



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 5TH DECEMBER 2022** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ

PRESENT: - Cllrs Johns (**Mayor**), Lucas (**Deputy Mayor**), Johnston, Pang, Green, Faithfull, Copus, Stewart (from 7.14pm), Grainger, DCC Cllr Bailey (from 8.50pm), Kerry Kennell (CEO), Christine McIntyre (Support Officer) and 2 members of the public.

22/12/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Martin and EDDC Cllr Geoff Pratt

22/12/02

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 Johns	Agenda item 14b – Cllr Johns declared a pecuniary interest as items relate to her husband's work. During the meeting Cllr Johns declared a personal interest in Agenda item 17 as a director of Ottery Community Volunteers.
Cllr Lucas	Cllr Lucas declared a personal interest as a director of Ottery Community Volunteers
Cllr Green	No interests declared. During the meeting Cllr Green declared a personal interest as the Chair of The Institute.
Cllr Copus	No interests declared.
Cllr Faithfull	No interests declared.
Cllr Grainger	No interests declared.
Cllr Johnston	No interests declared. During the meeting Cllr Johnston declared a pecuniary interest in Agenda item 12b as a trustee of Tipton St John Playing Fields.
Cllr Pang	No interests declared. During the meeting Cllr Pang declared a personal interest in the skatepark as she was involved when it was first set up.
Cllr Stewart	No interests declared. During the meeting Cllr Stewart declared a personal interest in Agenda item 17 as a director of Ottery Community Volunteers.

Mayor's Initials.....

22/12/03

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 the following item be discussed in Confidential Session: Agenda Item 14b – quotations in relation to The Museum (if Councillors wish to discuss the individual quotes).

22/12/04

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 public spoke in relation to the lease between the Council and the Heritage Society in relation to the Museum. This will be discussed further in Agenda Item 14b.

22/12/05

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

No members of the police were present but thanks were noted for PCSO Simms for his help with the Christmas Late Night event.

22/12/06

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 7TH NOVEMBER 2022 (MINUTE REFS 22/11/01 – 22/11/31) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 7th November 2022 (minute refs 22/11/01 – 22/11/31) were presented and the word 'rent' was added to minute 22/11/13 in relation to the Petanque Club. The minutes were then signed by the Mayor as a true record of the meeting.

22/12/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Johns sent a written report.

EDDC Cllr Pratt sent a written report.

EDDC Cllr Faithfull has attended two meetings in his EDDC Cllr capacity in relation to the EDDC Local Plan Consultation.

DCC Cllr Bailey will be joining the meeting later as she has another meeting to attend first.

22/12/08

TO CONSIDER EAST DEVON LOCAL PLAN CONSULTATION

The EDDC drop-in session was held on 30 November. The Council was disappointed that the EDDC officers in attendance were unable to answer questions from residents. There is an overall concern that the infrastructure within Ottery is already at breaking point. It was **RESOLVED** that the CEO will write to EDDC to raise concerns regarding the session that was held. It was **RESOLVED** that the CEO will create an electronic form to capture Councillors views of the proposed

Mayor`s Initials.....

EDDC Local Plan. The Council's response to the proposed EDDC Local Plan will be formulated at the January Council meeting.

22/12/09

PLANNING COMMITTEE: TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 14TH NOVEMBER 2022 (MINUTE REFS P22/11/01 – P22/11/11)

The Planning Committee minutes of 14th November 2022 (minute refs P22/11/01 – P22/11/11) were noted. It was AGREED that all comments from the Planning Committee will be summarised by the Chair to ensure the correct comments are recorded.

22/12/10

S106: UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)

Cllr Stewart has attempted to contact the new S106 Officer at EDDC on two occasions with no avail. He will try again copying the email to Mark Williams, Chief Executive of EDDC and to Cllr Paul Arnott, Leader of EDDC.

22/12/11

REGENERATION AND CLIMATE ACTION COMMITTEE

a. TO NOTE THE MINUTES OF THE REGENERATION AND CLIMATE ACTION COMMITTEE OF 15TH NOVEMBER 2022 (MINUTE REFS RCA22/11/01 – RCA22/11/13)

The Regeneration and Climate Action Committee minutes of 15th November 2022 (minute refs RCA22/11/01 – RCA22/11/13) were noted.

b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** to approve the following recommendations:

- Phase 2 of the projects proposed by Place Studio are started once Phase 1 is completed if supported by the Regeneration and Climate Action Committee.
- Phase 2 of the traffic management consultation and evaluation is started when Phase 1 is completed if supported by the Regeneration and Climate Action Committee.

22/12/12

FINANCE COMMITTEE

a. TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 23RD NOVEMBER 2022 (MINUTE REFS F22/11/01 – F22/11/10)

The Finance Committee minutes of 23rd November 2022 (minute refs F22/11/01 – F22/11/10).

b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** to approve the following recommendations:

Group	Amount requested	Recommendation
Tipton St John Playing Field Association	£2,000 to undertake and complete community engagement activities and	To invite representative to a meeting/Teams meeting to discuss their application further

Mayor's Initials.....

	to prepare a report as evidence of community support for improvements to the pavilion building	
Ottery St Mary Joint Guide and Scout Committee – Pixie Day	£300 towards Pixie Day events	To award £300.00.
Tale Valley Trust	£250 towards maintenance of the River Tale corridor	To award £250.00.
RIO	£2,000 to replace the electrical lighting with more sustainable and energy efficient sources	To invite representative to a meeting/Teams meeting to discuss their application further

SHOP FRONT GRANT

Business	Recommendation
Devon Eco Boutique	£300.00
The Ottery Hound	£250.00
Christopher Piper Wines	£400.00
Cold Harbour Farm	£500.00
Coffee Bank	£179.12

- That the precept for 2023 - 24 is increased by 5% to £256,383.00.
- The Community Grant Policy will be updated to enable grant applications to be made at any time of year (whilst funds are available within the agreed budget allocation for Grants).

22/12/13

STATION COMMUNITY HUB COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE STATION COMMUNITY HUB COMMITTEE OF 28TH NOVEMBER 2022 (MINUTE REFS SH22/11/01 – SH22/11/13)**

The minutes of the Station Community Hub Committee of 28th November 2022 (minute refs SH22/11/01 – SH22/11/13) were noted.

- b. **TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** to approve the following recommendations:

- That a property strategy be completed for The Station confirming plans for the development and extension of the building over the next five years. This can then be shared with the Property & Land Committee and Finance Committee for their input.
- That £25,000 is allocated in the 2023/24 budget to the Station Hub Committee to be available for match funding opportunities to develop youth and mental health support. This will come from general reserves.

22/12/14

PROPERTY AND LAND COMMITTEE

Mayor's Initials.....

a. TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 1ST DECEMBER 2022 (MINUTE REFS PL22/12/01 - PL22/12/11)

The Property and Land Committee minutes of 1st December 2022 (minute refs PL22/12/01 – PL22/12/11) were noted.

b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** to approve the following recommendations:

MUSEUM:

- After consideration of the points raised during Public Participation the recommendation of the Property and Land Committee will not be accepted. Clarification will be sought from the Council's solicitor regarding why his recommendation is for a side letter and not to incorporate a number of the HOTS into the lease. The Support Officer will advise the Council's solicitor that the Council's preference is for these items to be included in the lease.

The Mayor left the meeting. This section of the meeting was Chaired by Cllr Lucas.

That the lease be treated as a disposal under the General Disposal Consent (England) 2003 Consent.

- Mr. Johns has indicated that he will submit a tender for works to glaze and install the former Gaffney window. Confirmation will be sought from JTP Joinery regarding the specification for their quote. Delegated Authority to be sought as to who is to be awarded the contract(s) for the work once all the information was to hand

SKATEPARK:

- That Russ the CEO at Maverick be consulted to assist the Council with technical information to build a case to have unrestricted access if DCC was not going to provide an alternative route (which Mr Williams from DCC had advised was not affordable).

CEMETERY:

- That East Devon Tree Care carry out a risk assessment of the Council's trees abutting Coleberd Close.
- That the Council accept the free standard sized Common Wealth war grave sign and it be sited on the cemetery gates.

MISCELLANEOUS:

EDDC Community Asset Transfer

- That the Land of Canaan be considered (including the car park) as a transfer to the Council.
- That EDDC are approached to request that their land at Windrush/Millcroft be rewilded and consideration be given to it being transferred to the Council
- That an initial meeting be set up with EDDC to consider the benefits/drawbacks of taking on the assets and to work with EDDC to progress if appropriate

Proposed Permissive Path at the Cricket Club

- That there should be further dialogue regarding the proposed footpath with Mr Johns and a Teams Meeting be set up with the Cllrs Lucas and Green to establish clarity and a clear understanding as to how the matter could be progressed to the satisfaction of all parties.

Mayor's Initials.....

- That there should be public consultation re the fencing and the potential gifting of land.
- If consultation was carried out re the proposed permissive path that it should be dealt with in parallel with progressing the provision of a footpath to Otter Garden Centre and that a further approach be made to the landowner re the land required for the project
- That the OSM Bowling Club are permitted to plant the following trees:- 8 Goat Willow, 6 Hazel, 8 Crab Apple, 8 Rowan, 4 Black Thorn at their proposed location within their leased area
- That a chasing e-mail is sent to the Charities Commission regarding the winding up of the Station Charity and the distribution of their remaining funds.
- That the Police are contacted to enable the Council (in its capacity of Landlord) to carry out a check of the police premises.
- That a review is carried out by a professional company of the Council Offices to establish a more practical way of the admin team working within the building and to also get best value out of the building. That consideration be given to other Council properties being reviewed at the same time
- That the Council's very expensive mortgage taken out in 2008 be reviewed again
- That The quote from Orchard Memorials for repairs to the memorial stones be accepted at a cost of £5,002.00 .

The Mayor re-joined the meeting.

22/12/15

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

The following decisions were made under the scheme of delegation:

Cllrs Johns, Lucas and Stewart agreed to purchase 3 chairs for office staff at a cost of £622.47.

Cllrs Johns, Lucas, Copus and Grainger agreed to authorise up to £350 to print leaflets on the EDDC Local Plan.

22/12/16

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the November 2022 Council Schedule of Payments in the sum of £34862.83.

22/12/17

TO RECEIVE AN UPDATE REGARDING OFFERING A WARM SPACE DURING THE WINTER TO MEMBERS OF THE PARISH AND MAKE ANY DECISIONS RELATING TO THIS (IF APPROPRIATE)

There has been no response to the emails sent to community groups. This will be kept under review as the need arises within the community.

22/12/18

Mayor's Initials.....

TO RECEIVE AN UPDATE FROM THE CHRISTMAS WORKING GROUP

The Mayor gave a verbal update. Overall the event was a great success and a de-brief has taken place. Thanks were noted to the Council office staff and in particular Jane Bushby, the Carnival and Tar Barrel Committee and Cllrs Lucas and Stewart. For next year the Council will liaise with Encore for a solution to enable the lights to go on at the correct time.

22/12/19

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey reported that she had received the scoring information regarding the 20mph scheme and it appeared that Ottery had been mis scored which would raise their position to joint 4th place on the waiting list. Cllr Bailey will contact DCC to confirm that Ottery does have a speed watch. Cllr Bailey has held a meeting regarding the difficulties being experienced by residents within the parish using mobility scooters. Cllr Lucas advised that the Regeneration and Climate Action Committee can collect and provide data regarding issues with the number and location of drop curbs within the town. Cllr Bailey has also met with DCC at the junction of Long Dogs Lane and Tip Hill. Cllr Bailey is happy to meet with the Regeneration and Climate Action Committee to discuss their projects if appropriate.

22/12/20

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

A large body of work has already been carried out on this project by Voyage. An Imaginarium event is being held on 16 December. The CEO will confirm if Cllr Stewart can attend. Ignyte are now developing the Visit Ottery website which will be linked to the Visit Devon website. Ignyte will be contacting businesses working with the Business Forum. Thanks were noted for Cllr Lucas and Cllr Green.

22/12/21

TO CONSIDER REPORT FROM THE MAYOR

The Mayor has sent a written report.

22/12/22

REPORT FROM THE CEO

The CEO advised that Simon Jupp, MP has confirmed that he has raised with South West Water regarding the sewage discharges and he will advise when he receives a response. A DCC Highways Surgery was held from the Council Offices on 17th November and the next surgery will be on 26th January. Citizens Advice held a surgery on 30th November and will be visiting monthly. The CEO gave her thanks to Jane Bushby for the tremendous effort she put into organising the Late Night Event.

22/12/23

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

- Devon Electric Vehicle Charging Strategy - councillors were encouraged to complete the survey.
- Emergency Tree Fund Proposals – 175 trees have been allocated to Winters Lane Playing Field.
- East Devon Boundary Changes – thanks were noted to DCC Cllr Bailey and Cllr Giles for successfully challenging the proposed changes.

Mayor`s Initials.....

- Signs Butts Road - Cllr Johns has been in correspondence with DCC regarding improved signage between Butts Road and Otter Garden Centre. Signs will cost £1,000 but DCC do not have the budget. It was AGREED that the Council will apply for £500 from Cllr Bailey's Locality budget. This will be discussed by the Regeneration and Climate Action Committee at their next meeting.
- Twinning Association - a meeting will be held in early February regarding this. This will be put on the agenda for the January Town Council meeting.

22/12/24

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

A report was circulated from Cllr Pang.

22/12/25

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Lucas advised that Cllr Copus' input on replacement signs within the conservation area would be very much appreciated.

Cllr Faithfull suggested that it is checked where the water from the disabled toilet leak has gone if it has not gone into the cellar. The CEO will check whether this is covered by the Council's insurance.

Cllr Faithfull advised that at a recent FOOL meeting it had been raised that there were no actual Christmas lights on the Library. To adjust this would incur extra expense so the CEO will contact the Library to request that a formal request is made for consideration by the Council.

The meeting ended at 9.28pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 9 th January 2023 – Council Offices, 8 Broad Street

Mayor's Initials.....