



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 10TH JANUARY 2022** at **7.00pm**. The meeting was held at the Station Community Hub, Mill Street, Ottery St Mary EX11 1AH

PRESENT: - Cllr Johns (**Mayor**), Cllr Lucas (**Deputy Mayor**), Cllrs Green, Grainger, Pang, Faithfull, Copus, Stewart and Shaw, DCC Cllr Bailey, Christine McIntyre, CEO and Kerry Kennell, Deputy CEO

22/01/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from the Cllr Giles, Cllr Martin and EDDC Cllr Pratt

22/01/02

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 19 – Director of Ottery Community Volunteers
Cllr Stewart Lucas	Item 19 – Director of Ottery Community Volunteers
Cllr Dean Stewart	Item 19 – Director of Ottery Community Volunteers
Cllr Peter Faithfull	Item 11 - Personal interest as he has been having private conversations in relation to Tipton St John School. There was a lengthy discussion regarding this and the nature of the interest. The Mayor re-confirmed that it is Cllr Faithfull's responsibility to declare his interest in any agenda item, not fellow councillors. There is a process in place at EDDC if anyone feels an interest has been declared incorrectly by any councillor.

22/01/03

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 **RESOLVED** that the following item be discussed in Confidential Session: Item 10 Property and Land Matters – To consider tenders for works at the Ridgeway Allotment and (if appropriate) appoint a contractor

Mayor's Initials.....

22/01/04

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

No items were raised.

22/01/05

TO RECEIVE THE MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL OF 6 DECEMBER 2021 (MINUTE REFS 21/12/01 – 21/12/30), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 6th December 2021 (minute refs 21/12/01 – 21/12/30) were presented and approved. The minutes were then signed by the Mayor as a true record of the meeting.

22/01/06

PLANNING COMMITTEE ISSUES:

- a) **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 13TH DECEMBER 2021 (MINUTE REFS P21/12/01 – P21/12/09)**

The Minutes of the Planning Committee Meeting of 13th December 2021 (P21/12/01 – P21/12/09) were noted.

22/01/07

TO NOTE THE MINUTES OF THE OTTERY HUB COMMITTEE MEETING OF 4 JANUARY 2022 (MINUTE REFS OH22/01/01 – OH22/01/11)

The Minutes of the Ottery Hub Committee Meeting of 4 January 2022 (OH22/01/01 – OH22/01/11) were noted.

22/01/08

TO APPROVE ANY RECOMMENDATIONS OR PERTINENT MATTERS RE THE AFOREMENTIONED OTTERY HUB MEETING

There were no recommendations made following the meeting.

22/01/09

REGENERATION AND CLIMATE ACTION COMMITTEE - UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS *(to be a regular agenda item)*

Cllr Lucas gave an update that the Regeneration and Climate Action Committee will be meeting in the next few weeks and are focussing on compiling a prioritised list of projects and can then start applying for funding to support the projects.

22/01/10

PROPERTY AND LAND MATTERS – TO CONSIDER TENDERS FOR WORKS AT THE RIDGEWAY ALLOTMENT AND (IF APPROPRIATE) APPOINT A CONTRACTOR

This item was covered in Confidential Session.

Mayor`s Initials.....

22/01/11

TIPTON ST JOHN PRIMARY SCHOOL WORKING GROUP - UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

Cllr Faithfull left the meeting. There has been no response received from D.C.C and are no further updates. Cllr Faithfull joined the meeting.

22/01/12

SECTION 106 – UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (to be a regular agenda item)

There will be a focus on appointing a project manager to drive the Strawberry Lane MUGA project forward. Three quotations will be obtained to enable the Council to decide on a suitable project manager.

22/01/13

RIDGEWAY LEAT WORKING GROUP - TO REVIEW AND APPROVE TERMS OF REFERENCE

There was a lengthy discussion regarding the Ridgeway Leat Working Group terms of reference. The Mayor asked the working group to review any costs and liabilities that may be involved if the Council were to consider making the Leat a Community Heritage Asset. Several councillors felt that if Devon County Council are responsible for the Leat the Council should not get involved and that the Working Group should not be progressed. It was AGREED the Terms of Reference could not be approved at the current time. It was AGREED this will be put on the agenda for the February meeting for resolution.

22/01/14

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey - The DCC pilot in Newton Abbot looking at a 20mph speed limit has been abandoned. There will be an opportunity for the Council to apply for funding from DCC to set up a 20mph speed limit. New road signs to alert drivers that vehicles may be in the middle of the road will be provided in Alfrington in both directions. Cllr Bailey was concerned about the number of houses proposed in the EDDC Local Plan for Ottery St Mary and West Hill as the services and roads are struggling to cope already. It was AGREED that the Council will write again to Bovis homes to request an update on the play park at Kings Reach.

Cllr Faithfull has attended a Strategic Planning Meeting.

Cllr Johns has attended a Strategic Planning Meeting.

Cllr Pratt did not send a report.

22/01/15

POLICE MATTERS

No report was received.

22/01/16

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

No decisions have been made under delegated authority. Cllr Lucas highlighted that he had discussed with the CEO whether it was necessary to arrange a face-to-face meeting with Idverde following communication from them advising that plans have put in place to ensure the problems encountered during the staff shortages last

Mayor`s Initials.....

year will not happen again. Neither Cllr Lucas or the CEO felt it did still need to go ahead but a decision will be made at the next Property and Land Management Committee Meeting.

22/01/17

FINANCIAL MATTERS:

a) **TO APPROVE THE DECEMBER 2021 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the December 2021 Council Schedule of Payments in the sum of £24,100.32.

b) **TO APPROVE THE QUARTER 2 ACCOUNTS (JULY – SEPTEMBER)**

It was **RESOLVED** to approve the Quarter 2 Accounts.

c) **TO CONSIDER AND APPROVE THE COUNCIL'S BUDGET AND THE PROPOSED PRECEPT FOR 2022-23**

Thanks were given to the Finance Committee and the office staff for the work to prepare the 5-year budget plan. Cllr Faithfull felt that he had not seen enough information to vote on the budget. All other councillors felt that they had and that everything in the budget has been voted for already by the Council. A Band D property will pay £84.20 which is still considerably lower than most towns in East Devon. The Council approved a budget for 2022/23 that contains detailed plans for significant investment in services for the Parish that start to address the key priority areas as part of a sustainable five-year financial plan. It was proposed by Cllr Stewart and seconded by Cllr Grainger that the Precept for 2022/23 is set at £244,174. It was **RESOLVED** that the Precept for 2022/23 will be £244,174. *Cllr Faithfull did not support this.*

22/01/18

TOURISM WORKING GROUP UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

Currently the Council are waiting a decision from EDDC on the grant application.

22/01/19

OTTERY COMMUNITY VOLUNTEERS – UPDATE REGARDING THEIR PROGRESS IN FINDING A PERMANENT HOME FOR THE COMMUNITY LARDER (to be a regular agenda item)

The Community Larder will be moving to a permanent home shortly.

22/01/20

REPORT FROM THE MAYOR

The Late-Night Shopping Event and Craft Fayre was a success. Thanks were given to Martin and Christian Shaw for amending the timing on the Christmas lights and for switching them all off on the twelfth night.

22/01/21

REPORT FROM THE CEO & DEPUTY CEO

The Deputy CEO will confirm the date of training for Councillors on Microsoft 365.

22/01/22

TO CONSIDER MEETING VIRTUALLY DUE TO CURRENT CORONAVIRUS LEVELS IN THE AREA

Mayor's Initials.....

a. **TO CONSIDER AND APPROVE (IF APPROPRIATE) WRITING TO SIMON JUPP MP TO REQUEST LEGISLATION IS AMENDED TO ALLOW REMOTE MEETINGS TO TAKE PLACE**

It was proposed by the Mayor and seconded by Cllr Shaw that the Council send a letter to Simon Jupp, MP to request that legislation is amended to allow remote meetings to take place. It was **RESOLVED** that a letter will be sent to Simon Jupp, MP. *Cllrs Stewart and Copus abstained.*

b. **TO CONSIDER AND APPROVE (IF APPROPRIATE) THE OPTION FOR THE COUNCIL TO HAVE VIRTUAL CONSULTATIVE MEETINGS INSTEAD OF COMMITTEE AND FULL COUNCIL PHYSICAL MEETINGS AND DECISIONS THAT WOULD HAVE BEEN TAKEN BY THOSE MEETINGS IF THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONA-VIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 HAD CONTINUED IN FORCE, SHALL BE DELEGATED TO THE CHIEF EXECUTIVE OFFICER ('CEO') (OR THE DEPUTY CEO IN THE CEO'S ABSENCE) IN CONSULTATION WITH THE MAYOR, DEPUTY MAYOR AND RELEVANT COMMITTEE CHAIR (IF APPROPRIATE) . IN TAKING DECISIONS AS AFOREMENTIONED, THE CEO OR DEPUTY CEO SHALL HAVE HEARD ALL OF THE DEBATE HAVING BEEN AT THE CONSULTATIVE MEETING OR HEARD THE RECORDING OF IT.**

It was **RESOLVED** that the Council should have the option to consider whether it is safe to meet in person, or whether a virtual meeting should be held. This is due to the continuing challenges being presented by Covid and any other unforeseen events such as extreme weather conditions which may impact councillors and staff. It was **RESOLVED** if a virtual meeting is held the Council scheme of delegation will be followed. A decision will be taken before each Committee and Full Council Meeting whether it will be a face-to-face meeting or virtual meeting whilst the levels of Covid remain so high. *Cllr Faithfull abstained.*

22/01/23

TO CONSIDER AND APPROVE (IF APPROPRIATE) AN ADDITIONAL WASTE/DOG BIN AT TIPTON ST JOHN

The request was discussed. Information will be sought from EDDC regarding the number of bins currently in Tipton St John, their location and the frequency they are emptied. It was **AGREED** that any new bins should take both litter and dog poo.

22/01/24

TO CONSIDER AND APPROVE (IF APPROPRIATE) A BUDGET FOR THE QUEEN'S PLATINUM JUBILEE

It was proposed by Cllr Faithfull that a budget of up to £5,000 was set. This was seconded by Cllr Copus. It was **RESOLVED** a budget of up to £5,000 towards organising the celebrations is set. All voted in favour. *Cllr Grainger and Cllr Stewart abstained.*

22/01/25

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

- Jo Elliott from Kings School are organising a virtual democracy event for Year 11 students on 26th January. All councillors were invited to attend.

Mayor's Initials.....

- It was AGREED that the Council will request that proposed roadworks taking place in North Street are delayed from 14th February until the following week which is half term for Ottery St Mary Primary School and The King's School.

22/01/26

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

Report circulated to councillors from Cllr Pang. Cllr Faithfull has attended a Friends of Ottery Library meeting.

22/01/27

COUNCILLOR'S QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Copus has attended a Twinning Association meeting. It was AGREED that the Twinning Association will be put on the February agenda.

CONFIDENTIAL SESSION

22/01/28

PROPERTY AND LAND MATTERS – TO CONSIDER TENDERS FOR WORKS AT THE RIDGEWAY ALLOTMENT AND (IF APPROPRIATE) APPOINT A CONTRACTOR

The following were discussed:

Hard Standing Plot 2 – Three options for the plot were considered. It was **RESOLVED** that the Council will appoint Janet's Helping Hands to remove topsoil on plot 2 install membrane and roll in type 1 aggregate at a cost of £417.69. Annual Maintenance programme which includes hedge trimming and dormouse bank trimming – three quotations were sought for this work but the Council was only able to obtain two quotations. The Council **RESOLVED** to appoint Connor Down Tree Services to carry out the works at a cost of £1110.00 plus VAT

The meeting ended at 9.20pm

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 7 th February 2022– Station Community Hub, Ottery St Mary

Mayor's Initials.....

Mayor`s Initials.....