

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 **Annual Meeting of Ottery St Mary Town Council** will be held at the **COUNCIL OFFICES, 8 BROAD STREET EX11 1BZ** on **MONDAY 13TH MAY 2024 AT 7.00PM**

All members of the Council are hereby summoned to consider the matters detailed on the Agenda below

Yours faithfully

K Kennell

Kerry Kennell

Town Clerk

8th May 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 10th May 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 Councils 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. Election of the Mayor of Ottery St Mary for 2024/25 - to receive nominations and to carry out a vote accordingly
2. Declaration of Acceptance of Office by the Mayor – Following the election of the Mayor and pursuant to the provisions of S83 of the Local Government Act 1972, the person elected to be Mayor of Ottery St Mary shall make a declaration of Acceptance of Office in the prescribed form
3. Election of the Deputy Mayor of Ottery St Mary for 2024/25 – to receive nominations and to carry out a vote accordingly
4. To remind all Councillors to review their Register of Interests form and notify the Town Clerk of any changes
5. To receive apologies for absence
6. Election of Councillor with special responsibility for Finance (“Treasurer/Chair”)
7. 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
8. 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
9. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*
10. To receive Reports from EDDC and DCC Councillors
11. To consider current committees and review whether any alterations are required. Current committees consist of Planning; Finance; Operations, Environment, Local Development and Commerce, Strategy and Human Resources
12. To appoint membership of Committees and Sub-Committees and to elect a Chair and Vice Chair for each.
13. Working Groups –
 - a. To review and consider extending duration of the following Working Groups: - Events (expires 01/05/24); Emergency Plan Working Group (expires 01/05/24) and Museum Working Group (expires end 01/05/24)
 - b. To agree to the creation of an Asset Delivery Working Group and to approve Terms of Reference (if appropriate)
14. To appoint membership of Working Groups
15. To elect members to fill Council appointments and to appoint Council Representatives to outside bodies

16. To review the Council's current Standing Orders and Financial Regulations
17. To consider and confirm (if appropriate) the Council's current Insurance Policy
18. To consider and review the Council's Annual Subscriptions
19. Bank Mandate – to determine the Council's authorised signatories
20. To confirm Keyholder arrangements for the Town Council Building and the Offices
21. To note Council Meetings for 2024/25 and to decide whether to have one meeting a year at Escot (currently meetings were to be held at Ottery, Tipton St John and Alfington)
22. To receive the Minutes of the Meeting of the Town Council of 8th April 2024 (minute refs 24/04/01 – 24/04/27) and to approve the signing of the Minutes by the Mayor as a correct record
23. Planning Committee
 - a. To note the Minutes of the Planning Committee Meeting of 15th April 2024 (minute refs P24/04/11 - P24/04/20) and 29th April 2024 (minute refs P24/04/21 – P24/04/30)
 - b. To consider (and approve if appropriate) recommendations from the committee:
 - It is desirable for all councillors attending a Planning meeting to have attended planning training. This training should have been attended within six months of joining the Planning Committee (where training courses permit).
24. To receive an update regarding the appeal in relation to planning application 22/1973/MOUT
25. Finance Committee
 - a. To note Minutes of the Finance Committee Meeting of 25th April 2024 (minute refs F24/04/01 – F24/04/11)
 - b. To consider (and approve if appropriate) recommendations from the committee:
 - that a Teams meeting will be arranged with Otter Carnival Club to discuss their Community Grant application
 - that £150 Community Grant is awarded to Ottery Writers for the prizes AND the Council should be visible as the sponsor of the prizes.
 - that £445 is paid to White Opal Aesthetics through the Shop Front Grant scheme
 - that £500 is paid to Grace Hair through the Shop Front Grant scheme
 - that £250 is paid to RIO through the Shop Front Grant Scheme
 - that The Large Grant Application Policy is updated to state that Applications for works which have already been started will not normally be eligible for grants unless exceptional circumstances have been presented
 - that the Terms of Reference are updated to give the Finance Committee the authority to approve community grants up to £2,500. Grant applications

above £2,500 will be classed as a large grant and a recommendation will be made to the Full Council

- that the updated Asset Register should be approved

26. Environment, Local Development and Commerce Committee (ELDC Committee)

- a. To note the Minutes of the ELDC Committee Meeting of 18th March 2024 (*minute refs ELDC24/04/01 – ELDC24/04/13*)
- b. To consider (and approve if appropriate) recommendations from the committee:

27. Operations Committee

- a. To note the Minutes of the Operations Committee Meeting of 30th April 2024 (*minute refs O24/04/01 - O24/04/15*)
 - b. To consider (and approve if appropriate) recommendations from the committee:
- that the Clerks delegated authority is increased to allow her to authorise payments up to £2,000 for regular health and safety items
 - that the rising damp treatment is carried out on the building by Heritage Preservation who have carried out the damp treatment on the rest of the building at a cost of £1210 plus VAT

28. Strategy Committee

- a. To note the Minutes of the Strategy Committee Meeting of 2nd May 2024 (*minute refs S24/05/01 - S24/05/11*)
 - b. To consider (and approve if appropriate) recommendations from the committee:
- that the following projects can be progressed:
 - I. PlayZone
 - II. Quick Wins project
 - III. Stir to Action
 - IV. Transport Study – Stage 2
 - that the OSMTC Strategic Planning Guide is approved and published to the parish
 - that to provide stability and enable decision making there would be no changes regarding the Old Convent building for the next three years unless something significant occurs
 - that other Councillors actively join other committees

29. Confirmation of decisions made under the Scheme of Delegation:

- Cllrs Grainger, Stewart and Lucas gave delegated authority that the Council use the health forum as the route to meet with representatives from CMC and make the points they wish to make
- Cllrs Grainger, Stewart and Lucas gave delegated authority for the Police to fix a small box to the outside wall above their twin external power sockets. It is noted that the box will be both fire and waterproof and will just house the battery for charging their Police E bike.
- Cllrs Grainger, Stewart and Lucas gave delated authority for to remove cemetery entrant gates and dig-out existing gate posts and replace with new and then rehang gates on existing ironmongery using Hardwood at a cost of £551.20

- Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to renew insurance from Hiscox Insurance Company Limited for the period from the 1st May 2024 to the 30th April 2025 for a premium of £8,796.13
- Cllrs Stewart, Lucas and Green gave delegated authority to accept a 3 year Long Term Agreement with Hiscox Insurance Company for a premium of £8,796.13 per annum.
- Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to replace the waterpipe from the Council Offices to the water meter in Broad Street at a cost of £2,296.34+VAT
- Cllrs Grainger, Stewart and Lucas gave delegated authority to write to the Cricket Club regarding concerns raised by a resident in relation to access of the defibrillator and to the walkway
- Cllrs Grainger, Stewart and Lucas gave delegated authority to share the transport study data with the Gerway Action Group
- Cllrs Grainger, Stewart and Lucas agreed the content of the surveys in relation to gather information for the PlayZone application

30. Financial Matters:

- a. To consider and approve the April 2024 Council Schedule of Payments

31. To consider a response to the Governor Public Consultation to transfer Tipton St John C of E Primary School to a brand new school building on a site at Thorne Farm in Ottery St Mary

32. To consider communication from DCC Neighbourhood Highways Officer regarding Local Asset Capital Programme 2025 and to make recommendations as appropriate

33. To receive an update regarding Coleridge Medical Centre

34. To confirm details for the Annual Parish Meeting

35. To consider concern raised regarding the condition of the gates at Cadhay

36. To consider the installation of a bus shelter at the Old Station bus stop in Tipton

37. To consider Report from the Mayor

38. To consider Report from the Town Clerk

39. To note any specific correspondence received

40. To note any reports previously e-mailed by Councillors of Meetings attended

41. Councillors Questions on Councillors Business

Date of the next meeting: Tuesday 4th June 2024 at 7pm –

Council Offices, 8 Broad Street EX11 1BZ