



# Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 6<sup>TH</sup> DECEMBER 2021** 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, Grainger, Pang, Faithfull, Copus, Martin, Stewart and Shaw, Kerry Kennell, Deputy CEO, Jane Bushby, Administrator and two members of the public

21/12/01

## **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from the Cllr Giles, DCC Cllr Bailey and Christine McIntyre, CEO

21/12/02

## **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Vicky Johns	Item 24 – Director of Ottery Community Volunteers
Cllr Stewart Lucas	Item 24 – Director of Ottery Community Volunteers
Cllr Dean Stewart	Item 24 – Director of Ottery Community Volunteers
Cllr Peter Faithfull	Item 11 - Personal interest as he has been having private conversations in relation to Tipton St John School. There was a lengthy discussion regarding this and the nature of the interest in relation to Cllr Faithfull's company and whether it was dormant. Cllr Faithfull advised that he would continue to leave the room when Tipton St John Primary School was discussed.
Cllr Elli Pang	Representative of the Town Council for Ottery Feoffee Charity and The Institute

21/12/03

## **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**

Mayor's Initials.....

It was **RESOLVED** that an item to be raised by Cllr Copus in Item 29 will be discussed in Confidential Session.

21/12/04

**TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES***

No items were raised.

21/12/05

**TO RECEIVE THE MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL OF 1<sup>ST</sup> NOVEMBER 2021 (MINUTE REFS 21/11/01 – 21/11/25), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 1<sup>st</sup> November 2021 (minute refs 21/11/01 – 21/10/25) were presented. The minutes were amended to show that Cllr Faithfull did leave the meeting during the discussion regarding Tipton St John Primary School and that Cllr Pang had circulated a report of her activities to councillors. The minutes were then signed by the Deputy Mayor as a true record of the meeting.

21/12/06

**PLANNING COMMITTEE ISSUES:**

- a) **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15<sup>TH</sup> NOVEMBER 2021 (MINUTE REFS P21/11/01 – P21/11/09)**

The Minutes of the Planning Committee Meeting of 15<sup>th</sup> November 2021 (P21/11/01 – P21/11/09) were noted.

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

Reference	Applicant	Details
21/1688/MFUL	Motor Fuel Group Land South Of Lily Cottage Exeter Road Wimble	Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising of a forecourt sales building, canopy, separate HGV and Car fuel pumps and underground storage tanks and a new Class E/Sui Generis drive-thru restaurant alongside associated car, coach and HGV parking, landscaping and off-site highway works on the B3174.

It was **RESOLVED** that the Council support the application and it was noted that the applicant had listened to comments made regarding previous applications. The Council did however ask whether local produce and supplies would definitely be used and they questioned how there would not be an increase in local traffic. The Town Council are also keen to ensure that access to Ottery is not impacted during the build.

*Cllrs Green, Stewart, Faithfull, Martin and Pang abstained*

21/2896/FUL	Mrs Vicki Lawrence Knightstone	Proposed siting of additional shepherds hut
-------------	-----------------------------------	---

Mayor's Initials.....

	Knightstone Farm OSM EX11 1PP	
It was <b>RESOLVED</b> that the Council support this application. <i>Cllrs Stewart, Faithfull, Martin and Pang abstained.</i>		

21/12/07

**TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 11 NOVEMBER 2021 (MINUTE REFS PL21/11/01 – P21/11/17)**

The minutes of the Property and Land Committee meeting of 11 November 2021 (minute refs PL21/11/01 – PL21/11/17) were noted.

**a. TO APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THE PROPERTY AND LAND COMMITTEE**

It was **RESOLVED** to approve the following recommendations from that meeting:

**Council Offices:**

- CEO deal with matters raised in the fire risk, emergency lighting and alarm testing report.
- CEO to arrange 6 monthly legionella testing
- CEO to obtain quotes for the redecoration of the meeting room and exterior of the building

**Strawberry Lane:**

- CEO deal with matters raised in the fire risk, emergency lighting and alarm testing report
- CEO arrange for PAT testing
- CEO to arrange 6 monthly legionella testing

**Allotments:**

- To obtain further quotes for proposed works at the allotments

**Museum:**

- To instruct Western Power to carry out relevant works
- That the Council's Scheme of Delegation will be used in circumstances, whereby urgent consent is required for specific works to proceed without delay.

**The Silver Band Room:**

- To find a fan to improve ventilation
- CEO to contact the Heritage Society to ascertain whether they would be willing to have a TC representative on board

**The Library Toilets:**

- CEO to arrange 6 monthly legionella testing

**Misc Matters:**

- CEO will advertise for a handy person if the current arrangement with Janet's Helping Hands is not satisfactory
- A supply cleaner will be used with their own public liability insurance.
- A small budget will be made available to cover the cost of overalls/safety shoes etc.
- To arrange a meeting with Idverde to discuss concerns regarding the standard of workmanship

Mayor's Initials.....

It was **RESOLVED** that the Council will write to EDDC regarding the car parking spaces at Victoria Terrace to ascertain whether EDDC would be prepared to take the spaces on.

It was **RESOLVED** that the Terms of Reference for the committee are reviewed to give the committee the ability to make decisions relating to health and safety issues to prevent delay when safety checks or works are required.

21/12/08

**TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 4 NOVEMBER 2021 (MINUTE REFS F21/11/01-F21/11/13)**

The minutes of the Finance Committee meeting of 4 November 2021 (minute refs F21/11/01 – F/11/13) were noted.

**a. TO APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

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

- For members allowances to increase in line with EDDC increases
- For staff salaries to increase in line with their terms of employment and NALC recommendations

There was a discussion regarding the Council's commitment in 2022/23 to continue to develop and improve the Youth offering from the Station Community Hub, to develop Tourism and to move forward Regeneration and Climate Action projects for the parish. It will not be possible to carry out this work without significantly increasing the Precept. Further information will be prepared and circulated before the January meeting.

21/12/09

**TO NOTE THE MINUTES OF THE REGENERATION AND CLIMATE ACTION OF 12 NOVEMBER 2021 (MINUTE REFS RCA21/11/01 - RCA21/11/14)**

The minutes of Regeneration and Climate Action Committee meeting of 12 November 2021 (minute refs RCA21/11/01 – RCA/11/14) were noted.

**a) TO APPROVE IF APPROPRIATE) RECOMMENDATIONS OF THE REGENERATION AND CLIMATE ACTION COMMITTEE**

It was **RESOLVED** to approve the following recommendation from that meeting:

- That the TORs are amended to have a quorum of 3 councillors and are updated to be more realistic and achievable.

21/12/10

**TO NOTE THE MINUTES OF THE OTTERY HUB COMMITTEE MEETING OF 29 NOVEMBER 2021 (MINUTE REFS OH21/11/01 - OH21/11/11)**

The minutes of the Ottery Hub Committee meeting of 29<sup>th</sup> November 2021 (minute refs OH21/11/01 – OH21/11/11) were noted.

**A) UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS**

21/12/11

Mayor's Initials.....

**TIPTON ST JOHN PRIMARY SCHOOL WORKING GROUP UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS**

*Cllr Faithfull left the meeting.* There was a discussion regarding this. It was still felt that it would be beneficial if all interested parties worked together. Residents are still requesting an independent survey of the current site. It was proposed by the Mayor and seconded by the Deputy Mayor that the Council write directly to DCC to request an independent survey of the existing site and to ask why redevelopment of this site has not been considered. All voted in favour. It was **RESOLVED** that the Council write to DCC. *Cllr Stewart abstained. Cllr Faithfull returned to the meeting.*

21/12/12

**SECTION 106 UPDATE**

Work should be starting on the improved play facilities at Winters Lane by early Spring 2022. The Council are looking at improvements that can be made at Land of Canaan using Section 106 funding. A project manager will be appointed to move forward the Strawberry Lane MUGA which will be funded by Section 106.

21/12/13

**RIDGEWAY LEAT WORKING GROUP - TO REVIEW AND APPROVE TERMS OF REFERENCE**

The Terms of Reference have not been completed or membership of the working group confirmed. It was questioned why a working group was being set up and Cllr Faithfull advised it was to work with landowners and interested parties to preserve the Leat.

21/12/14

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

A written report was given by Cllr Bailey.

Cllr Johns has been involved in meetings regarding the public toilet consultation at EDDC. Concern was raised regarding a site named in the draft Local Plan as the site has previously had an application which was turned down by the Council, EDDC and DCC.

Cllr Faithfull has attended a Strategic Planning Meeting.

Cllr Pratt sent a written report.

21/12/15

**POLICE MATTERS**

No report was received.

21/12/16

**CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

The following decisions were made under the Scheme of Delegation:

- Decision of Dep Mayor; Chair of Prop and Land; Chair of Finance - for the CEO to progress a fire risk report for the Museum
- Decision of Mayor; the Chair of Property and Land and the Chair of Finance - for the CEO to obtain legal advice re the position of the Council and its `right` of access over the track owned by Western Power at Strawberry Lane
- Decision of Mayor; Dep Mayor and CEO - for the CEO to obtain legal advice regarding a councillor's interests

Mayor's Initials.....

21/12/17

**CHRISTMAS**

- a. **TO RECEIVE AN UPDATE REGARDING CHRISTMAS FROM THE MAYOR**
- b. **TO CONFIRM OPENING HOURS OF COUNCIL OFFICES DURING THE CHRISTMAS PERIOD**

It was confirmed that the Council Offices will be closed from 1pm on Christmas Eve and will reopen at 10am on Tuesday 4<sup>th</sup> January 2022.

21/12/18

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

Meetings have taken place with the Tourism Working Group to look at formalising links with Sidmouth to promote tourism. The Council has agreed to spend £5,000 on match funding which will be used to promote the parish which will be sustainable year on year. It was recognised that it is important for local business owners for people to be drawn to the parish – whether they live outside the parish or are visiting the area. It was agreed that currently there is no coordinated effort to market the parish. It was proposed that in 2022/23 a further £15,000 would be set aside to develop the parish. It was **RESOLVED** that the Council would offer to spend £5,000 on match funding and a further £15,000 to develop the parish. This was proposed by Cllr Lucas and seconded by Cllr Stewart. All voted in favour. The Council will drive forward supporting and promoting local businesses, improving synergy, help to building resistance and longevity and will drive to generate revenue for the parish and undersubscribed hospitality venues in the area.

21/12/17

**FINANCIAL MATTERS:**

- a) **TO APPROVE THE NOVEMBER 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the November 2021 Council Schedule of Payments in the sum of £24,322.85

- b) **TO APPROVE THE QUARTERS ACCOUNTS (JULY – SEPTEMBER)**

The Deputy CEO had not circulated all reports and so this will be added to the January agenda for review.

21/12/20

**THE ANNUAL PARISH MEETING - TO CONSIDER WHEN THE MEETING SHOULD BE HELD**

It was **RESOLVED** that the meeting be deferred until a later date. All voted in favour. This will be put on the February agenda.

21/12/21

**TO CONSIDER AND APPROVE (IF APPROPRIATE) RESCISSION OF MOTION P/21/08/04 - A DISCUSSION WAS HELD REGARDING FUTURE PLANNING MEETINGS.....**

Mayor`s Initials.....

It was discussed that it is not always possible to hold the Planning Committee on the third Monday of the month as this is determined by the deadlines of the planning applications that come in. It was **RESOLVED** to approve the rescission of the motion. Wherever applications permit the meetings will be held on the third Monday of the month but this may change if application deadlines dictate.

21/12/22

**TO CONSIDER AND APPROVE (IF APPROPRIATE) A DONATION TO THE MEN'S SHED TO COVER THE COST OF LABOUR FOR THE REPAIR OF THE MONUMENT BENCH**

It was **RESOLVED** to make a donation of £50.00 to cover the cost of labour to repair the monument bench. All voted in favour. There have been several positive comments about how nice it is to see the bench back in place.

21/12/23

**STRAITGATE QUARRY – TO RECEIVE AN UPDATE AND TO AGREE ANY FURTHER ACTION REQUIRED**

It was noted that the application was refused by EDDC. Thanks were given to everyone involved but particularly Cllr Giles, Cllr Pang and D.C.C Councillor Bailey.

21/12/25

**REPORT FROM THE MAYOR**

The Mayor gave an update that the bench to remember a young person who died earlier this year will be situated at the Land of Canaan. The friends of the person would like to pay for the bench themselves but thanked the councillor for offering to contribute towards it. The Mayor will contact Pete's Dragons charity to suggest they apply to the town council for a community grant. The Santa Fun Run has been cancelled due to the current Covid situation. The Church are interested in being involved in the celebrations for the Queen's Platinum Jubilee.

21/12/26

**REPORT FROM THE CEO & DEPUTY CEO**

The Councillor email accounts were updated last week. The Deputy CEO encouraged anyone experiencing problems with their emails to contact the Cloudy IT Helpdesk. Those councillors who had already been in contact with the helpdesk said how helpful they had been. If a councillor cannot access their emails the Deputy CEO asked that they let the office staff know so that alternate arrangements can be made.

21/12/27

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

An email had been circulated regarding fox hunting. It was noted that it is not fox hunting but trail hunting. As the meet is in the square the Council has no jurisdiction as this is a DCC Highways area.

21/12/28

**TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES.**

Report circulated to councillors from Cllr Pang.

Mayor`s Initials.....

21/12/29

**COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS**

Cllr Lucas stated it was disappointing that not all councillors had agreed to attend a get together being organised by the CEO. He felt it was important that all councillors were accountable. It was AGREED that an extraordinary meeting will be called in late January to agree a plan to move forward.

**CONFIDENTIAL SESSION**

21/12/30

Concerns were raised that not all businesses in the parish were following the current guidance regarding the wearing of masks. It was confirmed that the police and police community support officers can enforce compliance if members of the public do not comply with this law but there is nothing that the Council can do.

**The meeting ended at 9.45pm**

<b>SIGNATURE OF THE MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 10 <sup>th</sup> January 2021 – Station Community Hub, Ottery St Mary

Mayor's Initials.....