



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 13TH MARCH 2023** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ

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

The meeting was chaired by Cllr Lucas.

23/03/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Johns (**Mayor**) Copus, Johnston, Stewart

23/03/02

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 Grainger	No interests declared.
Cllr Green	No interests declared.
Cllr Faithfull	Agenda Item 18 – a personal interest as Cllr Faithfull is a member of The Men's Shed. During the meeting Cllr Faithfull declared a personal interest in Agenda Item 25 as he has recently been elected as Chair of the Ottery St Mary Twinning Association.
Cllr Stewart	Agenda Item 11 b – a personal interest as Cllr Stewart is a Director of Ottery Community Volunteers.
Cllr Lucas	Agenda Item 11 b – a personal interest as Cllr Lucas is a Director of Ottery Community Volunteers.

23/03/03

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:

Chair's initials _____

Agenda item 9C To consider (and approve if appropriate) quotations to facilitate the Traffic Consultation; Agenda item 20 Consideration of quote by contractor re tree trimming works at Winters Lane Tennis Courts and approval by the Council (if appropriate); Agenda item 21 Consideration of quotes to re site the Bowling Club Fence.

23/03/04

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

There were none.

23/03/05

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

No members of the police were present and no report was sent.

23/03/06

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 6TH FEBRUARY 2023 (MINUTE REFS 23/02/01 – 23/02/32) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 6th February 2023 (minute refs 23/02/01 – 23/02/32) were reviewed and signed by the Deputy Mayor as a true record of the meeting.

23/03/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Faithfull gave a verbal report that a Strategic Planning Meeting had taken place. EDDC will need to go through the consultation feedback that has been received.

No report was received from EDDC Cllr Johns.

No report was received from EDDC Cllr Pratt.

DCC Cllr Bailey advised that several families had been disappointed on the National Offer Day for Secondary Schools as they had not been allocated a place at The King's School. This seems to have affected pupils who are in catchment but not at a feeder school. This is an increasing concern as more houses are being built throughout East Devon and schools are becoming full. Cllr Bailey is waiting to hear back from DCC Highways regarding improving the road outside of The King's School.

23/03/08

PLANNING COMMITTEE:

TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 7TH FEBRUARY 2023 (MINUTE REFS P23/02/01 - P23/01/10)

The minutes of the Planning Committee meeting of 7th February 2023 (minute refs P23/02/01 – P23/02/10) were noted.

23/03/09

REGENERATION AND CLIMATE ACTION COMMITTEE

- a. **TO NOTE THE MINUTES OF THE REGENERATION AND CLIMATE ACTION COMMITTEE MEETING OF 21ST FEBRUARY 2023 (MINUTE REFS RCA23/02/01 – RCA23/02/11)**

The minutes of the Regeneration and Climate Action Committee meeting of 21st February 2023 (minute refs RCA23/02/01 – RCA23/02/11) were noted.

Chair's initials _____

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

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

- that Ottery St Mary apply to EDDC to register a new Neighbourhood Area of Ottery St Mary Parish.
- that no further work is carried out on the Neighbourhood Plan until such time as EDDC resume work on the East Devon Local Plan. Once this approach is confirmed by the Council the CEO will write and confirm the position to West Hill Parish Council.
- an update on Bloom in Ottery is included on the April Full Town Council meeting agenda.

The recommendation that the initial consultation event is held towards the end of March and includes a social media campaign to engage stakeholders at a cost of up to £1600.00 will be discussed in Agenda item 9C in Confidential Session.

c. TO CONSIDER (AND APPROVE IF APPROPRIATE) QUOTATIONS TO FACILITATE THE TRAFFIC CONSULTATION

This will be discussed in Confidential Session.

23/03/10

STATION HUB COMMITTEE

a. TO NOTE THE MINUTES OF THE STATION HUB COMMITTEE MEETING OF 27TH FEBRUARY 2023 (MINUTE REFS SH23/02/01 – SH23/02/11)

The minutes of the Station Hub Committee meeting of 27th February 2023 (minute refs SH23/02/01 – SH23/02/11) were noted.

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

There was one RECOMMENDATION to the Property and Land Committee that when negotiating a new lease for Office 2 energy costs need to be included, which should consider a % of the daily standing charge as well as usage. The Committee had no recommendations regarding the monthly rental cost and will leave that decision to the P&L committee. This was discussed at the March Property and Land Committee meeting.

23/03/11

PROPERTY AND LAND COMMITTEE

a. TO NOTE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE OF 2ND MARCH 2023 (MINUTE REFS PL23/03/01 - PL23/03/21)

The minutes of the Property and Land Committee meeting of 2nd March 2023 (minute refs PL23/03/01 – PL23/03/21) were noted.

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

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

- that sympathetic consideration is given to a Children's section in the cemetery considering an area for seating and quiet reflection.
- that the future use of Winters Lane Tennis Courts is reconsidered once the MUGA is completed.
- that advice is sought from Sport England regarding development of existing sports areas within Ottery St Mary Parish.

Community Buildings:

- that information on funding streams is investigated and that suitable locations within the parish are considered.

Chair's initials _____

- that a commercial valuation of any suitable property should be carried out Strawberry Lane:
- that a funding package and an analysis of what the likely traffic through Kings Reach may be is carried out, with a view that the creation of the footpath could be included in the new Neighbourhood Plan.
- that a letter is sent back to the Cricket Club thanking for them for their offer and clarifying the Council's position.
- that it is put in writing that the Bowling Club will have access to clear the drain as required once the MUGA is installed.

Station Community Hub:

- that a 12-month lease is issued continuing with the current monthly rental including utilities until the feasibility study is completed. The rental will need to be reviewed at the end of this period.

Skatepark:

that the Council do not attempt to recover their legal fees and concentrate on making positive progress at skatepark.

23/03/12

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

The Senior Management Team at EDDC has approved allocating £165,000 to the project subject to planning permission. The planning application for the MUGA is currently with EDDC. Some minor amendments are being made to the application. The CEO will seek clarification from EDDC regarding whether using additional Section 106 funding on the MUGA would be classed as the Council's third S106 project or whether this would be covered under the existing project and a third project can still be allocated.

23/03/13

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

- Cllrs Johns, Lucas and Stewart £36.00 for CEO to attend DALC Preparing for Elections course.
- Cllrs Johns, Stewart, Grainger, Lucas and Green to pay £399 for window plan at the Museum.
- Cllrs Johns, Lucas, Stewart, Grainger and Green gave delegated authority for the CEO to write to Mark Williams to complain that a S106 agreement has not been presented to the SMT or agreed.
- Cllrs Johns, Stewart, Grainger and Lucas that CEO can write back to Mark Williams relaying disappointment in handling of the S106 process.
- Cllrs Johns, Stewart and Lucas To purchase Rialtas Cemetery module at a cost of £980 for first year plus £275 training. £375 annual charge for subsequent years.

23/03/14

FINANCIAL MATTERS:

a. TO CONSIDER AND APPROVE THE FEBRUARY 2023 COUNCIL SCHEDULE OF PAYMENTS

It was **RESOLVED** to approve the February 2023 Council Schedule of payments in the sum of £20,181.99.

b. TO APPROVE THE CEO HAVING A DEBIT CARD

It was **RESOLVED** that Kerry Kennell, the CEO can apply for a debit card connected to the Current Account.

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23/03/15

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

Cllr Green gave an update. There was an issue with the new Tourism website being provided by Ignyte but this has been resolved and is now scheduled to go live on 22nd March. Once the new site goes live the Visit Sidmouth logo will not be present when you are looking at the Visit Ottery Site. There will be a project update meeting later this month which will provide information on how the interaction with the local business community is going.

23/03/16

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)

The Council has not been approached by any organisations wishing to run a warm space from the Council offices.

23/03/17

TO CONSIDER WHETHER THE COUNCIL WISHES TO SIGN UP TO THE NALC CIVILITY AND RESPECT PLEDGE

It was **RESOLVED** that the NALC and Civility Pledge will be put on the agenda for the June Council meeting to enable the new Council to decide whether they wish to sign up to the pledge.

23/03/18

TO CONSIDER AND APPROVE (IF APPROPRIATE) A DONATION TO THE MEN'S SHED TO COVER THE COST OF LABOUR FOR THE REPAIR OF THE NOTICEBOARD IN BROAD STREET

It was **RESOLVED** that a donation of £75.00 will be given to The Men's Shed to cover the cost of labour for repair of the noticeboard. *Cllr Faithfull abstained.*

23/03/19

CONSIDERATION OF PROPOSED INCREASE ON ANNUAL GROUNDS MAINTENANCE CONTRACTED PRICE AND APPROVAL BY THE COUNCIL (IF APPROPRIATE)

Due to rising costs Idverde requested the Council to consider a minor cost increase. The Council are in a fixed term agreement until 2024 which did include a 3% increase from 2022. It was **RESOLVED** that an additional £5.00 per month will be paid for the 2023/24 financial year. *Cllr Faithfull abstained.*

23/03/20

CONSIDERATION OF QUOTE BY CONTRACTOR RE TREE TRIMMING WORKS AT WINTERS LANE TENNIS COURTS AND APPROVAL BY THE COUNCIL (IF APPROPRIATE)

This will be discussed in Confidential Session.

23/03/21

CONSIDERATION OF QUOTES TO RE SITE THE BOWLING CLUB FENCE

This will be discussed in Confidential Session.

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23/03/22

SKATEPARK: TO RECEIVE AN UPDATE ON THE SKATEPARK AND TO CONSIDER (IF APPROPRIATE) ENTERING INTO A PREFERRED TENDER AGREEMENT WITH MAVERICK

The skatepark is being checked twice weekly. The Council are looking into the logistics and costs involved with improving the access, lighting and installing monitored security cameras. Maverick have been providing information to the Council. It was **RESOLVED** to continue investigating entering into a preferred tender agreement with Maverick, which was accepted in principle. The CEO will seek confirmation from DALC whether the Financial Regulations need to be updated as the current regulations state three quotations will be sought.

23/03/23

THE KING'S CORONATION WORKING GROUP: UPDATE AND APPROVAL OF ANY RECOMMENDATIONS OR PERTINENT MATTERS

No members of the public have come forward to join the working group. It was noted that it is very difficult for individual Councillors to take part in the promotion of any events to commemorate the Coronation as this will in the run up to the May elections and will be during the purdah period. The CEO will make a final request on Facebook for anyone interested in organising an event to come forward.

23/03/24

TO CONSIDER A REQUEST BY A RESIDENT OF ALFINGTON FOR A DEFIBRILLATOR TO BE INSTALLED IN THE VILLAGE

The Scouts cannot confirm whether they wish to have the defibrillator donated by Jay's Aim until the end of March. The CEO will write to confirm that the Council must have a decision by this date. Jay's Aim recommend installation of the defibrillator within 8 weeks of receipt but are happy for the Council to wait until a decision has been made by the Scouts. A grant application could be made for an additional defibrillator if required. This will be put on the April agenda.

23/03/25

TO RECEIVE FEEDBACK REGARDING SPECIAL MEETING OF THE TWINNING ASSOCIATION AND TO CONSIDER AND APPROVE (IF APPROPRIATE) NEXT STEPS

Minutes of the Ottery St Mary Twinning Association had been sent to Councillors. It appears that the Twinning Association can now continue as additional committee members have been found although there was some confusion as the Association had previously voted to dissolve itself. This will be put on the April agenda where the situation will be clarified.

23/03/26

TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT OF ADDITIONAL STAFF

Interviews were held last week and the position of Community Officer has been offered to an applicant. The Administrator / Cemeteries Officer will be readvertised with closing date of 30th March with interviews taking place w/c 3 April.

23/03/27

TO CONSIDER ARRANGING ANNUAL PARISH MEETING OUTSIDE OF THE PURDAH PERIOD

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DALC advise that if a Council are conducting the Annual Parish Meeting during the purdah period they should review the content to ensure the Council are sticking to normal council business and not allowing the event to be used to promote a candidate. This would prohibit reports from individual councillors or the Mayor. It was **RESOLVED** that the Annual Parish Meeting will be held in May once the elections have taken place.

23/03/28

TO CONSIDER REPORT FROM THE MAYOR

The Mayor did not send a report. The Deputy Mayor had nothing to report.

23/03/29

REPORT FROM THE CEO

The CEO has been advertising through The Ottery Gazette and Facebook encouraging people to stand as a Councillor. The Council currently has two vacancies. If less than 11 people put themselves forward there would not be an election and the Council will lose its General Power of Competence until the next election. Nomination packs for Town Council and EDDC are available from the Council Offices or can be downloaded from the Council website. Completed forms need to be returned to EDDC at Blackdown House, Honiton between 27th March and 4th April from 10am-4pm. The CEO thanked Christine McIntyre for her help and support since she joined the Council wished Christine every happiness for her future adventures. This was echoed by Cllr Lucas who thanked Christine for everything that she had done for the Council.

23/03/30

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

- Hedgehog Highway – this will be put on the April agenda for further discussion.
- Pixie Day – Councillors are invited to attend Pixie Day.
- Trip letter – the CEO will contact Trip to suggest they complete a Community Grant Application explaining why they need the financial support to benefit the community.

23/03/31

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

It was noted that a report of a meeting at The King's School attended by Cllr Lucas and the CEO were circulated to Councillors.

23/03/32

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

There were none.

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.

23/03/33

TO CONSIDER (AND APPROVE IF APPROPRIATE) QUOTATIONS TO FACILITATE THE TRAFFIC CONSULTATION

Cllr Lucas explained that it was essential that the messaging and communication is right for the consultation event and that good value for money does not necessarily mean the cheapest quote. Two quotes were reviewed. It was **RESOLVED** that Nash Partnership will

Chair's initials _____

be appointed to run the traffic consultation event. The CEO will update Place Studios regarding the decision of the Council. *Cllr Faithfull abstained.*

23/03/34

CONSIDERATION OF QUOTE BY CONTRACTOR RE TREE TRIMMING WORKS AT WINTERS LANE TENNIS COURTS AND APPROVAL BY THE COUNCIL (IF APPROPRIATE)

It was **RESOLVED** to accept a quote of £275 plus VAT from Exe Arb to carry out the tree trimming works at Winters Lane Tennis Courts.

23/03/35

CONSIDERATION OF QUOTES TO RE SITE THE BOWLING CLUB FENCE

Two quotes were reviewed. A third company declined to quote. It was **RESOLVED** to accept Quote 2 from Janet's Helping Hands at a cost of up to £1686.35. The existing posts will be reused if possible. Access will be from the Council's side of the property. *Cllr Faithfull abstained.*

The meeting ended at 8.46pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 3 rd April 2023 – Council Offices, 8 Broad Street

Chair's initials _____