

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ordinary Meeting of Ottery St Mary Town Council** will be held at the **STATION COMMUNITY HUB, EX11 1AH** on **MONDAY 7TH FEBRUARY 2022 AT 7.00PM**

All members of the Council are here-by summoned to consider the matters detailed on the Agenda below

Yours faithfully

K Kennell

Kerry Kennell

Deputy Chief Executive Officer

1st February 2022

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, contacts the Deputy CEO in advance to ensure social distancing and attendance protocol are fully understood and adhered to.

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Friday 4th February 2022**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website.

Note: -Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

1. To receive apologies for absence
2. 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
3. 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
4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
5. To receive the Minutes of the Ordinary Meeting of the Town Council of 10th January 2022 (minute refs 22/01/01 – 22/1/28), and to approve the signing of the Minutes by the Mayor as a correct record
6. Planning Committee Issues:
 - a. To note the Minutes of the Planning Committee Meeting of 5th January 2022 (minute refs P22/01/01 – P22/01/09)
 - b. To note the Minutes of the Planning Committee Meeting of 24th January 2022 (minute refs P22/01/10 - P22/01/20)
 - c. To consider and determine observations on the following Planning Application:

Reference	Applicant	Details
22/0096/FUL	Nick and Liz Partridge 70 Slade Close Ottery St Mary EX11 1SY	Construction of two storey side extension and porch.
21/2812/FUL	Mr & Dr Kieran & Josie Hollywood 10 Shaftesbury Road Exeter EX2 9BR	Erection of two storey side extension and single storey rear extension, and alterations to parking provision

7. To note the Minutes of the Station Community Hub Committee Meeting of 31st January 2022 (minute refs OH22/01/01 - OH22/01/08)
 - a) To approve (if appropriate) the recommendations from the Station Community Hub Committee
8. Regeneration and Climate Action Committee - Update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
9. To note the Minutes of the Property and Land Committee Meeting of 20th January 2022 (minute refs PL22/01/01 – P22/01/19)
 - 9b) To approve (if appropriate) the recommendations from the Property and Land Committee
10. Additional Property Matters in addition to the above-mentioned recommendations
 - a) **Allotments agreements** – to consider (and approve if appropriate) the revised tenancy agreement for new tenants and to consider (and approve if appropriate) the deeds of variation for current tenants and to approve a three-month rent-free period for current tenants
 - b) **The Station** - An update on the Help Scheme`s room requirements

- c) **The Museum** – Update on other repairs; approval of paying an invoice in advance of works being carried out; to approve Rock`s quote re Risk Assessment fee re Legionella
- d) **Strawberry Lane** To agree electricity fixed term for the pavilion at Strawberry Lane
- e) **Car Parking at the Council Offices** - an update

11. Tipton St John Primary School Working Group - Update and approval of any recommendations or pertinent matters

12. S106 - Update and approval of any recommendations or pertinent matters (to be a regular agenda item)

13. Ridgeway Leat:

- a) To consider and approve (if appropriate) rescission of motion 21/11/13 to form a Leat Working Group
- b) To review and approve (if appropriate) Terms of Reference

14. To receive Reports from EDDC and DCC Councillors

15. Police matters

16. Confirmation of decisions made under the Scheme of Delegation

17. Financial Matters:

- a) To consider and approve the January 2022 Council Schedule of Payments
- b) To consider and approve the quarterly accounts (October - December) T
- c) To approve the proposals (if appropriate) of the grant applications in respect of Pixie Days, Trip, Tale Valley Trust, OSM Skatepark, Silver Band, Busy Otters, Ottery Help Scheme, Food and Families Festival

18. Tourism Working Group- Update and approval of any recommendations or pertinent matters

19. Consideration of Public Liability Insurance amounts in respect of the Council`s contractors

20. To consider and formally approve (if appropriate) the joint Local Plan Letter (West Hill Parish Council and Ottery St Mary Town Council) to be submitted to EDDC

21. Update from Ottery Community Volunteers

22. Report from the Mayor

23. Report from the CEO/Deputy CEO

24. Consideration of proposed 2022 Town Council events (in the light of on-going Covid concerns) and to make decisions accordingly

25. To discuss concerns raised by parishioner of the street lighting provision in the Square

26. Footpaths Update and decisions to be made (if appropriate) relating to: -
a) Footpaths 26 and 46

- b) A request for the route (from Mill Street to the River Otter between the former Ottermill Switchgear building and the old Cornmill) to become a public right of way
- c) Approval of the DCC Footpaths Expense Form for 21/22

27. Review of the following policies: -

- Mayoral Policy
- Appraisal Policy
- CCTV policy
- Grant policies

28. To appoint council representative(s) on the Heritage Society

29. Queen's Platinum Jubilee Working Group – Update and approval of any recommendations or pertinent matters

29. To receive an update regarding the Twinning Association

30. To consider and approve (if appropriate) an additional waste/dog bin at Tipton St John

31. To note any specific correspondence received

32. To note any reports previously e-mailed by Councillors of Meetings attended

33. Councillors Questions on Councillors Business

Date of the next meeting: Monday 7th March 2022 at 7pm - location to be confirmed