



Ottery St Mary Town Council

Final Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 6TH SEPTEMBER 2021** at **7.00pm**. The meeting was held at the Ottery Hub (formerly The Station), Mill Street, Ottery St Mary EX11 1AH

PRESENT: - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Giles, Grainger, Martin, Pang, Shaw and Faithfull, DCC Cllr Jessica Bailey, Kerry Kennell, Deputy CEO and one member of the public (from 7.25pm)

21/09/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Copus, Stewart and Christine McIntyre, CEO

21/09/02

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 Vicky Johns	Item 7 - Pecuniary interest as her husband is Rob Johns Item 8 and 23 – Rob Johns is Chairman of the Cricket Club. Item 24 – Cllr Johns is an honorary member of the Ottery Veterans
Cllr Peter Faithful	Item 16 – Pecuniary and/or Personal interest with Tipton Primary School as he has been having personal conversations regarding the location of the school
Cllr Roger Giles	Item 7 in relation to the Museum as Cllr Giles is a trustee of the Heritage Society

21/09/03

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 15. To consider tenders received regarding the upgrade of IT, set up in Office 3 and ongoing support package and (if applicable) to appoint a supplier

Mayor`s Initials.....

21/09/04

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

No questions or comments were raised.

21/09/05

TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 2ND AUGUST 2021 (MINUTE REFS 21/08/01 – 21/08/25), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Full Council Meeting of 2nd August 2021 (minute refs 21/08/01 – 21/08/25) were presented and the list of Declarations of Interest was amended to show Cllr Giles declared an interest in relating to Minute 12 and 18 and Minute 14 was amended to say community award (rather than Community Unity Award). The minutes were then approved and signed as a correct record of the meeting by the Mayor.

21/09/06

PLANNING COMMITTEE ISSUES:

- a) **TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 16TH AUGUST 2021 (minute refs P21/08/01-P21/08/09)** The Minutes of the Planning Committee Meeting of 16th August 2021 (P21/07/01 – P21/07/09) were noted. It was discussed and agreed that EDDC Cllr Pratt had attended the meeting in his personal capacity and the minutes should reflect this.
- b) **TO CONSIDER AND APPROVE (IF APPROPRIATE) THE FOLLOWING RECOMMENDATIONS FROM THIS MEETING:**
 - a. **TO REDUCE THE QUORUM REQUIRED FROM 4 TO 3**
It was **RESOLVED** to approve the above recommendation. It was noted that this amendment was required to allow for situations where Councillors cannot attend a meeting due to self-isolation or awaiting the result of PCR tests.
- c) **TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATION:**

Reference	Applicant	Details
21/2195/FUL	Mr and Mrs Alford	Single storey side extension 7 Brookdale, OSM, EX11 1EB

It was **RESOLVED** that the Council support the application but to clarify with EDDC whether a flood risk assessment was required.

21/09/07

TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 18TH AUGUST 2021 (MINUTE REFS PL21/08/01 – P21/08/17)

The minutes of the meeting were noted.

Mayor`s Initials.....

a. To consider and approve (if appropriate) the following recommendations from this meeting:

- That Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.
- To contact Rob Johns regarding the testing of water (legionella prevention) for the Council offices, Strawberry Lane Pavilion, the Library and Ottery Hub.
- That the vacant offices (4,6 and 7) be advertised for letting.
- To obtain quotes for works to the cellar.
- To source a replacement cleaner for when the usual cleaner (who cleans the Council Offices and the Station) is on holiday or sick.
- Strawberry Lane Pavilion: That Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.
- That the Petanque Club be given a 12-month rental holiday for any inconvenience caused in respect of the relocation of the Pentanque Piste.
- Cemetery: That notices be placed on each affected grave which has failed the safety inspection for a period of one year.
- Museum: That an approach be made to the Heritage Society via Cllr Roger Giles to see whether they would consider having a Council representative on their charity.
- Museum: That companies which specialise in work on ventilation be contacted for quotes.
- That the CEO check with the Hub in the first instance to see if they required a portacabin and then contact the Carnival Committee and Rotary to see if they would share a portacabin and split the cost of the usual monthly rent.
- Skatepark - that the Council as tenant request a surrender of the Head Lease and that DCC becomes the landlord of the Ottery and District Skate Park and BMX Trust
- Library - that Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.

It was **RESOLVED** to approve the above recommendations. All voted in favour. The Mayor abstained from voting in respect of the water testing to be carried out by Rob Johns

It was **RESOLVED** that the Ottery Hub Committee will retain one of the portacabins. All parties that have expressed an interest in the portacabins will be contacted to see if they are still interested.

21/09/08

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey – reported that work on Footpath 46 is progressing slowly. Cllr Bailey suggested the Council arrange a meeting with the landowner to discuss the possibility a permissive path from Butts Road to Otter Nurseries. Cllr Bailey has invited Stuart Hughes on two occasions to talk about road safety issues in Ottery St Mary with no resultant date. She will continue to pursue this. Highway work in Yonder Street is being carried out from 21st September. Cllr Bailey will post information on social media to ensure residents know that the work is being carried

Mayor`s Initials.....

out overnight and that there will be no parking. Cllr Bailey is speaking to DCC Highways regarding the entrance onto Strawberry Lane to establish when they are meeting with Bovis Homes.

Cllr Giles proposed that the Council recognises the benefit of improved pedestrian and cycle access for residents and those that use the facilities available in Strawberry Lane and that the Council should fully support the provision of a footpath. This was seconded by Cllr Lucas. It was **RESOLVED** that the Council will write to the OSM Cricket Club and Bovis Homes asking for a footpath to improve access. *All voted in favour other than the Mayor who abstained.*

It was **RESOLVED** that the Council will write to Bovis Homes and to EDDC to voice concern that the play park has still not been completed.

Cllr Bailey also reported that from April 2022 statutory arrangements for integrated care systems (ICSs) will be introduced, in line with NHS recommendations.

EDDC Cllr Faithfull – reported that there has not been much happening at EDDC during August but that there is a Community Planning Meeting which will be examining the Local Plan and Neighbourhood Plan. The meeting is being held on Zoom and will be accessible via YouTube after the meeting.

EDDC Cllr Johns – has been attending meetings but had nothing to report.

DCC Cllr Pratt – no report received.

21/09/09

POLICE MATTERS

No report was received.

21/09/10

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

A meeting is being held to create new terms of reference for the new combined committee. A committee meeting will then be arranged to start the process to appoint an external advisor, to make a strategic bid for the £10,000 from EDDC's Welcome Back Fund and to reconfirm the priorities of the committee.

21/09/11

TO NOTE THE PREVIOUS DECISIONS MADE UNDER THE BUSINESS CONTINUITY PLAN/SCHEME OF DELEGATION

No decisions have been made since the last meeting.

21/09/12

FINANCIAL MATTERS:

a) **TO APPROVE THE AUGUST 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the August 2021 Council Schedule of Payments in the sum of £18,883.16.

21/09/13

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

It was noted that EDDC have been measuring at Winters Lane for the proposed new play equipment. The Council has been advised that EDDC will be invoicing them for

Mayor's Initials.....

the works, but this will need to be clarified by the Council as they believe the money is still with EDDC.

21/09/14

THE ANNUAL PARISH MEETING - TO CONSIDER WHEN THE MEETING SHOULD BE HELD CONSIDERING CURRENT LEVELS OF COVID.

There was some discussion. Currently Devon, alongside Plymouth, Torbay, Cornwall and the Isles of Scilly, is now designated an 'enhanced response area' because of the relatively high case rates of coronavirus across the four authority areas. This is being monitored closely as schools return this week. It was **RESOLVED** that no date will be set for the meeting at the current time. This will be carried forward to the next meeting. All voted in favour.

Cllr Lucas did not want this decision to impact on other meetings of the Council where public participation may be required. It was noted that the Council has a duty of care to its staff so if a meeting is held, staff would not be expected to attend (they can attend if they choose to do so). It was **RESOLVED** that Councillors can call a meeting if they feel it is necessary to continue the work of the Council but at the current time there will be no expectation that staff members will attend.

21/09/15

TO CONSIDER TENDERS RECEIVED REGARDING THE UPGRADE OF IT, SET UP IN OFFICE 3 AND ONGOING SUPPORT PACKAGE AND (IF APPLICABLE) TO APPOINT A SUPPLIER

This was covered in Confidential Session.

21/09/16

TO CONSIDER AND APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THE TIPTON ST JOHN PRIMARY SCHOOL WORKING GROUP

- a. **TO HOLD A PUBLIC MEETING TO GAUGE OPINION OF THE RESIDENTS OF TIPTON ST JOHN REGARDING THE FUTURE OF THE PRIMARY SCHOOL**

Cllr Faithful left the meeting whilst the item was discussed. The Tipton St John School Working Group (Cllrs Lucas, Green and Pang) felt that communication from the school indicated that they do not see the enhancement of the existing site as an option. The Working Group felt they should go back to the community to collect the opinions of the school community. It was also noted that the views of the Exeter Diocese regarding the future of the school also need to be confirmed. It was **RESOLVED** that a public meeting be held in Tipton St John. *All voted in favour apart from Cllr Pang who abstained.*

There was a discussion about Cllr Faithfull who had resigned from the Working Group and was arranging a public meeting in his personal capacity at Tipton St John to discuss the future of the school. It was **RESOLVED** that confirmation will be sought from EDDC's legal department as to whether this is permissible.

- b. **TO PAY FOR THE HALF THE MAINTENANCE OF THE TIPTON ST JOHN TELEMETRY GAUGE**

It was **RESOLVED** that the Council will pay for the maintenance of the telemetry gauge for the next year. Cllr Bailey has agreed to pay half of this cost. All voted in favour. *Cllr Faithfull returned to the meeting once the discussions on Tipton St John School were concluded.*

Mayor's Initials.....

21/09/17

TOURISM IN OTTERY – CONSIDERATION OF PROPOSALS (TO INCLUDE THE FORMATION OF A WORKING GROUP) AND TO APPROVE IF APPROPRIATE

A report containing proposals for tourism was presented to the Council. It was noted that currently tourist information is provided via an information table in the Library. The Council was very grateful to the two volunteers that manage this. It was possible that the proposals which had been circulated to councillors could generate increased tourism in the town. It was proposed by Cllr Lucas that a Tourism in Ottery Committee is created. This was seconded by Cllr Green and all councillors voted in favour. It was **RESOLVED** that a Tourism in Ottery Committee be set up. The terms of reference will be agreed at the next Full Council meeting. If Councillors are interested in being part of the committee they will need to approach Cllr Lucas. It was hoped that four Councillors would join the Committee.

21/09/18

TO CONSIDER A RESPONSE TO THE EDDC PUBLIC TOILET REVIEW CONSULTATION

It was **RESOLVED** that a response be submitted on behalf of the Council to support the introduction of a cost for public toilets. It was recognised that this already happens in many parts of the country and is the only way that the toilets can be maintained. All voted in favour.

21/09/19

TO CONSIDER A RESPONSE TO THE CONSULTATION ON PENINSULA TRANSPORT VISION

After much discussion the following submission was formulated:- *‘Ottery St Mary Town Council recognises the climate emergency, and the urgent requirement to minimise carbon emissions. The Town Council therefore considers that the Peninsula Transport Vision should give increased priority to sustainable transport initiatives. The Town Council requests the creation of cycleways such as on the former railway line from Feniton to Ottery St Mary to Sidmouth; and improving railway infrastructure, such as providing a long passing loop between Whimble and Cranbrook on the Exeter to Salisbury railway line, which would allow a half hourly service’*. It was **RESOLVED** that the Council will submit this response to the consultation. All voted in favour.

21/09/20

TO CONSIDER A RESPONSE TO THE CONSULTATION ON THE PROPOSED APPROACH TO FURTHER REINTRODUCTIONS OF BEAVERS IN ENGLAND AND THE MANAGEMENT OF THE SPECIES IN THE WILD.

It was **RESOLVED** that the Council will submit a response that they support this consultation. The response will be drafted by Cllr Giles.

21/09/21

TO CONSIDER THE APPROVAL OF PARISH ON-LINE SUBSCRIPTION

This will enable maps to be printed of the town and parish for use in the Information Centre which could also be used to record the assets of the Council, the locations of grit bins, litter bins etc. The cost is £350.00 plus VAT. It was **RESOLVED** that this is approved in principle providing that it links in with the other systems that the Council is using.

Mayor’s Initials.....

21/09/22

THE GENERAL DATA PROTECTION REGULATIONS UPDATE AND ANY ISSUES ARISING

The Deputy CEO reported that a `round robin` email had been sent to all allotment holders which accidentally disclosed all allotment holders email addresses. This was not reported to the ICO as it was a repeat incident of a previous breach which the ICO had not considered to be a breach. This latest breach was due to human error whilst working in a busy office and had been recorded in the Council`s Data Protection file.

21/09/23

TO CONSIDER REQUEST FROM MEMBER OF PUBLIC REGARDING THE CREATION OF A FOOTPATH/PAVEMENT IN STRAWBERRY LANE.

This was covered earlier in the meeting.

21/09/24

TO CONSIDER A REQUEST FOR THE COUNCIL TO PAY TOWARDS THE REMEMBRANCE WREATH FOR THE OTTERY VETERANS FOR REMEMBRANCE DAY PARADE AND TO DISCUSS THE REMEMBRANCE DAY PARADE.

It was **RESOLVED** that the Council will pay for the Remembrance Wreath for the Ottery Veterans for the Remembrance Day Parade. The Council will work with Ottery Veterans to organise the Remembrance Parade. It was **RESOLVED** that the Council will pay for maroons if these are permitted. This will be checked with the CEO.

21/09/25

TO CONSIDER THE COUNCIL FUNDING A MEMORIAL BENCH

A request has been made to have a memorial bench on the Millennium Green. The Mayor is awaiting a response from the Millennium Green Charity and it has been confirmed that no planning permission is required. It was suggested that as the area floods the bench needs to be fixed to make it permanent. It was **RESOLVED** that an amount not exceeding £1000.00 be spent on a memorial bench.

21/09/26

TO RECEIVED AN UPDATE REGARDING THE PLANS FOR CHRISTMAS FROM THE MAYOR

The plans for the improved Christmas lights are progressing as agreed by the Council. Plans are underway for a Christmas Market going up the hill towards the Church. The Council tables and gazebos will be used. The Carnival Committee have kindly agreed to help with the road closure. This will be held on Friday 26th November on the same night as the Late-Night Shopping event.

21/09/27

TO REMIND COUNCILLORS TO ADHERE TO THE CODE OF CONDUCT AND TO ENSURE THAT APOLOGIES ARE PROVIDED FOR MEETINGS 48 HOURS BEFORE THE MEETING (UNLESS IN EXCEPTIONAL CIRCUMSTANCES)

The Mayor reminded all Councillors that apologies should be given 48 hours before a meeting unless there are exceptional circumstances. It is important that notice be

Mayor`s Initials.....

given prior to a meeting to ensure it is quorate All Councillors were reminded that they had agreed to adhere to the Code of Conduct.

21/09/28

REPORT FROM THE MAYOR

The Mayor has attended the Otter Vale Art Society Art Exhibition and has given a talk to the WI.

21/09/29

REPORT FROM THE CEO & DEPUTY CEO

No report was given.

21/09/30

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDANCE

It was noted that an email had been received from the Acting Chairman of the Allotment Management Association thanking the Council for arranging the allotment clear up. Cllr Grainger asked that thanks be conveyed to the Council's employee, Jane Bushby, for her work on the allotments. This was endorsed by all Councillors.

21/09/31

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

No reports had been emailed.

21/09/32

COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS

No questions were raised.

CONFIDENTIAL SESSION

21/09/33

TO CONSIDER TENDERS RECEIVED REGARDING THE UPGRADE OF IT, SET UP IN OFFICE 3 AND ONGOING SUPPORT PACKAGE AND (IF APPLICABLE) TO APPOINT A SUPPLIER

Two quotations were considered. It was considered that the Council should have an IT provider who had the experience of supporting councils and could ensure that the Councils technology is updated automatically. It was also recognised that support was required for Councillors who all had different equipment that they used to access emails and documents. It was **RESOLVED** that the Council would appoint Cloudy IT to set up in Office 3 and to provide an ongoing support package.

The meeting ended at 9pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	

Mayor's Initials.....

<i>DATE/VENUE OF NEXT MEETING</i>	Monday 4 th October 2021 – Ottery Hub (formerly The Station), Ottery St Mary

Mayor`s Initials.....