



## Ottery St Mary Town Council

Minutes of the **ORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 5<sup>TH</sup> FEBRUARY 2024** 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, Lucas, Williamson, Aherne, Faithfull, Sneller, Kerry Kennell (Clerk), DCC Cllr Bailey, EDDC Cllr Collins and three members of the public

24/02/01

### **TO RECEIVE APOLOGIES FOR ABSENCE**

Cllrs Copus and Feasey

24/02/02

### **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Lucas	No interests declared.
Cllr Sneller	No interests declared.
Cllr Faithfull	Agenda item 15 – Cllr Faithfull advised that he does not have a personal or pecuniary interest but there is a potential or perceived bias. Agenda item 8 – Cllr Faithfull declared an 'ORI' as he is the Council representative for the Friends of Ottery Library During the meeting Cllr Faithfull declared an 'affects NRI' as he has been lobbied regarding Agenda item 9 Agenda item 13 – Cllr Faithfull declared an 'affects NRI' as he is a member of the Otter Trail group.
Cllr Green	No interests declared.
Cllr Johns	No interests declared. During the meeting Cllr Johns declared an 'affects NRI' as she has been lobbied regarding Agenda item 9

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Cllr Williamson	No interests declared.
Cllr Aherne	Agenda item 21 – Cllr Aherne declared an ‘affects NRI’.
Cllr Stewart	Agenda item 18 – Cllr Stewart declared an ‘affects NRI’
Cllr Grainger	No interests declared.

24/02/03

**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**

It was **RESOLVED** that Agenda item 18 To Consider grant applications from Friends of Ottery Library; Able2Achieve and Ottery St Mary Football Club would be discussed in Confidential Session as sensitive financial information has been included in their grant applications.

24/02/04

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

The members of the public wished to speak in relation to Agenda item 9. It was **AGREED** to allow members of the public to speak at the beginning of this item.

24/01/05

**TO RECEIVE THE MINUTES OF THE MEETINGS OF THE TOWN COUNCIL OF 8<sup>TH</sup> JANUARY 2024 (MINUTE REFS 24/01/01 – 24/01/24) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD**

The minutes of 8<sup>th</sup> January 2024 (minute refs 24/01/01 – 24/01/24) were reviewed and signed by the Mayor as a true record of the meeting.

24/01/06

**TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS**

**DCC Cllr Bailey** gave an update. DCC have found a contractor who will remove the tree from the Coleridge Bridge. It is hoped that the bridge will be able to be repaired on the ground, or in situ. Cllr Bailey has asked Simon Jupp, MP to confirm which meeting he has attended regarding the relocation of Tipton St John Primary School. It was noted that a piece of land has been suggested by a resident. The Council recognise the difficult position that Cllr Bailey is in as she has had sight of the report but she is not allowed to share its contents, and she is not being kept updated by our MP regarding his involvement. Cllr Bailey advised that DCC will be agreeing their budget shortly. It is hoped that her Locality Budget will increase. She has supported Action East Devon with a £1000 grant from this. Cllr Bailey thanked the Council for working with DCC regarding Otter Mill. The consultation regarding the 20mph zone in Ottery St Mary town is due to start later this month.

**EDDC Cllr Faithfull** has attended a Strategic Planning meeting. There is no longer a need for a 5 year land supply – this has been reduced to 4 years. Cllr Faithfull attended a meeting with South West Water (SWW).

**EDDC Cllr Johns** sent a written report.

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**EDDC Cllr Collins** expressed her disappointment at the response received from SWW. Councillors had submitted twelve questions but only half were answered. Cllr Johns had questioned whether SWW were meeting their legal and moral obligations to the community. It was noted that SWW cannot refuse a connection but are allowed to comment on a planning application – but they choose not to do so.

24/02/07

**PLANNING COMMITTEE:**

**a. TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 9<sup>th</sup> January 2024 (MINUTE REFS P23/12/01 - P23/12/10)**

The minutes of the Planning Committee meeting of 9<sup>th</sup> January 2024 (minute refs P24/01/1 – P24/01/10) were noted.

24/02/08

To consider and determine observations on the following Planning Application:

Reference	Applicant	Details
24/0053/TCA	Sainsburys Supermarkets Ltd Hind Street Ottery St Mary Devon EX11 1BW	Oak: crown lift to give 3m clearance from ground level.
The Council support this application.		

24/02/09

**TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION 22/1973/MOUT AND TO CONSIDER A REQUEST FROM THE GERWAY ACTION GROUP TO MAKE A DONATION TOWARDS THE COST OF ENGAGING A PLANNING CONSULTANT TO FIGHT THE APPEAL**

Members of the Gerway Action Group spoke in relation to the planning application appeal. They have written to Simon Jupp, MP to ask for his support. For the original hearing four homeowners paid to engage their own Highways consultant. The scope of the appeal is far larger and the group asked whether the Council could contribute towards the cost of engaging a Planning Consultant. It was noted that this development would impact the south side of town. Various ways to engage the community and raise funds will be investigated by the Action Group. The Clerk will put the group in touch with members of the Straitgate Action Group. A meeting is being held later this week

24/02/10

**ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE (ELDC COMMITTEE)**

**a. TO NOTE THE MINUTES OF THE ELDC COMMITTEE MEETING OF 22<sup>ND</sup> JANUARY 2024**

The minutes of the ELDC Committee meeting of 22<sup>nd</sup> January 2024 were noted.

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

It was **RESOLVED** that:

- That the council pay £5,000 for the next twelve months to maintain membership of the Coast Meets Country project.
- That the council proceed with LHC Design to complete the Quick Wins Brief at a cost of £9,500.00.

24/02/11

**OPERATIONS COMMITTEE**

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**a. TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE MEETING OF 30<sup>TH</sup> JANUARY 2024 (MINUTE REF O24/01/01 - O24/01/15)**

The minutes of the Operations Committee meeting of 30<sup>th</sup> January 2024 were noted.

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

It was **RESOLVED** that:

- that the areas highlighted in the one-off inspection of Council properties are prioritised and costed accordingly. Any health & safety items will be resolved as top priority.
- that the work is carried out by JHH Property Maintenance up to value of £10,000 and this is monitored by the Clerk
- that a follow up inspection of the Council properties will be carried out once the remedial actions are completed
- that the grant funding already obtained is used to purchase additional equipment for the Station Hub.

24/02/12

**STRATEGY COMMITTEE**

**a. TO NOTE THE MINUTES OF THE STRATEGY COMMITTEE MEETING OF 1<sup>ST</sup> FEBRUARY 2024 (MINUTE REFS S24/01/01 - S24/01/08)**

The minutes of the Strategy Committee meeting of 1<sup>st</sup> February 2024 were noted.

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

It was **RESOLVED** that:

- that the Draft Strategic Plan for the Council is approved

24/02/13

**OTTER TRAIL**

**a. TO CONSIDER COMMUNICATION REGARDING THE OTTER TRAIL AND SECTION 106 FUNDING**

The communication regarding the Otter Trail and Section 106 was noted. The Council supports the work of the Otter Trail Group.

**b. TO RECEIVE AN UPDATE FROM THE OTTER TRAIL GROUP**

There was no update.

24/02/14

**TO CONSIDER AND APPROVE (IF APPROPRIATE) SUBMITTING AN APPLICATION FOR A 20MPH ZONE IN THE WIDER PARISH**

It was **AGREED** that before the Council apply for a 20mph zone in Tipton St John it should be investigated whether a speed watch group can be set up as this would aid the application.

*Cllr Faithfull left the meeting.*

24/02/15

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

A meeting is being arranged with those residents who expressed an interest in setting up a Residents Association. It was **AGREED** that if a Council representative is requested the Mayor will attend if Cllr Johns is unavailable.

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*Cllr Faithfull joined the meeting.*

24/02/16

**CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

The following decisions were confirmed as being made under the Scheme of Delegation:

- Cllrs Grainger, Stewart and Lucas gave delegated authority to proceed with quotation from Connor Down at a cost of £500 + VAT to carry out work at the allotments
- Cllrs Grainger, Stewart, and Copus gave delegated authority for the Clerk to write to Ed Freeman at EDDC and request that the appeal for planning application 22/1973/MOUT is held by hearing and not by written representation
- Cllrs Grainger, Stewart and Lucas gave delegated authority for a military badge be included on a headstone
- Cllrs Grainger, Stewart and Lucas gave delegated authority for the Clerk to raise a Freedom of Information (FOI) request to be given access to the report looking into potential locations for the Tipton St John C of E Primary School

24/02/17

**FINANCIAL MATTERS:**

- a. TO CONSIDER AND APPROVE THE JANUARY 2024 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the January 2024 Council schedule of payments in the sum of £22,313.90.

- b. TO CONSIDER AND APPROVE (IF APPROPRIATE) MOVING TO A ROLLING CAPITAL BUDGET**

It was **RESOLVED** to move to a Rolling Capital Budget

- c. TO REVIEW EAR MARKED RESERVES AND REALLOCATE THEM AS APPROPRIATE**

It was **RESOLVED** to move £125,000 of Ear Marked Reserves (EMR) into a Rolling Capital Fund, to transfer £20,000 of EMR into a Global Maintenance Reserves and to retain a separate CIL account at a current value of £42,278.65.

*It was AGREED to delay Agenda item 18 until the end of the meeting.*

24/02/18

**TO AGREE SIGNING THE UKSPF GRANT AGREEMENT AND TO COMMISSION STIR TO ACTION TO CONSIDER THE MOST EFFECTIVE OPTIONS FOR THE DEVELOPMENT OF THE STATION HUB AT A COST OF £5,000**

It was **RESOLVED** that the Council will sign the UKSPF Grant agreement and commission Stir to Action to consider the most effective options for the development of the Station Hub at a cost of £5,000.

24/02/19

**TO RECEIVE AN UPDATE REGARDING THE MULTI USE GAMES AREA (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**

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It was noted that the Tender has been advertised on the Contract Finder website with a closing date of 16<sup>th</sup> February 2024. The completed tenders will be reviewed by the Finance Committee and a decision made whether the project could proceed with the £165,000 of funds available through Section 106. If insufficient funds are available this will be referred to the Strategy Committee.

24/02/20

**TO RECEIVE AN UPDATE REGARDING THE IDENTIFICATION OF A SUITABLE LOCATION FOR THE REBUILDING OF TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL**

It was noted that the Council has made an FOI request to see a copy of the report regarding the potential sites in Tipton St John as both the DfE and Devon County Council have not provided access to the report. This will be raised with Simon Jupp, MP when the Council meet with him later in February.

24/02/21

**TO NOTE THAT THE COUNCIL HAS MOVED TO THE MODEL LGA CODE OF CONDUCT**

It was noted that the Council has moved to the model LGA Code of Conduct with effect from 22<sup>nd</sup> January 2024. All Councillors were reminded to check any potential interests prior to the meeting and to check with the Clerk if they are unsure.

24/02/22

**TO CONFIRM COMMITTEE MEMBERSHIP**

It was **RESOLVED** that Cllr Feasey will join the Operations Committee and the Strategy Committee.

24/02/23

**TO RECEIVE AN UPDATE REGARDING COLERIDGE MEDICAL CENTRE**

There is no update.

24/02/24

**TO HAVE FURTHER DISCUSSIONS REGARDING AN EVENT TO MARK THE 50<sup>TH</sup> ANNIVERSARY OF THE COUNCIL**

The Council had a lengthy discussion regarding an event. Cllr Faithfull, along with two ex-Councillors has compiled a list of over 100 previous councillors. Cllr Faithfull suggested combining the event with the Annual Parish Meeting but the majority felt that it was more appropriate for something to be arranged via the Heritage Society and at the Museum. The Council **AGREED** that it would be appropriate to mark the occasion but would like to ask the Heritage Society to take the lead in organising a suitable event. It was hoped their temporary exhibition centre could be used to display photographs etc. The Station Community Hub is available for the first two weeks of April (school holidays) if it is required. The Council **RESOLVED** to purchase a tree and a plaque to mark the occasion. It was **AGREED** that the Clerk would write to the Heritage Society to request that they take the lead in arranging the event.

24/02/25

**TO CONSIDER REPORT FROM THE MAYOR**

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The Mayor has met with the Chair of the Heritage Society. He attended the Rabbit & Co Cheese & Wine evening which was well attended. The Mayor has been approached by a resident of Sandhill Street who is concerned about the condition of Jasmine Cottage, 14 Batts Lane. Feedback from fifteen residents has been sent to EDDC who are dealing with this matter.

24/02/26

**REPORT FROM THE TOWN CLERK**

The Clerk submitted a written report.

24/02/27

**TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

- Free landmark tree – the Clerk will request a free tree. Cllr Sneller will be copied in if the application is successful.
- Request from Ottery Community Theatre for storage – the Council do not have any suitable space available and are unable to make a long term commitment.
- Otters Holt Management Company – correspondence sent to Cllr Johns was noted. The Council are sympathetic to the problems being experienced by the residents.
- Cllr Johns has reported difficulties regarding parking near Otter Tots to DCC Highways and the Police.
- Trustees of Tipton St John Community Hall Trust – correspondence sent to Cllr Williamson regarding the proposed rebuilding of the school. The Council maintain the view that the school should remain in the village.
- Correspondence regarding green wedges received from West Hill Parish Council – this will be discussed further by members of the Planning Committee.

*Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

24/02/28

**TO CONSIDER GRANT APPLICATIONS FROM FRIENDS OF OTTERY LIBRARY; ABLE2ACHIEVE AND OTTERY ST MARY FOOTBALL CLUB**

<b>Organisation</b>	<b>Amount requested</b>	<b>Recommendation</b>
Friends of Ottery Library	£200	It was <b>RESOLVED</b> that the grant application is approved.
Able2Achieve	£2,278	It was <b>RESOLVED</b> that the grant application is approved.
Ottery St Mary Football Club	£2000	It was <b>RESOLVED</b> that the grant application is approved.

*The Confidential Session ended.*

24/02/29

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

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The report from Cllr Williamson regarding his visit to meet with the Executive Headteacher of Tipton St John CofE Primary School was noted.

24/02/30

**COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

There were none.

The meeting ended at 9.45pm.

<b>SIGNATURE OF THE MAYOR</b>	
<b>DATE OF SIGNATURE</b>	
<b>DATE/VENUE OF NEXT MEETING</b>	Monday 4 <sup>th</sup> March 2024 – Council Offices, Ottery St Mary

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