



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 7TH MARCH 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, DCC Cllr Bailey, Christine McIntyre, CEO, Kerry Kennell, Deputy CEO and 1 member of the public

22/03/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Pang, Copus and Shaw, and EDDC Cllr Pratt

22/03/02

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 Dean Stewart	Agenda item 22/03/08B – Cllr Stewart was a member of the Food and Families Festival at the time the grant meeting took place but is no longer a member.
Cllr Roger Giles	Agenda item 22/03/08B – Cllr Giles was a member of Ottery in Bloom at the time the grant meeting took place but is no longer a member as they have disbanded. Agenda item 22/03/23 – Cllr Giles is a trustee of the Heritage Society

22/03/03

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 the following items be discussed in Confidential Session: Item 8b) To agree the cleaner's hourly rate; Item 9B Signing of the agreement with SPACE and Item 10b); To consider proposals and approve (if appropriate) a consultant to progress MUGA project at Strawberry Lane.

22/03/04

Mayor's Initials.....

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 raised concerns about the removal of white lines on the road exiting the town by Gerway which had not been reinstated. The resident will send Cllr Bailey a photo and she will find out why this was changed. He also asked for an update on Tipton School and was advised that Cllr Jess Bailey would be reporting on this in the meeting

22/03/05

TO RECEIVE THE MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL OF 7th FEBRUARY 2022 (MINUTE REFS 22/02/01 – 22/02/35), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 7 February 2022 (minute refs 22/02/01 – 22/02/35) were presented and approved. The minutes were then signed by the Mayor as a true record of the meeting.

22/03/06

PLANNING COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15th FEBRUARY 2022 (MINUTE REFS P22/02/01 – P22/02/09)**

The Minutes of the Planning Committee Meeting of 15th February 2022 (P22/02/01 – P22/02/09) were noted.

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

Reference	Applicant	Details
22/0294/FUL	Stuart Woodward 73 Thorne Farm Way Ottery St Mary EX11 1GU	Construction of single storey rear and side extensions
It was RESOLVED that the Council support this application. <i>Cllrs Stewart, Faithfull and Martin abstained.</i>		
22/0312/FUL	Mr and Mrs Dicks 11 Coleridge Road Ottery St Mary EX11 1TD	Two storey side extension
It was RESOLVED that the Council support this application. <i>Cllrs Stewart, Faithfull and Martin abstained.</i>		

Agenda Item 11 was brought forward

22/03/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Bailey gave a verbal report. She had asked DCC Cllr Leadbetter to support including Tipton St John Primary School in the national rebuilding program and is delighted that it has been included. The school was nominated by the Diocese. Cllr Bailey met with highways regarding concerns raised in Slade Road, Tip Hill, the

Mayor's Initials.....

Square, Mill Street and Barrack Road. A meeting note will be circulated regarding this, and the Council will be kept updated. Cllr Bailey is disappointed that there has been no progress at King's Reach. Thanks were given to the Council for sharing information regarding the letter that has been sent to central government about the excessive number of houses which are required to be built by the government in East Devon. See 22/03/11 for further reports.

22/03/08

REGENERATION AND CLIMATE ACTION COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE REGENERATION AND CLIMATE ACTION COMMITTEE MEETING OF 17TH FEBRUARY 2022 (MINUTE REFS RCA22/02/01 - RCA22/02/13).**

The minutes of the Regeneration and Climate Action Committee of 17th February 2022 (minute refs RCA 22/02/01 – RCA 22/02/13 were noted.

- b) **TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE REGENERATION AND CLIMATE ACTION COMMITTEE MEETING**

There have been three Teams calls with potential consultants specialising in rural regeneration. It may be appropriate to use different consultants for specialist services. It was **RESOLVED** that formal tender packages will be sought from two consultants. The third consultant is not able to quote for the project due to his workload. All voted in favour. *Cllr Faithfull abstained.* Funding was secured from the EDDC Welcome Back Fund for new planters in the town. There will be a cost for filling the planters and this will be paid for from the Regeneration budget.

22/03/09

FINANCE COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING ON 24TH FEBRUARY 2022 (MINUTE REFS F22/02/01 - F22/02/08)**

The minutes of the Finance Committee Meeting on 24th February 2022 (minute refs F22/02/01 – F22/02/08) were noted.

- b) **TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE FINANCE COMMITTEE MEETING (INCLUDING THE RECOMMENDATIONS IN RESPECT OF THE GRANT APPLICATIONS)**

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

- That the room hire charges and tenants' rentals remain the same for 2022/23 subject to allowing variations to be made to these rates, in the event of the rooms being upgraded.
- That the cemetery fees for 2022/23 be increased by 5%

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

Ottery in Bloom – As the group have disbanded no grant was awarded. <i>Cllr Giles declared an interest as he was a member of Ottery in Bloom at the time of the meeting.</i>	Nil
Later Life Forum – the forum did not attend a Teams meeting with members of the committee to discuss their application. <i>Cllr Faithfull and Cllr Giles abstained from voting</i>	Nil
ARC ANIMAL RESCUE CENTRE 278696 <i>Cllr Faithfull abstained from voting</i>	£2000.00

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Ottery and District Skate and BMX Trust No grant was awarded at the current time but will be considered in the future when a firm plan is put forward. <i>Cllr Faithfull abstained from voting</i>	Nil
Ottery St Mary Silver Band	£624.00
OSM Joint Scout & Guide Committee (Pixie Day)	£500.00
Tale Valley Trust	£200.00
Busy Otters Preschool	£1250.00
TRIP Community Transport Association	£600.00
Ottery Help Scheme <i>Cllr Giles voted against the decision, Cllr Faithfull abstained from voting</i>	Nil
Ottery St Mary Food & Families Festival <i>Cllr Stewart and Cllr Faithfull abstained from voting</i>	£1450.00
Tipton St John Eager Beavers	£2000.00
TOTAL	£8674.00

The Council would like organisations to be aware that grants are still available and interested organisations should apply using the form on the website.

22/03/10

COMMUNITY HUB COMMITTEE ISSUES:

a) MEETING OF 28TH FEBRUARY 2022 (MINUTE REFS OH22/02/01 - OH22/02/10)

The minutes of the Station Community Hub Management Meeting of 28th February 2022 (minute refs SH22/02/01 – SH22/02/10) were noted.

22/03/11

S106:

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

The engagement of a consultant will help drive forward the Section 106 projects.

22/03/12

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS (CONTINUED FROM EARLIER IN THE MEETING)

EDDC Cllr Pratt did not send a report.

EDDC Cllr Faithfull spoke about the Local Plan and the call for sites. Cllr Faithfull feels there need to be more affordable homes in rural communities. There is another meeting tomorrow regarding this.

EDDC Cllr Johns seconded the motion from EDDC Cllr Bailey to write to central government regarding the fact that their plans do not take into consideration that three quarters of East Devon is part of an AONB or the amount of housing that has already been built. EDDC are giving 70 trees to parishes throughout East Devon. Thanks were given to Cllr Giles for attending the Strategic Planning meeting on Tuesday 8th to represent Ottery St Mary Town Council.

22/03/13

Mayor`s Initials.....

POLICE MATTERS

No report was received.

22/03/14

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

No decisions have been made.

22/03/15

FINANCIAL MATTERS: TO APPROVE THE FEBRUARY 2022 COUNCIL SCHEDULE OF PAYMENTS

It was **RESOLVED** to approve the February 2022 Council Schedule of Payments in the sum of £18,451.92.

22/03/16

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.

22/03/17

LOCAL PLAN WORKING GROUP - TO APPROVE THE MEMBERSHIP OF THE GROUP; CONSIDERATION OF UPDATES AND APPROVAL OF ANY RECOMMENDATIONS (IF APPROPRIATE)

Cllrs Green, Copus, Grainger and Giles were approved as members of the Council's Local Plan Working Group. It was **RESOLVED** that the working group can collaborate with any neighbouring town or parish councils eg West Hill and Feniton in relation to the Local Plan. All voted in favour of this.

22/03/18

PROPERTY MATTERS:

- a. FURTHER CONSIDERATION OF THE PROPOSED TRANSFER OF PARKING SPACES (BEHIND VICTORIA TERRACE) TO THE COUNCIL FOLLOWING A MEETING WITH EDDC'S ANDREW ENNIS (SERVICE LEAD FOR ENVIRONMENTAL HEALTH AND CAR PARKS) AND TO APPROVE A COURSE OF ACTION REGARDING THE PROPOSED TRANSFER**

There was a discussion regarding the parking spaces and various options of managing the spaces. It was **RESOLVED** that the Council will continue with the transfer and will investigate how the spaces can be managed. All voted in favour.

- b. CONSIDERATION OF MAKING AN APPROACH TO LANDOWNER RE THE COUNCIL ACQUIRING THE LAND AT THE FRONT OF THE COUNCIL OFFICES**

Following the update that Feniton Park is in receivership it was **RESOLVED** that the Council would approach the receiver regarding the five spaces in front of the Council Offices to see if they could be purchased by the Council All voted in favour.

- c. NOTING THE DECISION OF THE ALLOTMENT COMMITTEE RE THE PROPOSED REMOVAL OF THE SHED ON PLOT 57**

The Council noted that the shed should remain in its current position in accordance with the Allotment Committee's wishes.

- d. TO APPROVE THE COST OF A NEW ROLLER BLIND IN OFFICE 2**

Mayor's Initials.....

It was approved that a new roller blind will be purchased for Office 2 at a cost of £158.33 excl vat.

e. TO CONSIDER AND APPROVE (IF APPROPRIATE) RESCISSION OF MOTIONS 22/01/06A & 22/02/11C TO USE ROCK COMPLIANCE FOR LEGIONELLA TESTING

It was RESOLVED that the rescission notice be accepted.

f. TO CONSIDER AND APPROVE (IF APPROPRIATE) APPOINTING VALENS WATER TO CARRY OUT ALL LEGIONELLA RISK ASSESSMENTS (WHERE NECESSARY) FOR THE COUNCIL PROPERTY PORTFOLIO

It was RESOLVED that Valens Water will be used to carry out legionella risk assessments for the Council property portfolio. All voted in favour.

22/03/19

CONSIDERATION OF DCC`S SCHEME TO ALLOW 20MPH RESTRICTIONS IN LOCAL COMMUNITIES AND TO APPROVE (IF APPROPRIATE) A PROPOSED SCHEME FOR OTTERY WORKING IN CONJUNCTION WITH THE LOCAL MEMBER

It was AGREED that the on-line application will be completed in respect of a 20mph scheme in the town. Options will be considered using information from the Regeneration Committee and suitable location(s) will be provided to the CEO and Deputy CEO who will work in conjunction with the local member. It was noted that the cut-off date to submit applications to DCC was 31st March 2022

22/03/20

EDDC`S CONSULTATION ON ITS MEMBERS CODE OF CONDUCT - THE COUNCIL TO CONSIDER AND APPROVE (IF APPROPRIATE) SENDING A FORMAL RESPONSE AND/OR INDIVIDUAL COUNCILLORS COMPLETING AN ON-LINE FORM BEFORE THE CLOSING DATE (14TH MARCH)

There was a discussion regarding the proposed Code of Conduct. It was noted that the Council supports making the Code of Conduct more robust. It was AGREED that Cllr Giles will draft a reply to EDDC.

22/03/21

TO APPROVE AN ADDITIONAL AMOUNT PAYABLE BY THE COUNCIL TO THE LOCAL COUNCIL CONSULTANCY IN RELATION TO THE RESCISSION OF THE STRATEGIC PLAN

It was RESOLVED that the Council would pay £420 excl VAT (1 day @ £345 plus £75 admin fee) to LCC for the work already done on the strategic plan. All voted in favour. *Cllr Faithfull abstained.*

22/03/22

TO CONFIRM COUNCILLOR E-MAIL ADDRESS REQUIREMENTS

Councillors were reminded to use their Council emails for council business and not to mention individuals by name in their emails without careful consideration. Councillors were also reminded to be careful when using 'Reply to All' particularly when using a mobile phone as the full list of recipients may not be visible. It was confirmed that Teams chat is also subject to FOI requests.

22/03/23

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TO CONSIDER (AND APPROVE IF APPROPRIATE) A RESPONSE TO THE BOUNDARY COMMISSION SECOND CONSULTATION ON ITS PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCIES AS PART OF THE 2023 BOUNDARY REVIEW.

It was AGREED that Cllr Giles will put forward a proposal of how the Council should reply to this consultation. Cllr Giles will also contact West Hill Parish Council who will also be impacted by the proposed changes.

22/03/24

REPORT FROM THE MAYOR

The Mayor had nothing to report.

22/03/25

REPORT FROM THE CEO/DEPUTY CEO

The CEO reported that she and the Deputy CEO had met with representatives of the Heritage Society. It was noted that planning permission is required to replace any windows at the Museum. Cllr Grainger will attend the Heritage Society meeting as an observer. Interactions with the new members of the Heritage Society have been very positive.

22/03/26

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

The Council acknowledges that Covid restrictions have been lifted. However, due to the continuing high levels of Covid in East Devon, it feels that to protect the safety of all who will be attending any events, dates should not be set until the numbers of Covid cases reduce.

22/03/27

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 proposed for the four-day event. There is another meeting of the working group next week.

b. APPROVAL (IF APPROPRIATE) OF AN OFFER FROM ROTARY FOR THREE TREES TO COMMEMORATE THE PLATINUM JUBILEE AND TO APPROVE A LOCATION FOR THE TREES

The Council AGREED to accept the kind offer of three native trees from Rotary. EDDC will be contacted to see whether the trees could be planted at Winter's Lane as part of a woodland copse between the play park and the pitch.

22/03/28

TO CONSIDER AND APPROVE (IF APPROPRIATE) QUOTATIONS FOR THE RIALTAS CEMETERY ADD-ON MODULE AND PEAR DIGITALISED CEMETERY MAPPING

It was RESOLVED that the quotations for Rialtas Cemetery add-on module (£1121 for the first year and £296 per annum for subsequent years plus £399 training) and

Mayor's Initials.....

Pear Digitalised Cemetery Mapping (£1475 for first year and £90 for subsequent years) are accepted. This will mean that all Council processes are using Rialtas. All voted in favour.

22/03/29

TO CONSIDER AND APPROVE (IF APPROPRIATE) AN ADDITIONAL WASTE/DOG BIN AT TIPTON ST JOHN

It was AGREED that ownership of land by the bus stop will be confirmed to see if it is possible to have an additional bin installed. The cost of a new bin is approximately £300.00.

22/03/30

TO CONSIDER AND NOTE CORRESPONDENCE FROM OTTERY IN BLOOM AND TO APPROVE (IF APPROPRIATE) THE PLANTING OF THE NEW PLANTERS IN OTTERY ST MARY BY VOLUNTEERS IN THE FIRST INSTANCE OR IF THIS IS NOT FEASIBLE TO SOURCE A CONTRACTOR (IF THE LATTER – QUOTATIONS TO BE SOUGHT)

Communication has been received from Ottery in Bloom to advise that they are disbanding. A handover meeting will be held later this month. The new planters will require filling and there will need to be a planting plan, seasonal rotation, a decision on whether edibles or pollinators are planted and most importantly a watering plan. It was noted that if suitable volunteers cannot be found it may be necessary to consider using a contractor. The Britain in Bloom application deadline is 8th April, and it was noted that the Council may not be eligible to enter. It was **RESOLVED** that the initial order of begonias from Otter Garden Centre will be honoured but that the second order will be cancelled. It has been suggested that peat free compost be used to fill the new planters. The funding for this will come from the Regeneration budget. *Cllr Giles abstained from voting having previously belonged to Ottery in Bloom.*

22/03/31

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that there had been correspondence following the EDDC Public Toilet Review.

22/03/32

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

There were none.

22/03/33

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

i.Cllr Faithfull asked Cllr Stewart whether there were any minutes from the Exeter Airport Consultative Committee. Cllr Stewart advised that these could be located on the EDDC website.

ii.Cllr Faithfull is meeting with the Ottery Refuge Response Group later this week and asked whether the Council is planning to do anything to support those impacted by the current situation in the Ukraine. The Council gave its support to the Ukrainian people and expressed its sympathy. It was noted that all advice currently suggests that donating money is the quickest and most beneficial way of supporting those that

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have been impacted. This will be an item on the agenda for the April meeting when more information about how we can help will be available.

CONFIDENTIAL SESSION

22/03/34

TO CONSIDER PROPOSALS, AND APPROVE (IF APPROPRIATE) A CONSULTANT TO PROGRESS MUGA PROJECT AT STRAWBERRY LANE

The proposals were reviewed. It was **RESOLVED** that the Council would appoint David Hemstock from Hemstock Design subject to his availability and to receiving confirmation from EDDC that the Section 106 funding can be used to pay the consultant fees. All voted in favour. *Cllr Faithfull abstained.*

22/03/35

TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE FINANCE COMMITTEE MEETING

It was **RESOLVED** that the cleaner’s wages will increase to £12.50 per hour. All voted in favour. *Cllr Faithfull abstained.*

22/03/36

TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE STATION COMMUNITY HUB COMMITTEE INCLUDING THE SIGNING OF THE AGREEMENT WITH SPACE

Cllr Martin apologised that letters had been sent to existing hirers of The Station giving notice without prior discussion taking place with the hirers. This should not have happened. Thanks were given to the office staff. It was noted that the provision of essential youth services is vital and there is a critical need for it. When the Council took back the management of the Station in April 2020 it was to build a foundation for youth work and the Station is uniquely sited to offer youth services. It was confirmed that as SPACE provide a specialist service following the Council’s Financial Regulations competitive tendering is not required. It was **RESOLVED** that the agreement with SPACE providing two nights youth service per week will be signed, subject to the amendments that have been proposed by the CEO being accepted. It was **RESOLVED** that the agreement will be signed by the Mayor and Deputy Mayor. All voted in favour. It was noted that if SPACE do not accept the changes made the decision to sign the contract will be made under delegated authority of the Hub Committee and CEO. It was noted that the Station Committee Management Committee will continue to work with the existing hirers of the building to reach a resolution but that providing youth services for those that are desperately in need of it is the main priority and that the nights recommended by SPACE are Tuesday and Thursdays.

The meeting ended at 10.04pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	

Mayor’s Initials.....

DATE/VENUE OF NEXT MEETING	Monday 4 th April 2022 – Location to be confirmed
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Mayor's Initials.....