



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held at the **COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY** on **MONDAY, 3rd FEBRUARY 2020** at **7.00pm**

PRESENT:-Cllr Pratt (**Deputy Mayor**)* Cllrs Faithfull, Copus, Lucas, Stewart, Dobson, Grainger, Johns, Harding and Pang, Cllr Claire Wright**, Kate Pearson Flood Resilience Advisor – Environment Agency, Hock Lee Senior Flood & Coastal Risk Officer - Devon CC, four members of the public and Christine McIntyre CEO

*Cllr Pratt chaired the meeting in the absence of Cllr Giles. Cllr Wright had to leave early due to another engagement

Kate Pearson and Hock Lee provided useful and informative presentations regarding the potential of flooding in the town and the need to be prepared and how to stay safe in the likelihood of a flood. Kate recommended working with the Council on a new flood awareness scheme and to review the Emergency Plan and recommended that there should be some continuation of the privately owned flood warning system. Hock then provided the figures for the maintenance of the rain water gauges at the Kings School and the primary school in the town and the gauge at Tipton St John. A Q&A followed.

PRAYER:- The CEO read the Council Prayer

20/02/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Giles had tended his apologies

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

Cllr Faithfull	Item 18 (VE Day) Chair of Ottery British Legion
Cllr Harding	Item 15 (Planning Application) – Personal Interest as it was her near neighbour’s application
Cllr Stewart	Item 17 (Climate Change) Chair of Greener Ottery Item 10 (Grants) Chair of the Business Forum
Cllr R Grainger	Item 10 (Grants) Cllr Grainger’s wife was a volunteer involved in the Food Festival
Cllr Johns	Item 19 (S106 Working Group) Cllr Johns’ husband was involved in the OSM Cricket Club

20/02/01

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 Item 25 be discussed in Confidential Session with the public and press excluded as it related to employee matters

20/02/02

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

Brian Nelson was interested in Item 30 (Ottery in Bloom). He requested at Item 34 (Correspondence) that the e-mail the Ottery in Bloom secretary had sent the CEO today (regarding a proposed planter), be discussed. However the CEO advised that she hadn’t received the e-mail and therefore the item would need to be referred to the March meeting. Jackie Down was interested in Item 18 (VE Day) and would speak if necessary on the item when it was raised. Ruud Venneboer was interested in Item 10 (Grants) and it was agreed he could speak when the item came up

Deputy Mayor’s Initials.....

20/02/03

TO RECEIVE THE MINUTES OF THE COUNCIL MEETING OF 6TH JANUARY 2020 (MINUTE REFS 20/01/01 – 20/01/36) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the FULL COUNCIL MEETING of 6th January 2020 (minute refs 20/01/01 – 20/01/36) were presented, approved and signed by the Deputy Mayor as a correct record

20/02/04

TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 20TH DECEMBER 2019 (MINUTE F19/12/01 F19/12/24) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIRMAN OF THE FINANCE COMMITTEE AS A CORRECT RECORD

The Minutes of the FINANCE COMMITTEE MEETING of 20th December 2019 (minute refs F19/12/01 – F19/12/24) were presented, approved and signed by the Deputy Mayor as a correct record

20/02/05

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 13TH JANUARY 2020

The Minutes of the PLANNING COMMITTEE MEETING of 13th January 2020 were noted and confirmed

20/02/06

TO NOTE AND CONFIRM THE MINUTES OF THE FINANCE COMMITTEE OF 24TH JANUARY 2020

The Minutes of the FINANCE COMMITTEE MEETING of 24th January 2020 were noted and confirmed

20/02/07

TO NOTE AND CONFIRM THE MINUTES OF THE PROPERTY AND LAND COMMITTEE OF 28TH JANUARY 2020

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

20/02/08

TO APPROVE THE RECOMMENDATIONS OF THE FINANCE COMMITTEE MEETING OF 24TH JANUARY 2020 NOT CONSIDERED ELSEWHERE ON THE AGENDA

It was noted that Cllr Stewart had also prepared supporting Finance Notes which had been e-mailed to councillors for consideration

I. Annual Grants

Ruud Venneboer spoke on behalf of the Festival and after much deliberation it was **RESOLVED** by the Council that the Festival receive the sum of £750 subject to the proposed bus provision operating from the town at a later time of 12 noon and that the Festival was proactive in ensuring that all traders in the town were made aware of the free provisions for trading available at the event. Rudd advised that he had a committee meeting on Thursday and would discuss the recommendations at this meeting. Councillors had received details of the recommendations for the annual grants. It was **RESOLVED** to accept all the recommendations for the annual grants subject to the conditions in respect of the Food and Families Festival. Ottery in Bloom's application would be discussed later in the meeting. ***The Appendix attached shows the final figures and conditions to be applied***

II. Accountancy Provision

It was **RESOLVED** that for 2020/21 the Council use the services of Rachel Hollox. Details of Rachel's fees had been e-mailed to all councilors. It was understood that the Council had been experiencing problems with the accountancy firm it was currently using and although their fees would be slightly cheaper than Ms Hollox's, it was understood that Ms Hollox had an excellent reputation. In addition her practice was based upstairs in the Council Offices which would make it more convenient for the Council to discuss accountancy issues with her

III. Reserves Policy

The draft policy had been e-mailed to all councillors for consideration. It was **RESOLVED** that the revised Reserves Policy be accepted

Deputy Mayor's Initials.....

IV. Grounds Maintenance Contract

It was **RESOLVED** that the Council enter into a further grounds maintenance contract for 2020 with DCC and for a further subcontract to be entered into between the Council and Idverde. Councillors had previously received details of the contracts and the costings

20/02/09

TO APPROVE THE RECOMMENDATIONS OF THE PROPERTY AND LAND COMMITTEE MEETING OF 28TH JANUARY 2020 NOT CONSIDERED ELSEWHERE ON THE AGENDA

I. THE STATION

a. Update on various maintenance issues/problems

Another contractor had been approached to provide a quote for repair work to the roof but this had not been received, as there were issues with his public liability insurance. The only other quote re the roof had been received from Apex. It was **RESOLVED** that the matter be left in abeyance in view of its non-urgency

b. To consider a lease renewal re porta cabin - to agree a rental amount and to consider the legal work required

It was **RESOLVED** that the tenants of one of the portacabins be granted a further two year non-secure lease at the existing rent with provision to terminate on a month's notice (either party) basis. It was further **RESOLVED** that the CEO prepare the necessary legal documents

II. STRAWBERRY LANE

Update on the proposed maintenance work

A delegation of councillors had visited Strawberry Lane. They had noted that the tarmac surface of the drive needed to be cleared of moss and all other vegetation; the sides of the drive and the grass verges required trimming, plus the entrance gate required an application of wood preservative. It was **RESOLVED** that Richard Gomm deal with the gate and that a quote be obtained from Idverde by the CEO for the drive, verges etc in the first instance. The CEO and Chairman to liaise and progress

III. WINTERS LANE TENNIS COURTS

Update on the shed

It was **RESOLVED** that the Pixie Day Committee be given more time to move their items out of the shed (preferably by the VE celebrations but the deadline date not to exceed Pixie Day). It was understood that Richard Coley had been speaking to Otter Nurseries to enquire whether they had any accommodation for the Pixie Day Ctte equipment but it was believed they had no accommodation available

IV. THE COUNCIL OFFICES

a. Request by Feniton Park's solicitor in relation to a land issue

Every's the solicitors acting for Feniton Park had requested that the Council certify a document relating to a Legal Charge. It was **RESOLVED** that subject to Feniton Park agreeing to provide in writing, consent to the re-marking of the parking bays the Council would then sign and return the document that Feniton Park required.

b. Consideration of the Fire Risk Assessment

It was **RESOLVED** that the handy person deal with the issue of making the door on Office 3 self closing, and for him to carry out the testing of the emergency lighting. It was also **RESOLVED** that office staff have fire evacuation training

V. CAR PARKING SPACES THE FORMER FACTORY SITE

Update on car parking spaces (at the former factory site) transaction

A draft transfer has been sent to the Council's solicitor for consideration. The Transferor's solicitors had stated that they were not prepared to provide replies to Enquiries before Contract as the land had no value. The CEO had already gone back to the Council's solicitor with her concerns about this. It was **RESOLVED** that the CEO reinforce this view with the Council's solicitor. In addition the CEO had asked the solicitor as to what searches she considered were necessary to be carried out and the approx. cost

Deputy Mayor's Initials.....

VI. THE LIBRARY AND INFORMATION CENTRE

Consideration of request for planting at the Library (Children`s Project)

It was **RESOLVED** that Mr Spittlehouse and the volunteer from FOOL liaise with one another about the proposed planting on the right hand side of the library (facing the building from the front door).

VII THE MUSEUM

a.Silver Band Room Update

It was **RESOLVED** not to progress the installation of the door between the Band room and the Museum and to advise both parties accordingly. Further, that the two parties would need to make arrangements between themselves to read the meters. However it was **RESOLVED** that vent(s) be put in situ which Damp Proof & Timber Preservation Ltd should be able to advise upon (as to where they should be sited) and the handy person to carry out the vent(s) installation works

b.Update on various matters (including roofing contractors/trap door/fire risk recommendations/ fire extinguishers

It was **RESOLVED** that a roofer/builder assess the condition of the roof and the chimneys (they may require re-pointing) (Apex and R W Dack & Son and one other, were suggested). It was queried why NPS, had not carried this out in their survey and it was **RESOLVED** that contact be made with them to request a roof survey. The CEO to advise all contractors as to the awkwardness of the access to the roof, and that they would require long ladders. It was also **RESOLVED** that a new trap door be installed in the roof which it was agreed was a job for the handy person.

c.Further consideration of the proposed land holding

It was **RESOLVED** that a `round the table` discussion with the Trustees of the Museum be progressed once an inspection of the roof had been carried out and all other issues with the building were known

VIII. MISCELLANEOUS

Consideration of the Council`s Carbon and Energy Policy

The Policy has been e-mailed to all Ctte Members as there were matters that required attention by the Ctte. It was **RESOLVED** that the Policy be considered at the March Full Council meeting when Greener Ottery gave a presentation

20/02/10

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

Reports had been received from Cllrs Johns and Pratt which had been circulated to all councillors. No questions were raised. Cllr Wright had had to leave the meeting early and therefore had been unable to present her report

20/02/11

POLICE MATTERS

The CEO advised that she had received no information/report from the Police. Cllr Stewart in response to Sgt Stonecliffe`s report last month (that crime figures were falling), advised that two murders had recently occurred in adjoining parishes

20/02/12

TO CONSIDER AND APPROVE (AS APPROPRIATE) PAYMENT FOR THE ANNUAL MAINTENANCE COSTS OF RAIN WATER GAUGES AT OTTERY ST MARY PRIMARY, KINGS SCHOOL AND TIPTON ST JOHN

Following the presentation by Hock Lee and Kate Pearson, members concluded that the annual maintenance cost of the three gauges were too expensive . In particular the call out fees would be £500 per visit. Previously the costs had been borne by DCC but future cost of the gauges would have to be met by the Council. It was **RESOLVED** that the Council should not enter into further contracts with Hydro Logic Services in view of the costs. This decision was unanimous. However it was agreed that alternative replacement options should be considered by the Council

Deputy Mayor`s Initials.....

20/02/13

**CONSIDERATION OF PLANNING APPLICATION 20/0040/FUL
APPLICANT: GARY BROOM PROPOSAL: ERECTION OF SINGLE STOREY REAR EXTENSION
LOCATION: HEATHERBANK BARTON ORCHARD TIPTON ST JOHN SIDMOUTH EX10 0AN**

The Council supported the application. Cllr Stewart advised that no mention was made in the planning application for the provision of the collection and re-use of rain water or the use of sustainable materials in the design

20/02/14

OSM REGENERATION PROJECT WORKING GROUP – UPDATE AND REPORTS OF ANY MEETINGS

The CEO had been in contact with Margaret Hall the Chair of West Hill Parish Council (‘WHPC’) regarding joint working proposals. However Cllr Hall had advised that although she would be willing to hold discussions with the Council re the Neighbourhood Plan (‘NP’) that with the passage of time since the Plan had been completed (and since WHPC had been in existence and developed its own priorities) she did not think the proposals for joint working groups would be particularly helpful. She advised that WHPC was already fairly far advanced in a traffic study and was taking forward various proposals arising from this, which would be of little or no interest to OSMTC councillors. However she mentioned there could be some issues of mutual interest – e.g. road safety along the B3174 Daisy mount, which formed the boundary between the two parishes, also issues concerning public transport and the 4/4a buses. WHPC would be happy to co-operate on such issues, but did not feel it would be a good use of its (and the Council’s) time to participate in a formal working group. Similarly they could not see much benefit in joint working on a sports, health & well being committee, or the Regeneration Committee. They would be happy to co-operate if particular issues arose relevant to West Hill. Finally, Cllr Hall would be happy to liaise regarding Chapter 12 of the NP regarding review of the Plan, etc. however she didn’t think much needed to be done in advance of GESP and a local plan revision. No comments were made in response by the Council

20/02/15

CLIMATE CHANGE – UPDATE AND REPORTS OF ANY MEETINGS

Cllr Stewart – the Chair of Greener Ottery advised that Greener Ottery were preparing for their presentation at the March council meeting and would be further recommending at this meeting, the setting up of a committee as resolved at the June 2019 Council meeting*

**Note-It had been resolved to set up a Working Group at the June 2019 meeting*

20/02/16

VE DAY CELEBRATIONS – UPDATE ON THE CELEBRATIONS AND TO CONSIDER AND APPROVE (AS APPROPRIATE) THE DRAFT TERMS OF REFERENCE FOR THE COUNCIL WORKING GROUP AND TO CONSIDER AND APPROVE ANY RECOMMENDATIONS (AS APPROPRIATE)

Cllr Johns advised of all the extensive preparations that were underway. To date, two meetings had taken place to progress the events. The Events Working Group consisted of Cllr Johns, Rob McGovern, Catriona Patten and Pam Joy plus people from other organisations. The events would follow national guidelines. It was envisaged the following would be taking place – Friday 8th May – 1940s Picnic in the Park at the Land of Canaan (free car parking would be available); Sat 9th May – 1940s dance at the Institute; Sunday 10th – Church services; the Cricket Club would be holding a barbecue and bar. In addition the local shops had been invited to dress their shops windows in 1940s style; bunting would be hung at specific locations; people would be encouraged to wear 1940s dress; the primary school pupils were being encouraged to design posters and the gazebos had been booked. It was agreed that if a sum of money had not been agreed previously by the Council towards the cost of the event, that it would need to be an item on the March agenda for consideration. Cllr Johns advised that the Terms of Reference for the Events Working Group would be provided for consideration/approval shortly

20/02/17

S106 WORKING GROUP - UPDATE AND REPORTS OF ANY MEETINGS AND TO CONSIDER AND APPROVE ANY RECOMMENDATIONS (AS APPROPRIATE)

A Meeting had taken place on 24th January 2020. A report prepared by Cllr Stewart had been e-mailed to all councillors with the following recommendations for S106 projects:-

Deputy Mayor’s Initials.....

Location	Project	Cost
Strawberry Lane	Fence re cricket	£35,000
Strawberry lane	MUGA (Netball/Tennis)	£150,000
Butts Road	Football Club Repairs	£35,000
Winter`s Lane	Children`s Play	£35,000
Land of Canaan	Bridge/Structures	£20,000
Alfington	Play etc	£40,000
OSM Primary School	Roof for swimming pool	£25,000

It was **RESOLVED** to approve all the proposed projects for S106 funding. Cllr Stewart advised that there was S106 funding available in the total sum of £340,415.06 to cover the costs of the proposed projects. Cllr Johns expressed health and safety concerns re the proposed MUGA at Strawberry Lane re the lack of pavements. She also raised the issue of the small amount of parking currently available at the site. It was considered that the lack of pavements was a matter for the Regeneration Working Group to consider

20/02/18

CHRISTMAS LIGHTS WORKING GROUP – UPDATE AND REPORTS OF ANY MEETINGS AND TO CONSIDER AND APPROVE (AS APPROPRIATE) THE DRAFT TERMS OF REFERENCE FOR THE COUNCIL WORKING PARTY AND TO CONSIDER AND APPROVE ANY RECOMMENDATIONS (AS APPROPRIATE)

A Meeting had taken place on 28th January. The proposed Terms of Reference had been e-mailed to all councillors. It was **RESOLVED** they be approved. Cllr Stewart advised that he had prepared the Terms of Reference but he was not willing to involve himself in any more of the admin work in view of all the other council matters he was involved in. He advised that the Late Night Shopping Event would take place in the town on Friday, 27th November 2020.

20/02/19

OTTERY HOSPITAL – UPDATE AND REPORTS OF MEETINGS ATTENDED

Cllr Lucas reported that there was potential for a solution in `the works` but currently confidential discussions were taking place. He was intending to hold a first official meeting of the Council`s Hospital Working Group in early February to assess whether the Group should continue in its original format or whether alterations were necessary. Cllr Johns together with a number of other councillors thanked Cllr Lucas for all his hard work on the hospital. They were all aware it was not an easy matter to deal with

20/02/20

TO CONSIDER A REQUEST FROM FENITON PARK`S SOLICITOR IN RESPECT OF A PROPERTY ISSUE.

This matter had been dealt with earlier on in the meeting

20/02/21

CONSIDERATION OF A REQUEST TO SITE TWO DOG BINS ON THE BOVIS ESTATE

A parishioner had requested a dog bin on the junction of the footpath and Barrel Close and one at the junction of Henry Gardens and Pavey Run. Since the agenda has gone out another parishioner had requested an additional bin in the vicinity of Godfrey Close (Thorne Farm Way Estate). The CEO had advised that the cost of each bin purchased through EDDC would be £180 each. The annual cost of emptying each bin by EDDC would be £250. Cllr Faithfull advised that all waste (including dog faeces) was incinerated by EDDC. There was much discussion about this topic. It was subsequently **RESOLVED** that the CEO write to Bovis Homes to enquire as to what they were prepared to do re the provision of litter bins (rather than dog bins) and the Council to pay for the emptying costs. No recommendation was made for the provision of a dog bin on Thorne Farm Way.

20/02/22

ANNUAL PARISH MEETING – SUGGESTIONS FOR UPDATING THE FORMAT

It was suggested that as no ideas had been submitted by councillors as to the revamping of the format of the Annual Parish Meeting that it should be held at its usual venue (the Institute) on 14th April but this year the event to have a buffet and a revamp of the actual proceedings. The CEO to come back to the next meeting with costings etc for consideration.

Deputy Mayor`s Initials.....

20/02/23

VARIOUS URGENT HR MATTERS TO INCLUDE ADDITIONAL PROPOSALS CONCERNING THE VOLUNTEER CO-ORDINATOR ROLE AND EMPLOYEE MATTERS

This matter would be discussed in the `Confidential` part of meeting

20/02/24

THE GENERAL DATA PROTECTION REGULATIONS UPDATE AND ANY ISSUES ARISING

The CEO reported that two issues had occurred in the office before Christmas – the e-mailing of several allotment invoices to one person and an e-mail being sent to all the allotment holders which showed all allotment holder e-mail addresses. In accordance with GDPR the CEO had reported the issue of the e-mail addresses being displayed to the Information Commissioner`s Office (`ICO`) who advised that they did not require any action to be taken on their part. The allotment invoice issue was not reported, as this was a repeat incident and the ICO had previously advised that they did not consider this to be a breach. In both cases it was due to human error when working in a busy office. Both incidents had been recorded in the Council`s file.

20/02/25

AN OFFER OF TRAINING RE DEMENTIA AWARENESS

Jill Dudding`s letter advising that dementia training was available in the community had been e-mailed to all councillors. If anyone was interested they should contact the CEO. Cllr Grainger, the CEO and Deputy CEO had attended a `taster` session of 1 hour recently at the library. Cllr Pang advised that a number of towns in the area wished to become dementia friendly towns and she spoke about the funding obtained etc

20/02/26

UPDATE ON A SUGGESTED TOUCH SCREEN FOR THE LIBRARY

The CEO and the Deputy CEO had discussed with Claire Taunton, Andy Wade`s proposal to have a touch screen in the library. It was concluded that it would be very expensive; people preferred a personal approach and if anyone had a problem with the technology they would go to library staff for assistance which would not be ideal. It was agreed that no further action was necessary at the moment

20/02/27

CONSIDERATION OF SUGGESTION FOR COMMEMORATIVE PLAQUE FOR THE LATE PHYLLIS BAXTER

There was much discussion about this including the suggestion of an annual photography award in Phyllis`s name for students at the Kings School. It was **RESOLVED** for a plaque outside the library be erected in memory of Phyllis. The proposed engraving to be proof read and the plaque to be of an acceptable material/style. It was agreed that a photography award be considered at a future meeting

20/02/28

FINANCIAL MATTERS

I. To approve the January 2020 Council Schedule of Payments

These had been e-mailed to all councillors. It was **RESOLVED** to approve the January 2020 Council Schedule of Payments in the sum of £15,269.48,

II. to approve the payment of the council`s annual subscriptions/membership fees

It was **RESOLVED** to pay the following subscription fees that came in throughout the year:-

- Society of Local Council Clerks - South West Councils
- Devon Communities Together
- The National Allotment Society
- Institute of Cemetery & Crematorium Management
- NALC

III. To approve the Council`s quarterly accounts

Due to an issue with the preparation of the Council`s accounts, by the accountants instructed to carry out this work; the ¼ figures could not be produced at this time. The CEO and Chair of Finance, Cllr Stewart were meeting with the accountant this week in an attempt to resolve the problems

Deputy Mayor`s Initials.....

IV. To consider and make decisions re the Grant Applications in respect of Ottery in Bloom and Ottery St Mary Twinning Association and the Station

The Chair of Finance, Cllr Stewart advised that he had met with the Twinning Association`s applicants and in view of their reasons for requiring a grant concluded that their application be approved in the sum of £750. It was **RESOLVED** that they receive the aforementioned amount. With regards to the grant request of Ottery in Bloom, questions had been raised in respect of the amount of monies they already held in their bank account and the wording of a paragraph in their constitution (which allowed them to pay out any monies to an organisation of their choice, should they wind up. There was no mention that any monies should be repaid to the Council who were the main funders of the organisation). It was understood that Ottery in Bloom required additional grant monies this year for planters and insurance costs. After some discussion it was **RESOLVED** that Ottery in Bloom be paid the grant monies of £650 subject to them having altered the relevant part of their Constitution and providing evidence of the same prior to payment of the grant. Cllr Stewart would be meeting with the Station`s grant applicants shortly, to discuss their application, in view of the Station`s current requirements changing substantially from their original requirements. Cllr Stewart advised that he had now offered the five Tablets to the 06 who would be delighted to receive them. He had ensured that they were `clean` (all information removed) before they were handed over.

20/02/29

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE DEPUTY MAYOR

A parishioner required to see the Library`s CCTV footage of an owner/dog re dog fouling which was taking place along Silver Street and other areas in the town. He wanted to identify the owner to be able to advise EDDC who he had already reported the dog fouling to, for them to take appropriate action. Due to data protection regulations the Council would not be able to release the footage to the parishioner .

20/02/30

REPORT BY THE MAYOR

There was no report due to the Mayor`s absence

20/02/31

REPORT BY THE CEO

The CEO and Deputy CEO had attended the dementia course in the Library on 16th January
The CEO had attended all day training courses on HR (Exeter) on 23rd January and SLCC (Plymouth) on 29th January on various matters

The approved contractors and legal services tenders were now being advertised and the CEO had obtained free advertising on the Devon and Somerset Law Society Website for the legal services tender pack

20/02/32

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

All correspondence has been tabled

From	Details
EDDC	Licence Application re Knights Farm Shop
Claire Wright	Accidents along Exeter Road
EDDC	Flood Action Campaign

The CEO read out the explanation from Mike Brown – DCC Highways Officer in response to the Council`s request for the resurfacing of Tip Hill and Jesu Street. He had added a suggested scheme (ref. 204258493) for the replacement of foot way slabs on Tip Hill to the list of proposals to be considered by DCC`s Asset Management Team when drawing up future county wide foot way programmes. With regards to the Council`s request for an alternative surfacing along Jesu Street; he advised that DCC was only likely to consider a scheme for the reconstruction of existing slabbed foot ways where the work was likely to result in a reduction in ongoing maintenance with regard to safety defects. This would normally be in the form of flexible surfacing for areas specifically identified as carrying vehicular traffic. He would not expect the other option for trafficked areas of insitu concrete to be either considered or appropriate. He concluded that such suggested schemes were looked at on a county wide basis `as and when` funding might be available. There was no certainty that either the Tip Hill or Jesu Street proposals would be progressed in the foreseeable future. Cllr Stewart

Deputy Mayor`s Initials.....

concluded that in view of the ongoing broadband works in the town and the digging up of roads and footpaths that it would be a waste of time carrying out any improvements to the footpaths at the present time

The CEO reported that . the Devon Permit for Works Scheme would come into force on 2nd March 2020. A copy of the Order had been e-mailed to all councillors

20/02/33

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

Reports of meetings attended by various councillors had been e-mailed to all councillors and were noted

20/02/34

COUNCILLORS QUESTIONS (COUNCILLORS TO DIRECT QUESTIONS TO THE DEPUTY MAYOR ON ANY MATTERS IN RELATION TO WHICH THE COUNCIL HAS POWERS OR DUTIES, OR WHICH AFFECT THE PARISH. THE DEPUTY MAYOR TO PROVIDE A RESPONSE BUT WITH DISCRETION TO RE-DIRECT A QUESTION TO ANOTHER COUNCILLOR(S) WHO MAY BE BETTER PLACED TO ANSWER THE SAME)

1. Cllr Lucas enquired as to the progress of the Council acquiring a Road Warden. The CEO advised that she was waiting to receive a list of volunteers to enable her to book training courses for them. Cllr Johns advised that she was struggling to find volunteers and it was agreed a concerted effort was needed to try and address this so the matter could be progressed. She also advised that Mike Brown had informed her that an order had been issued for an improvement to the drainage at the top of Butt's Hill as the damage appeared to have been exacerbated by water at this location. Following this, it was hoped to carry out a permanent repair over the length of poor surfacing at this location in the coming financial year.

2. Cllr Grainger was of the view that the agenda should be redesigned with a view to having two full council meetings a month

CONFIDENTIAL PART OF THE MEETING

Employee and proposed employee matters were discussed/decided

The meeting ended at 9.50pm

SIGNATURE OF DEPUTY MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 2 nd March 2020 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

Deputy Mayor`s Initials.....