



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY, 7TH DECEMBER 2020** at **7.00pm**. The meeting was conducted virtually in accordance with Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

PRESENT:-Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Dr Martin, Faithfull, Green, Giles, Copus, Shaw, Grainger, and Pang, Sgt Richard Stonecliffe, 1 member of the public (Martin Nancekivill) and Christine McIntyre CEO

20/12/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Stewart and EDDC Cllr Geoff Pratt

20/12/02

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

There were none

20/12/03

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 items be discussed in Confidential Session -Item 20 (CEO`s grade) - employee issue; Item 22 (Defibrillator) Commercial sensitivity; Item 23 (Personal Injury Claim) potential legal issue

20/12/04

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

There were no issues raised

20/12/05

POLICE REPORT – TO BE PRESENTED BY SGT RICHARD STONECLIFFE

Sgt Stonecliffe apologised for having missed the November meeting. The CEO confirmed that the crime figures Sgt Stone had previously provided had now been e-mailed to all councillors. The figures are shown below

Mayor`s Initials.....



Devon & Cornwall Police
Building safer communities together

Crimes Recorded - 01/12/2019 to 30/11/2020 - Ottery St Mary Town

Offence	Recorded Crime 01/12/2019 to 30/11/2020	Recorded Crime 01/12/2018 to 30/11/2019	Recorded Crime % Difference
Violence with Injury	35	38	-7.9%
Violence without injury	45	50	-10.0%
Rape	2	4	-50.0%
Other Sexual Offences	5	12	-58.3%
Robbery	1	0	-
Burglary Dwelling	2	3	-33.3%
Burglary Non-Dwelling	3	9	-66.7%
Vehicle Offences	3	9	-66.7%
Shoplifting	10	4	150.0%
Other Theft	15	11	36.4%
Criminal Damage	29	38	-23.7%
Public Order Offences	13	21	-38.1%
Possession of Weapons	3	3	0.0%
Trafficking of Drugs	3	2	50.0%
Possession of Drugs	11	6	83.3%
Other Offences	3	6	-50.0%
Total	183	216	-15.3%

Non Notifiable Offences	19	18	5.6%
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Devon & Cornwall Police
Building safer communities together

Incidents Recorded - 01/12/2019 to 30/11/2020 - Ottery St Mary Town

Incident Closing Category	Incidents - 01/12/2019 to 30/11/2020	Incidents - 01/12/2018 to 30/11/2019	Incidents % Difference
Anti Social Behaviour	67	61	9.8%
Crime Not Recorded	8	11	-27.3%
Crime Recorded	64	62	3.2%
Public Safety	228	234	-2.6%
Transport	58	67	-13.4%
Total	425	435	-2.3%

Sgt Stonecliffe provided information as to various categories of crime. Alleged drug taking had been reported as taking place in the church yard but the police had not caught anyone committing this crime or drug paraphernalia being found. Crimes had reduced 15.3% on year on year figures. Covid had played a part in the reduction of crime figures due to persons not going out much. Mr Nancekivell raised a matter concerning a member of his family. Sgt Stonecliffe advised that he would look into the issue and report back to Mr Nancekivell. Sgt Stonecliffe confirmed that he had made a promise to attend Council

Mayor's Initials.....

meetings twice a year, which he would honour. He advised councillors that the police website was a good source of information as to details of crime in the Parish. Sgt Stonecliffe was thanked for attending the meeting by the Mayor.

20/12/06

TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 2ND NOVEMBER 2020 (MINUTE REFS 20/11/01 – 20/11/38), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the FULL COUNCIL MEETING of 2nd November 2020 (minute refs 20/11/01 – 20/11/38) were approved subject to the following amendment:-

Minute 20/11/16 – The Skatepark

Para 3 – To add the following line after `case`. *`Cllr Pang expressed concern as to what she had heard at the meeting, regarding the condition of the skate park`.*

20/12/07

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETINGS OF 16TH NOVEMBER 2020 (MINUTE REFS P20/11/01 – P20/11/09)

The Minutes of the PLANNING COMMITTEE MEETING of 16th November 2020 (MINUTE REFS P20/11/01 – P20/11/09) were noted and confirmed

20/12/08

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Claire Wright (Devon County Council)

Cllr Wright had e-mailed her report which had been circulated to councillors

Cllr Geoff Pratt (EDD)

Cllr Pratt had e-mailed his report which had been circulated to councillors

Cllr Vicky Johns

Cllr Johns queried as to why the planning application of the proposed relocation of Tipton School to Ottery had still not been discussed by EDDC. Cllr Copus confirmed that no reason had been given for the delay, when he had made enquiries, however he understood that the planning application would be discussed at the January EDDC Planning Cttee Meeting

Cllr Peter Faithfull

Cllr Faithfull had attended the Arts and Culture Forum on 3rd December. He advised that the meeting revealed there was much activity taking place in Exmouth. He advised of a planning application which had been submitted in respect of the site of a former plant nursery at Feniton (on the boundary of Ottery) for the erection of three dwellings. He concluded that it was unlikely that the toilet block at Winters Lane would be re-opened as a toilet block. He advised of the reforming of the Members Advisory Panel (`MAP`). He understood that the purpose of the MAP was to allow developers, councillors and officers to discuss in private, planning matters (usually large contentious planning applications). Cllr Giles advised that this was not in the public interest for the Panel to reform as it caused him considerable concern and unease for any planning matter to be discussed in private. Cllr Copus agreed that as the MAP was a contentious matter, it should be discussed at a future Town Council Planning Cttee meeting

Cllr Pang

Cllr Pang advised that she had also attended the Arts and Culture Forum. She advised of proposed projects in Exmouth and Honiton with the intention to open up the countryside in a more organised way for people to enjoy, and was of the view that this might be of interest to Greener Ottery

Mayor's Initials.....

Cllr Green

Cllr Green advised that the toilet block at Winters Lane was being used by the Girl Guides for storage purposes. The Guides rented the building from EDDC and had done so for a number of years.

20/12/09

BUSINESS IMPROVEMENT DISTRICT (`BID`) - AN UPDATE ON PROGRESS FOLLOWING THE RECOMMENDATIONS OF THE FINANCE CTTE MEETING OF 15TH OCTOBER 2020

As Cllr Stewart was absent, there was no update available. Instead the CEO advised of the recommendations made at the October Finance Ctte Meeting and in particular, the suggestion of Cllr Giles for a paper of requirements to be drafted. No comments were received in respect of this recommendation. Cllr Dr Martin advised that she was a member of the Exeter BID. She also advised that Topsham had an alternative scheme. Cllr Dr Martin indicated she would be happy to get involved in the proposed BID and it was suggested that she liaise with Cllr Stewart accordingly

20/12/10

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

The Mayor advised that a consultation was being carried out re the Winters Lane play park and that the project was being progressed.

20/12/11

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

Cllr Lucas advised that he intended to have a formal meeting in the New Year and he also hoped that an informal meeting would take place before the year end

20/12/12

CLIMATE CHANGE UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

It was understood that a number of parishioners were interested in joining the Ctte.
Note Cllrs Giles, Green, Shaw, Stewart, Martin & Grainger were members of the Ctte

20/12/13

QUEEN'S PLATINUM JUBILEE 2022 - TO CONSIDER SETTING UP A WORKING GROUP

The CEO advised that the late May bank holiday would be moved to Thursday 2 June 2022 and an additional Jubilee bank holiday would be on Friday 3 June 2022. The Mayor suggested a collaboration of local organisations working together to host an Ottery Town event; however she accepted that there was plenty of time to decide what was the best way in which to celebrate the Jubilee

20/12/14

TO AGREE A COUNCIL REPRESENTATIVE TO ATTEND THE STATION'S MEETING ON 16TH DECEMBER AT 8.00PM.

It was understood that this date may now be subject to change. Cllr Dr Martin was already a trustee and confirmed that she would be happy to report back to the Council on pertinent matters.

Mayor's Initials.....

20/12/15

CHRISTMAS MATTERS

i. To agree the office business hours over Christmas and New Year and the date of the January 2021 Town Council Meeting

It was agreed that the Council Offices be closed from Christmas Eve until Monday Jan 4th 2021 and that the January Full Council Meeting should take place on the 11th January.

ii. to consider requirements/courses of action regarding the 2021 Christmas lights and to agree a budget

There had been numerous positive comments received, regarding the Christmas lights and how delightful the town looked. Thanks were given to the Mayor in managing to get the lights in situ and the rewiring of the electrics in an extremely tight timescale. It was **RESOLVED** that the Mayor and Cllr Shaw look at expanding the lights further for Christmas 2021 (to ensure both sides of the main street were fully decorated so as many businesses as possible would benefit) and to bring costings of the lights to a future town council meeting for consideration

iii. To consider any miscellaneous matters

There were no matters to consider

20/12/16

TO CONSIDER AND APPROVE (IF APPROPRIATE) RESCISSION OF MOTION 20/9/32 – ‘NOT TO APPOINT DACKS AS THE COUNCIL’S CONTRACTORS.....’

A notice has been received by the CEO, signed by four councillors which has been e-mailed to all councillors requesting the rescission of the motion in accordance with the Council’s Standing Orders. It was **RESOLVED** to approve the rescission of the motion

20/12/17

TO CONSIDER DACKS TO CARRY OUT THE ROOFING REPAIRS AT THE STATION

It was **RESOLVED** for Dacks to carry out the work at the previously agreed amount.

20/12/18

REQUEST FOR THE STAGE COACH HONITON TO EXETER NO. 4 SERVICE 22.15PM TO TRAVEL THROUGH OTTERY IN THE FUTURE

After some debate It was **RESOLVED** that the Council write to John Richardson Dawes at DCC requesting for this service to operate through Ottery. Cllr Giles had drafted a letter of request and it was agreed that this template be used.

20/12/19

CONSIDERATION OF REQUEST FOR THE COUNCIL TO PROVIDE SUPPORT FOR EXMOUTH AIR RADIO. THE FOLLOWING E-MAIL FROM EXMOUTH AIR HAS BEEN SENT TO ALL COUNCILLORS

It was **RESOLVED** that the Council send a letter of support to ExmouthAir to extend the radio service to cover Ottery St Mary

20/12/20

TO CONSIDER THE SOUTH WEST COUNCIL’S REVALUATION OF THE CEO’S GRADE AND TO DETERMINE AN APPROPRIATE COURSE OF ACTION

This matter would be discussed in Confidential Session

20/12/21

TO CONFIRM URGENT DECISIONS TAKEN UNDER THE SCHEME OF DELEGATION AS ACTIONED BY THE CEO, MAYOR, DEPUTY MAYOR AND CHAIR OF FINANCE

The following decisions had been taken:-

1. a Station Working Group formed to agree terms with the trustees of the Station for a new lease; a Museum Working Group formed to agree the terms of a new lease and control over

Mayor’s Initials.....

the proposed works and finally a Skate Park Working Group formed to consider the access way; safety issues; maintenance costs and a proposed sublease etc

2..To agree to the cost of a risk assessment of the skatepark – cost approx. £200

3.To agree to increase Jane Bushby`s hourly rate for the first three months to cover the extra duties she was having to take on until a Deputy CEO was appointed

20/12/22

TO APPROVE THE COST OF A DEFIBRILLATOR TO REPLACE THE EXISTING, OUTSIDE THE LIBRARY

This matter would be discussed in Confidential Session

20/12/23

PERSONAL INJURY CLAIM DETAILS

This matter would be discussed in Confidential Session

20/12/24

FINANCIAL MATTERS - TO APPROVE THE NOVEMBER 2020 COUNCIL SCHEDULE OF PAYMENTS

These had been e-mailed to all councillors. It was **RESOLVED** to approve the November 2020 Council Schedule of Payments in the sum of £24,624.26

20/12/25

REPORT FROM THE MAYOR

It was agreed that Jo Elliott of the Kings School attend a future Council meeting to discuss a proposed cycle path

20/12/26

REPORT FROM THE CEO

The CEO advised that a new Deputy CEO had been appointed – Kerry Kendall who would be starting in March 2021.

The CEO mentioned about meetings she had been trying to arrange. It was agreed that the meeting of the Museum Working Party take place in the New Year. The Working Party Meetings of the Skate Park and the Station take place on 21st December commencing at 6.00pm and the Finance Ctte Meeting take place at 10.30am on 15th December

20/12/27

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The following correspondence has been e-mailed out to councillors

1. Letter from parishioner re incidents in the town and reply from CEO
2. Public Consultation re Clyst Valley regional park (expires 7th Jan 2021)
3. EDDC Details of Area of Special Control of Advertisements which came into effect on 30th November
4. DCC No Waiting Areas – parts of Grandisson Drive, Homefield Close; Longdogs Lane. Ridgeway, St Budeaux Close, St Mary`s Park

20/12/28

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

There were none

Mayor`s Initials.....

20/12/29

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

At the request of Mr Nancekivill it was agreed in future that all councillors reports would be attached to the Minutes and displayed on the website and if members of the public had any queries resulting from the reports, that they contact the specific councillor(s) direct

20/12/30

CONFIDENTIAL SESSION

1. Background information together with quotes from various suppliers had been sent round to councillors regarding a replacement defibrillator. The contract for the present defibrillator (situated outside the library), would expire in March 2021. It was **RESOLVED** that the Council enter into another four year contract with the present supplier - NHS South Western
2. Photographs had been sent to councillors which showed the collapsed manhole cover at the back of the Council Offices and the injury sustained by the police officer (as he had fallen into the manhole). The manhole cover had now been repaired. There was a conflict of views as to whether the manhole cover was the responsibility of the Police or the Council. The Council had been contacted to supply its insurance details to the insurers acting on behalf of the police officer. It was agreed that the relevant insurers/lawyers be left to deal with the issue. The CEO would report `as and when` she had updates about the matter. The CEO had sent good wishes on behalf of the Council to the police officer concerned
3. An independent safety report had been carried out on behalf of the Council regarding the skate park, as there had been health and safety concerns. . Several councillors expressed concerns as to the content of the report and suggested the skate park be closed until the relevant matters in the report had been addressed. At the suggestion of the CEO it was **RESOLVED** that the CEO obtain urgent legal advice (and the Council to incur the costs of the same) as to what the Council`s legal responsibilities were in respect of the skate park and for the CEO to seek the consent of the independent consultant to disclose a copy of the report to the Skate Park Trust
4. The CEO`s salary grade had been evaluated by South West Councils and it was **RESOLVED** that her pay be increased to reflect the result of the evaluation, with immediate effect.

The meeting ended at 9.45pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 11 th t January 2021 by Zoom or in the Council Offices if public meetings are resumed

Mayor`s Initials.....

Mayor's Initials.....