

MINUTES OF THE ORDINARY MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 4TH JUNE 2018 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

PRESENT Mayor

Councillor Bartlett (North Ward)

Councillors

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

Other Persons Present

DCC Cllr Claire Wright,
one member of the public and one
member of the press

PRAYER

The Clerk read the Council Prayer

18/06/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Carter

18/06/02

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

18/06/03

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 stating there were conflict of interest issues and that she would leave the room whilst this item was being discussed.

18/06/04

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

Philip Algar enquired as to whether any progress had been made regarding a regular e-mail of Council activities in conjunction with the Information Centre. The Deputy Mayor advised that this would be discussed with the volunteers at the Information Centre at a meeting to be held shortly. Mr Algar was intending to ask about a progress report about the listing of the hospital as a community asset and a proposed letter to be sent to the CCG; however he noted that these items were on the agenda for discussion. With regards to the community event he had proposed for next year (which had been suggested could be an out door event), he considered the event was vital for the social and commercial aspects of the community and it should be an advertisement for the town. He hoped it would encourage sufficient volunteers from groups and societies to become involved

18/06/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 8TH MAY 2018 (Min 18/05/01 – 18/05/38) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of 8th May 2018n (**MINUTE REFS 18/05/01 – 18/05/38**) were presented, approved and signed by the Mayor as a correct record

18/06/06

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Wright

Cllr Wright congratulated the organisers of the recent OSM Food and Families Festival which she understood had been a great success.

She advised that she had had little success in trying to arrange a meeting with relevant parties to discuss the proposed closure of Lloyds Bank but she would continue to chase up the matter.

The next DCC Health & Adult Care Scrutiny Committee meeting would take place on 7th June. Items to be discussed would include `winter pressures`. She was visibly shocked regarding the issues faced by carers and had subsequently held a meeting with senior officers where she had seen the raw (anonymised) data from local focus groups. She advised it was disturbing and appeared to her that many local carers were having a really hard time managing, because of the government's austerity agenda. She had asked for the report to be referred to the Health Scrutiny Committee, but was told this wasn't possible as consent had not been given by the participants of the focus group. A version of the report had been submitted instead. She was pleased that a number of measures had been put in place by officers to try and improve matters, however, she had already told senior officers that in her view by leaving out the comments had meant that the voice of carers had been lost.. She would also be chairing a Spotlight Review on 6th June regarding the lack of carers to look after persons at home and the impact this was having

Cllr Faithfull

Cllr Faithfull attended EDDC's Overview Committee meeting on 31st May at which consideration was given to putting the Council's assets to better use. He also reported difficulty in attempting to make contact with representatives of Lloyds Bank to arrange a meeting to discuss the proposed closure of the local branch

Cllr Giles

Cllr Giles had nothing to report

Cllr Carter

Cllr Carter was absent

18/06/07

CONSIDERATION OF THE NEW GENERAL DATA PROTECTION REGULATION (GDPR) (REGULATION (EU) 2016/679), APPROVAL OF THE DRAFT DOCUMENTS AND CONSIDERATION OF THE PROVISION OF A DATA PROTECTION OFFICER

The Clerk had e-mailed councillors a report and draft documentation for consideration. It was **RESOLVED** to accept the draft documentation. In addition it was agreed that once the new regime was fully operational that consideration would be given at that time to the Council appointing an independent Data Protection Officer to scrutinise the systems at the Council Offices and possibly those of the Information Centre to check that they were fully compliant

18/06/08

TO RECEIVE THE POLICE REPORT AND TO CONSIDER INFORMATION ABOUT THE DEVON & CORNWALL POLICE AND CRIME COMMISSIONER'S SMALL GRANT SCHEME 2018

A police report had not been received for last month's figures. Cllr Holmes had been hopeful that the new Police Advocate Scheme would address this issue but unfortunately the Scheme had still not properly got off the ground. It was agreed that the Clerk persist in attempting to obtain reports through the local PCSO. The Clerk had e-mailed councillors details about the Police & Crime Commissioners Small Grants Scheme which was available to community groups working in partnership with town and parish councils, or in partnership with ward councillors and with a named councillor taking the lead on their application process. The maximum award per organisation was £2500 to be granted to local communities with identifiable anti-social behavioural issues. The award was to be used to fund measures to combat anti-social behaviours. Cllr Giles was of the opinion that there was little point in applying for an award to cover the cost of CCTV in the town, in view of the fact that the police previously did not consider that there had been a vandalism problem at the Land of Canaan and as such the police would not support the request for CCTV provision at this location, despite there being strong evidence to the contrary. It was suggested that community groups be alerted to the provision of the Scheme and if they were interested and had a project which would meet the Scheme's criteria, then it was probable that they could work in conjunction with the Council to bring the project to fruition

18/06/09

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

The Clerk had e-mailed councillors a list of properties which in 2014 the Council agreed should be listed as community assets. However the Clerk had ascertained from EDDC that only two properties had been listed, namely the Station (which the Council now owned) and the Rio property. The Clerk did not know the reasons as to why the Council had not progressed the listings of the properties as the matter had been considered and agreed prior to her becoming Clerk. However she had recently made an application to EDDC to list the hospital as a community asset and she was currently waiting to hear from EDDC as to whether this had been agreed.

After much debate it was **RESOLVED** that all the properties on the list – see below (including the properties that the Council already owned) should be considered for listing by EDDC and the Clerk to make the applications accordingly

Ottery St Mary

- The Institute
- The GP Health Centre
- The Station*
- The Skate Park
- The Leisure Centre
- OSM Football Ground
- Primary and Secondary School Playing Fields
- Land of Canaan Car Park
- Land of Canaan Recreational Ground
- The Old Fire Station (Batts Lane)
- The Fire Station
- Mother and Toddler Group Building (at the rear of the Council Offices)
- The Old Boys School
- The Old Girl's School
- The Former Infants School
- Raleigh House
- The Hospital**
- The Allotments*
- The Tennis Courts*
- The Old Town Hall*

Tipton St John

- The Primary School
- The Shop
- The Golden Lion Public House
- Recreational Land at Barton Orchard

Other Properties

- Alfington Village Hall
- Escot Village Hall

Note

***The Council already owns these properties**

**** An application has already been submitted in respect of the Hospital**

18/06/10

WEBSITES

I. CONSIDERATION OF FURTHER SUPPORT FROM VISION ICT RE THE TOWN COUNCIL'S WEBSITE

II UPDATE RE THE INFORMATION CENTRE'S WEBSITE AND APPROVAL OF WEBSITE HOSTING COSTS

- i. Currently the Council paid £225 to Vision ICT per year for the hosting of the website and support. However there were occasions when staff struggled to upload items onto the website etc and have had to ask Vision ICT for assistance. However Vision ICT have recently advised that such additional support will cost an additional £400 per year (total cost £625) and would consist of 2 hours a month help in keeping the website well maintained. Recently Vision quoted £50 per logo (ICCM and Quality Council), to add the same on the website, as this cost would not be covered in the Council's current website package. After much discussion it was agreed that three quotes should be obtained with a view to considering a different website provider.
- ii. The Deputy Mayor had e-mailed a report to all councillors outlining the progress being made with the Information Centre's website. The Deputy Mayor had held a meeting with Lorna Brice-Nye in order to clarify the way the Information Centre website would be updated. It was agreed that Lorna would continue to deal with the main part of the website and the Deputy Mayor would update the website calendar. Lorna had requested that the cost of the domain hosting, which she had incurred, be refunded as the administration of the same was to be transferred over. To date she had not provided a receipt and therefore the Clerk was unable to effect the same.

18/06/11

CONSIDERATION OF REQUEST TO HIRE GAZEBOS OUT OF THE PARISH

The Honiton Town Manager had requested the use of the Council's gazebos and tables for an event in Honiton. Cllr Giles proposed that gazebos should be charged at £20 plus Vat per day, this was seconded by Cllr Pang. However Cllr Pang then withdrew being the seconder. Cllr Holmes proposed £10 plus Vat per gazebo (to include a table if required). This was seconded by the Deputy Mayor. The motion was carried. The charge would only apply to organisations outside of the parish

18/06/12

CONSIDERATION OF REQUEST TO PURCHASE 'SILENT SOLDIERS' TO COMMEMORATE THE FIRST WORLD WAR

A parishioner had requested that the Council consider participating in the Scheme. The Clerk had provided the Council with details and the costs. After some discussion the Council decided that it did not wish to participate in the Scheme

18/06/13

TO CONSIDER THE STATUS OF PARISHES TOGETHER MEETINGS AND AN UPDATE ON A PROPOSED REVISED SCHEME 'COMMUNITIES TOGETHER'

There had previously been a difference of views between Cllrs Pang and Giles as to whether the meetings were working group meetings or 'ad hoc' meetings. After much discussion it was agreed that future meetings should be regarded as 'ad hoc', and arranged when representatives of parishes in the area wished to meet up to consider and agree a joint project. Councillors had been e-mailed details of EDDC's new proposed scheme 'Communities Together'. A report was going to Cabinet on 6th June, following which, it would go to Full Council on 25th July. The relevant points of the proposed new scheme were:-

- Town and Parish Councils could apply as long as a proposed project benefited two or more town or parish council areas
- Each application must be submitted jointly
- Charities and Community Interest groups could apply in their own right
- Voluntary and community groups and clubs could apply if a town or parish council agreed to be accountable for the project and the funding etc.

- The closing date for applications was 22nd November 2018

The councillors who were currently involved with the Parishes Together Scheme would continue to represent the Council under the new scheme, namely Cllr Giles, Harding, Pang and Faithfull

18/06/14

TO CONSIDER (AND APPROVE) A REQUEST FOR THE COUNCIL TO INCUR ADDITIONAL COSTS FOR STREET LIGHTING IN ALFINGTON

The Council had previously agreed to pay £900 towards the lighting scheme and Cllr Wright had agreed £1000 from her Locality Budget. However the total cost of the scheme was now £2664.45. The Council **RESOLVED** to pay an additional sum of £432.22 (making a total amount of £1332.22 towards the scheme) as it was understood that Cllr Wright would also pay the same amount out of her Locality Budget

18/06/15

LOCAL COUNCIL AWARD SCHEME : TO APPROVE THE FOLLOWING DOCUMENTS TO QUALIFY FOR THE AWARD SCHEME –

- a Policy for Community Engagement
- an Annual Report
- and a 12 month Council Action Plan,

The documentation had been e-mailed to all councillors. It was **RESOLVED** to approve all the draft documentation. It was **RESOLVED** that the Council met the criteria for the Foundation Award and it was further **RESOLVED** that the Council met the criteria for the Quality Award

18/06/16

NEIGHBOURHOOD PLAN UPDATE AND CONSIDERATION OF ANY ADDITIONAL COSTS TO INCUR RE THE REFERENDUM ETC

The Referendum would take place on 21st June and any associated costs would be covered under the budget that had been set aside for the NHP some time ago by the Council.

18/06/17

OSM REGENERATION PROJECT WORKING GROUP – UPDATE/REPORT BY CHAIR OF THE WORKING GROUP

The Deputy Mayor had e-mailed the latest report of the Working Group together with helpful diagrams etc. The Working Group would be meeting again on 14th June after which proposals would be presented at the full council meeting in July

18/06/18

PROPERTY MATTERS

Library Update

The broken window would be repaired this week. The roofing works were complete. There was still an issue with locking the toilet door as staff had difficulty with the same, despite being shown how to use the lock. Consideration was being given to having the lock replaced. The ceiling inside the building would need attention at some point, due to water damage.

The new Poet's Bench would shortly be in situ. Cllr Holmes had been exploring the cost of an interpretation board to go alongside the bench. However the costs provided by various companies appeared to be excessive. Men's Shed was now willing to undertake the project at a fraction of the cost. There were some surplus monies available from the Sainsburys S106 monies which could be used for this purpose. However the Clerk was trying to establish, if CIL monies could be used if the S106 monies weren't sufficient. The Deputy Mayor provided an explanation as to the information which would be displayed in the interpretation board.

It was agreed to the planting of a tree (of a type suited to the proposed location) by the Abbot family and forming a memorial to the late Viv Abbot, on the triangular area of land (near the toilet entrance) and close to the memorial planter, in memory of the late Tony Abbot. The Abbot family would also arrange for a plaque to be erected alongside the tree. All costs would be met by the Abbott family

The Clerk had written to Emily Davis owner of the tattoo parlour on two occasions and had attempted to telephone her as well, to no avail. As the Clerk had not received a response to her first letter, she sent a second letter in which she advised her that if the Council did not hear from her by 31st May then they would assume that she no longer wished to site the Sharp's box on the Council's land and that Ms Davis should remove it accordingly. The Clerk had not heard from her and the Sharps box was still in situ. After some debate it was agreed that the Sharps box would be removed on Friday by Cllrs Holmes and Dobson

Cemetery issues

Litter and rubbish (including smashed glass) has been left in the cemetery by youngsters. It had been cleared up by a parishioner who confronted the youngsters about their actions. They advised him that as they were always regarded as causing trouble in the town that they had moved to the cemetery as it was out of the way. A parishioner was so distressed about the actions of the youngsters that she had requested that consideration be given by the Council to installing CCTV in the cemetery. There was much discussion. Unfortunately there was no electricity supply at the cemetery to serve a CCTV system. However it was understood that the youngsters had now moved to yet another location in the town. It was therefore hoped that there would be no re-occurrence of this behaviour in the cemetery

Update on the Old Town Hall Lease of the Former Disabled Toilet

The lease has been completed and the Heritage Society now had possession of the premises

Update on the Proposed Licence for the Cleaner's Cupboard in the Old Town Hall

The Clerk had obtained approval from EDDC to it entering into a proposed licence at £100 per annum and had prepared a licence agreement for EDDC to approve and sign

Update on Lease of the Former Print Shop and Library in the Old Town Hall

It was **RESOLVED** that the Council's authorised signatories sign the lease on behalf of the Town Council and that the transaction be completed, if possible on 5th June, following which the Heritage Society could go into occupation

Update re the Provision of a Gate at the Front of the Old Town Hall

The Clerk has obtained two quotes of £535 and £720 both of which include fitting costs. However Cllr Holmes has carried out some research and the type of gate required could be obtained from Screwfix at a cost of £100 plus VAT. It was **RESOLVED** that the Screwfix gate be purchased and a welder be employed to affix the gate at an additional cost.

Update on the sale of St Saviour's Land

It was understood that the transaction was being progressed straight to transfer. It was **RESOLVED** that the Council's authorised signatories sign the Transfer of Sale on behalf of the Council when it was received

Update on hatch for Clerk's Office

Cllr Dobson advised that the cost of fitting a hatch would be in the region of £700 and if it was decided to apply for Building Regs then the cost would be increased by an additional £1000. However it was questionable whether Building Regs approval was necessary. It was **RESOLVED** that the work be carried out and an update be given at the next meeting

Consideration of request for bench outside of Sainsburys

A parishioner has asked if the Council could consider putting a bench at the bus stop outside Sainsburys, to help the less able using the town bus. After much discussion it was considered that the width of the footpath would probably be too narrow to accommodate a bench and it could be problematic for mobility scooters and persons with double buggies to negotiate the pavement if a bench was in situ. However it was agreed that the Clerk should still make enquiries of DCC regarding the provision of a bench at this location together with a bus shelter

Consideration of a suggestion by Rotary to `Manage` the Former EDDC noticeboards

Rotary had offered to look after the notice boards at the Land of Canaan, Sainsburys and the library. They would ensure that notices were nicely displayed and kept up to date. After much discussion it was agreed that the only board available for Rotary to look after, was the board at the Land of Canaan, as the library was looked after by the Council and the library staff and the Sainsburys board would not be accessible as it was to be used by commercial organisations for fixed advertising and would not be used to display notices etc

18/06/19

FURTHER CONSIDERATION OF PROVISION OF FOOTBRIDGE OVER THE LEAT AT THE LAND OF CANAAN

A request has been made to EDDC by the Clerk regarding the Town Council making a contribution towards the cost of a replacement footbridge with EDDC maintaining the same thereafter. David Cook from EDDC has advised that the best way forward would be for the Town Council to agree a donation towards the scheme. He could then submit another bid for funding in September with the Town Council's support confirmed which could affect EDDC's members decision making. It was **RESOLVED** that the Town Council would pay 50% of the cost, less the locality budget amount of £1000 that Cllr Wright would be donating. It was also suggested that the Redrow S106 monies could possibly be used

18/06/20

OTTERY HOSPITAL AND OTHER COMMUNITY HEALTH ISSUES

Cllr Pang left the room whilst the following matters were discussed. Draft letters to be sent to the CCG had been provided by both Cllr Giles and the Mayor. A vote was taken and it was **RESOLVED** that the Mayor's draft letter be sent with a slight amendment. It was also **RESOLVED** that the letter be sent after the Drop-In event and not before. Cllr Giles wished to have it recorded in the minutes that he strongly objected to the sending of the letter being delayed as he was of the view that it should be sent immediately.

Following representations made by Cllr Edwards it was **RESOLVED** to make a contribution of £300 to the costs associated with the `Drop In event to the OSM & District Health & Care Forum organisation, subject to a grant application form being completed and submitted to the Clerk for consideration and detailed records of income and expenditure being provided to the Council following the event

18/06/21

TO APPROVE THE MAY 2018 COUNCIL SCHEDULE OF PAYMENTS

The May 2018 Council Schedule was presented by the Mayor showing £15877.45 (incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved and it was duly signed by the Mayor

18/06/22

ANNUAL ACCOUNTS

- to approve the Accounts for the year ending 31st March 2018
- to receive and approve the Report of the Internal Auditor
- to approve the signing of the Accounting Statements for the Audit Commission for the year ended 31st March 2018

Councillors had all been e-mailed the relevant information

- (a) It was **RESOLVED** to accept the accounts for 2017/18 prepared by Sloan Walker
- (b) The Internal Auditor reported that the Council’s controls were satisfactory and that they were being properly operated and that he had signed the Annual Internal Audit Report of the Annual Return to that effect. It was **RESOLVED** to approve the Internal Auditor’s Report
- (c) It was **RESOLVED** that Section 2 the Accounting Statements 2017/18 of the Audit Commission Annual Return for the year ended 31st March 2018, be signed.

18/06/23

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

Ros Davies from DCC had advised that so far there were a number of volunteers but no one person wishing to take overall co-ordination of the P3 Scheme. The co-ordinator did not have to be a councillor. Cllr Pang indicated that she would investigate if there was anyone she knew willing to take on this role

The Mayor advised that the new name badges for councillors would be ordered by the end of the week and therefore those councillors who had not provided a photograph by that date would not be able to be issued with the new version of the badge. The Clerk’s assistant would chase up those persons who had not responded in one last final attempt

18/06/24

REPORT BY MAYOR

- i. The Mayor would act as host, meeting and greeting Anne Widdecombe at the talk she was giving at the library on 12th July
- ii. The Mayor would be attending an evening training event ‘Chairmanship’ on 5th June at DALC

18/06/25

REPORT BY CLERK

The Clerk advised that a new post box was due to be installed outside of Sainsburys. South Western Region Mail had advised that the location was selected on the advice of its engineering team. All utility searches were complete and local authority consent had been granted. The work had been given priority but no timeline had been stated.

The information cabinet outside of Sainsburys was being upgraded by Wall Art with the addition of lighting etc and should be in situ within the next week

18/06/26

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

The following correspondence was tabled

Sender	Details
EDDC	Various licensing applications for the Ottery Food Festival and the Father’s Day Feast
EDDC	Review on polling stations

18/06/27

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor’s Meetings Tabled (May)

Date	Meeting details
15 th May	Opened the Art Exhibition at the Georgian House
23 rd May	Feoffees Extra-ordinary Meeting

Councillor`s Meetings

Councillor	Meeting details
Cllr Giles	Plastic Free Ottery
Cllr Gori	Reported about the new bench and GDPR re her language students
Cllr Holmes	Exeter Airport Meeting
Cllr Faithfull	FOOL
Cllr Pang	Feoffees Ctte

18/06/28

TO RECEIVE COUNCILLORS' QUESTIONS

I Cllr Pang raised concern regarding the increased volume of traffic at Yonder Street due to the provision of the new Post Office and the dangers of crossing the road. She suggested the provision of a zebra crossing which the Regeneration Working Group could consider. She also raised the issue of the state of the property on the corner of Batts Lane. It was suggested that the matter be referred to EDDC`s Empty Properties Officer

ii. Cllr Faithfull advised as to the state of the bench at Beauvale Close. However the Clerk advised that she had contacted EDDC on no less than three occasions about this matter but had received no response. Cllr Faithfull also queried about the Council`s committee list suggesting that there may be persons included on the list who were not representatives of the Council

The Meeting ended at 21.18pm

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

DATE OF THE NEXT MEETING: MONDAY 2nd JULY 2018 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY