



## OTTERY ST MARY TOWN COUNCIL

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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 4<sup>TH</sup> DECEMBER 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  
29<sup>th</sup> November 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 1<sup>st</sup> December 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 6<sup>th</sup> November 2023 (minute refs 23/11/01 – 23/11/31) and to approve the signing of the Minutes by the Mayor as a correct record
6. To receive Reports from EDDC and DCC Councillors
7. Planning Committee
  - a. To note the Minutes of the Planning Committee Meeting of 21<sup>st</sup> November 2023 (minute refs P23/11/01 - P23/11/10)
  - b. To consider (and approve if appropriate) recommendations from the Committee:
    - that the Operations Committee investigate updating the equipment in the Council Chamber
8. Strategy Committee
  - a. To note the minutes of the Strategy Committee Meeting on 14<sup>th</sup> November 2023 (minute refs S23/11/01 - S23/11/08)
  - b. To consider (and approve if appropriate) recommendations from the Committee:
    - that in principle the Committee would support the Library taking on responsibility for the rear garden area
    - that the Strategic Plan for the Council until May 2027 is approved by the Council at the December Full Council meeting
9. Environment, Local Development and Commerce Committee (ELDC):
  - a. To note the minutes of the ELDC Committee Meeting of 20<sup>th</sup> November 2023 (minute refs EDLC23/11/01 – EDLC23/11/16)
10. Operations Committee:
  - a. To note the Minutes of the Operations Committee of 28<sup>th</sup> November 2023 (minute refs O23/11/01 – O23/11/17)
11. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate
12. Confirmation of decisions made under the Scheme of Delegation
13. Financial Matters:
  - a. To consider and approve the November 23 Council Schedule of Payments

- b. To consider of the Budget for 2024/25 and make decisions if appropriate
14. Co-option of Ottery Town Ward Councillor: To consider applications and make a decision (if appropriate)
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 and if appropriate, agreeing Terms of Reference
16. To receive the Autumn Update from the EDDC Planning Policy Team and to agree a response to the EDDC Neighbourhood Planning Intentions Survey
17. 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
18. To receive an update from the Events Working Group following the Christmas late night event
19. To receive an update following the Code of Conduct training and to agree next steps
20. To receive an update regarding Coleridge Medical Centre
21. To discuss the Otter Trail and to consider what support the Council can provide the project
22. To confirm current Section 106 projects
23. To consider formally applying for the path at Slade Road to become a Public Right of Way
24. To consider Report from the Mayor
25. Report from the Town Clerk
26. To note any specific correspondence received
27. To note any reports previously e-mailed by Councillors of Meetings attended
28. Councillors Questions on Councillors Business

**Date of the next meeting: Monday 8<sup>th</sup> January 2024 at 7pm  
Council Offices, 8 Broad Street, Ottery St Mary**