



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 4TH OCTOBER 2021** at **7.00pm**. The meeting was held at the Ottery Hub (formerly The Station), Mill Street, Ottery St Mary EX11 1AH

PRESENT: - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Giles, Grainger, Pang, Faithfull, Copus, Stewart, Christine McIntyre, CEO, Kerry Kennell, Deputy CEO and one member of the public (until 7.15pm)

21/10/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Shaw, Martin and DCC Cllr Bailey

21/10/02

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

Name of Councillor	Agenda Item and Interest
Cllr Vicky Johns	Item 16 – Personal Interest as Director of Ottery Larder
Cllr Stewart Lucas	Item 16 – Personal Interest as Director of Ottery Larder
Cllr Dean Stewart	Item 16 – Personal Interest as Director of Ottery Larder

21/010/03

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

During the meeting it was **RESOLVED** that the following item be discussed in Confidential Session: - Item 15. The Council's Property Portfolio – consideration of various matters arising and to make decisions accordingly

21/10/04

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

Roger Causley from RIO expressed an interest in purchasing one of the Portacabins at the Ottery Hub (formerly The Station) which he would like to move to the RIO site as their existing portacabin is over 20 years old. It was explained that the Council had worked hard to get planning permission for the Portacabins to benefit the local

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community. One Portacabin will be used by the Ottery Hub. Until such time as all local organisations have been approached to see if they would like to rent the Portacabin a decision will not be made regarding selling a Portacabin. Roger explained that he would want to make a decision before Christmas as the winter is approaching and he gave an open invitation to all members of the Council to visit RIO to look around at any time. The Council thanked him for attending the meeting.

21/10/05

TO RECEIVE THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING OF 4TH SEPTEMBER 2021 (MINUTE REFS 21/09/01 – 21/09/33), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the Full Council Meeting on 4th September 2021 (minute refs 21/09/01 – 21/09/33) were presented and minute 21/09/08 was amended to show the seconder was Cllr Lucas and not Cllr Stewart. The minutes were then approved and signed as a correct record of the meeting by the Mayor.

21/10/06

PLANNING COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 20TH SEPTEMBER 2021 (MINUTE REFS P21/09/01 – P21/09/09)**

The Minutes of the Planning Committee Meeting of 20th September 2021 (P21/09/01 – P21/09/09) were noted.

21/10/07

REGENERATION AND CLIMATE CHANGE UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)

- a) **To review and approve Terms of Reference for Committee**

It was **RESOLVED** that the Terms of Reference for the Regeneration and Climate Change Committee was approved.

It was agreed that Cllr Giles would draft a letter to DCC regarding their investment in fossil fuel companies with pension monies.

21/10/08

TO NOTE THE MINUTES OF THE OTTERY HUB COMMITTEE MEETING OF 23RD SEPTEMBER 2021 (MINUTE REFS OH21/09/01 - OH21/09/10)

- a. **TO CONSIDER AND APPROVE (IF APPROPRIATE) THE RECOMMENDATIONS FROM THIS MEETING**

The Minutes of the Ottery Hub Committee Meeting of 23rd September 2021 (minutes refs OH21/09/01 – OH21/09/10) were noted. Cllr Green advised that the Committee is currently formulating a plan for a Youth Worker based on the successes and experiences of other organisations.

21/10/09

TOURISM IN OTTERY – TO REVIEW AND APPROVE TERMS OF REFERENCE FOR COMMITTEE

It was agreed that as initially this will be a fact-finding group with no budget it would be more appropriate to be a Working Group. It was **RESOLVED** that the Terms of Reference for the Tourism Working Group was approved.

Mayor`s Initials.....

21/10/10

SECTION 106 UPDATE

EDDC are currently engaging with the community to gather preferences on the new play equipment for Winters Lane.

Procurement documents will need to be drawn up for the Land of Canaan but before these can be done the Council will need to agree on what structures they wish to have.

It was proposed by Cllr Stewart that the full £50,000 for the works at Winters Lane should come from the Section 106 funding that EDDC has confirmed has already been collected and is in EDDC's bank account. This was seconded by Cllr Lucas. All voted in favour. It was **RESOLVED** that the full £50,000 is taken from the Section 106 funding in EDDC's bank account.

21/10/11

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey – written report received and circulated to Councillors.

EDDC Cllr Johns – written report received and circulated to Councillors.

EDDC Cllr Faithfull – there was nothing additional to report. Cllr Faithfull advised that the application relating to the living wall at Barton Rise had been approved.

EDCC Cllr Pratt – no report received.

21/10/12

POLICE MATTERS

No report was received.

21/10/13

TO NOTE THE PREVIOUS DECISIONS MADE UNDER THE BUSINESS CONTINUITY PLAN/SCHEME OF DELEGATION

No decisions have been made since the last meeting.

21/10/14

FINANCIAL MATTERS:

- a) **TO APPROVE THE SEPTEMBER 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the September 2021 Council Schedule of Payments in the sum of £22,166.18.

- b) **CONCLUSION OF 2020/21 AUDIT**

The audit for 2020/21 has been concluded with no issues raised by the External Auditor. Thanks were given to the CEO and the office team as well as Rachel Hollox, the Council's accountant for their work on this which is an excellent outcome.

- c) **TO APPROVE SEEKING EXTERNAL ADVICE REGARDING VAT RECLAIM IN PREPARATION OF MAKING TAX DIGITAL WHICH COMES INTO EFFECT FROM 1 APRIL 2022**

It was **RESOLVED** that advice will be sought from DCK Accounting Solutions Ltd at a cost of £205 (plus VAT) regarding VAT partial exemption. This information can then be input into Rialtas and the VAT returns can be done directly from Rialtas.

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Cllr Stewart reminded all Councillors that the deadline for the Community Grants applications is 31st October 2021. Cllr Stewart confirmed that late applications will be considered. Cllr Stewart will start looking at the budget for 2022/23 in preparation of the Precept request which will need to be submitted in January 2022.

21/10/15

THE COUNCIL'S PROPERTY PORTFOLIO – CONSIDERATION OF VARIOUS MATTERS ARISING AND TO MAKE DECISIONS ACCORDINGLY

This item was covered in Confidential Session.

21/10/16

TO CONSIDER (AND APPROVE IF APPROPRIATE) THE CONTINUED USAGE OF THE COUNCIL CHAMBER BY OTTERY LARDER.

A discussion was held regarding the continued usage of the Council Chamber by the Ottery Larder. The usage of the Larder is anticipated to increase due to the furlough scheme coming to an end; the NI rise; the reduction of Universal Credit and increased energy costs. A permanent home is still being sought for the Larder. *The Mayor, Deputy Mayor and Cllr Stewart left the room whilst this item was being discussed.* Cllr Green proposed that the Ottery Larder could continue to use the Council Chamber until 31st March 2022 provided that monthly updates are provided to the Council regarding their search for a permanent home. This was seconded by Cllr Grainger. All voted in favour. *The Mayor, Deputy Mayor and Cllr Stewart re-joined the meeting once the discussion was completed.* It was **RESOLVED** that the Ottery Community Volunteers will clear out the meeting room to enable meetings to be held there when the Ottery Hub is unavailable or the Council Offices are a more suitable location.

21/10/17

TO CONSIDER REBRANDING OF TOWN COUNCIL

Cllr Lucas advised that in recent months the Council has undertaken work for a new website, has transferred to Rialtas for financial and bookings management, and is updating its IT further. The work of the Council with the Ottery Hub, Regeneration and Climate Action and Tourism are all dependant on how the Council engages with the community. It would be sensible to rebrand the Council to represent the modern up to day way the Council is now running. Work needs to be carried out to understand the best way of doing this. Cllr Lucas proposed that a budget of up to £5,000 was agreed to enable the quotation process to begin with a minimum of three professional branding companies. This was seconded by the Mayor. All voted in favour except Cllr Faithfull who abstained. It was **RESOLVED** that a budget of up to £5,000 will be agreed for the initial quotation gathering. The rebranding will be under the CEO responsibility rather than an individual committee.

21/10/18

TO GIVE UPDATE REGARDING THE LEAT ON RIDGEWAY

An email was received from Cllr Bailey advising that DCC had requested remedial action be taken by a landowner. Cllr Faithfull felt that the Leat had been neglected and to move things forward individual landowners need to do more than the minimum. Thanks were recorded for Cllr Bailey for her help with this matter. It was proposed by Cllr Faithfull that DCC Highways are asked to identify land in its

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ownership above the road and through the Conservation Area and it is kept neat and tidy. This was seconded by Cllr Giles. All voted in favour. It was **RESOLVED** that the Council will ask DCC Highways to identify land in its ownership above the road and through the Conservation Area and it is kept neat and tidy.

21/10/19

REMEMBRANCE DAY PARADE

The Mayor asked all Councillors to let her know if they are intending on attending the church service at 11am on Sunday 14th November. If Councillors are only intending on joining the parade they do not need to advise the Mayor.

21/10/20

TO CONSIDER COSTS FOR AN ADDITIONAL BIN AT ESCOT

EDDC have advised that if the Council purchase a bin EDDC will arrange for the bin to be collected. Cllr Grainger proposed that a bin was purchased which will take both general refuse and dog poo bags at a cost of £300.00. This was seconded by Cllr Lucas. All voted in favour. It was **RESOLVED** that an additional bin will be purchased for Escot Church.

21/10/21

TO CONSIDER REQUEST FROM OTTERY TWINNING ASSOCIATION

The Ottery Twinning Association advised that the long-standing Mayor (Burgermeister) of Ilsfeld, Thomas Knoedler is retiring shortly. He was instrumental in initiating the successful twinning arrangements with Ottery. It was **RESOLVED** that a suitable gift will be purchased for the Burgermeister up to the value of £100.00.

21/09/22

CHRISTMAS

a) TO RECEIVE AN UPDATE REGARDING THE PLANS FOR CHRISTMAS FROM THE MAYOR

The Mayor advised that there will be a `Hunt the Gingerbread` competition throughout the town which local businesses have agreed to take part in. Details will appear in the November edition of The Gazette and will include a list of businesses taking part so people can tick off the gingerbread as they see them. There will be a Christmas market in Silver Street. As agreed at an earlier meeting the Christmas lights will now go up to the Church.

b) TO CONSIDER AND AGREE (IF APPLICABLE) THE COST OF HAVING A CHRISTMAS TREE AT THE CHRISTMAS TREE FESTIVAL

It was proposed by Cllr Grainger that the council purchase a tree at the Christmas Tree Festival up to the value of £100.00. This was seconded by Cllr Lucas. All voted in favour. It was **RESOLVED** to purchase a tree at the Christmas Tree Festival up to the value of £100.00.

21/10/23

THE ANNUAL PARISH MEETING - TO CONSIDER WHEN THE MEETING SHOULD BE HELD

It was proposed by the Mayor that due to the increased number of cases of Covid affecting the parish in the current circumstances the Annual Parish Meeting should be deferred until a later date. This was seconded by Cllr Copus. All voted in favour.

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It was **RESOLVED** that the Annual Parish Meeting will be deferred until a later date. It was noted that local organisations are no longer presented with cheques at this meeting as the awarding of grants is now done via BACS.

21/09/24

REPORT FROM THE MAYOR

A written report had been circulated by the Mayor. In addition the Mayor advised that she had been in contact with the Millennium Green Committee and EDDC regarding the siting of a bench to remember a young person from the parish who died earlier this year. If the bench could be sited at Land of Canaan it would be accessible and the bench would cost £1,600 which would include EDDC maintaining the bench for 15 years. The Mayor is speaking to the young people who have requested the bench regarding the best location.

21/09/25

REPORT FROM THE CEO & DEPUTY CEO

No report was given.

21/10/26

TO RECEIVE CORRESPONDENCE FOR INFORMATION AND ANY LATE CORRESPONDENCE

A letter was received from a parishioner requesting that amenity English Oaks are planted along the Sidmouth Road to complete the avenue already partially there. It was agreed that in principle the Council support this idea which supports the Council's climate action and regeneration plans but that the landowners need to be contacted in the first instance. This was proposed by Cllr Lucas and seconded by Cllr Grainger. The Council agreed to contact the landowners along the Sidmouth Road to speak to them regarding the existing, and proposed continuation of the avenue of oak trees and to see whether they would be happy to assume responsibility for the trees. This matter will be discussed further once the landowners have been approached.

The CEO had received correspondence from Tom Green DCC regarding carrying out the Definitive Map Review which looks at Public Rights of Way and ensure that routes are accessible and maps have been updated. Tom proposed that this is carried out from 6.30pm before the next meeting of the Council on 1st November. It was agreed that this was a sensible way forward.

21/09/31

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

No reports had been emailed.

21/09/32

COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Giles raised concerns regarding the decision by DCC with regards to Straitgate Quarry. Cllr Giles proposed that the Council write to DCC flood team to ask why they have changed their mind. It was agreed that the Council will write to DCC flood team to ask why they have changed their mind.

Cllr Stewart passed on thanks from the Ottery Food and Families Festival for their grant which enabled the shuttle bus to run throughout the day.

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CONFIDENTIAL SESSION

21/09/33

THE COUNCIL'S PROPERTY PORTFOLIO – CONSIDERATION OF VARIOUS MATTERS ARISING AND TO MAKE DECISIONS ACCORDINGLY

LCC had been asked to prepare a report to give a strategic overview of the properties owned by the Council and to make suggestions regarding how the assets could be maximised. The LCC are waiting for additional information to complete this work. It was discussed whether this is the most sensible way forward or whether other options for managing the property can be investigated. This will be discussed further at a Property and Land Committee meeting which will be called shortly.

The Council were advised that the Chair of the Allotment Association has resigned. The CEO has written to him on behalf of the Council to thank him for his contribution to the allotments.

The portacabins were further discussed. Renting the portacabin was seen as the best option. RIO (which was regarded as a valuable community organisation) will be approached to ask whether they would consider renting a portacabin if it stayed in its current position.

EDDC has requested that the portacabins are secured. The CEO will approach EDDC to advise that the portacabins have been in situ for six years and have never moved despite very heavy rain. She would also ask what contractors they could suggest to carry out the securing work

The Mayor will check with the Tar Barrels Committee whether they need an office at the Ottery Hub or Council Offices to co-ordinate the event as they have done in previous years.

The meeting ended at 9.25pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 1 st November 2021 – Ottery Hub (formerly The Station), Ottery St Mary

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