



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 5TH JUNE 2023** at **7.00pm**. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ.

PRESENT: - Cllrs Stewart (Deputy Mayor), Johns, Lucas, Green, Bartlett, Sneller, Faithfull and Williamson, DCC Cllr Bailey, Kerry Kennell (CEO) and 2 members of the public

Before the meeting began Roger Giles was presented with a certificate by Cllr Stewart awarding him 'Honorary Freeman of Ottery St Mary Parish' in recognition of his outstanding dedication to the parish over the past 32 years. Elli Pang was unable to attend the meeting but will be presented with a Long Service Certificate at a later date.

23/06/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Grainger (Mayor), Copus, and EDDC Cllr Collins

The meeting was chaired by Cllr Stewart.

23/06/02

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 Stewart	No interests declared. During the meeting Cllr Stewart declared a pecuniary interest in Agenda Item 16 as he is employed by Citizens Advice East Devon.
Cllr Johns	Agenda Item 8b – personal interest as Cllr Johns knows the applicant.
Cllr Lucas	No interests declared.
Cllr Bartlett	Agenda Item 8b – personal interest as Cllr Bartlett knows the applicant well due to shared involvement in the Feoffees Charity.
Cllr Green	No interests declared.
Cllr Sneller	No interests declared.
Cllr Faithfull	Agenda Item 19 – personal interest as Chair of the OSM Twinning Association.
Cllr Williamson	No interests declared.

Chair's initials _____

23/06/03

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.

23/06/04

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

There were none.

23/06/05

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

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

23/06/06

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 22ND MAY 2023 (MINUTE REFS 23/05/29 – 23/05/53) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 22nd May 2023 (minute refs 23/05/29 – 23/05/53) were reviewed and amended to show that Cllr Bailey was present at the meeting. The minutes were then signed by Cllr Stewart as a true record of the meeting.

23/06/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey advised that there would be a drop-in session for residents affected by the recent flooding at Tipton St John Community Hall on Wednesday from 2pm until 5pm. Cllr Bailey is continuing to pursue DCC Highways to establish why they have dropped their objection to a proposed development of 63 houses on land off Sidmouth Road to the south of Ottery St Mary. Cllr Bailey is continuing to also chase regarding the build-out at The King's School. Cllr Bailey is also chasing to establish when the Department for Education will be visiting regarding a new Tipton Primary School site.

EDDC Cllr Faithfull has been attending lots of training and has attended a Standards Meeting. EDDC should be able to offer code of conduct training from September.

EDDC Cllr Johns has also been attending lots of training. She is a representative on HATOC (Highways and Traffic Orders Committee), the Arts and Culture Forum and is member champion for the Armed Forces Covenant.

EDDC Cllr Collins sent a written report to advise she has attended lots of training but no meetings yet.

23/06/08

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 23RD MAY 2023 (MINUTE REFS P23/05/11 – P23/05/20)**

Chair's initials _____

The minutes of the Planning Committee meeting of 23rd May 2023 (minute refs P23/05/11 – P23/05/20) were noted.

b. To consider and determine observations on the following Planning Application

Reference	Applicant	Details
23/1073/FUL	Mr and Mrs David and Karen Strawbridge 12 Sunnyhill Ottery St Mary EX11 1DZ	Construction of loft conversion and raising of roof.
Only Cllrs Johns, Green and Lucas had read the application. There was not a quorum of the Full Council who could comment on the application so delegated authority was given to the CEO. The consensus of those who were able to comment was to support the application. <i>Cllr Bartlett abstained.</i>		

23/06/09

OPERATIONS COMMITTEE

a. TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE MEETING OF 1ST JUNE 2023 (MINUTE REFS O23/05/01 – O23/05/22)

The minutes of the meeting were not circulated to Councillors so this agenda item will be carried forward to the next meeting.

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

It was **RECOMMENDED** that the lease between the Council and Ottery St Mary Heritage Society is signed later this month. There was a discussion regarding the lease. Previous versions of the lease have been circulated but not the final version including photographs and a building plan. To enable Councillors to have enough time to read the final document it was **RESOLVED** that an extraordinary Council meeting will be called at 5pm on 20th June.

23/06/10

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

There were none.

23/06/11

FINANCIAL MATTERS: TO CONSIDER AND APPROVE THE MAY 2023 COUNCIL SCHEDULE OF PAYMENTS

It was **RESOLVED** to approve the May 2023 Council Schedule of payments in the sum of **£43,012.93**.

23/06/12

TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2023

It was **RESOLVED** to approve the accounts for year ending 31st March 2023.

23/06/13

TO APPROVE THE ANNUAL GOVERNANCE STATEMENT – SECTION 1 ANNUAL GOVERNANCE STATEMENT 2022/23

It was **RESOLVED** to approve the Annual Governance Statement – Section 1 for year ending 31st March 2023.

23/06/14

Chair's initials _____

TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2022/23 – SECTION 2

It was **RESOLVED** to approve the Accounting Statements – Section 2 for year ending 31st March 2023.

23/06/15

TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR (ALISON MARSHALL) AND TO APPROVE (IF APPROPRIATE) TO REAPPOINT HER AS THE INTERNAL AUDITOR FOR THE 2023/24 INTERNAL AUDIT

It was **RESOLVED** to approve the report of the Internal Auditor. It was further **RESOLVED** to reappoint Alison Marshall as the Internal Auditor for the 2023/24 internal audit.

23/06/16

TO CONSIDER RESPONSE FROM SIMON JUPP, MP REGARDING THE COUNCIL'S LETTER ABOUT THE POST OFFICE SERVICES AVAILABLE IN TOWN AND THE POSSIBILITY OF A BANKING HUB BEING OPENED IN OTTERY ST MARY

The response from Simon Jupp, MP was noted. Cllr Johns explained that there are two types of Banking Hub – one at the Post Office and one where each bank runs one day per week from the same space. Cllr Johns has registered interest with Link for a Banking Hub and if successful a public consultation will be held. Citizens Advice are looking to use the outreach Hubs. It was noted that the Council Office Meeting Room could be a suitable location for a Banking Hub.

23/06/17

TO CONSIDER STEPHENS SCOWN REMAINING AS THE COUNCIL'S LEGAL ADVISORS

It was **RESOLVED** that the Council would continue to use Stephens Scown at the preferential rates provided for a further 12 months.

23/06/18

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

A meeting of the Events Working Group is being held at the Council Offices on 29th June at 7pm. Invitations were sent to local businesses using Mail Chimp and the response so far has been encouraging. The Christmas lights supplier has indicated that there is a problem with the supply of the Christmas trees which is currently being investigated. Alternatives to the trees are also being investigated.

23/06/19

TO CONSIDER REQUEST FOR ITEMS BELONGING TO THE TWINNING ASSOCIATION TO BE STORED IN THE CELLAR

Cllr Faithfull advised that the Twinning Association wish to store paperwork in the cellar as well as a hot plate (but without a heat source which will be stored elsewhere). It was **RESOLVED** that the items could be stored in the cellar but that the Twining Association must show their insurance documents to the CEO within the next two weeks.

23/06/20

TO REVIEW COMMITTEE MEMBERSHIP AND APPOINT MEMBERS (IF APPROPRIATE)

Chair's initials _____

It was **RESOLVED** that Cllr Williamson will join the Operations Committee and the Environment, Local Development and Commerce Committee and that Cllr Sneller will join the Operations Committee.

23/06/21

TO REVIEW NOMINATED REPRESENTATIVES FOR OUTSIDE BODIES AND TO APPOINT A COUNCILLOR (IF APPROPRIATE)

It was **RESOLVED** that Cllr Williamson and Cllr Sneller will be Parish Path representatives.

23/06/22

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.

23/06/23

TO REVIEW THE FOLLOWING POLICIES: PLANNING PRE-APPLICATION POLICY; POLICY FOR CONSIDERING LARGER OR MORE COMPLEX PLANNING APPLICATIONS; AWARDS AND GIFTS POLICY

It was **RESOLVED** that the Planning Pre-Application Policy was approved. It was **RESOLVED** that the Policy for Considering Larger or More Complex Planning Applications Policy was approved. The Awards and Gifts Policy was discussed in great detail. Various changes were agreed and following these changes it was **RESOLVED** that the Awards and Gifts Policy is approved.

23/06/24

REPORT FROM THE MAYOR

The Deputy Mayor has attended the Friends Of Ottery Library 50/50 drawer. He will also be representing the Council at the funeral of Malcolm MacDonald on Friday 9th June.

23/06/25

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. The CEO also pointed out that over the next couple of months staff will be on annual leave.

23/06/26

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There were none.

23/06/27

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

There were none.

23/06/28

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

The Road Warden scheme was discussed. The parish did have a representative trained for the scheme prior to Covid. This will be put on the agenda for the July meeting.

Chair's initials _____

The Events Working group will consider running some form of event for World Otter Day on 29th May 2024.

The meeting ended at 8.55pm.

<i>SIGNATURE OF THE MAYOR</i>	
<i>DATE OF SIGNATURE</i>	
<i>DATE/VENUE OF NEXT MEETING</i>	Monday 3 rd July 2023 – Tipton St John Community Hall

Chair's initials _____