



## Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 7<sup>TH</sup> NOVEMBER 2022** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ

**PRESENT:** - Cllrs Johns (**Mayor**), Green, Faithfull, Giles, Copus, Stewart, Grainger, Martin, DCC Cllr Bailey and Kerry Kennell, CEO

22/11/01

### TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Lucas (**Deputy Mayor**), Johnston, Pang, EDDC Cllr Geoff Pratt and Christine McIntyre, Support Officer.

22/11/02

### 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 Johns	Cllr Johns declared a personal interest in Agenda item 26 – Her husband, Rob Johns was part of the Tar Barrels parking group and a personal interest in Agenda item 14b as the Additional Needs Sports Group are a hirer of the Ottery Larder (of which Cllr Johns is a Director). During the meeting Cllr Johns declared a personal interest in Agenda item 7 as the Ottery Larder has received a grant from South West Water, Agenda item 13b as her husband, Rob Johns is a trustee of the OSM Cricket Club and a personal interest in Agenda item 22 as Cllr Johns is a Director of Ottery Community Volunteers.
Cllr Martin	No interests declared.
Cllr Green	No interests declared
Cllr Copus	No interests declared.
Cllr Giles	Agenda item 13b - Cllr Giles declared a personal interest as he is a trustee of the Heritage Society.
Cllr Faithfull	No interests declared.
Cllr Grainger	No interests declared.
Cllr Stewart	Cllr Stewart declared an interest in Agenda item 14b as the Additional Needs Sports Group are a hirer of the Ottery Larder (of which Cllr Stewart is a Director). During the meeting Cllr Stewart declared a personal interest in Agenda item 7 as the Ottery Larder has received a grant from South West Water, a personal interest in Agenda item 22 as Cllr Stewart is a Director

Mayor's Initials.....

	of Ottery Community Volunteers and a pecuniary interest in Agenda item 27 as CEO of Citizens Advice East Devon.
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22/11/03

**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 item 13b – legal advice relating to the skatepark (and the quotes for the allotments if the Councillors wish to examine the quotes); Agenda item 15b which relates to staffing matters; Agenda item 19b which involves quotations for a heating pump.

22/11/04

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

There were none.

22/11/05

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

There was no representative from the Police present. There is a new PC stationed at Ottery. It was **AGREED** the CEO will request an update on the current staffing at Ottery.

22/11/06

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 3<sup>RD</sup> OCTOBER 2022 (MINUTE REFS 22/10/01 – 22/10/28) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 3<sup>rd</sup> October 2022 (minute refs 22/10/01 – 22/10/28) were presented and the minutes were then signed by the Mayor as a true record of the meeting.

22/11/07

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

**DCC Cllr Bailey** spoke about the Definitive Map Review as detailed in her written report. It was **AGREED** that the Council will continue to make representation to DCC on the two proposals not accepted due to insufficient evidence – HIW/PROW/22/05 and HIW/PROW/22/06. It was **AGREED** that the CEO will approach DCC to request a copy of the report which was carried out by the Department for Education's consultants in relation to various potential sites for Tipton St John Primary School. It was **AGREED** that the CEO will write to Simon Jupp, MP asking him to act on the parish's behalf in relation to sewage discharges being carried out by South West Water.

**EDDC Cllr Faithfull** advised that physical meetings are resuming at EDDC. Meetings will be broadcast on YouTube. The East Devon Local Plan (EDLP) Consultation will run until 15<sup>th</sup> January 2023. The Draft Local Plan will be sent to all local councils shortly.

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**EDDC Cllr Johns** had nothing to add to the previous reports.  
**EDDC Cllr Pratt** did not send a report.

22/11/08

**TO RECEIVE AN UPDATE FROM EDDC COUNCILLORS REGARDING THE PROPOSAL OF A NEW TOWN WITHIN EDDC**

Cllr Johns advised that the consultation for the East Devon Local Plan (EDLP) includes details of a proposed new town. The proposed new town would not start being built until 2030.

22/11/09

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

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

22/11/10

**STATION COMMUNITY HUB COMMITTEE:**

**a. TO NOTE THE MINUTES OF THE STATION COMMUNITY HUB COMMITTEE OF 24<sup>TH</sup> OCTOBER 2022 (MINUTE REFS SH22/10/01 – SH22/10/10)**

The minutes of the Station Community Hub Committee of 24<sup>th</sup> October 2022 (minute refs SH22/10/01 – SH22/10/10) were noted.

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

All recommendations from the committee are covered by the Property & Land Committee or Finance Committee (Budget for 2023/24).

22/11/11

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

Cllr Stewart advised that the EDDC Section 106 Officer has now left, and the generic Section 106 email address provided does not work. Cllr Johns has asked EDDC to confirm whether this position will be replaced and by whom. A map showing the land that OSM Bowling Club have agreed to relinquish has been sent to David Hemstock and it is anticipated that a planning application will be submitted later this month. The CEO will seek confirmation whether the Council will be able to comment on the application for the MUGA when it is submitted.

22/11/12

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

Cllr Green gave an update. West Hill Parish Council will decide at their meeting on 6<sup>th</sup> December whether they wish to take part in the Neighbourhood Plan review. The next meeting of the Regeneration and Climate Action Committee takes place on 15<sup>th</sup> November and will be considering three short term projects which can be actioned by the end of March 2023. To date four shop front grant applications have been received. Thanks were noted for Cllr Green and his work on this project.

22/11/13

**PROPERTY AND LAND COMMITTEE**

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**a. TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 1<sup>ST</sup> NOVEMBER 2022 (MINUTE REFS PL22/11/01 - PL22/11/08)**

The Property and Land Committee minutes of 1<sup>st</sup> November 2022 (minute refs PL22/11/01 – PL22/11/08) were noted.

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

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

- Christine McIntyre, the PSO, to establish from the Council`s insurers, the premium for the building and inform the Heritage Society. *Cllr Giles abstained.*
- The PSO to obtain three quotes for the casement window. It was noted that planning permission would be required even if the window was replaced on a `like for like` basis (the PSO had received confirmation from EDDC). It was noted that The HS had agreed that they would pay the planning application fee of £234 and the Council would make the application. *Cllr Giles abstained.*
- The Council`s solicitor be asked to contact named representative of the Skatepark and BMX Trust to ascertain where the monies in the bank account had gone to, and to also provide evidence of this by producing bank statements.
- To accept quote for work at the Allotments from Connor Down at a cost of £500 plus VAT.
- That the timber cladding at The Station is repainted to protect the exterior of the building and the Platform1 floor revarnished, to protect the floor, in Spring 2023
- That the Finance Committee consider the budget for the Station for 2023/24 should include funding for SPACE; consideration of a financial contribution being provided towards developing the building in becoming energy self-sufficient and further that the costs of the re-painting of the timber cladding and the revarnishing of Platform 1 floor be considered when formalising the 2023/24 budget.
- Once the new EPC is received, solar panels, EVC charging point and updated heating system are considered with the aim of making the building energy self-efficient
- The planting of the planters, dotted around the town should not be incorporated as a chargeable task within the grounds maintenance tender as it was hoped volunteers would be available to take on this task.

It was noted that DCC Cllr Bailey will be asked to attend any further meetings regarding the potential permissive path at Strawberry Lane. This will be included on the agenda for the next Property and Land agenda.

*Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

- A request to read out a letter from the Skatepark and BMX Trust was refused on the grounds that it was inflammatory and defamatory. The PSO will write and explain this.
- The Petanque Club will be increased by 10% following their rent review due

Mayor`s Initials.....

on 28<sup>th</sup> January 2023..

*The public and press were readmitted.*

22/11/14

#### **FINANCE COMMITTEE**

##### **a. TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 20<sup>TH</sup> OCTOBER 2022 (MINUTE REFS F22/10/01 – F22/10/10)**

The Finance Committee minutes of 20<sup>th</sup> October 2022 (minute refs F22/10/01 – F22/10/10).

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

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

- To pay the following grants:

Ottery St Mary Football Club	£2,000 for refurbishment of clubhouse and new toilets.
Additional Needs Sports Group	£2,000 for building hire and session coaches for additional sessions in OSM <i>Cllrs Johns and Stewart abstained.</i>
Tipton Times	£399.72 for a new printer.

- That all committees supply the Finance committee with their requirements for 2023/24 as soon as possible to ensure the projects are included in the budget.

*Cllr Copus left the meeting.*

- Cllr Copus will be reimbursed for his emergency expenses of £100.00 during trip to Ilfeld. *All voted in favour apart from Cllr Giles.*

*Cllr Copus rejoined the meeting.*

*Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

22/11/15

#### **HUMAN RESOURCES COMMITTEE**

##### **a. TO NOTE THE MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF 2<sup>ND</sup> NOVEMBER 2022 (MINUTE REFS HR22/11/01 – HR22/11/06)**

The Human Resources Committee minutes of 2<sup>nd</sup> November 2022 (minute refs HR22/11/01 – HR22/11/06).

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

All **RECOMMENDATIONS** from the meeting were approved.

*The press and the public were re-admitted.*

22/11/16

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

The following decisions were made under the scheme of delegation:

Mayor's Initials.....

Cllrs Johns, Lucas and Stewart gave delegated authority for the CEO to attend five virtual training courses at a cost of £198.

Cllrs Johns, Lucas and Grainger gave delegated authority for Office 1 and Office 3 at The Station to be decorated at a cost of £786.41.

22/11/17

**FINANCIAL MATTERS:**

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

It was **RESOLVED** to approve the October 2022 Council Schedule of Payments in the sum of £27,803.96.

**b. TO APPROVE QUARTER 2 ACCOUNTS (JULY – SEPTEMBER 2022)**

It was **RESOLVED** to approve the Quarter 2 Accounts (July – September 2022).

22/11/18

**CONSIDERATION OF EDDC`S COMMUNITY ASSET TRANSFER PROCEDURE**

It was **RESOLVED** that Councillors will consider any areas of land that they feel should consider approaching EDDC about under the Community Asset Transfer Procedure. This will be an agenda item on the next Property and Land committee meeting.

22/11/19

**HEATING PUMP AT THE STATION:**

**a. TO CONSIDER AND APPROVE (IF APPROPRIATE) RESCISSION OF MOTION 22/09/12 TO NOT REPLACE THE HEATING PUMP AT THE STATION**

It was **RESOLVED** that the rescission of motion 22/09/12 to not replace the heating pump at The Station is approved.

*Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

22/11/19

**b. TO CONSIDER AND APPROVE (IF APPROPRIATE) REPLACEMENT HEATING PUMP AT THE STATION**

Three quotations were reviewed and it was **RESOLVED** to accept the quote from GNS Heating at a cost of £2414.60 plus VAT. *Cllr Faithfull abstained.*

*The public and press were readmitted.*

22/11/20

**CONSULTATION ON VARIED EDDC PUBLIC SPACES PROTECTION ORDERS**

The EDDC Consultation on Public Spaces Protection Orders was noted.

22/11/21

**TO RECEIVE AN UPDATE REGARDING OFFERING A WARM SPACE DURING THE WINTER TO MEMBERS OF THE PARISH AND MAKE ANY DECISIONS RELATING TO THIS (IF APPROPRIATE)**

It was **RESOLVED** that the CEO will approach volunteer and support groups within Ottery to see if they have warm spaces that the Council can support. It was noted

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that the Council do not have adequate staff or volunteers to run sessions from the Council offices. It was noted that Wednesday and Sunday would be the best days to run sessions.

22/11/22

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

The lights are being put up in town. It was noted that Jane Bushby has been working very hard to ensure that everything is in place for the Christmas Late Night on Friday 25<sup>th</sup> November. All councillors were encouraged to attend. The Mayor highlighted that there is a problem with the Ringo parking app which does not make the winter parking charges clear but EDDC are aware of this.

22/11/23

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

Cllr Green gave an update. A Coast to Country Business Launch event is scheduled for later this week but this may be postponed to a later date. A brand book has been produced by Voyage Travel Marketing.

22/11/24

**TO APPROVE THE FORMATION OF A KING'S CORONATION WORKING GROUP AND (IF APPROPRIATE) APPROVE THE TERMS OF REFERENCE FOR THE WORKING GROUP**

It was **RESOLVED** to form a King's Coronation Working Group. *Cllrs Stewart, Grainger and Martin abstained.* It was **RESOLVED** to approve the Terms of Reference for the King's Coronation Working Group.

22/11/25

**TO APPROVE THE FORMATION OF A STRATEGIC PLAN WORKING GROUP AND (IF APPROPRIATE) APPROVE THE TERMS OF REFERENCE FOR THE WORKING GROUP**

It was **RESOLVED** to form a Strategic Plan Working Group. It was **RESOLVED** to approve the Terms of Reference for the Strategic Plan Working Group. It was **RESOLVED** that Cllr Green, Copus and Johns would be a member of the group. Councillors who were absent from the meeting will be asked whether they wish to attend.

22/11/26

**TO CONSIDER REPORT FROM THE MAYOR**

The Mayor has sent a written report. In addition the Mayor is in contact with DCC regarding signs between Butts Road and Otter to advise drivers to be aware that pedestrians may be in the road.

22/11/27

**REPORT FROM THE CEO & SUPPORT OFFICER**

The CEO and Administrator visited Cranbrook TC. The CEO has met with Dean Stewart from the Citizens Advice East Devon and Citizens Advice will hopefully be coming into the Council offices one Wednesday a month to offer help and advice. Mike Brown, DCC Neighbourhood Highways Officer will be resuming his bi-monthly surgery from 24<sup>th</sup> November from 10.15am until 12.00. There have been leaks at the Station and in one of the portacabins due to extremely heavy rain. Emergency

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repairs have been conducted to ensure the buildings are watertight. The fence post at the Station also broke off and this has been repaired. It is a legal requirement for all bird keepers to keep their birds housed from 7<sup>th</sup> November 2022.

22/11/28

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

Unfortunately, due to illness a scheduled meeting had to be postponed. It will be re-arranged shortly.

22/11/29

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was noted that correspondence was received from Rick Brassington and Straitgate Action Group to thank the Council for their contribution to the inquiry. A reply from the Police Crime Commissioners office was noted.

22/11/30

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

Thanks were noted for Cllr Giles and the regular updates he sent during the Straitgate Inquiry. The minutes of the East Devon Local Plan Working Group have been circulated to councillors. EDDC will be holding a drop-in meeting at The Institute from 3pm until 7pm on 30th November 2022. Cllr Giles offered to draft a flyer which could be sent to residents advising them that the consultation is taking place. The majority of councillors felt this was a sensible way forward.

22/11/31

**COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

It was AGREED that the Council will write to thank EDDC StreetScene for their rapid and efficient clear up following Tar Barrels.

**The meeting ended at 9.36pm**

<b>SIGNATURE OF THE MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 5th December 2022 – Council Offices, 8 Broad Street

Mayor's Initials.....