



# Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 5<sup>TH</sup> JULY 2021** at 7.00pm. The meeting was held at Escot Village Hall.

**PRESENT:** - Cllr Lucas (**Deputy Mayor**), Cllrs Green, Giles, Copus, Stewart, Grainger and Faithfull, DCC Cllr Jessica Bailey, PCSO Jonathan Sims, 1 member of the public, Christine McIntyre, CEO and Kerry Kennell, Deputy CEO

The Deputy Mayor chaired the meeting in the absence of the Mayor

21/07/01

## **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Martin, Pang, Shaw and Johns.

21/07/02

## **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 Peter Faithful	Item 28 - Personal interest with Tipton Primary School
Cllr Dean Stewart	Item 23 - Director of Ottery Community Volunteers
Cllr Stewart Lucas	Item 23 - Director of Ottery Community Volunteers

21/07/03

## **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 17. To consider and approve (if appropriate) recommendations from the Christmas Working Group; Item 19. To consider and approve (if appropriate) quotations for new website and branding of Ottery St Mary Town Council; Item 26. To receive an update regarding IT upgrade and to consider process for moving things forward.

21/07/04

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

Mayor`s Initials.....

A written request for support regarding an ongoing water leak in Gosford Lane had been received. It was **RESOLVED** that the Council will contact South West Water to request that the water leak in Gosford Lane be investigated and addressed.

*It was agreed that Agenda Item 8 and Item 22 be brought forward.*  
21/07/05

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

Cllr Bailey had provided a written report which had been circulated to all councillors. However, she verbally went through the pertinent points of her report. It was **RESOLVED** that the Council will write to DCC Cllr Bailey to express their disappointment that repairs to Yonder Street have been delayed until 21<sup>st</sup> September 2021.

21/07/06

**TO CONSIDER A REQUEST TO PAY FOR HALF OF THE ANNUAL MAINTENANCE COSTS OF GAUGES AT OTTERY ST MARY PRIMARY, KINGS SCHOOL AND TIPTON ST JOHN FOR 21/22 AND UPDATING THE EMERGENCY PLAN**

Cllr Bailey offered to pay half the annual maintenance for the Telemetry gauge at Tipton St John from her Locality Budget. It was clarified that this would not include the cost of the two rain gauges at Kings School and the Primary School. The Community Flood Plan does link to the telemetry gauge. A discussion regarding the importance of the gauges took place. It was **RESOLVED** that more cost-effective ways of measuring the rainfall will be investigated. It was **RESOLVED** that clarity will be sought about whether the telemetry gauge can be taken on by the Council in isolation or whether all three devices are needed. The Council expressed concern that DCC is not taking responsibility for the system as it is to protect the residents of Tipton St John, and the wider parish. It was **RESOLVED** that it will be confirmed Deputy CEO if the telemetry gauge is currently working and whether the call out costs are still £500.00 each time. It was **RESOLVED** that the Emergency Plan be reviewed by the Emergency Prevention and Response Plan Working Group to consider the impact if the telemetry gauge and rain gauges were removed.

*It was agreed that Agenda Item 9 be brought forward.*  
21/07/07

**POLICE MATTERS**

PCSO Sims spoke about Devon and Cornwall Alerts which residents can sign up to at <https://alerts.dc.police.uk> which provides information regarding crime, missing persons and anything pertinent to the area.

PCSO Sims spoke about the current issues within the town. He advised that as there was no longer a Youth Club it would be beneficial to find a location where young people can go. The Ottery Hub Committee is looking at options to improve youth engagement. It was noted that the town lacks CCTV. The suggestion of a shelter at Land of Canaan, using Section 106 monies was discussed and it was felt that the structure needs to be very solid; unbreakable and ideally made of metal. A similar structure has been installed in Willand. Parishioners are encouraged to report crimes to ensure there are accurate crime reports in the parish. It was **RESOLVED** that the Council will write to the Crime Commissioners Office to ask whether there is funding available for CCTV in the town and what options are available.

Mayor`s Initials.....

21/07/08

**TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 7<sup>TH</sup> JUNE 2021 (MINUTE REFS 21/06/01 – 21/06/31), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Full Council Meeting of 7<sup>th</sup> June 2021 (minute refs 21/06/01 – 21/06/31) were presented and amended to replace the words 'gravel pit' with 'Petanque Piste'. They were then approved and signed as a correct record of the meeting by the Deputy Mayor.

21/07/09

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 9 JUNE 2021 (minute refs P21/06/0-P21/06/09) AND 28<sup>TH</sup> JUNE 2021 (minute refs P21/06/10-P21/06/18)**

The Minutes of the Planning Committee Meeting of 9<sup>th</sup> June 2021 (P21/06/01 – P21/06/09) and 28<sup>th</sup> June 2021 (minute refs P21/06/10-P21/06/18) were noted and confirmed.

21/07/10

**TO NOTE THE MINUTES OF THE PROPERTY AND LAND MANAGEMENT COMMITTEE MEETING OF 22<sup>ND</sup> JUNE 2021 (MINUTE REFS PL21/06/01 – PL21/06/16)**

**A) TO CONSIDER AND APPROVE (IF APPROPRIATE) THE FOLLOWING RECOMMENDATIONS FROM THIS MEETING:**

- Council Office staff to move to Offices 1 & 2 and the Council to offer the former tenant of Office 2 alternative office accommodation in the Council Offices
- To delegate to the administration team, authority to make minor amendments to the cemetery rules and regulations
- To write to the Ottery and District Skate and BMX Trust to advise that they can apply for a grant under the Council's Community Grant Policy if they require financial support in the future
- That the Council should take on the responsibility for updating the town map which was initially produced by the Ottery Business Forum.

The minutes of the Property and Land Management Committee meeting of 22<sup>nd</sup> June 2021 (minute refs PL21/06/01 – PL21/06/16) were noted. It was **RESOLVED** to approve the above recommendations. It was **RESOLVED** that the Council will write to EDDC Planning for advice regarding the MUGA application before a formal application is submitted.

21/07/11

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

EDDC Cllr Johns no report received.

EDDC Cllr Faithfull reported that he had attended a meeting about Straitgate Farm. Cllr Faithfull suggested that the Neighbourhood Plan needs to look at alternative foundation materials for building rather than the extraction of gravel. The EDDC Enforcement Officer is investigating excavations at Albert Close which potentially

Mayor's Initials.....

may cause land slippage. The Enforcement Officer is also looking at a conservatory sited on a watercourse in Ridgeway. Cllr Faithfull felt that the Protected Views referred to in the Neighbourhood Plan should be revisited.

DCC Cllr Pratt - no report received.

DCC Jessica Bailey - covered in 21/07/05

21/07/12

**TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 25<sup>TH</sup> JUNE 2021 (MINUTE REFS F21/06/01-F21/06/08)**

**a) TO CONSIDER AND APPROVE (IF APPROPRIATE) THE FOLLOWING RECOMMENDATIONS FROM THIS MEETING:**

- For LCC (Local Council Consultancy) to complete a procurement document for Section 106 projects at Land of Canaan
- To contact Dave Cook at EDDC for an update regarding the works at Winters Lane and to request this is completed urgently
- To write to EDDC to request a complete breakdown of where we are with Section 106 funding and what we are still expecting

The minutes of the Finance Committee meeting of 25<sup>th</sup> June 2021 (minute refs F21/06/01 – F21/06/08) were noted. It was **RESOLVED** to approve the above recommendations (Cllr Faithfull abstained). It was **RESOLVED** that the Council will appoint an agent to submit the planning application for the MUGA.

*It was agreed to bring Item 21 forward.*

21/07/13

**TO DISCUSS THE CULVERT ON RIDGEWAY**

A member of the public advised that there is no longer water running along the culvert. It appears that building works carried out may have changed the direction of the watercourse. The issue is complicated due to the various responsibilities of DCC (for flooding), EDDC (for planning) and the Environment Agency (for the watercourse). As a part of the town's history and a feature of the town it was felt the culvert should be maintained. An old map is available in the Devon Records Office which may assist with the investigations/responsibilities. It was **RESOLVED** that the Council will write to DCC to ascertain the position with the culvert. The letter will be copied to EDDC and DCC Councillors.

21/07/14

**TO NOTE MINUTES OF THE REGENERATION COMMITTEE OF 16<sup>TH</sup> JUNE 2021 (MINUTE REFS R21/06/01-R21/06/17)**

- a) To consider and approve (if appropriate) a recommendation to form a new committee to incorporate both Regeneration and Climate Action with a new Terms of Reference. In addition, working groups will be run within the new committee structure to ensure community engagement**

The minutes of the Regeneration Committee meeting of 16<sup>th</sup> June 2021 (minute refs R21/06/01-R21/06/17) were noted. It was **RESOLVED** to approve the above recommendation. It was **RESOLVED** that reducing the speed limit to 20mph in key areas will be pursued with DCC Highways.

21/07/15

Mayor`s Initials.....

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

Nothing was raised.

21/07/16

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

- a) To confirm the purchase of equipment from The Station Charity

It was noted that the Council has agreed to purchase specific items of equipment at a cost of £1000.00. The Station Charity has agreed to leave the remaining equipment for the use of the community. The Council was currently awaiting receipt of an invoice for the agreed £1000.00 items.

21/07/17

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

It was noted that a delegated decision for the CEO to attend a training course at a cost of £30.00 was approved by the Mayor, Deputy Mayor and Cllr Stewart.

21/07/18

**FINANCIAL MATTERS:**

- a. **TO APPROVE THE JUNE 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the June 2021 Council Schedule of Payments in the sum of £18,468.58.

- b. **TO APPROVE CHANGES TO THE SCHEDULE OF PAYMENTS FOR MARCH, APRIL AND MAY 2021**

It was **RESOLVED** to approve the changes to the schedule of Payments for March, April and May 2021

- c. **TO APPROVE USING ALISON MARSHALL TO CARRY OUT THE COUNCIL'S INTERNAL AUDIT FOR THE CURRENT YEAR'S ACCOUNTS (2021/22)**

- d. It was **RESOLVED** to approve using Alison Marshall to carry out the Council's internal audit for the current year's accounts at a cost of £450.00.

21/07/19

**TO CONSIDER PROPOSED CHANGES BY THE BOUNDARY COMMISSION UNDER THE 2023 REVIEW**

Cllr Giles had drafted a letter to send to the Boundary Commission regarding the proposed boundary changes. It was agreed that a sentence should be added to the letter stating there is strong local Independent support within the parish. It was **RESOLVED** that the Council should write to the Boundary Commission regarding the proposed changes.

21/07/20

**TO CONSIDER AND APPROVE (IF APPROPRIATE) RECOMMENDATIONS FROM THE QUEEN'S JUBILEE WORKING GROUP**

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A Garden party type event is proposed on the Saturday which will tie in nicely with the Queens own Platinum Party at the Palace. People would be encouraged to wear 1950's attire and bring picnics or purchase items from the local food stalls. Hopefully there will be giant board type games for people to be able to partake in and some music. On Saturday evening a 1950's themed dance is proposed at the Institute, again everyone would be encouraged to wear 1950's style attire. Sunday would be a vintage cricket game at the local club. All help is welcome whether by individuals or groups. It was **RESOLVED** to approve the recommendations from The Queen's Jubilee Working Group.

21/07/21

**TO CONSIDER GRANT REQUEST FROM OTTERY ST MARY CARNIVAL & TAR BARREL COMMITTEE**

There was much discussion regarding the request. It was noted that the event will be using local traders which is really positive and will therefore generate income for the town. Several councillors considered that this was a major event in the town and should be fully supported. It was **RESOLVED** that a grant of £7,500 be made to the Committee with the proviso that this be repaid to the Council if the event does not go ahead (*Cllr Faithfull abstained*).

21/07/22

**TO RE-CONSIDER THE REVISED DATE FOR THE ANNUAL PARISH MEETING**

It was **RESOLVED** that the Annual Parish Meeting will go ahead in September. It will be included on the agenda for the next meeting to decide the best location, date and how to attract as many residents as possible.

21/07/23

**TO PROVIDE AN UPDATE ON THE USE OF THE COUNCIL CHAMBERS AND MEETING ROOM BY OTTERY COMMUNITY VOLUNTEERS ('OCV') AND TO CONSIDER THE PROPOSED USE OF ACCOMMODATION BY UPLIFT**

Cllr Stewart gave an update that the Community Larder is intending on moving into the Council Chamber later this month although they are still looking for a permanent home. It was clarified that the Community Larder is operating alongside the Foodbank but that prospective recipients must have a referral to use the Foodbank, whereas the Community Larder has no eligibility requirements whatsoever. There will be a table in the Chamber with contact details of Uplift (an organisation for young families). OCV will hand out baby clothes, nappies etc and that there would be no persons from Uplift involved with this. (It was previously understood that Uplift would use volunteers to do this in the Council Offices/Meeting room? together with carrying out baby weighing)

*The Deputy Mayor and Cllr Stewart left the meeting whilst the Community Larder and Uplift were being discussed. Cllr Green chaired this part of the meeting in their absence. The Deputy Mayor and Cllr Stewart re-joined the meeting once these discussions had concluded. It was confirmed by Cllr Stewart that if any baby weighing is required it will be carried out solely by OCV.*

21/07/24

**TO CONSIDER CONTINGENCY FUND FOR CLEARING PLOTS THAT ARE LEFT EXCESSIVELY UNTIDY BY FORMER ALLOTMENT HOLDER**

It was **RESOLVED** that a small contingency fund of up to £500.00 will be available if

Mayor's Initials.....

required, to fund the cost of clearing plots that are left excessively untidy by former allotment holders.

21/07/25

**REPORT FROM THE MAYOR**

No report was given.

21/07/26

**REPORT FROM THE DEPUTY CEO**

The Deputy CEO is working on an electronic correspondence file for Councillors.

21/07/27

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

One piece of correspondence has been received but as it failed to meet the requirements of the Council's Standing Orders and required a decision to be made, it was agreed that it be included on the August agenda for consideration

21/07/28

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

The report from the Tipton School Working Group was noted.

21/07/29

**COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS**

Cllr Faithfull raised the issue of dress code at Full Town Council meeting. However it was considered that this item was inappropriate to raise in Councillor's Questions.

**CONFIDENTIAL SESSION**

21/07/30

**TO CONSIDER AND APPROVE (IF APPROPRIATE) RECOMMENDATIONS FROM THE CHRISTMAS WORKING GROUP**

It was **RESOLVED** that the Council agree in principle to the extra lights on the Council Offices in addition to lights on the garage side of Mill Street and Yonder Street (where Rivers of Ink is sited). It was noted that the prices are for the lights only and do not include installation.

21/07/31

**TO CONSIDER AND APPROVE (IF APPROPRIATE) QUOTATIONS FOR NEW WEBSITE AND BRANDING OF OTTERY ST MARY TOWN COUNCIL**

The Council's current website provider had not provided a quote despite being approached on three separate occasions. The two quotes from other providers were reviewed.

It was **RESOLVED** to accept the quote from Zonkey at a cost of £4995.00 plus VAT.

21/07/32

**TO RECEIVE AN UPDATE REGARDING IT UPGRADE AND TO CONSIDER PROCESS FOR MOVING THINGS FORWARD**

The figures for RIALTAS were presented to the Council. If all options are taken up

Mayor's Initials.....

the cost for the first year is £4,970.75 and the second and subsequent years £1648.00. It was **RESOLVED** that the Omega Financial Software will be purchased and once this is up and running the Facilities Booking Software, Allotment Software, Asset Inventory and Cemetery Management can be added.

Quotations will be sought for an integrated IT solution now that the office for support staff has been confirmed which will include a greater level of support for councillors.

**The meeting ended at 9.35pm**

<b><i>SIGNATURE OF THE DEPUTY MAYOR</i></b>	
<b><i>DATE OF SIGNATURE</i></b>	
<b><i>DATE/VENUE OF NEXT MEETING</i></b>	Monday 2 <sup>nd</sup> August 2021 – The Station, Ottery St Mary

Mayor`s Initials.....