



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee Meeting held on **Tuesday 11 June 2024** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Stewart Lucas (Chair), John Green and Richard Grainger (Mayor)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/24/06/1 APOLOGIES FOR ABSENCE

To receive apologies for absence

Cllrs Williamson, Sneller, Feasey and Stewart

O/24/06/2 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS

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

Cllr Green	No interests declared
Cllr Grainger	No interests declared
Cllr Lucas	No interests declared

O/24/06/3 ADMISSION TO MEETINGS

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.

O/24/06/4 PUBLIC PARTICIPATION

To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes

There were none.

O/24/06/5 MINUTES

To receive the Minutes of the Operations Committee Meeting of 30th April 2024 (*minute refs O24/04/01 - O24/04/15*) and to approve the signing of the Minutes by the Chair as a correct record

Chair's initials _____

The minutes of Monday 30th April 2024 were approved and signed by the Chair as a true record of the meeting.

O/24/06/6 STATION HUB

- A. To consider quotations to decorate the Hub and make decisions (if appropriate)

It was **RESOLVED** to accept Quote 1 at a cost of £800.00. It was **RESOLVED** that grant funding will be used to pay for this work.

- B. To consider using grant funding towards the cost of Summer trips for SPACE

It was **RESOLVED** that grant funding can be used toward the cost of Summer trips.

- C. To consider request from RIO to use the HUB toilets

It was **RESOLVED** that RIO can use the Hub toilets from 9am until 3pm Monday to Friday and Saturday and Sunday 12.00 until 4pm. A separate code will be set up for RIO and this will be reviewed monthly.

- D. To receive an update regarding the second stage of the feasibility study with Stir to Action

A meeting is being held with Stir to Action later this week. EDDC would like to see a report produced by 30 June 2024. This will be discussed with Stir to Action.

- E. To arrange a meeting with current tenants of the building

It was **AGREED** that meetings will be arranged with the current tenants of the building.

- F. To approve the Hub User document

It was **RESOLVED** Hub User document will be circulated to users and will come into effect from 1st July. Users will need return a signed copy of the document. Set up Teams meetings meet to answer any queries.

O/24/06/7 CEMETERY

- A. To consider reports of dog mess and consider the request to install a rubbish bin for disposal of dog mess and rubbish

It was **RESOLVED** that EDDC will be asked whether they can install a standard bin up to the cost of £300.00. This bin would take rubbish and dog waste.

- B. To consider request for a headstone in the Roman Catholic area

It was **RESOLVED** that a request for a headstone in the Roman Catholic area is approved.

Chair's initials _____

O/24/06/8 TO REVIEW THE TREE SURVEY AND MAKE DECISIONS AS APPROPRIATE

The Tree Survey was noted. No actions are required.

O/24/06/9 COUNCIL OFFICES

- A. To review the quotation for plastering the meeting room and chamber after damp proofing is completed and make decisions as appropriate

It was confirmed that as Heritage Preservation provide a specialist service following the Council's Financial Regulations competitive tendering is not required. It was **RESOLVED** to go ahead with the plastering of the meeting room and chamber at a cost of £2,790 plus VAT for the plastering; £490 plus VAT for the skirting boards; £78.30 for Guarantee protection.

- B. To consider whether the offices could be hired on an ad-hoc basis rather than by 6 month lease and what the implications of this would be

It was **RESOLVED** that the offices will only be let for a minimum of 6 months. It was **AGREED** that hot desking will be considered at a later point.

- C. To review report from Heritage Preservation regarding the Police offices

It was confirmed that as Heritage Preservation provide a specialist service following the Council's Financial Regulations competitive tendering is not required. It was **RESOLVED** to go ahead with work for the Police offices at a cost of £695.00 plus VAT.

O/24/06/10 SKATEPARK

To receive an update regarding improvements to the site

Cllrs Lucas and Green have met with the EDDC Planning Officer to discuss the proposed access. A meeting will be arranged with DCC to discuss the outcome of this meeting. It was **RECOMMENDED** that the Strategy Committee consider which projects the Council should be petitioning EDDC for. It was **AGREED** that there will be the opportunity to ask people what they want for the parish at the consultation event.

O/24/06/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

Consultation closes on Wednesday 12th June. Information on the required facilities will then be provided to PlayZone. There is a meeting on Friday to agree the next steps. A meeting is being held with the Bowling Club to discuss their concerns. It was noted that the focus for Strawberry Lane is to ensure that a PlayZone is installed by March 2025.

O/24/06/12 OTHER PROPERTY MATTERS

- A. To consider request from Library for them to store a wheelie bin

Chair's initials _____

It was **RESOLVED** that the Library can store a wheelie bin.

- B. To receive a report from the Clerk detailing any important issues impacting Property or Health & Safety

It was noted that there had been a problem with the fire alarm going off at the Station Hub over the weekend. This will be monitored and it was **AGREED** that emergency cover needs to form part of the job description of the caretaker role.

A supply cleaner is being used for the Station Hub and Council Offices as the current cleaner is unwell.

It was identified that a homeless person had been living behind the Library. This was dealt with by the EDDC Homeless Team, StreetScene and the Police.

O/24/06/13 TO CONSIDER COMMUNICATION FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER REGARDING LOCAL ASSET CAPITAL PROGRAMME 2025 AND TO MAKE RECOMMENDATIONS

The Council are outraged at the condition that the pavement in Silver Street has been left in. The repair that has been made is completely unacceptable in a conservation area. This will be reported again to the Neighbourhood Highways Officer and to DCC Cllr Bailey. If no action is taken to resolve the situation this will be highlighted to our MP.

It was **AGREED** that the Mayor and Cllr Lucas will go for a drive around the parish to take pictures of areas which should be included which will include Alfington to Butts Road and outside of The King's School. Their list will be sent to DCC.

O/24/06/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O/24/06/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O/24/06/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/24/06/17 DATE OF THE NEXT MEETING: 23RD JULY 2024 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:20

Chair's initials _____

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Chair's initials _____

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Chair's initials _____