



## Ottery St Mary Town Council

Draft Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 7<sup>TH</sup> JUNE 2021** at **7.00pm**. The meeting was held at Tipton St John Village Hall.

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

21/06/01

### **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Martin and Cllr Pang.

21/06/02

### **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Vicky Johns	Item 13 - Husband is Chairman of Ottery St Mary Cricket Club. Item 30 - Director of Ottery Community Volunteers
Cllr Roger Giles	Item 14 - (Museum) Trustee of the Heritage Society
Cllr Peter Faithful	Item 22 - Personal interest with Tipton Primary School
Cllr Dean Stewart	Item 30 - Director of Ottery Community Volunteers
Cllr Stewart Lucas	Item 30 - Director of Ottery Community Volunteers

21/06/03

### **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 19 To consider an employee matter.

21/06/04

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

A resident of Tipton St John gave his thanks on behalf of the local community to the Council and Officers for their work during the pandemic. A trustee of Tipton St John

Mayor's Initials.....

Playing Field Association gave thanks for the financial support given by the Council to help complete the rebuild of the children's play area.

*It was agreed that Agenda Item 22 be brought forward  
21/06/05*

**TO CONSIDER REQUEST FROM COLERIDGE MEMORIAL TRUST FOR SUPPORT FOR INSTALLATION OF THE STATUE OF COLERIDGE IN THE CHURCHYARD**

Chris Wakefield from the Coleridge Memorial Trust gave an update that the trust is very close to making the memorial a reality – generous donations of nearly £66,000 have been received since they started in 2016 and significant grants have been received from EDDC and Heritage Society. The Council had previously agreed to support this project in principle and Mr Wakefield asked if the Council would commit to £15,000 to complete the task – this is broken down to the plinth and viewing area costing £10,000 and the remaining £5,000 on archaeology costs which need to be paid before the statue is put in the churchyard. Concerns were raised about the Council committing such a large amount of money when a huge range of local projects also need funding including such as trying to plug the huge gaps in youth provisions, regeneration of the parish and town, managing the property portfolio including the Museum and The Station to provide a community hub. It was also noted that currently the Ottery Larder is seeing 70-80 families each week who cannot afford to buy food. It was recognised that people do visit Ottery St Mary because of Samuel Taylor Coleridge although this is not the only reason that they visit. A motion to donate £5,000 was proposed by Cllr Giles and seconded by Cllr Copus. 2 voted in favour, 5 against and 1 abstention so the motion was not carried. A motion requesting the trust come back to the council in 6 months' time once they have had more opportunity to fundraise was proposed by Cllr Faithfull and seconded by Cllr Giles. 3 voted in favour, 4 against and 1 abstention so the motion was not carried. Mr Wakefield confirmed that the trust has not approached the business community to ask for support. Cllr Lucas would be happy to help Mr Wakefield with this. A motion to write to the Coleridge Memorial Trust to investigate the possibility of the statue being sited in front on the library which would mean there would be no archaeology costs was proposed by Cllr Stewart and seconded by Cllr Grainger. All voted in favour. It was **RESOLVED** that the Council will write to the Coleridge Memorial Trust to suggest that the statue could be sited in front of the library.

*21/06/06*

**TO RECEIVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING OF 4<sup>TH</sup> MAY 2021 (MINUTE REFS 21/05/01 – 21/05/43), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Full Council Meeting of 4<sup>th</sup> May 2021 (minute refs 21/05/01 – 21/05/43) were presented and amended to show that Cllr Giles was not present. They were then approved and signed as a correct record of the meeting by the Mayor.

*21/06/07*

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 10<sup>TH</sup> MAY 2021**

The Minutes of the Planning Committee Meeting of 10<sup>th</sup> May 2021 (P21/05/01 – P21/05/09) were noted and confirmed.

Mayor's Initials.....

21/06/08

## TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Johns no matters raised.

EDDC Cllr Faithfull reported that EDDC had held their first full council meeting at Westpoint. Cllr Faithfull will be attending the Planning Committee on Wednesday morning. It was agreed that Cllr Giles would attend to represent the Town Council.

The Mayor welcomed Cllr Jess Bailey to the meeting in her newly elected position as County Councillor for the Otter Valley ward.

DCC Jessica Bailey reported that she is now on the Health and Adult Care Scrutiny Committee and the Standards Committee. Cllr Bailey reported that she is focussed on improving the road conditions and has met with Cllr Johns, Cllr Lucas and Mike Brown from Highways to address the problems in Yonder Street. It is hoped that this will be dealt within the next two weeks. Repairs will be made to Paternoster Road first. Cllr Bailey highlighted that broadband is patchy across the area with some residents in Ottery St Mary and Tipton St John suffering from poor broadband speeds. Footpath 46 has been closed off for 10-12 years following erosion. The Town Council has written to DCC to request that it is reopened. Ottery St Mary is pushing for 20mph speed limit but everything on hold waiting outcome of Newton Abbot trial. Cllr Bailey was asked what she thought about the cabinet at DCC consisting of eight men and one woman. Cllr Bailey is disappointed and thinks that when a county council promotes equality women want to feel represented in politics and this is what she will press for.

DCC Cllr Pratt - A report had been received from Cllr Pratt and e-mailed to councillors for consideration. Concern was raised regarding the decision reached by EDDC on the planning application at 26 & 26A Mill Street to downsize a larger shop. A motion to write to EDDC was proposed by Cllr Giles and seconded by Cllr Stewart. All voted in favour. It was **RESOLVED** that the Council will write to EDDC to voice their concern about this decision. It was noted that at least two businesses have moved out of Ottery looking for a larger space. Cllr Pratt highlighted that the building being discussed was on the market for 3 years prior to the application being passed and the cost of doing it up was prohibitive to potential purchasers.

21/06/09

## POLICE MATTERS

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

21/06/10

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

Cllr Stewart gave an update that he is currently working on a procurement document with LCC as the Council had no process for purchases of items over £25,000. The first project this will be used for is the proposed MUGA at Strawberry Lane. It was confirmed that planning permission will be required for the MUGA. It was also confirmed that the site is big enough for two pitches but will require a gravel pit to be moved. Light pollution issues can be avoided by improved lighting designs which can be adjusted, and lumen output can be controlled. Cllr Johns has been emailing

Mayor's Initials.....

EDDC regarding the outstanding Section 106 projects and monies. Concern was raised that the longer the money is not received the greater the risk that due to Covid the money is not received by EDDC. Cllr Johns has in writing from EDDC stating that the money will not disappear. Cllr Johns confirmed that EDDC cannot refuse to deal with future projects. It was **RESOLVED** that a letter be drafted to EDDC regarding the Council's concerns and copied to the Leader and Chief Executive by the Mayor and Deputy CEO. Cllr Stewart will provide an appendix.

21/06/11

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

Cllr Lucas reported that a meeting is scheduled to take place on Wednesday 16<sup>th</sup> June at 6pm.

21/06/12

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

Cllr Shaw gave an update. Concern was raised that the LGA 1972 prevents those under 18 years old from joining a committee although they can join a working group. To attend U18s need be accompanied by an adult. It was suggested that the Council could provide a chaperone with enhanced DBS to accompany those under 18 if the situation arises. It was **RESOLVED** that the Council will write to the government to request that this is reviewed as the Council welcomes the involvement of younger members of the parish. Cllr Giles will draft the letter. It was raised that there are overlaps with the Regeneration Committee. Changes were proposed to the Terms and Reference for the Committee, but these will be put on hold until the Regeneration Committee has met.

21/06/13

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

Cllr Green updated that they have welcomed two new members to Committee. A request to purchase certain items from the previous trustees of the station has been made and the Committee are awaiting their response. Access to and from the building is complicated and needs to be simplified. Solutions for this are being investigated. The Committee are also linking with other organisations providing support for youth to gain a greater understanding of what is needed and can be provided. Solutions to enable recharging utilities back to permanent tenants are also being investigated.

21/06/14

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

To use an alternative decorator to repaint the council office – Mayor, Deputy Mayor and Deputy CEO

For emergency repair to be carried out to The Station roof due to water entering the building – Deputy Mayor, Cllr Martin and Deputy CEO

To use Rob Johns to give free of charge technical advice regarding the outstanding works required at The Museum – Deputy Mayor, Cllr Grainger and Deputy CEO.

It was discussed that the works required at the museum is complicated and all works

Mayor's Initials.....

undertaken must consider spores and cross contamination. The Heritage Society are very keen to move this forward. There is a need to have someone overseeing the project to ensure completion within agreed timescales.

*Cllr Johns left the meeting.*

A motion to propose that Rob Johns take on the role of project manager for the works at the Museum was proposed by Cllr Lucas and seconded by Cllr Stewart. 5 voted in favour so the motion was carried. *Cllr Shaw and Cllr Faithfull abstained.* It was **RESOLVED** that Rob Johns will be appointed as project manager for the works at the Museum.

*Cllr Johns re-joined the meeting.*

21/06/15

**FINANCIAL MATTERS - TO APPROVE THE MAY 2021 SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the May 2021 Council Schedule of Payments in the sum of £19980.28.

21/06/16

**TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021**

It was **RESOLVED** to approve the accounts for year ending 31<sup>st</sup> March 2021.

21/06/17

**TO APPROVE THE ANNUAL GOVERNANCE STATEMENT – SECTION 1 ANNUAL GOVERNANCE STATEMENT 2020/21**

It was **RESOLVED** to approve the Annual Governance Statement – Section 1 for year ending 31<sup>st</sup> March 2021.

21/06/18

**TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2020/21 – SECTION 2**

It was **RESOLVED** to approve the Accounting Statements – Section 2 for year ending 31<sup>st</sup> March 2021.

21/06/19

**TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR**

It was **RESOLVED** to approve the report of the Internal Auditor. Cllr Stewart asked that thanks were minuted for Christine McIntyre for her work and attention to detail during the 2020/21 financial year as the auditor highlighted there were no areas requiring attention.

21/06/20

**TO CONSIDER AN EMPLOYEE MATTER**

It was **RESOLVED** that this will be covered in a confidential session.

21/06/21

**TO CONSIDER OFFICE STAFF MOVING TO A SINGLE OFFICE**

It was **RESOLVED** that the office staff will move upstairs. Quotes will be obtained for this work.

21/06/22

**TIPTON SCHOOL WORKING GROUP UPDATE**

Mayor`s Initials.....

Cllr Green gave an update regarding the meeting held on 27 May 2021. The Working Group are concerned that other viable options have not been looked at properly by DCC as they have the land in Ottery St Mary. It was felt it would be worthwhile looking for a solution for the current site to alleviate flooding at an affordable cost – it is possible that Exeter University may be able to help with this. It was confirmed that schools are statutory responsibility of DCC and that the DCC councillor should be kept involved. It was recognised that the schools in Tipton St John and Ottery St Mary cannot meet requirements of children in the parish resulting in children being moved out of the parish to receive education. It was **RESOLVED** that the Cllr Green will contact the Headteacher at Ottery St Mary Primary School to establish whether they have any expansion plans as part of an information gathering exercise.

21/06/23

#### **TO DISCUSS ISSUES RELATING TO THE CEMETERY**

- a. An inspection of the memorial stones in the cemetery has been carried out and any grave owners where the memorial stones are unsafe will be contacted.
- b. The Deputy CEO put forward the recommendation that the Rules and Regulations are updated to allow Flora on memorial stones in gold, black or white. This prompted a wider discussion regarding the Rules and Regulations. It was suggested that it should be considered whether grave owners could plant a shrub as was previously allowed which would be in line with the Council's Climate Action policy. The current Rules and Regulations were approved by the Council in 2018. It was **RESOLVED** that the document will be reviewed considering the documents in place at other local cemeteries and the guidance provided by ICCM.

21/06/24

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

- a) Skate Park – It was **RESOLVED** to pay the Annual Grant. Discussion regarding any future grant payment will be added to the July agenda.
- b) Allotments – no issues were raised
- c) Portacabins – the Council are awaiting a decision from EDDC regarding the planning permission. Cllr Johns has written to EDDC regarding this.
- d) Car Spaces adjacent to Victoria Terrace – there has been communication from a resident who is concerned that this issue has still not been resolved. The Deputy CEO has spoken to the Council's solicitor to request they contact the developer's solicitor for an update and explanation of what is causing the delay. The Deputy CEO will follow this up.
- e) Museum – this was discussed in item 21/06/14.

21/06/25

#### **UPDATE AND REVIEW OF IT UPGRADE AND NEW PHONE SYSTEM**

The works in the Council office have been completed. The Deputy CEO will email all councillors to ask for their feedback on the email system. There have been some issues aggravated by the lack of training provided due to Covid. Cllr Stewart recommended going out for three quotes for any future works. Cllrs Lucas, Stewart and Green will start looking at the next phase of the IT upgrade.

21/06/26

Mayor's Initials.....

**TO REVIEW WORKING PRACTICES AND CONSIDER SOFTWARE TO AUTOMATE PROCESSES AND REDUCE TIME SPENT BY OFFICE STAFF ON MANUAL PROCESSES.**

Cllr Lucas would like to review all the processes looking at forms of automation which would provide a more complete solution for the staff and councillors. It was **RESOLVED** that Cllrs Lucas, Stewart and Green will look at alternative suppliers for a whole solution, paying particular attention to the systems being used in other councils which include modules for booking, invoicing etc.

21/06/26

**REPORT FROM THE MAYOR**

Cllr Johns thanked all councillors for their voluntary work over the past 12 months. Following the sad loss of a young member of the community Cllr Johns stressed the need to get something in place for those that do not have the support that they need. It was agreed that it is important to signpost the support available – this can be done through the Hub once plans progress. It was suggested that the Council consider adopting a charity of the year to push awareness on important topics.

21/06/27

**REPORT FROM THE DEPUTY CEO**

Quotes are currently being obtained to update the Town Council website. This will be put on the agenda for the July meeting.

21/06/28

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

Cllr Giles suggested setting up an electronic email folder which would contain details of emails sent to all councillors between each full Town Council meeting. The Deputy CEO will investigate this.

21/06/29

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

No items were raised.

21/06/30

**COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

It was noted that Fiver Fest is being run at the end of June where local shops have signed up to promote items for £5. Over the weekend of Saturday 2<sup>nd</sup> and Sunday July 3<sup>rd</sup> the Ottery Community Volunteers are organising a town clean up focussing on cleaning road signs, verges, litter picking. All support is welcomed.

**CONFIDENTIAL SESSION**

21/06/31

**TO CONSIDER AN EMPLOYEE MATTER**

It was discussed that a staff member has taken on additional responsibilities to cover staff absence. Their pay scale was increased temporarily to cover this. It was **RESOLVED** that the staff member remains on this pay scale.

**The meeting ended at 9.30pm**

Mayor`s Initials.....

<b>SIGNATURE OF MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 5 <sup>th</sup> July 2021 – Escot Village Hall

Mayor's Initials.....