



## Ottery St Mary Town Council

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Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 3<sup>RD</sup> OCTOBER 2022** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ

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**PRESENT:** - Cllrs Lucas (**Deputy Mayor**), Green, Faithfull, Giles, Pang, Copus, Johnston, DCC Cllr Bailey, PCSO Simms, Christine McIntyre-CEO, Kerry Kennell-Deputy CEO and three members of the public

The meeting was chaired by the Deputy Mayor.

Jo Elliott spoke to the Council about how she and a committee of four people are still campaigning for a cycle path after more than 10 years. Jo will be writing an article for The Gazette with the aim of gaining new committee members. There will be an opportunity for public consultation. Cllr Giles advised that in October 2012 there had been a meeting with Culm Valley Cycle Trail with Richard Foord. Richard is now the MP for Tiverton and Honiton which includes Feniton. The Deputy CEO will write to Simon Jupp, MP and Richard Foord, MP to request their support for this project. Cllr Bailey will highlight the need for this project with DCC. It was noted that the Ottery St Mary and West Hill Neighbourhood Plan contains information on the proposed cycle path. Cllr Faithfull will be the liaison point between the committee and the Council

*It was agreed to bring agenda item 5 forward.*

22/10/01

### **REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS**

PCSO Sims spoke about the number of reported crimes this year compared with reported crimes over the same period last year. This information will be circulated to councillors and attached to the minutes. Residents are encouraged to report crimes through 101 – either via email to [101@dc.police.uk](mailto:101@dc.police.uk) or via the online chat. It was AGREED that the Deputy CEO will write to Alison Hernandez, the Police and Crime Commissioner for Devon, regarding concerns about reducing the number of PCSOs within East Devon and the difficulty experienced by residents when trying to report crimes through 101. The Council thanked PCSO Sims for attending the meeting.

22/10/02

### **TO RECEIVE APOLOGIES FOR ABSENCE**

Cllrs Johns (**Mayor**), Stewart, Grainger, Martin and EDDC Cllr Geoff Pratt.

Mayor`s Initials.....

22/10/03

**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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Faithfull	No interests declared.
Cllr Giles	Agenda Item 12b - Cllr Giles declared a personal interest as he is a trustee of the Heritage Society.
Cllr Green	No interests declared.
Cllr Copus	No interests declared.
Cllr Lucas	Agenda Item 25 - Cllr Lucas declared a personal interest as a member of Bloom in Ottery.
Cllr Pang	Agenda Item 12b – Cllr Pang declared a personal interest as she was instrumental in the setting up of the skatepark. During the meeting Cllr Pang declared an interest in Agenda Item 11b as her daughter owns 46 Mill Street.
Cllr Johnston	No interests declared.

22/10/04

**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:  
Agenda Item 19 - To receive an update following the meeting with Coleridge Medical Centre and to approve a course of action (if appropriate) as information discussed is not yet in the public domain.

22/10/05

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

A member of the public wanted to ask DCC Cllr Bailey a question regarding EDDC strategic planning. Cllr Bailey explained that she was at the meeting in her capacity as a DCC Councillor. The member of the public then addressed his question to EDDC Cllr Faithfull. The member of the public wanted to ensure that all Councillors were aware of the potential building of a new town in East Devon to enable EDDC to meet the housing target allocated to them by the government. It was **AGREED** that this will be put on the agenda for the November Council meeting where EDDC Councillors will be asked to provide further information on the proposal.

*It was agreed to bring agenda item 7 forward.*

22/10/06

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

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DCC Cllr Bailey confirmed that the Straitgate and Hillhead Quarry Public Inquiry will get underway from 4<sup>th</sup> October and is expected to last 7-8 days. Cllr Bailey has met with the Mayor and representatives from DCC regarding the build out at Strawberry Lane. DCC are now liaising with Vistry (formerly Bovis Homes) regarding this. Cllr Bailey has attended two meetings at the OSM Cricket Club regarding a proposed permissive path. Cllr Bailey suggested that the Council should keep pushing for a 20mph limit in Ottery St Mary. It was AGREED that the Council will write to DCC Cllr Stuart Hughes regarding the implementation of a 20mph limit. The letter will reiterate that community speed watch is already taking place within the parish. Cllr Bailey has received no response to the letter that she sent Simon Jupp, MP regarding beavers. The Council has not received a response to their letter either. It was AGREED that the Deputy CEO will chase a response. Cllr Bailey will be raising a motion at DCC regarding sewage discharges and has submitted a Freedom of Information request to South West Water regarding discharges this year. Cllr Faithfull has attended a Strategic Planning meeting and there is another meeting being held later this week.

A written report was received from EDDC Cllr Pratt.

No report was received from EDDC Cllr Johns.

22/10/07

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 5<sup>TH</sup> SEPTEMBER 2022 (MINUTE REFS 22/09/01 – 22/09/32) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 5<sup>th</sup> September 2022 (minute refs 22/09/01 – 22/09/32) were presented and the minutes were then signed by the Deputy Mayor as a true record of the meeting.

22/10/08

**PLANNING COMMITTEE: TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 26<sup>TH</sup> SEPTEMBER 2022 (MINUTE REFS P22/09/01 – P22/09/10)**

The Planning Committee minutes of 26<sup>th</sup> September 2022 (minute refs P22/09/01 – P22/10/10) were noted.

22/10/09

**STATION COMMUNITY HUB COMMITTEE:**

- a. TO NOTE THE MINUTES OF THE STATION COMMUNITY HUB COMMITTEE OF 26<sup>TH</sup> SEPTEMBER 2022 (MINUTE REFS SH22/09/01 – SH22/09/10)**

The minutes of the Station Community Hub Committee of 26<sup>th</sup> September 2022 (minute refs SH22/09/01 – SH22/09/10) were noted.

- b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was noted that the two recommendations from the Committee will be discussed in Agenda Item 12b.

22/10/10

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

Correspondence has been received from Ottery St Mary Bowling Club confirming they are happy to relinquish some land. Cllr Grainger will contact them and will

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provide a map clearly showing the land that will be relinquished. This information will then be forwarded to David Hemstock to enable him to complete the plans.

22/10/11

**REGENERATION AND CLIMATE ACTION COMMITTEE:**

**a. TO NOTE THE MINUTES OF THE REGENERATION AND CLIMATE ACTION COMMITTEE OF 27<sup>TH</sup> SEPTEMBER 2022 (MINUTE REFS RCA22/09/01 – RCA22/09/14)**

The minutes of the Regeneration and Climate Action Committee of 27<sup>th</sup> September 2022 (minute refs RCA22/09/01 – RCA22/09/14) were noted. It was noted that Cllr Grainger was not present at the meeting.

**b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RECOMMENDED** that Callidus are used to carry out a traffic survey. Cllr Giles was reluctant to commit funds and felt that DCC should be approached in the first instance. Cllr Lucas confirmed that Callidus will support the Council to access all free support available in the first instance but this will not include everything required. It was **RESOLVED** that Callidus will be used for any services that DCC are unable to provide.

It was **RESOLVED** that the Shop Front Grant Scheme is run again with a budget of £10,000 from general reserves. Applicants can apply for funding for works carried out from 1<sup>st</sup> April 2022 providing that they meet the agreed criteria and provide receipts. *Cllr Pang abstained.*

22/10/12

**PROPERTY AND LAND COMMITTEE**

**a. TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 29<sup>TH</sup> SEPTEMBER 2022 (MINUTE REFS PL22/09/01 - PL22/08/18)**

The Property and Land Committee minutes of 29<sup>th</sup> September 2022 (minute refs PL22/09/01 – PL22/09/18) were noted.

**b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** to approve the following recommendations:

- That the works to the cellar be deferred until the next financial year but that they be considered as a priority job.

*Cllr Giles left the room.*

- The Casement Window - The Council to pay for the repair costs to the window (although one quote had been received it would be necessary to obtain others). To check with the Planning Conservation Officer that if the replacement window was `like for like`, whether planning permission would be required.
- The Re-pointing – This would need to be carried out in phases and three quotes would need to be obtained. The Council to incur the costs of Phase 1 only
- Damp in the building - If the water ingress got worse due to the lack of a cowl being fitted on the chimney (resulting in water going down the chimney) and the situation became urgent then the Council would deal with this issue and arrange for a cowl to be fitted

Mayor`s Initials.....

- HOTS - that the HOTS be approved in their entirety subject to the suggested amendments. Legal advice will be sought by the CEO to establish what would happen if the Heritage Society were to wind up during the lease.
- That a further meeting take place with Peter Shrubsall prior to the next Property and Land Committee meeting

*Cllr Giles returned to the room.*

- That the quote provided by the Council's handy person (to carry out regular weekly checks which was a requirement of the Council's insurers) and to document the checks, be accepted *Cllr Faithfull abstained.*

Cllr Faithfull proposed a motion that the Council should apologise to the former directors of the Skatepark and BMX Trust regarding the way things were dealt with on Facebook following their resignations. The CEO explained that correspondence was handled by the Council's solicitor and their legal advice had to be followed. Cllr Lucas felt that most comments were made on a personal basis and not by the Council. The posts published on the Council page were all factual. There was no seconder for the motion.

- That the Council refuse DCC's request to enter into a Deed of Variation and instead set up a Teams meeting with Simon Niles of DCC to explore other options to make the skatepark more accessible from funding available. *Cllr Pang and Cllr Faithfull abstained.*
- that the facility of a bike track be progressed (costings obtained etc).
- that a Skatepark working party be set up consisting of Cllrs Lucas and Green. *Cllr Faithfull abstained.*

*Cllr Pang left the meeting at 8.25pm.*

- That quotes be obtained to make the exterior of the Station weatherproof.
- That quotes be obtained for painting Offices 1 and 3.
- That the decision at the September Full Council meeting (not to replace the broken boiler pump due to expense) should be rescinded.
- That a notice of rescission be effected. If the relevant number of signatures to rescind the previous decision were obtained then the purchase of a replacement pump be considered/approved at the November TC meeting and in the interim quotes be obtained for the cost of a replacement pump.
- For approval for the letting of one of the first-floor offices at the Station
- That a licence will be drawn up for the use of Portacabin 2 by SPACE.
- That next year consideration be given to installing a more intelligent system at the car park to monitor and ensure that those persons parking at the facility were legitimately able to do so
- That RIO be requested to make their customers aware that they must not park at the Station *Cllr Faithfull abstained.*
- That a meeting be requested with the trustees of the CIO regarding the assets. If there was no response or a meeting was refused then further action to be taken by the CEO in accordance with her suggestions. *Cllr Faithfull abstained.*
- That a 'letter of understanding' would need to be submitted to Mr Johns by the Council so that there was clarity on the part of the Council and Mr Johns as to what had been proposed/agreed at the meeting.

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- The quote received from the Council's handy person to replace the existing gatepost (it was rotten at the bottom and could not be repaired) is progressed.
- That the request from Libraries Unlimited for the library to be used as a hub for emergency services on 5<sup>th</sup> November be approved
- That the bollard(s) still be installed at Victoria Terrace but the keys to be withheld until payment/licence had been received from the relevant persons.
- That a Victoria Terrace resident's request for the bollard on his space (to be sited sideways) be refused.
- That the proposal for the management of the visitor's space at Victoria Terrace is adopted.

22/10/13

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

The following decisions were made under the scheme of delegation:

- Final approval of the licence for Victoria Terrace Residents – Cllrs Johns, Stewart and Grainger
- For a further grant donation of £425 to be made to the Ottery Literary Festival – Cllrs Johns, Stewart and Green
- To seek advice from Stephens Scown regarding staff contracts – Cllrs Johns, Lucas and Stewart

22/10/14

#### **FINANCIAL MATTERS:**

##### **a. TO CONSIDER AND APPROVE THE SEPTEMBER 2022 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the September 2022 Council Schedule of Payments in the sum of £26,632.78.

##### **b. TO NOTE THE EXTERNAL AUDITOR'S 2021/22 REPORT**

The External Auditor's 2021/22 Report was noted.

22/10/15

#### **CONSIDERATION OF REQUEST BY ROTARY CLUB OF OTTER VALLEY, FOR THE COUNCIL TO SUPPORT THE PROPOSED SANTA FUN RUN ON 11<sup>TH</sup> DECEMBER 2022 AT 11.00AM**

The Council support the Rotary Club proposed Santa Fun Run on 11<sup>th</sup> December 2022 at 11.00am.

22/10/16

#### **TO CONSIDER RESTARTING THE EMERGENCY PLAN WORKING GROUP AND IF SO AGREE MEMBERSHIP OF THE GROUP.**

Martin Rich and Lauren Dixon from Devon Communities are happy to meet via Teams or in person with the Council. The Deputy CEO will arrange a Teams meeting.

22/10/17

#### **TO CONSIDER AND AGREE (IF APPROPRIATE) A PROPOSED NEW FOOT-PATH IN STRAWBERRY LANE (WHICH WILL CROSS LAND OWNED BY OSM**

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**CRICKET CLUB), PLUS CONSIDERATION OF ASSOCIATED LAND ISSUES, AS RAISED BY THE CRICKET CLUB (THE PROPOSED FOOTPATH IS IN CONJUNCTION WITH THE PROPOSED MUGA)**

The Council are extremely grateful to OSM Cricket Club for offering this land. Two meetings have taken place with representatives from the Council, DCC Cllr Bailey, Mike Brown and Tom Vaughan. Initially it is intended to be a permissive footpath. Conversations will continue with DCC regarding how a proper pavement could be made.

22/10/18

**TO CONSIDER AND APPROVE A COURSE OF ACTION (IF APPROPRIATE) REGARDING OFFERING A WARM SPACE DURING THE WINTER TO MEMBERS OF THE PARISH**

The Council will work with other community organisations to try to ensure that a warm space is available every day in Ottery St Mary. It was noted that consideration also needs to be given to those outside of the town but within the parish.

\*\*\*\*\***CONFIDENTIAL SESSION**\*\*\*\*\*

22/10/19

**TO RECEIVE AN UPDATE FOLLOWING THE MEETING WITH COLERIDGE MEDICAL CENTRE AND TO APPROVE A COURSE OF ACTION (IF APPROPRIATE)**

A meeting was held with Sue Stokes, Practice Manager at Coleridge Medical Centre to discuss the boundary situation and the potential impact of proposed changes on the Medical Centre. It was **RESOLVED** that a letter of support be sent to Sue indicating the Council’s concern at the proposed changes to the boundary line and the potential implications of making this change. The Council gave their full support to the Coleridge Medical Centre.

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22/10/20

**TO RECEIVE AN UPDATE FROM THE CHRISTMAS WORKING GROUP**

The minutes of the first meeting of the Christmas working group have been forwarded to Councillors. The Christmas Light Switch On, Christmas Market and Late-Night opening will be taking place on Friday 25<sup>th</sup> November.

22/10/21

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

An initial draft document from Voyage was circulated to the Council. There was a positive response to the document. It was suggested that the photographs should be labelled to advise people where the pictures have been taken within the parish.

22/10/22

**TO CONSIDER THE COUNCIL WORKING SMARTER USING THE TOOLS THAT ARE AVAILABLE THROUGH OUR IT SYSTEM**

Cllr Lucas spoke about how the Council should maximise the benefits available through using Microsoft 365. It was **RESOLVED** that a face-to-face training session

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will be arranged through Cloudy IT which will start with the basics, moving forward to cover the more complex functions available which can benefit the Council and the projects they are working on.

22/10/23

**TO CONSIDER REPORT FROM THE MAYOR**

A written report was received from the Mayor. The Council wished to record their appreciation for the arrangements made by the Mayor to commemorate the passing of Her Majesty Queen Elizabeth. Special thanks were made for the Mayor's efforts to enable the cannon to be fired to mark the beginning and the end of the one-minute silence to mark the National Moment of Reflection.

22/10/24

**REPORT FROM THE CEO/DEPUTY CEO**

The CEO and Deputy CEO had nothing to report.

22/10/25

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

Cllr Lucas gave an update. Bloom in Ottery are currently discussing the next steps to build on the pollinators and edibles that have already been planted. It was noted that several volunteers have come forward to help and this help needs to be utilised. It was suggested that the group liaise with TSJ Eager Beavers to understand how their volunteer system works.

22/10/26

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

There was none.

22/10/27

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

It was noted that Cllr Lucas had sent a report of various meetings attended

22/10/28

**COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

Cllr Faithfull asked whether confirmation has been received from EDDC as to when training will be carried out on the new Code of Conduct. This had not been received to date. The Deputy CEO will chase EDDC for a date.

**The meeting ended at 9.29pm**

<b>SIGNATURE OF THE MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 7 <sup>th</sup> November 2022 – Council Offices, 8 Broad Street

Mayor's Initials.....



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Mayor`s Initials.....