



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 3RD APRIL 2023** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ.

PRESENT: - Cllrs Johns (**Mayor**), Lucas (**Deputy Mayor**), Green, Grainger, Stewart, Faithfull and Copus (from 7.36pm), Kerry Kennell (CEO) and one member of the public

23/04/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Johnston and DCC Cllr Bailey

23/04/02

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	Agenda item 11b - Personal interest as her husband, Rob Johns, is the Chair of Ottery St Mary Cricket Club; Agenda item 18 - Personal interest as a member of Bloom in Ottery; Agenda item 21 - Personal interest as a resident of Alfington
Cllr Lucas	Agenda item 16 - Member of Skatepark Working Group; Agenda item 18 - Personal interest as a member of Bloom in Ottery
Cllr Green	Agenda item 16 - Member of Skatepark Working Group; Agenda item 18 - Personal interest as a member of Bloom in Ottery
Cllr Faithfull	Agenda item 11b - Personal interest as a member of The Men's Shed; Agenda item 24 - Personal interest as Chair of Twinning Association;
Cllr Grainger	Agenda item 11b - Personal interest as his wife, Emma Grainger, is a member of the Food and Families Festival; Agenda item 16 - Member of Skatepark Working Group; Agenda item 18 -

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	Personal interest as a member of Bloom in Ottery
Cllr Stewart	No interests declared
Cllr Copus	Agenda item 24 - Personal interest as Council representative on the Twinning Association.

23/04/03

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 20i To receive an update regarding the draft lease with the Heritage Society and approve (if appropriate) a final version for signature; Agenda item 26 - Consideration of correspondence regarding insurance claim.

23/04/04

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

There were none.

23/04/05

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

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

23/04/06

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 13TH MARCH 2023 (MINUTE REFS 23/03/01 – 23/02/35) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 13th March 2023 (minute refs 23/03/01 – 23/03/35) were reviewed and updated to show that Cllr Stewart was present and that the meeting was chaired by Cllr Lucas, Deputy Mayor. The minutes were then signed by the Mayor as a true record of the meeting.

23/04/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Johns had nothing to report.

EDDC Cllr Faithfull advised that Cabinet had agreed £25,000 UKSPF (United Kingdom Shared Prosperity Fund) investment from central Government for the feasibility study at The Station.

EDDC Cllr Pratt did not send a report.

DCC Cllr Bailey sent a written report.

It was AGREED to delay Agenda item 8 until Cllr Copus arrived.

23/04/08

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STATION HUB COMMITTEE – TO RECEIVE AN UPDATE REGARDING THE FEASIBILITY REPORT

A meeting was held with NASH Partnership on their three proposals for improving the Station. NASH will be providing a fully costed model for the three options. It was noted that the new Council will need to decide exactly what role they wish the Station to play in the community.

23/04/09

REGENERATION AND CLIMATE ACTION COMMITTEE

a. TO RECEIVE AN UPDATE REGARDING THE TRAFFIC CONSULTATION EVENT

The provisional date for the event to take place is from 4pm to 7pm on Wednesday 19th April. This event will be run by consultants with no councillor input.

b. TO RECEIVE AN UPDATE REGARDING THE DESIGNATION OF A NEW NEIGHBOURHOOD AREA

Following guidance from EDDC an application for a new Neighbourhood Area will be submitted and no further action will be taken until after the May elections. The Council will then await guidance from EDDC on when to proceed with the new Neighbourhood Plan. The CEO will speak to Angela King to see whether any alterations can be made to the area bordering other parishes.

23/04/10

FINANCE COMMITTEE

a. TO NOTE THE FINANCE COMMITTEE MEETING OF 24TH MARCH 2023 (MINUTE REFS F23/03/01 – F23/03/08)

The minutes of the Finance Committee of 24th March 2023 (minute refs F23/03/01 – F23/03/08) were noted.

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

Group	Amount requested	Decision
<i>Cllr Johns left the meeting.</i>		
Ottery St Mary Cricket Club	£3,000 for replacement fencing.	It was RESOLVED to award £2,000.
<i>Cllr Johns rejoined the meeting.</i>		
Tipton St John Playing Field Association	£2,000 towards a community consultation organised by Devon Communities Together costing £7,000 in total.	There was a lengthy discussion. The Council RESOLVED that they could not put money into a speculative consultation but wish to be an active partner and support the association in their journey. A future grant application could be made for something more definite.
RIO	£2,000 to rewire and improve electricals inside and outside of the cabins.	It was RESOLVED to award £2,000 subject to the CEO received confirmation that the cabins will remain in situ for the future.
The Men’s Shed	£2,000 - £1,500 for training of supervisors who can train other people and £500 for a	It was RESOLVED to award £1,500. Clarification will be sought from EDDC regarding the parking permit. The Council do not want to block access to those with mobility issues

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	parking permit for those living outside of OSM.	but have concerns about how this could be monitored and whether it is an appropriate use of funds. <i>Cllr Faithfull abstained.</i>
Ottery St Mary Cricket Club	£3,000 for replacement fencing.	It was RESOLVED to award £2,000.
Ottery St Mary Food and Families Festival	£1,550 for transportation links with town, a premises licence, event insurance and medical services.	It was RESOLVED to award £1,550 and that their committee can meet in the Meeting Room for free of charge for up to 4 meetings.
Otters Carnival Club	£500-£1000	It was RESOLVED that the application is carried forward until a meeting can be arranged and a copy of the constitution is provided.

It was **RESOLVED** that all costs are cemetery fees are increased by 6% and that all items relating to Under 18s are carried out free of charge.

It was **RESOLVED** that the EDDC Grant Funding agreement for the Strawberry Lane MUGA (Multi Use Games Areas) is signed.

23/04/11

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

Amendments have been made to the planning application for the MUGA at Strawberry Lane. No further action can be taken until a decision is received from EDDC.

23/04/12

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 14th MARCH 2023 (MINUTE REFS P23/03/01 - P23/01/11) AND 28TH MARCH 2023 (MINUTE REFS P23/03/12 – P23/03/21)**

The minutes of the Planning Committee meeting of 7th February 2023 (minute refs P23/03/01 – P23/03/10) and 28th March 2023 (minute refs P23/03/12 – P23/03/21) were noted.

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

It was **RESOLVED** that that the Terms of Reference for the Planning Committee are amended to include giving delegated authority to an officer to make a response on behalf of the Council (in consultation with the Planning Committee) when the Council finds itself unable to respond for any reason.

23/04/13

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

- Cllrs Lucas, Grainger and Stewart to agree an extension for the work to be completed to In Focus due to poor weather in relation to their Shop Front Grant
- Cllrs Lucas, Stewart and Grainger to spend £60.00 for two gateposts and £26.72 for joint for water tank at allotments.
- Cllrs Johns, Grainger and Green to spend £275 plus VAT repairing boiler at The Station

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23/04/14

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the March 2023 Council Schedule of payments in the sum of £ 27,399.57.

b. TO APPROVE THE CEO HAVING A CREDIT CARD

It was **RESOLVED** that there should not be a need for a Council credit card although it was noted that a credit card does offer more protection with online purchases. This decision will be reviewed in the future if any issues arise.

23/04/15

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

Cllr Green gave an update. The Visit Ottery website has been updated. A meeting with the Project Team will be arranged shortly to clarify what the next steps are and what level of contact is being made with the hospitality sector. It was noted that more content is needed on the website.

23/04/16

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

It was **RESOLVED** that this contract would count exempt under 11.1.ii of the Financial Regulations as it is considered as a specialist service. It was **RESOLVED** in principle that the Council should enter into a preferred tender agreement with Maverick. This will be put on the agenda for the June Council meeting.

23/04/17

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

A parishioner had asked whether the Council would be providing an item of memorabilia for school children in the parish. It was noted that no members of the community have come forward to join the working group as the parish are organising more low-key events, reflecting the view of His Majesty, King Charles. It was **RESOLVED** that the Council will not purchase any items of memorabilia for children in the parish.

23/04/18

TO RECEIVE AN UPDATE REGARDING BLOOM IN OTTERY

A written report was circulated to the Council.

23/04/19

TO CONSIDER WHETHER THE COUNCIL WISHES TO SIGN UP TO THE HEDGEHOG HIGHWAYS PROJECT

It was **RESOLVED** that the Council will not sign up to the Hedgehog Highways Project.

23/04/20

TO RECEIVE AN UPDATE REGARDING: - i. THE DRAFT LEASE WITH THE HERITAGE SOCIETY AND APPROVE (IF APPROPRIATE) A FINAL VERSION FOR SIGNATURE AND ii. THE PLANNING APPLICATION IN RESPECT OF THE REPLACEMENT WINDOW

- i. To be discussed in Confidential Session.

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- ii. The Planning application in respect of the replacement window is awaiting a decision from EDDC.

23/04/21

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

A decision has not been received from the Scouts regarding whether they wish to accept the defibrillator offered to them. It was **RESOLVED** that the CEO will request an answer from the Scouts by the end of this week. If an answer is not forthcoming the defibrillator will be installed in Alfington.

23/04/22

TO CONSIDER AND APPROVE (IF APPROPRIATE) REPLACING THE MIRROR ON CLAPPS LANE AND WINTERS LANE

The original mirror was installed in 2009 with money from the then DCC Cllr Giles' Locality budget. The mirror is now opaque and needs replacing. There was a discussion regarding the use of the mirror. It was **RESOLVED** that the mirror will be replaced and an application made to Cllr Bailey's Locality Budget for a contribution towards the replacement mirror.

23/04/23

TO CONSIDER AND APPROVE (IF APPROPRIATE) ADOPTING THE EXISTING CODE OF CONDUCT IN MAY 2023 WITH A RECOMMENDATION THAT THIS SHOULD BE REVIEWED WHEN EDDC ARE IN A POSITION TO PROVIDE CODE OF CONDUCT TRAINING ON THEIR 2022 VERSION

It was **RESOLVED** that the Council will continue with their existing Code of Conduct until such time as training is available from EDDC. At that point, the Code of Conduct used by the Council will be reviewed.

23/04/24

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 were sent to Councillors. At the AGM of the Twinning Association the association rescinded their previous vote to wind up the association and it will now continue to run with new members on the committee. No further action is required by the Council.

23/04/25

TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT OF ADDITIONAL STAFF

Andy McGarty has started work as Community Officer for 15 hours per week. Interviews will be held in next week or so for an Administrator/Cemeteries Officer.

23/04/26

CONSIDERATION OF CORRESPONDENCE REGARDING INSURANCE CLAIM

To be discussed in Confidential Session.

23/04/27

TO CONSIDER REPORT FROM THE MAYOR

The Mayor did not make a report.

23/04/28

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REPORT FROM THE CEO

Until a new member of staff starts any property issues should be sent to the CEO. The CEO reminded all present that if they wish to put themselves forward as a parish or district councillor the forms need to be returned to EDDC by 4pm on 4th April. All Councillors were reminded that if they choose not to stand, or are not elected, they will lose access to their council emails from 9th May. Pictures for the website and for ID badges will be taken from 6.30pm on 15th May for those elected to the Council.

23/04/29

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none. Cllr Grainger advised that the OSM Bowling Club will be writing to confirm their intent to install a bore hole.

23/04/30

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

There were none.

23/04/31

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Traders in Silver Street have raised concerns about cars travelling in the wrong direction. The CEO will speak to Mike Brown, Neighbourhood Officer for DCC Highways to ask if he can sensitively review the signage in use. This does present a danger to pedestrians and motorists.

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.

23/04/32

THE DRAFT LEASE WITH THE HERITAGE SOCIETY AND APPROVE (IF APPROPRIATE) A FINAL VERSION FOR SIGNATURE

It was **RESOLVED** that the proposed lease will be signed subject to the Council solicitor not raising any substantial issues. It was confirmed that the Heritage Society solicitor is happy with the proposed lease.

23/04/33

CONSIDERATION OF CORRESPONDENCE REGARDING INSURANCE CLAIM

It was **RESOLVED** that the Council's insurance company can settle the claim at the suggested reserved figure if appropriate.

The meeting ended at 9.18pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 15 th May 2023 – Council Offices, 8 Broad Street

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