



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 31ST OCTOBER 2023 at 5.00pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

PRESENT: Cllrs Lucas (Chair), Green (Vice Chair), Grainger (Mayor), Stewart (Deputy Mayor), Sneller, Williamson and Kerry Kennell, Clerk

IN ATTENDANCE: Cllr Faithfull (EDDC & Town Councillor) and from 17.56 Cllr Johns (EDDC & Town Councillor)

O23/10/01

TO RECEIVE APOLOGIES

None.

O23/10/02

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 Sneller	Agenda item 8c - Cllr Sneller declared a pecuniary interest as he has been asked to quote for the compost toilet Agenda item 12 – Cllr Sneller declared a personal interest as a founding member of Bloom in Ottery
Cllr Green	No interests declared.
Cllr Williamson	No interests declared.
Cllr Stewart	No interests declared.
Cllr Grainger	No interests declared.
Cllr Lucas	No interests declared.

O23/10/03

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

It was **RESOLVED** that the following items be discussed in Confidential Session: Agenda Item 11 To review quotations for the Council Office roof and make a decision (if appropriate); and Agenda Item 16 To consider quotation for monthly inspections of the Council properties and make a decision (if appropriate)

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*It was AGREED to bring agenda item 8 forward.
Cllr Sneller left the room.*

O23/10/04

ALLOTMENTS:

a. TO NOTE INTRODUCTION OF £30.00 ADMINISTRATION FEE FOR ALL NEW TENANTS FROM 1ST NOVEMBER 2023

It was **RESOLVED** that a £30.00 administration fee is introduced for all new tenants from 1st November 2023.

b. TO CONSIDER ALLOTMENT CHARGES FOR APRIL 2025/26

It was **RECOMMENDED** that the allotment annual rental is increased by the governments official Consumer Price Inflation rate the cost of inflation from April 2025. This would be added to the allotment rules and regulations in March 2024.

a. TO CONSIDER REQUEST FROM THE ALLOTMENT ASSOCIATION FOR COMPOST TOILETS

There was a discussion regarding the proposed compost toilet. It was noted that a poll of allotment holders was in favour of going ahead. Thanks were given to Martin Cole for putting together the supporting information. Various sites have been visited including Sidbury, Newton Poppleford, Escot Church and Topsham. It is imperative to have a good design made from the right materials and then it is hoped to build a structure that will last 15-20 years plus. The Clerk will check with Council insurer about volunteers carrying out some of the work. It was **RECOMMENDED** that in principle the Council support the project up to a maximum value of £4,000 is included in the budget for 2024/25.

Cllr Sneller joined the meeting.

O23/10/05

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 public spoke about the skatepark. They asked if the Council are aware of how much the skatepark is used by skaters?

It was AGREED to bring forward Agenda item 15.

O23/10/06

TO CONSIDER THE ROLE OF VOLUNTEERS WHO HAVE EXPRESSED AN INTEREST IN WORKING ON THE PROJECT TO IMPROVE THE SKATEPARK

It was noted that for new skateparks there needs to be a 50-metre distance from the front of a house to the perimeter. Once the skatepark has been built houses can be built nearer to the skatepark. The Council will be carrying out consultation with the parish to establish is a skatepark the right sport for the parish and is it the right location.it was noted that when the site was fully accessible it was well utilised. Following changes at The King's School the access became restricted. During the winter it can only be used at weekends. Cllr Lucas advised that information from Skate UK and Maverick demonstrates that a skatepark is desirable for mixed ages IF fully accessible. It was **RESOLVED** that an informal meeting will be set up with those people who have expressed an interest helping to develop the skatepark. Cllrs Lucas, Green and Grainger will attend.

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O23/10/07

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 5TH SEPTEMBER 2023 (MINUTE REFS O23/08/01 – O23/08/20) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 5th September 2023 (minute refs O23/08/01 -O23/08/20) were approved and signed as a true record of the meeting.

O23/10/08

TO FEEDBACK FOLLOWING MEETING WITH USERS OF THE STATION REGARDING THEIR SUGGESTIONS FOR SHORT TERM IMPROVEMENTS TO THE BUILDING

It was noted that a second meeting is being arranged with users of the building next week. After that a plan will be drawn up of minor improvements that can be made to improve the space available to building users.

O23/10/09

TO RECEIVE AN UPDATE FROM SPACE REGARDING RECRUITMENT OF ADDITIONAL YOUTH WORKERS

A written report was received from SPACE confirming that sessions are being covered to Christmas using existing staff members from other sites. It was AGREED that a meeting will be arranged with SPACE to confirm that there is a proper, sustainable and robust plan for staffing in place moving forward.

O23/10/10

MUSEUM:

a. TO RECEIVE AN UPDATE REGARDING THE MUSEUM WINDOW

It was noted that the window will be installed by December. The Heritage Society have been updated.

b. TO REVIEW QUOTATIONS FOR THE POINTING AT THE MUSEUM AND MAKE A DECISION (IF APPROPRIATE)

It was noted that one quotation has been obtained so far. Further quotations are being sought but it is difficult to find companies with £5 million public liability who wish to quote for the job.

O23/10/11

TO RECEIVE AN UPDATE REGARDING THE LIBRARY WINDOWS AND MAKE A DECISION (IF APPROPRIATE)

The Library are arranging for the exterior windows to be painted. Three quotations are being obtained for the painting of the toilet windows which is the responsibility of the Council.

O23/10/12

TO CONSIDER REQUEST FROM BLOOM IN OTTERY FOR WATER BUTTS TO BE SITUATED AT THE LIBRARY AND THE STATION

A written request has been received from Bloom in Ottery to install water butts at the Library and The Station. The clerk advised that the water butts should remain the property of Bloom in Ottery who will hold the liability for them. There is an increased risk of legionella and the clerk suggested that rose ends are not used on watering cans to help mitigate any risk. Bloom in Ottery must ensure they have public liability

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in place before these are installed. It was noted that the water butts should be marked to show the water is not for drinking purposes.

It was **RECOMMENDED** that the Council gives permission for Bloom in Ottery to install water butts at The Station and the Library on the understanding that the water butts remain under the ownership of Bloom in Ottery and that their public liability insurance is provided to the Council.

O23/10/13

TO RECEIVE AN UPDATE REGARDING THE PLANNING APPLICATION FOR THE MUGA AT STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE) REGARDING CHANGES THAT WILL BE REQUIRED AT THE SITE

David Hemstock is working with the Netball Club on the line marking for the court. It was **AGREED** that a meeting should be arranged with the Bowling Club and the Petanque Club. It was **AGREED** that a clear communications strategy needs to be in place as the project progresses. Cllr Green has met with LED to discuss their capacity and any groups they are unable to accommodate. It was **AGREED** that Cllr Green will investigate whether the MUGA could qualify for funding from the Football Foundation Playzones Programme. It was **AGREED** that Cllr Green and Cllr Stewart will start to get a contact list together.

O23/10/14

TO RECEIVE AN UPDATE REGARDING CCTV IN THE TOWN CENTRE AND AT THE SKATEPARK

A meeting was held with a CCTV provider which was attended by Cllrs Johns, Green and Lucas and PCSO Simms. The next step will be to speak to the Crime Commissioner regarding funding. A grant scheme for up to £10,000 is currently available. Cllr Lucas is contacting someone who is responsible for monitoring the CCTV in Exeter.

It was noted that setting up CCTV at the Skatepark will be more complicated as a power supply will need to be established. It was also noted that not all CCTV need power.

It was **AGREED** that installing CCTV in the town and the skatepark are viewed as separate projects.

It was **AGREED** that it would make sense to have CCTV at MUGA, Strawberry.

O23/10/15

TO CONSIDER QUOTATION FOR DECISIONS APP FOR THE COUNCIL AND MAKE A DECISION (IF APPROPRIATE)

The quotation from Cloudy IT was reviewed. The Councillors support in principle using the Decisions App but did not know why Councillors need to have a licence to access it in addition to the office staff as they will not be creating documents using the app, simply viewing them. The Clerk will go back to Cloudy IT for more information about the individual licences.

O23/10/16

TO RECEIVE AN H&S UPDATE FROM THE CLERK

The Clerk gave a brief update. It was **RESOLVED** that lights in the Council Offices will be replaced with LED lights to reduce electric costs. Night Storage Heaters will

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not be used and the electric heaters will be used on a timer instead. The Clerk will speak to Octopus Energy to see if a more preferential daytime rate can be obtained.

O23/10/17

TO CONSIDER ANY BUDGET REQUIREMENTS FOR PROJECTS FOR 2024/25

The Committee were encouraged to consider any budget requirements for the next financial year for consideration in the budget.

O23/10/18

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O23/10/19

TO RECEIVE COUNCILLORS' QUESTIONS

There were none.

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.

O23/10/20

TO REVIEW QUOTATIONS FOR THE COUNCIL OFFICE ROOF AND MAKE A DECISION (IF APPROPRIATE)

Three anonymised quotes were reviewed. It was **RESOLVED** to go ahead with Quote 3.

O23/10/21

TO CONSIDER QUOTATION FOR MONTHLY INSPECTIONS OF THE COUNCIL PROPERTIES AND MAKE A DECISION (IF APPROPRIATE)

The quotation was reviewed. It was **RESOLVED** that a quote would be obtained for a one-off inspection rather than an annual contract. The Committee can then consider both quotations.

The meeting ended at 19.05.

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	

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