mary Business Forum
22nd	Feoffees Meeting

Councillors Meetings

Councillor	Meeting details
Gori	Tour of Britain
Holmes	LAG
Pratt	Business Forum
Faithfull	FOOL
Pang	Feoffee and the Institute
Edwards	Business Forum & Ottery in Bloom

18/07/26

TO RECEIVE COUNCILLORS' QUESTIONS

- i. Cllr Pang advised that there were a number of blocked drains in the town causing concern. Cllr Giles suggested that these issues needed to be reported via the DCC website
- ii. Cllr Pang reported the issue of a gentleman in a wheelchair who had nearly been knocked over, on the zebra crossing in the town, by a car. She suggested this type of issue be referred to the Regeneration Working Group for consideration and possible action
- iii. Cllr Pang as Chairman of the Health and Care Forum expressed a wish for the Council to consider the relationship the Forum had with the Council, its independence etc and asked for the item to be included on a future agenda

The Meeting ended at 21.14pm

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

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

Mayor`s Initials.....