



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held at the **COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY** on **MONDAY, 2ND DECEMBER 2019** at 7.00pm

PRESENT:- Councillor Giles (**Mayor**), Cllr Pratt (**Deputy Mayor**) *Cllrs Faithfull, Lucas, Stewart, Dobson, Copus, Grainger, Pang, Johns, three members of the public (including Martin Thurgood and Sarah Davidson) together with a member of the press and Christine McIntyre CEO

**Cllr Faithfull left the meeting early but prior to departure he advised that due to pressing election commitments he had been unable to submit his councillor's report or prepare anything for Item 22 (VE Day)*

Sarah Davidson of the Tipton St John School Action Group provided a PowerPoint presentation regarding the proposed relocation of Tipton St John Church of England Primary School. A Q&A session followed. The Mayor advised it was likely that a planning application would be brought before the Council in the new year and Sarah would be very welcome to attend the meeting. The Deputy Mayor advised that the majority of the village wanted the school to remain in the village and suggested that a round the table discussion was required with the various parties. Cllr Faithfull queried as to whether there was an alternative access re the upper school and Sarah provided him with the necessary information. The presentation was most informative and Sarah was thanked for attending the meeting. She advised that she would be happy to answer any queries that councillors may wish to raise later

PRAYER:- Cllr Dobson read the Council Prayer

19/12/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Harding

19/12/02

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

Cllr Pang	Item 19 (Ottery Hospital) Personal Interest as Chair of the OSM & District Health & Care Forum
Cllr Johns	Item 11 -wife of Chairman of Ottery Cricket Club
Cllr Stewart	Items 20 and 21 (Greener Ottery and Business Forum member)

19/12/03

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 (Handy Person) be discussed in Confidential Session in view of commercial sensitivity

19/12/04

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

There were no questions raised

19/12/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 4th NOVEMBER 2019 (MINUTE REFS 19/11/01 – 19/11/34), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the FULL COUNCIL MEETING of 9th November 2019 (minute refs 19/11/01 – 19/11/34) were presented, approved and signed by the Mayor as a correct record subject to the following amendments:-

Min 19/11/13 – first line - delete `Stewart` and insert `Lucas`

Min 19/11/19 – second line - delete `Stewart` and insert `Lucas`

Min 19/11/24 – first line - delete `December` and insert `November`

Min 19/11/26 - tenth line - delete `Stewart` and insert `Lucas`

19/12/06

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 18TH NOVEMBER 2019

The Minutes of the of the PLANNING COMMITTEE MEETING of 18th November 2019 were noted and confirmed

19/12/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

The written reports of Cllr Johns and the Deputy Mayor had been e-mailed to all councillors and would be attached to these Minutes. Cllr Johns advised that the 06 was now a popular venue for youngsters as it provided company, support and refreshments. In particular, many students were using the organisation if their parents worked, as it was somewhere for them to go to, for the period from the end of the school day, to when their parents returned from work. Currently 26 students were using the 06. It was looking in the future to provide homework support. It was currently offering a mentoring service. Cllr Grainger thought it was a very effective and worthy cause and he would like to support it. It was agreed that a specific item about the 06 should go on a future Council agenda as to how the Council could support it further. The Remembrance Day Service was extremely well attended and it had been remarked upon as to how excellent it was. Cllr Faithfull left the meeting at this point as he had another engagement.

19/12/08

POLICE MATTERS

Sgt Richard Stonecliffe had advised that the police were still trying to establish the identity of the man who had exposed himself in the town and the police were currently working on the case. With regards to the teenage boy who had approached a young girl, (asking if she wished to play `a game`); contrary to social media reports, the police had taken the incident extremely seriously. They had spoken to the family of the girl and also to the boy who was extremely apologetic that his behaviour had caused the girl such distress. The original statement on social media of the boy being `silly` was amended in view of the upset this had undoubtedly caused. Sgt Stonecliffe advised that the wording of the statement had not intended to diminish the seriousness of the incident. He also advised that there would be an additional PC policing Ottery shortly, which would assist with the considerable workload of the officers working the Ottery patch. He also agreed that it would be useful for him to attend Council meetings in order to answer questions and to update the Council on relevant police matters. He had agreed to attend the January Town Council meeting on 6th January 2020 and thereafter he would try and attend further meetings every six months.

19/12/09

CHRISTMAS AND NEW YEAR CLOSURE ARRANGEMENTS FOR THE COUNCIL OFFICES

It was agreed that the Christmas and New Year arrangements would be similar to those of EDDC, namely closure at lunchtime on 24th December and to re-open on 2nd January at 10.00am

19/12/10

PLANNING APPLICATION

I. TO AGREE TO SUSPEND THE TERMS OF REFERENCE IN RESPECT OF THE PLANNING COMMITTEE AND

II. FOLLOWING THE SUSPENSION OF THE TERMS OF REFERENCE, TO CONSIDER AND COMMENT ACCORDINGLY ON PLANNING APPLICATION 19/1747/AGR - MR RUPERT THISTLETHWAYTE 1 DAIRY COTTAGES, CADHAY (AGRICULTURAL STORAGE BUILDING)

The Mayor advised that there was no need to suspend the Terms of Reference. Details of the application had been e-mailed to all councillors. After some discussion it was **RESOLVED** to support the application

19/12/11

CONSIDERATION OF REQUEST TO SPONSOR LOCAL BOYS TO PLAY IN UNDER 15S CRICKET TOUR OF SOUTH AFRICA

Details of the request had been e-mailed to all councillors. There was much discussion. Cllr Lucas proposed that the Council provide the full amounts of sponsorship for both boys but he did not receive a seconder, thus the proposal failed. It was **RESOLVED** that the Council agreed in principle to support the boys, and that the matter be deferred to the January agenda, (to enable further information to be obtained) in order for the Council to then make a decision as to the amount of sponsorship monies the Council may be willing to provide

19/12/12

HANDY PERSON UPD ATE AND RECOMMENDATIONS

It had already been agreed that this would be discussed in Confidential Session

19/12/13

TO CONSIDER A REQUEST BY THE ALLOTMENTS ASSOCIATION FOR A SURVEY TO BE CARRIED OUT TO GAUGE WHETHER ALLOTMENT HOLDERS SHOULD BE PERMITTED TO TAKE DOGS ONTO THE ALLOTMENTS

This matter had come up at the recent Association meeting as there were many allotment holders who wished to allow their dogs onto the allotments. It was **RESOLVED** that a survey of all allotment holders should be conducted in the first instance and once the results were known it would then be the decision of the Council as to whether or not to allow dogs on the allotments

19/12/14

THE INFORMATION CENTRE (WITHIN THE LIBRARY) - CONSIDERATION OF A SUGGESTION BY A FORMER INFORMATION CENTRE VOLUNTEER, AS TO THE MANNER OF THE FUTURE PROVISION OF THIS SERVICE

Details of the proposal (submitted by Andy Wade) had been e-mailed to all councillors. Andy had proposed a Touch Screen Kiosk in view of the low footfall in the Information Centre, where members of the public could simply use the screen to access information about the area, themselves. There was some discussion. Various comments were made including questioning the necessity of a touch screen, when most people could generally access the information on their computers/phones. Cllr Stewart advised that there was no people in place to update monitor and manage a system. Cllr Grainger suggested that once the Council's new website was up and running that information could be assessed by people from their smartphones. It was also considered that the expense of a touch screen wasn't justified. In addition, it was suggested that Claire Taunton who oversaw the Information Centre should be consulted, as to her views about the touch screen and the impact on volunteers etc. It was **RESOLVED** that the matter then be discussed again at a future meeting. It was understood that Andy Wade had now resigned as a volunteer and the CEO was asked to write on behalf of the Council, to convey its grateful thanks to him for giving up his time to help as a volunteer. The Council wished him well.

19/12/15

CONSIDERATION OF A PROPOSAL TO TENDER FOR LEGAL SERVICES AND AN APPROVED CONTRACTORS LIST

In view of the concerns of escalating legal costs (there would be at least five lease renewals required next year) and the large amount of legal work created by the Council's property holdings, (which would be on-going), the CEO had proposed that the Council should consider going out to tender for its legal services so that it would have the services of a firm to carry out the Council's legal work for a year, and then the opportunity to renew at the end of the term, subject to giving a satisfactory performance. In addition, the CEO proposed that the Council should also consider going out to tender for an approved contractors list. The CEO had e-mailed out the draft tender documents to all councillors for consideration. After some discussion and debate it was **RESOLVED** that the Council

should go out to tender for legal services and an approved contractors list. The CEO would progress the same using the draft tender documents she had already prepared

19/12/16

CONSIDERATION OF EDDC 3 YEAR REVIEW OF PUBLIC SPACE PROTECTION ORDER – (CONTROL OF DOGS) - (COMMENTS TO BE SUBMITTED BY 2ND JANUARY 2020)

This had been e-mailed to all councillor for consideration. The Council did not propose any changes to the existing Order and this was agreed

19/12/17

UPDATE ON REGENERATION MATTERS AND REPORTS OF MEETINGS ATTENDED AND APPROVAL OF ANY RECOMMENDATIONS MADE AT MEETINGS

A report and appendices prepared by Martin Thurgood had been e-mailed to all councillors. Mr Thurgood provided background information about his report

The report contained the following recommendations.

That:-

1. Discussions are held with West Hill Parish Council (`WHPC`) to determine their interest in jointly working with the Council as indicated in Appendix 2 of the Report;
2. A Regeneration Committee is formed to carry out the projects identified in Appendix 2 of the Report. Membership should include at least 3 Town Councillors. A District Councillor should be invited to be a member, as should a WH Parish Councillor (subject to Recommendation 1);
3. A Sports, Health and Well-Being Committee is formed in like manner. The S.106 Working Group (`WG`) should be the embryonic nucleus for this Committee. Membership should include at least 3 Town Councillors. Subject to Recommendation 1, a WH Parish Councillor should be invited to be a member;
4. A Highways & Public Transport Joint WG/Committee is established jointly with WHPC. Membership should be limited to one or two councillors from each authority. A representative of Devon Highways should be invited to be a member;
5. An open invitation is made to members of the public with particular skills, knowledge and interest to join the above-mentioned committees(WG);
6. The resource implications are noted.

It was **RESOLVED** to accept all recommendations. Martin Thurgood was warmly thanked by the Mayor for all his help and assistance in this matter. The Mayor concluded that it had been an impressive piece of work

19/12/18

UPDATE ON S106/CIL MATTERS AND REPORTS OF MEETINGS ATTENDED

The CEO had e-mailed all councillors an update on CIL income/expenditure. This information was also displayed on the Council`s and EDDC`s websites in accordance with transparency requirements. Cllr Stewart advised that with regards to the grant applications received, that he would be meeting all the applicants and local sports teams (and any one else who required grants, S106 or CIL funding) during the month of January and, in addition, to gauge whether any of the groups could participate in joint projects. Cllr Lucas suggested an open event in the Council Offices for applicants. This was noted and agreed

19/12/19

OTTERY HOSPITAL - UPDATE AND REPORT OF MEETINGS ATTENDED

Cllr Lucas would present his report later in the meeting. Cllr Stewart commented on some election material alleging that the hospital `had been saved`. Cllr Lucas was of the view that this was a misrepresentation of the facts

19/12/20

CLIMATE CHANGE ISSUES – UPDATE

Cllr Stewart had nothing to report at this time

19/12/21

CHRISTMAS- REPORT ON THE LATE NIGHT CHRISTMAS SHOPPING EVENT

Cllr Stewart was thanked by the Mayor for all his excellent work on making the Late Night Shopping event such an overwhelming success. Many groups who had taken part had contributed to its success eg the La La Choir, the Tae Kwon-Do group etc. The Mayor also thanked everyone who had decorated the Christmas tree in the church for the Festival of Christmas Trees. Cllr Dobson mentioned that several persons had expressed their surprise to him as to why the Mayor hadn't lead the procession, which was customary. Cllr Stewart responded by stating that he had carried out a consultation and had gauged from numerous persons, that they did not wish the Council to be involved in the procession. Cllr Johns expressed her thanks to Cllr Stewart for all his hard work and that fact that he had made such a brilliant success of it, despite having had no help or handover from the persons previously involved in the event. She had visited every shop and had received nothing but positive comments from traders and that there had been no negativity whatsoever. Further, that several people had commented on how spectacular the lights were. She also advised that many people had remarked that the event felt more inclusive this year. Cllr Dobson then questioned the cost of the lights, which had increased from £4,000 to £6000. He considered that it was excessive for one additional string of lights to increase the costs by £2,000. Cllr Stewart responded by stating that the increased costs had been agreed by the Full Council previously. The Mayor advised that next year the purchasing of Christmas lights may be considered and it was agreed that this would be an item for the January agenda. Cllr Stewart in his capacity as Chair of the Business Forum had thanked all persons involved in making the event a success. The Mayor also suggested that the CEO should send letters of thanks on behalf of the Council to the relevant persons. The CEO would seek details of the contacts from Cllr Stewart

19/12/22

VE DAY CELEBRATIONS – UPDATE AND TO CONSIDER AND APPROVE (IF APPROPRIATE) THE DRAFT TERMS OF REFERENCE FOR THE COUNCIL WORKING PARTY (AS PREPARED BY CLLR FAITHFULL)

The CEO had provided Cllr Faithfull with a template for his use for the draft Terms of Reference but to date she had not received a document from him, to circulate to councillors for their consideration. *(Cllr Faithfull had indicated at the commencement of the meeting that due to the pending elections he did not have sufficient time to deal with the matter, at the moment)* There was much discussion. It was **RESOLVED** that in view of the lack of progress being made, that Cllr Johns clarify the information with the Veterans, the Ottery branch of the Royal British Legion, the WI and the church, to ascertain whether they would be happy for the Council to support and facilitate the event, following which Cllr Johns would then be responsible for writing the Terms of Reference for the formation of the Working Group. The CEO would supply the template

19/12/23

AONB – TO CONSIDER:-

I. A PROPOSAL TO EXTEND THE AREA AND, IF AGREED

II. WORKING IN CONJUNCTION WITH WEST HILL PARISH COUNCIL IN AN ATTEMPT TO ACHIEVE THIS OUTCOME

After some discussion it was **RESOLVED** to invite Cllr Margaret Hall from WH Parish Council to attend the February TC Meeting, to explain her proposals. Following which, the Council would decide how to progress the matter further (eg by the setting up of a joint Working Group). The Deputy Mayor would provide the CEO with relevant information which she could circulate to councillors prior to the February meeting.

19/12/24

FINANCIAL MATTERS - TO APPROVE THE NOVEMBER 2019 COUNCIL SCHEDULE OF PAYMENTS

The November 2019 Council Schedule was presented by the Mayor, showing £9175.93 (incl. VAT) for Council expenditure. It was **RESOLVED** that the Schedule be approved (which was duly signed by the Mayor)

19/12/25

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR

There were none

19/12/26

REPORT BY THE MAYOR

At the request of Rotary Club of Otter Valley, the Mayor had started off the Santa Fun Run near the OSM Cricket Club on Sunday 1st December. He confirmed that the Council's offer of help to the church had been warmly appreciated by Father Frank in respect of the damaged wall at St Anthony's church

19/12/27

REPORT BY THE CEO

The CEO advised as to the following:-

i. Meg Booth Chief Officer Highways Infrastructure Development and Waste Devon County Council, in response to the Council's concerns as to any weight restriction proposed on the Sidford Road had advised:- *'There are currently no proposals for such a restriction on the A375. As you indicate officers cannot support this as it does present a somewhat contradictory message to drivers if we apply such restrictions to our A roads without exceptionally good cause. In particular, if a Highway Authority expects HGV drivers to select their routes responsibly then removing access to routes at the top of our roads hierarchy is somewhat unhelpful, and could cause displacement of HGVs to less suitable routes, such as ones in adjacent parishes, like Ottery St Mary'*

ii. The computer installations had been completed and the CEO and Deputy EO now had much faster and responsive computers to work on. There was some finishing off work to do, namely the connection of the screen in the chamber. The old office computers which were almost ten years old had been renovated. According to the IT engineer, their existing hard drives were on their 'last legs' and could have gone at any time. The old hard drives had been removed to the safe and new hard drives had been installed in both 'old' computers. One of the 'old' computers was now installed in Room 5 in readiness for the Volunteer Co-ordinator (and also for staff if they required a 'quiet' working room). The other 'old' computer was currently in the chamber – still to be connected to the screen. The cost of the renovations to the old computers (£326), was sanctioned by the Chair of Finance in accordance with the Council's Financial Regulations, as the work needed to be carried out whilst the engineer was on site, which was prior to the December council meeting. Cllr Grainger advised that he had experienced issues with logging into the Council's internet connection in the meeting room and both he and Cllr Lucas suggested that boosters should be obtained for all the rooms. The CEO would investigate

iii. Both she and the Deputy EO had attended a very informative First Aid course in Sidmouth and had now received their certificates

iv. She thanked everyone who was involved in the decorating of the tree in the church which looked stunning. She also thanked Richard Gomm for kindly transporting the tree from the church to the Council Offices

v. She questioned whether councillors were happy with the parking policy (as it had now been operational for several months) and whether any amendments were necessary and if so should there be an item for the January meeting. No comments were made so it was assumed that all councillors were happy with the policy

vi. There had been a forced entry of one of the sheds on the Station site, belonging to Men's Sheds. Fortunately nothing had been stolen. The CEO advised that work should be carried out this week to the gate post, which once completed and the gate hung, should hopefully ensure the security of the site

vii. NPS would be carrying out surveys of the Council's property portfolio, the week commencing 16th December. The CEO had advised all the Council's tenants of the impending surveys

19/12/28

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

(All correspondence had been tabled)

From	Details
EDDC	Notification of licence application Coldharbour Farm Shop

19/12/29

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

Cllr Lucas spoke about the hospital in relation to his report which had been e-mailed to all councillors. He advised that there was an overwhelming level of need for dementia and Alzheimer's care. There was help available but the care demand was exceptional and thus if the community hospital was lost it would be catastrophic re the needs of the community. He advised that there was a lot of work to be done. He had had a meeting with Jack Rowland re Seaton Hospital, which he found extremely useful with regards to the approach the Seaton group was taking to save their hospital, including its possible purchase

19/12/30

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)

i. Cllr Grainger was a trustee of the Thomas Axe Charity. He advised that if anyone was aware of any deserving cases that they should contact him, as there was now only a small window of opportunity to consider applications

ii. Cllr Lucas raised concerns about the condition of the pavement at Tip Hill as it was understood to be in a dangerous state. The CEO advised that DCC had been informed of its condition but she would remind DCC's Highway Officer, Mike Brown again about the issue

iii. Cllr Pang queried as to the type of works taking place at East Hill. Martin Thurgood advised that they were main transmission gas works

iv. Cllr Johns had been handed two letters at the meeting regarding the tennis courts at Winter's Lane. The contents referred to the requirement of a shelter. Cllr Stewart suggested that West Hill PC may wish to make a contribution towards the costs in view of some of their parishioners having the use of the courts. It was agreed that these matters be discussed at a Property and Land Cttee meeting and a Finance Cttee meeting respectively.

The meeting ended at 8.58 pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 6 th January 2020 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

19/12/30

CONFIDENTIAL SESSION

HANDY PERSON UPDATE AND RECOMMENDATIONS

After some discussion it was agreed that Richard Gomm should become the Council's Handy Person. Richard would work on a self employed basis, at the agreed hourly rate and would provide his own

tools and vehicle. He would commence work on a date to be agreed in the New Year and for him to provide a copy of his public liability insurance certificate to the CEO. The arrangement to be worked on a three month trial basis for both parties.