

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ordinary Meeting of Ottery St Mary Town Council** will be held at OTTERY HUB (formerly The Station) on **MONDAY 6TH SEPTEMBER 2021 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

Kerry Kennell

Deputy Chief Executive Officer

31st August 2021

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, contacts the Deputy CEO in advance to ensure social distancing and attendance protocol are fully understood and adhered to.

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Friday 3rd September 2021**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Councils website.

Note:-Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

1.To receive apologies for absence

2.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

3. 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

4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*

5. To receive the Minutes of the Ordinary Meeting of the Town Council of 2nd August 2021 (minute refs 21/08/01 – 21/08/25), and to approve the signing of the Minutes by the Mayor as a correct record

6. Planning Committee Issues:

a) To note the Minutes of the Planning Committee Meeting of 16th August 2021 (minute refs P21/08/01 – P21/08/09)

b) To consider and approve (if appropriate) the following recommendations from this meeting:

- To reduce quorum from 4 to 3

c) To consider and determine observations on the following Planning Application:

Reference	Applicant	Details
21/2195/FUL	Mr and Mrs Allford	Single storey side extension 7 Brookdale, OSM, EX11 1EB

7. To note the Minutes of the Property and Land Committee Meeting of 18th August 2021 (minute refs PL21/08/01 – P21/08/17)

a) To consider and approve (if appropriate) the following recommendations from this meeting:

- That Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.
- To contact Rob Johns regarding the testing of water (legionella prevention) for the Council offices, Strawberry Lane Pavilion, the Library and Ottery Hub.
- That the vacant offices (4,6 and 7) be advertised for letting.
- To obtain quotes for works to the cellar.
- To source a replacement cleaner for times when the normal cleaner (who cleans the Council Offices and the Station) is on holiday or sick.
- Strawberry Lane Pavilion: That Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.
- That the Petanque Club be given a 12-month rental holiday for any inconvenience caused in respect of the relocation of the Pentanque Piste.
- Cemetery: That notices be placed on each affected grave which has failed the safety inspection for a period of one year.
- Museum: That an approach be made to the Heritage Society via Cllr Roger Giles to see whether they would consider having a Council representative on their charity.
- Museum: That companies which specialise in work on ventilation be contacted for quotes.
- That the CEO check with the Hub in the first instance to see if they required a portacabin and then contact the Carnival Committee and Rotary to see if they would share a portacabin and split the cost of the usual monthly rent.

- Skatepark - that the Council as tenant request a surrender of the Head Lease and that DCC becomes the landlord of the Trust
- Library - that Argos (Exeter) carry out all the checks etc and the Council enter a three-year fixed contract with them.

8. To receive Reports from EDDC and DCC Councillors

9. Police matters

10. Regeneration and Climate Action update and approval of any recommendations or pertinent matters (*to be a regular agenda item*)

11. Confirmation of decisions made under the Scheme of Delegation

12. Financial Matters:

a. To approve the August 2021 Council Schedule of Payments

13. S106 update and approval of any recommendations or pertinent matters (to be a regular agenda item)

14. The Annual Parish Meeting - to consider when the meeting should be held considering current levels of Covid.

15. To consider tenders received regarding the upgrade of IT, set up in Office 3 and ongoing support package and (if applicable) to appoint a supplier

16. To consider and approve (if appropriate) the recommendations from the Tipton St John Primary School Working Group

a) To hold a public meeting to gauge opinion of the residents of Tipton St John regarding the future of the primary school

b) To pay for the half the maintenance of the Tipton St John telemetry gauge

17. Tourism in Ottery – consideration of proposals (to include the formation of a working group) and to approve if appropriate

18. To consider a response to the EDDC Public Toilet Review consultation

19. To consider a response to the consultation on Peninsula Transport vision

20. To consider a response to the consultation on the proposed approach to further reintroductions of beavers in England and the management of the species in the wild.

21. To consider the approval of Parish On-line subscription

22. The general data protection regulations update and any issues arising

23. To consider request from member of public regarding the creation of a footpath/pavement in Strawberry Lane.

24. To consider a request for the Council to pay towards the remembrance wreath for the Ottery Veterans for Remembrance Day Parade and to discuss the Remembrance Day Parade.

25. To consider the Council funding a memorial bench
26. To receive an update regarding the plans for Christmas from the Mayor
27. To remind Councillors to adhere to the Code of Conduct and to ensure that apologies are provided for meetings 48 hours before the meeting (unless in exceptional circumstances)
28. Report from the Mayor
29. Report from the CEO/Deputy CEO
30. To note any specific correspondence received
31. To note any reports previously e-mailed by Councillors of Meetings attended.
32. Councillors Questions on Councillors Business

Date of the next meeting: Monday 4th October 2021 at 7pm at Ottery Hub (formerly The Station)