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Description automatically generated**Ottery St Mary Town Council**

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Minutes of the **ANNUAL MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 9 MAY 2022** at **7.00pm**.The meeting was held at the Station Community Hub, Mill Street, Ottery St Mary EX11 1AH

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**PRESENT: -** Cllr Johns **(Mayor),** Cllr Lucas (**Deputy Mayor**), Cllrs Green, Faithfull, Grainger, Stewart, Giles, Martin, Copus, Pang, EDDC Cllr Pratt, Christine McIntyre-CEO, Kerry Kennell-Deputy CEO and 5 members of the public

Before the meeting began former Ottery St Mary Councillor Geoff Pratt was presented with a certificate for his long service to the Council by the Mayor and CEO.

*22/05/01*

**ELECTION OF THE MAYOR OF OTTERY ST MARY FOR 2022/23 - TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY**

Cllr Lucas carried out this part of the meeting in accordance with the Council`s Standing Orders and asked for nominations for Mayor. Cllr Johns was proposed by Cllr Pang and seconded by Cllr Grainger. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Johns be elected as Mayor. *Cllr Faithfull abstained.* **Cllr Johns was declared elected as the Mayor of Ottery St Mary Town Council.**

*22/05/02*

**DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR – FOLLOWING THE ELECTION OF THE MAYOR AND PURSUANT TO THE PROVISIONS OF S83 OF THE LOCAL GOVERNMENT ACT 1972, THE PERSON ELECTED TO BE MAYOR OF OTTERY ST MARY SHALL MAKE A DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESCRIBED FORM**

The Declaration of Acceptance of Office of Mayor was made by the Mayor and duly signed. The CEO countersigned the Declaration.

*22/05/03*

**ELECTION OF THE DEPUTY MAYOR OF OTTERY ST MARY FOR 2022/23 – TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY**

Cllr Lucas was proposed by Cllr Johns and seconded by Cllr Pang. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Lucas be elected as Deputy Mayor. *Cllr Faithfull abstained.* **Cllr Lucas was declared elected as the Deputy Mayor of Ottery St Mary Town Council.**

*22/05/04*

**TO RECEIVE APOLOGIES FOR ABSENCE**

DCC Cllr Bailey.

*22/05/05*

**ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE (“TREASURER/CHAIR”)**

Cllr Stewart was proposed by Cllr Johns and seconded by Cllr Grainger. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as the Councillor with Special Responsibility for Finance. *Cllr Faithfull abstained.* **Cllr Stewart was declared elected as the Councillor with Special Responsibility for Finance of Ottery St Mary Town Council.**

*22/05/06*

**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 Faithfull | Agenda item 19 – Cllr Faithfull is having private conversations regarding the Tipton St John School relocation  Agenda Item 43 – Cllr Faithfull is a representative of Millennium Green  Agenda Item 45 – Cllr Faithfull is a member of the Ottery Refugee Response Group |
| Cllr Stewart | Agenda Item 36 – Cllr Stewart declared a personal interest as he is a friend of Lisette Johnston |
| Cllr Lucas | Agenda Item 36 – Cllr Lucas declared a personal interest as he is a friend of Lisette Johnston |
| Cllr Johns | Agenda Item 33 – Cllr Johns declared a personal interest as her husband is a trustee of the OSM Cricket Club |

*22/05/07*

**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**

It was **RESOLVED** that the following items be discussed in Confidential Session:

Agenda Item 16b To approve (if appropriate) any recommendations from the Finance Committee and Agenda Item 49 Employee Matter.

*22/05/08*

**TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *Individual contributions will be limited to 3 minutes***

No matters were raised.

*22/05/09*

**TO RECEIVE THE MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL OF 4th APRIL 2022 (MINUTE REFS *22/04/01 – 22/04/36*), AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The Minutes of the Full Council Meeting of 4th April 2022 (minute refs *22/04/01 – 22/04/36*) were presented and approved. The minutes were then signed by the Mayor as a true record of the meeting.

*22/05/10*

**PLANNING COMMITTEE ISSUES:**

**TO NOTE THE MINUTES OF THE PLANNING COMMITTEE**

**MEETING OF 12TH APRIL 2022 (MINUTE REFS *P22/04/01 – P22/04/09*)**

The Minutes of the Planning Committee Meeting of 12th April 2022 (P22/04/01 – P22/04/09) were noted.

*22/05/11*

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

DCC Cllr Bailey sent a written report. The report was noted and the Council would like to record their dissatisfaction with Vistry’s failure to provide information re the footpath issue.

EDDC Cllr Johns sent a written report.Cllr Johns advised that she has received confirmation that the playpark at Kings Reach is a public open space and is open to all members of the public, not just those that live at Kings Reach**.**

EDDC Cllr Faithfull gave an update. The Annual Meeting of EDDC will be held on 19th May – this will be a face-to-face meeting. There are currently 50 Ukrainian families who have been homed in East Devon although this figure is constantly increasing. The process that led to a councillor under criminal investigation being awarded the honorary title of Alderman has been discussed. Strategic planning is continuing. EDDC will be adopted their new code of conduct from 19th May and are offering training to their Councillors.

EDDC Cllr Pratt had nothing to report.

*It was agreed to bring Agenda Item 36 forward*

*22/05/12*

**CO-OPTION OF TIPTON ST JOHN WARD COUNCILLOR:  TO CONSIDER APPLICATIONS AND MAKE A DECISION (IF APPROPRIATE)**

Two applications were received from Lisette Johnston and Bethany Collins, details of which were sent to Councillors. Bethany was present at the meeting but did not wish to add anything to what she had already included in her application. The Council were delighted to have two excellent applications and were glad to see people coming forward to join the Council. It was reiterated that even if you are not elected to the Council there is still a lot of work to be done in the parish and members of the public are welcome to join the Council Committees. A vote was taken and Lisette received the majority vote. Lisette Johnston was duly co-opted onto the Council. The CEO will send a Welcome Pack.

*It was agreed to bring Agenda Item 33 forward*

*22/05/13*

**GRANT APPLICATIONS:**

**TO CONSIDER (AND APPROVE IF APPROPRIATE) COMMUNITY GRANT REQUESTS FROM THE OTTERY LITERARY FESTIVAL AND THE TAR BARRELS AND CARNIVAL COMMITTEE**

The application from The Ottery Literary Festival was reviewed and it was agreed a Teams meeting will be arranged to discuss the application and understand more about the group.

The application from the Carnival and Tar Barrel Committee was discussed. Cllr Stewart confirmed that the Council had budgeted for £10,000 for annual grants and £10,000 for large grants. There was a significant rise in costs last year and the Committee agreed to work with the Council to raise funds for the event. It was agreed that the Council will be recognised for their significant contribution to this unique event.

It was **RESOLVED** to pay the following annual grant:

|  |  |
| --- | --- |
| Ottery St Mary Carnival and Tar Barrel Committee. It was noted the grant will be returned to the Council if the event does not go ahead. | £10,000.00 |

**TO CONSIDER A REQUEST FROM THE OTTERY HELP SCHEME TO REVIEW THE COUNCIL`S DECISION RE THEIR GRANT APPLICATION**

The application from the Ottery Help Scheme was considered in line with the Council’s grant application process. The policy rules state that an appeal can only be considered in exceptional circumstances and nothing raised in the letter meets those criteria. Therefore the previous decision of the Council not to make a grant award to the Help Scheme stood. In addition

it was proposed by Cllr Giles that the following wording be used*:**Ottery St Mary Town Council recognises the considerable beneficial work carried out in the local community by Ottery Help Scheme over a long period. The Town Council is pleased to have been able to support the Ottery Help Scheme in the past by providing grant aid. The Town Council is keen to continue working with the Help Scheme and will give favourable consideration to future grant applications from the Help Scheme.* This was seconded by Cllr Faithfull. A voted was held – 3 were in support and 6 against.

It was proposed by Cllr Lucas that ‘*will give favourable consideration to’* was replaced *by ‘is very happy to consider’. This was seconded by Cllr Copus. It was* **RESOLVED** *to use the following wording:* Ottery St Mary Town Council recognises the considerable beneficial work carried out in the local community by Ottery Help Scheme over a long period. The Town Council is pleased to have been able to support the Ottery Help Scheme in the past by providing grant aid. The Town Council is keen to continue working with the Help Scheme and is very happy to consider future grant applications from the Help Scheme.

*22/05/14*

**STATION COMMUNITY HUB MANAGEMENT COMMITTEE:**

**TO RECEIVE THE MINUTES OF THE STATION COMMUNITY HUB MANAGEMENT MEETING OF 28TH APRIL 2022 (MINUTE REFS SH22/04/01 - OH22/04/13)**

The minutes of 28th April 2022 (minute refs SH22/04/01 – OH22/04/13) were noted.

**TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE STATION COMMUNITY HUB MANAGEMENT COMMITTEE**

The Committee **RECOMMENDED** that the Council consider the use of the Station building and it being dedicated to youth services. It was AGREED that the Council are committed to the reintroduction of professional youth services and that these should take priority. Outside of these times the building can continue to be hired to community groups but the focus is on providing youth activities. The Council would like to formally thank Roberts and Abbotts for supporting the Council’s project to redevelop The Station.

*22/05/15*

**S106: UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS (TO BE A REGULAR AGENDA ITEM)**

Cllr Stewart advised that David Hemstock from Hemstock Design will be visiting tomorrow to start familiarising himself with the project. He will be meeting with representatives from the Netball and Tennis Club.

*22/05/16*

**TO CONSIDER AND APPROVE (IF APPROPRIATE) THE SETTING UP OF A FORUM (TO BE HEADED UP BY CLLR STEWART) WHO WILL ARRANGE MEETINGS `AS AND WHEN` OF MAYORS AND CLERKS IN THE EAST DEVON AREA**

It was **RESOLVED** that a forum consisting of Mayors and Clerks in the East Devon area should be arranged to discuss common issues.

*22/05/17*

**REGENERATION AND CLIMATE ACTION COMMITTEE – TO RECEIVE AN UPDATE.**

Cllr Lucas advised that Place Studios had visited earlier today. They were given a tour of Ottery and looked at the layout, the town square and the traffic. They will be providing a report following their visit. They have recommended that central to this work is having an evolving Neighbourhood Plan. A second consultant is visiting next week.

*22/05/18*

**FINANCE COMMITTEE:**

**TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 21ST APRIL 2022 (MINUTE REFS *F22/04/01 – F22/04/07*)**

The minutes of the Finance Committee Meeting of 21st April 2022 (minute refs F22/04/01 – F22/04/07) were noted.

**TO APPROVE (IF APPROPRIATE) ANY RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

This item was discussed in Confidential Session.

*22/05/19*

**TO REVIEW THE DELEGATION ARRANGEMENTS AND APPROVE ACCORDINGLY**

It was **RESOLVED** to approve the Delegation Arrangements.

*22/05/20*

**TO APPOINT MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES AND TO ELECT A CHAIR AND VICE CHAIR FOR EACH.**

1. Planning Committee

The following membership was agreed: Cllrs Johns **(Ex Officio)**, Lucas (**Ex Officio)** Copus, Grainger, Green and Giles

**Cllr Copus was declared elected as Chair of the Planning Committee**.

**Cllr Grainger was declared elected as Vice Chair of the Planning Committee**.

*Appendix 1 attached, shows the Committee membership as agreed*

2. Finance Committee

The following membership was agreed: Cllrs Johns **(Ex Officio),** Giles, Stewart, Grainger,

Lucas **(Ex Officio)** and Green.

**Cllr Stewart had been elected as Chair earlier in the meeting**.

**Cllr Grainger was declared elected as the Vice Chair of the Finance Committee**.

*Appendix 1 attached, shows the Committee membership as agreed*

3. Human Resource Management Committee

The following membership was agreed: Cllrs Johns **(Ex Officio)** Lucas (**Ex Officio),** Faithfull and Stewart

**Chair and Vice Chair:** **The Mayor and Deputy Mayor were declared elected as Chair and Vice Chair of the Human Resource Management Committee respectively**.

*Appendix 1 attached, shows the Committee membership as agreed*

4. Property and Land Committee

The following membership was agreed: Cllrs Johns **(Ex Officio)**, Grainger, Lucas (**Ex Officio),** Stewart and Faithfull.

**Cllr Grainger was declared elected as the Chair of the Property and Land Committee**

**Cllr Lucas was declared elected as the Vice Chair**.

*Appendix 1 attached, shows the Committee membership as agreed*

5. Regeneration and Climate Action Committee

The following membership was agreed: Cllrs Johns **(Ex Officio)**, Grainger, Lucas (**Ex Officio),** Stewart, Copus, Green and Martin.

**Cllr Lucas was declared elected as the Chair of the Regeneration and Climate Action Committee**.

**Cllr Green was declared elected as the Vice Chair**.

*Appendix 1 attached, shows the Committee membership as agreed*

7.  Station Community Hub Committee

The following membership was agreed: Cllrs Johns **(Ex Officio)**, Lucas (**Ex Officio),** Green and Martin.

**Cllr Martin was declared elected as the Chair of Ottery Hub Committee**.

**Cllr Green was declared elected as the Vice Chair**.

It was **RESOLVED** to accept the elected Chairs and Vice Chairs of all the Council`s Committees.

*22/05/21*

**WORKING GROUPS –**

**TO CONSIDER EXTENDING DURATION OF THE FOLLOWING WORKING GROUPS: - POLICIES AND COMPLIANCE (EXPIRES 03/05/2022); EAST DEVON LOCAL PLAN (EXPIRES 01/05/2022); TIPTON ST JOHN PRIMARY SCHOOL WORKING GROUP (EXPIRES 01/05/2022); COMMUNICATIONS ((EXPIRES 30/04/2022); S106/CIL (EXPIRES 30/04/2022); CHRISTMAS (EXPIRES 30/04/2022); MUSEUM (EXPIRES 30/04/2022); TOURISM (EXPIRES 30/04/2022)**

It was **RESOLVED** that the Tipton St John Primary School Group, Hospital and Communications working group will be mothballed. It was **RESOLVED** that the duration of all working groups should be extended to the 1 May 2023.

**TO CONFIRM THE EXISTING WORKING GROUPS WILL CONTINUE: - NEIGHBOURHOOD PLAN UMBRELLA GROUP; QUEEN’S PLATINUM JUBILEE (EXPIRES 30/06/22)**

It was **RESOLVED** that the duration of Neighbourhood Plan Umbrella Group should be up to the 1 May 2023.

*22/05/22*

**TO APPOINT MEMBERSHIP OF WORKING GROUPS**

Appendix 1 attached, shows Working Groups as agreed.

*22/05/23*

**TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

Appendix 1 attached, shows Council Representatives of various outside bodies as agreed.

*22/05/24*

**TO REVIEW THE COUNCIL`S CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS**

The Council`s current Standing Orders and Financial Regulations were reviewed and approved.

*22/05/25*

**TO CONSIDER AND REVIEW THE COUNCIL`S ASSETS REGISTER**

The Assets Register was noted and accepted as a correct and up to date record of the Council`s assets. It was noted that the register will need to be updated as the Station contents increase.

*22/05/26*

**TO CONSIDER AND CONFIRM (IF APPROPRIATE) THE COUNCIL`S CURRENT INSURANCE POLICY**

This item was discussed in 22/05/32.

*22/05/27*

**TO CONSIDER AND REVIEW THE COUNCIL`S ANNUAL SUBSCRIPTIONS**

|  |  |
| --- | --- |
| **PAYEE** | **AMOUNT** |
| The National Allotment Society | Last year £66 |
| DALC | £932 Paid for this year |
| ICCM | £95 as above |
| South West Councils | £465as above |
| Devon Communities Together | £50 as above |
| SLCC – all three staff | £805 |

The Council’s Annual Subscriptions were noted.

*22/05/28*

**BANK MANDATE – TO DETERMINE THE COUNCIL`S AUTHORISED SIGNATORIES**

It was **RESOLVED** that the Mayor, Deputy Mayor, CEO, Deputy CEO, Chair of Finance and Vice Chair of Finance be the authorised signatories.

*22/05/29*

**TO CONFIRM PASSWORD CHANGES TO OFFICE COMPUTERS**

It was noted that the passwords were changed in November 2021 when the Council moved to Cloudy IT.

*22/05/30*

**KEYHOLDER ARRANGEMENTS FOR THE TOWN COUNCIL BUILDING AND THE OFFICES**

It was **RESOLVED** that the Mayor, Deputy Mayor, Chair of the Property and Land Committee, Chair of Finance and office staff, plus the cleaner be key holders to the premises.   The CEO and Deputy CEO will draw up a policy regarding sharing access arrangements to The Station with the Council.

*22/05/31*

**TO NOTE COUNCIL MEETINGS FOR 2022/23 AND TO DECIDE WHETHER TO HAVE ONE MEETING A YEAR AT ESCOT (CURRENTLY MEETINGS WERE TO BE HELD AT OTTERY, TIPTON ST JOHN AND ALFINGTON)**

The dates of the Council meetings were noted.  It was **RESOLVED** to hold one meeting a year in Escot Village Hall at Taleford together with one meeting at Tipton St John and Alfington, with all remaining meetings to be held at Ottery. It was noted that as Alfington is a small hall a meeting should only be held there if Covid numbers are low in the area.

*22/05/32*

**POLICE MATTERS**

No report was received.

*22/05/33*

**CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF**

**DELEGATION**

The Mayor, Deputy Mayor and Cllr Stewart agreed to use SSE to be green energy supplier (gas and electric) for hub. The Mayor, Deputy Mayor and Cllr Stewart agreed to switch insurance to Hiscox and pay premium of £3345.67. The Mayor, Deputy Mayor and Cllr Stewart agreed to buy additional peat free compost at cost of £175 from Regeneration budget.

*22/05/34*

**FINANCIAL MATTERS:**

**TO CONSIDER AND APPROVE THE APRIL 2022 COUNCIL SCHEDULE OF PAYMENTS**

Itwas **RESOLVED** to approve the April 2022 Council Schedule of Payments in the sum of £34,458.50.

**TO APPROVE THE QUARTERLY ACCOUNTS**

These are currently not available due to end of year work/aligning with VT but will be circulated when available for approval next month.

*22/05/35*

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

The Council is currently waiting for a decision from EDDC on the grant application.

*22/05/36*

**PROPERTY MATTERS:**

**UPDATE REGARDING SKATEPARK**

Councillors have met with representatives from the Skatepark following on from their earlier meeting in relation to a community grant. The Council are looking for a robust strategic plan for the Skatepark. The Skatepark must be viable and sustainable.

**TO CONSIDER A REQUEST FROM OTTERY ST MARY BOWLING CLUB TO PLANT TREES IN PART OF THE AREA THEY LEASE**

It was **RESOLVED** that Ottery St Mary Bowling Club cannot plant trees in the proposed area at the current time. *Cllr Faithfull voted against this decision.* Whilst the Council is fully supportive of trees being planted in the parish they must be planted in the right places. Concern was raised that leaves could land on the MUGA service at a time that development is taking place on the site. The OSM Bowling Club will be invited to a meeting with the Project Manager to discuss this request in more detail.

**TO CONSIDER A REQUEST FROM THE PETANQUE CLUB TO USE THE PAVILION FOR THE PREPARATION OF REFRESHMENTS TO SUPPORT THEIR FUND-RAISING EFFORTS FOR HOSPISCARE**

The Council **RESOLVED** to support using the pavilion for the preparation of refreshments to support fundraising for Hospiscare.

*22/05/37*

**FOOTPATHS**

**DEFINITIVE MAP REVIEW CONSULTATION – COMMENTS TO BE SUBMITTED BY 15TH JULY**

~~It was~~ **~~RESOLVED~~** ~~that the following comments be registered by the Council to the Definitive~~ ~~Map Review Consultation:~~

~~Alfington – Very strongly object~~

~~Claypit – Strongly object~~

~~FP64 – Support~~

~~Real Farm – Support~~

~~Metcombe – Support~~

~~Mill Street – Support~~

Devon County Council Public Rights of Way Definitive Map Review Consultation

It was agreed to forward the following comments to Devon County Council

* Bridleway 9 Landscore Lane proposal to change status from Bridleway to Byways Open To All Traffic - very strongly object
* Bridleway 62 near Claypitts Farm
* Proposal to change status from Bridleway to Byways Open To All Traffic - very strongly object
* Claimed Footpath near FP64/Hollow Head Cross - support
* Claimed Footpath near Rill Farm - support
* Claimed Restricted Bridleway near Metcombe - support
* Claimed Footpath near former Ottermill Switchgear building, from Mill Street to the Tumbling Weir Hotel – support

**TO DISCUSS DIFFICULTIES ENCOUNTERED WALKING BETWEEN OTTERY ST MARY AND TIPTON ST JOHN ON WAY SIDE OF THE RIVER**

It was **RESOLVED** that the Council will go back to DCC Rights of Way to request that FP46 is reinstated as the river has been stable since work was carried out three years ago.

*22/05/38*

**REPORT FROM THE MAYOR**

The Mayor has contacted DCC to request that the vegetation in the Ridgeway Leat is removed.

*22/05/39*

**REPORT FROM THE CEO/DEPUTY CEO**

The CEO requested that all Councillors check their Register of Interests to ensure they are up to date and if anything has changed notify EDDC**.**

*22/05/40*

**TO CONFIRM DETAILS FOR THE ANNUAL PARISH MEETINGS**

The Annual Parish Meeting will be held at 7pm on Tuesday 24th May at The Institute.

*22/05/41*

**QUEEN’S PLATINUM JUBILEE WORKING GROUP – UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS**

Toilets have now been secured for the event. It was discussed that Land of Canaan is currently looking in poor condition. Part of this is due to `No Mow May` which enables wild flowers to bloom. However, it was discussed that it also needs some renovation. The Mayor will contact Streetscene regarding this.

It was **RESOLVED** to approve payments of £101 for game hire, £100 event deposit and £300 for the music for the Tea Dance.

*22/05/42*

**BLOOM IN OTTERY – TO RECEIVE AN UPDATE**

Nick Sneller and Rupert Bannister have been working hard to get things set up. The compost has settled and has been refilled. They have compiled a planting plan and have spoken to local nurseries. There has been a successful event with the Scouts. A press release and update will be issued shortly.

*22/05/43*

**TO NOTE THE CONDITION OF THE FOOTBRIDGE ON MILLENNIUM GREEN AND TO AGREE (IF APPLICABLE) A COURSE OF ACTION**

Cllr Faithfull highlighted that the hardcore path has been washed away despite it being provided to ensure the path is accessible to all. It was not thought that DCC are responsible for the path but Cllr Faithfull will investigate further.

*22/05/44*

**TO CONSIDER THE DISPLAYING OF RELIGIOUS INFORMATION ON COUNCIL NOTICEBOARDS**

It was **RESOLVED** that information posters advertising an event with a date and time can be displayed but that any other material should not be displayed on the Council noticeboards.

*22/05/45*

**UKRAINIAN REFUGEES – UPDATE/ISSUES TO BE DISCUSSED**

The Ottery Community Volunteers had arranged a coffee afternoon but unfortunately this coincided with the Ukrainians visiting Exeter for English lessons which OCV had not been made aware of.

*22/05/46*

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was noted that the Dalwood Neighbourhood Plan has been submitted. A licence for the Field Kitchen has been submitted. Although the Council are not a consultee they offered their support to this application. A street trading application has been made for 6 stalls on Land of Canaan on Friday 3rd June by the Council.

*22/05/47*

**TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

There were none.

*22/05/48*

**COUNCILLORS QUESTIONS ON COUNCILLORS’ BUSINESS**

There were none.

**CONFIDENTIAL SESSION**

**TO APPROVE (IF APPROPRIATE ANY RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

**EMPLOYEE MATTER**

It was **RESOLVED** not to accept the recommendation made at the Finance Committee Meeting of 21st April regarding progressing staff evaluations at this time. It was **RESOLVED** to increase the Deputy CEO`s salary to the scale discussed/agreed with immediate effect and that a HR Committee Meeting be set up imminently to consider the process for job evaluations.

**The meeting ended at 9.45pm**

|  |  |
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| ***SIGNATURE OF THE MAYOR*** |  |
| ***DATE OF SIGNATURE*** |  |
| ***DATE/VENUE OF NEXT MEETING*** | Monday 6th June 2022 – Location to be confirmed |