



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 2ND OCTOBER 2023** at 7.00pm. The meeting was held in the Council Offices, 8 Broad Street, Ottery St Mary.

PRESENT: - Cllrs Johns, Sneller, Williamson, Aherne, Copus, Faithfull, Kerry Kennell (Clerk) and DCC Cllr Bailey

The meeting was chaired by Cllr Johns.

23/10/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Grainger (Mayor), Bartlett, Green, Stewart (Deputy Mayor), Lucas and EDDC Cllr Collins

23/10/02

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 13 – Cllr Sneller declared a personal interest as founding member of Bloom in Ottery.
Cllr Williamson	No interests declared.
Cllr Faithfull	Agenda item 11 – Cllr Faithfull advised that he does not have a personal or pecuniary interest but there is a potential or perceived bias.
Cllr Aherne	No interests declared.
Cllr Copus	No interests declared.
Cllr Johns	Agenda item 17 – Cllr Johns declared a personal interest as a supporter and advocate of the veterans.

23/10/03

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

There were none.

23/10/04

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

There were none.

23/10/05

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 4TH
SEPTEMBER 2023 (MINUTE REFS 23/09/01 – 23/09/25) AND TO APPROVE THE
SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 4th September 2023 (minute refs 23/09/01 – 23/09/25) were reviewed. It was AGREED that the following sentence would be added to minute 23/09/25: “There was a brief conversation whether Bloom in Ottery would consider assisting residents at Claremont Field if required”. The minutes were then signed by Cllr Johns as a true record of the meeting.

23/10/06

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

No members of the police were present and no report was received. PCSO Simms has confirmed that he will attend the November Council meeting and Sgt Stonecliffe will also try to attend a meeting before the end of the year.

23/10/07

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Collins sent a written report.

EDDC Cllr Faithfull sent a written report.

EDDC Cllr Johns sent a written report.

DCC Cllr Bailey encouraged the Council to consider formally applying for the path at Slade Road to become a Public Right of Way. This would be done by submitting a Schedule 14 to DCC. Cllr Bailey is a member of the Health Scrutiny Committee. The Committee have asked senior managers from R,D&E Foundation Trust to come to their next meeting and explain what remedial action is being put into place. Cllr Bailey is relieved that no buildings in East Devon are suffering from Reinforced autoclaved aerated concrete (RAAC). Concerns about the waiting lists at the Coleridge Medical Centre were raised with Cllr Bailey, particularly due to the ever-increasing older population. It was AGREED that Cllr Bailey will raise this next month at the DCC Health Scrutiny Committee meeting. It was suggested that the Council could also meet with the practice.

23/10/08

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 11TH
SEPTEMBER 2023 (MINUTE REFS P23/09/01 - P23/09/10)**

The minutes of the Planning Committee meeting of 10th August 2023 (minute refs P23/08/01 – P23/08/10) were noted.

23/10/09

OPERATIONS COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE OF 5TH
SEPTEMBER 2023 (MINUTE REFS O23/09/01 – O23/09/20)**

The minutes of the Operations Committee meeting of 5th September 2023 (minute refs O23/09/01 – O23/09/20) were noted.

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23/10/10

ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE (ELDC):

a. TO NOTE THE MINUTES OF THE ELDC COMMITTEE MEETING OF 11TH SEPTEMBER 2023 (MINUTE REFS EDLC23/09/01 – EDLC23/09/14)

The minutes of the Environment, Local Development and Commerce Committee meeting of 11th September 2023 (minute refs EDLC23/09/01 - EDLC23/09/14) were noted.

b. TO CONSIDER (AND APPROVE IF APPROPRIATE)

RECOMMENDATIONS FROM THE COMMITTEE:

- **THAT OTTERY ST MARY TOWN COUNCIL APPLY FOR THE DESIGNATION OF A NEW NEIGHBOURHOOD AREA ONCE THE CLERK HAS SPOKEN TO EDDC.**

It was noted that this recommendation is no longer required – see minute 23/10/16.

- **THAT THE LONG LIST FOR THE PHASE 2 OF THE TRANSPORT STUDY INCLUDES 6.12 AND 6.13 WITH THE ADDITION OF TRANSPORT ISSUES OUTSIDE OF THE TWO SCHOOLS IN THE TOWN, CONSIDERATION OF DROP KERBS WITH REFERENCE TO 6.22.**

It was **RESOLVED** to approve the following recommendation:

- That the long list for the phase 2 of the Transport Study includes 6.12 and 6.13 with the addition of transport issues outside of the two schools in the town, consideration of drop kerbs with reference to 6.22.

Cllr Faithfull left the meeting.

23/10/11

TO RECEIVE AN UPDATE FROM THE CLAREMONT FIELD OPEN SPACE WORKING GROUP AND MAKE DECISIONS IF APPROPRIATE

Following a discussion with Betterment Homes and residents on the Claremont Field Open Space Working Group a letter has been sent to those houses built by Betterment Homes asking whether they are interested in setting up a management company to be responsible for the open space. The deadline for responses is 11th October. A meeting will be held after this date with all interested parties.

Cllr Faithfull joined the meeting.

23/10/12

TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP AND MAKE DECISIONS IF APPROPRIATE

The minutes from the first meeting of the Emergency Plan Working Group were noted. Cllr Williamson advised that the emergency boxes have now been checked and replacement items will be ordered. Suitable locations for the boxes in each ward will be identified. One volunteer interested in becoming the Co-Ordinator of the Community Response Team has already come forward. Cllrs Williamson and Faithfull will be attending the Community Resilience meeting organised by EDDC later this month.

23/10/13

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

- Cllrs Grainger, Stewart, Lucas and Johns agreed to proceed with hiring the lights and the Christmas trees for this year at a cost of £5785.81 plus VAT. This figure does not include installation of the lights.

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- Cllrs Grainger, Stewart and Lucas agreed for the Council to spend £100.80 for a domain website for Bloom in Ottery due to difficulties in setting up their bank account.
- Cllrs Grainger, Stewart, Lucas and Johns agreed for the Clerk to send a letter to Claremont residents regarding the possibility of setting up a Management Committee.

23/10/14

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the September 2023 Council schedule of payments in the sum of £16,320.43.

b. TO NOTE THE EXTERNAL AUDITOR'S 2022/23 REPORT

The external auditor's 2022/23 report was noted.

23/10/15

TO RECEIVE AN UPDATE REGARDING THE MUGA AT STRAWBERRY LANE AND MAKE DECISIONS IF APPROPRIATE REGARDING BEST WAY TO PROGRESS THE PROJECT INCLUDING CONSIDERATION OF SETTING UP A WORKING GROUP

It was **AGREED** that this item would be deferred until the next Full Council meeting due to the absence of the Councillors involved in the project since the beginning.

23/10/16

TO CONSIDER WEST HILL PARISH COUNCIL'S APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA AND AGREE WHETHER THE COUNCIL WISHES TO MAKE ANY COMMENT ON THE PROPOSAL

West Hill Parish Council's application for designation of a Neighbourhood Area was considered. The Council wish West Hill Parish Council well in their endeavors.

23/10/17

TO CONSIDER A REQUEST FOR THE COUNCIL TO PAY TOWARDS THE REMEMBRANCE WREATH FOR THE OTTERY VETERANS FOR REMEMBRANCE DAY PARADE AND TO PURCHASE A WREATH FOR OTTERY ST MARY TOWN COUNCIL

It was **RESOLVED** that the Council will pay for the Remembrance Wreath for the Ottery Veterans and will purchase a wreath for Ottery St Mary Town Council.

23/10/18

TO REVIEW THE CURRENT PROJECT LIST AND AGREE WHICH PROJECTS CAN PROCEED AND WHICH NEED TO BE PUT ON HOLD DUE TO LACK OF COUNCILLOR SUPPORT

Cllr Sneller had sent his response but this had not been received due to a technical issue. All Councillors were asked to consider which of the current projects they could work on in order for the projects to progress. If there are not enough Councillors willing to work on the projects some will have to be put on hold. It was noted that for the Council to succeed in completing projects individual Councillors need to put themselves forward to work on them. It was **AGREED** this item will be discussed again at the November meeting.

23/10/19

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TO CONSIDER AND MAKE DECISIONS IF APPROPRIATE REGARDING WINTER PLANNING FOR RESIDENTS OF THE PARISH

It was AGREED this item will be deferred to the November meeting. It was AGREED that any warm spaces within the parish should be co-ordinated to ensure that they do not take place on the same day wherever possible. Alternative options of providing a warm space should also be investigated.

23/10/20

TO CONSIDER WHETHER THE FLOWER BED OPPOSITE STRAWBERRY LANE SHOULD BE PUT BACK TO GRASS

Concern was raised that the flower bed is obstructing view. DCC have advised that if the flower bed was put back to grass it would be maintained but if not the Town Council are responsible for maintenance. It was **RESOLVED** that the shrubbery will be removed and low plants planted instead. Cllrs Johns and Sneller will carry out this work. It was noted that when the MUGA is built there will be an increased number of pedestrians crossing this road and that consideration needs to be given to that.

23/10/21

TO NOTE THE OTTER TRAIL SURVEY RESULTS

The Otter Trail Survey results were noted. The results highlight the need to improve access to safe walking and cycling routes.

23/10/22

TO REVIEW THE FOLLOWING POLICIES: SOCIAL MEDIA POLICY; RECORDINGS OF MEETINGS POLICY AND DEBIT AND CREDIT CARD POLICY

The policies were reviewed. It was RESOLVED to adopt the updated Social Media Policy, Recordings of Meetings Policy and Debit Card Policy.

23/10/23

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 advised that LINK had rejected opening a Banking Hub in Ottery St Mary. Cllr Johns has reopened correspondence with LINK in her EDDC Cllr capacity. She has highlighted that although there are 3 ATMs and Post Office this is not adequate for the residents. It was noted that there are ongoing problems at the Post Office due to a shortage of trained staff and technical issues.

23/10/24

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

The next meeting on the Event Working Group will be on 19th October. The event is taking place on 24th November.

23/10/25

TO RECEIVE AN UPDATE FROM CLLR FAITHFULL REGARDING THE RESTORATION OF THE WHIMPLE PHONE BOX AND TO AGREE THE NEXT STEPS REGARDING THE PHONE BOX AT SPRING GARDENS

Cllr Faithfull has spoken to those involved with the restoration project at Whimple and it cost approximately £1,500. It was AGREED that this seemed a reasonable price to restore the

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phone box but that before a decision is made it should be advertised on Facebook and the Council website asking whether residents support spending this money to refurbish the phone box.

23/10/26

TO DISCUSS REQUEST FROM A RESIDENT FOR AN ADDITIONAL DOG BIN ON THE FOOTPATH LEADING UP TO HIGHER RIDGEWAY

It was noted that EDDC no longer provide dog bins. EDDC litter bins take both waste and dog faeces. The Clerk will contact EDDC to ask for a list of where all EDDC bins are to see whether they are in the right location.

23/10/27

REPORT FROM THE MAYOR

The Mayor was not present and had not sent a report.

23/10/28

REPORT FROM THE TOWN CLERK

The Clerk attended the DALC AGM, Conference and Exhibition last week which was informative. DALC will be consulting directly with individual Councils more and will no longer have a County Committee.

23/10/29

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The following correspondence was noted:

An email from the Tar Barrels committee thanking the Council for the grant and explaining they will be selling wine as part of their fund-raising campaign.

Multiple emails received regarding the East Devon New Year Hunt. It was noted that as this event is not held on land owned by the Town Council there is nothing that the Town Council can do about it. The Police are aware that the event is taking place.

23/10/30

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

There were none.

23/10/31

COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Faithfull asked whether the Council could purchase a sign for Harry Barry Lane which is listed on the 1794 Leat map.

Cllr Faithfull advised there will be a special meeting of the OSM Twinning Association on 18th October at The Institute to discuss the future of the Twinning Association.

It was noted that there has been a delay in EDDC Planning Committee discussing application 22/1973/MOUT.

The meeting ended at 21.00pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	

Chair's initials _____

DATE/VENUE OF NEXT MEETING	Monday 6 th November 2023 – Council Offices, Ottery St Mary

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