



## Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 3<sup>RD</sup> JULY 2023** at **7.00pm**. The meeting was held at the Tipton St John Community Hall, Tipton St John

**PRESENT:** - Cllrs Grainger (Mayor), Stewart (Deputy Mayor), Johns, Lucas, Green, Bartlett, Sneller, Copus, Faithfull and Williamson, EDDC Cllr Collins, DCC Cllr Bailey, Kerry Kennell (CEO) and 3 members of the public

23/07/01

### **TO RECEIVE APOLOGIES FOR ABSENCE**

None.

23/07/02

### **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Lucas	No interests declared.
Cllr Sneller	No interests declared.
Cllr Faithfull	Agenda Item 24 – personal interest as Chair of the OSM Twinning Association.
Cllr Copus	Agenda Item 24 – Council representative on the OSM Twinning Association.
Cllr Bartlett	No interests declared.
Cllr Green	No interests declared.
Cllr Williamson	No interests declared.
Cllr Johns	No interests declared.
Cllr Stewart	Agenda Item 13b – pecuniary interest as Cllr Stewart is CO of Citizens Advice East Devon. During the meeting Cllr Stewart declared the same interest in Agenda Item 19.
Cllr Grainger	No interests declared.

23/07/03

### **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**

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**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 14 Human Resources Committee: a. To note the Minutes of the Human Resources Committee of 26<sup>th</sup> June 2023 (minute refs *HR23/06/01 – HR23/06/08*) and b. To consider (and approve if appropriate) recommendations from the Committee; Agenda Item 15 a. To note the Minutes of the Strategy Committee Meeting of 29<sup>th</sup> June 2023 (minute refs *S23/06/01 – S23/06/10*) and b. To consider (and approve if appropriate) recommendations from the Committee; Agenda Item 18 To consider quotations for the roof repair/replacement (and make a decision if appropriate).

*23/07/04*

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

A member of the parish welcomed the Council to Tipton St John. They expressed their disappointment that the grant for the Playing Field Committee had not been supported but will be submitting a future application which will be considered by the Council in due course.

*23/07/05*

**TO RECEIVE AN OVERVIEW AND UPDATE ON THE COAST & COUNTRY PROJECT FROM LOUISE COLE**

Louise Cole who is co-chair of the Coast & Country project gave a presentation on the project – see Appendix 1. Ottery St Mary is one of five towns who are part of the project. The aim is for towns to work more collaboratively together. There is a sustainable economic business model behind the project and money is invested in projects to ensure the longevity of the platform. It was discussed that non-income generating venues such as the Heritage Society or Churches should discuss their specific requirements with Ignyte. Joining the project gives access to an online shop without commission which can benefit local businesses.

*23/07/06*

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 5<sup>TH</sup> JUNE 2023 (MINUTE REFS 23/06/01 – 23/06/28) AND THE EXTRAORDINARY TOWN COUNCIL MEETING OF 20<sup>TH</sup> JUNE 2023 (MINUTE REFS 23/06/29-23/06/33) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 5<sup>th</sup> June 2023 (minute refs *23/06/01 – 23/06/28*) were reviewed signed by the Mayor as a true record of the meeting. The minutes of 20<sup>th</sup> June 2023 (minute refs *23/06/29 – 23/06/33*) were reviewed and amended to show the start time of the meeting was 5pm. The minutes were then signed by the Mayor as a true record of the meeting.

*23/07/07*

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

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

*23/07/08*

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

**EDDC Cllr Collins** has finished her training. Cllr Collins is on the Strategic Planning Committee and the Scrutiny Committee.

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**EDDC Cllr Faithfull** advised that EDDC are restarting work on their strategic plan. A report will be provided to the Council shortly on asset transfer.

**EDDC Cllr Johns** sent a written report.

**DCC Cllr Bailey** has been advised by DCC that the build out at The King's School will cost approximately £20,000. DCC have confirmed that there is no funding available for the work this financial year but it could be considered for inclusion in future years funding. Cllr Bailey suggested that the Town Council could consider using CIL funding for this, asking the school and other parishes for whom The King's School is the catchment school for a contribution. Cllr Bailey is awaiting further information on when the 20mph zone will be implemented in Ottery St Mary and confirmation on the boundary of the scheme. Cllr Bailey will ask if the scheme could include Tipton St John. It was also noted that Tipton St John would benefit from the main road speed limit reducing from 40mph to 30mph. Cllr Bailey reported that a special Scrutiny Committee meeting is being convened to discuss Health and Adult Care. Cllr Bailey is chasing DCC Highways regarding jetting in Tipton St John following the recent flooding. Cllr Bailey will also ask if DCC Highways are clearing the culvert by The Golden Lion pub. Cllr Bailey is arranging a meeting with the Department for Education regarding the Tipton St John school.

23/07/09

**CO-OPTION OF TIPTON ST JOHN WARD COUNCILLOR: TO CONSIDER APPLICATIONS AND MAKE A DECISION (IF APPROPRIATE)**

Two applications were received for the Tipton St John ward vacancy, details of which were sent to Councillors. The Council were delighted to have two excellent applications and were glad to see people coming forward to join the Council. It was reiterated that even if you are not elected to the Council there is still a lot of work to be done in the parish and members of the public are welcome to join the Council Committees. A vote was taken and Janice Aherne received the majority vote. Janice Aherne was duly co-opted onto the Council. The CEO will send a Welcome Pack.

23/06/10

**PLANNING COMMITTEE:**

- a. TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 6<sup>TH</sup> JUNE 2023 (MINUTE REFS P23/06/01 - P23/06/10) AND 26<sup>TH</sup> JUNE 2023 (MINUTE REFS P23/06/11 - P23/06/21)**

The minutes of the Planning Committee meeting of 6<sup>th</sup> June 2023 (minute refs P23/06/01 – P23/06/10) and 26<sup>th</sup> June 2023 (minute refs P23/06/11 – P23/06/21) were noted.

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

There were no recommendations.

- c. TO RECEIVE UPDATE REGARDING TREE PRESERVATION ORDERS AT STRAITGATE**

EDDC Cllr Johns advised that a resident had asked what was happening regarding the Tree Preservation orders (TPO's) at Straitgate. Cllr Johns has spoken to EDDC and they have confirmed that the trees in the order are protected under the Town and Country Planning Act 1990 and that the expiry date of the provisional order will be on 30/09/2023. Prior to this date, a report will be written that will be present a recommendation to the Planning Committee (as there has been an objection).

23/07/11

**OPERATIONS COMMITTEE: TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE MEETING OF 1<sup>ST</sup> JUNE 2023 (MINUTE REFS O23/05/01 – O23/05/22)**

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The minutes of the Operations Committee meeting of 1<sup>st</sup> June 2023 (minute refs O23/05/01 - O23/05/22) were noted.

23/07/12

**ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE:**

- a. **TO NOTE THE MINUTES OF THE ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE OF 8<sup>TH</sup> JUNE 2023 (MINUTE REFS ELDC23/06/01 – EDLC23/06/16)**

The minutes of the Environment, Local Development and Commerce Committee of 8<sup>th</sup> June 2023 (minute refs ELDC23/06/01 – EDLC23/06/16) were noted.

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

There were no recommendations.

*It was AGREED to bring forward Agenda Item 19.*

23/07/13

**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**

The Council has written to Simon Jupp, MP and a meeting has also taken place with Andrew Willshear, Policy Manager from Citizens Advice who act as the ombudsman for Postal Services. The Post Office have advised that there have been problems with staffing in the One Stop Shop and that temporary opening times of 8am until 6pm have been agreed until 31<sup>st</sup> July. After this time the Post Office will be open from 8am until 8pm. It was noted that changes to parcel drop off relate to changes by the Royal Mail and not due to the changes at the Ottery St Mary Post Office. Money laundering rules have changed and this has impacted on the amount of cash that can be banked.

23/07/14

**FINANCE COMMITTEE:**

- a. **TO NOTE THE MINUTES OF THE FINANCE COMMITTEE OF 21<sup>ST</sup> JUNE 2023 (MINUTE REFS F23/06/01 – F23/06/09)**

The minutes of the Finance Committee meeting of 21<sup>st</sup> June 2023 (minute refs F23/06/01 – F23/06/09) were noted.

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

It was **RESOLVED** that the Tar Barrel committee are invited to a further meeting to hear more about their plans for future fundraising but that the Committee support their £10,000 grant application in principle.

It was **RESOLVED** that Action East Devon will be invited to a further meeting with Councillors to gain a greater understanding of whether the Community Grant Scheme or funds allocated to Youth Work would be best to support their project.

It was **RESOLVED** that no grant is awarded to Ottery Carnival Club

*Cllr Stewart left the meeting.*

It was **RESOLVED** that £2,000 grant is awarded to Citizens Advice East Devon on the understanding that Citizens Advice East Devon commit to work with the Council to share important information on the services available and investigate offering an afternoon/evening session from Ottery. Citizens Advice East Devon will also provide a breakdown of exactly how the funds will be used.

*Cllr Stewart rejoined the meeting.*

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23/07/15

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

- Cllrs Grainger, Stewart and Green gave delegated authority for Janet's Helping Hands to replace the three upstairs doors at the Station and supply and install 3 new fire doors complete with 3 hinges, fire seals and automatic closer and refit existing locks, prime, undercoat and give two topcoats of white gloss paint and dispose of old doors as advised in the Fire Risk Assessment at a cost of £1,431.21.
- Cllrs Grainger, Stewart and Bartlett gave delegated authority take out Cyber insurance as recommended by the Internal Auditor at a cost of £367.36
- Cllrs Grainger, Stewart and Bartlett gave delegated authority to transfer the Council Office broadband from Plusnet to BT when Plusnet business service is withdrawn at beginning of September.

23/07/16

**FINANCIAL MATTERS:**

**a. TO CONSIDER AND APPROVE AMENDED MAY 23 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the amended May 23 Council schedule of payments in the sum of £43,457.35.

**b. TO CONSIDER AND APPROVE THE JUNE 23 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the June 23 Council schedule of payments in the sum of £23,350.95.

23/07/17

**TO CONSIDER ROAD WARDEN SCHEME AND MAKE DECISIONS IF APPROPRIATE**

Information on the Road Warden scheme was reviewed by the Council. The previous Road Warden will be approached to see if they are still interested in being part of the scheme. It was **RESOLVED** that the Council will see if any members of the parish wish to come forward to be trained on the scheme.

23/07/18

**TO CONSIDER 20'S PLENTY CAMPAIGN AND MAKE DECISIONS IF APPROPRIATE**

Cllr Williamson had attended a webinar on the campaign and other councillors had been sent information on the scheme. It was noted that there is some very useful supporting information explaining the benefits of a reduced speed limit. It was **AGREED** that the Council would wait until DCC Cllr Bailey is able to confirm where the DCC scheme will be set up before making a decision on whether to join the 20's Plenty campaign.

23/07/19

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

Cllr Johns gave an update on the initial meeting of the working group. Cllr Johns explained that it is unusual for a Council to be organising a Late-Night Event. Businesses have been asked what they want to do and the Events Working Group will help to support this. Late Night Shopping will be on Friday 24<sup>th</sup> November this year. Businesses will be encouraged to take ownership of the event. Those businesses that attended gave positive feedback on the Christmas lights. Cllr Johns passed on her thanks for the work carried out by Jane Bushby on this. It was noted that new decorations for the Christmas tree by the Library have been ordered.

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23/07/20

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

All Councillors have been asked to complete the DALC Councillor Skills and Knowledge Audit. Once these have been completed the CEO will collate the results and compile a training plan.

23/07/21

**TO REVIEW THE FOLLOWING POLICIES: FLAG FLYING POLICY; RECORDS AND RETENTION POLICY; PRESS AND MEDIA POLICY**

The Flag Flying Policy was reviewed. It was AGREED that 'Queen's Counsel' would be changed to 'King's Counsel', that the section regarding illuminating the flag will be removed and that the Twinning flags will be flown if appropriate. Following these changes it was **RESOLVED** to adopt the Flag Flying Policy. It was **RESOLVED** to adopt the Records and Retention policy. It was **RESOLVED** to adopt the Press & Media Policy.

23/07/22

**REPORT FROM THE MAYOR**

The Mayor reported that one of his first acts as Mayor was to sign, along with Cllr Stewart, the long-awaited lease for the Heritage Society, the culmination of four years of protracted negotiation which has finally come to fruition. Thanks are due in equal measure to Cllrs Lucas Stewart Johns and Green for their efforts in getting this project over the line, and to trustees of the Heritage Society, notably Peter Shrubsall for their commitment and perseverance – this lease will enable the Heritage Society to access new income streams and attract subsidies previously unavailable to them, at the same time reducing the burden of ongoing maintenance costs on the Council. The Council also recognised the contribution of Robert Neal and Quentin Beddall towards reaching this goal. The Mayor has attended various Committee meetings: Planning, HR, Finance and Strategy so far, with Environment Local Development and Commerce and Operations still to come. He also attended Pixie Day. The Mayor had the honour and pleasure of welcoming the City of Bournemouth Orchestra's Brass Octet to a Villages in Action sponsored concert last Wednesday in St Mary's Church – a very successful event attended by over 200 people.

23/07/23

**REPORT FROM THE CEO**

The CEO had nothing to report.

23/07/24

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was noted that the Heritage Society had written to the Council to thank them for their work on reaching an agreed lease.

23/07/25

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

The notes of the Ottery and District Matters meeting attended by Cllr Stewart were noted.

23/07/26

**COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

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Cllr Faithfull highlighted that the Feoffee Charity constitution states that there should be two Council representatives but that he is the only one. It was AGREED this will be put on the agenda for the August 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.*

23/07/27

**HUMAN RESOURCES COMMITTEE:**

- a. TO NOTE THE MINUTES OF THE HUMAN RESOURCES COMMITTEE OF 26<sup>TH</sup> JUNE 2023 (MINUTE REFS HR23/06/01 – HR23/06/08)**

The minutes of the Human Resources Committee meeting of 26<sup>th</sup> June 2023 (minute refs HR23/06/01 - HR23/06/08) were noted.

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

It was **RESOLVED** to approve the recommendations from the Committee.

With immediate effect the title of the Chief Executive Officer will be changed to Town Clerk.

It was AGREED that all references in any Council documents to the CEO will now be applied to the Town Clerk role.

23/07/28

**STRATEGY COMMITTEE**

- a. TO NOTE THE MINUTES OF THE STRATEGY COMMITTEE MEETING OF 29<sup>TH</sup> JUNE 2023 (MINUTE REFS S23/06/01 – S23/06/10)**

The minutes of the Strategy Committee meeting of 29<sup>th</sup> June 2023 (minute refs S23/06/01 – S23/06/10) were noted.

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

It was **RESOLVED** to approve the recommendations from the Committee.

23/07/29

**TO CONSIDER QUOTATIONS FOR THE ROOF REPAIR/REPLACEMENT (AND MAKE A DECISION IF APPROPRIATE)**

This was covered in 23/07/29.

The meeting ended at 9.28pm.

<b>SIGNATURE OF THE MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 7 <sup>th</sup> August 2023 – Council Offices, 8 Broad Street, Ottery St Mary

Chair's initials \_\_\_\_\_