

# OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ordinary Meeting of Ottery St Mary Town Council** will be held virtually on **MONDAY 1<sup>ST</sup> MARCH 2021 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

*Christine McIntyre*

**Chief Executive officer**

23<sup>rd</sup> February 2021

## GENERAL INFORMATION

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) this Town Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

## INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

## Ottery St Mary Town Council is inviting you to a scheduled Zoom meeting.

**Topic:** March Town Council Meeting

**Time:** Mar 1, 2021 07:00 PM London

### Join Zoom Meeting

<https://zoom.us/j/4123292245?pwd=MytoNUZiMFdLSXZLcUJFU2IUUVXR0dz09>

**Meeting ID:** 412 329 2245

**Passcode:** Barrels

### One tap mobile

+442080806592,,4123292245#,,,,\*480661# United Kingdom

+443300885830,,4123292245#,,,,\*480661# United Kingdom

### Dial by your location

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

**Meeting ID:** 412 329 2245

**Passcode:** 480661

1. You can join the meeting either by phone, computer or android/apple device.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Friday 26<sup>th</sup> February 2021**. This will be read out under public participation for members to consider.
3. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
4. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
5. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website.

**Note:** This meeting is being audio recorded by the Council and the recording may 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 G E N D A

### **A Presentation by Jo Elliott – Kings School re Otter Trail Cycle Path**

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 Ordinary Town Council Meeting of 1<sup>st</sup> February 2021 (minute refs 20/02/01 – 21/02/33), 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 Meetings of 2<sup>nd</sup> February 2021 (P21/02/01 – P21/02/09) and 22<sup>nd</sup> February 2021
7. To note and confirm the Minutes of the Climate Action Committee Meeting of 11<sup>th</sup> February 2021 (CA21/02/01 – CA21/02/07)
8. To receive Reports from EDDC and DCC Councillors
9. Police matters
10. S106 update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
11. Regeneration update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*

12. Climate Change update and approval of any recommendations or pertinent matters *(to be a regular agenda item)*
13. Approval of Terms of Reference for Queen`s Platinum Working Group
14. Update on Christmas Lights and approval of any recommendations relating thereto
15. Consideration and Approval (if appropriate) of the following revised Council Policies:-
  - a. Finance –Due Diligence
  - b. Finance Risk Management
  - c. Finance – Expenses
  - d. Finance Debit/Credit Card
  - e. Community Engagement
  - f. Recording of meetings
16. To agree a date for the Annual Parish Meeting
17. Delegated Consent – To confirm an urgent decision taken under the Scheme of Delegation as actioned by the CEO, Mayor Deputy Mayor re Terms of Reference for Working Group re Tipton School
18. Property Matters - Updates and to approve recommendations
  - a. Skatepark
  - b. Museum
  - c. The Station
  - d. The Cricket Club
  - e. Car Parking Spaces at Victoria Terrace
  - f. Allotments
  - g. The Cemetery
  - h. The Bowling Club
  - i. Portacabins
19. Consideration of a Tree warden for the Parish
20. Community Clean-up
21. Local Plan
  - a. Consideration of responses received from the Local Plan Working Group re new Local Plan (to replace the current Local Plan 2013-2031) and to approve the same for submission to EDDC and
  - b. approval of Terms of Reference of the Local Plan Working Group
22. Emergency Plan – Consideration of Tipton St John local group formulating their own Emergency Plan
23. Consideration and approval (if appropriate) of requests from Ottery Primary School and Ottery Community Volunteers for funding from the Community Action Fund
24. To approve the payment of Annual Community Grants
25. Consideration of request for additional office furniture IT and telephone equipment
26. Financial Matters
  - a. to approve the February 2021 Council Schedule of Payments
  - b. to approve all members of staff joining the Society of Local Council Clerks and the Council paying the Membership Fees
27. Report from the Mayor

28. Report from the CEO

29. To note any specific correspondence received

30. To note any reports previously e-mailed by Councillors of Meetings attended.

31. Councillors Questions on Councillors Business

**Date of the next meeting: Tuesday 6<sup>th</sup> April 2021 It will commence at 7pm by Zoom unless Government Guidance allows resumption of public meetings**

