



## **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 6<sup>TH</sup> NOVEMBER 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

1<sup>st</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 3<sup>rd</sup> November 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 2<sup>nd</sup> October 2023 (minute refs 23/10/01 – 23/10/31) 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 9<sup>th</sup> October 2023 (minute refs P23/10/01 - P23/10/10)
9. Strategy Committee
  - a. To note the minutes of the Strategy Committee Meeting on 10<sup>th</sup> October 2023 (minute refs S23/10/01 - S23/10/10)
10. Finance Committee
  - a. To note the minutes of the Finance Committee Meeting of 16<sup>th</sup> October 2023 (minute refs F23/10/01 – F23/10/11)
  - b. To consider (and approve if appropriate) recommendations from the Committee:
    - That consideration is given to grant applications from Tipton Times and Tale Valley Trust
    - that the Reserves Policy and Procurement Policy are approved by the Full Council.
    - that savings accounts are investigated to reduce the risk of exposure to the Council by spreading the risk of having their current account and savings account with the same bank.
    - that an additional Councillor is asked to join the Finance Committee.
11. Environment, Local Development and Commerce Committee (ELDC):
  - a. To note the minutes of the ELDC Committee Meeting of 23<sup>rd</sup> October 2023 (minute refs EDLC23/10/01 – EDLC23/10/16)
12. Operations Committee:
  - a. To note the Minutes of the Operations Committee of 31<sup>st</sup> October 2023 (minute refs O23/10/01 – O23/10/23)

- b. To consider (and approve if appropriate) recommendations from the Committee:
    - 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.
    - that in principle the Council support installing a compost toilet at the allotments up to a maximum value of £4,000 and that this is included in the budget for 2024/25.
    - 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.
13. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate
14. Confirmation of decisions made under the Scheme of Delegation:
  - Cllrs Grainger, Stewart and Lucas agreed for the Council's solicitor to express the Council's interest in the relevant land (with appropriate easements) from the Official Receiver in relation to the five parking spaces in front of the Council Offices.
  - Cllrs Grainger, Stewart and Lucas agreed to proceed with the MUGA tender specification by David Hemstock at a cost of £3,500.
  - Cllrs Grainger, Stewart and Lucas agreed for the Council to join the Rural Market Towns Group on a six-month free trial
15. Financial Matters:
  - a. To consider and approve the October 23 Council Schedule of Payments
  - b. To note the Quarter 2 Accounts (July – September 23)
16. 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
17. To consider and make decisions if appropriate regarding Winter Planning for residents of the parish
18. 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
19. To receive an update from the Events Working Group regarding Christmas late night event
20. To receive an update following the Code of Conduct training and to agree next steps
21. To review and confirm Committee membership, electing new committee members where appropriate.
22. To receive an update regarding the Ottery St Mary Twinning Association and to make decisions (if appropriate)

23. To consider purchasing a sign for Harrybarry lane
24. To agree the next steps regarding the phone box at Spring Gardens
25. To consider approaching Coleridge Medical Centre regarding delays in seeing patients
26. To consider formally applying for the path at Slade Road to become a Public Right of Way
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 4<sup>th</sup> December 2023 at 7pm  
Council Offices, 8 Broad Street, Ottery St Mary**