



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 7TH AUGUST 2023** at **7.00pm**. The meeting was held in the Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ

PRESENT: - Cllrs Grainger (Mayor), Stewart (Deputy Mayor), Johns, Lucas, Bartlett, Sneller, Faithfull, Williamson and Aherne, Kerry Kennell (Clerk) and three members of the public

Before the meeting Elli Pang was presented with a Long Service Certificate by the Mayor who thanked Elli for her contribution to the parish. Elli left information of projects that she has been involved with which she hopes will be continued by the Council.

23/08/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Green, Cllr Copus, EDDC Cllr Collins and DCC Cllr Bailey

23/08/02

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 Williamson	No interests declared.
Cllr Faithfull	No interests declared.
Cllr Sneller	No interests declared.
Cllr Bartlett	No interests declared.
Cllr Aherne	No interests declared.
Cllr Lucas	No interests declared.
Cllr Johns	No interests declared.
Cllr Stewart	No interests declared. During the meeting Cllr Stewart declared a personal interest in Agenda Item 14 AS he works for Citizens Advice who are the ombudsman for the Post Office.
Cllr Grainger	No interests declared.

Cllr Faithfull raised that he did not feel the supporting information had been sent out with adequate time to read it. The Clerk confirmed that the agenda had been published in line with legislation and that three clear days notice had been given. The supporting documents had been sent out on Friday, although the majority had already been circulated to

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Councillors via email over the past month. The Clerk will speak to DALC regarding this matter. The majority of Councillors present had read the supporting information and it was AGREED that as per the normal process Councillors would only comment on items they had read the supporting information for.

23/08/03

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.

23/08/04

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

A resident who was interested in the space at Claremont Field introduced themselves. A member of the Allotment Management Committee advised that the Committee would be putting forward a proposal for a compost toilet at the allotments before the end of October.

23/08/05

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 3RD JULY 2023 (MINUTE REFS 23/07/01 – 23/07/29) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 3rd July 2023 (minute refs 23/07/01 – 23/07/29) were reviewed signed by the Mayor as a true record of the meeting.

23/08/06

REPORT FROM VISITING POLICE AND OPPORTUNITY FOR COUNCILLORS TO RAISE QUESTIONS

No members of the police were present and no report was received. An email has been received from PCSO Simms regarding anti-social behaviour at Millennium Wood. A meeting will be arranged between the Police and the Council regarding this.

23/08/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Collins did not send a report.

EDDC Cllr Faithfull had nothing to report.

EDDC Cllr Johns sent a written report.

DCC Cllr Bailey did not send a report.

23/08/08

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 10TH JULY 2023 (MINUTE REFS P23/07/01 - P23/07/11) AND 24TH JULY 2023 (MINUTE REFS P23/07/12 - P23/07/20)**

The minutes of the Planning Committee meeting of 10th July 2023 (minute refs P23/07/01 – P23/06/11) and 24th July 2023 (minute refs P23/07/12 – P23/07/20) were noted.

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It was agreed to bring Agenda item 23 forward.

23/08/09

TO CONSIDER COMMUNICATION RECEIVED REGARDING CLAREMONT FIELD AND AGREE NEXT STEPS

The land at Claremont Field was discussed. EDDC Cllr Johns has been speaking to Nigel Barrett at EDDC Planning regarding this. Part of the ground is currently used as a children's play area. The part that slopes is up for sale. When the original application was made the entire space as classed as open space. A member of the public highlighted that Cllr Faithfull had visited the land at the weekend and met with residents. The Clerk asked Cllr Faithfull to confirm he had no interests to declare in this agenda item which he did. The Clerk asked Cllr Faithfull whether he was pre-determined or biased in relation to this matter but Cllr Faithfull confirmed he was not. Cllr Faithfull advised he was looking for somewhere to grow apple trees but that the land was no longer for sale.

It was **RESOLVED** that a working group will be created to look at this matter. The Terms of Reference will be drawn up for approval at the next Council meeting. It was **RESOLVED** that Cllrs Johns, Sneller, Grainger, Lucas, Stewart and members of the public can be members of the group and the meeting will be chaired by Cllr Johns.

23/08/10

ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE OF 6TH JULY 2023 (MINUTE REFS *ELDC23/07/01 – EDLC23/07/14*) AND 1ST AUGUST 2023 (MINUTE REFS *ELDC 23/08/01 - 23/08/15*)**

The minutes of the Environment, Local Development and Commerce Committee of 6th July 2023 (minute refs *ELDC23/07/01 – EDLC23/07/14*) and 1st August 2023 (minute refs *ELDC 23/08/01 - 23/08/15*) were noted.

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

There were no recommendations from 6th July meeting.

It was **RESOLVED** that Phase 2 of the Transport Study should be progressed at a cost of £9,497.50 (exc. VAT).

23/08/11

OPERATIONS COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE MEETING OF 17TH JULY 2023 (MINUTE REFS *O23/07/01 – O23/07/15*)**

The minutes of the Operations Committee of 17th July 2023 (minute refs *23/07/01 – 23/07/15*) were noted.

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

There were no recommendations from this meeting.

23/08/12

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Cllrs Grainger, Stewart and Lucas agreed to use Chas Metal Works to carry out welding at the skatepark who has public liability insurance of £1 million. This company was recommended to the Council as they deal with skateparks throughout the country. A risk

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assessment will be completed prior to the work being undertaken to demonstrate how this decision was reached.

23/08/13

FINANCIAL MATTERS:

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

a. It was **RESOLVED** to approve the amended June 23 Council schedule of payments which had been updated due to incorrect numbering.

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

It was **RESOLVED** to approve the July 23 Council schedule of payments in the sum of £13,657.21. *Cllr Williamson abstained.*

23/08/14

TO CONSIDER CORRESPONDENCE RELATING TO WOODLAND ADJACENT TO HEAD WEIR, OTTERY ST MARY AND TO MAKE RECOMMENDATIONS (IF APPROPRIATE)

A letter has been received from Peter Skinner on behalf of the Trustees of the Lord William Coleridge 1998 Discretionary Settlement regarding woodland adjacent to Head Weir. Concern has been raised regarding the damage being caused by the creation of bike ramps which is threatening the stability of a beech tree. The Council **AGREED** that a viable alternative needs to be offered to young people as an area to use their bikes. It was also **AGREED** that young people need to be educated about the damage they are causing to the area. It was **AGREED** this item will be looked at by the Operations Committee. In the meantime a site visit will be arranged with Mr Skinner.

23/08/15

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

Cllr Johns has been in contact with LINK as an EDDC Cllr. Cllr Johns and the Clerk met with the LINK representative who then looked around town. The application has got through to Phase 3 and a decision will be made shortly. A report of the meeting was shared with Councillors.

23/08/16

TO CONSIDER ROAD WARDEN SCHEME AND MAKE DECISIONS IF APPROPRIATE

No members of the parish have expressed an interest in becoming a Road Warden. It was noted that this is a voluntary position and the information on the scheme from DCC Highways is very detailed. It was **AGREED** that this will be advertised on social media, the website and on parish noticeboards to see if any volunteers come forward.

23/08/17

TO CONSIDER WHETHER THE COUNCIL WISH TO RENEW THE RIVER/RAIN GAUGES IN TIPTON AND OTTERY?

The Council **RESOLVED** that they do not wish to renew the rain gauge in Tipton St John or Ottery. The Council feel that the money could be better spent to benefit the community. *Cllrs Faithfull and Williamson abstained.*

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23/08/18

TO CONSIDER WHETHER ROAD IMPROVEMENTS SHOULD BE RECOMMENDED AT BARRACK ROAD AFTER RECENT LORRY FIRE

Following the recent lorry fire members of the parish have raised whether road improvements should be considered on this road. It was **RESOLVED** that Cllr Johns in her capacity as an EDDC Cllr on the HATOC (Highways and Traffic Orders Committee) will ask them to look at what could be done in this area. Cllr Johns will include DCC Cllr Bailey in her correspondence.

23/08/19

TO CONSIDER WHETHER THE COUNCIL HAS A TABLE AT THE GETTING WINTER READY! EVENT ON 4TH OCTOBER 2023

It was **RESOLVED** that the Council will have a table at the event which runs from 2.30pm until 6.30pm. The table will be staffed by Cllr Stewart and the Mayor and any other Councillors who are available. The Council will also publicise the event.

23/08/20

TO CONSIDER USING CIL MONEY FOR BUILD OUT AT KING'S SCHOOL

The Council support in principle using CIL money for these works but feel that DCC Highways and The King's School should also be contributing to the work. It was **RESOLVED** that Phase 2 of the Transport Study will include looking at the transport issues outside of the schools within the town.

23/08/21

TO REVIEW COMMITTEE MEMBERSHIP AND NOMINATED COUNCILLORS

It was **RESOLVED** Cllr Johns will join the Otter Trail Working Group. Concern was raised by Cllr Faithfull that this could be confusing with the Otter Cycle Trail but this is just an initial group looking into the scheme and the name can be changed at a later point. It was **RESOLVED** that Cllr Faithfull and Cllr Aherne will join the Emergency Plan Working Group. It was **AGREED** that Cllr Aherne will join a committee once she has gained a greater understanding of what each committee covers.

23/08/22

TO CONSIDER AND APPROVE (IF APPROPRIATE) PROVIDING FUNDING TO ACTION EAST DEVON

The Council **RESOLVED** to give £12,500 for this financial year to Action East Devon (AED) from the Youth Budget. It was asked whether it would be better for the Council to not charge AED for the rental of the office and the room hire for the rest of the year and that amount was deducted from the £12,500 and the balance paid to AED, rather than the Council giving AED £12,500 then them continuing to pay the Council rent. It was highlighted that this may cause difficulties for AED and the Clerk would also need to check from the Council's perspective. It was **RESOLVED** that the full amount will be paid if the above option regarding rent is not viable for AED or the Council.

23/08/23

TO CONSIDER POSSIBILITY OF THE COUNCIL SUPPORTING A 'CHARITY OF THE YEAR'

The Council were concerned about restricting themselves to support one charity each year and **AGREED** to continue as they are supporting charities throughout the parish.

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23/08/24

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

Cllr Johns advised that an initial meeting has been held with local businesses. The Christmas decorations for the Christmas tree outside of the Library have arrived and will be stored at Otter Garden Centre until they are put up. After Christmas they will be stored at the Council Offices. It was noted that Richard Coley has been involved in the decision to replace the decorations.

23/08/25

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

It was **RESOLVED** that the Council would purchase lights from Blanchere Illuminations on the condition that before ordering they confirm:

1. That an installer can be secured for Christmas 2023
2. To get instructions on the storage arrangements required i.e. are storage boxes needed and to understand what size of space is required.
3. That the prices quoted are confirmed as they have not carried out a site visit

If the above cannot be confirmed the Council **RESOLVED** to stay with Festive Lighting for this year and revisit for next year. All Councillors were in agreement that purchasing the lights is the right way to go but they do not want to rush a decision and risk not having any Christmas lights this year.

23/08/26

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

The Clerk is speaking with DALC to see what training they can provide. The Clerk will investigate a Chair course for Cllr Williamson. Code of Conduct training is required but the Council will need to decide which Code of Conduct they wish to adopt. This will be added to the Strategy Committee agenda.

23/08/27

TO REVIEW THE FOLLOWING POLICIES: LONE WORKING POLICY; VEXATIOUS COMPLAINTS POLICY; GIFTS & HOSPITALITY POLICY

It was **RESOLVED** to adopt the following amended policies:

Lone Working Policy

Vexatious Complaints Policy

Gifts & Hospitality Policy

It was **RESOLVED** that a Nest camera and light should be purchased for the front entrance.

It was **RESOLVED** that a Risk Assessment should be completed for Lone workers.

23/08/28

REPORT FROM THE MAYOR

The Mayor reported that he had attended the Friendship Group which is held monthly at the Cricket Club which had been very enjoyable. He was asked for an increase in the number of drop curbs within the town which will be fed back to the traffic consultants. The Mayor

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also attended the Cold Harbour Music Festival which was well attended and a very successful event.

23/08/29

REPORT FROM THE TOWN CLERK

The Clerk asked all Councillors if they could respond to email meeting requests to enable the Clerk and Administrator to ensure meetings would be quorate. This prevents time wasting and confusion to the public if a meeting has to be cancelled at short notice.

23/08/30

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that a resident of Slade Close has written to the Council regarding attempts by the landowner to move the footpath. Cllr Johns has been dealing with this in her East Devon Councillor capacity. It was noted that the path is not a public right of way although it has been there since 1963. Under S31 of Highways Act 1980 right of way can be presumed after it has been used by the public for 20 years as of right and without interruption. There are also three Tree Preservation Orders (TPO's) on the trees. DCC Rights of Way and EDDC Tree Officers are looking into this.

Cllr Lucas advised that he has been contacted by residents concerned about several anti-trans and anti-gay stickers being put up around the town and on lamp posts. This is not acceptable and will be reported to the Police.

Cllr Stewart advised that the Airport Consultative Committee are trying to find out what the military activity over Ottery St Mary has been. It was noted that military activity is not subject to air traffic controls.

Cllr Johns has received confirmation from DCC that the warning signs for the road from Butt's Road to Otter Garden Centre will be put up shortly.

23/08/31

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

There were none.

23/08/32

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Faithfull asked about whether the Council should repair the red phone box at Spring Gardens. This will be put on the agenda for the next meeting.

The meeting ended at 21.35pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 4 th September 2023 – Alfington Village Hall, Alfington

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