



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 4TH SEPTEMBER 2023** at **7.00pm**. The meeting was held in the Alfington Village Hall, Alfington.

PRESENT: - Cllrs Grainger (Mayor), Stewart (Deputy Mayor), Johns, Green, Sneller, Faithfull and Kerry Kennell (Clerk)

23/09/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Williamson, Aherne, Bartlett, Lucas and Copus, EDDC Cllr Collins and DCC Cllr Bailey

23/09/02

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	Agenda items 11 & 12 - Cllr Faithfull advised that he does not have a personal or pecuniary interest but there is a potential or perceived bias regarding the land at Claremont Field. Cllr Faithfull advised he will leave the room during these discussions. Cllr Faithfull confirmed that he has had a private meeting with the landowner since the last Full Town Council meeting.
Cllr Green	No interests declared.
Cllr Johns	Agenda item 10 – personal interest as Cllr Johns husband, Rob Johns helps to raise funds for the Tar Barrels.
Cllr Sneller	No interests declared. During the meeting Cllr Sneller declared a personal interest as a founding member of Bloom in Ottery.
Cllr Stewart	Agenda Item 15 – Personal interest as Cllr Stewart works for Citizens Advice who are the ombudsman for the Post Office.
Cllr Grainger	No interests declared.

Chair's initials _____

23/09/03

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

There were none.

23/09/04

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

There were none.

23/09/05

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 7TH AUGUST 2023 (MINUTE REFS 23/08/01 – 23/08/32) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 7th August 2023 (minute refs 23/08/01 – 23/08/32) were reviewed signed by the Mayor as a true record of the meeting.

23/09/06

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

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

23/09/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Collins sent a written report.

EDDC Cllr Faithfull has attended Ukrainian Independence Day at Cranbrook. It has been very quiet at EDDC.

EDDC Cllr Johns sent a written report. Cllrs thanked EDDC Cllr Johns for her work in ensuring that all trees in Grandisson Drive have Tree Preservation Orders (TPOs) and to confirm the status of the path as a linked footway. Cllr Johns is still seeking clarification from EDDC regarding the path at Slade Close. It was noted that there are inaccuracies and delays with property and land sales being updated on HMRC Land Registry. It was AGREED that Cllr Johns will raise this matter with EDDC.

DCC Cllr Bailey sent a written report.

23/09/08

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 10TH AUGUST 2023 (MINUTE REFS P23/08/01 - P23/08/11)**

The minutes of the Planning Committee meeting of 10th August 2023 (minute refs P23/08/01 – P23/08/11) were noted.

23/08/09

STRATEGY COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE STRATEGY COMMITTEE OF 15TH AUGUST 2023 (MINUTE REFS S23/08/01 – S23/08/10)**

Chair's initials _____

The minutes of the Strategy Committee meeting of 15th August 2023 (minute refs S23/08/01 – S23/08/10) were noted.

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

- **TO ADOPT THE LGA CODE OF CONDUCT WITH THE PRE-PLANNING APPLICATION POLICY ADDED AS AN APPENDIX.**
- **THAT THE COUNCIL ENTERS INTO A PREFERRED TENDER AGREEMENT WITH MAVERICK.**
- **THAT THE COUNCIL ACCEPTS THE PROPOSED ACCESS ROUTE AS THE ONLY ONE THAT IS VIABLE.**
- **THAT ALL COUNCILLORS CONSIDER WHICH OF THE COUNCIL'S ONGOING PROJECTS THEY CAN SUPPORT.**

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

- To adopt the LGA Code of Conduct with the Pre-planning Application Policy added as an Appendix. *Cllr Faithfull abstained*
- That the Council enters into a Preferred Tender agreement with Maverick.
- That the Council accepts the proposed access route to the skatepark as the only one that is viable.
- That all Councillors consider which of the Council's ongoing projects they can support. It was **AGREED** that the Clerk will create a document listing all the ongoing projects of the Council for discussion at the next Full Town Council meeting. It was **AGREED** that the Council needs to decide on its strategic goals for the next four years.

23/09/10

FINANCE COMMITTEE:

a. TO NOTE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 22ND AUGUST 2023 (MINUTE REFS F23/08/01 – F23/08/09)

The minutes of the Finance Committee meeting of 22nd August 2023 (minute refs F23/08/01 – F23/08/09) were noted.

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

- **THAT £10,000 GRANT IS AWARDED TO THE TAR BARREL COMMITTEE.**
- **THAT DCK ACCOUNTING LTD SERVICES ARE USED TO ASSIST WITH BUDGET SETTING FOR 2024/25 TO VERIFY THAT A ROBUST BUDGET SETTING PROCESS IS IN PLACE.**
- **THAT THE REVISED RISK MANAGEMENT POLICY IS ADOPTED.**
- **THAT THE UPDATED STATEMENT OF INTERNAL CONTROL IS ADOPTED.**

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

- That £10,000 grant is awarded to the Tar Barrel Committee.
- That DCK Accounting Ltd services are used to assist with budget setting for 2024/25 to verify that a robust budget setting process is in place.
- That the revised Risk Management Policy is adopted.
- That the updated Statement of Internal Control is adopted.

Cllr Faithfull left the meeting.

Chair's initials _____

23/09/11

TO RECEIVE AN UPDATE FROM THE CLAREMONT FIELD OPEN SPACE WORKING GROUP AND MAKE DECISIONS IF APPROPRIATE

An initial meeting of the working group has been held. Minutes from the meeting were circulated to the Council. Cllr Faithfull has queried the accuracy of the minutes and this will be raised with the working group when they next meet. Cllr Johns confirmed that she and the Clerk have been gathering information in order to aid the Council making a decision regarding the space. It was noted the intention was for EDDC to take ownership of this area when the houses were built. Trying to set up a Residents Association or Management Committee at this point is very difficult as it is reliant on residents agreeing to contribute towards any costs for maintenance but there is no legal requirement for them to do so, and if the house changes hands the new owners may not feel the same.

23/09/12

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Cllrs Grainger, Stewart, Lucas and Johns approved the Terms of Reference for the Claremont Field Open Space Working Group to enable the group to meet.

Cllr Faithfull joined the meeting.

23/09/13

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the August 2023 Council schedule of payments in the sum of £26,246.15.

b. TO CONSIDER AND APPROVE THE QUARTER 1 ACCOUNTS (APRIL-JUNE 23)

It was **RESOLVED** to approve the Quarter 1 Accounts (April-June 23).

23/09/14

TO AGREE THE MAYOR AND DEPUTY MAYOR SIGN THE SECTION 106 AGREEMENT WITH EDDC FOR THE MUGA FUNDING

The Council are concerned that due to the delay in obtaining planning permission there has been a significant increase in costs for both labour and materials. It was **AGREED** that the Clerk will ask for clarification from EDDC prior to the agreement being signed what happens if the funding does not cover the entire project. It was **RESOLVED** that on receipt of an answer from EDDC the agreement will be signed by the Mayor and Deputy Mayor.

23/09/15

TO RECEIVE AN UPDATE ABOUT THE POST OFFICE SERVICES AVAILABLE IN TOWN AND THE POSSIBILITY OF A BANKING HUB BEING OPENED IN OTTERY ST MARY

Correspondence has been received advising that a Banking Hub will not be opened in Ottery St Mary. Concern was raised that there is now no pay point for British Gas pre-payment meters in the town, with the closest being Honiton. This will be confirmed. It was noted this is a service that a Banking Hub can offer. Cllr Johns will go back to LINK in her EDDC capacity to ask how they reached the decision and when the town can reapply. It was noted that Lloyds in Sidmouth will now not be closing until Spring 2024.

23/09/16

Chair's initials _____

TO CONSIDER SIGNING THE ROAD WARDEN AGREEMENT AND MAKE DECISIONS IF APPROPRIATE

Two members of the parish have come forward and expressed interest in the scheme. It was **RESOLVED** that the Mayor and Deputy Mayor will sign the Road Warden Agreement.

23/09/17

TO RECEIVE AN UPDATE FROM THE EVENTS WORKING GROUP REGARDING CHRISTMAS LATE NIGHT EVENT

Cllr Johns advised that a second meeting will be held in October regarding arrangements for the event. It was noted that businesses who attended the first meeting opted for the event to be held on the last Friday of November. The Christmas Tree Festival will now be taking place during this period as well.

23/09/18

TO CONSIDER AND APPROVE (IF APPROPRIATE) CHANGES TO THE CURRENT CHRISTMAS LIGHTS

Blanchere Illuminations attended a meeting with the Mayor, Cllr Johns and Jane Bushby to survey the town in order to confirm their quotation. This has resulted in an increase to their quote which requires further clarification. It was **RESOLVED** that the Council will continue to hire Christmas lights for this year and will continue to investigate other options for 2024 and beyond. A cost is being obtained to put lights in front of the Library which can then be presented to the Council.

23/09/19

TO CONSIDER CONDITION OF THE PHONE BOX AT SPRING GARDENS AND AGREE NEXT STEPS

It was **AGREED** that the phone box needs some attention. It is currently a book case and library. Cllr Faithfull will speak to Whimble as they have recently restored their phone box.

23/09/20

TO CONSIDER AND APPROVE (IF APPROPRIATE) TRAINING REQUIREMENTS FOR COUNCIL AS A WHOLE AND INDIVIDUAL COUNCILLORS

The Clerk has spoken to DALC who will provide a bespoke course which will be a refresher of what is covered in the Being a Good Councillor course. It was **AGREED** that the Clerk will obtain a price for the training and details of when it can be delivered and Councillors will be requested to confirm their availability. Code of Conduct training will also be arranged. It was **AGREED** that Terms of Reference for each committee should be updated to include a requirement for Councillors on that committee to attend any relevant training.

23/09/21

REPORT FROM THE MAYOR

The Mayor reported that he had attended the Chanters Carnival Classics and had also attended a positive meeting regarding Head Weir. The Mayor joined the EDDC Planning Committee where the MUGA planning application was passed unanimously. The Mayor expressed his disappointment that one of the parish EDDC Councillors had objected to the application which had delayed the planning application.

23/09/22

REPORT FROM THE TOWN CLERK

The Clerk had nothing to report.

23/09/23

Chair's initials _____

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The following correspondence was noted:

A letter from Lord Coleridge advising of the dissolution of The Coleridge Memorial Trust which took place on 29th July 2023. The Clerk will seek confirmation of who owns the Coleridge statue and the Kubla Khan Poetry stones.

An email from DCC Highways regarding dangerous parking in Brook Street. It was noted that additional waiting restrictions could be considered. Cllr Johns will raise this as the next HATOC committee meeting.

23/09/24

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

Minutes from the Airport Consultative Committee meeting attended by Cllr Stewart were noted.

23/09/25

COUNCILLORS QUESTIONS ON COUNCILLORS’ BUSINESS

Cllr Faithfull advised that the Twinning Association are arranging a second special meeting and may be winding up due to a lack of members.

Cllr Sneller wondered whether free trees could be used outside the MUGA area. There was a brief conversation whether Bloom in Ottery would consider assisting residents at Claremont Field if required.

The meeting ended at 20.45pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 2 nd October 2023 – Council Offices, Ottery St Mary

Chair’s initials _____