



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting [In-person] held on **Monday 07 April 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, EX11 1BZ**

Present: Cllrs Richard Grainger (Mayor), Dean Stewart, Peter Faithfull, Vicky Johns, Nick Sneller, Janice Aherne, EDDC Cllr Bethany Collins and DCC Jess Bailey  
In Attendance: PC Willis, PCSO Simms, Kerry Kennell, Town Clerk and one member of the public  
Minute Taker: Kerry Kennell, Town Clerk

### **C/25/04/1 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were received from Cllrs Williamson, Lucas and Feasey

### **C/25/04/2 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 Aherne	Agenda item C/25/04/9.2 - Affects & Prejudicial NRI in relation to the grant application from Tipton Playing Fields.
Cllr Stewart	Agenda item C/25/04/9.2 - DPI in relation to grant application from Citizens Advice East Devon.
Cllr Johns	No interests declared.
Cllr Grainger	No interests declared.
Cllr Sneller	No interests declared.
Cllr Faithfull	Cllr Faithfull declared that he is a member of the EDDC Planning Committee

### **C/25/04/3 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

It was **RESOLVED** that the following agenda items would be discussed in Confidential session: Agenda item C/25/04/9.2 in relation to Community Grant applications from organisations in relation to their finances; C/25/04/13 To consider shop front fund

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applications and make decisions as appropriate and C/25/04/14 To consider confidential item in relation to the cleaner and make decisions as appropriate.

**C/25/04/4 PUBLIC PARTICIPATION**

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

Nothing was raised.

**C/25/04/5 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 3 March 2025 (*minute refs C25/03/01-C25/03/28*) and 24 March 2025 (C25/03/29 - C25/03/36) to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 3<sup>rd</sup> March were approved and signed by the Mayor as a true record of the meeting. The minutes of 24<sup>th</sup> March were approved and signed by the Mayor as a true record of the meeting.

**C/25/04/6 TO RECEIVE AN UPDATE FROM THE POLICE AND TO CONSIDER THE FORMATION OF AN OTTERY ST MARY COMMUNITY SAFETY GROUP TO BE LED BY THE POLICE ADVOCATE (CURRENTLY CLLR JOHNS)**

It was **RESOLVED** to form a Community Safety Group following the draft terms of reference. The objective of the group is to improve community safety. It was AGREED that representatives from the Housing Associations and EDDC Community Safety Partnership (headed by Melody Trott) should also be included. The first meeting will be arranged shortly. The Police support the repair of the Coleridge Bridge to reduce the number of pedestrians using the pavements, particularly at the beginning and end of the school day. DCC Cllr Bailey advised that the bridge is due to be reinstated during the Summer and work should be completed before schools return for the Autumn term. A Speed detection unit will be monitoring speed following the implementation of a 20mph zone in town.

**C/25/04/7 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS**  
(if any)

DCC Cllr Bailey was asked to ensure DCC improve their communication strategy once updates on the Coleridge Bridge are available. After the May election it was suggested that meeting is held with Chris Rook from DCC to discuss the 20mph scheme and improvements that can be made. Cllr Bailey highlighted that The King's School has had an excellent Ofsted report. Cllr Bailey advised that DCC Public Rights of Way are looking into whether FP46 could be reopened.

EDDC Cllr Collins sent a written report.

EDDC Cllr Faithfull advised that the main focus at EDDC has been the local government review.

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EDDC Cllr Johns sent a written report. Cllr Johns hopes that EDDC will resurface the Canaan Way car park and remark the coach parking bays in June. The Council asked EDDC Cllr Collins and EDDC Cllr Faithfull if they could also support the resurfacing of the car park in June to enable the town to achieve Coach Friendly status.

**C/25/04/8 PLANNING**

**C/25/04/8.1 TO NOTE THE MINUTES OF 17TH MARCH 2025 (MINUTE REFS P/25/02/01-P25/02/10) AND 1ST APRIL 2025 (P25/04/01 - P25/04/10)**

The minutes of 17<sup>th</sup> March 2025 and 1<sup>st</sup> April 2025 were noted.

**C/25/04/8.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

To receive an update from the East Devon Enforcement team on issues that had been escalated to them

The response from EDDC Development Officer, Wendy Ormsby in relation to enforcement was noted.

**C/25/04/8.3 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATION:**

Reference	Applicant	Details
25/0727/AGR	Mr Martin Nancekivell Barrack Farm Exeter Road Ottery St Mary EX11 1RE	General purpose agricultural building
It was <b>RESOLVED</b> that the Council are neutral due to the lack of information provided with the application. It was suggested that some screening trees could be planted to reduce the visual impact of the building from the road.		

**C/25/04/9 FINANCE COMMITTEE**

**C/25/04/9.1 TO NOTE THE MINUTES OF 6TH MARCH 2025 (MINUTE REFS F/25/03/01-F/25/03/13) AND 13TH MARCH 2025 (MINUTE REFS F/25/03/14 - F/25/03/22)**

The minutes of 6<sup>th</sup> March 2025 and 13<sup>th</sup> March 2025 were noted.

**C/25/04/9.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

*Cllr Stewart left the meeting.*

It was **RESOLVED** that:

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- £2,000 is awarded to Citizens Advice East Devon (CAED) on the understanding that CAED will promote the sessions and retain a weekly session in Ottery St Mary although it was noted that it may move locations on rotation to improve attendance.
- that the CAED grant is paid in two six monthly installments and should be repaid if the Ottery sessions stop being offered.

*Cllr Aherne left the meeting. Cllr Stewart joined the meeting.*

- £2,000 is awarded to Tipton St John Playing Field Committee

*Cllr Aherne joined the meeting.*

- the following recommendations are made to the Community Grants Policy: To reword the last question section 2 to say “How does this directly affect the residents of Ottery St Mary parish and how many local residents would benefit?”; To increase the maximum sum of the award to £3,000; To update the policy to allow for staggered payments of a grant; To request a copy of an applicant’s Safeguarding Policy if they work with children or vulnerable adults
- the following recommendations are made to The Large Organisation Grant Policy: Rule 4 is updated to remove the reference to the Annual Grants scheme deadline which no longer applies; Rule 7d is updated to Clerk; That the Finance Committee reviews all grant application – both community and large organisation
- that proposed walking trails around town should come from CIL funding as advised by EDDC and these ideas should be progressed by the Environment, Local Development and Commerce Committee as part of the regeneration work they are undertaking.
- £500 is awarded to Honiton 729 club.

**C/25/04/10 ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE**

**C/25/04/10.1 TO NOTE THE MINUTES OF 17TH MARCH 2025 (MINUTE REFS ELDC/25/03/01-025/03/)**

**C/25/04/10.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** that:

- Callidus are engaged to complete the work as per their quotation for £1577.50 + VAT.
- that LHC quotation of £7,864.49 + VAT for a Wayfinding Strategy is accepted.
- the Council will wait to see what happens with the local plan consultation before work starts on a new Neighbourhood Plan.
- all Councillors consider whether they are interested in being part of a Neighbourhood Steering Group when it is created.

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- the Council proceed with some planting support and offer hanging basket at a reduced rate to businesses to improve the appearance of the town this year.

The Clerk gave an update that following on from a Breakfast Briefing held with businesses in the parish the consensus was that the Council should sign up with Ignyte for a further 12 months at a cost of £5,000 on condition of the following points: After 6 months EDLC committee review the situation and consider alternative options if feedback from traders, attractions and accommodation providers indicates the Ignyte is not delivering the service expected; Ignyte provide a check list for businesses of the expectation on businesses for getting regular postings via Visit Ottery social media channels; Ignyte reflect a mix of social media posts for visitors and residents and not just focus on visitors.

#### **C/25/04/11 OPERATIONS COMMITTEE**

##### **C/25/04/11.1 TO NOTE THE MINUTES OF 27TH MARCH 2025 (MINUTE REFS O/25/03/01-025/03/)**

The minutes of 27<sup>th</sup> March 2025 were noted.

##### **C/25/04/11.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** that:

- Jack Cardno from Common Place is instructed to carry out a workshop at the Station Hub at a cost of £275
- An additional camera is installed in the Waiting Room at a cost of £351.76+ VAT
- the renewable gas quotation is accepted for a fixed term of three year
- the renewable electricity quotation is accepted. for a fixed term for three years
- the Council will confirm in writing a commitment to contribute £79,413 towards the PlayZone project. In the unlikelyhood that the final tender goes above the budget (circa £24,000 of risk and contingency has already been factored in) the difference would need to be picked up by Ottery St Mary Town Council.
- JHH Helping Hands are instructed to repair the Ladies toilet window at the Library at a cost of £863.32
- JHH Helping Hands are instructed to update the Disabled/Mens toilet at the Library at a cost of £538.70

##### **C/25/04/12 TO CONSIDER INCREASING CEMETERY FEES BY 5% WITH EFFECT FROM 8TH APRIL 2025 AND MAKE DECISIONS AS APPROPRIATE**

It was **RESOLVED** to increase Cemetery fees by 5% with effect from 8<sup>th</sup> April 2025.

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*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.*

**C/25/04/13 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE**

It was **RESOLVED** that the following Shop Front Fund grants will be awarded:

Dilly's Florist	£410
Devon Eco Boutique	£250
The London Inn	£600

**C/25/04/14 TO CONSIDER CONFIDENTIAL ITEM IN RELATION TO THE CLEANER AND MAKE DECISIONS AS APPROPRIATE**

The confidential item was discussed and agreed.

**C/25/04/15 TO APPROVE GRANT TO ACTION EAST DEVON (AED) ON THE CONDITION THAT THAT FUNDS ARE RESTRICTED FOR OSM SERVICE**

It was **RESOLVED** that £15,000 is awarded to Action East Devon (AED) on the condition that AED restrict the funds for work at Ottery St Mary.

*The Confidential Session ended.*

**C/25/04/16 TO AGREE THE NEXT STEPS TO REVIEW THE IDEAS SUBMITTED FOR SECTION 106 FUNDING FOR OPEN SPACES IN CONJUNCTION WITH EDDC**

It was **RESOLVED** that the Council would spend up to £33,865.66 at the Land of Canaan play area. It was **AGREED** that S106 funds for Open spaces will be used for the equipment (approx. £25,500) with the remainder from CIL funding.

Cllr Sneller shared his concerns regarding the proposed fencing but it was confirmed that it is the responsibility of EDDC Streetscene to maintain the play area. The concerns will be fed back to EDDC.

**C/25/04/17 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY**

There is no update. It was **AGREED** that DCC Cllr Bailey will be asked whether there is any update.

**C/25/04/18 TO APPROVE INSURANCE RENEWAL FOR 2025/26**

It was noted that the premium has risen dramatically since 2019 due to two water claims and an outstanding claim. It was **RESOLVED** that the insurance renewal is accepted for

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2025/26 at a cost of £17,803.77. It was AGREED that the Council will seek alternative cover as soon as it is able but it was noted that the Clerk has been unable to obtain any quotations from alternative companies whilst the claim remains ongoing.

**C/25/04/19 TO RECEIVE AN UPDATE REGARDING A COMMUNITY EVENT TO MARK THE 80TH ANNIVERSARY OF VE DAY TO BE ORGANISED BY THE OTTERY ST MARY VETERAN'S SOCIETY**

Cllr Johns gave an update. All Councillors are invited to attend the event. The Mayor confirmed he will be in attendance.

**C/25/04/20 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE**

**C/25/04/20.1 TO REVIEW ASSETS OWNED BY DEVON COUNTY COUNCIL AND EAST DEVON COUNTY COUNCIL AND CONSIDER WHICH ASSETS THE COUNCIL WOULD BE INTERESTED IN TAKING OVER**

Cllr Johns and the Clerk attended a DALC briefing for larger councils regarding Devolution and they advised that the Council consider the assets owned by DCC and EDDC and consider which aspects they may be interested in taking on. The Clerk has shared a list of assets from EDDC and is awaiting a list from DCC. This will need careful consideration. It was noted that the Council consider the Library to be a valuable community asset.

**C/25/04/21 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE**

The proposed plans for where a 20mph scheme in Wiggaton, Tipton St John and the North Ward could be installed will be sent to DCC for review.

**C/25/04/22 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

Cllrs Grainger, Green and Stewart gave delegated authority to pay an invoice for Callidus of £11,508.46 as previously agreed by the Full Council.

**C/25/04/23 TO CONFIRM THE ANNUAL PARISH MEETING WILL TAKE PLACE AT 7PM ON TUESDAY 27TH MAY AT THE STATION HUB AND TO AGREE THE FORMAT OF THE MEETING**

It was **RESOLVED** that the Annual Parish Meeting will take place at 7pm on Tuesday 27<sup>th</sup> May at the Station Hub. Successful grant applicants, those involved with the Youth Engagement project, local businesses and the community will be invited to the meeting. Tea and cake will be provided.

**C/25/04/24 FINANCIAL MATTERS**

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

It was **RESOLVED** to approve the March 2025 Receipts and Payments and Reconciliation reports.

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**C/25/04/25 TO CONSIDER REPORT FROM THE MAYOR**

The Mayor has attended several Council meetings over the past month.

**C/25/04/26 TO CONSIDER REPORT FROM THE TOWN CLERK**

The Clerk's report was noted.

**C/25/04/27 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

The Mayor has received an email from a parishioner regarding the Spencer Court bin shed. EDDC Cllr Faithfull advised that he is looking into this. The Clerk will provide an update to the resident.

**C/25/04/28 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

Cllr Johns report was noted.

**C/25/04/29 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

Cllr Faithfully highlighted that Angus Ross had been on Countryfile and that he made the bench outside of the library.

**C/25/04/30 DATE OF THE NEXT MEETING: MONDAY 7TH APRIL 2025**

Reports & Appendix 1

Meeting concluded at 21:25

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