



# Ottery St Mary Town Council

Minutes of the **Ordinary Meeting** of **Ottery St Mary Town Council** held at the King`s School, Ottery St Mary on **Monday, 7<sup>th</sup> October 2019 at 1.25pm\***

\*The meeting started later than the advertised time due to the fire alarm going off in the school

**PRESENT:-** Councillor Giles (**Mayor**), Cllrs Faithfull, Harding, Lucas, Stewart, Dobson, Copus, Grainger, Johns together with Christine McIntyre CEO

*Cllr Pang left before the meeting had commenced*

**OTHER PERSONS PRESENT:-**

A number of the King`s School pupils, together with staff and members of the public (approx. 17 persons), together with County Cllr Claire Wright and Clarissa Place (Sidmouth Herald)

The Mayor welcomed everyone to the meeting and was pleased to see so many students present. He advised that the meeting was being held at the venue in order to hear the views of the \*students on specific topics on the agenda.

*\*Students were present during their lunch break only*

A student then expressed her great concern as to human beings wrecking the planet and the lack of time available to fix the problem. She stated that protesting was great but more constructive things needed to be done to protect the planet.

19/10/01

**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 26 ( <i>Ottery Hospital</i> ) Personal Interest as a member of the OSM & District Hospital League of Friends Item 15 ( <i>VE Day</i> ) Chair of the Ottery branch of the Royal British Legion Chair of Showcase Ottery
Cllr Johns	Item 3iii ( <i>Greener Ottery</i> ) Item 14 ( <i>Alfington Vas</i> ) Personal interest as lives in Alfington
Cllr Stewart	Item 3 ( <i>Climate Change</i> ) Personal Interest as Chair of Greener Ottery Item 20 ( <i>Christmas Lights</i> ) Chair of Business Forum
Cllr Dobson	<i>Winters Lane</i> – Personal Interest as lives in the vicinity (if item is raised)

19/10/02

**CONSIDERATION OF SECTION 106 AND COMMUNITY INFRASTRUCTURE LEVY MONIES AVAILABLE TO THE COUNCIL FOR FUTURE IMPROVEMENTS AND FACILITIES FOR YOUNG PERSONS AND INVESTMENT IN SPORTS FACILITIES AND DETAILS OF ANY RECENT MEETINGS**

Cllr Stewart provided background information about S106 funding and developer contributions and the type of facilities that the funding could be used for (which were primarily to encourage the community to keep active). Students from the School suggested various new facilities including the setting up of a cycling club, cycle way, electric charging points, a points rewards system for the re-use of bags in supermarkets. Cllr Harding believed that several supermarkets were already operating reward schemes for the re-use

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of bags. Cllr Faithfull advised that EDDC was looking at the provision of electric charging points at car parks in the district and Cllr Stewart advised that Greener Ottery was also looking at the provision of electric charging points in Ottery. The Mayor advised that there were plans to create a cycleway on the old railway line from Feniton to Ottery to Tipton St John to Sidmouth. It would be a major long term project requiring substantial funding. Jo Elliott (Kings) advised that the proposed cycleway would be a multi-use facility. Cllr Stewart advised that plans were afoot to have a community orchard at the Land of Canaan and for consideration for new play equipment to be installed at Winters Lane using S106 funding. In addition, the access way and improvements to the skate park needed to be considered. The Mayor advised that there would be extensive consultation taking place in order to gauge what the community (including the students) would like to see the S106 funding spent on

19/10/03

### **CLIMATE CHANGE**

The Mayor introduced the agenda item by speaking the words of Greta Thunberg, the Swedish teenage environmental activist, whose campaigning on climate change had gained international recognition.

- i. 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`*

- ii. The Council to formally approve the cost of the initial administration costs of `Greener Ottery` in the sum of £90 and the cost of a charity butt bin in the sum of £189 plus delivery and mounting costs (approx. £30)

It was **RESOLVED** that the Council would pay the aforementioned costs. (It was understood that the charity butt bin was to be sited outside the Volunteer public house)

- iii. Greener Ottery – Cllr Stewart to speak about the aims and ambitions of the Group and the involvement of the Council –

Cllr Stewart advised as to the aims and ambitions of Greener Ottery (which was an organisation independent of the Council). He advised that Greener Ottery was working with other councils with the intention of cascading through to central government their message which was, that central government had to be more proactive in taking all necessary measures to protect the planet. He explained that action was being taken to reduce the Council's carbon footprint (considering heating alternatives, insulation of its properties etc) A student (May) suggested the planting of more trees. A King's teacher suggested that new houses should be built to a set standard so that they incorporate energy efficient and eco-friendly technologies into their structures. A student added that all homes should have solar panels and other forms of renewable energy. Cllr Faithfull responded by advising that until there was a new Local Plan which required new homes to be built to a specific environmentally friendly standard there was no legal requirement for developers in the meantime to adopt this approach. Another student (Charley) suggested a monthly competition which involved keeping a carbon footprint log for people to complete. The Mayor expressed a wish for a representative from King's to work with the Council/Greener Ottery. The feedback to his suggestion was positive. A parishioner raised the issue of the partial avenue of trees along the Sidmouth Road and questioned whether the Council would be willing to approach the relevant landowner for the tree planting to be completed. County Cllr Wright advised about her having lodged a motion at DCC for a greener Devon. The Mayor concluded the session with the students by advising them that the Council was really pleased to have held the meeting at King's as it was extremely keen to engage with the students and to have a link with them. Their feedback was positive, which was welcoming.

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Cllr Wright was impressed with the level of knowledge of the students. Jo Elliott thanked the Council for coming to the school

iv. An update on the proposed `greening` of the Land of Canaan and confirmation of the Council's support for the project

Cllr Stewart advised about the proposed community orchard, the wildflower meadow and other plans for the greening on the Land of Canaan. He advised that EDDC's Streetscene would take care of most of the work and the budget. He anticipated that the work would be carried out very shortly. Cllr Faithfull advised that he was EDDC's Deputy Portfolio Holder for Environment and that processes needed to be gone through before the planting could proceed. However he confirmed that the project `would happen` but possibly not quite as quickly as Cllr Stewart anticipated. Cllr Johns also confirmed Cllr Faithfull's view. Cllr Johns also addressed Cllr Faithfull's concerns as to the extent of the proposed planting, by advising that nothing would affect the areas that were used by members of the public. Cllr Lucas was of the view that all channels of communication should be left open so that nothing was held up by disagreements etc. The Council **RESOLVED** that it was happy to support the principle of the project.

19/10/04

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

The parishioner who had raised the issue earlier in the meeting re the completion of the avenue of trees along the Sidmouth road questioned whether the Council would be writing to the relevant land owner for the necessary planting to be undertaken. Cllr Stewart advised that this was on the list of Greener Ottery's projects. It was agreed that the CEO liaise with Cllr Stewart to progress this matter. It was also noted that there was the availability of free funding for trees

19/10/05

**UPDATE ON THE PROPOSED VOLUNTEER COORDINATOR POST**

The CEO and Stewart Lucas had been working on a job description which has been e-mailed to all councillors for comment. The mayor commented on this being an excellent piece of work. It was agreed that councillors had until the end of the week to make comments on the job description. Cllrs Lucas and the CEO would then liaise with one another to progress the matter

19/10/06

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Pratt

19/10/07

**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 ITEMS 20 SHOULD BE EXCLUDED DUE TO COMMERCIAL SENSITIVITY**

It was agreed that Item 20 (Christmas lights) be discussed in Confidential Session due to commercial sensitivity

19/10/08

**TO RECEIVE THE MINUTES OF THE FULL COUNCIL MEETING OF 2<sup>ND</sup> SEPTEMBER 2019 (*MINUTE REFS 19/09/01 – 19/09/41*), 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 2<sup>nd</sup> September 2019 (*minute refs 19/09/01 – 19/09/41*) were presented, approved and signed by the Mayor as a correct record

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19/10/09

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 9<sup>TH</sup> SEPTEMBER 2019 (MINUTE REFS P19/09/01 – P19/09/10)**

The Minutes of the PLANNING COMMITTEE MEETING of 9<sup>th</sup> September 2019 (Minute refs P19/09/01 – P19/09/10) were noted and confirmed

19/10/10

**TO NOTE AND CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 30<sup>TH</sup> SEPTEMBER 2019 (MINUTE REFS P19/09/11 – P19/09/19)**

The Minutes of the PLANNING COMMITTEE MEETING of 30<sup>th</sup> September 2019 (Minute refs P19/09/11 – P19/09/19) were noted and confirmed

Cllr Harding wished to have it noted on record that Liz Graveney, Executive Officer, had done a tremendous job of pulling everything together at what was a difficult meeting. She also wished to convey her thanks to the Council for supporting Tipton St John

19/10/11

**TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**

Cllr Johns

Cllr Johns had nothing further to add to the reports which had been circulated to all councillors

Cllr Faithfull

Cllr Faithfull spoke about the Feniton Flood Alleviation Scheme which impacted on Ottery and suggested that those interested should go onto EDDC`s website for further information. He mentioned the success in achieving a reduction in car parking fees. He also mentioned about recycling being discussed at EDDC`s Scrutiny Cttee Meeting in November

The Mayor thanked the district councillors and the Business Forum for successfully achieving a reduction in car parking fees.

County Cllr Claire Wright

Cllr Wright spoke about the 10 Point Devon Green Action Plan. She advised that the County Farms Estate Cttee had backed the principle of the Action Plan. She had asked County Cllr Roger Croad to identify champions across the County. The Carers Review was about to come to a conclusion. There would be a meeting this week to look at recommendations. She advised that she had come across a lot of harrowing stories. The Connecting Devon and Somerset broadband project with Gigaclear has been axed. She advised of an interim voucher scheme through DCC, providing money towards temporary solutions re broadband.

19/10/12

**POLICE MATTERS**

There was no police presence or report received. Cllr Lucas advised that at the recent Local Action Group (`LAG`) Meeting he had made the point that there should be a police presence in Ottery but was informed that for the foreseeable future and due to a lack of man power, this would not be possible. Cllr Lucas however would persist with his request for a police presence, at future LAG Meetings

19/10/13

**THE OTTERY FOOD AND FAMILIES FESTIVAL – CONSIDERATION OF THE FESTIVAL`S PROPOSALS FOR THE 2020 EVENT AND FOR THE COUNCIL TO MAKE A FORMAL RESPONSE**

All councillors have been sent Rudd Venneboer`s e-mail regarding the proposed venues for the 2020 Food and Families Festival. It was understood that a new location had now been agreed by the organisation for 2020. The organisation would announce details shortly. It was **RESOLVED** that Cllr Grainger be the organisation`s Council contact

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19/10/14

**UPDATE ON VAS (VEHICLE ACTIVATED SIGN) AT ALFINGTON**

Agreement had now been reached as to where sign would be placed. An application had been made by the Council for funding from Cllr Wright's Locality budget.

19/10/15

**VE CELEBRATIONS - AN UPDATE ON CELEBRATIONS BEING CONSIDERED BY THE ROYAL BRITISH LEGION AND THE NEWLY FORMED VETERANS SOCIETY AND WHETHER ANY INVOLVEMENT IS PROPOSED BY THE COUNCIL**

Cllr Faithfull advised that the following were being considered for the celebrations:- a ball on the Friday evening; a street party in the afternoon, and possibly an event on the Saturday. There would also be a service at the church on Sunday. The next meeting of the organisers would be at the London Inn on 24<sup>th</sup> October. Cllr Faithful advised that funding was required for the event ie the costs of public liability insurance and a contribution towards the cost of the ball. It was suggested that if this was a Council event then much of the paper work could be reduced and the events proposed may be covered under the Council's insurance. However no firm decision was made and it would be a matter for the organisers to determine how they wished to progress the event

19/10/16

**REMEMBRANCE SUNDAY - CONSIDERATION OF FUNDING THE COST OF A WREATH FOR THE VETERANS SOCIETY AND ANY OTHER MATTERS**

It was **RESOLVED** that the Council would fund half the cost of a wreath

19/10/17

**APPROVAL FOR THE CEO TO ATTEND A TRAINING COURSE IN PLYMOUTH IN 2020 - £70**

It was **RESOLVED** to approve the cost of the CEO attending the training course in January 2020 at a cost of £70

19/10/18

**SOCIAL MEDIA AND A PROPOSED STRATEGY FOR DEALING WITH NEGATIVE POSTINGS**

The CEO advised that from time to time, postings were made on social media sites about the Council, some of which were not always favourable. After some discussion it was **RESOLVED** that the following wording be posted on social media sites including 'Ottery Matters':- ***For updates and further information on all council activities, the official Town Council page is <https://www.facebook.com/otterytowncouncil>***

19/10/19

**CONSIDERATION AND APPROVAL (IF APPROPRIATE) OF A DRAFT VEXATIOUS CORRESPONDENCE POLICY**

It was **RESOLVED** to approve the Vexatious Correspondence Policy drafted by the CEO

19/10/20

**CONSIDERATION OF QUOTES FOR THE TOWN'S CHRISTMAS LIGHTS AND TO SELECT A CONTRACTOR**

The matter would be considered in Confidential session

19/10/21

**CONSIDERATION OF REVISED QUOTE FROM EDDC FOR THE CLEANING OF THE LIBRARY TOILETS**

The revised quote had been e-mailed to all councillors for consideration. It was **RESOLVED** to accept the reduced quote from EDDC. The Mayor expressed his thanks to the CEO for her help in getting the original quote reduced

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19/10/22

**TO CONSIDER PROPOSED USE OF THE TELEPHONE BOX AT THE CORNER OF SPRING GARDENS**

Two suggestions had been made for the telephone box - for it to be converted into a small library or for it to be relocated to Otter Garden Centre. The CEO provided information as to the potential risks of the box being relocated and that similar boxes on E-Bay were being sold in the region of £2500-£3000. It was understood that the concrete plinth on which the box was situated was in a poor state of repair. After much discussion it was **RESOLVED** that Men`s Shed be contacted to see if they would be prepared to take on the box as a restoration project and, if so, to provide an estimate of the costs but in the first instance the concrete plinth be examined to ascertain if it is a trip hazard and if so, to carry out necessary repairs as a matter of urgency.

\*The question of Men`s Shed public liability insurance cover was also raised. Cllr Copus would investigate as to whether the telephone box was listed.

\*Following the meeting, the CEO established that Men`s Shed public liability insurance (a copy of which she held in the office) was current

19/10/23

**CONSIDERATION OF REQUEST FOR THE PROVISION OF A DOG BIN AT FAIRMILE AND APPROVAL (IF APPROPRIATE) OF PAYMENT OF THE SAME**

A parishioner had requested a dog bin to be sited at Fairmile. Details of the location and EDDC costs had been e-mailed to councillors. After much discussion it was agreed that there was no necessity to have a dog bin at this location. Cllr Faithfull also advised that litter bins could be used for depositing dog poo as their contents were incinerated. However the contents of dog bins went to landfill

19/10/24

**OTTERY HOSPITAL - UPDATE AND REPORT ON ANY MEETINGS ATTENDED**

Cllr Lucas had provided reports of all meetings he had attended which had been circulated to all councillors (and which would be annexed to these Minutes). He advised that there was major focus on the local dementia situation as it was under resourced and there was a real struggle in providing services. The Mayor thanked Cllr Lucas for all his work on the subject

19/10/25

**CONSIDERATION OF ANNUAL MAINTENANCE COSTS OF THE THREE RIVER GAUGES IN THE PARISH AND APPROVAL (IF APPROPRIATE) OF PAYMENT OF THE SAME**

Information had been e-mailed out to all councillors regarding the proposed costs to be charged by DCC for the river gauges at Tipton St John, the King`s School and Ottery St Mary Primary School sites. Questions were raised as to what was the point of them and what was the Council expected to do when they were triggered. After further discussion it was agreed that the CEO should obtain more information from DCC which she would endeavour to bring to the next Council meeting

19/10/26

**TOWN COUNCIL REPRESENTATIVE FOR THE ALLOTMENTS COMMITTEE**

It was **RESOLVED** that the Allotment Committee`s Council representative would be Cllr Grainger

19/10/27

**FINANCIAL MATTERS**

i. To approve the September 2019 Council Schedule of Payments

These had been e-mailed to all councillors and were tabled

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It was **RESOLVED** to approve the September 2019 Council Schedule of Payments in the sum of **£11896.63**

ii. To receive and consider the Report of the External Auditor

The Report had been e-mailed to all councillors for consideration. The Mayor commented that fortunately there were no issues to address, due to the excellent work of the CEO and her assistants, for which he expressed his thanks

19/10/28

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

There were none

19/10/29

**REPORT BY THE MAYOR**

This has been circulated

19/10/30

**REPORT BY THE CHIEF EXECUTIVE OFFICER**

i. The CEO had advised that Stagecoach had now agreed to stop their buses at Mill Lane Alfington for passengers

ii. The Help Scheme's Community Dementia Support Project was well underway. Emily Lezzeri the Scheme's Chief Officer had advised that requests had been made to deliver Dementia Friends sessions for the whole of Year 8 at King's and for all of Otter Nursery's front-line staff! They had also set up a weekly, dementia-friendly activity group in Whimple and would be starting another one in Feniton in the new year. The Council agreed that the match funding of £500 which the Council had resolved to pay at an earlier Council meeting could now be released

iii. A Fluxton parishioner wished to convey thanks to the Council on behalf of the parishioners in the area, for arranging a new replacement place name sign to be erected at Fluxton

19/10/31

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

*The following items were tabled (previously e-mailed to councillors) and no comments were made*

From	Details
Keith Spittlehouse	Correspondence relating to public liability insurance
EDDC	Tar Barrels - Notification of Street Trading Licence – Marc Perkins
EDDC	OSM Carnival Fun Day - Notification of Street Trading Licence – Linda's Snax Box
EDDC	OSM Carnival Fun Day - Notification of Street Trading Licence – L&C Catering
DCC	Details of Highway Conference
EDDC	Notification of tree works at the Land of Canaan

19/10/32

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

All reports received from councillors were noted (*These had been circulated by the CEO previously*)

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19/10/33

**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)**

1. Cllr Stewart advised that Ottery has been selected as an Openreach trial town for fibre broadband
2. Cllr Faithfull enquired on behalf of Xanthe Waite, librarian as to what plans the Council had for the remainder of the year and its plans for the land at the back of the library (not part of the library's lease). It was suggested that the CEO liaise directly with Xanthe
3. Cllr Johns enquired about the Council's contribution towards the VAS sign but was advised by the CEO that the grant had already been processed

The Mayor thanked Jo Elliott for facilitating the meeting at the King's School which he considered had been a success

**To be discussed in Confidential Session**

19/10/34

**CONSIDERATION OF QUOTES FOR THE TOWN'S CHRISTMAS LIGHTS AND TO SELECT A CONTRACTOR**

It was **RESOLVED** to accept the quote from Torbay Lighting. The Mayor thanked former councillor Ian Holmes and Cllr Dobson for their work in previous years regarding the lights

**The meeting ended at 3.25 pm**

<b>SIGNATURE OF MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 4 <sup>th</sup> November 2019 at 7pm in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary

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