

MINUTES OF THE ORDINARY MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 1ST APRIL 2019 AT 7.00PM THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

PRESENT:-

Deputy Mayor

Councillor Carter (Town Ward)

Councillors

Dobson, Edwards, Giles, Holmes, Pang and Faithfull (Town Ward)
Harding (Tipton St John Ward)

OTHER PERSONS PRESENT:-

One member of the Press, four members of the Public and the Clerk

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

One minutes silence was given in respect of the late Graham Brown, a former town councillor who had died recently

PRAYER

The Clerk read the Council Prayer

19/04/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Bartlett and Pratt and County Councillor Claire Wright

19/04/02

DISPENSATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

The following declarations of interest were made:-

Cllr Giles	Item 11 – (Heritage Society and Silver Band) Trustee of the Heritage Society. He would leave the room whilst these items were being discussed
Cllr Pang	Item 9 – (Ottery Hospital) Chair of the OSM & District Health & Care Forum Item 11 – (OSM & District Skate & BMX Trust) Trustee of the Ottery and District Skate and BMX Trust
The Deputy Mayor (Cllr Carter)	Item 9 (Ottery Hospital) Member of the OSM & District Health & Care Forum
Cllr Edwards	Item 9 (Ottery Hospital) Council’s representative on the OSM & District Health and Care Forum
Cllr Faithfull	Item 9 (Ottery Hospital) Member of the OSM & District Health & Care Forum and the OSM & District Hospital League of Friends Item 13 (Showcase Ottery)Member of the Committee. He would leave the room whilst a decision was being made

19/04/03

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 agreed that Item 12 (*Consideration and approval (if appropriate) of the recommendations of the Website Working group in respect of the tenders received in respect of a new website*) be discussed in Confidential Session due to commercial sensitivity

Mayor’s Initials.....

19/04/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION

No member of the public wished to submit questions/comments

19/04/05

TO RECEIVE THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING OF 11TH MARCH 2019 (MINUTE REFS 19/03/26 – 19/03/39), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Extra Ordinary Council Meeting of 11^h March 2019 (MINUTE REFS 19/03/26–19/03/39) were presented, approved and signed by the Mayor as a correct record

19/04/06

TO APPROVE THE SIGNING BY THE MAYOR OF THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 11TH MARCH 2019 (MINUTE REFS P19/03/01 – P19/03/07) (MINUTES HAVING ALREADY BEEN CONFIRMED BY THE PLANNING COMMITTEE), AND TO RECEIVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 25TH MARCH 2019 AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Planning Committee Meeting of 11th March 2019 (MINUTE REFS P19/03/01 – P19/03/07) having already been confirmed by the Planning Committee were presented, approved and signed by the Mayor as a correct record and the Minutes of Planning Committee Meeting of 25th March 2019 were presented approved and signed by the Mayor as a correct record

19/04/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC -Cllr Faithfull

Cllr Faithfull had attended EDDC`s Arts and Culture Forum Meeting on 27th March 2019 at which Emma Moloney, the Thelma Hulbert Gallery Projects and Fund Raising Officer presented an update of activities etc. Cllr Faithfull also made reference to the replacement footbridge at the Land of Canaan which was progressing.

EDDC -Cllr Giles

Cllr Giles attended EDDC`s Audit and Governance Committee on 21st March. He advised that members present were disappointed that the Minutes of the previous Committee Meeting held on 31st January did not make reference to the concern, highlighted in the Internal Audit report regarding the £270million anticipated shortfall in CIL income against the projects that were proposed. It was noted that there was a risk that the projects on the list may not be delivered. It had been resolved at the meeting on 21st March that an update be provided to a future meeting of the Committee on the potential CIL deficit of £270 million and ways in which this could be overcome and the risk mitigated. Cllr Giles believed that the shortfall was due to developers not paying CIL monies. At EDDC`s Scrutiny Committee on 7th March which Cllr Giles chaired, fly tipping was discussed. It was noted that fly tipping in East Devon was lower than in most other places. There had been 75 enforcement actions since 2015. DCC was consulting on the Re-Use Credit Scheme and a number of options. The Scheme was administered by DCC on behalf of the Devon Authorities Strategic Waste Committee. EDDC took the same view as the Town Council, in that it recognised the positive benefits of the Scheme and supported its continuation. Cllr Giles advised that the facilities for some meetings at the new council premises, Blackdown House were proving to be unsatisfactory, with lack of tables (therefore having to balance papers/and tablets on knees) and poor seating.

Devon County Council - Councillor Claire Wright

The Deputy Mayor read out Cllr Wright`s report in her absence. The Report advised that East Devon Care at Home Service was `fully recruited` which had been confirmed at the DCC Health and Adult Care Scrutiny Ctte Meeting on 21st March. Cllr Wright had chaired a spotlight review into the service last year after a GP had complained. GPs were admitting people to hospital because of the lack of paid carers to look after people in their own homes. There was a drive to use fewer agency staff as they were more expensive. Cllr Wright would carry out a spotlight review in the summer as to how unpaid carers were managing. She had been contacted by several unpaid carers who wished to participate. She requested that any other interested persons should contact scrutiny@devon.gov.uk
At the Highways and Traffic Orders Committee on 12th March it was confirmed that a survey had been

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commissioned to be undertaken by the contractor, Jacobs, to assess Four Elms Hill for a traffic survey. There had been a number of accidents at this location including a fatality in 2017. One of the problems was the inconsistent speed limit from 40mph from the Bowd, to a 60mph through Four Elms Hill, to a 30mph through Newton Poppleford.

19/04/08

POLICE MATTERS (INCLUDING CRIME FIGURES)

The crime figures had been e-mailed to all councillors and were noted

19/04/09

OTTERY HOSPITAL – UPDATE ON CURRENT MATTERS

A meeting had taken place at the Council Offices on 18th March. Representatives from the OSM League of Friends and the OSM Health and Care Forum, plus Cllr Bartlett were in attendance. A report of the meeting had been e-mailed to all councillors. Both parties were now working together and further information would be forthcoming. It was noted that Hugo Swire MP had set up a working party which had met on 1st March at the RD & E to review current plans for Ottery Hospital. Representatives from the Health and Care Forum had been present. The aforementioned information had been reported in the press. Cllr Giles questioned as to why both he and Cllr Wright had not been invited to the working party meeting, in their capacities as district and county councillors respectively. However the Deputy Mayor responded by saying that he had not received an invitation either

19/04/10

OSM REGENERATION PROJECT WORKING GROUP – FINAL REPORT FOR THIS COUNCIL YEAR

The regeneration report was now on the website and had been well publicised. The working group had now wound up until the new Council in May was operational, when a new working group would be formed with a new chairman to progress the various aims of the group

19/04/11

PROPERTY MATTERS

Cllr Giles left the room whilst the following two items were discussed

- **Update on the proposed works to make three doors in the Museum fire safety compliant and the proposals as to apportionment of the costs of the same**
The work to the doors was being undertaken this week and the Heritage Society had agreed to contribute 50% of the costs. In addition, the Clerk had sent the Society a report from Heritage Damp Proofing advising that the property should be kept properly heated and ventilated throughout the year (even when the Museum was closed over the winter period)
- **Update on the Silver Band`s lease and for the Council to authorise the signing of the new Lease and the Deed of Surrender**
The Deed of Surrender and lease were currently being signed by the Silver Band. It was **RESOLVED** that at the appropriate time the Council sign the same and arrange for the Completion of the Deed of Surrender and lease as soon as practicable
- **Update of vacant office accommodation (Council Offices)**
A local organisation had expressed an interest in Office 1 and the Clerk was hopeful that the tenancy would go ahead
- **Update on the Station`s Lease**
the Clerk was awaiting to hear from the Council`s solicitor, who had recently returned from annual leave, as to the progress being made with this matter
- **Update on replacement footbridge over the Leat at the Land of Canaan**
Cllr Dobson explained that the bridge would be replaced. The cost would be fully funded by a local member of the community and a specification would also be prepared at no cost to the Council. EDDC` would be preparing the necessary legal documentation, (setting out an agreement and terms re the footbridge) which would be progressed following the May elections

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- **Update on the proposed works at the Bowling Club by the Environment Agency**
The Agency's contractor had gone into liquidation and therefore the work had been put on hold indefinitely
- **Update on the Skate park**
The Station was still waiting to hear from the Charity Commission as to whether the proposed merger could go ahead
- **Certification of document (if approved by the Council) to confirm that six transfers of properties forming part of the development off Broad Street, do not effect a provision contained in the Council's 2008 transfer**
The Clerk provided background information as to the reason for Feniton Park's request. It was **RESOLVED** that the certificates be signed and returned to Feniton Park's solicitor

19/04/12

CONSIDERATION AND (IF APPROPRIATE) APPROVAL OF THE RECOMMENDATIONS OF THE WEBSITE WORKING GROUP IN RESPECT OF THE TENDERS RECEIVED IN RESPECT OF A NEW WEBSITE

The matter was discussed in Confidential Session

19/04/13

SHOWCASE OTTERY – CONSIDERATION OF REQUEST FOR ROOM HIRING

Cllr Faithfull advised that he and Philip Algar had formed a group of interested persons to stage an event, 'Showcase Ottery' on 20th July at the Land of Canaan, to promote local trade and other organisations. He had requested consideration be given by the Council that its 'donation' towards the event, be the free use of its meeting room. He left the room whilst the item was being discussed. Cllr Dobson was of the view that the event should be supported and that the room should be made available on a FOC basis. However Cllr Harding was of the view that the FOC use of the room could set a precedent for other organisations to request to hire the room on the same basis. After some discussion It was **RESOLVED** that the Council's meeting room be made available to the group organising 'Showcase Ottery' on a FOC basis, up to the date of the event (subject to the availability of the room on the dates required) with one final debrief meeting, if required

19/04/14

COMMUNITIES TOGETHER - UPDATE ON CURRENT SCHEME AND PROPOSED NEW SCHEME

Cllr Giles attended EDDC's New Homes Bonus Panel on 19th March. He was delighted to report that due to the support of the Council, that the Panel had recommended that the application for £10,390 from Ottery Help Scheme (Ottery St Mary Dementia Action Alliance) be supported. This was a project from Ottery Help Scheme to set up a sustainable Dementia Action Alliance across the Ottery St Mary District and deliver roaming memory cafes in rural parishes around. In addition, the Panel recommended that an independent evaluation, (comparing the Honiton Dementia Scheme and the Ottery Dementia Scheme), be a condition of the grant and that this be paid for, using some of the Communities Together Fund underspend. Cllr Giles also advised that West Hill Parish Council would also receive funding for new portable goals. Cllr Giles advised that the total amount applied for, from the Communities Together fund, by various organisations, totalled £51,902.50 which would leave an underspend of around £150,000, which was mainly due to it being the first year that the fund had run. The current scheme had now finished. There would be no Communities Together Fund in future years. The new scheme for 2019/20 would involve crowd funding and the local contribution would be 25%

19/04/15

INFORMATION ABOUT THE HIGH STREET COMMUNITY CLEAN UP FUND

All councillors had been e-mailed information about the fund whereby EDDC had been allocated £24,000 to help community groups carry out some additional high street clean ups. EDDC wished to support high street clean-ups with community groups/town councils by offering staff support from its teams. EDDC could offer staff, mechanical sweepers and high pressure washing. This would be restricted to high street/town centres. EDDC was requesting that councils liaise with community groups etc. Cllr Giles pointed out that the letter from the Ministry of Housing, Communities & Local Government, dated 18th March advised that the money had to be spent by 31st March 2019* but both he and the Clerk concluded that this was likely a typo and that it should have stated 'by 31st March

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2020`. Cllr Giles advised that he was the Council`s representative on Plastic Free Ottery (`PFO`) and PFO wished to carry out litter picks in and around the parish, with the first litter pick being planned for 14th April. Cllr Dobson advised that he was also working with a separate group of people who had carried out litter picks on the Millennium Green and the Finnemore Industrial Estate and had removed a huge amount of litter from both areas. He suggested that this group could work together with PFO. Cllr Pang advised that the town was looking unkempt and that shop owners be encouraged to sweep the pavements abutting their shop frontages. However it was indicated that the new Regeneration Working group (once formed) could take this matter on board. Cllr Faithfull advised that a local resident had removed a quantity of dirt outside her home (from between the kerb and the road) but was not prepared to pay to dispose of it at Woods Farm Recycling Centre. It was **RESOLVED** that the Council liaise with EDDC to utilise some of the available funding and also liaise with PFO in support of regular clean-ups of Ottery. Cllr Giles also wished to have it minuted that EDDC`s street cleaner (Jim) be thanked for all the excellent work he regularly did around the town
**Following the meeting, Cllr Giles was advised on 3rd April by EDDC that the monies did have to be spent by 31st March 2019 (a period of only two weeks from receipt of the letter) otherwise they would be `lost`*

19/04/16

UPDATE ON FORTHCOMING EVENTS IN THE TOWN

A report had been e-mailed to all councillors and Cllr Holmes mentioned the forthcoming King and Queen of the Mountain event and the Christmas lights. The Ottery St Mary Wellfest was taking place on Friday 12th April from 10.00am – 2pm at the Leisure Centre

19/04/17

FINANCIAL MATTERS

- **TO APPROVE THE MARCH COUNCIL SCHEDULE OF PAYMENTS**
The March 2019 Council Schedule was presented by the Mayor, showing **£12,507.23** (incl.VAT)for Council expenditure. It was **RESOLVED** that the schedule be approved (which was duly signed by the Deputy Mayor). Cllr Giles mentioned that the information for expenses claimed by the Skateboard Park was very unclear as to what was being claimed for, and by whom
- **TO NOTE THE QUOTES FOR A REPLACEMENT INTERNAL AUDITOR AND TO RATIFY THE RECOMMENDATION MADE AT THE EXTRA ORDINARY TOWN COUNCIL ON 11TH MARCH 2019, (TO APPOINT ALISON MARSHALL AS THE COUNCIL`S NEW INTERNAL AUDITOR) AND FOR THE COUNCIL TO AUTHORISE THE SIGNING OF THE CONTRACT WITH MS MARSHALL**
It was understood that the Clerk had approached three internal auditors to provide quotes. Two had been received, of which Ms Marshall`s was the cheapest. It was **RESOLVED** to appoint Ms Marshall as the Council`s Internal Auditor for 2018/19 and it was further **RESOLVED** for the Council to sign the contract confirming the legal relationship

19/04/18

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE DEPUTY MAYOR

The Clerk had managed to obtain a large quantity of second hand furniture from EDDC (FOC) which it no longer required due to its relocation to new offices in Honiton. The items were in excellent condition and she estimated that if they had been purchased new, the cost would have been in the region of £1500. The Mayor in recognition of this, had decided to make donations from his allowance to EDDC`s two charities, `Headway` and the Devon Air Ambulance, plus a donation to Rio for transporting the furniture to the Council Offices,

19/04/19

REPORT BY THE DEPUTY MAYOR

The Deputy Mayor at this, the last meeting of the current council term, expressed his thanks to all councillors and the Town Clerk and her assistants for all their help and support and he wished everyone well for the future.

19/04/20

REPORT BY THE CLERK

Sue Ginman and the Clerk had spent an entire day clearing out Room 5 of the Council Offices (whilst the carpet was being laid in the Clerk`s Office) to ensure compliancy with GDPR. All the hard work

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had paid off as the Council now had a proper archive room which could also be used by councillors/staff if they required a quiet room

19/04/21

**TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE
(Correspondence was tabled)**

Date	Letter Details
EDDC	Precept details
Copy letter from Denise Christophersen to the Environment Agency	Letter advising of the erection of notice on the corner of a boundary fence to the property in Thorne Farm Way and querying rights of public access

Cllr Giles was advised that no further communications had been received by the Clerk regarding the ongoing situation of a notice having been erected along Thorne Farm Way (which was on land owned by the Environment Agency ('EA')) prohibiting walkers. The Clerk believed that the notice had not been erected by the EA but possibly by a private individual. Cllr Holmes confirmed, he understood this to be the case.

19/04/22

TO RECEIVE REPORTS BY COUNCILLORS OF MEETINGS ATTENDED AS COUNCIL REPRESENTATIVES

Mayor's Meetings Tabled (March)

Date	Meeting details
4th	Full Council Meeting
11th	Website Working Group Meeting Extraordinary Meeting Planning Committee Meeting
18th	Website Working Group Meeting Hospital Meeting
20 th	Feoffee Meeting
21st	Town Events Meeting
25 th	Website Working Group Meeting Planning Committee Meeting
27 th	Feoffee Meeting

Councillors Meetings (March)

Councillor	Meeting details
Cllr Holmes	LAG
Cllr Dobson	Meeting with Andrew Hancock (EDDC)
Cllr Pang	Arts & Culture Forum, LAG, Feoffee
Cllr Faithfull	Library Meeting
Cllr Edwards	Business Forum

19/04/23

TO RECEIVE COUNCILLORS' QUESTIONS

- i. Cllr Faithfull suggested that the Council/Information Centre may wish to have a stand at the Showcase Ottery event in July.
- ii. Cllr Holmes advised that he had undertaken approx. 160 meetings and it was likely that a town council election would now be taking place, which would be the first time in many years. He concluded by saying, 'watch this space'! The Deputy Mayor in response, thanked Cllr Holmes for doing such a good job as Planning Chairman

The Meeting ended at 20.30pm

Mayor's signature: **Date:**.....
DATE OF THE NEXT MEETING: MONDAY 13th MAY 2019 AT 7PM IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY

19/03/24

CONFIDENTIAL SESSION – THE WEBSITE

The recommendation had been e-mailed to all councillor and it was **RESOLVED** to award the contract for the Council's new website to the contractor as recommended by the Working Group

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