

**MINUTES OF THE MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY
6TH NOVEMBER 2017 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET,
OTTERY ST MARY**

PRESENT Mayor

Councillor Dobson (Town Ward)

Councillors

**Holmes, Pang, Carter, Edwards, Giles,
and Faithfull** (Town Ward)

Bartlett and Gori (North Ward)

Harding(Tipton St John Ward)

together with the Clerk

Other Persons Present

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

Phyllis Baxter provided information about Late Night Shopping on 1st December, the switch-on of the Christmas lights, the torchlight procession, Father Christmas and numerous other attractions which were planned and advised that Disney characters were to be the theme this year. She asked that the local shops be fully supported. She also mentioned that the Christmas tree festival was again being held in the church (29th November – 2nd December). The Mayor thanked Phyllis for all her hard work and commitment to the town. Cllr Gori asked that it be recorded in the Minutes that it was acknowledged that Phyllis had carried out a great job in the town in organising the event. She also expressed her personal thanks to Phyllis for being so supportive of her in her various projects, despite Phyllis being extremely busy, for which she was most grateful

The Mayor welcomed Cllr Harding back onto the Council

PRAYER

The Clerk read the Council Prayer

17/11/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Pratt

17/11/02

**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

17/11/03

**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**

Item 11 would be discussed in open session but if the Mayor considered that the information being discussed progressed to that of a confidential nature, then it would be discussed in closed session

17/11/04

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

Philip Algar thanked the Town Clerk and her staff for acting on his request to update the Council's website, to specify the services provided by different councils and for providing the same information on flyers for the library. He also advised that with regards to the parking provisions at Sainsburys, that persons would be permitted to park for longer than two hours outside of normal trading hours if required

.....Mayor's Initials

17/11/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 2ND OCTOBER 2017 (MINUTE REFS 17/10/01 – 17/10/32), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the Meeting of 2nd October 2017 (minute refs 17/10/01 – 17/10/32) were presented, approved and signed by the Mayor as a correct record

17/11/06

TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 9TH OCTOBER 2017 (MINUTE REFS P17/10/01 – P17/10/07) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Planning Committee Meeting of 9TH October 2017 (minute refs P17/10/01 – P17/10/07) were presented, approved and signed by the Mayor as a correct record.

It was understood that a firm date for the next Planning Committee meeting could not yet be arranged in view of the few planning applications which were coming in

17/11/07

TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 31st OCTOBER 2017 (MINUTE REFS F17/10/01 – F17/10/15) AND TO APPROVE THE SIGNING OF THE SAME BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Finance Committee Meeting of 31st October 2017 (minute refs F17/10/01 – F17/10/15) were presented, approved and signed by the Mayor as a correct record

17/11/08

TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE FINANCE COMMITTEE MEETING OF 31ST OCTOBER 2017 NOT COVERED ELSEWHERE ON THE AGENDA

- i. Approval was given for costings of mobile phone providers in respect of phone costs for the Information Centre be obtained. Consideration of purchasing a specific SIM card for this purpose be progressed
- ii. The recommendation that a cost estimate be obtained from Al Findlay to track down the unauthorised use of the Council's broadband system was rescinded, as this course of action would not actually reveal the identity of the person(s) concerned
- iii. Approval was given for Liz Graveney, the Clerk's assistant to carrying out a shadow accountancy system in order that the Council could consider bringing the accounts back 'in house'. Cllr Bartlett had set up a duplicate system in readiness for Liz to carry out this task
- iv. It was approved that for 2018/19 the grounds maintenance contracts be carried out by one person and that other persons who had carried out 'bits and pieces' in the past (land at St Saviours, Butts Road, opposite the medical centre etc) be contacted, to advise of the proposed new system but to also thank them for all their hard work over the years
- v. Approval was given that Shaun Davey carry out a further months grounds maintenance work during November
- vi. It was approved that the hire of gazebos and tables should not be chargeable

17/11/09

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Wright

Cllr Wright remarked on the amazing experience of Tar Barrels and how well managed the event was. She thanked the Tar Barrel Committee for making it such a success and also for EDDC for their excellent clean up operations the following day. Cllr Wright was in the process of trying to provide a safety barrier for OSM primary school for which she would use her locality budget to fund the barrier. There was yet another delay with regards to the Straitgate planning application which would not now go to Committee until the New Year as information was outstanding from Aggregate Industries regarding a cattle crossing. Both Cllrs Wright and Giles had significant concerns about the crossing. Cllr Pang raised the issue of indiscriminate/illegal parking around Brook St and the junction at Chapel lane and Yonder Street which was causing concern for many residents. In addition, she mentioned that she had enquired of the office staff as to a suitable location for the disposal of food waste from a parishioner's freezer (which had broken down) and had not received a response. However Cllr Giles had advised that he had provided Cllr Pang with the information by e-mail immediately after she had raised the issue.

.....Mayor's Initials

Cllr Faithfull

Cllr Faithfull spoke about the Forum he had attended at which various matters were discussed including a 'travelling show' which visited the region. He questioned whether this could be a type of event suitable for Ottery. He would obtain the details if anyone was interested. He attended EDDC's Overview Committee on 5th October at which the question of employment land was discussed. The Overview Committee was meeting again on 7th November at which it had been intended to discuss potential charging for clean up operations for specific events, including Tar Barrels. However the item had now been dropped from the agenda. The Mayor hoped Cllr Faithfull would fight the Council's corner in opposing such charges if and when it was discussed in the future.

Cllr Giles

On Wednesday 25th October Cllr Giles attended the EDDC Council meeting and initiated the discussion about the clean up operations of Tar Barrels. Officially a report was expected in the future but most persons present were opposed to the introduction of charges.

Cllr Giles requested that the Police Report be reintroduced back onto the agenda. He mentioned the issue of vandalism and criminal damage to cars parked at the Land of Canaan and the fact that the local sergeant had advised Andrew Ennis- Service Lead for Environmental Health that the police considered there was no on-going or persistent problems at the location. A local business owner was extremely concerned that its patrons would have to use the car park whilst its own car park was inaccessible for three weeks. CCTV had been suggested as a deterrent with the Council making a contribution towards the costs. The item to be included on the December agenda. The Deputy Mayor to bring the matter up for discussion at the Local Action Group meeting this week.

The meeting of EDDC Strategic Planning Committee today had prepared a report on the Infrastructure Delivery Plan which mentioned a shortage of car parking in Ottery and that 518 houses had been built rather than the 300 as planned. EDDC considered that the 25% increase on building quota was considered to be 'modest' which Cllr Giles strongly refuted.

On 31st October at EDDC's Management Development Management Committee, the planning application for the Old Manse was deferred. Cllr Giles requested that it was important that there was representation at the next Committee meeting by this Council. The Deputy Mayor advised that due to unforeseen circumstances he had been unable to attend the meeting on the 31st October. It was commented that he had clearly made every effort to get there.

Cllr Carter

He advised that a site meeting of the Old Manse in connection with the planning application would take place at the beginning of December

At EDDC's Strategic Planning Committee meeting the shortfall of funding for the relocation of Tipton School was discussed. The Cranbrook Plan Development Plan master plan was going out for consultation. Cllr Giles thought it ran for about 8 weeks (10th November 2017 – 8th January 2018) There were big expansion plans for Bluehayes, Tresbeare, Cobden and Grange. There was to be further consultation about Exmouth sea front. On 28th November the hearing for the development of the Knowle would commence.

17/11/10

TO AGREE CHRISTMAS/NEW YEAR OPENING HOURS OF THE TOWN COUNCIL

It was agreed that the Council Offices close between Christmas and New Year in line with EDDC's arrangements. The Council's staff to be given two concessionary days and for them to use annual leave for any additional day they required. The Clerk to liaise with the Mayor

17/11/11

CONSIDERATION OF THE COUNCIL'S CODE OF CONDUCT (AND POTENTIAL BREACHES), IN THE EVENT OF ANY MISREPRESENTATIONS OF THE FACTS BY COUNCILLORS

Cllr Faithfull advised that he found it difficult to work with certain councillors, where he considered there were 'trust and confidence issues'. He mentioned the issue relating to the distribution of leaflets in connection with the proposed formation of the new West Hill parish council. He was prepared to name councillors who he perceived had not been honest in the process. The Mayor subsequently decided that the matter should be discussed in closed session.

.....Mayor's Initials

17/11/12

**PROPERTY MATTERS –
i. ST SAVIOURS LAND – UPDATE**

It was agreed that the land should remain on the market for at least another three months and the situation would be reviewed. Community use had been suggested for the land. It was agreed that the matter be discussed at the Property and Land Working Group meeting

ii. REQUEST BY MEN'S SHED FOR STORAGE OF TIMBER AT THE STATION

Safety concerns were expressed as to the proposed location of the storage of timber. It was agreed that a site meeting be arranged with Mr Pugh to consider the matter further

iii. ANGEL CARE (PORTA CABIN) AND INSURANCE ISSUES

The Clerk advised that despite her repeated best efforts the Angel Care tenant had not produced her public liability insurance certificate. The tenant was now in breach of her tenancy agreement and effectively was creating risk to the Council. It was agreed that a meeting be arranged with the tenant as soon as possible

iv. LIBRARY/TOILET/INFORMATION CENTRE UPDATE AND APPROVAL OF ANY OUTSTANDING INVOICES

The Mayor advised that the library had increased its footfall and was going from strength to strength. As the Information Centre had more space the volunteers were much happier.

17/11/13

APPOINTMENT OF CLLR HARDING TO COMMITTEES/WORKING GROUPS AND APPROVAL OF PROPOSED TERMS OF REFERENCE FOR FUTURE WORKING GROUPS

It was approved that Cllr Harding would sit on the Planning and HR Committees and also the Cemetery, Policies and Compliance and Parishes Together Working Groups. The proposed template for working groups was approved and it was suggested that it could be used for current working groups

17/11/14

INTRODUCTION OF `MATTERS ARISING` ON THE AGENDA

After some discussion, it was agreed that rather than introducing `Matters Arising` it was agreed that each working group would provide regular updates which the Clerk could then cascade to other councillors

17/11/15

DEVON COUNTY COUNCIL MATTERS

i. Consideration of Devon County Council (Various Roads, East Devon) (Waiting Restrictions) Amendment Order

The information had been e-mailed to all councillors. It was noted that comments had to be submitted by 10th November. No comments were made by councillors present

ii. Information re Replacement Street Lighting within Ottery

Details about the new low energy LED lighting had been e-mailed to all council. The works would mainly be along Barrack Road, Canaan Way, Hind St, Silver St, Paternoster Row, Cornhill and the Flexton

iii. Snow Warden Scheme and Grit Bins

It was noted that a vacancy existed for a Snow Warden in the Parish and if anyone was interested to pass their details to the Clerk. It was understood that if any grit bins were empty, that DCC would refill them but only if notified. Details of the empty bin and their location/serial numbers should be forwarded to the Clerk in order that she could then pass the information to DCC

iv. 3 x River Gauges (Kings School, OSM Primary School, Tipton St John and Cost Implications

It was noted that the maintenance costs of the three gauges were likely to be met for 2018/19 by DCC, However after that time it was possible that the Council would have to incur the maintenance cost for each gauge at an approx. cost of £621.50 per gauge. Cllr Giles reminded the Council that if the gauges were in the ownership of the Council then they should be included on the Council's asset list. The Clerk would investigate this

.....Mayor's Initials

17/11/16

TELEPHONE KIOSKS AT TIPTON ST JOHN AND OTTERY ST MARY – APPROVAL FOR CLERK TO ENTER INTO LEGAL AGREEMENT WITH BT FOR THE TRANSFER OF BOTH KIOSKS INTO THE NAME OF OSMTC

It was resolved that the Council enter into agreements with British Telecommunications PLC for the transfer of the two telephone kiosks. The Council would need to consider proposed uses for each kiosk

17/11/17

PROPOSED `PAPER LIGHT` POLICY

The reasons behind the proposed policy had been e-mailed to all councillors by Cllr Gori. After some discussion it was agreed that the Paper Light policy be trialled for three months, with only bare minimum spare paper copies of agendas/minutes to be made available for the public. Facilities were available to show agendas/documentation on a screen which would negate the need for paper copies

17/11/18

OTTERY HOSPITAL – UPDATE

Cllr Pang reported that the hospital was `busy`. A meeting of the OSM & District Health Care Forum had taken place on 26th October at the Council Offices attended by various persons involved in the new regime. It was understood that the government required the local community to engage in more activities/local services and to this end `Social Prescribing` was being considered as the way forward. This would enable people to access local services of support which it believed could lead to a range of positive health and well being outcomes. Cllr Pang considered that it was necessary for the community to support the initiative, as not to do so was likely to be to its detriment. Cllr Pang advised that she had set up a further meeting on 16th November at which all councillors were invited, together with the Clerk in order that she could explain the new regime.

17/11/19

TERM OF MAYOR - APPROVAL OF RECOMMENDATIONS MADE AT OCTOBER FULL COUNCIL MEETING

It was resolved that 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

17/11/20

OSM NEIGHBOURHOOD PLAN – UPDATE

It was understood that Jo Talbot had made some enquiries regarding the Examiner Choice for the Neighbourhood Plan. Mary O'Rourke BA (Hons) Dip TP MRTPI had come highly recommended. She was intending to hire her unless she received comments to the contrary

17/11/21

REGENERATION PROJECT - UPDATE

Cllr Pratt had provided an update by e-mail. He advised that the Group's proposals for the town centre traffic and pedestrian safety had been published in the Gazette and Herald. A constructive and supportive response from the public had been received which would be analysed on the 23rd November. He would report back at the December meeting

17/11/22

ACCOUNTANCY MATTERS – TO APPROVE:- I. THE QUARTERLY ACCOUNTS AND II. THE OCTOBER 2017 COUNCIL SCHEDULE OF PAYMENTS AS Tabled

The quarterly accounts and the October 2017 Council Schedule (showing £25493.70 (incl. VAT) for Council expenditure) were presented by Cllr Bartlett. It was RESOLVED that the quarterly accounts and the schedule be approved. The schedule was duly signed by the Mayor

.....Mayor's Initials

17/11/23

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

i. The Mayor advised that consideration may now be given to the introduction of time limited waiting in Yonder Street in view of the Post Office's proposed relocation to McColls

ii. The Act of Remembrance would take place on Saturday 11th November at 11.00am in OSM churchyard and the Service of Remembrance would take place on Sunday 12th November at 10.30 am.

iii. The Christmas meal for councillors would take place on 8th December and was likely to be at the Golden Lion

iv. The Clerk and Council were thanked by Rob Wickham for their help and support in respect of the Tar Barrels event. He advised that it had been a huge success. The Mayor advised that Rob Wickham had carried out an excellent job in organising the event.

17/11/24

MAYOR'S REPORT

The Mayor had nothing to report

17/11/25

CLERK'S REPORT

The Cemetery

The Clerk advised that a very productive meeting had taken place at the Council Offices on 25th October with local funeral directors, Steve Saunders EDDC's Licensing Officer and Sue Claydon also from EDDC. The meeting was arranged to review the Council's forms and practices and the meeting had been extremely helpful in getting feedback on the same, particularly as EDDC was currently going through the same process. The goal was to ensure that the Council was legally compliant with current legislation. A further meeting would be arranged in the New Year with the plan for the introduction of new forms being introduced in 2018/19..

The Library and Toilets Contracts

The Clerk read out her report concerning the final financial accounts of both the bank (now the library) and the toilet contracts. She referred to the Council's Financial Regulations whereby a 5% increase in contract payments had necessitated a report being made to Full Council, which she was now adhering to. Phil Palfrey the architectural technician had agreed the Clerk's figures in respect of the library. She advised that she had kept the councillors advised as to the financial situation of both the toilets and library contracts by providing regular reports and payment schedules of the overspend, over a period of several months. She had made her concerns known that the costs were significantly increasing, due to additional works being carried out, and which had been carried out without the sanction of full Council. It was a requirement under the Council's Financial Regulations and the conditions of the contract with the contractor, that any additional works proposed, were required to be sanctioned by Full Council prior to them going ahead. However this did not occur. The contract for works for the library was £71,929. However the additional unauthorised works had increased the amount to £87,805.85, an increase of 22%. In addition there were some additional expenditure (not forming part of the contract) in the sum of £ 11899.19. The Council had resolved at both its July and September 2016 meetings to contribute no more than £15,000 towards the library project but this sum had more than doubled to £31,189.55. The contract for the toilets was for £13,850. However the additional unauthorised works had increased the amount to £15,019.64, an increase of 13.4%. The Mayor advised that he did not dispute the figures, however he considered that they had been misinterpreted. Cllr Giles queried the sum of £15,000 that the Council had set aside for the project and also the Clerk's exchange of correspondence with Mr Palfrey, in which she had disputed his figures. It was understood that following a meeting between the Clerk and Mr Palfrey, that Mr Palfrey had subsequently agreed the Clerk's figures. It was agreed that the item required further discussion and it was requested that it be included on the agendas for the next Property and Land Working Group, the Finance Committee and the December Full Council Meeting

.....Mayor's Initials

17/11/26

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

The following correspondence was tabled

Sender	Details
EDDC	Confirmation of cessation of rates on disabled toilet at the Old Town Hall
CPRE Devon	Request to join CPRE
Health watch	Voices magazine

17/11/27

TO RECEIVE REPORTS FROM COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES (INCLUDING REPORTS ON THE `OSM KING AND QUEEN OF THE MOUNTAIN` AND THE INFORMATION CENTRE BY CLLR GORI)**Mayor`s Meetings**

Date	Meeting details
2	Full Council Meeting
5	Judge Jersey Hill Climb
9	Planning Committee Meeting
11	Trustee Meeting Station
31	Finance Committee Meeting

Councillors Meetings

Gori	Information Centre, King & Queen of Mountain
Faithfull	Ottery League of Friends, FOOL, EDDC

Hill Climb

Cllr Gori had provided a written report which had been e-mailed to all councillors. In addition she advised that the event had been so successful that it was hoped it would be held annually. The event had made a small profit and there was still income to come in. The Mayor thanked Cllr Gori for all her hard work, Cllr Gori advised that the success of the event had been due to the support of the Working Group

Information Centre

Cllr Gori advised that she would like to give credit to Phyllis Baxter with regards to the Centre. She advised that a meeting had taken place at which members of the Business Forum had been present. A three stage plan had been agreed at which its purpose was for the Information Centre to work for the benefit of the community. All stages had been completed which included the welcome production of the new Town Guide

17/11/28

TO RECEIVE COUNCILLORS' QUESTIONS

No questions were raised. Cllr Harding expressed her pleasure at coming back on to the Council and the Mayor reciprocated this statement

The meeting then went into Confidential Session**Meeting ended at 9.16pm****Mayor's signature: Date:.....****DATE OF THE NEXT MEETING: MONDAY 4th DECEMBER 2017 AT 7PM AT THE COUNCIL CHAMBER, COUNCIL OFFICES, OTTERY ST MARY**

.....Mayor`s Initials

.....Mayor`s Initials