

MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 5TH MARCH 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, Carter, Edwards, Pang and Faithfull (Town Ward)
Bartlett and Gori (North Ward)
together with the Clerk

Other Persons Present

Four members of the public and one member of the press

PRAYER

The Clerk read the Council Prayer

18/03/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Claire Wright, Cllr Pratt

18/03/02

***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 Item 21 (ii) 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. *Cllrs Giles and Carter subsequently declared interests (as the meeting progressed) in Item 13 as they were both members of EDDC

18/03/03

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 14 and 24 be discussed in Confidential Session in view of Item 14 containing confidential legal information which had the protection of legal professional privilege and Item 24 having commercial sensitivity

18/03/04

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

Philip Harlow spoke about the need for street lighting in Alfington in view of a number of accidents which had occurred in recent years. He had been proactive in consulting with DCC and Cllr Claire Wright in securing support for the installation of street lighting at this location. An e-mail from Mr Harlow had been e-mailed to all councillors providing background information and in which the sum of £1800 had been quoted by DCC for the costs of the installation. Cllr Giles was supportive of Mr Harlow's request and Cllr Wright had advised by e-mail that she was willing to provide funding from her locality budget. Cllr Bartlett advised that if the Council had sufficient funding in its budget to cover half the costs (or slightly more) that it should be supportive of the venture. It was acknowledged that with regards to the installation of street lighting, there was an agreed procedure to go through and that on-site visits should be carried out initially. It was resolved that the Council be supportive of Item 21 (iv) on the agenda

Philip Algar advised that local residents and visitors were finding car parking in Ottery to be an increasing challenge. He maintained that this was entirely predictable as a substantial number of new houses had come on stream without a corresponding improvement in the local infrastructure. He was of the view that a solution must be found, which he agreed was very

Mayor's Initials.....

difficult but something had to be done if local businesses were not to suffer. He enquired whether members of the Regeneration Project Working Group had any sensible and feasible ideas. The Mayor advised that there wasn't any suitable land available in the town centre for parking provision. Cllr Giles referred to the current consent for housing development on the Manse site which provided for eleven housing units and only four car parking spaces as an example of potential parking issues. It was also understood that the proposed housing developments at the London Inn and the Kings Arms would have no parking provision, (if they were to go ahead), which would exacerbate the parking problems in Ottery still further

18/03/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 5TH FEBRUARY 2018 (Min 18/02/01 – 18/02/29)) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of **the 5th February 2018 (MINUTE REFS 18/02/01 – 18/02/29)** were presented, approved and signed by the Mayor as a correct record subject to the amendment of Min18/2/16 at which `2` abstentions needed to be amended to `3` and the addition of the Deputy Mayor's name, to the list of abstentions

18/03/06

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 12TH FEBRUARY 2018 (MINUTE REFS P18/02/01/01 – P18/02/07) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Planning Committee Meeting of **12th February 2018 (MINUTE REFS P18/02/01 – P18/02/07)** were presented, approved and signed by the Mayor as a correct record. The Deputy Mayor advised that the next Planning Committee Meeting would be on 12th March

18/03/07

TO RECEIVE THE MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE MEETING OF 28TH FEBRUARY 2018 (Min HR18/02/1 – 18/02/7)) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of **the 28th February 2018 (MINUTE REFS 18/02/01 – 18/02/07)** were presented, approved and signed by the Mayor as a correct record

18/03/08

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

The recommendations of the Committee regarding the proposed documents were all approved subject to agreed amendments being made to specific documents. Thus the following documents would come into effect on 8th May 2018

- Sick Leave Policy
- Appraisal Form
- Appraisal Policy and Procedures
- Disciplinary Policy
- Grievance Policy
- Dignity at Work Policy

18/03/9

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Faithfull

Cllr Faithfull attended EDDC's Council Meeting on 28th February at which the introduction of zero plastic by 2020 was discussed and the Business Plan for the regeneration of Exmouth

Cllr Giles

Cllr Giles chaired EDDC's Scrutiny Ctte Meeting on 22nd February. He advised that Gerry Moore, the Community Safety and Anti-Social Behaviour Officer, was present. The work of the East and Mid Devon Community Safety Partnership was discussed and he listed the Partnership's priorities. He also spoke about `County Lines` the term used for organised drug networks. Gerry Moore would shortly retire. It had been recommended to Cabinet that Gerry's post be retained beyond 2018/19, for reasons of continued support in this key area, particularly in maintaining the successful Local Action Groups in the District

Mayor's Initials.....

Cllr Carter

Cllr Carter advised that due to the bad weather last week, some of EDDC`s waste collections were now out of sync. It was hoped that collections would be back to normal shortly. He spoke about the new green waste collection scheme and the signing up to the scheme. It was understood that this would be a fortnightly collection service. He would be attending Exmouth Town Hall on Tuesday for the Development Management Committee meeting. Exmouth was looking at having its big wheel back as part of the regeneration of the area. The relocation of the Knowle was on track, with the move to Honiton to be completed by December.

18/03/10

POLICE REPORT

The police report had been circulated. Cllr Giles stated that the figures were alarming, as the rates of various crimes had increased significantly. Jonathan Sims was the new PCSO and would commence his role in Ottery on Wednesday. Cllrs had been e-mailed background information about Jonathan

18/03/11

S106 MONIES – UPDATE ON CABINETS AND OTHER PROPOSALS TO USE THE MONIES

The Clerk had instructed Wallart to proceed with the works to the signage cabinets. Councillors were shown drawings of the proposed bench (to be sited at the library), produced by Angus Ross. After much discussion it was resolved that the sum of £3000 of the remaining Sainsburys S106 monies be used for the purchase of a bench. The final design to be worked on and agreed.

18/03/12

OTTERY HOSPITAL – UPDATE

Cllr Pang had little to report other than she had concerns that if the community was active in promoting activities for its residents physical and mental well being, (which activities could be provided in facilities other than in the hospital building), that the hospital`s potential lack of use could result in it being disposed of

18/03/13

CONSIDERATION OF EDDC`S PROPOSED REVISED CAR PARKING CHARGES

Cllr Giles spoke about the proposal by EDDC to increase car parking charges which he considered would deter shoppers from coming into the town and which he believed would subsequently be detrimental to local businesses. EDDC was proposing that charges should be 50p minimum, £1 per hour, maximum £3 for 24 hours, charges to apply 24 hours per day Monday to Saturday only and that annual car parking permits be reduced to £85 per annum. It was understood that car parking charges in

Ottery and Colyton were the cheapest in the area. Cllr Giles agreed to draft a letter which he would forward to the Clerk for her to submit to EDDC within the consultation period. Cllr Faithfull suggested, in view of the lack of car parking spaces at Sainsburys, that shopper`s could park at the Land of Canaan and then be permitted to take their shopping trolleys from Sainburys to the Land of Canaan car park. However, this suggestion was viewed as providing local vandals with yet more opportunity to create havoc. *Both Cllrs Carter and Giles declared personal interests at this point in the meeting

18/03/14

FURTHER CONSIDERATION OF REQUEST FROM THE TAR BARRELS COMMITTEE

This was considered in Confidential Session

18/03/15

CONSIDERATION AND APPROVAL (IF APPROPRIATE) OF NEW POLICIES

i. FLAG FLYING

ii. A PROCEDURE TO IMPLEMENT, RE THE DEMISE OF THE MONARCH AND

iii. GUIDANCE FOR NEW MAYORS AND DEPUTY MAYORS

The three documents were approved to come into effect on 8th May 2018

18/03/16

OSM REGENERATION PROJECT WORKING GROUP – REPORT OF THE CHAIR OF THE MEETING OF 20TH FEBRUARY AND APPROVAL (IF APPROPRIATE) OF RECOMMENDATIONS MADE

The Council had resolved at the February Council meeting that Cllr Gori be made the Chairman of the Regeneration Project Working Group. However following this decision the Council had been requested by the Group to reconsider its decision and instead to permit the Group to select its chairperson from town councillors in accordance with the Group's Terms of Reference. However after much discussion it was agreed that Cllr Gori remain the elected Chairman of the Regeneration Project Working Group.

18/03/17

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

It was agreed that Cllr Pang be the Council's representative after she had reconsidered her previous decision to resign

18/03/18

GROUNDS MAINTENANCE MATTERS – I. CONSIDERATION AND APPROVAL (IF APPROPRIATE) OF THE COUNCIL TAKING ON THE DEVON COUNTY COUNCIL GROUNDS MAINTENANCE CONTRACT AND SUBCONTRACTING OUT THE WORKS II. APPROVAL OF EAST DEVON DISTRICT COUNCIL CONTINUING GRASS CUTTING SERVICES AT SLADE CLOSE/CHINEWAY CORNER

It was **RESOLVED** to enter into an annual contract with Devon County Council for the additional grounds maintenance works for which DCC would pay the Council an annual amount. It was further **RESOLVED** that the works then be subcontracted to the Council's contractor. .

EDDC had quoted for a small area of grounds maintenance work in the town in the sum of £129.16. However the Council's appointed contractor would already be carrying out this work as part of the contract with the Town Council and therefore the quote was not accepted. EDDC had confirmed that it would carry out the weed spraying around the town free of charge when the weather became warmer.

18/03/19

DEVON COUNTY COUNCIL MATTERS – I. SNOW WARDEN SCHEME AND II. TRAFFIC SENSITIVE STREET REVIEW

No councillor volunteered his/her services to take on the role of the Snow Warden. However Cllr Bartlett was thanked for helping with gritting Tip Hill last week. The Clerk had e-mailed details of the Traffic Sensitive Scheme which required responses before the end of March

18/03/20

UPDATE ON BT PHONE `ADOPT A BOX` AND TO CONSIDER ANY PROPOSALS FOR THE USE OF BOTH BOXES

The telephone equipment had now been removed from both boxes and the Council needed to decide as to what purpose the boxes could be used for. It was agreed that members of the public be asked for ideas via the Gazette; the Herald and the Council's website

18/03/21

PROPERTY MATTERS –

Request received re Extension of Agreement for Pastor's Office at the Station

It was resolved that the Pastor be allowed to occupy the premises for a further period of two years at the current rent and the lease to be a non secure lease

Update on lease to the Heritage Society and on the improvement works in the Old Town Hall

Cllr Giles left the room whilst the item was being discussed. The Mayor advised that the damp proof works were on-going but should be completed imminently and that the work carried out to date was of a high standard. The carpet would be laid shortly. The lease was progressing between the two solicitors

Mayor's Initials.....

Update on matters affecting the Library

The baby changer had now been replaced. A verbal quote of £150 for the installation of CCTV had been received by the Mayor. . A written quote would be provided shortly. The noticeboard had been erected

Consideration of a request from a Parishioner for an additional allotment plot in the Allotments - specific to a disabled user

It was understood that the present disabled plot had now been let. The construction costs of adapting another plot for disability use would be quite expensive. Cllr Giles suggested that a charitable organisation may have funds available for this purpose. Cllr Pang offered to investigate funding options.

18/03/22

ACCOUNTANCY MATTERS – I. TO APPROVE THE FEBRUARY 2018 COUNCIL SCHEDULE OF PAYMENTS AS Tabled II. CONSIDERATION OF AN ANNUAL SUBSCRIPTION TO JOIN THE INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT III. APPROVAL OF THE CLERKS ANNUAL SUBSCRIPTION FEE TO THE SOCIETY OF LOCAL COUNCIL CLERKS AND IV APPROVAL OF PAYMENT OF INSURANCE PREMIUM FOR THE ALLOTMENTS

The February 2018 Council Schedule (showing £11,497.35 (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 **RESOLVED** to pay the annual subscription of the Institute of Cemetery and Crematorium Management - £90. It was **RESOLVED** to pay the Clerk’s annual subscription to the Society of Local Council Clerks fee - £208. It was **RESOLVED** to pay the annual insurance premium for the allotments - £84

18/03/23

SENIOR CITIZENS CHRISTMAS PARTY 2018 – CONSIDERATION OF FUNDING AND DONATION RECEIVED

A generous benefactor had provided funding for the 2018 Christmas party . The Council was most appreciative of this gesture. The funding now stood at £605.25 and would be included on the accounts as an earmarked reserve

18/03/24

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

This would be considered in Confidential Session

18/03/25

MAYOR’S REPORT

- i. The PO in Mill Street, would close on 17th March and the new PO would open in McColls on 19th March
- ii. Devon Contract Waste would be increasing its charges by 6.5% wef 1st April
- iii. An email from a parishioner had been sent to all councillors regarding the state of the riverbank upstream at St Saviours bridge, together with photographic evidence. The Clerk to refer the matter to the Environment agency

18/03/26

CLERK’S REPORT

The Clerk advised that the Internal Auditor had made a further visit to conclude his preliminary inspection of the Council’s accounts prior to the official internal audit. On this occasion he concentrated on the income from the Council’s various tenants and the assets of the Council. He advised he had no concerns at this stage.

18/03/27

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

From	Details
EDDC	Notification that the Rockbeare NHP was now out for consultation
EDDC	Licence application for Beautiful Days at Escot

Mayor’s Initials.....

18/03/28

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor`s Meetings (Tabled)

Date	Meeting details
1st	Meeting re: Tour of Britain & 2018 OSM King and Queen of the Mountain
5th	Full Council Meeting
7th	Hospital meeting (E. Pang)
9th	Heritage Society
12th	Meeting with Town Clerk Planning Committee Meeting
20th	Regeneration Group Meeting Attended a funeral on behalf of the Council
22nd	Twinning AGM
27th	Attended a funeral on behalf of the Council
28th	HR Meeting

Councillors meetings

Cllr Pang	Institute meeting
Cllr Faithfull	Library meeting
Cllr Holmes	Exeter International Airport Consultative Group

18/03/29

TO RECEIVE COUNCILLORS' QUESTIONS

i. Cllr Bartlett questioned whether any councillors were aware of any projects that the Council could progress. The costings could then form part of the Council`s ear marked reserves. He asked that Councillors advise him by the end of the month of any potential projects

ii.Cllr Edwards expressed concern as to her photograph and address details being published on the Council`s website and noticeboards. There was some discussion. Some members indicated that councillors should be accessible to the public and that this information should be made available as otherwise it was wholly at odds with being a councillor. It was understood that full information of all elected DCC and EDDC members was available on DCC and EDDC websites. The matter to be further considered at the April meeting

iii. Cllr Pang advised that the provisions in the Neighbourhood Plan should now be taken forward and progressed rather than simply stagnating, It was suggested that she liaise with the current Chair of the Working Group – Jo Talbot. Cllr Gori would also supply Cllr Pang with information that she thought may assist

iv. Cllr Pang was of the view that a local business should be considered in respect of the Citizen of the Year competition. The Mayor advised that businesses could not participate this year as it would require the changing of the rules. However the Council could review the matter next year.

v. Cllr Pang mentioned the concerns of the Skateboard Park with regards to the implications of the recent planning application submitted by the King`s School

vi. Cllr Carter spoke about Theresa May`s proposals for housing development. Cllr Giles stated that there was a consultation period so the Council and individuals could comment

The Public Part of the Meeting ended at 8.43pm

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

DATE OF THE NEXT MEETING: TUESDAY 3RD APRIL 2018 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

Mayor`s Initials.....

CONFIDENTIAL SESSION

18/03/30

St Saviours

An offer had been received for the land. The Mayor advised that under S127 of the Local Government Act 1972 the land must not be disposed of for consideration less than the best that could be reasonably obtained and that a council must seek professional advice on the proposed price being the open market value etc. The Clerk had sought such advice from Redferns Estate Agents who had confirmed that *‘in their opinion the offer was the best price possible in the current market place’*

After much debate it was **RESOLVED** to accept the offer and it was also **RESOLVED** to instruct Katie Stewart at Prydis Legal to carry out the legal work

18/03/31

Tar Barrels

After some discussion it was **RESOLVED** that a ‘one off’ payment only, be made to the Committee, towards the running costs of the 2018 event.

The Confidential Part of the Meeting ended at 9.10pm

Mayor’s Initials.....