



Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 4th DECEMBER 2023** at **7.00pm**. The meeting was held in the Council Offices, 8 Broad Street, Ottery St Mary.

PRESENT: - Cllrs Grainger (Mayor), Stewart (Deputy Mayor), Johns, Green, Williamson, Copus, Aherne, Faithfull, Kerry Kennell (Clerk), DCC Cllr Bailey and 3 members of the public

23/12/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Lucas and Sneller

23/12/02

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 Stewart	Agenda item 17 – Cllr Stewart declared a personal interest as he works for Citizens Advice who are the ombudsman for the Post Office.
Cllr Green	No interests declared.
Cllr Copus	Agenda item 11 – Cllr Copus declared a personal interest as he lives in Claremont Field but is not affected by the open space as he is at the opposite end of the site.
Cllr Faithfull	Agenda item 8 – Cllr Faithfull is the Council representative for the Library. Agenda item 11 – Cllr Faithfull advised that he does not have a personal or pecuniary interest but there is a potential or perceived bias. During the meeting Cllr Faithfull declared an interest in Agenda item 21 as he is involved with the Otter Trail group.
Cllr Williamson	No interests declared.
Cllr Aherne	No interests declared.

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Cllr Johns	Agenda item 20 – Cllr Johns declared a personal interest as a patient of the Coleridge Medical Centre.
Cllr Grainger	No interests declared.

23/12/03

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.

23/12/04

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

A resident spoke about the lack of public transport during the evenings and weekends. Residents cannot travel after 8.30pm. The resident will write to DCC Cllr Bailey regarding their concerns and Cllr Bailey will raise this with the DCC portfolio holder.

23/11/05

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 6TH 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

The minutes of 6th November 2023 (minute refs 23/11/01 – 23/11/31) were reviewed and signed by the Mayor as a true record of the meeting.

23/11/06

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey is chasing the Environment Agency (EA) for a meeting regarding flooding. The EA have submitted an expression of interest in natural flood management. Cllr Bailey has asked DCC when the next round of applications for the 20mph scheme will open and how much DCC are investing in the next phase. Cllr Bailey has also asked when the consultation on the Ottery St Mary 20mph zone will start as it was expected this would start in December. Cllr Bailey has met with representatives from the Otter Trail group. It was noted that EDDC have not held a consultation for their active and walking strategy. Cllr Bailey is arranging a meeting regarding the parking issues in Broad Street.

EDDC Cllr Faithfull highlighted his disappointment that EDDC are still working on their Local Plan. Cllr Faithfull has been dealing with concerns regarding the leat at Head Weir near Cadhay and is in contact with the DCC Flood and Coast Risk Officer and will shortly be making contact with the Environment Agency.

EDDC Cllr Johns sent a written report. The EDDC Scrutiny Committee have discussed the cycleway at Exmouth. Cllr Johns has asked whether EDDC would be able to support the Otter Trail project. Cllr Johns will arrange a meeting between EDDC and the Otter Trail group. It was noted that EDDC have been spending a lot of money on other towns in East Devon – particularly Axminster and Seaton. It was AGREED that the Clerk will write to EDDC to ask what their spending plans for Ottery St Mary are.

EDDC Cllr Collins did not send a report.

It was AGREED to bring Agenda item 21 forward.

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23/11/07

TO DISCUSS THE OTTER TRAIL AND TO CONSIDER WHAT SUPPORT THE COUNCIL CAN PROVIDE THE PROJECT

EDDC have confirmed that the creation of a cycle path through several parishes would be an acceptable project for S106 Open Space funding. The focus is to work on the first section of the path so that the project can gain momentum. Jo Elliott has received confirmation from the Department of Transport that they will be responsible for all the bridges and tunnels on the proposed route. The next steps will be to meet with Clinton Devon Estates and to obtain up-to-date costings for the works for the first stage of the project.

23/11/08

PLANNING COMMITTEE:

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 21ST NOVEMBER 2023 (MINUTE REFS P23/11/01 - P23/11/10)**

The minutes of the Planning Committee meeting of 21st November 2023 (minute refs P23/11/01 – P23/11/10) were noted.

- b. **TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE:**

It was AGREED that the Operations Committee will investigate updating the equipment in the Council Chamber.

23/11/09

STRATEGY COMMITTEE

- a. **TO NOTE THE MINUTES OF THE STRATEGY COMMITTEE MEETING OF 14TH NOVEMBER 2023 (MINUTE REFS S23/11/01 - S23/11/08)**

The minutes of the Strategy Committee Meeting of 14th November 2023 (minute refs S23/11/01 – S23/11/08) were noted.

- 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**

It was RESOLVED that in principle the Council support the Library taking on the 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**

It was AGREED that this item will be carried forward to the January Full Council Meeting.

23/11/10

ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE (ELDC):

- a. **TO NOTE THE MINUTES OF THE ELDC COMMITTEE MEETING OF 20TH NOVEMBER 2023 (MINUTE REFS EDLC23/11/01 – EDLC23/11/16)**

The minutes of the ELDC Committee meeting of 20th November 2023 (minute refs 23/11/01 – 23/11/16) were noted.

23/11/11

OPERATIONS COMMITTEE:

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a. TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE OF 28TH NOVEMBER 2023 (MINUTE REFS O23/11/01 – O23/11/17)

The minutes of the Operations Committee meeting of 28th November 2023 (minute refs 23/11/01 – 23/11/17) were noted.

Cllr Faithfull left the meeting.

23/11/12

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

It was noted that Betterment Homes have offered to retain ownership of the land if a Residents Association is set up which take on responsibility for the maintenance of the land. This option means that nothing needs to be added to the deeds of the homeowners and currently this is being considered by the residents. The Claremont Field Open Space Working Group is acting as an intermediary between Betterments and the homeowners to seek a suitable resolution and to share information as appropriate in line with GDPR regulations.

Cllr Faithfull joined the meeting.

23/11/13

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

There were none.

23/11/14

FINANCIAL MATTERS:

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

It was **RESOLVED** to approve the November 2023 Council schedule of payments in the sum of £15140.81.

b. TO CONSIDER THE BUDGET FOR 2024/25 AND MAKE DECISIONS IF APPROPRIATE

Preparation of the draft budget for 2024/25 is underway. The Finance Committee meeting on 14th December is being attended by DCK Accounting Solutions (the Council accountants) to discuss the budget for the forthcoming year.

23/11/15

CO-OPTION OF OTTERY TOWN WARD COUNCILLOR: TO CONSIDER APPLICATIONS AND MAKE A DECISION (IF APPROPRIATE)

Two applications were received for the vacancy. It was **RESOLVED** that Ben Feasey is co-opted as a Councillor for the Ottery Town Ward. The Clerk will write to the other applicant suggesting ways they could get involved with the Council to benefit the parish.

23/11/16

TO RECEIVE AN UPDATE REGARDING THE MULTI USE GAMES AREA (MUGA) AT STRAWBERRY LANE AND MAKE DECISIONS IF APPROPRIATE REGARDING BEST

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WAY TO PROGRESS THE PROJECT INCLUDING CONSIDERATION OF SETTING UP A WORKING GROUP AND IF APPROPRIATE, AGREEING TERMS OF REFERENCE

David Hemstock has nearly completed the tender specification. It was noted the Council anticipate that there is going to be a significant shortfall between the S106 funding and the cost of the MUGA installation. Cllr Green has spoken with the Football Association regarding a PlayZone which could be considered if sufficient funding cannot be secured for the project.

23/11/17

TO RECEIVE THE AUTUMN UPDATE FROM THE EDDC PLANNING POLICY TEAM AND TO AGREE A RESPONSE TO THE EDDC NEIGHBOURHOOD PLANNING INTENTIONS SURVEY

The Autumn Update from the EDDC Planning Policy Team was noted. It was AGREED that Councillors will email the Clerk with their response to the EDDC Neighbourhood Planning Intentions Survey by Friday 8th December and the Clerk will collate a response

23/11/18

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

It was noted that when the town is busy on events such as Tar Barrels, or the Festive Cheer Late Night event the cashpoints have run out of money. Businesses are having to pre-book change from the Post Office. It was noted that a Banking Hub gives access to banking facilities. Cllr Johns will continue to liaise with LINK in her EDDC Cllr capacity.

23/11/19

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

The event was well supported and positive feedback has been received. A follow up meeting will be held in January. Thanks were given to Cllr Johns and Jane Bushby. It was noted that the new Christmas decorations provided by the Council are on the tree outside of the Library.

It was AGREED that the Events Working Group will support other community groups with their commemorations for the 80th Anniversary of D-Day. They will also consider marking World Otter Day in 2025.

It was noted that it is the 50th birthday of the Council on 1st April 2024. Previous Councillors will be asked to attend the April Council meeting and a photograph will be taken of past and current Councillors.

23/11/20

TO RECEIVE AN UPDATE FOLLOWING THE CODE OF CONDUCT TRAINING AND TO AGREE NEXT STEPS

Cllrs Stewart and Copus still need to attend the Code of Conduct training. It was AGREED that the Council cannot adopt the model LGA Code of Conduct until all Councillors have attended the training.

23/11/21

TO RECEIVE AN UPDATE REGARDING COLERIDGE MEDICAL CENTRE

A response has been received from Sue Stones, Practice Manager for the Coleridge Medical Centre. It was AGREED that the Council will respond asking what the Medical Centre propose to improve their services. It was AGREED that Cllr Aherne will be a named

Chair's initials _____

Council representative for the Ottery Health Forum. It was AGREED that a meeting will be arranged with Simon Jupp, MP to discuss this, and other issues in the parish.

23/11/22

TO CONFIRM CURRENT SECTION 106 PROJECTS

EDDC have confirmed that the only current S106 project is the MUGA at Strawberry Lane. Previously the Council had been advised by EDDC that they were limited to three active projects at any one time but EDDC have now confirmed that this limit is due to their staffing shortages. The Clerk will ask for an accurate figure of what S106 funds the Council has outstanding. The EDDC Scrutiny Committee are looking simplifying the S106 process. The Clerk will seek clarification regarding where £19,000 was spent in the Town Centre.

23/11/23

TO CONSIDER FORMALLY APPLYING FOR THE PATH AT SLADE ROAD TO BECOME A PUBLIC RIGHT OF WAY

This agenda item was included in error as the Council have agreed to formally apply for the path at Slade Road to become a Public Right of Way at the November Council meeting.

23/11/24

TO CONSIDER REPORT FROM THE MAYOR

The Mayor and Deputy Mayor attended an open day at the Ottery St Mary Hospital which illustrated the improved use of the hospital which is being used for day patients. The Mayor also represented the Council on Remembrance Sunday.

23/11/25

REPORT FROM THE TOWN CLERK

The Clerk had sent a written report.

23/11/26

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The following correspondence was noted: Email from Peninsula Transport; the minutes from the Twinning Association meeting on 11th November 2023; correspondence relating to the UKSPF.

23/11/27

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

There were none.

23/11/28

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was asked when FP23 will be re-opened. It was AGREED Cllr Copus will contact DCC Rights of Way to enquire what is happening regarding this footpath.

The meeting ended at 9.04pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	

Chair's initials _____

DATE/VENUE OF NEXT MEETING	Monday 8 th January 2024 – Council Offices, Ottery St Mary

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