



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council [In-person] held on **Monday 12 May 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Richard Grainger, Dean Stewart, Peter Faithfull, John Green, Richard Copus, Vicky Johns, Nick Sneller, Janice Aherne and Ben Feasey,
In Attendance: EDDC Cllr Bethany Collins, DCC Cllr Jess Bailey and Kerry Kennell (Town Clerk)
Minute Taker: Kerry Kennell, Town Clerk

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

Cllr Johns was proposed by Cllr Grainger and seconded by Cllr Aherne. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Johns be elected as Mayor. Thanks were given to Cllr Grainger for all that he has done as Mayor over the past two years.

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

Cllr Johns signed their Declaration of Acceptance of Office.

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

Cllr Green was proposed by Cllr Johns and seconded by Cllr Grainger. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Green be elected as Deputy Mayor.

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](#)

All Councillors will check their Register of Interests Form and notify the Clerk of any changes.

C/25/05/5 TO RECEIVE APOLOGIES FOR ABSENCE

There were none.

C/25/05/6 ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE ("TREASURER/CHAIR")

Chair's initials _____

Cllr Stewart was proposed by Cllr Johns and seconded by Cllr Sneller . A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as the Councillor with Special Responsibility for Finance.

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

Cllr Feasey	No interests were declared. During the meeting Cllr Feasey declared an 'affects NRI in relation to agenda item C/25/05/18 as an employee of Devon Communities Together.
Cllr Grainger	No interests were declared.
Cllr Green	No interests were declared.
Cllr Copus	No interests were declared.
Cllr Faithfull	No interests were declared.
Cllr Sneller	No interests were declared.
Cllr Aherne	No interests were declared.
Cllr Stewart	No interests were declared.
Cllr Johns	No interests were declared.

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

It was **RESOLVED** that the following agenda items would be discussed in Confidential session: C/25/05/26 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE. During the meeting it was **RESOLVED** that an item in relation to C/25/05/25B OPERATIONS COMMITTEE in relation to the covenant at Strawberry Lane would be discussed in Confidential session.

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

There were none.

C/25/05/10 TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

EDDC Cllr Johns sent a written report.
EDDC Cllr Collins sent a written report.

Chair's initials _____

EDDC Cllr Faithfull had nothing extra to report. There is a planning appeal at Feniton and EDDC are waiting to see the outcome.

DCC Cllr Bailey thanked the outgoing Mayor and the Council for their support over the past twelve months. Cllr Bailey is delighted to be re-elected. There has been a political change at DCC. The new Leader will be announced on 27th May after which the cabinet will then be named. A Community Resilience Meeting is being held at Newton Poppleford on Tuesday 20th May from 6pm until 8pm. Cllr Bailey is attending the first CROC (Climate Resistant Otter Catchment) meeting and will feedback. Cllr Bailey advised that DCC are still awaiting Environment Agency consent to carry out work on the Coleridge Bridge. Cllr Bailey advised that DCC made a grant application to EDDC for £600,000 to fund feasibility studies into the three potential sites for Tipton St John Primary School. It has been recommended for refusal by EDDC. EDDC Councillors and Ottery Town Councillors were invited to attend the EDDC meeting. Cllrs Grainger and Aherne would like to attend on behalf of the Council. Cllr Green asked whether central government is still going to fund a new school? Cllr Bailey advised there had been no information on the funding being withdrawn. Cllr Bailey will arrange a meeting with DCC and the Town Council to discuss the 20mph scheme.

C/25/05/11 TO CONSIDER REPORT CURRENT COMMITTEE STRUCTURE AND PROPOSED CHANGES AND MAKE DECISIONS AS APPROPRIATE

It was **RESOLVED** that:

The Council will have the following structure: from 13th May 2025:

- Full Council
- Planning Committee
- Finance and Strategic Planning Committee
- Operations Committee
- Community Infrastructure Committee
- HR Committee

An Annual meeting planner will be produced for all committees except for Planning and HR who will continue to meet as required.

Attendance of councillors to all Committee and Council meetings will be published on the Council website.

C/25/05/12 TO APPOINT MEMBERSHIP OF COMMITTEES AND ELECT A CHAIR AND VICE CHAIR FOR EACH

1. Planning Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Green (**Ex Officio**) Copus, Aherne, Grainger, Sneller

Cllr Grainger was declared elected as Chair of the Planning Committee.

Cllr Copus was declared elected as Vice Chair of the Planning Committee.

Chair's initials _____

2. Finance Committee and Strategy

The following membership was agreed: Cllrs Johns (**Ex Officio**), Green (**Ex Officio**), Stewart, Aherne, Feasey and Grainger

Cllr Stewart had been elected as Chair earlier in the meeting.

Cllr Grainger was declared elected as the Vice Chair of the Finance Committee.

3. Human Resource Management Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Green (**Ex Officio**), Stewart, Aherne and Grainger

Chair and Vice Chair: The Mayor and Deputy Mayor were declared elected as Chair and Vice Chair of the Human Resource Management Committee respectively.

4. Operations Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Green (**Ex Officio**), Feasey, Stewart, Grainger

Cllr Feasey was declared elected as the Chair of the Operations Committee.

Cllr Green was declared elected as the Vice Chair.

5. Community Infrastructure Committee

The following membership was agreed: Cllrs Johns (**Ex Officio**), Green (**Ex Officio**), Sneller, Stewart, Copus

Cllr Stewart was declared elected as the Chair Community Infrastructure Committee

Cllr Sneller was declared elected as the Vice Chair.

Appendix 1 attached shows the Committee membership as agreed.

It was **RESOLVED** to accept the elected Chairs and Vice Chairs of all the Council's Committees.

It was AGREED that Cllrs Williamson and Lucas will be asked which committees they wish to join once they are attending Council meetings again.

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

It was **RESOLVED** that the following working groups are extended until 31/05/2026: Events; Emergency Plan; 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

Events Working Group	Cllr Johns, Stewart, Aherne and Feasey.
Emergency Plan Working Group	Cllrs Aherne and Faithfull.

Chair's initials _____

Asset Management Working Group	Cllrs Green, Stewart and Johns
Youth Engagement Working Group	Cllrs Feasey, Johns, Grainger and Aherne
Safe Cycle and Pedestrian Access	Cllrs Johns, Stewart and Sneller
Community Safety Group	To be led by Cllr Johns.

It was **RESOLVED** to appoint the membership of Working Groups as above – see Appendix 1.

C/25/05/15 TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

It was **RESOLVED** to elect members to fill Council Appointments as per Appendix 1.

C/25/05/16 TO REVIEW THE COUNCIL'S CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS

It was **AGREED** that the Standing Orders and Financial Regulations will be reviewed by the Finance and Strategy Committee, and then the Full Council.

C/25/05/17 TO NOTE THE COUNCIL'S CURRENT INSURANCE POLICY

The Council's current insurance policy was noted.

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

The annual subscriptions were reviewed.

C/25/05/19 BANK MANDATE - TO DETERMINE THE COUNCIL'S AUTHORISED SIGNATORIES

It was **RESOLVED** that the Mayor, Deputy Mayor, Clerk, and Cllrs Grainger and Stewart are signatories. The Clerk will check with Barclays Bank if Cllr Lucas has been set up as an authorised signatory.

C/25/05/20 TO CONFIRM KEYHOLDER ARRANGEMENTS FOR THE TOWN COUNCIL BUILDING AND OFFICES

It was **RESOLVED** that the Mayor, Cllrs Grainger, Stewart and the office staff, plus the cleaner be key holders to the premises. The Station is accessed by a code provided by the office staff.

Chair's initials _____

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

It was **RESOLVED** that a meeting will be arranged at Escot and Tipton St John. Cllr Johns will ask residents of Alfington if they would like a meeting in the village hall due to the parking restrictions there.

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

The minutes of 7th April were approved and signed by the Mayor as a true record of the meeting.

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)

The minutes of 22nd April and 1st May were noted.

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)

The minutes of 22nd April were noted.

- b. To consider (and approve if appropriate recommendations from the Committee:

It was **RESOLVED** that the planters will be maintained on an ad hoc basis for this year, with planters prepared and planted with waste disposed of at a cost of £1.816.50.

It was **RESOLVED** that the metal planters will be repainted at a cost of £280.00.

C/25/05/25 OPERATIONS COMMITTEE

- a. To note the Minutes of the Operations Committee meeting of 1 May 2025 (minute refs O25/05/01 - 025/05/17)

The minutes of 1st May were noted.

- b. To consider (and approve if appropriate recommendations from the Committee:

It was **RESOLVED** that a budget of £10,000 is approved for the outside area at the Station with a contingency of £5,000.

Chair's initials _____

It was AGREED the Clerk will obtain quotes according to the agreed tender specification.

It was discussed reducing the number of portacabins at the Station Hub to one. It was AGREED that the Operations Committee will investigate options for the portacabin.

It was **RESOLVED** that the Council pay a further £2,611.20 for the electricity easement and confirm that the map provided is correct.

It was **RESOLVED** to replace the existing 5 CCTV cameras with HD day/night domes and rewire back to the cupboard, replace the existing DVR with a 4TB NVR with facilities to communicate with a remote app via internet at a cost of £1,523.93. *Cllr Sneller objected.*

It was **RESOLVED** to install a 4/5G router with aerial to allow internet access (a sim would be required) at a cost of £203.60. *Cllr Sneller objected.*

It was **RESOLVED** that the Covenant will be discussed in the Confidential Session.

C/25/05/26 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE

This will be discussed in Confidential Session at the end of the meeting.

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

There was no further update than that provided by DCC Cllr Bailey during her report.

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

It was AGREED that this will be deferred until the next Full Council Meeting.

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.

Chair's initials _____

- 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 April 2025 Receipts and Payments and Reconciliation reports

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

C/25/05/31 TO CONSIDER REPORT FROM THE MAYOR

The outgoing Mayor sent a written report.

C/25/05/32 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk had nothing to report.

C/25/05/33 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that EDDC have decided to remove the payphone near Sainsburys despite the fact that the Council requested it remained. As the telephone will be removed the Council felt there was no benefit to keeping the box.

The Clerk will forward the invitation to the Okehampton Town Council's Mayor Choosing to the Mayor.

C/25/05/34 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

Cllr Aherne attended a presentation with the Scouts for their new tents purchased by a Community Grant from the Council. Cllr Aherne reported that the tents are extremely easy to use. The Scouts have offered Ottery Primary School PTA use of their tents.

C/25/05/35 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

Cllr Sneller asked Cllr Stewart about an increase in the number of flights going to/from Exeter Airport. Cllr Stewart said some bigger aircraft are being used. There is no proposal to dramatically increase the number of flights but it is slowly growing. It was noted that Exeter Airport are starting to run hydrogen fueled flights from which should lead to reduced pollution.

Chair's initials _____

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/25/05/36 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE

Otter Wishes	£600
Turkish Barbers	£600
Leah Marcs	£600
Cold Harbour Farm	£600

It was **RESOLVED** that all work needs to be in keeping with the conservation area and planning regulations. It was **RESOLVED** that Cllr Copus will speak with the applicants regarding this.

It was **RESOLVED** that for the next round of applications the Shop Front Fund Policy will be updated to state that all work carried out needs to be in keeping with the conservation area guidelines and that redecoration costs will only be considered every three years.

C/25/05/25 OPERATIONS COMMITTEE

b. To consider (and approve if appropriate recommendations from the Committee:

There was a discussion regarding Strawberry Lane and the covenant in place.

C/25/05/36 DATE OF THE NEXT MEETING: MONDAY 2ND JUNE 2025

Meeting concluded at 20:50

Chair's initials _____

Draft

Chair's initials _____