



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held at the **COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY** on **MONDAY, 2nd MARCH 2020** at **7.00pm**

PRESENT:-Cllr Giles (Mayor), Cllr Pratt (**Deputy Mayor**), Cllrs Faithfull, Copus, Lucas, Stewart, Dobson, Grainger, Johns, and Harding, Cllr Claire Wright, seven members of the public which included representatives from Greener Ottery and Christine McIntyre CEO

A presentation was given by Greener Ottery. It was extremely interesting and thought provoking. Greener Ottery provided information about climate change and the implications for Ottery St Mary and provided an action plan to combat the adverse effects. A number of matters were covered which included the flood risks for Ottery from the river. However there was likely to be more surface water flooding occurring, rather than river flooding. Climate change would produce more adverse weather patterns; there would be implications for water quality. The increasing temperature would impact significantly on various parts of the world and as Ottery was part of the global system, it would have a knock on effect on Ottery.

It was necessary to reduce our carbon footprint and adapt to the changes. It was noted that summer rainfall could be reduced by 50% by the end of the century and winters were likely to be wetter; sea levels would rise and there would be changes to eco systems; more coastal erosion was likely and, coast lines and tourism could at risk.

Action at all local levels was now taking place. Life would be possible if the climate warms in Ottery – there would be longer growing seasons and changes in tourism. There were a number of steps that the Council could take to reduce its carbon footprint and these were being explored. The Council's electricity usage was discussed and it was noted that the Council had now changed to a renewable energy supplier – Octopus. People were being encouraged not to use tumble dryers and to turn down thermostats and to use energy efficient lightbulbs

The Mayor gave special thanks to Cllr Stewart for organising the event and his involvement in the project. He also thanked Jill, Martin and Corrine from Greener Ottery and everyone else connected with the presentation and concluded that it had been an excellent piece of work.

It was approved that Item 14 be brought forward as it related to the aforementioned

20/03/01

CLIMATE CHANGE

1. to consider and approve (if appropriate) any recommendations arising from Greener Ottery's presentation

It was **RESOLVED** to:-

- a. set up a Climate Action Ctte
- b. approve the draft Terms of Reference of the Climate Action Ctte
- c. appoint Cllrs Stewart, Grainger and the Deputy Mayor to serve on the Ctte in accordance with the Terms of Reference and
- d. to appoint Cllr Stewart as the Council's Climate Change Champion. He would also chair the Climate Action Ctte

2. to remind the Council of the Property and Land Committee's required involvement in the Council's Carbon and Energy Policy

The CEO advised that the Policy stated:-

The Council's Property and Management Committee ('the Committee') is responsible for ensuring that the objectives of this policy are met. The Committee will review progress on a six-monthly basis and will publish an annual Environmental Performance Statement that will include an energy performance report, and also regularly

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review and make recommendations to update this policy to ensure it remains consistent with and relevant to the Council's vision and targets`.

The CEO simply wished to remind the Ctte of its obligations in respect of the Policy

PRAYER:- The CEO read the Council Prayer

20/03/02

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Pang had tendered her apologies

20/03/03

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

Cllr Faithfull	Item 12 (OSM Hospital) He is a member of the Ottery Hospital League of Friends
Cllr Stewart	Item 14 (Climate Change) He is Chair of Greener Ottery
Cllr Giles	Item 18 (vi) (Property Matters- the Museum) He is a trustee of the Heritage Society
Cllr Johns	Items 16 (S106 Working Group) She is involved with the projects

20/03/04

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

It was agreed that Item 8 (Approval of the recommendations of the HR Committee) only be discussed in Confidential Session with the public and press excluded, in the event of a discussion being required regarding the items recommended for approval which councillors had already had sight of, (the recommendations related to employee matters)

20/03/05

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

A parishioner questioned as to why there was no Police report provided at the last meeting. The CEO explained that currently the Council had a police visit twice yearly only. The police no longer had the resources for a monthly visit, despite the Council having made strong representations to the Chief Constable that this was simply not adequate. Written reports were no longer received and the advice from the police was to obtain information from the police website for crime figures etc. The CEO also advised that the Council held an annual parish meeting in April at which the PCSO Jon Sims would be attending and the parishioner would be able to raise any issues directly with him at the meeting, should she wish. A parishioner commented that Speed Watch was doing very well. The Mayor replied that the work being carried out by Speed Watch was much appreciated.

20/03/06

TO RECEIVE THE MINUTES OF THE COUNCIL MEETING OF 3rd FEBRUARY 2020 (MINUTE REFS 20/02/01 – 20/02/36) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the FULL COUNCIL MEETING of 3rd February 2020 (minute refs 20/02/01 – 20/02/36) were presented, approved and signed by the Deputy Mayor as a correct record subject to the following amendment:-

ii Accountancy Provision (20/02/08 ii)

Change `Hollox` to `Hollox`s` and insert `company, Ottery Accountants`. The amendment was approved

Mayor's Initials.....

20/03/07

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 17TH FEBRUARY 2020

The Minutes of the PLANNING COMMITTEE MEETING of 17th February 2020 were noted and confirmed

20/03/08

TO NOTE AND CONFIRM THE MINUTES OF THE HUMAN RESOURCES MANAGEMENT COMMITTEE OF 24TH FEBRUARY 2020

The Minutes of the HUMAN RESOURCES MANAGEMENT COMMITTEE MEETING of 24th February 2020 were noted and confirmed

20/03/09

TO APPROVE THE RECOMMENDATIONS OF THE HUMAN RESOURCES MANAGEMENT COMMITTEE MEETING OF 24TH FEBRUARY 2020 NOT CONSIDERED ELSEWHERE ON THE AGENDA

It was **RESOLVED** to accept the following recommendations:-

- a.that a Receptionist/Administrative Assistant be appointed as soon as practicable with a three month probationary period at the salary and hours proposed
- b. the CEO and Deputy CEO to be relocated to Office 4; a budget for £5000 be set aside for the move (to include office furniture; additional computer; security measures (to include link between the downstairs office and Room 4, webcam, cameras telephone system etc). It was also suggested that a stair lift* be considered for less able members of the public/councillors.
- c.that the hatch doors in the downstairs office be removed and replaced with a glass/Perspex screen and counter, as there were health and safety issues with regards to the present hatch, as staff were unable to see who they were opening the hatch doors to. It was also considered by some councillors that the present set up was not particularly welcoming.

**Cllr Stewart advised that following an inspection, the provision of a stair lift would be problematic due to the location of the fire door*

The Mayor announced the recent appointment of a Volunteer Coordinator, Lucy De Garis who was from Ottery. Both he and Cllr Lucas concluded that Lucy would be an excellent addition to the Council team. She would assist with helping with the recruitment of volunteers for local organisations and preparing funding bids. Her employment would commence on 4th May.

20/03/10

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Wright

Cllr Wright advised about the continuing vehicle accidents along the B3174 where many vehicles had ended up in the ditch. She had had a long and robust discussion with Tom Vaughan from DCC Highways about the matter. He had advised Cllr Wright that he didn't think the accidents were speed related but were due to the width of the road and drivers not making an allowance for this. He confirmed that he would look at a 'potential option' for the road and report back to her. She advised with regards to DCC setting its budget for 2020/21 that there would be no government grant available this year, although there may be some ad-hoc funding available instead. However this couldn't be relied upon for the following year. It was understood that this could be the hardest budget yet. A planning application would be submitted shortly for Tipton School. A meeting had been arranged with Simon Jupp MP at which Cllr Wright, Cllrs Johns, Faithfull and Pratt would attend re the imminent planning application. This would be preceded by a meeting at which Cllr Wright, together with Richards Powers, Colin Butler (Head Teacher at Tipton Primary School) and the Chair of Governors of the school would be present. DCC's Health and Adult Care Scrutiny Cttee Meeting would take place next week. Cllr Wright referred to two items of interest – one which related to health service cuts, which due to confidentiality issues she was not able to provide any information at this time and also an item on the plight of unpaid carers. She had been very actively involved in the carers issue which she considered had been a very productive piece of work

Cllr Johns

It was noted that Cllr John's reports had already been circulated to councillors. She had nothing additional to report other than the current discussions on climate change and her continuing frustration at EDDC councillor infighting

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Cllr Pratt

Cllr Pratt had nothing to report

Cllr Faithfull

Cllr Faithfull mentioned climate change in relation to the Cranbrook development. He also enquired if a councillor was available to participate in the forthcoming political speed dating event at the King's School

20/03/11

POLICE MATTERS

There was no police present and a report had not been received

20/03/12

TO CONSIDER AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:-

1. Application No: 20/0275/FUL – Mr G Brigden, Construction of first floor extension and provision of cladding at Thatch End, 3 The Cottages, Fenny Bridges EX14 3BJ

The Council was supportive of the application

2. Application No: 20/0196/FUL - Mr P Forsyth, Construction of detached single storey annexe Riverview, Taleford. Ottery St Mary. EX11 1NF

The Council despite having concerns about potential flooding was supportive of the application, subject to the private drainage being upgraded to a digester and that the proposed use should be ancillary to the main dwelling only

20/03/13

OTTERY HOSPITAL – UPDATE AND CONSIDERATION OF ANY MATTERS ARISING

A meeting would take place next week as there had been a good uptake of the invitations issued. Cllr Lucas was thanked for all his work

20/03/14

OSM REGENERATION PROJECT WORKING GROUP – UPDATE AND REPORTS OF ANY MEETINGS

It was understood that a meeting was required urgently to progress the projects and a new group was needed to be set up. Cllrs Stewart, Lucas, Copus, Grainger and Johns agreed to be members. The CEO would arrange a meeting shortly.

20/03/15

VE DAY CELEBRATIONS – UPDATE ON THE PROPOSED CELEBRATIONS AND TO CONSIDER AND APPROVE (AS APPROPRIATE) THE DRAFT TERMS OF REFERENCE FOR THE COUNCIL WORKING GROUP; ANY RECOMMENDATIONS MADE AT ANY RECENT MEETINGS AND TO APPROVE ANY PROPOSED COSTS

Cllr Johns spoke about all the extensive preparations that were underway for the various events which she was trying to make all inclusive. She was thanked for all her hard work. It was **RESOLVED** to agree a maximum budget of £2000 for the events. It was further **RESOLVED** to approve the Terms of Reference for the working group subject to amending the length of term of the event

20/03/16

S106 WORKING GROUP - UPDATE AND REPORTS OF ANY MEETINGS AND TO CONSIDER AND APPROVE (AS APPROPRIATE) ANY RECOMMENDATIONS

Cllr Stewart advised that he had had a meeting with Sulina Tallack (EDDC S106/CIL Officer) last week. He confirmed that funding was agreed to progress the erection of two small bridges at the Land of Canaan which should be progressed shortly. Further, the upgrade to the Winters Lane play park could also be progressed. There may be problems with the proposed roof for the primary school swimming pool, as a specific type of roof could only be considered as meeting the S106 criteria. Quotes were being obtained for the cost of the MUGA. It was understood that the S106 monies had still not been collected by EDDC from the developer in order to fund this project. Cllr Stewart was also confused about the money available to the Council; the calculations of which were very unclear and seem to differ continually. He was frustrated by the lack of information and help available to the

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Council from EDDC in this respect. Cllr Faithfull spoke in defence of Sulina and said she had a wealth of experience but simply had too much work on and that the Council (Ottery) did not understand the process. The Deputy Mayor was of the view that the delays were down to bad management at EDDC and the reason as to why the Council was not receiving the correct figures. Cllr Stewart confirmed that the notes of the meeting with Sulina, were incorporated in an e-mail dated 24th February which had been sent out to all councillors by the CEO. Cllr Lucas suggested that as a priority, a meeting should be arranged with officers from EDDC who understood the figures and to explain them to the relevant town councillors. He concluded that some (not all) councillors were giving up a huge amount of time on the S106 project and they need to be supported in the work they were doing.

20/03/17

CHRISTMAS WORKING GROUP – TO RECONSIDER THE PREVIOUSLY AGREED TERMS OF REFERENCE

The CEO queried the Terms of Reference for the working group which had been agreed at last month's meeting. She understood that the group would be considering the provision of new Christmas lights but could find no reference to them in the Terms. Cllr Stewart confirmed that the term 'Event' covered the provision of lights. He also confirmed that although he had prepared the Terms that he no wish to carry out the admin for the group in view of all the other council work he was involved in. He advised that the proposed date for Ottery's Christmas lights switch-on (27th November) did not clash with Sidmouth's switch-on. Cllr Johns indicated she would help where possible but would be away prior to the switch-on date. As no councillor had indicated their wish to be part of the Group, it was agreed that the item be put back to the April agenda for further consideration

20/03/18

PROPERTY MATTERS

a. To consider and approve (if appropriate) the requests from a local business for an advertising board (A-Board) and from Ottery in Bloom for a planter on the forecourt of the library

The Mayor declared he was a member of Ottery in Bloom It was **RESOLVED** that Ottery in Bloom be permitted to place a planter on the forecourt of the Library. It was also **RESOLVED** that the Georgian House be permitted to place an advertising board on the library forecourt subject to the library being happy with the proposal. In addition that signage for other places of note businesses and etc be considered through the Regeneration Group

b. To consider and approve (if appropriate) a request from Greener Ottery to use the Strawberry Lane facilities (the private hire of the pavilion, car park, to erect a marquee) and the Council to propose a hiring fee

It was **RESOLVED** to allow Greener Ottery to use the facilities at nil cost, subject to obtaining Mr Cave's consent re the restrictive covenant on the land

c. To consider and approve (if appropriate) a request by the Petanque Club for the provision of a hand held strimmer at Strawberry Lane

It was **RESOLVED** to purchase a strimmer for the Petanque Club at a cost of £295.

d. Update on the cricket lease and MUGA plan

The CEO was waiting to hear from NPS as to the date and time that they would come out to measure up the site. The Heads of Terms for the lease to the Cricket Club still required to be agreed, as the Club had now asked for extra provisions to be incorporated in the lease

e. Update on the car parking spaces at the former factory site and to approve monies on account

The CEO reported that Katie Stewart the Council's solicitor had asked for monies on account to carry out a number of searches (£360). Katie was currently awaiting replies to Enquiries before Contract and a response to the amendments to the transfer from the transferor's solicitors. The Council **RESOLVED** to pay the monies on account of £360 for the searches but the monies only to be paid over when the Council was in receipt of satisfactory replies to Enquiries before Contract, and on the advice of its solicitor that the transaction was worth progressing

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f.Update on the Museum (roof inspection and legal work and approval for additional expenditure)

The Mayor left the room whilst this item was being discussed

All councillors had received e-mails from the Heritage Society regarding the urgency of a number of works which needed to be undertaken and completed before May when the Society wished to open the premises to the public. It was also understood the Society wished the Council to pay for the repairs. The Society had also advised that there may be potential asbestos issues in the main electrical cupboard which required immediate attention. There was much discussion. It was understood that currently there were cabling works taking place, undertaken by volunteers of the Society. The works had been signed off by the Council at its January 2020 meeting as the Society had stated *'Nothing will be connected to any existing service media' and that 'no service media currently installed, eg plumbing, wiring, telephony, etc. will be affected by, or connected to, our works and any power use will be via plug fitted appliances. All ICT will be readily removable'* However on a recent visit by councillors they were warned to avoid the live wires in the premises which suggested that these works may be outside the scope of those that the Council had given its consent to.

Concerns were expressed that volunteers may now be undertaking specialist works without the necessary qualifications and public liability insurance. The Deputy Mayor advised that an Asbestos Report which had been prepared for the Society in 2017 advised that all parts of the building had been inspected including the cupboards. He had forwarded the report to Quentin Beddall a Society trustee for comments. It was considered by Cllr Dobson that the Society was being unreasonable in expecting the Council to progress the works they required at the Council's expense and in the time scale proposed.

The CEO reminded the Council as to its duty of care regarding public buildings. In addition a land holding agreement had still not been agreed for the Society's use of the premises in the future – hence the Council's requirements for tenancies at will as an interim holding measure. Cllr Lucas was of the view that it was totally unreasonable for the Society to pay a peppercorn rent as well as expect the Council to pay for all the maintenance costs of the building.

After more discussion the following was **RESOLVED :-**

The Council shall at its own expense carry out the following:-

- a. to arrange for Richard Gomm to repair the rotted lower stair stringers, newel post and bottom tread riser.
- b. to arrange for Richard Gomm to replace the non-compliant 2mm glazing in main entrance inner screen door with 4mm safety glass.
- c. to arrange for for Richard Gomm to provide a new loft hatch with a wooden loft ladder attached at a cost of £440
- d. to deal with any asbestos issues if relevant

In addition it was **RESOLVED** that the CEO write to the Society and advise them that any work on utilities had to be carried out by qualified tradesmen only and with the relevant public liability insurance certificates; that we ask the Society to confirm whether they are doing any electrical work and, if there is any power cabling involved, to provide details of the works; to advise them that as the work being carried out is not for safety reasons then the Council will not be paying for it and to ask them to ensure that they are compliant with both theirs and the Council's insurance requirements

It was also **RESOLVED** to seek the services of a specialist surveyor who would carry out an inspection of the interior roof of the museum at a cost not exceeding £2000 as there was concern that councillors still not know as to what condition the interior roof was in and that an inspection by two roofing contractors of the exterior of the roof (who have advised that the roof was in good condition) was not sufficient.

The CEO advised that the two tenancies at will (in respect of the Museum and one storage cupboard) had now been sent to the Society for approval and signature

e.Update on the Station roof and a tenancy expiry date

the CEO was still waiting a quote from Dacks (Seaton) for the roof. One previous contractor didn't quote due to insurance issues and the only other quotes received were from Apex, which were received several months ago. It was agreed that the 06's request for a new tenancy (for a three year term, at the same rent and for no early termination date) be deferred to the next Property and Land Ctte meeting.

20/03/19

TO CONSIDER AND APPROVE (IF APPROPRIATE) A REQUEST BY THE TOWN CRIER FOR

Mayor's Initials.....

THE COUNCIL TO PROVIDE SPONSORSHIP AND REFEREES FOR THE WORSHIPFUL GUILD OF TOWN CRIERS

Laurie Palmer was seeking to become a member of the "Worshipful Guild of Town Criers". He needed a sponsor and referees for this. The Council was supportive of this request however the CEO had still not heard from Mr Palmer as to how much money (if any) was required for the sponsorship. In addition no referees were proposed at the Council meeting

20/03/20

TO APPROVE (IF APPROPRIATE) THE APPOINTMENT OF THE COUNCIL'S ROAD WARDEN AND ADDITIONAL VOLUNTEER

It was **RESOLVED** to appoint James Rayner as the Council's Road Warden and Tom Green to assist. It was noted that both persons would need to undergo the relevant DCC training, prior to carrying out any work on behalf of the Council. The CEO would arrange the same.

20/03/21

TO CONSIDER AND APPROVE (IF APPROPRIATE) A REQUEST FROM THE TIPTON ST JOHN'S PLAYING FIELD ASSOCIATION FOR A CONTRIBUTION TOWARDS INSURANCE COSTS RE COSTS INCURRED DUE TO VANDALISM OF THE PAVILION

It was **RESOLVED** to pay to the Association the sum of £250 to cover the insurance excess deducted from its claim in respect of vandalism to the pavilion last year

20/03/22

TO CONSIDER ALTERNATIVE MEASURES FOR THE THREE RAIN WATER GAUGES WHICH ARE TO BE REMOVED FROM VARIOUS LOCATIONS IN THE PARISH.

Councillors currently did not have any firm ideas as to what could be put in situ in place of the gauges although various suggestions had been made. It was agreed that the item be reconsidered at the April meeting

20/03/23

TO CONSIDER AND APPROVE (IF APPROPRIATE) A REQUEST FOR A REPLACEMENT OTTERY ST MARY PLACE NAME SIGN ALONG EXETER ROAD AND FOR THE COUNCIL TO COVER THE COSTS OF THE SIGN AND THE INSTALLATION

Details of the existing sign had been e-mailed to all councillors. The CEO was waiting to hear from DCC as to the final costings but it was likely to be in the region of £200. In addition there was a backlog for signs and it may take 2-3 months or longer for a sign to be made and erected. After much discussion it was **RESOLVED** that Richard Gomm should look at the quality of the sign and if he is unable to fix it, for the Council to purchase a replacement sign

20/03/24

TO CONSIDER THE COUNCIL HAVING A STAND AT THE FOOD AND FAMILIES EVENT (AND IF APPROPRIATE) TO ORGANISE A ROTA OF VOLUNTEERS.

The CEO has circulated some background information. She indicated that she and possibly Liz may be willing to man a stand for the Council but the CEO would need some volunteers as they were not prepared to man it all day

20/03/25

TO APPROVE THE REVISED FORMAT FOR THE ANNUAL PARISH MEETING AND TO APPROVE ANY PROPOSED COSTS

Details of the proposed format for the meeting had been e-mailed to all councillors. It was **RESOLVED** to accept the new format; that the costs for the buffet (approx £100) to come out of the Mayor's Allowance, and the Council to pay for the addition of two display banners at a cost of £58 each

20/03/26

TO CONSIDER AND APPROVE (IF APPROPRIATE) A PROPOSED TEMPLATE FOR A COMMEMORATIVE PLAQUE FOR THE LATE PHYLLIS BAXTER AND THE COSTS OF THE SAME.

The CEO had prepared a template of a proposed design and wording of the plaque which had been e-mailed to all councillors. Cllr Dobson advised that at last month's meeting the Council had approved that parishioner Ian Holmes, together with friends of the former Phyllis Baxter, purchase the plaque. He advised that the recording of the meeting confirmed this. The CEO could not recall that

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this was the decision made at the February meeting and a number of councillors supported her view. She stated that the letter received from Mr Holmes and which had been referred to at the February meeting stated that `the Council, as Phyllis`s former employer, should agree to preserve her memory by creating a memento that would remind future generations.....`. The letter did not mention that Mr Holmes was seeking to design the plaque or request the use of the Council`s logo. Further, the CEO had not received any other communication with additional requirements from Mr Holmes. The CEO had therefore prepared a template of the proposed plaque assuming that the Council wished to progress the matter further. After some discussion it was subsequently **RESOLVED** that the CEO`s template (with the deletion of one word) be used and that the Council would pay the costs involved.

20/03/27

FINANCIAL MATTERS

a. To approve the February 2020 Council Schedule of Payments

The Schedule has been e-mailed to all councillors. It was **RESOLVED** to approve the February 2020 Council Schedule of Payments in the sum of £11,448.40

b. To approve the Council`s quarterly accounts

the accounts had been e-mailed to all councillors and it was **RESOLVED** that the quarterly accounts be approved

c. To approve the Deputy CEO attending a course

It was **RESOLVED** that the Deputy Clerk attend a course in the sum of £30 arranged by the Society of Local Council Clerks

d. To approve the purchase of a replacement laptop for the Information Centre

The CEO had requested that Al Findlay carry out a service of the Information Centre`s netbook and instal anti virus and Word. However Al had reported that this was a cut-down version of a normal laptop with reduced features and had been sold as a "Media" computer suitable for basic browsing, online streaming and social media. He advised that it was not a business computer so wasn`t suitable to run a heavyweight office program, or commercial antivirus or run business email. It` also had a tiny 32gb hard drive that wasn`t suitable for modern life as it couldn`t do the windows updates without reformatting the computer each time. One councillor reported that it could only be described as `a piece of junk`. However the Information Centre at this stage had no wish to change the netbook. The CEO was concerned that the netbook was not suitable for business use and was also concerned as to any possible security issues it presented. The Council concluded that as the netbook was not linked to the Councils computers, the security risks were minimal and in view of the Information Centre`s wish to continue to use the netbook, that they should be able to do so. However in the event of it breaking down, then this would be the time to purchase a more suitable replacement

20/03/28

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR (TO INCLUDE THE APPROVAL OF THE COST FROM THE MAYOR`S ALLOWANCE OF THE COUNCIL HOSTING AN ILLUSTRATED TALK BY CURATOR MASAKI YOSHIZAKI ON SIR ERNEST SATOW ON 5TH MARCH 2020 AT 11.00AM AT THE COUNCIL OFFICES)

The Mayor reported that the organiser had now cancelled this visit due to the Corona virus

20/03/29

REPORT BY THE MAYOR

The Mayor advised about the Ilsfeld Twinning Association trip which was taking place from 25th – 29th June. He advised that Ilsfeld had asked that the Mayor be part of the visiting party and this was noted. He confirmed that the Council would formally thank the Community Speed Watch for all the work that they did

20/03/30

REPORT BY THE CEO TO INCLUDE UPDATE ON THE WEBSITE

- a. The 06 wished to convey its thanks for the 5 tablets they had received from the Council
- b. Several tenders had been received for legal services and an approved contractors list, which the CEO in the presence of the Deputy Mayor would be opening this week

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c. The CEO and the Deputy CEO, due to a huge workload, had not had time to progress the new website. The CEO hoped to get something together to present to the Council at its next meeting

20/03/31

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

all correspondence had been tabled

20/03/32

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

These were noted

20/03/33

COUNCILLORS QUESTIONS (COUNCILLORS TO DIRECT QUESTIONS TO THE MAYOR ON ANY MATTERS IN RELATION TO WHICH THE COUNCIL HAS POWERS OR DUTIES, OR WHICH AFFECT THE PARISH. THE MAYOR TO PROVIDE A RESPONSE BUT WITH DISCRETION TO RE-DIRECT A QUESTION TO ANOTHER COUNCILLOR(S) WHO MAY BE BETTER PLACED TO ANSWER THE SAME)

Cllr Faithfull again reminded Councillors about the Speed Dating event at the King's School on Wednesday, 4th March

The meeting ended at 9.41pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 6 th April 2020 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

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