



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY, 2nd NOVEMBER 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 Faithfull, Green, Giles, Copus, Stewart, Shaw, Grainger, and Pang and 4 members of the public (Quentin Beddall, Sarah Martin, Andi Wyer and Ian Holmes) and Christine McIntyre CEO

20/11/01

TO RECEIVE APOLOGIES FOR ABSENCE

County Councillor Claire Wright and Sgt Richard Stonecliffe

20/11/02

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	DETAILS OF INTEREST
Cllr Giles	Item 12 – The Museum (Cllr Giles is a Heritage Society Trustee)
Cllr Johns	Items 10 and 12 – Ottery St Mary Cricket Club (Cllr Johns is married to the Chair of the Club)
Cllr Martin	Item 12 -The Station, (Cllr Martin is a Station Trustee)

20/11/03

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 agreed that discussions relating to Item 19B (Christmas Lights) would be discussed in Confidential Session due to commercial sensitivity

20/11/04

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

There were no members of the public requiring to submit questions/comments

Mayor's Initials.....

20/11/05

POLICE REPORT – TO BE PRESENTED BY SGT RICHARD STONECLIFFE

Unfortunately Sgt Stonecliffe was unable to attend the meeting and answer questions on the latest figures shown below. There were no questions raised by councillors

Crimes Recorded - 01/10/2019 to 30/09/2020 - Ottery St Mary Town



Devon & Cornwall Police
Building safer communities together

Crimes Recorded - 01/10/2019 to 30/09/2020 - Ottery St Mary Town

Offence	Recorded Crime 01/10/2019 to 30/09/2020	Recorded Crime 01/10/2018 to 30/09/2019	Recorded Crime % Difference
Violence with Injury	34	39	-12.8%
Violence without Injury	48	46	4.3%
Rape	5	2	150.0%
Other Sexual Offences	13	5	160.0%
Robbery	1	0	-
Burglary Dwelling	2	3	-33.3%
Burglary Non-Dwelling	5	8	-37.5%
Vehicle Offences	4	11	-63.6%
Shoplifting	10	5	100.0%
Other Theft	17	13	30.8%
Criminal Damage	30	45	-33.3%
Public Order Offences	16	23	-30.4%
Possession of Weapons	2	4	-50.0%
Trafficking of Drugs	2	2	0.0%
Possession of Drugs	8	6	33.3%
Other Offences	5	5	0.0%
Total	202	217	-6.9%

Non Notifiable Offences	12	18	-33.3%
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Devon & Cornwall Police
Building safer communities together

Incidents Recorded - 01/10/2019 to 30/09/2020 - Ottery St Mary Town

Incident Closing Category	Incidents - 01/10/2019 to 30/09/2020	Incidents - 01/10/2018 to 30/09/2019	Incidents % Difference
Anti Social Behaviour	65	69	-5.8%
Crime Not Recorded	7	12	-41.7%
Crime Recorded	60	62	-3.2%
Public Safety	233	232	0.4%
Transport	60	75	-20.0%
Total	425	450	-5.6%

Mayor's Initials.....

20/11/06

APPLICANTS TO BE CONSIDERED FOR CO-OPTION (TO PROVIDE A PRESENTATION)

There was one applicant – Sarah Martin who provided background information about herself and what her contribution would be to the Council and the community. A vote was taken and Sarah received a majority vote. She was duly co-opted onto the Council and welcomed aboard. The CEO would send her a Welcome Pack. The Council now had its full contingent of councillors as all eleven seats were filled.

20/11/07

TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 5TH OCTOBER 2020 (MINUTE REFS 20/10/01 – 20/10/35), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the FULL COUNCIL MEETING of 5th October 2020 (minute refs 20/10/01 – 20/10/35) were presented, approved and confirmed as a correct record. They would be signed by the Mayor shortly.

20/11/08

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETINGS OF 6TH OCTOBER 2020 (MINUTE REFS P20/10/01 – P20/10/09) AND 26TH OCTOBER 2020 (MINUTE REFS P20/10/10 – P20/10/18)

The Minutes of the PLANNING COMMITTEE MEETINGS of 6th October 2020 (MINUTE REFS P20/10/01 – P20/10/09) and 26th OCTOBER 2020 MINUTE REF P20/10/10 – P20/10/01) were noted and confirmed

20/11/09

TO NOTE AND CONFIRM THE MINUTES OF THE HUMAN RESOURCES MANAGEMENT COMMITTEE MEETING OF 15TH OCTOBER 2020 (MINUTE REFS HR20/10/01 – HR20/10/07) AND TO APPROVE ANY RECOMMENDATIONS CONTAINED THEREIN

The Minutes of the HUMAN RESOURCES MANAGEMENT COMMITTEE MEETING of 16th October 2020 (MINUTE REFS HR20/10/01 – P20/10/07) were noted and confirmed

The following recommendations from that meeting were:-

- i. that Liz be asked to agree to remain in her current job for three months to assist with the training of Jane with the proviso that the HR Cttee seek to provide a redefined role/job description within the three month period **(this had now been superseded as Liz had left the employment of the Council)**
- ii. that the CEO advertise for a Deputy CEO/trainee after her resignation was accepted .

However it was noted that all the recommendations had been superseded by events

20/11/10

TO NOTE AND CONFIRM THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 15TH OCTOBER 2020 (MINUTE REFS F20/10/01 – F20/10/11) AND TO APPROVE ANY RECOMMENDATIONS CONTAINED THEREIN

The Minutes of the FINANCE COMMITTEE MEETING of 15th October 2020 (MINUTE REFS F2010/01 – F2010/11) were noted and confirmed

It was RESOLVED to approved the following recommendations from that meeting

1. that the Council's preferred option (**Option A**) to hand over the building now for nominal consideration (£1) together with up to £40,000 of investment and that £10,000 is made available immediately, be progressed
2. that in the transfer deed, provision be made that In the event of the charity winding up etc it is sold back to the Council for the same consideration.

Mayor's Initials.....

3. Alternatively if Option A could not be progressed then **Option B** be pursued which was:-

The Council to:-

- i. Release £10k immediately
- ii. Keep £10k in reserve for any additional work urgently required to reopen the museum
- iii. Ensure a proposed lease (of approx. 25 year term) to be completed and the rental provisions to be as follows:-
 - Year 1 – Peppercorn
 - Year 2* – Peppercorn
 - Year 3 - £1000
 - Year 4 - £1000 and we are responsible for the building****before the end of year 2, to assess the situation with the Trustees as to their potential to pay the increased rental amount from Year 3 and the Council to make a decision accordingly***
- iv. Years 1-4 – to allocate £10,000 per year towards upkeep and repairs
- v. to provide support with any grant applications and act as guarantor if necessary
- vi. to contract any tradesmen / companies directly for Vat purposes
- vii. that the CEO investigate the legal position of a proposed immediate transfer of the property.
- viii. In addition to have a break clause at the end of the fourth year with potential to transfer the freehold to the Trustees

1. To consider a proposed large organisation grant scheme for organisations that were culturally, economically or historically important to the town, in conjunction with the current financial needs of a number of these organisations due to Covid and that rules and criteria should be drafted in the first instance, before approaches could be made to organisations. Cllr Stewart advised that he would be willing to draft the rules and regulations for consideration

Cllr Stewart requested that financial requirements of Committee Chairs be submitted to him without delay as he was trying to prepare a budget for 21/22 and needed this information

20/11/11

TO NOTE AND CONFIRM THE NOTES TAKEN AT THE POLICIES AND COMPLIANCE WORKING GROUP MEETING OF 16TH OCTOBER 2020 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED THEREIN

The notes of the POLICIES AND COMPLIANCE WORKING GROUP MEETING of 16th October 2020 were noted and confirmed

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

- Identify and clarify any obvious areas that are problematic, in need of review or seem to be unfit for purpose.
- Review council efficiency, administration of legislation, reporting processes, function of working groups/committees and communication, identifying key areas to improve.
- Identify key areas where we feel significant improvements to our operating efficiency can be achieved.
- Look to identify other councillors who wish to join the working group.
- Evaluate the need to engage DALC for advice and any professional services we believe could aid in the process
- Undertake a full review of council policies, standing orders and compliance

Mayor's Initials.....

- Understand implications of the national legal framework that inform our policies and procedures – what is compulsory, what is advisory or best practice and what is self imposed
- An analysis of current in-house council reporting processes, long term plan and accountability

The Mayor thanked the Working Group for all their work and commitment in progressing the streamlining of the Council. Cllr Stewart was willing to help with the work if necessary.

20/11/12

TO NOTE AND CONFIRM THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 28TH OCTOBER 2020 from that meeting AND TO APPROVE ANY RECOMMENDATIONS CONTAINED THEREIN

The Minutes of the PROPERTY AND LAND COMMITTEE MEETING of 28th October 2020 were noted and confirmed

20/11/13

**It was RESOLVED to approve the following:-
PROPOSED CRICKET CLUB LEASE***

1. that the CEO progress obtaining a valuation from Stratton Creber in order to comply with the requirements of the `General Disposal Consent` in respect of the proposed cricket club lease
2. to approve the plans and the Heads of Terms (`HOTS`) for the proposed lease. Once the valuation had been carried out, the CEO would then submit the HOTS to Rob Johns and also ask for details of the Cricket Club`s solicitor. It was noted that Western Power had no issues with the proposed use, following their inspection of the site
3. that contact be made with the Petanque Club and the Bowling Club to set up individual meetings regarding the proposed MUGA to be sited at Strawberry Lane funded by S106 monies

**The Mayor left the meeting whilst this item was discussed*

20/11/14

**It was RESOLVED to approve the following:-
THE STATION***

1. that the lease and approval of other documentation be deferred and that there should be a discussion about the future of the building in the first instance with the trustees, with consideration being given to a freehold transfer of the building with a clawback provision contained in any transfer deed, to ensure that in the event of the Station winding up as a charity that the Council would have the property returned. However the CEO advised she would have to seek legal advice with regards to the disposal of charity property (which the building would become, if vested in the Station) as different rules applied. She would also look at the transfer deed of the property to the Council to ensure that there were no restrictions to any future transfers
2. that the Help Scheme pay the full rental amounts on Offices 1 and 3 wef January 1st 2021
3. the Council`s solicitors be instructed to serve a break notice and pursue recovery of the arrears from one of the tenants of the porta cabins
4. to gauge if there was any interest in community groups having the use of the porta cabins but to advise that this would be subject to further planning consent being obtained. The porta cabins to be advertised in the Gazette and on the Council website. If there was interest, the Council to make a further planning application to EDDC prior to the expiry of the current permission (31st July 2021). If there was no interest, that consideration be given to them being sold off by the Council. However removal would likely necessitate in the use of a crane and expensive removal costs

Mayor`s Initials.....

5. that the CEO ask the Station for the Council be placed on their mailing list for agendas to be sent to her, in view of the Station no longer requiring a Council representative. It was also noted that Roger Chambers had resigned as a trustee of the Station

Cllr Grainger advised that Men`s Shed would be vacating their porta cabin shortly as they had now signed a lease in respect of alternative premises. Cllr Grainger had inspected the porta cabin and had confirmed (in response to a query raised by Men`s Shed), that the current chipboard flooring should remain in the porta cabin after they had vacated it.

The CEO had advised that the recommendation made to use Dacks to repair the Station roof could not be approved at tonight`s meeting as the Council had already resolved at its September Full Town Council Meeting, not to use Dacks in view of the guarantee issues. She advised that either the decision be revisited, six months after the expiry of the September decision, or alternatively, four councilors would need to sign a notice wishing to overturn the September decision which would need to be considered at the next Full Council meeting and approved at that meeting. It was decided to progress the latter course of action if four councilors were minded to sign a notice

**Cllr Martin left the meeting whilst this item was discussed*

20/11/15

THE MUSEUM*

The following recommendations had been made at the and Property and Land Cttee Meeting of 30 July and had been referred to the Full Council Meeting of 7th September for decisions but had then been deferred and were now being considered for approval at this meeting

a. *the Council to give financial support to the Heritage Society for the refurbishment of the Museum for the remaining three year term of the current Council - up to the sum of £10,000 per annum which would then be subject to review at the expiry of the three year term (as to whether the new Council should continue to fund the remaining two years for lesser amounts (£7,500 and £5,000 respectively)).* **The Council agreed and acknowledged that this recommendation had been superseded by the recommendations made at the Finance Cttee Meeting of 15th October 2020**

b. *that all invoices be in the name of the Council and paid on an `ad hoc basis.* **It was RESOLVED to approve this recommendation**

c. *that the provision in the fire risk assessment (to line the underside of the staircase (located at the rear of the band room where the staircase is exposed) with a material that will afford a minimum of 30 minutes fire resistance to completely separate off the band room from the museum) be actioned as soon as practicable.* **It was RESOLVED to approve this recommendation**

d. *that the `Permissions` be approved (Councillors had been e-mailed the permissions). (The permissions were an extensive list of works which the Heritage Society required to be undertaken to the Museum with approx.costs) .* **It was RESOLVED to approve this recommendation**

The Council in the interests of transparency, wished to make it clear that there were ongoing costs with an old building funded by public money and this factor needed to be taken into account, as to one of the main reasons that the Council wished to divest itself of the property and transfer it to the Heritage Society. However the Silver Band`s interests would be protected as it had a 10 year lease of part of the building. In addition the CEO would seek advice from the Council`s solicitor with regards to the disposal of charity property (which the building would become if vested in the Station) as different rules applied. Quentin Beddall. Trustee, advised that it was hoped that the Museum would re-open in Spring 2021. However Covid may delay this. He talked about the urgent requirement for the installation of a lift to enable access to the first floor by disabled persons. It was agreed that the way forward, was for Cllr Grainger in his capacity as the Chair of the Property and Land Cttee

Mayor`s Initials.....

(plus other councillors) to have a dialogue with the trustees about the proposed works, costs and time frame.

**Cllr Giles left the meeting whilst this item was discussed*

THE SKATE PARK

20/11/16

It was RESOLVED to approve the following:-

1. that the matter of transferring the lease; entering into a deed of variation and a licence, be deferred in the interim and that the CEO check the lease provisions to ascertain the responsibilities of the Council (as sub Landlord) and that of the Ottery Skate and BMX Trust (as the sub tenant)

The CEO advised that she had already checked the lease which provided that the sub-landlord (the Council) to give quiet enjoyment of the premises to the sub-tenant and was at liberty to carry out checks of the premises etc. However the onus was on the tenant to ensure the skate park and the equipment were kept in a good and safe condition

2. that the consultant (who carried out the risk assessment of the Council Offices) carry out a risk assessment of the skate park as a matter of urgency.

It was understood that a risk assessment had already been carried out under the Council's Scheme of Delegation on Friday 30th October. Cllr Lucas did not wish to pre-empt the findings of the report but it was likely to raise concerns about potential risks to unsupervised young children; lack of lighting and security and the location of the site

3. that the matter of payment of the maintenance costs be deferred and no payment be made at the moment

Cllr Grainger expressed serious concerns about the skate park, and, dependent on the findings of the report, indicated that the skate park may have to be temporarily closed. He went on to say that any closure of the skate park would be done for the right reasons and the Council would be fully supportive of it re-opening when all safety measures were in place. It was **RESOLVED*** that there needed to be a cohesive plan by the new sub-tenants (the Station) when taking over the sublease of the Skate Park and once the contents of the risk assessment were known, then an urgent meeting needed to be set up between councillors and the prospective sub-tenant as to a way forward. If there was no plan formulated, then consideration should be given to possible closure of the skate park if the Council was to deem it unsafe. Cllr Pang was under the impression that the transfer of the skate park had already been effected. However the CEO confirmed that this was not the case.

**Cllr Pang abstained from voting*

THE CEMETERY

20/11/17

It was RESOLVED to approve the following:-

1. that Richard Gomm remove the tent and debris from the site left by the homeless man as it was understood he had now been found accommodation

2. that one property owner pay half the cost of the replacement hedging/trees and that the person who had removed the fence, be allowed for it to remain in situ until the planting work had been completed. The property owner would then need to reinstate it on the original fence line.

3. that Jon Simms PCSO, be advised of youths congregating in the cemetery and using bad language.

4. the draft tender documents in respect of cemetery maintenance and the inspection of memorials

Mayor's Initials.....

CAR PARKING SPACES ADJOINING VICTORIA TERRACE

20/11/18

It was **RESOLVED** to approve the following:-

1. that the draft legal documentation and plans be approved with the following points addressed - . that the Council would not require the use of the managed land (as shown on the plan) and should not be responsible for any costs associated with the managed land.
2. that the transfer should include provision for a fold down and surface mounted bollard to protect the parking space (only to be implemented if there was an abuse of the parking system)

GROUNDS MAINTENANCE CONTRACT

20/11/19

It was **RESOLVED** to approve the tender documents

20/11/20

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Cllr Vicky Johns

Cllr Johns advised about EDDC`s endorsement of equality provisions

Cllr Peter Faithfull

Cllr Faithfull advised that there would need to be an increase in EDDC`s housing staff due to the housing issues they were currently dealing with. He advised that EDDC was in pole position in the country as it created the least amount of residual waste

Cllr Claire Wright

Councillor Wright`s report had been e-mailed to all councillors

20/11/21

COMMUNITY ASSET – TO CONSIDER SUBMITTING AN APPLICATION IN RESPECT OF A TOWN PROPERTY

There was discussion regarding listing the Former Old Boys School in Yonder Street with EDDC as a community asset or with Historic England as a listed building. However it was **RESOLVED** to leave the matter in abeyance until EDDC determined the planning application for the building and then reconsider it at a future date

20/11/22

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

Cllr Stewart advised that EDDC`s S106 team would again be diverted to Corona Virus duties so there would be a further delay in progressing projects. It was unlikely that anything would happen now until mid December. He was still trying to obtain a response with regards to the monies due to the Council in excess of £200,000. It was agreed that the CEO write to EDDC regarding the continuing delay and that an allowance be made for this with regards to the timeline of when developers could reclaim the monies (that the time period be extended to reflect the delays) and that it be stressed to EDDC, the importance of receiving the monies which were required for infrastructure provision.

Mayor`s Initials.....

20/11/23

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

Due to Corona Virus no meetings had taken place but it was intended to arrange a meeting before Christmas. It was also agreed that BID (Business Improvement District) be an item for the December agenda

20/11/24

PAVEMENT PARKING – OPTIONS FOR CHANGE

There was much discussion. It was **RESOLVED** that the Council recognised the effect Pavement Parking had on pedestrians, particularly those that were most vulnerable; the elderly, parents with buggies, the visually impaired, and wheelchair users. The Council called on Government to introduce legislation to resolve this continuous dangerous situation. The Council agreed to express its concerns to Devon County Council, and would urge Devon County Council to utilise fully, its powers, including the use of Civil Parking Enforcement Officers, to resolve the problem of Pavement Parking.

20/11/25

UPDATE ON A THE REQUEST FOR A PARISH LENGTHSMAN AND THE CRITERIA FOR THE COUNCIL TO PARTICIPATE IN THE HIGHWAY MAINTENANCE COMMUNITY ENHANCEMENT FUND

There was much discussion regarding the best method in attracting volunteers to carry out this work. Cllr Faithfull suggested a leaflet drop. It was **RESOLVED** that initially, social media should be used as it was considered that it would reach a much wider audience and then if this didn't generate a sufficient response, to look at alternatives. Cllr Stewart advised he was willing to help Cllr Faithfull with social media.

20/11/26

CHRISTMAS MATTERS

A. RESPONSE FROM THE OVER 60S CLUB RE CHRISTMAS EVENTS

The CEO had been advised by the Over 60's Club that unfortunately all the usual events for the Over 60s had been cancelled as its the members were in the vulnerable category. However they wished to make it known that they thought the Council was very kind and thoughtful to think of the Club and its members and wished to thank the Council

B. CHRISTMAS LIGHTS UPDATE AND RECONSIDERATION/APPROVAL OF FURTHER QUOTES – WIRING AND LIGHTS

This was to be discussed in Confidential Session

C. CONSIDERATION OF REQUEST BY THE ROTARY CLUB OF THE OTTER VALLEY, FOR THE COUNCIL TO SUPPORT THE PROPOSED SANTA RUN

The Council supported the event which was due to take place on 13th December

20/11/27

CONSIDERATION OF FUNDING IDEAS/REQUESTS THAT MAY ASSIST THE TOWN DURING THE COVID PANDEMIC

No ideas/suggestion were forthcoming

20/11/28

CONSIDERATION OF CLLR PANG AS A MEMBER OF THE LOCAL ACTION GROUP ('LAG') OF THE EAST DEVON AND MID DEVON COMMUNITY SAFETY PARTNERSHIP CTTE

It was **RESOLVED** to appoint Cllr Pang to the LAG

Mayor's Initials.....

20/11/29

TO APPROVE THE COST OF A VEHICLE ACTIVATED SIGN ('VAS') TO BE SITED AT BARRACK ROAD SUBJECT TO A CONTRIBUTION BEING MADE BY THE COUNTY COUNCILLOR – CLARE WRIGHT

Concern had been expressed by Community Speed Watch as to the percentage of speeding vehicles travelling along the road and they had suggested as a matter of urgency a VAS at this location. The approx. cost of a VAS would be £2500. Councillor Claire Wright had advised that she was prepared to pay 50% of the cost with the Council paying the remainder. It was **RESOLVED** to purchase a VAS on the aforementioned basis. Cllr Giles stated that Community Speed Watch should be thanked for their efforts in bringing this matter to the attention of the relevant authorities

20/11/20

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

The decisions previously taken were:-

1. To appoint a full time Deputy CEO
2. As a temporary arrangement, Jane Bushby (the new receptionist/administrator) to take on additional duties as a temporary measure until such time as the new CEO was appointed. Her salary to be increased to reflect the additional duties.
3. For South West Councils to re-evaluate the CEO's salary banding (the re-evaluation would incur no cost to the Council)

The aforementioned decisions were noted

20/11/31

REMEMBRANCE DAY UPDATE AND REQUIREMENTS

The Council had been invited to attend the 10.50am service with a few representatives. However the Mayor understood that the service may now be cancelled due to the proposed lock down. However Cllrs Grainger, Faithfull and Copus agreed to represent the Council should it go ahead. The wreath would be taken to the Church Office by the CEO. There would be no formal wreath laying ceremony this year. A member of the church office would lay the wreaths at the memorial. Cllr Faithfull had asked for the Ottery branch of the Royal British Legion to be allowed to set up a gazebo outside of the library to sell poppy face masks. The Council **RESOLVED** that this should go ahead subject to the Legion complying with the Council's insurance requirements which were:- to provide a risk assessment together with proof that the public liability insurance cover would afford cover for having a stall outside the library including Covid-19 risks

20/11/32

FINANCIAL MATTERS

A. TO APPROVE THE OCTOBER 2020 COUNCIL SCHEDULE OF PAYMENTS

These had been e-mailed to all councillors. It was **RESOLVED** to approve the October 2020 Council Schedule of Payments in the sum of £28,062.13

B. TO PRESENT THE EXTERNAL AUDITOR'S REPORT RE THE COUNCIL'S ACCOUNTS FOR 2019/20

The Council had received a clean bill of health for its finances. The CEO advised that this was the first year that the External Auditor had not suggested any improvements or recommendations as to the management of the Council's accounts. The External Auditor stated that the financial information supplied by the Council was in accordance with proper practices and no other matters had come to its attention giving cause for concern that

Mayor's Initials.....

relevant legislation and regulatory requirements had not been met. The Mayor congratulated the result as something the Council should be proud of

C. TO APPROVE THE QUARTERLY ACCOUNTS

It was **RESOLVED** to approve the accounts

20/11/33

REPORT FROM THE MAYOR

a. It was understood that the La La choir was intending to sing outside of Sainsbury's. They were seeking the Council's support for this. The Council was supportive of the event.

b. A Devon Life journalist was seeking to speak to a councillor about the history of the town. The Mayor had all relevant details if any councillor was interested.

20/11/34

REPORT FROM THE CEO

The CEO had no matters to report

20/11/35

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The CEO advised of the following:-

1. Notification of the Annual Waiting Restriction from DCC- roads affected – Ridgeway and Longdogs Lane. This was circulated to all councillors but no comments or objections had been received by the cut off date (18th October)
2. A letter had been received from Mrs J Gori but she had been advised by the CEO that she was unable to deal with it

20/11/36

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

There were none

20/11/37

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

Cllr Pang enquired as to any progress EDDC were making with regards to the derelict property in Batts Lane. The Mayor advised that EDDC were struggling to identify the owner of the property on whom to serve an invoice for repairs which was the sticking point

20/11/38

CONFIDENTIAL SESSION.

CHRISTMAS LIGHTS UPDATE AND RECONSIDERATION APPROVAL OF FURTHER QUOTES – WIRING AND LIGHTS

In accordance with the Financial Regs the CEO, had striven to obtain quotes from three different contractors. However she had only managed to obtain two quotes, as the third contractor could not quote until next year. All the information regarding both contractors and their quotes had been supplied to councillors prior to the meeting. The quotes for the cost of the installation of the lights and removal of the same plus the new wiring were considered as separate issues. After some discussion it was **RESOLVED** to enter into a three year contract with Festive Lighting to provide Christmas lights. In addition, for Festive Lighting to provide new electrical connections as a one of cost for the first year of the contract which it was understood were necessary in view of the age and condition of the existing connections. It was also understood that there would be electrical supply costs payable by the Council. However as LED lighting would be installed, the costs should be minimal. Cllr Stewart mentioned about obtaining quotes for lights at the Land of Canaan; however it was agreed that this could be considered later.

Mayor's Initials.....

The meeting ended at 9.45pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 7th December 2020 by Zoom or in the Council Offices if public meetings are resumed

DRAFT

Mayor's Initials.....