

OTTERY ST MARY TOWN COUNCIL

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07 May 2025

Dear Councillors

I hereby give you notice that the **Annual Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00** on **Monday, May 12, 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, May 12, 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

Table of contents

12/05/2025 19:00 - 21:30

C/25/05/1 - Election of the Mayor of Ottery St Mary for 2025/26 - to receive nominations and to carry out a vote accordingly	5
.....	
25/05/2 - Declaration of Acceptance of Office by the Mayor	5
.....	
of any changes	5
.....	
C/25/05/5 - To receive apologies for absence	5
.....	
/25/05/6 - Election of Councillor with special responsibility for Finance ("Treasurer/Chair")	5
.....	
25/05/7 - Declarations and Disclosable Pecuniary Interests	5
.....	
C/25/05/8 - Admission to Meetings	5
.....	
C/25/05/9 - Public Participation	5
.....	
C/25/05/10 - To receive Reports from EDDC and DCC Councillors	5
.....	
/25/05/11 - To consider report current committee structure and proposed changes and mak	5
.....	
C/25/05/12 - To ppoint membership of Committees and elect a Chair and Vice Chair for each	5
.....	
C/25/05/13 - Working Groups:	6
.....	
C/25/05/14 - To appoint membership of Working Groups	6
.....	

5/05/15 - To elect members to fill Council appointments and to appoint Council Representatives to	6
.....	
25/05/16 - To review the Council's current Standing Orders and Financial Regulations	6
.....	
C/25/05/1 - To note the Council's current Insurance Policy	6
.....	
/25/05/18 - To consider and review the Council's Annual Subscriptions	6
.....	
C/25/05/19 - Bank mandate - to determind the Council's authorised signatories	6
.....	
C/25/05/20 - To confirm Keyholder arrangements for the Town Council Building and Offices	6
.....	
/05/21 - To note Council Meetings for 2025/26 and to decide whether to have onhn and Alfington	6
.....	
C/25/05/22 - Minutes	6
.....	
C/25/05/23 - Planning Committee	6
.....	
C/2/05/24 - Environment, Local Development and commerce Committee (ELDC)	6
.....	
C/25/05/25 - Operations Committee	7
.....	
C/25/05/26 - To consider shop front fund applications and make decisions as appropriate	7
.....	
25/05/27 - To receive an update regarding the proposal to transfer Tipton St John imary School to Thorne Farm, Ottery St M	7
.....	
/25/05/28 - To note the current situation regarding Devolution and make decisions as appropriate	7
.....	
C/25/05/29 - Cnfirmation of decisions made under the Scheme of Delegation	7
.....	
C/25/05/30 Financial Matters	7
.....	

C/25/05/31 - To consider Report from the Mayor	7
<hr/>	
5/05/32 - To consider Report from the Town Clerk	7
<hr/>	
C/25/05/33 - To note any specific correspondence received	8
<hr/>	
C/25/05/34 - To note any reports previously e-mailed by Councillors of meetings attended	8
<hr/>	
C/25/05/35 - Councillors Questions on Councillors Business	8
<hr/>	
C/25/05/36 - Date of the next meeting: Monday 2nd June 2025	8
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AGENDA

C/25/05/1 Election of the Mayor of Ottery St Mary for 2025/26 - to receive nominations and to carry out a vote accordingly

C/25/05/2 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

C/25/05/3 Election of the Deputy Mayor of Ottery St Mary for 2025/26 - to receive nominations and to carry out a vote accordingly

C/25/05/4 To remind all Councillors to review their Register of Interests form and notify the Town Clerk of any changes

[Ottery St Mary Town Council - East Devon](#)

C/25/05/5 To receive apologies for absence

C/25/05/6 Election of Councillor with special responsibility for Finance ("Treasurer/Chair")

C/25/05/7 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

C/25/05/8 Admission to Meetings

In consideration of the Public Bodies (Admission to Meetings) Action 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

C/25/05/9 Public Participation

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

C/25/05/10 To receive Reports from EDDC and DCC Councillors

COMMON.Reports:

[Report for May 2025 meeting from EDDC Cllr Vicky Johns.pdf](#)

C/25/05/11 To consider report current committee structure and proposed changes and make decisions as appropriate

COMMON.Reports:

[Committee Structure 2025.pdf](#)

C/25/05/12 To appoint membership of Committees and elect a Chair and Vice Chair for each

C/25/05/13 Working Groups:

To review and consider extending duration of the following Working Groups: Events; Museum Working Group; Asset Delivery; Youth Engagement Working Group; Safe Cycle and Pedestrian Access and Community Safety Group

C/25/05/14 To appoint membership of Working Groups**C/25/05/15 To elect members to fill Council appointments and to appoint Council Representatives to outside bodies****C/25/05/16 To review the Council's current Standing Orders and Financial Regulations****C/25/05/17 To note the Council's current Insurance Policy****C/25/05/18 To consider and review the Council's Annual Subscriptions**

The National Allotment Society	£66 + VAT
DALC	£1439.0 + VAT
ICCM	£105.00
Devon Communities Together	£50
SLCC – two staff	£543 + VAT

C/25/05/19 Bank mandate - to determind the Council's authorised signatories**C/25/05/20 To confirm Keyholder arrangements for the Town Council Building and Offices****C/25/05/21 To note Council Meetings for 2025/26 and to decide whether to have one meeting a year at Escot, Tipton St John and Alfington****C/25/05/22 Minutes**

To receive the Minutes of the Town Council of 7th April 2025 (minute refs 25/04/01 - 25/04/30) and to approve the signing of the Minutes by the Mayor as a correct record

COMMON.Reports:

[2025-04-07 - Full Council Meeting \[In-person\] - Minutes.pdf](#)

C/25/05/23 Planning Committee

To note the Minutes of the Planning Committee meeting of 22nd April 2025 (minute refs P/25/04/01 - P/25/04/10) and 1 May 2025 (minute refs P/25/05/01 - P/25/05/10)

COMMON.Reports:

[2025-04-22 - Planning meeting - Meeting Book.pdf](#)

[2025-05-01 - Planning Meeting - Minutes.pdf](#)

C/25/05/24 Environment, Local Development and commerce Committee (ELDC)

- a. To note the Minutes of the ELDC Committee meeting of 22nd April 2025 (minute refs ELDC25/04/01 - ELDC25/04/19)
- b. To consider (and approve if appropriate recommendations from the Committee:

COMMON.Reports:

C/25/05/25 Operations Committee

- a. To note the Minutes of the Operations Committee meeting of 22nd April 2025 (minute refs O25/04/01 - 025/04/17)
- b. To consider (and approve if appropriate recommendations from the Committee:

COMMON.Reports:

2025-05-01 - Operations Committee - Minutes(1).pdf

C/25/05/26 To consider shop front fund applications and make decisions as appropriate

C/25/05/27 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C/25/05/28 To note the current situation regarding Devolution and make decisions as appropriate

- a. 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

COMMON.Reports:

EDDC Asset list in OSM parish.xlsx

2025 04 10 Response to Ottery St Mary clerk.xlsx

C/25/05/29 Confirmation of decisions made under the Scheme of Delegation

- Cllrs Grainger, Green and Stewart gave delegated authority to renew the contract with Ignyte for a further 12 months at a cost of £5,000 on the following conditions based on the understanding that every business will have a free entry on Visit Ottery:
 - 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.
- Cllrs Grainger, Green and Stewart gave delegated authority to approve the wildflower proposals made in the biodiversity net gain report for the PlayZone.

C/25/05/30 Financial Matters

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

C/25/05/31 To consider Report from the Mayor

C/25/05/32 To consider Report from the Town Clerk

- C/25/05/33 To note any specific correspondence received**
- C/25/05/34 To note any reports previously e-mailed by Councillors of meetings attended**
- C/25/05/35 Councillors Questions on Councillors Business**
- C/25/05/36 Date of the next meeting: Monday 2nd June 2025**