



OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,

Ottery St Mary. Devon EX11 1BZ

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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 5TH FEBRUARY 2024 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

31st January 2024

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 2nd February 2024**. 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 8th 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
6. To receive Reports from the EDDC and DCC Councillors
7. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 9th January 2024 (minute refs P24/01/01 - P24/01/10)
8. 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.

9. 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
10. Environment, Local Development and Commerce Committee (ELDC Committee)
 - a. To note the Minutes of the ELDC Committee Meeting of 22nd January 2024
 - b. To consider (and approve if appropriate) recommendations from the committee:
 - 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 Quote 1 subject to the Clerk seeking confirmation of whether there is a discount if the Council progresses with all options of the quote.
11. Operations Committee
 - a. To note the Minutes of the Operations Committee Meeting of 30th January 2024 (minute ref O24/01/01 - O24/01/15)
 - b. To consider (and approve if appropriate) recommendations from the committee:

- 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 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.

12. Strategy Committee

- To note the Minutes of the Strategy Committee Meeting of 1st February 2024 (minute refs S24/01/01 - S24/01/08)
- To consider (and approve if appropriate) recommendations from the committee:
 - that the Draft Strategic Plan for the Council is approved

13. Otter Trail

- To consider communication regarding the Otter Trail and Section 106 funding
- To receive an update from the Ottery Trail Group

14. To consider and approve (if appropriate) submitting an application for a 20mph zone in the wider parish

15. To receive an update from The Claremont Field Open Space Working Group and make decisions if appropriate

16. Confirmation of decisions 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

17. Financial Matters:

- To consider and approve the January 2024 Council Schedule of Payments
- To consider and approve (if appropriate) moving to a Rolling Capital Budget
- To review Ear Marked Reserves and reallocate them as appropriate

18. To consider grant applications from Friends of Ottery Library; Able2Achieve and Ottery St Mary Football Club

19. 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
20. 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
21. To receive an update regarding the identification of a suitable location for the rebuilding of Tipton St John Church of England Primary School
22. To note that the Council has moved to the Model LGA Code of Conduct
23. To confirm Committee membership
24. To receive an update regarding Coleridge Medical Centre
25. To have further discussions regarding an event to mark the 50th anniversary of the Council
26. To consider Report from the Mayor
27. To consider Report from the Town Clerk
28. To note any specific correspondence received
29. To note any reports previously e-mailed by Councillors of Meetings attended
30. Councillors Questions on Councillors Business

Date of the next meeting: Monday 4th March 2024 at 7pm