

**MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON TUESDAY 3<sup>RD</sup> APRIL 2018 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY**

**PRESENT Mayor**

**Councillor Dobson** (Town Ward)

**Councillors**

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

**Other Persons Present**

Four members of the public and  
Cllr Claire Wright (who arrived later due to a prior appointment)

**PRAYER**

The Clerk read the Council Prayer

18/04/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllrs Pratt and Carter and newspaper reporter, Clarissa Place

18/04/02

**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 Giles disclosed an interest in Items 20 (ii) and (iii) by virtue of the fact he was a trustee of the Heritage Society and advised he would leave the room whilst the items were being discussed.

18/04/03

**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

18/04/04

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

Mr Algar spoke at length with regards to the need for volunteers and to make persons in the community (particularly new residents) aware of all the local organisations in the town and also the need for more volunteers. He suggested that an open event could be held at the Institute, at which local groups could advertise their activities including the Council. The idea was warmly supported by the Mayor and Cllrs Pang and Giles. Cllr Giles agreed that the event should be held in the Institute in May/June and each community group could provide background information about themselves and contact names/addresses. Cllr Pang also advised that work was already underway by Cllr Gori in producing `Welcome Packs` to newcomers to the town. It was understood that local estate agents would be willing to work together with the Council on this.

18/04/05

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**TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 5<sup>TH</sup> MARCH 2018 (Min 18/03/01 – 18/02/31) ) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 5<sup>th</sup> March 2018 (MINUTE REFS 18/03/01 – 18/02/31)** were presented, approved and signed by the Mayor as a correct record

18/04/06

**TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 12<sup>TH</sup> MARCH 2018 (MINUTE REFS P18/03/01/01 – P18/03/07) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Planning Committee Meeting of **12<sup>th</sup> March 2018 (MINUTE REFS P18/03/01 – P18/03/07)** were presented, approved and signed by the Mayor as a correct record.

18/04/07

**TO RECEIVE THE MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE MEETING OF 26<sup>TH</sup> MARCH 2018 (Min HR18/03/1 – HR18/03/9) ) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 26<sup>th</sup> March 2018 (MINUTE REFS HR18/03/01 – HR18/03/09)** were presented, approved and signed by the Mayor as a correct record

18/04/08

**TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 27<sup>TH</sup> MARCH 2018 (Min F18/03/1 – F18/03/17) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 27<sup>th</sup> March 2018 (MINUTE REFS F18/03/01 – F18/03/17)** were presented, approved and signed by the Mayor as a correct record

18/04/09

**TO CONSIDER (AND APPROVE IF APPROPRIATE) THE RECOMMENDATIONS FROM THE HUMAN RESOURCE MANAGEMENT COMMITTEE**

The following recommendations were **RESOLVED** as approved:-

- i. The sum of £50 be paid to the Society of Local Council Clerks to upgrade the Clerks`s Membership to that of a Principal Member
- ii. The Clerk to investigate the possibility of the Committee having delegated authority to sanction various minor matters (such as sanctioning small payments) rather than having to refer them back to Full Council for approval each time
- iii. The following policy documents to be revised/introduced in May 2018 and the inclusion of review dates in each document:-
  - Lone Working Policy
  - Information Technology Policy
  - IT Security Policy
  - Training Statement of Intent
  - Protocol members Officer Relations
  - Social Media Policy
- iv. Costings to be obtained for CCTV in the corridor of the Council Offices; alarm bell in the Clerk`s office and sliding window in wall of Clerk`s office to prevent members of the public having direct access
- v. All proposed salary increment increases to be effective from 1<sup>st</sup> April 2018 and when the national pay award (which was in the process of being agreed) was finalised, the Council to implement the increase from the implementation date

18/04/10

**TO CONSIDER (AND APPROVE IF APPROPRIATE) THE RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

The following recommendations were **RESOLVED** as approved:-

- i. the item `Ear marked Reserves` to be deferred to the next Finance Ctte Meeting

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- ii. The following policy documents to be revised/introduced in May 2018 and the inclusion of review dates in each document:-
- Due Diligence
  - Risk Management and Risk Assessment\*
  - Statement of internal Control\*
  - Subsistence/Mileage
  - Financial Regs
- iii. the Reserves Policy to be considered at the next Finance Ctte meeting.
- iv. the Woodley quote for the replacement cemetery gates to be accepted
- v. a new type of ID badge for all councillors and employees to be introduced wef May 2018. The badges to incorporate a photograph of each councillor with the word `councillor` to be included in full rather than as an abbreviation
- vi. the library toilets cleaning costs for 2018/19 proposed by EDDC to be accepted.
- vii. a licence agreement to be entered into with EDDC for £100 per annum in respect of the cleaning cupboard in the Old Town Hall used by EDDC for the storage of its cleaning materials. However in the first instance, the Clerk to gauge the likely response to this proposal, from Tom Green at EDDC's Street Scene
- viii. that the quote from Otter Windows for new French doors (to divide the meeting room from the chamber) be accepted as the Council had used them previously and was extremely satisfied by the standard of workmanship
- ix. that the tenant of an office in the Station be permitted to remain in the office at the Station at the same reduced rental of £100 per month subject to her entering into a non-secure tenancy, for a term of one year.
- x. that the hirer of Office 6 in the Council offices be permitted to continue to use the office on an `ad-hoc` basis at a reduced rate as she was in the process of building up her fledgling counselling business. The matter to be reviewed again in October 2018
- xi. that the quote from Bishop Electrical for CCTV in the toilets (foyer) at the new library be approved
- xii. that quotes be obtained for the interpretation table at the library
- xiii. that the Council charge the regular language teacher half the usual room rate for her 5 x April sessions at the Council Offices which would be a `one-off` arrangement

The Chairman of Finance raised a query concerning the Asset Register which the Clerk would look into

18/04/11

#### **TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**

##### Cllr Giles

Cllr Giles attended EDDC's Scrutiny Committee Meeting on 22<sup>nd</sup> March. Broadband speeds were discussed and steps that could be taken to increase speeds. He also advised that EDDC had approved a Parishes Together bid of £8,500 to enable the Help Scheme to deliver a project to support mental health in young people who lived in the area. He remarked that the project was strongly supported by several councillors at EDDC's funding meeting. He also reminded the Council that any future Parishes Together projects needed to be started earlier rather than as `last minute projects` as had been the case in the Help Scheme Project

##### Cllr Faithfull

Cllr Faithfull attended EDDC's Arts and Culture Forum on 14<sup>th</sup> March 2018. He spoke about Villages in Action who brought professional performing arts to community venues. He advised that funding was available should the town wish to have a performance. He also spoke about Victoria Harding, Programme & Project Manager of South West Museum Development (`the Development`). The organisation offered a range of advice, support and development opportunities to museums in the South West. He advised that Ms Harding would be willing to talk to the Council about the proposed museum in the Old Town Hall and he considered she would

Mayor's Initials.....

be useful in that she would be `independent`. He advised that the Development was already engaged in talks with the Heritage Society. There was much debate, in which Cllr Giles considered that the matter of the setting up of a museum was something for the Society rather than the Council to get involved in as the Council was merely providing the building to the tenant for that purpose. The Mayor agreed that this was the case and considered it was up to the Society to make a success of the museum but emphasised that the Council would always be happy to help. The Mayor advised that he was hoping to get members of the Regeneration Group and the Society together, to see if there was any common ground regarding various issues to be resolved. Cllr Faithfull reported that at EDDC's Strategic Planning Meeting on 20<sup>th</sup> March, the delivery plan for the Clyst Valley Trail was discussed

Cllr Wright

Cllr Wright spoke later in the meeting

18/04/12

#### **POLICE REPORT**

No police report had been received. The Deputy Mayor advised that crime figures up to the end of February were available on the police website. Cllr Giles expressed his dismay that there was no police presence at the meeting, in particular that the new PCSO Jon Sims was not present. He suggested that a letter to the sergeant responsible for the policing of the area, be sent expressing the Council's concerns

18/04/13

#### **OTTERY HOSPITAL – UPDATE**

Cllr Pang advised that she had held a meeting with members of the RD&E and CCG last week. She reported that Mr L Edwards was actively engaged in working with her on the matter. She mentioned that a very important event would take place in Ottery shortly, which was being arranged in support of work undertaken by the local health and care providers working with the Ottery St Mary & District Health and Care Forum. She advised that the event was intended to make things clearer, regarding health provision in Ottery

18/04/14

#### **OSM REGENERATION PROJECT WORKING GROUP – UPDATE BY THE CHAIR OF THE WORKING GROUP**

Cllr Gori provided an update as to the progress being made by the Regeneration Group. She thanked the previous Chairman and members of the Working group for everything they had achieved since the formation of the Group.

She advised that a meeting had taken place on 27<sup>th</sup> March and reports had been received from the Conservation Area; Heritage Centre and the Town Centre Infrastructure. Various proposals had been made at the meeting including requesting that the Council invite the South West Federation of Museums and Art Galleries to attend a meeting to brief the Council on the scope of Heritage Centres. The Mayor in response, stated that this would have to be a special meeting rather than being incorporated into a Council Meeting. The relocation of the Post Office to Mc Colls store had raised the question of having a pedestrian crossing in Yonder Street. Cllr Gori also requested that district councillors took a more active role in achieving the objectives set by the Neighbourhood Plan and the Regeneration Working Group and questioned how much funding (if any) EDDC and DCC had allocated for the regeneration of Ottery. In response, Cllr Giles advised that no monies had been allocated but that was not to say that they wouldn't be in the future. However there would need to be specific projects submitted by the council to take the matter forward. He also stated that the majority of the proposed projects would be the remit of DCC rather than EDDC, in light of them being highway related. Cllr Pang questioned where on EDDC's list of places to be considered for regeneration, that Ottery was placed.

18/04/15

**TO RESOLVE TO ADOPT THE GENERAL POWER OF COMPETENCY (AS PROVIDED FOR UNDER THE LOCALISM ACT 2011) SUBJECT TO THE COUNCIL MEETING THE NECESSARY CRITERIA**

The Council met the criteria for eligibility – namely at least two thirds of the council held office as a result of being elected and that it had a qualified Clerk who had attained the Cilca qualification. It was therefore **RESOLVED** from 3<sup>rd</sup> April 2018 until the next relevant Annual Meeting of the Council, (an annual meeting that takes place in a year of ordinary elections of parish councillors) that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence

18/04/16

**QUALITY AWARD – TO CONSIDER WHETHER THE COUNCIL WISHES TO APPLY FOR THIS STATUS SUBJECT TO IT MEETING THE CRITERIA**

It was **RESOLVED** to apply for a Quality Award, subject to the Council meeting the relevant requirement. The Clerk to progress accordingly

18/04/17

**REVIEW OF THE COUNCIL'S PAPER LIGHT POLICY**

There was some discussion but overall it was agreed that the Council's Paper Light Policy had been successful and would remain. Cllr Faithfull was concerned that recently he had failed to receive council meeting documentation by e-mail, as it was going to his Plymouth University account in error. He was advised that the problem was possibly with the setup of his computer which he would need to get checked out.

18/04/18

**FORMAL APPROVAL BY THE COUNCIL TO PROVIDE HALF THE COSTS (APPROX. £900) TOWARDS THE COST OF STREET LIGHTING AT ALFINGTON**

It was **RESOLVED** that the Council would contribute the sum of £900 towards the cost of the street lighting

18/04/19

**UPDATE ON WHETHER THE REMOVAL OF PERSONAL INFORMATION RELATING TO COUNCILLORS CAN BE REMOVED FROM THE COUNCIL'S WEBSITE AND NOTICEBOARDS**

After some debate it was agreed that councillors who wished to do so, could have their address details and/or photograph removed from the Council's website and noticeboards. As a minimum, councillors e-mail addresses and phone numbers should remain. Councillors should contact the Clerk to advise her whether they wished her to progress the removal of such information. The Mayor was of the view it was up to individual councillors as to the extent of information they wished to have displayed, although Cllrs Giles and the Deputy Mayor were of the view that as elected members, all information should be displayed to make them accessible to members of the public

18/04/20

**PROPERTY MATTERS**

Cllr Giles left the room whilst the two items relating to the Old Town Hall were discussed

**I. Library Update** – The adverse weather had created a leak in the flat roof. A temporary repair had been effected but a more permanent solution was required, namely a replacement roof. Quotes were in the process of being obtained. The smoke detector had been re-fitted. Another incident of vandalism had been reported – a window in the library had been smashed. CCTV had captured the images of the persons involved but did not show them actually causing the damage. The window had been boarded up temporarily. Ian Bishop had been instructed to instal CCTV as a matter of urgency

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**ii.Old Town Hall Lease with the Heritage Society of Former Library and Print Room Update and consideration of revised plans** - The lease was being progressed. A minor amendment had been made to the plan which had been approved. The damp proof work was practically completed

**iii.Request of Heritage Society to be granted a separate lease of Former Disabled Toilet Area** - It was **RESOLVED** that the Heritage Society be granted a two year unsecure lease of this area at a rent of £52 per annum

18/04/21

**UPDATE ON THE NEIGHBOURHOOD PLAN**

The 2017-31 report dated 13<sup>th</sup> March had been e-mailed to all councillors. The Plan was in its final stages with a further public consultation required to gauge the public's views on the amendments. It was understood that the NHPlan Group would continue after the Plan was adopted. Cllr Gori had provided a summary of all the projects contained in the Plan. Cllr Pang advised that groups would need to be set up to take each project further with regular reports being made to the Council as to progress being made.

18/04/22

**CONSIDERATION OF REQUEST TO HAVE AN OPEN AIR CINEMA IN OSM DURING THE SPRING/SUMMER**

The Council expressed its support for this event as it understood that it had been successful last year. It was noted that the intended venue would be the Land of Canaan for which consent would have to be obtained by the events organiser from EDDC, the land owner

18/04/23

**CONSIDERATION OF THE COUNCIL HAVING A PROPERTY AND LAND COMMITTEE (CURRENTLY THIS IS A WORKING GROUP)**

It was agreed that a Property and Land Committee be set up with terms of reference to be drafted by the Clerk in conjunction with the Mayor. It was agreed that the Ctte should consist of 6 members plus the Mayor and Deputy Mayor. Four members would be required to make the Ctte quorate. Further consideration to be given as to whether the new Ctte should have delegated authority

18/4/24

**REPORT FROM CLLR CLAIRE WRIGHT**

Cllr Wright advised that she had attended DCC's Health and Adult Care Scrutiny Ctte on 22<sup>nd</sup> March. A massive reduction in costs of the NHS was planned for Devon but despite previous assurances, no information had been produced by the NHS for consideration by the Ctte. However the NHS had advised that a report would be available at the next meeting in June. Cllr Wright also advised that huge concerns had been expressed about the proposed Integrated Care System. There was a lack of information about how the funding would work or how the System would be monitored. Support was given that the implementation of the System be deferred until full information had been provided and considered. Concern was also expressed that East Devon may experience larger health cuts per head than anywhere else in Devon as currently it received more funding. She advised that the pothole situation in the town was becoming worse. Large potholes at the bottom of Tip Hill and at North Street had been reported; however Cllr Bartlett advised that the North Street pothole had now been dealt with. Cllr Wright had some good news in that a group has set up a Plastic Free Ottery Scheme which was a welcome and positive move.

18/04/25

**PROPOSED VARIATION OF STANDING ORDERS (AT THE WRITTEN REQUEST OF SIX COUNCILLORS) TO COME INTO EFFECT MAY 2018**

In accordance with the Council's Standing Orders, six councillors had signed a formal notice

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requesting that amendments be made to the Council's Standing Orders. Details of the amendments had been e-mailed to all councillors. It was **RESOLVED** to accept the amendments to come into effect in May.

18/04/26

**ACCOUNTANCY MATTERS – TO APPROVE THE MARCH 2018 COUNCIL SCHEDULE OF PAYMENTS**

The March 2018 Council Schedule (showing £26029.47 (incl. VAT) for Council expenditure) was presented by Cllr Bartlett. It was **RESOLVED** that the schedule be approved. The Schedule was duly signed by the Mayor.

18/04/27

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

i. The Mayor mentioned that a meeting with the volunteers of the Information Centre had taken place recently to iron out any issues and to move the Centre forward. Liz Graveney would now be the point of contact for the volunteers. A new printer would be purchased for the Centre. It had been suggested that a monthly newsletter be produced by the Council in conjunction with the volunteers of the Information Centre but it was understood that this was not feasible at the present time due to the lack of volunteers at the Centre. An advertising campaign intended to attract new volunteers was currently underway. All councillors had received a report of the meeting for information purposes

ii. A proposed order for Disabled Parking and Control of Waiting had been e-mailed to all councillors which would affect Mill Street. No objections were raised

18/04/28

**MAYOR'S REPORT**

The Mayor confirmed he would be stepping down in May from the role of Mayor and intended to arrange a buffet to say 'thank you' to everyone

18/04/29

**CLERK'S REPORT**

The Clerk had nothing to report at this time

18/04/30

**TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE**

**The following correspondence had been tabled**

From	Details
EDDC	Events Licence re Women Can Marathons (Tipton St John 27 <sup>th</sup> May)
EDDC	Street Trading Policy Information
EDDC	Licensing Application re Beautiful Days
EDDC	Rockbeare NHP
EDDC	2018/19 Council Tax Charges for the Council's various properties

18/04/31

**TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES**

**Mayor's Meetings (Tabled)**

Date	Meeting details
1st	Meeting with Cllr Pang
5th	Full Council Meeting
9th	Meeting with Cllr Pang
12th	Planning Committee Meeting
15th	AGM Allotment Committee
16th	Ottery Windows

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24th	Opening of new Post Office at McColls
26th	HR Meeting Information Centre volunteers meeting
27th	Regeneration Meeting

**Councillors meetings**

Cllr Pang	Feoffee meeting Institute meeting
Cllr Edwards	Business Forum
Cllr Gori	Volunteers Library meeting
Cllr Holmes	Volunteers Library Meeting and Local Action Group Meeting

18/04/32

**TO RECEIVE COUNCILLORS' QUESTIONS**

i. Cllr Faithfull raised the matter of the election of the Mayor at the May meeting and whether this could be carried out by secret ballot. However the Mayor advised that as far as he was aware the Council would need to vote by `show of hands`. However the Clerk would check the Council`s Standing Orders to verify

ii. Cllr Pang raised the matter of drains blocked at Batts Lane/ Brook Street but was advised that the matter had already been reported

**The Meeting ended at 8.43pm**

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

**DATE OF THE NEXT MEETING: TUESDAY 8<sup>TH</sup> MAY 2018 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY**

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