



Ottery St Mary Town Council

Minutes of the **Ordinary Meeting** of **Ottery St Mary Town Council** held at Tipton St John Community Hall on **Monday, 2nd September 2019 at 7.00pm**

PRESENT:- Councillor Giles (**Mayor**), Cllr Pratt (**Deputy Mayor**) Cllrs Faithfull, Harding, Lucas, Stewart, Dobson, Pang, Copus, together with Christine McIntyre Town Clerk/CEO

OTHER PERSONS PRESENT:- Martin Rich – Devon Communities Together, Colin Butler – Head Teacher at Tipton St John Church of England Primary School, eighteen members of the public and Clarissa Place (Herald)

Martin Rich from Devon Communities Together made a presentation about the need for emergency plans and how he could assist the community with producing a plan. He advised that in view of the history of flooding in Tipton and in particular the school, there was the need for a more cohesive and comprehensive approach to have a plan to cover the whole village. Colin Butler from Tipton St John Church of England Primary School also spoke about the school's fire evacuation plan and Tipton's flood evacuation plan. A number of parishioners advised as to the problems of blocked drains in the vicinity. As far as they were aware Devon CC was no longer clearing gullies which was exacerbating the flooding problems in the area but in particular the school. It was understood that Cllr Wright had attempted to get an annual drain clearance in place. Cllr Harding had reported the issue on several occasions. Cllr Stewart advised that the Council's Emergency Response Plan was in the process of being reviewed and he would welcome volunteers from Tipton. He was also working with the Devon Wildlife Trust on flood prevention and the Trust was also seeking volunteers. Mr Rich in conclusion advised that he would like to see the facilitation of a local group to progress a plan and he would be happy to work with the group to progress this.

THE COUNCIL PRAYER

The Deputy Mayor read the Council Prayer

19/09/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Grainger, Johns and DCC Cllr Claire Wright sent apologies. The Council agreed formally (after a vote was taken) to send Cllr Wright its best wishes for a speedy recovery, following her recent hospitalisation

19/09/02

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 Faithfull	Item 19 (<i>Ottery Hospital</i>) Personal Interest as a member of the OSM & District Hospital League of Friends
Cllr Pang	Item 19 (<i>Ottery Hospital</i>) Personal Interest as Chair of the OSM & District Health & Care Forum and Item 20 Chairman of OSM Skatepark Trust, (<i>as the Trust had applied for s106 monies</i>)
Cllr Pratt (Deputy Mayor)	Item 24 (<i>Strawberry Lane and the OSM Cricket Club</i>) he introduced OSM Cricket Club to the Council

.....Mayor's Initials

19/09/03

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 the following items would be discussed in Confidential Session:-
Item 8 (Recommendations made by the Human Resources Management Committee as they related to employees)

Item 24 (Strawberry Lane and the OSM Cricket Club) and

Item 30iii (To approve the appointment of Alison Marshall as the Council's Internal Auditor for 2019/20 and if approved, to agree to the Council entering into a formal contract with the Internal Auditor) in view of commercial sensitivity

19/09/04

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

i. A parishioner was seeking S106 funding on behalf of Men's Shed relocation to a new site at OSM Football Club and was in final negotiations with the Club to progress this. The organisation would require funding as a precondition of any agreement with the Club. The parishioner was advised that the Council would be going out to public consultation re the spending of the S106 monies and all suggestions would be considered including that of Men's Shed

ii. A parishioner complained about the mud 'mountain' at Barton Orchard and the volume of water coming into the village from the 'mountain' as a result of adverse weather. The Deputy Mayor would continue to seek a resolution in this matter and would speak again to the Building Control Officer at EDDC. Cllr Copus as Chair of the Planning Committee was also a source of contact for any concerned parishioner.

iii. A parishioner enquired as to whether there were any plans for the top half of the hill above the development. The Deputy Mayor advised that the ownership was in the name of the developer but no further building would take place. He added that the land could be open for sale by the developer

iv. A parishioner enquired as to whether the land at the top would be used as allotments/childrens play area/amenity land/ landscaping etc. She expressed concern that there was no sign of any progress being made in this respect. The Deputy Mayor understood that there would be some open space land but the developer was a long way from implementing the landscaping. Cllr Harding advised that a further planning application was in the system, which was not for development but for landscaping etc. The Deputy Mayor understood that the soil from the 'mountain' was to be used for landscaping

v. A parishioner complained that vehicles were driving down the lane (from the hill) far too fast. The parishioner requested speed restrictions signs. Cllr Harding advised that the road was not adopted and unlikely to be adopted in the future and therefore no signage would be provided by DCC

vi. It was agreed that there would be an item on the Planning Committee agenda to discuss the Barton Orchard development problems

.....Mayor's Initials

19/09/05

TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 5TH AUGUST 2019 (MINUTE REFS 19/08/01 – 19/08/35), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the of the **FULL COUNCIL MEETING** of 5th August 2019 (*minute refs 19/08/01 – 19/08/35*) were presented, approved and signed by the Mayor as a correct record

19/09/06

TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 12TH AUGUST 2019 (MINUTE REFS P19/08/01 – P19/08/09)

The Minutes of the **PLANNING COMMITTEE MEETING** of 12th August 2019 (*Minute refs P19/08/01 – P19/08/09*) were noted and confirmed

19/09/07

TO NOTE AND CONFIRM THE MINUTES OF THE HUMAN RESOURCES MANAGEMENT COMMITTEE MEETING OF 19TH AUGUST 2019 (MINUTE REFS HR19/08/01 – HR19/08/12)

The Minutes of the **HUMAN RESOURCES COMMITTEE MEETING** of 12th August 2019 (*Minute refs HR19/08/01 – HR19/08/012*) were noted and confirmed

19/09/08

TO APPROVE THE RECOMMENDATIONS OF THE HUMAN RESOURCES MEETING OF 19TH AUGUST 2019 NOT DISCUSSED ELSEWHERE IN THE MEETING

The recommendations would be discussed in Confidential Session

19/09/09

POLICE MATTERS (INCLUDING CRIME FIGURES)

There was no police presence or report received. The Mayor explained that regrettably the police did not attend meetings any more and there were difficulties in obtaining police reports

19/09/10

TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATION: 19/1747/AGR MR RUPERT THISTLETHWAYTE AGRICULTURAL STORAGE BUILDING, CADHAY, OSM

Due to the applicant having to provide further information to EDDC to support his application, the Council would be unable to discuss the application this evening

19/09/11

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

The Deputy Mayor, Johns and Faithfull had supplied written reports which had been circulated and would be attached to the Minutes. Cllr Faithfull made reference to a property report

19/09/12

TO CONSIDER AND APPROVE (IF APPROPRIATE) A CHANGE OF JOB TITLE FOR THE TOWN CLERK AND HER ASSISTANTS

It had been **RECOMMENDED** at the Human Resources Management Cttee Meeting on 19th August that in view of the changing responsibilities of the job and to reflect the importance of the role, that the name of the Council's most senior employee be changed from Town Clerk to Chief Executive Officer. It was also noted that for future CEOs, this was likely to widen the pool of potential candidates (as the title of CEO would mean much more to potential employees outside of the sector, than the term `Town Clerk`.) It had also been **RECOMMENDED** that the former titles of Assistant Town Clerks be amended to `Administrative Assistant`. However it had subsequently been requested that `Administrative

.....Mayor's Initials

Assistant` be replaced with `Executive Officer` to dovetail in with the title of CEO. There was much discussion about this issue and the Clerk gave a brief outline of the reasons she considered that the recommendation should be supported,. Cllrs Pang, Dobson and Faithfull provided reasons for objecting to the recommendation and the Deputy Mayor and Cllr Stewart and Lucas provided reasons for supporting the recommendation. Cllr Copus commented on the devaluation of the term of `Town Clerk` in recent years. Cllr Harding made a statement regarding the name change. A vote was taken and it was **RESOLVED** to approve the recommendation

5 voted for and 4 against

A further vote was taken for the change of name from `Assistant Town Clerks` to Executive Officers and it was **RESOLVED** to approved the recommendation

6 for voted for, 1 against and 2 abstentions

19/09/13

TIPTON ST JOHN PLAYING FIELD

To consider and approve (if appropriate)

i. Any financial requests made in respect of the vandalism caused to the Tipton St John pavilion.

David Boyle of the Tipton St John Playing Field Association advised about the recent vandalism. He said it was marvellous that the Council had got so involved with the incident so quickly and he thanked the Deputy Mayor, Cllrs Harding and Stewart for their help. He advised that the repairs had gone ahead and the Association was waiting for final invoices before a claim could be submitted to the insurers. He indicated that it may be a few weeks before the Association would know the final financial position. However he didn`t think the Association would be too much out of pocket. The Deputy Mayor hoped that the Council would be able to assist with any deficit re the insurance excess once all the finances were known

ii. Any other matters pertaining to the Playing Field

David Birch spoke about the offer from the Council to take over the playing field to ensure its longevity and provide financial security. He added that the Association was extremely grateful to the Council`s offer, however at the moment its trustees were unanimous in its decision to retain the playing field and the management thereof. He added that in the future, should the situation change, then the Association would let the Council know. He also advised that the police had dealt with the vandalism issue and the culprits had been identified. The matter was going though a legal process/ restorative justice

19/09/14

TO CONSIDER FORMALLY THANKING THE OTTERY ST MARY FOOTBALL CLUB FOR USING THEIR CLUB HOUSE AS A RESCUE FACILITY FOR A MISSING LOCAL BOY

The Mayor read out a statement from Cllr Johns thanking the community and in particular OSM Football Club for opening up their clubhouse to assist in the search for a missing local boy. Thankfully the boy had been found safe and well. Cllr Johns made the point that a large number of persons from the community had assisted in the search, confirming that in times of crisis Ottery folk pulled together and could achieve anything. The Mayor wished to thank the community of Ottery but in particular OSMFC for opening up their clubhouse and it was agreed to write to OSMFC thanking them for their help

19/09/15

UPDATE ON THE PROGRESS OF VE DAY CELEBRATIONS 2020 –

Cllrs Faithfull would be attending the first meeting on Wednesday 11th September at the Lamb and Flag to progress the celebrations. He advised that the co-ordination of all the various organisations would be discussed at the meeting next week

.....Mayor`s Initials

19/09/16

MILL STREET – PROPOSED CHANGES TO WAITING RESTRICTIONS

Mike Brown, DCC's Highway Officer had advised that with the construction of the junction for the new road Tumbling Weir Way, it was necessary to review the waiting restrictions on Mill Street at this location. The current single yellow line opposite the new road gave a positive indication that it was safe to park there, outside of the restricted times, whereas vehicles should not park opposite or within 10 metres of a junction. It was therefore proposed by Mr Brown to change the restriction on the east side of Mill Street to double yellow lines within 10 metres of the junction. Cars did occasionally park within this area but Mr Brown hadn't noticed any occasions where there was not plenty of space a little further south. Currently there was a 9 am to 6 pm restriction in this area. Should there be any consensus (including the views of the residents) that a change in these times was desirable it may be possible to include this in the traffic order which the developer (he assumed) would be paying for. The Clerk advised that the Council had indicated its consent for having 12 parking spaces transferred to it (at the former factory site) which should alleviate the on-road parking issues

19/09/17

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING THE PROPOSED REMOVAL OF THE PAYPHONE ON HIND STREET

It was resolved that the Council contact EDDC's ED Freeman, Service Lead - Planning, in view of the Hind Street phone box being the most well used phone box in East Devon, requiring the box to remain in situ as a working phone box

19/09/18

CLIMATE CHANGE

I. Cllr Stewart advised that there had been a number of meetings. The Cadhay Church Fete had been very successful in terms of persons expressing an interest. Greener Ottery had been set up as an independent organisation. However more volunteers were required. One of the Greener Ottery groups would be looking at the Council's carbon footprint. Another group would be looking at smaller projects

ii. It was **RESOLVED** to consider and approve revisiting the wording of the Climate Change Declaration made at the June Full Council Meeting and (at the October Council Meeting) to action any proposed changes

iii. It was **RESOLVED** that Cllrs Lucas, Stewart, Grainger and Johns be the Council's representatives on 'Greener Ottery'

iv. Cllr Stewart advised that at the Land of Canaan it was intended to carry out some wild flower planting plus erect bird and bat boxes. Cllr Johns was seeking funding from EDDC to fund the cost of these items. The Council agreed it would provide indicative support for financial assistance if EDDC was unwilling to provide funding

v. Indicative support was given for the purchase of a Cigarette Butt Bin at a cost of £190 and would be formally approved at the October meeting

vi. Indicative support was given by the Council re Terracycling which would involve a central collection point in Ottery for items that could not be recycled. Greener Ottery was looking to EDDC for assistance

vii. Cllr Stewart had approached a number of renewable energy suppliers for quotes. Two companies were interested and they were prepared to give £100 to persons who switched

.....Mayor's Initials

from their existing suppliers to renewable energy. There would be an event hosted in Ottery in October about this topic. The Council gave its endorsement to the proposals

19/09/19

REGENERATION – TO REVIEW THE TERMS OF REFERENCE OF THE REGENERATION WORKING GROUP RE THE MEMBERSHIP REQUIREMENTS

The Mayor provided background information about the Neighbourhood Plan and the delivery of projects through a Regeneration Working Group. It was agreed that the Terms of Reference of the Regeneration Working Group (based on those of the previous group) had produced minimal interest from former members and therefore Martin Thurgood had produced a paper as to the way forward. The paper would be circulated to all councillors for consideration. It would be an item on the October agenda.

19/09/20

OTTERY HOSPITAL

I. APPROVAL OF THE DRAFT TERMS OF REFERENCE (REMIT AND MEMBERSHIP) AND APPOINTMENT OF CHAIR OF HOSPITAL WORKING GROUP

Cllr Lucas provided a summary of what was happening with the hospital currently and the need for the setting up of a Council Working Group. Details of the proposed membership were discussed. The draft Terms of Reference had been circulated to all councillors. The Mayor advised of the proposed membership which included 3 town councillors - the Mayor, Cllrs Lucas and Johns. It was **RESOLVED** to accept the membership and it was further **RESOLVED** to accept the remaining Terms of Reference. After some discussion it was **RESOLVED** that Cllr Lucas be the Chairman

II. UPDATE AND REPORT ON ANY MEETINGS ATTENDED

There was nothing to report other than matters previously discussed

19/09/21

S106/COMMUNITY INFRASTRUCTURE LEVY (‘CIL’)

I. APPROVAL OF THE DRAFT TERMS OF REFERENCE (REMIT AND MEMBERSHIP) AND APPOINTMENT OF CHAIR OF S106/CIL WORKING GROUP

The draft Terms of Reference had been circulated to all councillors. It was **RESOLVED** that the draft Terms of Reference be approved. It was **RESOLVED** that Cllr Stewart be the Chairman

II. UPDATE AND REPORT ON ANY MEETINGS ATTENDED

Cllr Stewart provided information regarding the amount of funding available to the Council from EDDC. He acknowledged that there was a need for public involvement to understand the priorities of the community. The spending of the money was tightly controlled by EDDC but there may be some flexibility as to where it can actually be spent in the Parish.

19/09/22

AN UPDATE ON PLANS FOR CHRISTMAS 2019 EVENTS IN THE TOWN

It was **AGREED** that the approval of a supplier for the provision of Christmas lighting be placed on the October agenda for consideration

19/09/23

UPDATE ON BAT BOXES BY CLLRS DOBSON/FAITHFULL

Cllr Faithfull indicated the boxes were intended to be placed behind the library. It was hoped that a local organisation would be willing to make the boxes

.....Mayor's Initials

19/09/24

RESCISSION NOTICE

Following the Clerk`s receipt of a Rescission Motion Notice (in accordance with the Council`s Standing Orders) the following matter to be considered and voted upon :- *that the part of the Council`s motion 19/08/11 which relates to the rental proposed in the Heads of Terms for a proposed lease to the Ottery St Mary Cricket Club, be rescinded* . It was **RESOLVED** to accept the Rescission notice.

19/09/25

STRAWBERRY LANE – OTTERY ST MARY CRICKET CLUB

I. TO CONSIDER (AND APPROVE IF APPLICABLE) A RENT TO BE PAID BY THE OTTERY ST MARY CRICKET CLUB IN RESPECT OF THEIR PROPOSED LEASE FOR AN AREA OF LAND AT STRAWBERRY LANE (SUBJECT TO A RESOLUTION HAVING BEEN MADE TO RESCIND THE PREVIOUS DECISION RELATING TO THE AMOUNT OF RENTAL TO BE PAID) AND

IITO APPROVE KATIE STEWART OF PRYDIS LEGAL TO ACT ON BEHALF OF THE TOWN COUNCIL IN DRAFTING UP THE LEASE

Both matters to be discussed in Confidential Session

19/09/26

TO CONSIDER AND APPROVE (IF APPLICABLE) REVISED WORDING TO THE COUNCIL`S FLEXIBLE WORKING POLICY

The policy had been e-mailed to all councillors with the revised wording for consideration. It was **RESOLVED** to accept the revised policy

19/09/27

CONSIDERATION OF THE GREATER EXETER URBAN CAPACITY STUDY RE THE OPPORTUNITIES CONCERNING LAND AND BUILDING ASSETS FOR DISPOSAL. (Responses to be received by 16th September)

The Greater Exeter Councils, comprising East Devon, Exeter City, Mid Devon, and Teignbridge were currently undertaking an Urban Capacity Study across the Greater Exeter Strategic Plan (GESp) area. This study would form part of the evidence base of local planning policy. The Councils were interested in receiving information concerning land and building assets which it may wish to dispose of, or which it believed may have redevelopment potential. The Councils were interested in any sites within the study areas, (Ottery included) which had the capacity to potentially accommodate 5 or more dwellings or measure at least 0.15 hectares. The Council made no comment

19/09/28

TO CONSIDER THE RESPONSE PREPARED BY CLLRS JOHNS AND LUCAS REGARDING THE PROPOSED DEVON AND CORNWALL FIRE AND RESCUE SERVICE CHANGES (OUT TO CONSULTATION 3RD JULY – 22ND SEPTEMBER)

This has not yet been received for consideration. It was suggested that the draft response once produced, be circulated to all councillors for consideration, to endorse or otherwise

19/09/29

ROAD WARDEN UPDATE

Information had been e-mailed to all councillors about the training requirements. Cllr Johns was unfortunately absent from the meeting as she may have wished to comment

19/09/30

TO APPROVE THE SENDING OUT OF A LETTER OF CONGRATULATIONS TO THE KINGS SCHOOL TO CONGRATULATE ITS STUDENTS ON THEIR EXCELLENT EXAMINATION RESULTS

The Mayor advised that the Kings School was a first class secondary school and, as a result of the united efforts of the students, teachers and parents, had attained excellent examination results. It was **AGREED** to write to the school to offer the Council's congratulations. The Mayor also offered his congratulations to Tipton St John School on its excellent SATS results which were in the top 1% of the country.

19/09/31

LAND AT SLADE ROAD – TO APPROVE THE RECOMMENDATION MADE AT THE PROPERTY AND LAND CTTE ON 31ST JULY THAT THE COUNCIL WRITE TO THE OWNERS OF THE LAND FOR IT TO BE DONATED TO THE COUNCIL

The Clerk had omitted to include this recommendation for approval at the August Full Council meeting and hence it required to be considered now. It was **RESOLVED** that the Clerk make a request for the land to be donated to the Council

19/09/32

FINANCIAL MATTERS

i. It was **RESOLVED** to approve the August 2019 Council Schedule of Payments in the sum of **£12512.16**

ii. It was **RESOLVED** to approve the cost of the Clerk and one of her assistants attending the DALC Conference and Exhibition (a total cost of £50)

iii. The appointment of Alison Marshall as the Council's Internal Auditor for 2019/20 and (if approved), to agree to the Council entering into a formal contract with the Internal Auditor.

To be discussed in Confidential Session

19/09/33

ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR

Nothing was raised

19/09/34

REPORT BY THE MAYOR

A report had been circulated

19/09/35

REPORT BY THE CLERK

i. The Heritage Society had refused the Council's suggestion to re-site the telephone box from the corner of Spring Gardens to the Cultural Triangle.

ii. The Clerk had written to EDDC regarding the Council's request for EDDC to survey the trees on the Council's land (in excess of 100) but despite two e-mails she had heard nothing further so would chase up

iii. The Clerk was waiting to hear further from the law firm to whom she had written, expressing the Council's interest in having 12 parking spaces transferred to it (situated on the former factory site)

iv. The Clerk had written to the Managing Director and to the Chief Executive of Stagecoach regarding buses not stopping at the end of Mill Lane in Alfington but no response had been received to either communication. It was **AGREED** that the Clerk should write to DCC's Transport Co-ordinator John Richardson -Dawes expressing its concern and for appropriate action to be taken

v. A letter of thanks had been received from former councillor Paul Carter for his framed long service certificate

.....Mayor's Initials

19/09/36

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

The following items were tabled

From	Details
OSM Food Festival	Requiring the Council’s assistance regarding an alternative venue for the 2020 event – to be discussed at the October Meeting
Notification of Street Trading Licence	OSM Carnival Fun Day
DALC	Annual Report
Devon & Cornwall Fire & Rescue	Consultation
Heritage Society	Newsletter

19/09/37

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

All reports were all noted

19/09/38

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 Pang advised that it appeared that Boots the Chemist were going to close a number of branches in the UK. It was **AGREED** that the Council remain vigilant with regards to the local branch

ii. Cllr Harding enquired why an e-mail addressed to the Clerk had been replied to by a councillor. She wanted to know the procedural basis for this. However Cllr Stewart produced the letter concerned which showed it was addressed to all councillors

CONFIDENTIAL ITEMS

19/09/39

TO APPROVE THE RECOMMENDATIONS OF THE HUMAN RESOURCES MEETING OF 19TH AUGUST 2019

The following **RECOMMENDATIONS** were made:-

1. To increase one of the Town Clerk’s Assistants working hours from 15 to 22.5 hours per week
2. For the said Town Clerk’s Assistant to be placed on Spinal Column Point 9 on the salary scale
3. To recommend the appointment of a Volunteer Co-ordinator. The Clerk to liaise with Cllr Lucas with regards to progressing the appointment. Items for consideration would be weekly contracted hours (up to 20 hours per week, with flexibility); one year contract initially, subject to review; job description; rate of pay; probationary period – 3 months – **Cllr Pang abstained from this vote**
4. to recommend to the Property and Land Committee that the Council’s property be outsourced (with the exception of the cemetery and the allotments) and for the Clerk to obtain costings etc. It was strongly advised that if any property was outsourced, that the arrangement be subject to regular review

.....Mayor’s Initials

5. that one of the Town Clerk's Assistant's request, to join the Nest Pension Scheme, be accepted. The employee would pay a contribution of 5% of her earnings and the Council would pay 3%

It was **RESOLVED** that the aforementioned recommendations be approved.

19/09/40

STRAWBERRY LANE – OTTERY ST MARY CRICKET CLUB

I. TO CONSIDER (AND APPROVE IF APPLICABLE) A REDUCED RENT TO BE PAID BY THE OTTERY ST MARY CRICKET CLUB IN RESPECT OF THEIR PROPOSED LEASE FOR AN AREA OF LAND AT STRAWBERRY LANE (SUBJECT TO A RESOLUTION HAVING BEEN MADE TO RESCIND THE PREVIOUS DECISION RELATING TO THE AMOUNT OF RENTAL TO BE PAID)

It was **RESOLVED** to accept the reduced rent

II. TO APPROVE KATIE STEWART OF PRYDIS LEGAL TO ACT ON BEHALF OF THE TOWN COUNCIL IN DRAFTING UP THE LEASE

The Clerk advised that she had not sought any other estimates in view of Katie currently undertaking two transactions* on behalf of the Council

*when estimates were sought for these current transactions, Katie's was the cheapest.

The Financial Regulations indicated that the Clerk should strive to obtain 3 estimates. Cllr Dobson said the Council should comply with its Financial Regulations and proposed that three quotes* be obtained including one from Beviss and Beckingsale

The motion failed - 3 voted for and 4 voted against

It was proposed by the Mayor that the Council's existing solicitor be instructed to deal with the lease in view of the urgency of the situation and in the longer term for the Clerk to approach other solicitors to assess their availability and suitability for other council work. Five councillors were in favour. It was **RESOLVED** to accept the proposal.

*Cllr Dobson wished to have it recorded in the Minutes that he was opposed to the decision as it contravened the Council's Financial Regulations**

* Following this meeting, the Clerk was subsequently advised by the Society of Local Council Clerks that she had not breached the Council's Financial Regs as three quotes were not required when instructing solicitors, surveyors, accountants etc

19/09/41

FINANCIAL MATTERS

TO APPROVE THE APPOINTMENT OF ALISON MARSHALL AS THE COUNCIL'S INTERNAL AUDITOR FOR 2019/20 AND IF APPROVED, TO AGREE TO THE COUNCIL ENTERING INTO A FORMAL CONTRACT WITH THE INTERNAL AUDITOR CONFIDENTIAL SESSION IN VIEW OF COMMERCIAL SENSITIVITY

It was **RESOLVED** to accept Alison Marshall's internal audit fee for 2019/20 and to enter into a contract with her accordingly

The meeting ended at 9.38pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 7 th October 2019 at the Kings School at 1.15pm

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DRAFT

.....Mayor's Initials