

**MINUTES OF THE ORDINARY MEETING OF THE OTTERY ST MARY TOWN COUNCIL HELD ON MONDAY 3<sup>rd</sup> JUNE 2019 AT 7PM AT THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY**

**PRESENT The Mayor:-**

**Roger Giles**

**Councillors:-**

**Peter Faithfull, Elli Pang, Stewart Lucas, Glyn Dobson and Dean Stewart (Town Ward) Vicki Johns and Richard Grainger (North Ward) Lyn Harding and Geoff Pratt (Deputy Mayor) (Tipton St John Ward) together with Chris McIntyre – Town Clerk**

**Other Persons Present:-**

County Councillor Claire Wright and three members of the public

**THE COUNCIL PRAYER**

The Clerk read the Council Prayer

19/06/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Richard Copus

19/06/02

**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 16 – (Ottery Hospital) Personal Interest only as Chair of the OSM & District Health & Care Forum
Cllr Faithfull	Item 16 (Ottery Hospital) as a member of the OSM & District Hospital League of Friends
Cllr Stewart	Item 19 (Late Night Christmas Shopping etc) Personal Interest as Chair of the Business Forum
Cllr Grainger	Item 19 (Late Night Christmas Shopping etc) Personal Interest as connects Christmas tree into his work premises
Cllr Johns	Item 27 (To receive Councillors Questions) Personal Interest as reference was made to Rob Johns – Cllr John's husband

19/06/03

**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**

There were no items to be discussed in Confidential Session

19/06/04

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

No questions were raised

19/06/05

**TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 13<sup>TH</sup> MAY 2019 (MINUTE REFS 19/05/01 – 19/05/45), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the of the meeting of 13<sup>th</sup> May 2019 (minute refs 19/05/01 – 19/05/45) were presented, approved and signed by the mayor as a correct record

.....Mayor's Initials

19/06/06

**TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**EDDC Cllr Geoff Pratt

Cllr Pratt advised that currently the priority at EDDC was the training of new councillors. The Greater Exeter Strategic Plan had reared its head again and would need to be reconsidered in September and consultation carried out. A partnership of Teignbridge, Exeter, East Devon and Mid Devon district councils together with Devon County Council was being suggested to create the housing needs required (mostly for Exeter) to support sustainable growth. It was noted that EDDC could reject the proposed partnership. There was a possibility that 5000 homes could be built in East Devon and that the western side of Ottery was a potential target for developers. There was also the possibility of a second town with a likely population of 3000 plus

EDDC Cllr Peter Faithfull

Cllr Faithfull referred to the training priorities at EDDC. He advised that some Cabinet members were working on the Council Plan for the next four years. Cllr Faithfull had been pushing the importance of climate change at every opportunity which was now being acknowledged by EDDC as an extremely important issue that needed to be tackled

EDDC Cllr Vicki Johns

Cllr Johns also confirmed that training of new councillors at EDDC had taken precedence over all other matters and that next month she should have more matters to report

County Councillor Claire Wright

The Carers Spotlight Review would take place in July, chaired by Cllr Wright, with a report being submitted to DCC's Health and Scrutiny Ctte in the Autumn. Cllr Wright was disappointed to see that the Land of Canaan and the Millennium Green had been strimmed, whilst the wild flowers were in bloom. She hoped that future grass cutting could be carried out later in the year to alleviate this issue, particularly as the Council was considering an item on climate change later on in the meeting. Cllr Dobson advised that there were strict guidelines to adhere to with regards to the maintenance of the Millennium Green. However this year, the right hand side had been left uncut. The circus would also be arriving on the Green next month necessitating in the grass cutting. Cllr Johns advised that she was meeting with EDDC officers on 10<sup>th</sup> June at 4.00pm to discuss the trimming of the Land of Canaan to see if it could be left longer for wildlife purposes. If anyone else wished to be present, they were welcome to attend. Cllr Wright had been attempting to set up a meeting with the relevant persons regarding the ongoing issue of cars ending up in the ditch along Exeter Road. Approx 12 vehicles had ended up in the ditch in the past year.

19/06/07

**POLICE MATTERS (INCLUDING CRIME FIGURES)**

The Clerk confirmed that despite sending out an agenda to the local PCSO that no police report had been received or an acceptance to attend the June meeting. Cllr Stewart expressed concern at some of the crime figures he had obtained from the Devon and Cornwall police website. The Clerk was asked to write again to Inspector Weeks insisting that there should be a police presence at council meetings

19/06/08

**ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE AS CHAIRMAN/TREASURER, PLUS THE ELECTION OF A VICE- CHAIR**

It was **RESOLVED** that Cllr Stewart, become Chair of the Finance Committee. It was further **RESOLVED** that Cllr Grainger be the Vice-Chair

19/06/09

**TO REVIEW THE TERMS OF REFERENCE OF EACH OF THE COUNCIL'S COMMITTEES AND DECIDE WHETHER ANY CHANGES ARE REQUIRED**

The Terms of Reference had been e-mailed to all councillors for review and consideration. It was agreed that the Terms of Reference remain as drafted

19/06/10

**UPDATE ON OUTSIDE ORGANISATIONS AND REQUIREMENTS RE COUNCIL REPRESENTATION, NAMELY:**

- **OTTERY IN BLOOM – TO APPOINT A COUNCIL REPRESENTATIVE**

It was **RESOLVED** that Cllr Johns be the Ottery in Bloom representative

.....Mayor's Initials

- **UPDATE ON HERITAGE SOCIETY`S MEMBERSHIP REQUIREMENTS RE A COUNCIL REPRESENTATIVE**

It was noted that the Heritage Society`s constitution did not provide for a Council representative and if Cllr Copus was keen to become a trustee that he would need to apply to the Society in his private capacity

- **UPDATE ON EDDC MEMBERSHIP REQUIREMENTS RE ART AND CULTURE FORUM COUNCIL REPRESENTATIVE**

It was noted that Cllr Pang was the Council`s representative with Cllr Lucas as reserve

- **TO SET UP A WORKING GROUP TO REVIEW, UPDATE AND PUBLISH THE EMERGENCY PREVENTION AND RESPONSE PLAN**

It was **RESOLVED** that a Working Group be set up consisting of the Mayor and/or Deputy Mayor, the Town Clerk and/or Town Clerk`s assistant together with Cllr Stewart and parishioner Bob Cope (and any other lay persons)

- **CONSIDERATION OF A S106/CIL REPRESENTATIVE (AND IF AGREED) THE APPOINTMENT THEREOF OR ALTERNATIVELY, THE SETTING UP OF A S106/CIL WORKING PARTY**

It was **RESOLVED** that a Working Party be set up consisting of the Mayor, Deputy Mayor, Cllrs Dobson, Copus, Grainger and Lucas. The Clerk had been unable to obtain any S106 information from EDDC`s S106 Officer despite frequent attempts to do so and was becoming frustrated with the inactivity of EDDC

- **DALC LARGER COUNCIL COMMITTEE - TO APPOINT A COUNCIL REPRESENTATIVE AND FOR A CANDIDATE TO BE PROPOSED FOR THE DALC COUNTY COMMITTEE 2019-23 –**

It was **RESOLVED** that Cllr Stewart be appointed to the Larger Council Committee and to be proposed as the candidate for the DALC County Committee

- **EDDC`S STANDARDS COMMITTEE – TO NOMINATE A COUNCIL REPRESENTATIVE**

It was **RESOLVED** to nominate Cllr Harding

19/06/11

**REGENERATION WORKING GROUP – TO AGREE THE FORMATION OF A NEW WORKING GROUP (AND IF APPROPRIATE) TO AGREE THE TERMS OF REFERENCE OF THE GROUP AND (IF APPROPRIATE) THE APPOINTMENT OF A CHAIRPERSON**

It was **RESOLVED** to set up a Working Group consisting of\* the Mayor and Cllrs Johns and Faithfull, lay members would also need to be appointed. It was also agreed that Cllr Giles would be the interim Chair. Terms of Reference to be drafted/considered at the first meeting to be subsequently approved by the Council (The original Terms of Reference had been e-mailed to all councillors and were to be regarded as a `Starting Point`

*\*The Deputy Mayor advised the Clerk following the meeting that he wished to be a member of the Working Group*

19/06/12

**CLIMATE CHANGE**

- **TO DECLARE A CLIMATE CHANGE EMERGENCY (FOR DECISION) AND, IF AGREED**
- **TO SET UP A WORKING GROUP**

Cllr Stewart provided background information and the importance of making a declaration. Cllr Stewart suggested that the Business Forum become involved. *\*It was **RESOLVED** that the Council declare a climate change emergency.* It was further **RESOLVED** to set up a working group with membership to be determined later but was likely to be composed of councillors, residents, experts, scientists, businesses and young citizens to develop a range of strategies.

*\*This decision was amended at 7<sup>th</sup> October 2019 Full Council Meeting. See below*

To consider and approve (if applicable) the revised wording of the Climate Change Declaration previously made at the June Full Council Meeting `that the Council declare a climate change emergency`

It was **RESOLVED** that the previous wording be amended to:- *`Ottery St Mary Town Council declares a climate and environmental emergency requiring immediate and urgent action*

.....Mayor`s Initials

19/06/13

**UPDATE ON THE COUNCIL'S WEBSITE/SOCIAL MEDIA AND TO CONSIDER AND APPROVE (IF APPROPRIATE) AN ADDITIONAL MEMBER FOR THE COMMUNICATIONS WORKING GROUP AND THE REQUIREMENT FOR TERMS OF REFERENCE TO BE DRAFTED**

The current members of the Communications Working Group were Cllrs Stewart and Harding. Cllr Lucas agreed to join the Group. It was agreed that the Working Group should meet at some point to determine which form of social media the Council should adopt. The Clerk would share information she had received from the SLCC's Clerks Forum regarding social media issues that the Council needed to be aware of

19/06/14

**CONSIDERATION OF SUGGESTIONS AS TO HOW FORMER COUNCILLORS COULD BE RECOGNISED FOR THEIR PREVIOUS SERVICE**

There was much discussion about this subject. Cllr Dobson was of the view it was a good idea for former councillors to be recognised for their service. It was **RESOLVED** that the former councillors be presented with a framed certificate to honour their service to the Council subject to the Clerk ascertaining from each of them in the first instance, as to whether they wished to accept such a gift. If a positive response was received, they could then be presented with their certificates at a formal presentation. It was understood that the proposed costs would not exceed £150. If any councillor did not wish to receive a certificate it was agreed that the Clerk would send a letter of thanks instead. It was also **RESOLVED** that the Clerk prepare a Council policy regarding future gifts to former councillors who had served a minimum 4 year term. The Clerk would contact the former councillors to gather in their responses to the proposed gift/presentation and their responses would be further considered at the July meeting

19/06/15

**TO CONSIDER (AND AGREE) AS TO HOW COUNCILLORS SHOULD BE ADDRESSED AT FULL COUNCIL MEETINGS**

Cllr Harding provided her reasons as to why there should be a degree of formality at Council meetings which included councillors being addressed as `Cllr` which she viewed as being respectful and added a sense of gravity to the proceedings. However other councillors were of the view that to address each other by simply using first names only, was a means of encouraging team spirit and broke down barriers. After much discussion it was **RESOLVED** that councillors should be referred to by their name (whether it be a Christian name or otherwise) rather than use the word `Councillor`

19/06/16

**INFORMATION CENTRE - TO CONSIDER THE PROVISION OF A WORD` SOFTWARE PACKAGE FOR THE INFORMATION CENTRE COMPUTER**

The Clerk advised that currently the Information Centre computer had Libre free software uploaded on it. The Clerk had spoken to one of the volunteers who was of the view that `Word` would be more suitable (the Information Centre had had a trial version of Word for one year, which had expired). Cllr Lucas was also of the view that Word would be preferable in terms of compatibility with the software on the Council's computers. It was **RESOLVED** that the Clerk purchase the appropriate software package at a cost not exceeding £200 or alternatively consider a monthly subscription

19/06/17

**OTTERY HOSPITAL - UPDATE**

There were no updates to report

19/06/18

**CONSIDERATION AS TO WHETHER TO RE-INTRODUCE `ONCE A YEAR` COUNCIL MEETINGS AT ALFINGTON**

It was agreed to re-introduce the once a year meeting to Alfington within the next 12 months with the proviso that the meeting took place during the lighter evenings. The Clerk had been attempting to have the July meeting at Alfington but so far she had been unable to make contact with the booking secretary to arrange this

19/06/19

**POTHoles – THE LEGAL REQUIREMENTS AND THE APPOINTMENT OF VOLUNTEERS**

There was much discussion. A legal agreement would need to be entered into between DCC and the Council. It was understood that training would be given for up to three volunteers. A road warden would need to be appointed. It was **RESOLVED** that at this stage the Council would submit an expression of interest to DCC advising that the Council would like to participate in the Scheme and the Clerk to report back as the matter progressed.

.....Mayor's Initials

19/06/20

**CONSIDERATION OF THE LATE NIGHT CHRISTMAS SHOPPING EVENT AND PROVISION OF CHRISTMAS LIGHTS AND ANY OTHER RELATED MATTERS AND DETAILS OF A PROPOSED DONATION FROM THE WOMEN'S INSTITUTE**

The Mayor referred to Josefina Gori's letter advising that the Late Night Christmas Shopping Steering Group had agreed that the responsibility for this should be passed onto the Business Forum and Council. Tina (Samosa Lady) and Caroline (Silver Otter) were keen to do something for the Christmas festivities. Cllr Stewart advised that a group of creative persons were looking at possible events designed to encourage people to use the shops in the main streets. It was suggested that the Deputy Mayor, Cllrs Stewart, Lucas and Johns could report back to the Council as to the progress being made with the festivities. The Christmas lights were discussed and consideration to be given as to whether to purchase/hire them etc. Any proposed expense, either hiring or purchase would have to come before the Council for approval. It was suggested that an approach be made to Honiton and Exmouth councils to ascertain the costs of their Christmas lights. Crowd Funding and the National Lottery were mentioned, as potential avenues of funding. Cllr Wright advised that some of her Locality Budget could be used for this purpose. The Council also expressed its grateful thanks to the Women's Institute for its generous donation towards the costs of the Christmas lights which was gratefully accepted. It was noted that the Business Forum would be progressing the Christmas events

*Note Minute 19/6/02 re the declarations of interest made by Cllrs Stewart and Grainger*

19/06/21

**GYPSY AND TRAVELLER LIAISON - CONSIDERATION AS TO THE SETTING UP OF AN EAST DEVON FORUM**

It was **RESOLVED** that the Council be supportive of the setting up of an East Devon Forum

19/06/22

**TO APPROVE THE MAY 2019 COUNCIL SCHEDULE OF PAYMENTS**

The May 2019 Council Schedule was presented by the Mayor, showing £11,772.05 (incl. VAT) for Council expenditure. It was **RESOLVED** that the schedule be approved (which was duly signed by the Mayor)

19/06/23

**TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2019**

It was **RESOLVED** to approve the accounts prepared by Griffin Accountants

19/06/24

**TO APPROVE THE ANNUAL GOVERNANCE STATEMENT – SECTION 1 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN ('AGAR') 2018/19**

It was **RESOLVED** to approve Section 1 of the AGAR. The Mayor and Clerk duly signed the same

19/06/25

**TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS – SECTION 2 OF THE AGAR (TO BE SIGNED BY THE MAYOR)**

It was **RESOLVED** to approve all the accounting statements in Section 2 of the AGAR. The Mayor duly signed the same. (The Clerk had previously signed it)

19/06/26

**TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR**

The Internal Auditor's report contained in the AGAR was noted. The Clerk advised that a full in-depth report would be provided by the Internal Auditor shortly which would be considered at the July meeting

19/06/27

**ANY MATTERS OF URGENCY BROUGHT FORWARD BY THE MAYOR**

i. The Mayor advised that the Chairman of the Land and Property Cttee, Cllr Dobson would be the additional key holder to the Council Offices, in addition to those key holders named at the May meeting. This was agreed

ii. The Clerk reported that there had been an issue with her computer resulting in Al Findlay, the local engineer being called out to repair the same. The Clerk had asked Mr Findlay to prepare a report on the condition of the computers particularly as she had had ascertained they were nearly 10 years old. Mr Findlay advised that he recommended a max working life of approx. 10 years for a machine used business hours weekly. In terms of usage hours, the computer was fitted with a lower quality Hitachi drive and had

.....Mayor's Initials

done 18000 hours. Mr Findlay advised that this wasn't in itself an indicator of the life left in the machine, but once a drive got to about 10k hours he recommended replacement. He considered the office computers to be "at risk" and recommended frequent backups. The Mayor proposed that it be acknowledged by the Council that the computers were not fit for purpose and for the Clerk to investigate the cost of replacement computers with the item being included on the July agenda. This was agreed and it was further agreed that the Clerk to obtain three quotes and to check that any new system would be compatible with the Council's printer

19/06/28

#### **REPORT BY THE MAYOR**

The Mayor was delighted to open the Food and Families event on 1<sup>st</sup> June which had been an overwhelming success. He attended a site visit with SWW and other representatives regarding the flooding issues in the vicinity of Victoria Terrace

19/06/29

#### **REPORT BY THE CLERK**

The Clerk had nothing to report

19/06/30

#### **TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE**

There was no correspondence tabled

19/06/31

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

The Mayor thanked those councillors who had e-mailed their reports to the Clerk who had then cascaded them to fellow councillors.

19/06/32

#### **TO RECEIVE COUNCILLORS' QUESTIONS**

i. Cllr Pratt advised that he had attended the recent Business Forum meeting. He had also held a meeting with the Chair of OSM Cricket Club, Rob Johns\* to discuss the expansion of the cricket club and the possibility of land being made available at Strawberry Lane for the training of youngsters and the playing of softball. It was agreed that the item be included on the next Property and Land Committee agenda.

*\*Note Minute 19/6/02 re the declaration of interest made by Cllr Johns*

ii. Cllr Stewart advised that plans were being proposed for the expansion of Exeter airport within the next ten years and a consultation exercise was being carried out. He would e-mail details to councillors

iii. Cllr Pang mentioned her recent meeting at the Leisure Centre and the need for a running/cycling track and a cycling proficiency area at Strawberry Lane

iv. Cllr Grainger reported that the footpath outside Abbots was in a dangerous condition, creating a serious health and safety issue. Cllr Wright would report it to DCC but despite a number of people already having fallen at this location, that unless the pothole met DCC's criteria (specific width/depth) they were unlikely to repair it

v. Cllr Lucas reported an issue with the accessibility of users of the disabled parking space outside the Museum and it was suggested that consideration be given to providing an additional space within the vicinity. Cllr Wright would follow this up

vi. Cllr Faithfull suggested that the Council purchased the plot of land at Slade Road (to be auctioned shortly) to deter the potential development of the site. However the Mayor was of the view that this was unnecessary.

vii. Cllr Stewart enquired about the possibility of replacing the Gaffney flags and whether anyone knew anything about them. He asked to be contacted, if anyone had any relevant information

viii. Cllr Johns raised the issue of indiscriminate vehicle parking adjacent to the Kings School sports field (across the road from the school) which was causing access problems. The Clerk would approach PCSO Jon Simms with a request to deal with the issue.

The Mayor requested that any highway issues should be reported to the Clerk immediately councillors became aware of them, as they would be dealt with more speedily. He also reminded councillors that this part of the meeting should be used for councillors questions only

**The meeting ended at 8.50pm**

.....Mayor's Initials

**Mayor's signature: ..... Date:.....**

**Date of the next meeting: Monday 1<sup>st</sup> July 2019 at 7pm - Venue to be arranged (either in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary or Alfington Village Hall)**

.....Mayor's Initials