



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 4TH APRIL 2022** at **7.00pm**. The meeting was held at the Station Community Hub, Mill Street, Ottery St Mary EX11 1AH

PRESENT: - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Faithfull, Grainger, Stewart, Giles, Martin, Copus, DCC Cllr Bailey, Emiko L'Estrange-Member of Youth Parliament for Devon, Christine McIntyre-CEO, Kerry Kennell-Deputy CEO and 3 members of the public

22/04/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pang and EDDC Cllr Pratt. The Mayor gave her thanks to Lyn Shaw for her contribution to the Council following her resignation as a Councillor. On behalf of the Council the Mayor wished Lyn and her family every success in their new business venture.

22/04/02

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

Name of Councillor	Agenda Item and Interest
Cllr Roger Giles	Agenda item 22/04/15b – Cllr Giles is a trustee of the Heritage Society
Cllr Peter Faithfull	Agenda item 22/04/28 – Cllr Faithfull is a member of the Ottery Refugee Response Group
Cllr Richard Grainger	Agenda item 22/04/27 – Cllr Grainger is an allotment holder
Cllr Vicky Johns	Agenda item 22/04/06 - Cllr Johns is a director of Ottery Community Volunteers
Cllr Stewart Lucas	Agenda item 22/04/06 - Cllr Lucas is a director of Ottery Community Volunteers
Cllr Dean Stewart	Agenda item 22/04/06 - Cllr Stewart is a director of Ottery Community Volunteers
Cllr Sarah Martin	Agenda item 22/04/10c – Cllr Martin is owner of Nourish

22/04/03

Mayor's Initials.....

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 the following items be discussed in Confidential Session:

8b) To approve (if appropriate) any recommendations from The Station Community Hub Management Committee

8c) Station Hub - Guides/Brownies and Silver Band Community Group hirers - Update and proposals to be approved (if appropriate)

10b) To consider proposals, and approve (if appropriate) a consultant to progress the regeneration plans for the parish

26. To consider long term plans for the Council Offices

22/04/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *Individual contributions will be limited to 3 minutes*

Emiko has been elected as a member of Youth Parliament. Emiko spoke about the problem of young people leaving OSM. Emiko has asked young people what they would like and there is a feeling that the Land of Canaan is underutilised, and young people would like an event to be held in the Summer. They would like live music including school bands. The possibility of an open-air cinema was also raised. Emiko is focussed on what can be done to make OSM more popular for young people. The Council offered their congratulations to Emiko on her election to Youth Parliament which is a tremendous achievement and agreed to work closely with her. Emiko will be invited to the Regeneration and Station Hub Committee meetings.

Agenda item 7 was brought forward.

22/04/05

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Bailey gave a verbal report. She has objected to the Boundary Commission Review which proposes that Ottery St Mary and West Hill are split. DCC has launched a new website to help Ukrainian refugees and the local families who wish to support them. A Quality Audit carried out, highlighted that structural racism exists at DCC - the report is on the DCC website. The Children's Scrutiny Committee has been looking at the serious failures in Children's Services which were highlighted by Ofsted in 2020. Members of the public can attend scrutiny meetings. At EDDC the Scrutiny Committee has spoken to South West Water (SWW) about how the Council can scrutinise the delivery of water and sewage but the response SWW gave was very disappointing. TSJ Eager Beavers are already carrying out water testing so Cllr Bailey will speak to them about their results. It was **AGREED** that the Council will write to SWW to ask about continuing water testing. The Council would like to mirror the water testing that is already being carried in Tipton St John and Cllr Martin will take the lead. Cllr Giles will draft a letter which will be copied to Cllr Bailey. See 22/04/10 for further reports.

Agenda item 28 was brought forward.

22/04/06

UKRAINIAN REFUGEES – UPDATE/ISSUES TO BE DISCUSSED

Mayor's Initials.....

Two members of the Ottery Refugee Response Group were permitted to speak. They gave an overview of the current situation and explained how they have set up contacts with people in OSM via Facebook and email, as well as forming links to other local groups. They have circulated a questionnaire and have currently received 20 responses. They aim to provide information and support to sponsors and to refugees. They are already in discussions with Ottery Help Scheme and the church. They hope that information sessions and social gatherings could be held at the Old Boys School. DCC will be responsible for carrying out the DBS checks and EDDC will carry out the home checks and safeguarding checks. They hope the Council will be able to support them although at the current time do not know what type of support they will require. It was AGREED that Cllr Stewart will be the Council representative once the type of support required becomes clearer. It is possible that storage facilities may be required but this will not be required until the age range of the refugees in the area is known.

22/04/07

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *Individual contributions will be limited to 3 minutes*

A member of the Guides spoke regarding the impact on guiding sessions, the youth club would have, (with the club sessions proposed to be held on a Tuesday evening) and their disappointment about the lack of communication regarding this. The Council apologised for the inconvenience and advised it was working with the Guides to seek a suitable alternative venue for their sessions to be held.

22/04/08

TO RECEIVE THE MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL OF 7th MARCH 2022 (MINUTE REFS 22/03/01 – 22/03/35), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 7th March 2022 (minute refs 22/03/01 – 22/03/35) were presented and approved. The minutes were then signed by the Mayor as a true record of the meeting.

22/04/09

PLANNING COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15th MARCH 2022 (MINUTE REFS P22/03/01 – P22/03/09)**

The Minutes of the Planning Committee Meeting of 15th March 2022 (P22/03/01 – P22/03/09) were noted.

- b) **TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:**

Reference	Applicant	Details
22/0572/FUL	Agent: Robinson Jary Woodcote Cottage Gosford Road Ottery St Mary EX11 1NU	Single storey side/rear extension

Mayor's Initials.....

It was RESOLVED that the Council support this application. <i>Cllrs Stewart, Faithfull and Martin abstained.</i>		
22/0567/FUL	Phillip Nichols 25 Raleigh Road Ottery St Mary EX11 1TG	Construction of single storey rear extension.
It was RESOLVED that the Council support this application. <i>Cllrs Stewart, Faithfull and Martin abstained.</i>		

22/04/10

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

No report has been received from EDDC Cllr Pratt.

EDDC Cllr Faithfull attended a Strategic Planning Meeting and has raised the need for affordable homes in open countryside. He also attended the Scrutiny meeting with South West Water.

EDDC Cllr Johns has also attended the Strategic Planning Meeting and Scrutiny meeting with South West Water. Cllr Johns has been without telephone and Wi-Fi for over two weeks but this has now been fixed.

22/04/11

STATION COMMUNITY HUB MANAGEMENT COMMITTEE:

- a. **TO RECEIVE THE MINUTES OF THE STATION COMMUNITY HUB MANAGEMENT MEETING OF 28TH MARCH 2022 (MINUTE REFS OH22/03/01 - OH22/03/13)**

The minutes of 28th March 2022 (minute refs OH22/03/01 – OH22/03/13) were noted.

- b. **TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE STATION COMMUNITY HUB MANAGEMENT COMMITTEE**

This item was discussed in confidential session.

- c. **STATION HUB - GUIDES/BROWNIES AND SILVER BAND COMMUNITY GROUP HIRERS - UPDATE AND PROPOSALS TO BE APPROVED (IF APPROPRIATE).**

This item was discussed in confidential session.

22/04/12

S106:

- a) **UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)**

Sulina Tallack from EDDC has confirmed that Section 106 funding can be used to fund a consultant to progress the MUGA plans (and any projects over £100,000). The Council has £165,000 Section 106 funding allocated to pitches. It was **RESOLVED** that the Council are happy to spend up to £165,000 on the MUGA and enter into the appropriate grant agreement with EDDC for £165,000. Any excess funding will remain with EDDC and can be used for future projects. *All voted in favour.*

22/04/13

REGENERATION AND CLIMATE ACTION COMMITTEE ISSUES:

Mayor`s Initials.....

a. TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE REGENERATION AND CLIMATE ACTION COMMITTEE MEETING

There were no recommendations made.

b. TO CONSIDER PROPOSALS AND APPROVE (IF APPROPRIATE) A CONSULTANT TO PROGRESS THE REGENERATION PLANS FOR THE PARISH

This was discussed in confidential session.

c. TO CONSIDER (AND APPROVE IF APPROPRIATE) BANNING THE USE OF SINGLE USE PLASTIC IN THE COUNCIL OFFICES

The sub-group looking at Climate Action would like to ban the use of single use plastic in the Council Offices and encourage all organisations to do the same. It was suggested that this could apply to all Council owned properties. Cllr Martin will set up a meeting with Plastic Free Ottery to discuss this with them.

d. TO CONSIDER (AND APPROVE IF APPROPRIATE) WHETHER THE COUNCIL WOULD BE PREPARED TO HELP WITH FUNDING FOR A HAMPER TO BE OFFERED AS A PRIZE FOR COMMUNITY ENGAGEMENT FOR PEOPLE COMPLETING THE ACTIVE TRAVEL SURVEY

It was **RESOLVED** that £10 from the regeneration budget will be offered as a prize for completing the Active Travel Survey. *All voted in favour.* Cllr Martin will contact DCC to see if they are able to offer any financial support for this work.

22/03/14

POLICE MATTERS

No report was received.

22/03/15

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

The Mayor, Deputy Mayor, Cllr Stewart agreed to pay a deposit for a new Commercial Aluminium single door at The Station for £576.25 excl VAT.

22/03/16

FINANCIAL MATTERS:

a. TO CONSIDER AND APPROVE THE MARCH 2022 COUNCIL SCHEDULE OF PAYMENTS

It was **RESOLVED** to approve the March 2022 Council Schedule of Payments in the sum of £29,771.96.

a. TO APPROVE SUBSCRIPTIONS FOR 2022/23 INCLUDING MEMBERSHIP OF DALC AT A COST OF £1019.17

It was **RESOLVED** to approve the subscriptions including membership of DALC at a cost of £1019.17.

a. TO CONSIDER (AND APPROVE IF APPROPRIATE) COMMUNITY GRANT REQUESTS FROM OTTER VALE FRIENDS OF HOSPISCARE AND TIPTON ST JOHN PLATINUM JUBILEE CELEBRATIONS COMMITTEE

It was **RESOLVED** to pay the following annual grants:

Mayor's Initials.....

Otter Vale Friends of Hospiscare – subject to the Town Council`s logo also being printed on the gazebo in a prominent position	£210
Tipton St John Platinum Jubilee Celebrations Committee	£200

22/03/17

TOURISM WORKING GROUP UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

The Council is currently waiting for a decision from EDDC on the grant application.

22/04/18

PROPERTY MATTERS:

b. APPROVAL OF THE TRANSFER OF 12 CAR PARKING SPACES TO THE COUNCIL BY CLOUD 9 DEVELOPMENTS LTD AND THE SIGNING OF THE TRANSFER BY THE MAYOR AND DEPUTY MAYOR

It was **RESOLVED** that the transfer of 12 car parking spaces to the Council by Cloud 9 Developments will go ahead. *Cllr Stewart abstained*. The transfer will be signed by the Mayor and Deputy Mayor.

c. APPROVAL FOR THE COUNCIL TO APPLY FOR PLANNING CONSENT (AND INCUR THE FEE) TO REPLACE THE WINDOWS IN THE MUSEUM

Cllr Giles left the room whilst this item was discussed as he is a trustee of the Heritage Society. It was **RESOLVED** that the Council will apply for planning consent (and incur the fee) to replace the windows in the museum. *Cllrs Giles returned to the room once the item had been concluded*.

22/04/19

REPORT FROM THE MAYOR

The new playpark in Winter's Lane which was funded using Section 106 money has been officially opened. An oak tree donated by EDDC to commemorate The Queen's Platinum Jubilee has been planted at the Land of Canaan. A plaque will be installed before the Jubilee. Thanks were given to Cllr Giles for regularly watering the tree. The Mayor has been in contact with EDDC and has suggested the planting of a canopy of trees at Winter's Lane. Discussions are continuing regarding this and if it goes ahead planting would take place later this year.

22/04/20

REPORT FROM THE CEO/DEPUTY CEO

The CEO advised that no contractors had come forward to be considered for the Council's Approved Contractors list (the closing date was 31st March 2022). The application for a 20mph speed limit has been submitted to DCC. The Council's response to the Boundary Commission has also been submitted. The CEO has been in touch with the Official Receiver regarding the parking spaces and grass area in front of the Council Offices. The Receiver suggested the landowner is contacted directly. The CEO has written to the landowner but there has been no response received to date.

22/04/21

Mayor`s Initials.....

CONSIDERATION OF PROPOSED 2022 TOWN COUNCIL EVENTS (IN THE LIGHT OF ON-GOING COVID CONCERNS) AND TO MAKE DECISIONS ACCORDINGLY

There was discussion that despite the continuing high number of Covid cases, particularly in East Devon, there are no rules to prevent events taking place. The Council feels it is important to be available to the public. It was **RESOLVED** that a date will be arranged for the Annual Parish Meeting to take place in The Institute before 1 June.

22/04/22

QUEEN'S PLATINUM JUBILEE

a. WORKING GROUP – UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

The Queen's Platinum Jubilee Working Group has met, and plans are being drawn up for the four-day event. There is another meeting of the working group on 19th April.

22/04/23

UPDATE ON WASTE/DOG BIN AT TIPTON ST JOHN

A bin has been installed at no cost to the Council. Thanks were noted for EDDC for providing the bin and the CEO for arranging it.

22/04/24

PLANTING IN OTTERY ST MARY:

a. TO CONSIDER (AND APPROVE IF APPROPRIATE) THE FORMATION OF A COUNCIL WORKING GROUP, MEMBERSHIP AND TERMS OF REFERENCE WHICH WILL HELP CO-ORDINATE THE SETUP OF A NEW COMMUNITY GROUP TO REPLACE OTTERY IN BLOOM

It was not felt necessary to form a Council working group as a meeting has already taken place with parishioners interested in setting up a new organisation. The new group will run alongside the Regeneration and Climate Action Committee. It was **RESOLVED** to spend up to £2,500 from general reserves until such time as the new organisation, Bloom in Ottery is up and running with a bank account.

b. TO NOTE THE DISSOLUTION OF OTTERY IN BLOOM ('OIB') AND TO FACILITATE FUNDING AND DISCUSS THE TRANSFER OF FUNDING BACK FROM OIB BEING EARMARKED FOR THE REPLACEMENT COMMUNITY GROUP AND TO CONSIDER THE COUNCILS INVOLVEMENT IN THE RECRUITMENT OF VOLUNTEERS FOR THE COMMUNITY GROUP

It was noted that the money from OIB cannot be earmarked for the new group but a grant application can be made by the new group once they are up and running. It was **AGREED** that the full begonia order will be cancelled.

22/04/25

HOME LANE - NOTING OF HMPE STATUS

Cllr Giles gave an update. It was noted that Home Lane has HMPE status.

22/04/26

TO RECEIVE AN UPDATE ON GRANTS

All grant applicants (excluding the two discussed earlier) have now received notification of whether their applications have been successful or unsuccessful.

Mayor's Initials.....

Successful applicants will receive their grant payments in April.

22/04/27

APPROVAL FOR THE COUNCIL TO ENTER INTO A HIGHWAY AGREEMENT UNDER S142 OF THE HIGHWAYS ACT 1980(AND INCUR THE FEE) FOR TH CULTIVATION OF LAND OPPOSITE BROOK COTTAGE, TIPTON ST JOHN, WHICH CULTIVATION WILL BE UNDERTAKEN BY THE TSJ EAGER BEAVERS

This is being put on hold at the request of TSJ Eager Beavers as they have a more important project on the playing fields to complete.

22/04/28

UPDATE REGARDING REQUEST BY OTTERY SCOUTS TO BECOME INVOLVED WITH COMMUNITY PROJECTS

Cllr Lucas has spoken with the scouts who are interested in helping with planting and watering. They may also be able to assist with water sampling, work at the Station and also at Ottery Community Volunteers.

22/04/29

TO CONSIDER LONG TERM PLANS FOR THE COUNCIL OFFICES

This item will be discussed in Confidential Session.

22/04/30

TO CONSIDER AND APPROVE (IF APPROPRIATE) RESCISSION OF MOTION 22/02/11 REGARDING DEEDS OF VARIATION FOR EXISTING ALLOTMENT TENANTS

It was **RESOLVED** to rescind the motion 22/02/11 regarding deeds of variation for existing allotment tenants. *Cllr Grainger and Cllr Faithfull abstained.*

22/04/31

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none received.

22/04/32

TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

22/04/33

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Copus advised that the Council should know shortly whether the visit to Ilsfeld, Germany can go ahead this year. Cllr Copus will be going on the visit if it does go ahead. It was raised whether local companies could sponsor one of the new planters. There was concern about anything being attached to the planters which could damage the wood. The Deputy CEO will check with EDDC whether this is allowed under the terms of the grant.

CONFIDENTIAL SESSION

22/04/34

Mayor`s Initials.....

STATION HUB - GUIDES/BROWNIES AND SILVER BAND COMMUNITY GROUP HIRERS - UPDATE AND PROPOSALS TO BE APPROVED (IF APPROPRIATE)

a. TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE STATION COMMUNITY HUB MANAGEMENT COMMITTEE

It was **RESOLVED** that the grant from VOYC?? could be spend on the items de-tailed. *Cllr Faithfull and Cllr Stewart abstained.* It was noted that the priority is to find the right person to run the SPACE sessions. It was **RESOLVED** that the junior member of staff will work one night a week in Ottery and will spend their second night training in Exmouth. It was **RESOLVED** that in principle the Council support spending up to £4,000 extra per annum on the salary of the senior youth worker. *Cllr Faithfull abstained.* It was noted that any improvements to the interior of the building required by the youth organisation(s) and specific to youth club activities should be paid for from the Station budget but that general repairs and maintenance should come from the Council budget.

b. STATION HUB - GUIDES/BROWNIES AND SILVER BAND COMMUNITY GROUP HIRERS - UPDATE AND PROPOSALS TO BE APPROVED (IF APPROPRIATE).

It was **RESOLVED** that the Guides can use the Meeting Room & Chamber, term time only, subject to confirmation from our sitting tenant and insurance company that this is acceptable. It was agreed that the Council Offices should be used more by the community. The Property and Land Committee will investigate the possibility of installing a small kitchen facility and developing a community space that can be hired out.

22/04/35

TO CONSIDER PROPOSALS, AND APPROVE (IF APPROPRIATE) A CONSULTANT TO PROGRESS THE REGENERATION PLANS FOR THE PARISH

It was felt that both consultants have different strengths and skill sets. It was **RESOLVED** that both consultants will be invited to spend a day in Ottery at a cost of up to £1,000 from the Regeneration budget. *Cllr Faithfull abstained.* Cllrs Green, Stewart, Giles and Lucas expressed interest in meeting the consultants.

22/04/36

TO CONSIDER LONG TERM PLANS FOR THE COUNCIL OFFICES

It was agreed that the long-term plans for the Council offices need to be discussed. This will be considered by the Property and Land Committee.

The meeting ended at 9.45pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 9 th May 2022 – Location to be confirmed

Mayor`s Initials.....