

**MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON
MONDAY 2nd OCTOBER 2017 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT,
8 BROAD STREET, OTTERY ST MARY**

PRESENT Mayor

Councillor Dobson (Town Ward)

Councillors

Pang, Carter, Edwards and Faithfull
(Town Ward)

Bartlett and Gori (North Ward)

Pratt (Tipton St John Ward)

together with the Clerk

Other Persons Present

3 members of the public

and one member of the press

Adrian Rutter, Chair, Ottery St Mary Hospital League of Friends gave a presentation about the work of the Hospital League of Friends. He advised that the League was representative of people who had an interest in the hospital. He advised that Ottery Hospital was as busy as ever even though the beds had been removed. It was important that service providers let the town know as to what was happening with the hospital and the services being provided. He mentioned that the hospital building had been built from local donations and found it astounding that it was proposed for the building to be rented out at a market rent, which could effectively block community groups from using it. The RD&E wanted a `community conversation` and the League of Friends required a firm commitment as to the future of the building with the provision of much needed services ie dementia care/mental health; young people; end of life care etc. A question and answer session followed. The Mayor thanked Mr Rutter for his informative presentation.

Mark Gleeson who lived on the Otter Grange development raised the issue of the maintenance of the play park equipment on the estate. He advised that a service charge was payable by persons who lived on the estate towards various services including the play park. However as the park was open to the whole community he was of the view that it was unfair to the estate residents to incur this charge. When the play equipment required updating etc it was likely the costs would be expensive. It was understood that Cllr Giles was already following this matter up and Cllr Faithfull would also question it with EDDC.

Philip Algar questioned as to what progress had been made with regards to the Council making parishioners aware of the services/functions of different tiers of local government (and more specifically the role of the Council), by means of information on websites and noticeboards. The Clerk advised that this matter was being progressed by her assistants. He also raised concern regarding the perceived changes to the parking provisions in Sainsburys car park and the issue of parking in the evenings (beyond two hours) which could incur a penalty. He concluded that this could penalise town councillors attending council meetings and persons attending evening functions in the town. He was of the view that this was against Ottery's best interests. It was suggested that a copy of the lease (between EDDC and Sainsburys) and the conditions of the planning consent be checked to ascertain the correct position.

PRAYER

The Clerk read the Council Prayer

17/10/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Holmes and Giles and County Councillor Claire Wright

.....Mayor's Initials

17/10/02

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

17/10/03

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

17/10/04

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

This had followed from Mr Rutter`s presentation

17/10/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 12TH SEPTEMBER 2017 (MINUTE REFS 17/09/01 – 17/09/29), 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 presented, approved and signed by the Mayor as a correct record subject to the provision of the following:-

17/9/13 - add a final sentence *`Papers had been tabled for councillors`*.

17/09/04 - Third line after *`meetings`* add *`However it was noted that there had been no councillors invited to such meetings`*.

17/10/06

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 meeting of 14th August 2017 (minute refs 17/08/42 – 17/08/57) were presented, approved and signed by the Mayor as a correct record.

17/10/07

TO RECEIVE THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING OF 29TH AUGUST 2017 (MINUTE REFS 17/08/58 – 17/07/65), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Meeting of 29th August 2017 (minute refs 17/08/58 – 17/08/65), were presented, approved and signed by the Mayor as a correct record.

17/10/08

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 25TH SEPTEMBER 2017 AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD

The Minutes 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

17/10/09

TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE POLICIES AND WORKING GROUP OF 28TH SEPTEMBER 2017 NOT COVERED ELSEWHERE ON THE AGENDA AND TO HIGHLIGHT ANY MATTERS OF IMPORTANCE

This meeting had been cancelled. There were no recommendations

.....Mayor`s Initials

17/10/10

TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE PARISHES TOGETHER WORKING GROUP OF 28TH SEPTEMBER 2017 NOT COVERED ELSEWHERE ON THE AGENDA AND TO HIGHLIGHT ANY MATTERS OF IMPORTANCE

It was recommended that £200 of the Council's Parishes Together monies be made available to Newton Poppleford Parish Council towards the costs of defibrillators. This was approved by the Council. It was also agreed that a meeting be set up with neighbouring parishes to see how all the councils could best work together, to enable funding to be used more productively and more beneficially for all councils, with a view to gauging what this Council actually required

17/10/11

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Faithfull

Cllr Faithfull didn't attend EDDC's Scrutiny Cttee on 21st September but was aware that waste collection was a subject discussed at the meeting

Cllr Carter

Cllr Carter reported that a tremendous amount of recycling waste had been collected by EDDC resulting in extra vehicles being required to accommodate the waste. Good progress was being made on the new HQ building at Honiton as the footings were now in situ. The new Street Trading Policy came into effect today. He was looking forward to the Tar Barrel event. He also mentioned Wild at East Devon and the numerous events taking place in the District.

17/10/12

POLICE REPORT RECEIVED FROM STEVEN TRAIL

No report had been received from Steve Trail. Inspector Weeks had advised that the previous information she had given regarding the former PCSO Maria Clapp not being replaced was correct. The contents of her letter were read out by the Mayor.

17/10/13

OTTERY HOSPITAL – UPDATE

There was nothing further to add following Mr Rutter's presentation

17/10/14

CONSIDERATION OF VARIOUS PROPERTY MATTERS

i. Request from the Help Scheme to erect a shed at the back of the Station building

It was agreed that the Help Scheme could erect a shed at the Station, The shed to be at the expense of the Help Scheme

ii. Consideration of various safety tests that need to be carried out to Council properties

It was agreed that fire risk assessments be carried out at the Council Offices and the Old Town Hall (to include the former library) as these were now due. In addition, the fire detection and alarm system to be checked in the Council Offices. The Clerk expressed concern regarding the electrical wiring test carried out some years ago in the Old Town Hall which had resulted in an 'Unsatisfactory' test result. The Mayor made reference to the Occupiers Liability Act 1957 and councils having a greater duty of care than individual landowners and private occupiers, with regards to their properties. It was noted that the Tar Barrel Committee and emergency services would be using the premises for three days during the Tar Barrel event. It was agreed that as well as the Risk Assessment being carried out asap that the electrics be checked prior to the property being occupied.

iii. Library/toilet/information centre update and also approval for name badges for the Information Centre volunteers

The provision of name badges for the volunteers at the Information Centre was approved. Building Control at EDDC had not yet issued a final certificate for the library building. The Mayor understood that the outstanding works had been carried out and that the only other matter was

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the issuing of the gas certificate . When this had been produced and sent to EDDC, the Completion Certificate from Building Control should be issued. It would be up to Mr Strawbridge to invoice the Council for the retention monies which would only be paid when the Completion Certificate had been issued by EDDC. The retention monies and contribution towards the cost of the library door had now been received by the Council from Libraries Unlimited. The Mayor advised that an invoice was coming in from Mr Strawbridge. He stated that Mr Palfrey, the architect, had advised him, that Mr Bishop`s monies (Mr Bishop had submitted two invoices for electrical works some time ago) should be deducted by the Council from Mr Strawbridge`s invoice. The door of the library required general maintenance works to be carried out and the Clerk was currently awaiting quotes

iv Allotment transfer of land

Cllr Faithfull had carried out further investigations in respect of the land transfer plan as provided by Redrow. There was much debate. It was agreed that the Clerk would meet a representative from Redrow on site to progress the matter further

v. Consideration of quotes (and approval if appropriate) for emergency lighting at the Pavilion

Two quotes had been obtained from Argos and Delve. It was **RESOLVED** that Delve`s quote be accepted.

17/10/15

CONSIDERATION OF COST OF CHRISTMAS LIGHTS AND (IF APPROPRIATE) APPROVAL THEREOF

It was understood that there had been no increase in costs from last year and that monies from the now wound up Chamber of Commerce in the approx. sum of £1100 had been paid over to the Council towards the cost of the lights. It was **RESOLVED** that the hiring of the Christmas lights be proceeded with at a cost of £4,300

17/10/16

DCC MINERALS PLAN – CONSIDERATION OF THE SAME BY THE COUNCIL

Details had been e-mailed to all councillors. Any comments had to be submitted to DCC before 16th October. There were no comments received.

17/10/17

RIO – UPDATE ON COUNCIL`S INVOLVEMENT WITH THE ORGANISATION

The Mayor had met with Major Hill and Jean McDonald-Currie regarding Rio but he did not have anything to report other than the meeting had been conducted in a cordial manner and that it had been acknowledged that the Council had not been invited to any of RIO`s meetings in the past

17/10/18

REMOVAL OF BRIDGE AT LAND OF CANAAN

It was understood that currently Cllr Giles was progressing the matter as he was of the view that the bridge should be replaced. County Councillor Claire Wright may be willing to provide some funding towards the cost of a replacement bridge. It was suggested that the Council may have to consider obtaining quotes for the cost at some point

17/10/19

TAR LANE SIGNAGE – CONSIDERATION AND (IF APPROPRIATE) APPROVAL OF THE QUOTE

The Council **RESOLVED** that S106 funds be used for the sign and it would enter into a grant agreement for the funding with EDDC. It was noted that the consent of the garage owner would need to be obtained prior to the sign being erected (the Mayor understood that there was a letter of consent on file but that it was several years old)

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17/10/20

CONSIDERATION OF AUTHORISED SIGNATORIES ON ON-LINE BANKING AND TO MAKE ANY CHANGES IF NECESSARY

Cllr Holmes no longer wished to be a card holder/user of the Council's on-line banking system. The Clerk understood that he was still willing to be a signatory for cheques. It was agreed that Cllr Pratt be the replacement on-line banking user. The Clerk would progress with Barclays Bank.

17/10/21

TERM OF MAYOR UPDATE

There was much discussion. Cllr Pang referred to the proposals contained in a paper prepared by the Working Group which had been e-mailed to all councillors for their comments. The only response received was from Cllr Faithfull who had stated:- 'The mayor should be limited to two years, elected each year. The councillor should not return to that office within two years. The role of mayor should be limited to charring meetings and a public image for the community. Regarding the comments by Cllr Pang about spitting the two roles of mayor and chairman, I think they are an interesting alternative which might make the roles more manageable, encouraging more councillors to step forward'. Following this and after further discussion, (in which it was agreed that the role should not be split), it was agreed that the proposals of the Working Group be brought forward to the November Full Town Council meeting for approval whereby the term of Mayor and Deputy be limited to two years including the first year. A gap of two years (rather than three as originally proposed by the Working Group) would be required before either of them could serve again. Cllr Pang also suggested a new working group be set up to consider the roles of the Clerk, Mayor and Deputy Mayor. Cllr Gori advised that she did not wish to be part of the working group anymore as she considered that she had 'done her job'. Cllr Pang also made reference to other proposals in the paper whereby any future working groups set up should provide regular updates/action logs etc

17/10/22

APPOINTMENT OF COUNCIL REPRESENTATIVES ON LED, THE TWINNING ASSOCIATION, OTTERY IN BLOOM AND FOOL

After some debate it was agreed that Cllr Faithfull would represent the Council on FOOL and LED and Cllr Edwards would represent the Council on Ottery in Bloom

17/10/23

CO-OPTION OF COUNCILLOR RE TIPTON ST JOHN WARD – DECLARATION OF ACCEPTANCE OF OFFICE BY LYN HARDING

Lyn Harding was away on holiday and therefore had been unable to make her declaration. The regulations stated that a councillor must make the declaration at or before the first meeting after he/she is elected unless in either case the council at that meeting permits the declaration to be made at or before a later meeting. If the declaration was not executed at the proper time a casual vacancy automatically arose. It was understood that as long as Mrs Harding made her declaration in the presence of the Clerk/Councillor prior to the next meeting then this would ensure that a casual vacancy had not been created

17/10/24

OSM NEIGHBOURHOOD PLAN – UPDATE

It was understood the Plan was now lodged with EDDC and had also been formally submitted. EDDC would need to come back with any proposed amendments etc for implementation etc. Following this, the Plan would go to the Inspector and then out to a referendum. West Hill had agreed that the Council could act on its behalf in relation to the Plan

17/10/25

REGENERATION PROJECT - UPDATE AND APPROVAL FOR THE COST OF A SPECIFIC E-MAIL ADDRESS

Cllr Pratt provided an update whereby a meeting had recently taken place and that the Group was ready to put forward proposals re the town centre. The Group would like to go out to public

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consultation by using the Gazette for this purpose. There was a long way to go and dealing with DCC Highways and EDDC was not easy to progress as it was likely to be a lengthy process. Some of the notes and background papers from the meetings would be placed on the Council's website to keep parishioners informed of progress. It was suggested that a separate meeting take place with members of the Council and the Regeneration Group and Sulina Tallack of EDDC Council be invited to attend to discuss ideas as to how the remaining S106 monies should be spent. Cllr Faithfull to obtain suitable dates from Sulina. Signage for around the town was mentioned but this would have to come through the Council. It was **RESOLVED** that the Regeneration Group should have its own e-mail address at a cost of £18.

17/10/26

ACCOUNTANCY MATTERS – TO APPROVE THE SEPTEMBER 2017 COUNCIL SCHEDULE OF PAYMENTS

The September 2017 Council Schedule was presented by Cllr Bartlett showing £11,273.03 (incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor

17/10/27

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

- i. It was agreed that the Council would use Devon Contract Waste at a cost of £253.50 plus Vat per annum to dispose of all the waste generated at the Council Offices
- ii. The Council had no specific comments to submit in respect of the consultation regarding the proposed relocation of the Post Office to McColls although the Mayor was of the view that it was a good idea
- iii. Councillors had been e-mailed details of the removal of a restriction of Disability Badge Holders only, at any time, during an area along Yonder Street. There was some discussion but no opposition to the proposals

17/10/28

REPORTS BY MAYOR AND CLERK

There were none

17/10/29

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

Correspondence had been tabled

Sender	Details
Streetscene EDDC	Details of Duck race on 15 th October in OSM
Claire Rodway EDDC Planning	Details regarding WH Plan and consent of OSMTTC
Cllr Giles	Details re vehicles using former lane Higher Ridgeway

17/10/30

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES (INCLUDING REPORT ON LANGUAGE CLASSES BEING OFFERED AT THE COUNCIL OFFICES AND THE FORTHCOMING CYCLING EVENT)

Mayor's Meetings

Date	Meeting details
1	Claire Wright (Butts Road)
11	Helen Harnes (Help Scheme)
12	Full Council Meeting
20	Major Hill (RIO)
	Door lock toilet
	EDDC Tar Barrels

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Mayor`s Meetings	
Date	Meeting details
21	Meeting Jill re Otari
25	Torbay Lighting (Christmas lights)
	Planning Committee Meeting

Councillors Meetings

Bartlett	Feoffee
Pratt	Regeneration – Business Forum
Faithfull	Volunteer Event at EDDC
Edwards	Business Forum
Pang	Regeneration, Business Forum, Care in Community

Cllr Pratt advised that local businesses were participating in promotions each Saturday throughout October in the town to try and attract shoppers. It was understood that the shops would be open until approx. 5.00pm

Cllr Gori spoke about the proposed Hill Climb event taking place on 15th October. She advised that the road would not be closed as the event was covered by regulations. Only cyclists registered with the Time Trial Federation would be taking part (approx. 56 riders) and the organisers would be insuring the event. Cllr Gori advised that the event at the Land of Canaan was a charity event and was insured. She also advised that currently she was running five language groups at the Council Offices with projected income for the Council of £3,600 per year. Sylvie Leroy would be running one class and the projected income was £1,200 per year

17/10/31

TO RECEIVE COUNCILLORS' QUESTIONS

There were none

17/10/32

CONSIDERATION OF HOURLY RATE INCREASE FOR THE COUNCIL`S CLEANER

The Council`s cleaner had not increased her rates for two years. It was therefore **RESOLVED** to accept an hourly rate increase of 50p with immediate effect

Meeting ended at 9.18pm

Mayor`s signature: **Date:**.....

DATE OF THE NEXT MEETING: MONDAY 6th NOVEMBER 2017 AT 7PM AT THE COUNCIL CHAMBER, COUNCIL OFFICES, OTTERY ST MARY

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