

**MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY  
5<sup>th</sup> FEBRUARY 2018 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD  
STREET, OTTERY ST MARY**

**PRESENT Deputy Mayor**

**Councillor Holmes** (Town Ward)

**Councillors**

**Giles, Carter, Edwards, Pang  
and Faithfull** (Town Ward)  
**Bartlett and Gori** (North Ward)  
together with the Clerk

**Other Persons Present**

Seven members of the public and one  
member of the press

The Deputy Mayor chaired the meeting in view of the Mayor being absent due to illness

**PRAYER**

The Clerk read the Council Prayer

18/02/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllrs Dobson, Harding & Pratt

18/02/02

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

\*See Item 18/01/20 at which Cllr Giles disclosed an interest

18/02/03

**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**

It was **RESOLVED** that items 7 and 18iii and 18iv be discussed in Confidential Session in view of  
Item 7 relating to staffing matters and the remaining items having commercial sensitivity

18/02/04

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

Philip Algar expressed his pleasure that following his suggestion, the Council in conjunction with the  
Information Centre was considering progressing a monthly e-mail report on events and activities in  
Ottery and its parish. He outlined as to how he visualised the format and to whom and how it would  
be relayed. The matter would be further considered later in the meeting.

David Boyle spoke on behalf of the Tipton St John Playing Field Association and thanked the Council  
for its contribution towards the cost of the replacement play equipment in the playing field. He advised  
that the total cost of the equipment was approx. £50,000 and promised donations meant the  
Association was half way to reaching its target. The Association would continue to fund raise but he  
would be grateful if the Council kept the Association in mind for any other funding streams that it may  
be aware of.

Marc Perkins provided further information regarding the signage cabinets which he hoped could be  
funded by S106 monies. He advised that the primary sign, situated outside Sainsburys was intended  
to be lit by means of an electrical supply (to be connected at a later date) and indicated that other  
signs (inside Sainsburys, the Land of Canaan and possibly at the hospital) could have the benefit of  
the proposed new advertisement boards. Mr Perkins considered it was vital for the community and  
local businesses to have the signage. Cllr Bartlett suggested that magnetic boards be considered for  
the cabinets which Mr Perkins agreed could be a possibility. The matter to be further discussed later  
in the meeting

18/02/05

**TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 8<sup>TH</sup> JANUARY 2018 (Min 18/01/01 – 18/01/35) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 8<sup>th</sup> January 2018 (MINUTE REFS 18/01/01 – 18/01/35)** were presented, approved and signed by the Deputy Mayor as a correct record

18/02/06

**TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15<sup>TH</sup> JANUARY 2018 (MINUTE REFS P18/01/01/01 – P18/01/07) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Planning Committee Meeting of **15<sup>th</sup> January 2018 (MINUTE REFS P18/01/01 – P18/01/07)** were presented, approved and signed by the Deputy Mayor as a correct record.

18/02/07

**TO RECEIVE THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING OF 23RD JANUARY 2018 (Min 18/01/35 – 18/01/48) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 23<sup>rd</sup> January 2018 (MINUTE REFS 18/01/35 – 18/01/48)** were presented, approved and signed by the Deputy Mayor as a correct record

18/02/08

**TO RECEIVE THE MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE MEETING OF 24TH JANUARY 2018 (Min HR18/01/01 – HR18/01/07) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the Meeting of **the 24<sup>th</sup> January 2018 (MINUTE REFS HR18/01/01 – HR18/01/07)** were presented, approved and signed by the Deputy Mayor as a correct record

18/02/09

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

It had already been agreed that this matter be discussed in Confidential session

18/02/10

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

Cllr Carter

Cllr Carter advised that EDDC's Green Waste Collection service would be operating shortly; a planning application had been submitted for a water park facility (part of the new Queen's Drive development at Exmouth); Pegasus Life would be redeveloping the Knowle campus and the sale of the Knowle was imminent; the new headquarters at Honiton for EDDC were in the process of being erected; part of EDDC's relocation plan was to relocate its services to both Exmouth and Honiton

Cllr Giles

In response to Cllr Pang's question relating to whether additional public transport would be provided to transport persons to EDDC's new headquarters; Cllr Giles advised that the present bus service would better serve the travelling public in accessing the new EDDC headquarters at Honiton (when completed), than the bus service they currently had to use, in trying to access the Knowle. Cllr Giles had pursued the question of CCTV today with EDDC and had been advised that Sgt Richard Stonecliffe was of the view that CCTV was not necessary at the Land of Canaan. Cllr Giles concluded that if this was the case that EDDC would not be supportive of CCTV being installed at this location. Cllr Giles considered the police were 'out of touch'. It was understood that the Police Crime Commissioner had indicated that more monies would be made available for CCTV but this was to be for major places like Exmouth. Ottery would not be considered. Cllr Giles requested that at the Local Action Group ('LAG') meeting taking place in the morning, that the CCTV issue be raised. At the Cabinet Meeting on 7<sup>th</sup> February EDDC would be considering going out to consultation on car parking charges. Consideration was being given to the Land of Canaan's charges, having EDDC's standard inland long stay tariff (50p minimum, £1 per hour, maximum £3 for 24 hours, charges apply 24 hours per day, Monday to Saturday only) and that annual car parking permits be reduced to £85 per annum

#### Cllr Faithfull

Cllr Faithfull advised that he had attended EDDC's Joint Overview & Scrutiny Committee meeting on 17<sup>th</sup> January. The main subject discussed was the Council's budget. Cllr Giles at this point advised about essential and non-essential expenditure. The replacement footbridge at the Tumbling Weir fell into the latter category which meant funding was unlikely to be forthcoming at this time. Partnership funding was being encouraged

18/02/11

#### **POLICE REPORT AND CONSIDERATION OF ADDITIONAL INFORMATION RECEIVED FROM STEVE TRAIL PCSO**

The Deputy Mayor advised that no report had been received from the police. However he had managed to obtain figures from the Devon and Cornwall police website. These figures had been e-mailed to all councillors. He would raise the issue of the lack of report and police presence at council meetings at the LAG meeting in the morning. The Clerk had e-mailed all councillors an explanation from PCSO Steve Trail regarding the current policing of Ottery

18/02/12

#### **S106 MONIES - FURTHER CONSIDERATION OF THE QUOTES FOR CABINET SIGNS**

There was much discussion about this matter. Marc Perkins was asked to clarify the types of cabinet refurbishment works required. He advised as to the plans for the Sainsburys exterior cabinet, with a connection for electricity. Councillors raised questions as to who would be responsible for future maintenance, electricity costs, update of information etc. However no definitive answer was provided by Mr Perkins. He advised that these issues would have to be considered later, although he didn't think there would be any problems arising. The interior cabinet at Sainsburys and the sign at the Land of Canaan would be refurbished. However the Land of Canaan sign would not be provided with lighting. Concern was also expressed by some councillors that it appeared that the cabinets would be used solely to advertise businesses and not for community use (although it was considered that the business maps could be made smaller in order that community notices could be inserted into the cabinets). After much debate it was **RESOLVED** that Wall Art's quote be accepted in the sum of £5,810 for three signs. The Deputy Mayor, Mayor and Clerk would work together with the Business Forum to progress the matter

18/02/13

#### **OTTERY HOSPITAL – UPDATE**

Cllr Pang wished to clarify that when she spoke at council meetings about matters relating to the hospital she was speaking in her capacity as Chairman of the Ottery St. Mary and District Health and Care Forum. She had no updates about the hospital. Cllr Giles advised that at the Health and Adult Scrutiny Committee Meeting held on 25<sup>th</sup> January at DCC; NHS Property Services had sparse information re the future of the local hospitals other than the first year's rent would be safeguarded. There were no plans to declare any hospitals surplus to requirements at the moment. Cllr Faithfull advised, in his capacity as a member of the Ottery Hospital League of Friends, that the hospital needed to utilise the vacant parts of any hospitals with various services, to keep them viable and open

18/02/14

#### **TO APPROVE A COURSE OF ACTION TO TACKLE THE PROBLEM OF VANDALISM IN THE PUBLIC CONVENIENCES IN THE LIBRARY/INFORMATION CENTRE AND TO APPROVE THE COST OF A REPLACEMENT BABY CHANGE UNIT**

The Deputy Mayor advised as to the extent of vandalism which had recently taken place in the library toilets. To prevent further occurrences, the toilets were now only open at the same time as the library. It was agreed that a CCTV camera be considered to be installed in the toilets (in the entrance). The current camera was on the exterior of the building. It was agreed that the Clerk obtain a quote from Mr Bishop. It was **RESOLVED** to purchase a replacement baby change unit at a cost of £111 plus Vat.

18/02/15

#### **TO CONSIDER A JOINT MONTHLY ONE PAGE NEWSLETTER BETWEEN THE COUNCIL AND INFORMATION CENTRE**

This was an item that had previously been raised by Philp Algar. It was agreed that the matter be progressed at a meeting shortly taking place, with the volunteers of the Information Centre, the

Mayor, Cllr Gori, the Clerk and the Assistant Clerk. Philp Algar also agreed to provide details of the format of the information he had suggested be inserted in the newsletter

18/02/16

**TO ALLOW MEMBERS TO CONSIDER A RESCISSION MOTION SIGNED BY SIX COUNCILLORS IN RESPECT OF A RESOLUTION APPROVED BY FULL COUNCIL AT ITS MEETING ON 4<sup>TH</sup> DECEMBER 2017 IN RESPECT OF THE INCREASE IN CEMETERY FEES AND TO APPROVE THE CEMETERY FEES INCREASING BY THE RPI**

It was **RESOLVED** to rescind the resolution and increase the cemetery fees in line with the retail price index to be effective from 1<sup>st</sup> April 2018

18/02/17

**OSM REGENERATION PROJECT - ELECTION OF CHAIRMAN FROM OSM TOWN COUNCIL**

After some discussion Cllr Gori was proposed by Cllr Bartlett and seconded by Cllr Edwards. Cllr Giles nominated himself and was seconded by Cllr Faithfull. A vote was taken and Cllr Gori had the majority vote. There were 3 abstentions – Cllrs Holmes, Carter and Pang

18/02/18

**ACCOUNTANCY MATTERS – I. TO APPROVE THE JANUARY 2018 COUNCIL SCHEDULE OF PAYMENTS AS TABLED AND II. CONSIDERATION OF AN ANNUAL MAINTENANCE FEE FOR THE SWITCH UNIT SUPPLIED BY THE DEVON AIR AMBULANCE FOR THE NIGHT LANDING SITE AT THE FOOTBALL CLUB**

The January 2018 Council Schedule (showing **£9,202.58**(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 Deputy Mayor. It was also **RESOLVED** to accept the annual maintenance cost of the switch unit serving the night landing site at the football club for the Devon Air Ambulance in the sum of £79.95 plus Vat

18/02/19

**REPRESENTATIVE ON THE DALC LARGER COUNCILS SUB COMMITTEE REQUIRED FROM OSM TOWN COUNCIL**

No Councillor came forward

18/02/20

**PROPERTY MATTERS –**

i. Request received re extension of agreement for Pastor`s Office at the Station

It was agreed that the pastor`s occupancy in the office at the Station remain for a further period of one year at the same rent but subject to the tenant entering into a new lease excluding security of tenure

ii. Consideration and approval of the Heads of Terms for the Heritage Lease and update on the improvement works in the Old Town Hall

Cllr Giles declared an interest in this item by virtue of the fact he was a trustee of the Heritage Society and advised he would leave the room whilst the item was being discussed. The Heads of Terms ('HOTS') had been e-mailed to all councillors. The Council **RESOLVED** to accept the HOTS and would now await the decision of the Heritage Society which hopefully would also find favour with the HOTS. Once this was known the matter could be progressed

iii. Consideration of an offer received re the sale of land at St Saviours

This item to be discussed in Confidential Session

iv. Update on the Police occupancy of the Council Offices in relation to a Rent Review

This item to be discussed in Confidential Session

v.Consideration of location for donated defibrillator

The family of the late Barry Fearn wished to donate a defibrillator to the town in memory of Barry. There were seven defibrillators already placed around the town. Various places were considered, however it was suggested that in view of the footfall at Otter Garden Centre and Barry`s past association with the place, (he used to organised tea dances there) , that this may be an appropriate location, (possibly with a small plaque erected alongside the defibrillator, commemorating

Barry). It was agreed that Barry's family be contacted in the first instance to gauge their views, prior to contacting the Garden Centre

18/02/21

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

A resident had complained that youths were using the entrance of the former disabled toilets at the Old Town Hall as a urinal. The youths were also causing noise issues. He requested that a gate be erected to impede access. However the Deputy Mayor advised that a wooden board had previously been secured across the entrance but vandals had removed it. It was understood that there had not been excessive complaints received about the matter and in view of this, the council did not regard the provision of a gate as necessary at this time. In addition, EDDC's cleaner would need access to his cleaning cupboard in one of the rooms adjacent to the disabled toilet. It was suggested that preventative measures could be considered in the future, if the problem persisted with the youths

18/02/22

**MAYOR'S REPORT**

A trustees meeting at the Station had recently taken place and the minutes of the meeting had been e-mailed to all councillors. It was noted that a window at the Station still required repair. However as Otter Windows had not installed it, then unless they were prepared to repair it as a favour, the Council may need to source another repairer

It was agreed that the Clerk circulate the new policies she had drafted (Flag Flying Days and Protocol on the death of the Queen and Prince Philip) to all councillors prior to the next full council meeting for them to consider the same

18/02/23

**CLERK'S REPORT**

The Clerk advised that the Internal Auditor had carried out an interim inspection recently. He was happy with the financial information produced to date but would be paying a further visit this week to consider matters he had missed. The Clerk would report further at the next meeting

18/02/24

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

There was none

18/02/25

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

**Mayor's Meetings (Tabled )**

Date	Meeting details
3	Meeting with Elli Pang
4	Heritage Society meeting
8	Hospital meeting (E. Pang) Full Council Meeting
11	Meeting with Environmental Agency at St Saviour's Derek Somerfield - Old Town Hall
15	Finance Committee Meeting Planning Committee Meeting
17	Meeting with Robert Neal
18	Regeneration Meeting
22	Meeting at Football club
23	Extraordinary Town Council Meeting Meeting with Mark Perkins
24	Heritage Society meeting HR Committee Meeting
30	Hospital meeting (E.Pang)

**Councillor's Meetings**

Councillor	Meeting details
Edwards	Business Forum meeting
Carter	Various EDDC Meetings

18/02/26

**TO RECEIVE COUNCILLORS' QUESTIONS**

1. Cllr Gori advised about Phyllis Baxter currently being unwell. Cllr Gori had updated the library volunteers of the situation. It was understood that more volunteers were needed to assist with the workload. A meeting would be held shortly to progress this and other matters
2. Cllr Bartlett in response to a question he had raised, was advised that works to the Old Town Hall were underway. The damp proof works were taking place and the insulation works had been completed. The Energy Performance Certificate should be arriving shortly.
3. Cllr Carter was pleased to see progress being made at the Salston site and that other improvements around the town were progressing

**Meeting ended at 8.55pm**

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

**DATE OF THE NEXT MEETING: MONDAY 5<sup>TH</sup> MARCH 2018 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY**

**CONFIDENTIAL SESSION**

18/02/27

St Saviours

An offer to purchase the land had been received by the Council. There was much debate following which it was **RESOLVED** that the current offer not be accepted and the land taken off the market and the matter be left in abeyance at the moment.

18/02/28

Police Occupancy of the Council Offices

A rent review would be due in April 2019. The matter would need to be considered again during the year when hopefully more information was known as to the future accommodation requirements of the police

18/02/29

HR Matters

It was **RESOLVED** unanimously that the Assistant to the Clerk be offered a permanent contract based on the same hours and rate of pay as per existing, wef 6<sup>th</sup> February 2018.