

OTTERY ST MARY TOWN COUNCIL

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THIS MEETING IS OPEN TO THE PUBLIC AND PRESS
who are welcome to attend as observers
20 seats only, are available to the public on a first-come, first-served basis

25th February 2020

To: **The Mayor and Members of Ottery St Mary Town Council**

Dear Councillors

A Meeting of Ottery St Mary Town Council to which you are summoned, will be held at the **COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY** on **MONDAY 2nd MARCH 2020 at 7.00pm** to consider the matters detailed on the Agenda below

Yours faithfully

Christine McIntyre

Town Clerk

Recording of Meetings etc - This meeting is being audio recorded by the Council and the recording will subsequently be available for public listening on request. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting.

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A Presentation will be given by members of Greener Ottery

The Council Prayer

A G E N D A

1. To receive apologies for absence
2. 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
3. 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
4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
5. To receive the Minutes of the **Council Meeting of 3rd February 2020** (*minute refs 20/02/01 – 20/02/36*) and to approve the signing of the Minutes by the Mayor as a correct record
6. To note and confirm the Minutes of the **Planning Committee Meeting of 17th February 2020** (*minute refs P20/02/01 – P20/02/09*),
7. To note and confirm the Minutes of the **Human Resources Management Committee of 24th February 2020**
8. To approve the recommendations of the Human Resources Management Committee Meeting of 24th February 2020 not considered elsewhere on the agenda (if discussion is required, then the matter will be discussed in `Confidential Session`)
9. To receive Reports from EDDC and DCC Councillors

10. Police Matters

11. To consider and make recommendations on the following Planning Applications:-

i. Application No: 20/0275/FUL – Mr G Brigden, Construction of first floor extension and provision of cladding at Thatch End, 3 The Cottages, Fenny Bridges EX14 3BJ

ii. Application No: 20/0196/FUL - Mr P Forsyth, Construction of detached single storey annexe Riverview, Taleford. Ottery St Mary. EX11 1NF

12. Ottery Hospital – Update and Consideration of any Matters Arising

13. OSM Regeneration Project Working Group – Update and reports of any meetings

14. Climate Change

- i. to consider and approve (if appropriate) any recommendations arising from Greener Ottery`s presentation and
- ii. to remind the Council of the Property and Land Committee`s required involvement in the Council`s Carbon and Energy Policy

15. VE Day Celebrations – Update on the proposed celebrations and to consider and approve (as appropriate) the draft terms of reference for the Council Working Party; any recommendations made at any recent meetings and to approve any proposed costs

16. S106 Working Group - Update and reports of any meetings and to consider and approve (as appropriate) any recommendations

17. Christmas Working Group – to reconsider the previously agreed Terms of Reference

18. Property Matters

- i. To consider and approve (if appropriate) the requests from a local business for an advertising board (A-Board) and from Ottery in Bloom for a planter on the forecourt of the library
- ii. To consider and approve (if appropriate) a request from Greener Ottery to use the Strawberry Lane facilities (the private hire of the pavilion, car park, to erect a marquee) and the Council to propose a hiring fee
- iii. To consider and approve(if appropriate) a request by the Petanque Club for the provision of a hand held strimmer at Strawberry Lane
- iv. Update on the cricket lease and MUGA plan
- v. Update on the car parking spaces at the former factory site and to approve monies on account
- vi. Update on the Museum (roof inspection and legal work and approval for additional expenditure)
- vii. Update on the Station roof and a tenancy expiry date

19. To consider and approve (if appropriate) a request by the Town Crier for the Council to provide sponsorship and referees for the Worshipful Guild of Town Criers

20. To approve (if appropriate) the appointment of the Council`s Road Warden and additional volunteer

21. To consider and approve (if appropriate) a request from the Tipton St John`s Playing Field Association for a contribution towards insurance costs re costs incurred due to vandalism of the pavilion

22. To consider alternative measures for the three rain water gauges which are to be removed from various locations in the Parish

23. To consider and approve (if appropriate) a request for a replacement Ottery St Mary place name sign along Exeter Road and for the Council to cover the costs of the sign and the installation

24. To consider the Council having a stand at the Food and Families event (and if appropriate) to organise a rota of volunteers

25. To approve the revised format for the Annual Parish Meeting and to approve any proposed costs

26. To consider and approve (if appropriate) a proposed template for a commemorative plaque for the late Phyllis Baxter and the costs of the same

27. Financial Matters -

- i. To approve the February 2020 Council schedule of payments
- ii. To approve the Council's quarterly accounts
- iii. To approve the Deputy CEO attending a course
- iv. To approve the purchase of a replacement laptop for the Information Centre

28. Any matters of urgency brought forward by the Mayor (to include the approval of the cost from the Mayor's Allowance of the Council hosting an illustrated talk by Curator Masaki Yoshizaki on Sir Ernest Satow on 5th March 2020 at 11.00am at the Council Offices)

29. Report by the Mayor

30. Report by the CEO To include update on the website

31. To receive Correspondence for information and any late correspondence

32. To note any reports previously e-mailed by Councillors of Meetings attended as Council Representatives

33. Councillors Questions (Councillors to direct questions to the Mayor on any matters in relation to which the Council has powers or duties, or which affect the Parish. The 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)

Date of the next meeting: Monday 6th April 2020 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary. Devon EX11 1BZ