

OTTERY ST MARY TOWN COUNCIL

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29 January 2025

Dear Councillors

I hereby give you notice that the **Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, February 3, 2025**, at **Ottery St. Mary Town Council**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

Kerry Kennell

Town Clerk

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 Monday, February 3, 2025**. 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

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AGENDA

C25/02/01 Apologies for Absence

To receive apologies for absence

C25/02/02 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

C25/02/03 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

C25/02/04 Public Participation

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

C25/02/05 Minutes

To receive the Minutes of the Meeting of the Town Council of 13 January 2025 (*minute refs C25/01/01-C25/01/22*) and to approve the signing of the Minutes by the Mayor as a correct record

COMMON.Reports:

[2025-01-13 - Full Council Meeting \[In-person\] - Minutes.pdf](#)

C25/02/06 To receive Reports from the EDDC and DCC Councillors

(if any)

C25/02/07 Planning

C25/02/07.1 To note the Minutes of 27th January 2025 (minute refs P/25/01/11-P25/01/20)

COMMON.Reports:

[2025-01-27 - Planning Meeting - Minutes draft.pdf](#)

C25/02/08 Operations Committee

C25/02/08.1 To note the Minutes of 16th January 2025 (minute refs O/25/01/01-025/01/15)

COMMON.Reports:

[2025-01-16 - Operations Committee Meeting \[In-person\] - Minutes.pdf](#)

C25/02/08.2 To consider (and approve if appropriate) recommendations from the Committee

- To accept Quote 3 for the decoration of the meeting room and chamber

C25/02/09 Environment, Local Development and Commerce Committee

C25/02/09.1 To note the Minutes of 20th January (min ref ELDC/25/01/01-ELDC25/01/18) & 29th January 2025 (min ref ELDC/25/01/19-ELDC/25/01/28)

COMMON.Reports:

[2025-01-20 - ELDC Committee meeting \[In-person\] - Minutes.pdf](#)

C25/02/09.2 To consider (and approve if appropriate) recommendations from the Committee

- That the Shop Front Grant Policy is approved subject to the following amendments: Clarification that the scheme is open to public houses; Increase maximum claim amount from the Council from £500 to £600; Start date for the scheme: 15th March 2025; Deadline for applications: 31st May 2025; Earliest work date: 1st October 2024 and Latest completion date: 30th September 2025

C25/02/10 To consider traffic concerns raised by residents regarding the temporary closure of Chineway

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C25/02/14 To note the 80th anniversary of VE day agree in principle to supporting a commemorative event to be organised by the Ottery St Mary Veteran's Society

C25/02/15 To note the current situation regarding Devolution and make decisions as appropriate

C25/02/16 To consider a response to the open consultation Strengthening the standards and conduct framework for local authorities in England

[Strengthening the standards and conduct framework for local authorities in England](#)

C25/02/17 Confirmation of decisions made under the Scheme of Delegation

Cllrs Grainger, Stewart, Green and Lucas gave delegated authority to ask Stephens Scown to review a letter of intent in relation to the PlayZone at a cost of £750.

C25/02/18 To approve the signing of the Letter of Intent regarding the PlayZone scheme at Strawberry Lane

C25/02/19 Financial Matters

To consider and approve the January 2025 Receipts and Payments and Reconciliation reports

C25/02/20 To confirm the date of the May Council meeting

C25/02/21 To consider Report from the Mayor

C25/02/22 To consider Report from the Town Clerk

C25/02/23 To note any specific correspondence received

C25/02/24 To note any reports previously e-mailed by Councillors of Meetings attended

C25/02/25 Councillors Questions on Councillors Business

C25/02/26 Date of the next meeting: Monday 3rd March 2025
Reports & Appendix 1