



OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,
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Dear Councillors

I hereby give you notice that the **Ordinary Meeting of Ottery St Mary Town Council** will be held at the **COUNCIL OFFICES, 8 BROAD STREET, EX11 1BZ** on **MONDAY 2ND OCTOBER 2023 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

Kerry Kennell
Town Clerk
26th September 2023

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Friday 29th September 2023**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

1. To receive apologies for absence
2. 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
3. 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
4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
5. To receive the Minutes of the Meeting 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
6. Report from visiting Police and opportunity for councillors to raise questions
7. To receive Reports from EDDC and DCC Councillors
8. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 11th September 2023 (minute refs P23/09/01 - P23/09/10)
9. Operations Committee:
 - a. To note the Minutes of the Operations Committee of 5th September 2023 (minute refs O23/09/01 – O23/09/20)
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)
 - 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.
 - 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.
11. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate
12. To receive an update from the Emergency Plan Working Group and make decisions if appropriate
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.
 - 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.

14. Financial Matters:
 - a. To consider and approve the September 23 Council Schedule of Payments
 - b. To note the External Auditor's 2022/23 report
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
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
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
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
19. To consider and make decisions if appropriate regarding Winter Planning for residents of the parish
20. To consider whether the flower bed opposite Strawberry Lane should be put back to grass
21. To note the Otter Trail survey results
22. To review the following policies: Social Media Policy; Recordings of Meetings Policy and Debit and Credit Card Policy
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
24. To receive an update from the Events Working Group regarding Christmas late night event
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
26. To discuss request from a resident for an additional dog bin on the footpath leading up to Higher Ridgeway
27. To consider Report from the Mayor
28. Report from the Town Clerk
29. To note any specific correspondence received
30. To note any reports previously e-mailed by Councillors of Meetings attended
31. Councillors Questions on Councillors Business

**Date of the next meeting: Monday 6th November 2023 at 7pm
Council Offices, 8 Broad Street, Ottery St Mary**