



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 22ND MAY 2023** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ.

PRESENT: - Cllrs Johns, Lucas, Green, Copus, Bartlett, Sneller and Faithfull (from 7.15pm), DCC Cllr Bailey, EDDC Cllr Collins, Kerry Kennell (CEO) and three members of the public

23/05/29

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Grainger (Mayor), Stewart (Deputy Mayor) and ~~DCC Cllr Bailey~~

The meeting was chaired by Cllr Johns.

23/05/30

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	Item 9 – a personal interest as Cllr Johns lives in Alfington.
Cllr Lucas	No interests declared.
Cllr Bartlett	No interests declared.
Cllr Green	No interests declared.
Cllr Sneller	No interests declared.
Cllr Copus	No interests declared.
Cllr Faithfull	Item 15 – a personal interest as Cllr Faithfull is a member of The Men's Shed.

23/05/31

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 item be discussed in Confidential Session: Agenda item 18. To consider recognition of long-standing Councillors who have left the Council.

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23/05/32

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

Roger Giles read out a tribute to Malcolm MacDonald who recently died very unexpectedly. Malcolm was a member of Ottery St Mary Town Council during the 1980s and provided support to the election of Roger Giles, Claire Wright and Jess Bailey. Malcolm will be sadly missed by his friends and family. The Council AGREED to send flowers to Malcolm's widow offering their sincere condolences.

A letter was read out from a resident of Butts Road who is having difficulties with balls being kicked against their fence and into their garden. This has been reported to the Police. The Clerk will contact EDDC to see if any signs can be put up. Cllrs Green and Stewart will discuss whether there is a possibility of any street-based outreach sessions being run by SPACE. Cllr Sneller will have a look at the layout of the playpark.

It was agreed to bring Agenda item 8 forward as Cllr Bailey had two other meetings to attend.

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23/05/33

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey sent a written report. Cllr Bailey drew attention to the hardship fund which is available to residents impacted by flooding including those who were uninsured. Cllr Bailey is continuing to push for further details regarding the rebuilding of the primary school to be confirmed. Cllr Bailey confirmed that the 20mph zone for Ottery St Mary has been awarded although more information regarding the details of the scheme is awaited.

Cllr Bailey left the meeting.

23/05/34

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

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

23/05/35

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 3RD APRIL 2023 (MINUTE REFS 23/04/01 – 23/04/33) AND OF THE ANNUAL MEETING OF THE TOWN COUNCIL OF 15TH MAY 2023 (MINUTE REFS 23/05/01 - 23/05/28 AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 3rd April 2023 (minute refs 23/04/01 – 23/04/33) were reviewed and signed by Cllr Johns as a true record of the meeting. The minutes of 15th May 2023 (minute refs 23/05/01 - 23/05/28) were reviewed and signed by Cllr Johns as a true record of the meeting.

23/05/36

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 20TH APRIL 2023 (MINUTE REFS P23/04/01 - P23/04/10) AND 2ND MAY 2023 (MINUTE REFS P23/05/01 – P23/05/21)**

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The minutes of the Planning Committee meeting of 20th April 2023 (minute refs P23/04/01 – P23/04/10) and 2nd May 2023 (minute refs P23/05/01 – P23/05/11) were noted.

23/05/37

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Collins was congratulated on her election. Cllr Collins is attending lots of training at EDDC and is finding her feet.

EDDC Cllr Faithfull has attended the zoom meeting regarding the recent flooding. He has been attending lots of training at EDDC.

EDDC Cllr Johns has also been attending the training at EDDC.

It was AGREED that the Council will look at training available to the Councillors. All Councillors will be asked to complete the skills audit from DALC to identify potential training needs.

23/05/38

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

- Cllrs Johns, Lucas and Stewart - To seek alternative quotations for insurance following removal of three-year fixed deal and increase of over 100%
- Cllrs Johns, Lucas and Stewart – To agree to remain with Hiscox insurance at a cost of £8,341.63 as no other quotations could be provided with two ongoing claims and within the timescale provided.
- Cllrs Johns, Grainger and Stewart – for The Men’s Shed to make a new noticeboard for Alfington to display Council notices up to a cost of £165 plus a donation for labour.
- Cllr Johns, Lucas and Stewart – to purchase wood for the allotments at a cost of £81.97.
- Cllr Johns, Lucas and Stewart – to agree to crown reduction on a tree at the east end of the cemetery after receiving written confirmation from the contractor that all work would be stopped if any evidence of nesting birds found.

23/05/39

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the April 2023 Council Schedule of payments in the sum of £ 56358.80.

b. TO APPROVE THE QUARTERLY ACCOUNTS (JANUARY – MARCH)

It was **RESOLVED** to approve the Quarterly Accounts (January – March).

23/05/40

TO CONSIDER AND APPROVE (IF APPROPRIATE) THAT THE COUNCIL EXTEND CONTRACT 1 FOR A FURTHER YEAR AT THE DISCOUNTED RATE; THAT THE ADDITIONAL CHRISTMAS TREES ARE REQUIRED FOR A FURTHER YEAR AND THAT THE COUNCIL WISH TO USE ENCORE FOR A FURTHER YEAR FOR THE INSTALLATION/REMOVAL OF THE LIGHTS. ALL THE CONTRACTS WILL THEN EXPIRE IN 2024 WHEN THE CHRISTMAS LIGHTS FOR THE TOWN WILL NEED TO BE RECONSIDERED.

It was **RESOLVED** that the Council would extend their contract for a further year at the discounted rate; that the additional Christmas tree are required for a further year and that

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the Council wish to use Encore for a further year for the installation/removal of the lights. It was noted that all contracts will then expire in 2023 when the Christmas lights for the town will need to be reconsidered.

23/05/41

TO CONSIDER AND APPROVE (IF APPROPRIATE) UPDATED SCHEME OF DELEGATION

This was a duplicate agenda item. See 23/05/28.

23/05/42

TO CONSIDER AND APPROVE (IF APPROPRIATE) TERMS OF REFERENCE FOR ALL COMMITTEES AND WORKING GROUPS

It was **RESOLVED** to approve the Terms of Reference for the following Committees: Planning; Finance; Human Resources; Strategy; Operations; Environment, Local Development and Commerce. It was **RESOLVED** to approve the Terms of Reference for the following Working Groups: Events; Museum.

23/05/43

TO CONSIDER AND APPROVE (IF APPROPRIATE) ANNUAL SCHEDULE OF COUNCIL MEETINGS FOR 2023/24

It was **RESOLVED** to approve the annual schedule of Council meetings for 2023/24.

23/05/44

TO CONSIDER AND APPROVE (IF APPROPRIATE) A GRANT TO THE MEN'S SHED TOWARDS LABOUR COSTS FOR MAKING OF THE ALFINGTON NOTICEBOARD

It was **RESOLVED** to donate £100.00 to The Men's Shed towards labour costs for making of the Alfington noticeboard. It was noted that the Noticeboard will be added to the Council's Register of Assets.

23/05/45

TO DISCUSS PROPOSED CHANGES TO THE POST OFFICE AND TO CONSIDER WHAT ACTION (IF APPROPRIATE) THE COUNCIL CAN TAKE TO HELP SUPPORT LOCAL RESIDENTS AND BUSINESSES

It was **RESOLVED** that a formal open letter will be sent to Simon Jupp, MP regarding concerns about the reduction in postal services available in the town. The Council will also request that Simon Jupp supports EDDC Cllr Johns request for a Banking Hub to be opened in Ottery St Mary.

23/05/46

TO CONSIDER AND APPROVE (IF APPROPRIATE) CLLR LUCAS ATTENDING "A GUIDE TO STRATEGIC THINKING WORKSHOP" AT A COST OF £570 PLUS VAT

It was **RESOLVED** that Councillor Lucas attend the course "A Guide to Strategic Thinking Workshop" at a cost of £570 plus VAT and that the CEO would also follow the training course as it is taking place on zoom.

23/05/47

TO CONSIDER RECOGNITION OF LONG-STANDING COUNCILLORS WHO HAVE LEFT THE COUNCIL

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This will be discussed in Confidential session.

23/05/48

TO CONSIDER REPORT FROM THE MAYOR

The Mayor was not present.

23/05/49

REPORT FROM THE CEO

The CEO asked that all Councillors notify office staff as soon as they become aware that they cannot attend a meeting to avoid unnecessary time being wasted chasing Councillors.

23/05/50

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that a Modification Order has been made from the end of Ottery St Mary Footpath No.64. The length of way to be added is approximately 28 metres. A copy of the map can be viewed at the Council offices.

23/05/51

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

There were none.

23/05/52

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

The CEO will report the road sign in front of the ESSO station to Highways as it is pointing in the wrong direction.

Cllr Bartlett asked whether there had been any progress regarding the footpath from Butts Road to Otter Nurseries. This had not progressed previously due to problems with the landowner. This continues to cause difficulties and has been looked at by the Regeneration and Climate Action Committee.

Cllr Faithfull asked whether some Twinning Association belongings could be stored in the cellar. This will be added to the June Council agenda for discussion.

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.

23/05/53

TO CONSIDER RECOGNITION OF LONG-STANDING COUNCILLORS WHO HAVE LEFT THE COUNCIL

The Council held a discussion regarding two Councillors who have both recently left the Council. The Awards and Gifts Policy was reviewed and in line with this it was **RESOLVED** that both Councillors will be recognised for their service to the parish. They will be invited to the start of the June Town Council meeting for a presentation.

The meeting ended at 8.14pm.

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SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 5 th June 2023 – Council Offices, 8 Broad Street

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