



## Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 5<sup>TH</sup> SEPTEMBER 2022** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ

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

22/09/01

### TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Copus and Johnston

22/09/02

### 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 Faithfull     | No interests declared.  |
| Cllr Giles         | Agenda Item 13b - Cllr Giles declared a personal interest as he is a trustee of the Heritage Society.   |
| Cllr Grainger      | No interests declared.  |
| Cllr Green         | No interests declared.<br>During the meeting Cllr Green declared a personal interest in Minute 22/08/21 as he is the Chair of the Institute.  |
| Cllr Johns         | Agenda Item 16b – Cllr Johns declared a personal interest as a member of Bloom in Ottery.<br>Agenda Item 21 – Cllr Johns declared a pecuniary interest as her husband, Rob Johns is a trustee and Chairman of the OSM Cricket Club.<br>Agenda Item 22 – Cllr Johns declared a personal interest as a member of the Ottery Veterans. |
| Cllr Lucas         | Agenda Item 16b – Cllr Lucas declared a personal interest as a member of Bloom in Ottery.   |
| Cllr Pang          | Agenda Item 17 – Cllr Pang declared a personal interest as she was instrumental in the setting up of the skatepark.   |
| Cllr Stewart       | Agenda Item 16b – Cllr Stewart declared a personal interest as a member of Bloom in Ottery.   |

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22/09/03

**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 items be discussed in Confidential Session: Agenda Items 8A and 8B – To note the Minutes of the Human Resource Management Committee of 22<sup>nd</sup> August 2022 (minute refs 22/08/01 – 22/08/06 and To Consider (and approve if appropriate) recommendations from the Committee.

22/09/04

**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 from the Ottery Bike Park project spoke to the Council about the benefit of having a bike park in Ottery. It was **AGREED** that the skatepark will be checked to gauge whether there is enough land to accommodate this facility. The Council would also be grateful for any landowners to come forward with suitable sites. The Council was extremely impressed with the excellent presentation and **AGREED** it will do all it can to support the initiative.

A member of the public asked what stipulates an item being discussed in Confidential Session. An explanation was given and the member of public asked why an item was discussed in Confidential Session at the Planning Meeting held on 2<sup>nd</sup> August 2022. It was explained that this was because at the time of the meeting the information was not in the public domain and the Committee's input was required before the EDDC Strategic Planning Committee meeting which was held on 9<sup>th</sup> August 2022.

22/09/05

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 1 AUGUST 2022 (MINUTE REFS 22/08/01 – 22/08/36) AND 30<sup>TH</sup> AUGUST 2022 (MINUTE REFS 22/08/37 - 22/08/41) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 1<sup>st</sup> August 2022 (minute refs 22/08/01 – 22/08/36) were presented and the minutes were then signed by the Mayor as a true record of the meeting. The minutes of 30<sup>th</sup> August 2022 (minute refs 22/08/37 – 22/08/41) were presented and the minutes were then signed by the Mayor as a true record of the meeting.

22/09/06

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

DCC Cllr Bailey reiterated that the Locality Budget has been suspended which is disappointing. DCC are collating details of comments relating to the unsatisfactory bus service from Stagecoach. Cllr Bailey expressed her disappointment that the government guidance on the reintroduction of Beavers says that farmers can apply for a licence to kill beavers which she considers is outrageous. Cllr Bailey has written to Simon Jupp, MP asking him to put pressure on the government to change this guidance. It was also **AGREED** that a letter will be sent to Simon Jupp MP from the Council strongly protesting about the government guidance in relation to Beavers. A letter has been received from Coleridge Medical Centre highlighting the intense pressure that they are under with increased housing development (and subsequent

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increased patient numbers) within their catchment area. Cllr Bailey felt it was important that EDDC fully understand the pressure they are under. It was AGREED that the Council will write to the Coleridge Medical Centre inviting them to a meeting with Councillors to discuss the problems that they are encountering.

Drawings of Strawberry Lane have been received from Vistry and will be circulated to the Council.

No report received from Cllr Pratt.

Cllr Faithfull reiterated that the Strategic Planning Committee will be looking at proposed housing sites within Ottery St Mary on either Tuesday 6<sup>th</sup> or Friday 9<sup>th</sup> September.

Cllr Johns advised that the next Overview Committee meeting will be held on 15<sup>th</sup> September. Cllr Johns and Cllr Faithfull both attended a meeting about members training and the potential of a buddy system when new councillors join EDDC.

22/09/07

**PLANNING COMMITTEE: TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15<sup>TH</sup> AUGUST 2022 (MINUTE REFS P22/08/01 – P22/08/09) AND 26<sup>TH</sup> AUGUST 2022 (MINUTE REFS P22/08/10 - P22/08/19)** The Planning Committee minutes of 15<sup>th</sup> August 2022 (minute refs P22/08/01 – P22/08/09) and 26 August 2022 (minute refs P22/08/10 – P22/08/19) were noted.

22/09/08

**FINANCE COMMITTEE:**

**a. TO NOTE THE MINUTES OF THE FINANCE COMMITTEE OF 30<sup>TH</sup> AUGUST 2022 (MINUTE REFS F22/08/01 - F22/08/11)**

The Finance Committee minutes of 30<sup>th</sup> August 2022 (minute refs F22/08/01 – F22/08/11) were noted.

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

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

- A donation of £5,000 be made to the Straitgate Action Group
- A site visit is arranged to OSMFC to discuss the proposed plan in more detail.
- A business case is put together by interested Councillors to look at renewable energy across the Council property portfolio.
- A working group is created to look at both short and longer term plans for the Skatepark.
- Property and Land Committee draw up a list of desirable improvements to the property portfolio and the timescales involved.
- Council committees consider any plans or requirements for 2023/24 and that these are provided to the Finance Committee so that they can be included in the budget plan.
- The Financial Regulations are updated to include the Procurement Process for Large Projects.
- The services of DCK Accounting Solutions are used as/when required. As a minimum they will be assisting with quarterly VAT returns.
- VAT is charged on rental of the MUGA to enable the Council to be able to claim back the VAT for the MUGA installation.

22/09/09

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## **STRAITGATE QUARRY – TO FURTHER CONSIDER REQUEST FOR FUNDING BY STRAITGATE ACTION GROUP**

This was covered in Minute 22/09/08b. The Council thanked everyone involved with the Straitgate Action Group for their tireless efforts which are very much appreciated.

22/09/10

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

Following communication between the Bowling Club and Council representatives the Bowling Club have kindly agreed to give up a small strip of land which will allow the proposed MUGA to go ahead utilising the space available and having minimal impact on the Petanque piste. A further meeting will be held shortly to finalise the details.

22/09/11

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

A Teams meeting was held with representatives of West Hill Parish Council to discuss whether they wish to take part in a review of the existing Neighbourhood Plan. Both Councils are awaiting advice from EDDC regarding what would happen if West Hill Parish Council chose not to take part in the review. Until a decision is made the Neighbourhood Plan review cannot move forward. A meeting will be arranged with Place Studios to focus on smaller projects which could be actioned in the meantime.

22/09/12

### **PROPERTY AND LAND COMMITTEE**

#### **a. TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 18<sup>TH</sup> AUGUST 2022 (MINUTE REFS PL22/08/01 - PL22/08/06)**

The Property and Land Committee minutes of 18<sup>th</sup> August 2022 (minute refs PL22/08/01 – PL22/08/06) were noted.

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

It was noted that Rob Johns has resigned as Project Manager now the work at the Museum is nearly completed. The Council reiterated their thanks for the work he has done.

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

- The CEO will check if there are any damp issues in the police cellar side of the building. The CEO will check the Police's lease regarding their responsibilities regarding the cellar and maintenance in general.

*Cllr Giles left the meeting.*

- A meeting will be called with representatives of the Heritage Society (to include Peter Shrubbsall) to consider the latest version of the HOTS and in particular the responsibility for the outstanding repairs.
- If the Heritage Society's Constitution does not provide for the building to be returned to the Council in the event of the Charity winding up during the lease term, that their Constitution should be amended to reflect this and this would also need to be discussed at the meeting.

*Cllr Giles rejoined the meeting.*

- A specification for works to make the Station Community Hub weatherproof for the winter is required, plus the Station Hub Committee will draw up a wish

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list of their requirements for the building including alternative methods of heating.

- The heating pump will not be replaced. If the other pump stops working it will be necessary to pay for a replacement pump.
- BT have requested to install a broadband connection which would require BT to use the tennis court land. Approval will be given subject to clarification on the following points:
  - I. That the excavated land would be returned to the same condition prior to the works being conducted
  - II. Why was BT not entering into a Wayleave agreement when the cabling would be in situ permanently on the Council's land.
  - III. Would any further excavations be necessary in the future if more customers in the vicinity required broadband?

22/09/13

**POLICE MATTERS AND UPDATE FROM CEO ON REQUESTED POLICE ATTENDANCE AT MEETINGS**

PCSO Simms has confirmed that there will be police attendance at the October meeting.

22/09/14

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

The following decisions were made under the scheme of delegation:

- To arrange a meeting with the Station Charity Trustees with regards to their winding up and to request a dispersal of some of their funds to the Town Council for youth services
- Authority for the Mayor to join forces with other town/parish councils to see what can be done with regards to the withdrawal of some of Stagecoach services.

22/09/15

**FINANCIAL MATTERS:**

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

It was **RESOLVED** to approve the August 2022 Council Schedule of Payments in the sum of £20,596.50.

**b. TO AGREE TRANSFER OF £1834.40 TO BLOOM IN OTTERY**

It was **RESOLVED** to transfer £1834.40 to Bloom in Ottery.

**c. TO CONSIDER REMAINING OR OPTING OUT OF THE SMALLER AUTHORITIES AUDIT APPOINTMENTS (CENTRAL EXTERNAL AUDITOR APPOINTMENT)**

It was **RESOLVED** to remain in the Smaller Authorities Audit Appointments (Central External Auditor Appointment).

**d. TO CONSIDER INCORPORATING PROPOSED AMENDMENTS TO THE TOWN COUNCIL ALLOWANCES POLICY**

It was **RESOLVED** to incorporate the proposed amendments to the Town Council Allowances Policy which will enable Councillors to claim mileage for meetings attended inside or outside of the Parish.

22/09/16

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### **SKATE PARK – TO RECEIVE AN UPDATE ON THE CURRENT SITUATION**

The Council now have responsibility for the skatepark but are awaiting a ROSPA annual inspection before the skatepark can reopen, which is a request from the Council's insurance company. It was AGREED that a press release will be issued updating members of the parish of the current situation. Thanks were noted for Cllrs Lucas, Green and the CEO for their work to enable the skatepark to reopen at the earliest opportunity.

22/09/17

### **TO CONSIDER (AND APPROVE IF APPROPRIATE) QUOTATIONS TO UPGRADE THE WI-FI AT THE COUNCIL OFFICES**

It was **RESOLVED** that no action will be taken as following an engineer visit the quality of broadband is vastly improved. This broadband speed will be monitored weekly by the office staff.

22/09/18

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

There was a discussion regarding the importance of an Emergency Plan. It was **RESOLVED** that an officer from Devon Communities Together will be invited to meet with Councillors. A decision regarding whether the Emergency Plan Working Group should be restarted will be deferred until after that meeting has taken place.

22/09/19

### **TO CONSIDER REPAIRS REQUIRED IN THE CEMETERY AND TO AGREE A COURSE OF ACTION**

Orchard Memorials conducted safety inspections at the Cemetery last year and all graves which required remedial action were marked. Some works have been carried out by contractors instructed by relatives and it is anticipated the cost to complete the outstanding works would be approximately £6,800. The CEO stated that the Council has a duty of care to ensure that the cemetery is maintained in a safe condition. Some of the works required are minor. It was **RESOLVED** that two further quotes will be obtained for the outstanding works. It was **RESOLVED** that the large notice on the entrance gate will be removed.

22/09/20

### **TO CONSIDER AND AGREE (IF APPROPRIATE) A PROPOSED NEW FOOTPATH IN STRAWBERRY LANE (WHICH WILL CROSS LAND OWNED BY OSM 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 Mayor left the room.*

A letter has been received from OSM Cricket Club offering a strip of land between the hedge and the road as a footpath. The Council expressed their thanks for the generous offer and welcome the positive action of the OSM Cricket Club. The Council recognises the importance of road safety improvements for pedestrians.

*The Mayor re-joined the meeting and then left again when a question was asked.*

It was asked whether it would be a public or permitted footpath. The CEO suggested a site meeting. It was stressed that DCC Cllr Bailey should be part of that meeting as she has pressured DCC to improve safety in Strawberry Lane.

*The Mayor re-joined the meeting.*

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22/09/21

**TO CONSIDER A REQUEST FOR THE COUNCIL TO PAY TOWARDS THE REMEMBRANCE WREATH FOR THE OTTERY VETERANS FOR REMEMBRANCE DAY PARADE AND TO PURCHASE A WREATH FOR OTTERY ST MARY TOWN COUNCIL**

It was **RESOLVED** that the Council will pay for the Remembrance Wreath for the Ottery Veterans for the Remembrance Day Parade and purchase a wreath for Ottery St Mary Town Council. *The Mayor abstained.*

22/09/22

**TO CONSIDER THE COST OF LIVING AND ENERGY CRISIS AND TO AGREE (IF APPROPRIATE) MEASURES THAT CAN BE PUT IN PLACE TO SUPPORT MEMBERS OF THE PARISH**

The Council is committed to providing a warm space for members of the parish who struggle to heat their home this winter due to increasing energy prices.

It was suggested The Institute could be used but the Council felt strongly that their property assets should be used to benefit the parish and that in any case The Institute already has bookings throughout the day.

It was hoped that something could be run in association with Ottery Community Volunteers but in the first instance a warm space will be offered when needed.

22/09/23

**CHRISTMAS 2022**

**a. TO AGREE MEMBERSHIP OF THE CHRISTMAS WORKING GROUP**

Cllrs Johns, Lucas and Stewart were confirmed as members of the Christmas Working Group.

**b. TO CONFIRM THE FIRST CHRISTMAS WORKING GROUP MEETING IS AT 10AM ON THURSDAY 8<sup>TH</sup> SEPTEMBER.**

Councillors and members of the public are invited to attend the first meeting of the Christmas Working Group. A Teams link will be provided for those that cannot attend in person.

**c. TO APPROVE PURCHASING DECORATIONS FOR THE CHRISTMAS TREE POSITIONED IN FRONT OF THE LIBRARY**

It was **RESOLVED** that up to £300 will be spent to purchase new decorations for the Christmas tree situated in front of the Library. Members of the public will have the opportunity to vote on their preferred design. *Cllr Grainger abstained.*

22/09/24

**TIPTON SCHOOL – UPDATE**

No update.

22/09/25

**TOURISM WORKING GROUP: UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS  
TO CONSIDER REPORT FROM THE MAYOR**

The Tourism project is now underway and the Council are working with the project team on the information for Ottery St Mary. There will be an opportunity for local businesses to input into this project as it progresses further. Thanks were noted for Cllrs Lucas and Green for their work on this project.

Mayor`s Initials.....

22/09/26

**REPORT FROM THE MAYOR**

The Mayor had nothing to report.

22/09/27

**REPORT FROM THE CEO/DEPUTY CEO**

The CEO and Deputy CEO had nothing to report.

22/09/28

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

Cllr Lucas gave thanks for the fantastic job that Bloom in Ottery are doing. They have plans to build on their initial work for next year. They will be looking at existing planters to see what can be repurposed.

22/09/29

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

The Ottery Community Volunteers have written to the Council to offer three wooden planters and plants to The Station Community Hub. The Council AGREED to accept this kind offer and passed on their thanks to Ottery Community Volunteers.

The Council expressed their thanks to Sandra and Dave Moss for their dedication and commitment to the parish and were sad to see they are leaving Alfington. The Alfington Parish Pump has been an excellent method of communication and the Council hoped someone will come forward to take it on. The Council would like to wish Sandra and Dave a very well deserved happy and healthy retirement.

22/09/30

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

There were none.

22/09/31

**COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

A member of the public has asked why the Otari Bell was placed in Sainsbury's Car Park. It was explained that when the Council Offices were relocated to Broad Street there was nowhere to site the bell and it was therefore decided to place it at this location. It was AGREED the Council will approach Sainsbury's to ask whether a bench can be installed.

The EDDC Jubilee tree has been damaged by vandals. It is hoped that the tree will sprout again but in the meantime the Mayor has asked EDDC for a replacement tree.

**CONFIDENTIAL SESSION**

22/09/32

**HUMAN RESOURCE MANAGEMENT COMMITTEE:**

- a. **TO NOTE THE MINUTES OF THE HUMAN RESOURCE MANAGEMENT COMMITTEE OF 22<sup>ND</sup> AUGUST 2022 (MINUTE REFS HR22/08/01 - HR22/08/06)**

The Human Resources Management Committee minutes of 22<sup>nd</sup> August 2022 (minute refs HR22/08/01 - HR22/08/06) were noted.

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

The CEO and Deputy CEO expressed their support for the proposed changes if their existing benefits are protected.

*The CEO and Deputy CEO left the meeting.*

It was **RESOLVED** that Kerry Kennell will become the CEO with effect from 1 September 2022.

It was **RESOLVED** that Christine McIntyre will become Support and Responsible Financial Officer with effect from 1 September 2022 until 31 March 2023 at which time the role may change depending on the outcome of a job review of all office staff.

It was **RESOLVED** that the remaining recommendations were approved apart from the final recommendation. It was **RESOLVED** that the Council will seek a free of charge evaluation of job roles in the first instance. If this is not suitable it will be discussed further and a budget allocated to the work.

**The meeting ended at 9.41pm**

|                                   |  |
|-----------------------------------|--|
| <b>SIGNATURE OF THE MAYOR</b>     |  |
| <b>DATE OF SIGNATURE</b>          |  |
| <b>DATE/VENUE OF NEXT MEETING</b> | Monday 3 <sup>rd</sup> October 2022 – Council Offices,<br>8 Broad Street |

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