



# Ottery St Mary Town Council

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Minutes of the **ANNUAL MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **TUESDAY, 4<sup>TH</sup> MAY 2021** at **7.00pm**. The meeting was conducted virtually in accordance with Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

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**PRESENT:** - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Giles, Copus, Shaw, Stewart, Martin, Grainger and \*Faithfull, 4 members of the public and Kerry Kennell, Deputy CEO

\*Cllr Faithfull joined the meeting at 7.15pm

21/05/01

**ELECTION OF THE MAYOR OF OTTERY ST MARY FOR 2021/22** Cllr Lucas carried out this part of the meeting in accordance with the Council's Standing Orders and asked for nominations for Mayor. Cllr Johns was proposed by Cllr Grainger and seconded by Cllr Lucas. A vote was taken and it was **RESOLVED** unanimously that Cllr Johns be elected as Mayor. **Cllr Johns was declared elected as the Mayor of Ottery St Mary Town Council**

21/05/2

**DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR – FOLLOWING THE ELECTION OF THE MAYOR AND PURSUANT TO THE PROVISIONS OF S83 OF THE LOCAL GOVERNMENT ACT 1972, THE PERSON ELECTED TO BE MAYOR OF OTTERY ST MARY SHALL MAKE A DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESCRIBED FORM BEFORE THE CEO**

The Declaration of Acceptance of Office of Mayor was made by the Mayor and duly signed. The Deputy CEO will countersign the Declaration when she is in receipt of the document.

20/05/3

**ELECTION OF THE DEPUTY MAYOR OF OTTERY ST MARY FOR 2020/21** Cllr Lucas was proposed by Cllr Pang and seconded by Cllr Johns. There were no other nominations. A vote was taken and it was **RESOLVED** unanimously that Cllr Lucas be elected as Deputy Mayor. **Cllr Lucas was declared elected as the Deputy Mayor of Ottery St Mary Town Council**

21/05/04

**TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Giles and Cllr Faithfull.

21/05/05

**ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE (“TREASURER/CHAIR”)**

Cllr Stewart was proposed by Cllr Johns and seconded by Cllr Grainger. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as the Councillor with Special

Mayor's Initials.....

Responsibility for Finance. **Cllr Stewart was declared elected as the Councillor with Special Responsibility for Finance of Ottery St Mary Town Council**

21/05/06

**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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Johns	Item 33 – Cllr Johns is a director of OSM Community Larder Item 34 – the Cricket Club – her husband is a trustee
Cllr Lucas	Item 33 – Cllr Lucas is a director of OSM Community Larder
Cllr Stewart	Item 33 – Cllr Stewart is a director of OSM Community Larder

21/05/07

**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**

There were no items to be excluded. During the meeting it was **RESOLVED** that the following items be discussed in Confidential Session: - Item 36 Agree location of June meeting

21/05/08

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

No matters were raised.

21/05/09

**TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 6<sup>TH</sup> APRIL 2021 (MINUTE REFS 21/04/01 – 21/04/36), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Full Council Meeting of 6<sup>th</sup> April 2021 (minute refs 21/04/01 – 21/04/36) were presented, approved and confirmed as a correct record. They would be signed by the Mayor shortly.

21/05/09A

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 26<sup>TH</sup> APRIL 2021**

The Minutes of the Planning Committee Meeting of 26<sup>th</sup> April 2021 (P21/04/01 – P21/04/09) were noted and confirmed.

21/05/10

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

It was reported that two days LCC consultancy for the development of a procurement process was purchased at a cost of £640.00. The decision made under the Scheme of Delegation was reported for information purposes.

21/05/11

**TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**

Mayor's Initials.....

DCC Cllr Wright said she has had an amazing 12 years as a Councillor which started at Ottery St Mary. She thanked everyone for their support. Cllr Johns gave her thanks to Cllr Wright on behalf of the Council and wished her the best of luck for the future.

DCC Cllr Pratt - A report had been received from Cllr Pratt and e-mailed to councillors for consideration. No comments were made.

EDDC Cllr Faithfull had nothing to report.

EDDC Cllr Johns advised that there is disappointment that virtual meetings are not being permitted after 6<sup>th</sup> May and that councillors are anxious about face-to-face meetings when these are still not permitted with friends and family under the lockdown road map.

21/05/12

**TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES AND DELEGATION ARRANGEMENTS AND APPROVE ACCORDINGLY**

These had been e-mailed to all councillors for consideration. It was discussed that those committees with only six members (Finance and Regeneration) should have their quorum amended to 3. It was **RESOLVED** to accept the Terms of Reference adjusting the quorum of the Finance and Regeneration Committee to 3 councillors with the provision that the Terms be considered in the future to ensure that the objects remained fit for purpose for each committee.

21/05/13

**TO APPOINT MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES AND TO ELECT A CHAIR AND VICE CHAIR FOR EACH**

1. Planning Committee

The following membership was agreed: **all councillors apart from Cllr Pang.**

**Cllr Copus was declared elected as Chair of the Planning Committee.**

**Cllr Grainger was declared elected as Vice Chair of the Planning Committee.**

*Appendix 1 attached, shows the Committee membership as agreed*

2. Finance Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Giles, Stewart, Grainger, Lucas (**Ex Officio**) and Green.

**Cllr Stewart had been elected as Chair earlier in the meeting.**

**Cllr Grainger was declared elected as the Vice Chair of the Finance Committee.**

*Appendix 1 attached, shows the Committee membership as agreed*

3. Human Resource Management Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**) Lucas (**Ex Officio**) and Faithfull.

**Chair and Vice Chair: The Mayor and Deputy Mayor were declared elected as Chair and Vice Chair of the Human Resource Management Committee respectively.**

*Appendix 1 attached, shows the Committee membership as agreed*

4. Property and Land Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Grainger, Lucas (**Ex Officio**), Stewart and Faithfull.

**Cllr Grainger was declared elected as the Chair of the Property and Land Committee**

**Cllr Lucas was declared elected as the Vice Chair.**

*Appendix 1 attached, shows the Committee membership as agreed*

5. Climate Change Committee

Mayor's Initials.....

The following membership was agreed: Cllrs Johns (**Ex Officio**), Grainger, Lucas (**Ex Officio**), Stewart, Shaw, Green, Martin and Giles.

Cllr Stewart stepped down from the role of Chair. **Cllr Martin was declared elected as the Chair of the Climate Change Committee.**

**Vice Chair: Cllr Grainger was declared elected as the Vice Chair.**

*Appendix 1 attached, shows the Committee membership as agreed*

#### 6. Regeneration Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Grainger, Lucas (**Ex Officio**), Stewart, Copus, Shaw, Green and Martin.

**Cllr Lucas was declared elected as the Chair of the Regeneration Committee.**

Cllr Stewart stepped down from the role of Vice Chair.

**Cllr Green was declared elected as the Vice Chair.**

*Appendix 1 attached, shows the Committee membership as agreed*

#### 7. Ottery Hub Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Grainger, Lucas (**Ex Officio**), Stewart, Faithfull, Green and Martin.

**Cllr Martin was declared elected as the Chair of Ottery Hub Committee.**

**Cllr Green was declared elected as the Vice Chair.**

It was **RESOLVED** to accept the elected Chairs and Vice Chairs of all the Council's Committees.

21/05/14A

**To consider extending duration of the following Working Groups: - Policies and Compliance (expires 03/05/2021); East Devon Local Plan (expires 01/05/2021); Tipton St John Primary School Working Group (expires 01/05/2021); Communications ((expires 30/04/2021); S106/CIL (expires 30/04/2021); Hospital (expires 30/04/2021); Christmas (expires 30/04/2021); Museum (expires 30/04/2021); Skate Park (expires 30/04/2021)**

It was **RESOLVED** that the duration of all working groups should be extended to the 1 May 2022.

21/05/14B

**To confirm the existing Working Groups will continue: - Neighbourhood Plan Umbrella Group; Queen's Platinum Jubilee (expires 30/06/22)**

It was **RESOLVED** that the duration of Neighbourhood Plan Umbrella Group should be up to the 1 May 2022.

21/05/15

**TO APPOINT MEMBERSHIP OF WORKING GROUPS**

*Appendix 1 attached, shows Working Groups as agreed.*

21/05/16

**TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

*Appendix 1 attached, shows Council Representatives of various outside bodies as agreed.*

21/05/17

**TO REVIEW AND RE-ADOPT (IF APPROPRIATE) THE COUNCIL'S CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS**

It was **RESOLVED** to re-adopt the Council's current Standing Orders and Financial Regulations.

Mayor's Initials.....

21/05/18

**TO CONSIDER AND REVIEW THE COUNCIL'S ASSETS REGISTER**

The Assets Register was noted and accepted as a correct and up to date record of the Council's assets.

21/05/19

**TO CONSIDER AND CONFIRM (IF APPROPRIATE) THE COUNCIL'S CURRENT INSURANCE POLICY**

The Council's insurance policy was confirmed. It is a 3-year deal until 31<sup>st</sup> April 2023.

21/05/20

**TO CONSIDER AND REVIEW THE COUNCIL'S ANNUAL SUBSCRIPTIONS**

<b>PAYEE</b>	<b>AMOUNT</b>
The National Allotment Society	£66
DALC	£992.71
ICCM	£95
South West Councils	£445
NALC	£17
Devon Communities Together	£50
SLCC	£543

The Council's Annual Subscriptions were noted.

21/05/21

**BANK MANDATE – TO DETERMINE THE COUNCIL'S AUTHORISED SIGNATORIES**

It was **RESOLVED** that the Mayor, Deputy Mayor, the CEO, Deputy CEO, Chair of Finance and Vice Chair of Finance be the authorised signatories.

21/05/22

**PASSWORD CHANGES TO OFFICE COMPUTERS**

Under the Council's Financial Regulations, the Mayor was required to be presented with a sealed envelope containing the office computer and chamber computer passwords which have recently been changed.

21/05/23

**KEYHOLDER ARRANGEMENTS FOR THE TOWN COUNCIL BUILDING AND THE CEO'S OFFICE**

It was **RESOLVED** that the Mayor, the Deputy Mayor, the Chair of the Property and Land Committee, Chair of Finance and office staff, plus the cleaner and Richard Gomm be key holders to the premises.

21/05/24

**TO NOTE COUNCIL MEETINGS FOR 2021/22 AND TO DECIDE WHETHER TO CONTINUE ONE MEETING A YEAR AT ESCOT**

The dates of the Council meetings were noted. It was **RESOLVED** to hold one meeting a year in Escot Village Hall at Taleford together with one meeting at Tipton St John and Alfington, with all remaining meetings to be held at Ottery once lockdown restrictions have been lifted subject to the village hall committees being in agreement to this taking place.

21/05/25

**POLICE MATTERS**

The Deputy CEO has not received any information from the Police.

21/05/26

Mayor's Initials.....

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

Cllr Stewart reported that a Finance meeting will be arranged shortly. It was **RESOLVED** that the Deputy CEO will write to EDDC to request that money can be used for new Section 106 projects before he existing projects are completed. It was **RESOLVED** that the Council will request a meeting with the Finance Officer at EDDC and Mark Williams, EDDC Chief Executive to ask how much Section 106 is owed to the Council and to discuss concerns that the Council has been stonewalled. Cllr Stewart and the Deputy CEO will compile an email requesting this meeting.

21/05/27

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

Cllr Lucas reported that a meeting scheduled in March could not go ahead due to it not being quorate. A meeting will be rescheduled shortly.

21/05/28

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

Cllr Martin has taken the role of the Chair and will arrange a meeting shortly.

21/05/29

**PROPERTY MATTERS - UPDATES AND TO APPROVE RECOMMENDATIONS**

- a. Skate Park – there has been no update from DCC regarding this.
- b. Allotments – local handyman is to be asked to clear items and take them to the dump for disposal; one of our local builders will be chosen to lay compacted hard core and a suitable porous surface on the corner of the access road.
- c. Portacabins – awaiting decision from EDDC planning.
- d. Car Parking Spaces adjacent to Victoria Terrace – The allocation process appears to have stalled. It was suggested the Council stencil an identifying notice on the bays.
- e. Museum – as previously agreed a contractor has visited to prepare an estimate for making good the redundant toilets to render the sewage system safe. In the light of item h) below, invitations to contractors to tender for the various refurbishment contracts will be channelled through a Property Manager, to be appointed asap.
- f. Victoria Monument Bench – It was **RESOLVED** that the oak bench should be repaired. The Deputy CEO will approach a local charity to see if they can carry out the repair and will check their public liability insurance will cover this work.
- g. Request for a new dog bin at entrance to Escot – It was **RESOLVED** that the Council would prefer to invest in a litter bin which takes both litter and dog waste. The Deputy CEO will obtain prices for the next meeting. It was noted that an increase in dog ownership during lockdown will have resulted in a need for more bins to dispose of dog waste in.
- h. External Property Support - Deputy CEO, Cllr Stewart & Cllr Grainger had a most informative Zoom meeting last week with LCC who can provide expert support regarding our property portfolio, with the aim of producing a plan for each of our properties identifying key issues, be they legal, structural, economic or social - the idea is to have a corporate approach to managing our property portfolio which will greatly ease the current admin burden. It was **RESOLVED** that the Council will buy five days consultancy at a cost of £1800 to review the asset list going through each item, establishing where each building is and what the future plans for the buildings are.

21/05/30

Mayor`s Initials.....

**FINANCIAL MATTERS**

**21/05/30A TO APPROVE THE APRIL 2021 SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the April 2021 Council Schedule of Payments in the sum of £30,183.38.

**21/05/30B TO APPROVE THE QUARTERLY ACCOUNTS**

It was **RESOLVED** to approve the accounts.

21/05/31

**OTTERY HUB**

Cllr Martin said there has been a smooth transition since taking over the day-to-day management of the hub and thanked the office staff for their support with this. The next step will be for the committee to consider their strategy moving forward. They will be meeting with other Youth organisers in the area. Two new members of the public are joining the committee which is really positive.

21/05/32

**UK GOVERNMENT COMMUNITY RENEWAL FUND**

Cllr Stewart and the Deputy CEO attended a webinar on this. It is aimed at projects from £500,000 - £3,000,000 encouraging projects across counties and had a very short lead time. It is aimed at far larger organisations.

21/05/33

**CONSIDERATION OF REQUEST FOR TEMPORARY RELOCATION OF THE OTTERY LARDER TO THE OLD CONVENT UNTIL A NEW LOCATION IS FOUND**

Cllrs Johns, Lucas and Stewart left the meeting. The request to use the Council Chambers and Meeting room until a permanent location is found was discussed. It was felt that it was important that the Council should support Ottery Larder. It was proposed by Cllr Green that the Ottery Larder uses the rooms for three months from point of moving in (it is anticipated this would be early to mid-June) after which time the use of the rooms will be reviewed. This was seconded by Cllr Martin. All voted in favour. *Cllr Faithfull abstained.* Cllrs Johns, Lucas and Stewart re-joined the meeting.

21/05/34

**CONSIDERATION OF REQUEST BY ROTARY CLUB OF OTTER VALLEY, FOR THE COUNCIL TO SUPPORT THE PROPOSED SUMMER FUN RUN ON 26TH JULY 2021 AT 6.30PM**

The Council supports the event which is due to take place on 26<sup>th</sup> July 2021.

21/05/35

**TO CONSIDER GRANT SITUATION FOR THE EXCEPTIONAL CIRCUMSTANCES FACING OTTERY ST MARY CRICKET CLUB**

Cllr Johns left the meeting. It was discussed that it had been hoped that some Section 106 money could have been utilised for the Cricket Club. They are currently replacing decking and walkways. It was noted that 2020 had been a difficult year as there were no match or membership fees. It was proposed by Cllr Stewart and seconded by Cllr Martin that an initial funding amount of £5,000 is offered immediately. All voted in favour. It was **RESOLVED** that £5,000 be offered immediately to the Cricket Club towards the work that is already underway and that a meeting will be arranged with the Cricket Club to discuss their future development plans to see whether the Council is required to provide future support. Cllr Johns re-joined the meeting.

21/05/36

**AGREE LOCATION OF JUNE MEETING**

This item was discussed in Confidential Session.

Mayor's Initials.....

21/05/37

**ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR (for information only)**

No matters were brought forward.

21/05/38

**REPORT FROM THE MAYOR**

The Mayor is giving a speech to the Rotary Club on 11 May.

21/05/39

**REPORT FROM THE Deputy CEO**

The Deputy CEO had nothing to report.

21/05/40

**TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDANCE**

Cllr Stewart has received an email from Mike Brown at DCC Highways regarding Yonder Street saying an inspector has assessed it as a serviceability defect rather than a safety defect. It was agreed that the condition of the road is very dangerous and the size of the road defects are causing people to swerve and it is very unsafe for bike users. It was **RESOLVED** the Deputy CEO will write to Mike Brown regarding this. Cllr Stewart will provide photos to show the poor condition of the road.

21/05/41

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

No items were raised.

21/05/42

**COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

Concern was raised about a near accident on Strawberry Lane near Kings Reach. Cllr Johns confirmed she has raised this with DCC highways.

**CONFIDENTIAL SESSION**

21/05/43

**AGREE LOCATION OF JUNE MEETING**

From 6 May 2021 it is no longer legal for councils to hold virtual meetings for Committees or Full Council meetings (Working Groups can continue to meet virtually). It was discussed about how people feel returning to face-to-face meetings. It was agreed that whilst social distancing remains in place an alternative venue will need to be found for Planning and Full Town Council meetings although other Committee Meetings could be held in Office 4 at the Council Offices. The temperature of everyone entering the meeting will be taken and all attendees will be asked to wear a face mask unless they are speaking. It may be necessary to run hybrid meetings to enable members of the public and press to attend if space is limited. One councillor did not feel comfortable with face-to-face meetings and it was agreed they will email in their comments on agenda items in advance. The health and safety of everyone attending is the primary importance.

**The meeting ended at 9.30pm**

<b>SIGNATURE OF MAYOR</b>	
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Mayor's Initials.....



<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 7 <sup>th</sup> June 2021 – location to be confirmed.

DRAFT

Mayor's Initials.....