



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Full Council [In-person] held on **Monday 01 September 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 Dean Stewart, Peter Faithfull, Richard Grainger, Vicky Johns (Mayor), Nick Sneller and Sarah Martin  
In Attendance: EDDC Cllr Bethany Collins and Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

### **C/25/09/1 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllrs Aherne, Feasey, Copus, Lucas and DCC Cllr Jess Bailey.

### **C/25/09/2 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 Grainger	No interests were declared.
Cllr Martin	No interests were declared.
Cllr Stewart	Agenda item C/25/09/8.2 Cllr Stewart declared an ORI in relation to the grant application for the Ottery Larder.
Cllr Johns	Agenda item C/25/09/8.2 Cllr Johns declared an ORI in relation to the grant application for the Ottery Larder.
Cllr Sneller	No interests were declared.
Cllr Faithfull	No interests were declared.

### **C/25/09/3 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 if any information relating to the organisations finances was discussed: C/25/08/8.2 To consider (and approve if appropriate) recommendations from the committee.

### **C/25/09/4 PUBLIC PARTICIPATION**

Chair's initials \_\_\_\_\_

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

There are none.

#### **C/25/09/5 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 4th August 2025 (*minute refs C25/08/01-C25/08/25*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 4<sup>th</sup> August 2025 were approved and signed by the Mayor as a correct record of the meeting.

#### **C/25/09/6 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS** (if any)

EDDC Cllr Bethany Collins and EDDC Cllr Vicky Johns sent written reports.  
EDDC Cllr Peter Faithfull reported that at a recent EDDC Planning Committee meeting he had identified an insufficient water tank size in relation to a planning application. The size of the tank was not questioned by EDDC. Cllr Faithfull reiterated the need to check any information that is provided with an application. A Local Devolution meeting was held by EDDC with town and parish Council representatives.  
Cllr Jess Bailey was delayed at another parish and will send a written report.

#### **C/25/09/7 PLANNING**

##### **C/25/09/7.1 TO NOTE THE MINUTES OF 18TH AUGUST 2025 (MINUTE REFS P/25/08/01-P25/08/10 )**

To note the Minutes of 18th August 2025 (minute refs P/25/08/01-P25/08/10) and 28th August 2025 (P/25/08/11 -P/25/08/20)

The planning minutes of 18<sup>th</sup> August 2025 and 28<sup>th</sup> August 2025 were noted.

#### **C/25/09/8 FINANCE AND STRATEGIC PLANNING COMMITTEE**

##### **C/25/09/8.1 TO NOTE THE MINUTES OF THE MEETING OF 12TH AUGUST 2025 (MINUTE REFS FSP/25/08/01 - FSP/25/08/17)**

The minutes of the Finance and Strategic Planning Committee of 12<sup>th</sup> August 2025 were noted.

*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/25/09/8.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

Chair's initials \_\_\_\_\_

It was **RESOLVED** that the Council:

- arrange a second meeting is held with Project Food to gather more supporting information

*Cllrs Stewart and Johns left the meeting.*

It was **RESOLVED** that a £2,000 community grant is awarded to Ottery Larder.

*Cllrs Stewart and Johns joined the meeting.*

*The Confidential Session closed.*

It was **RESOLVED** that the Council will write to EDDC to request a lease of land at Land of Canaan.

It was **RESOLVED** that the Council adopts the updated Standing Orders.

It was **RESOLVED** that the Council adopts the updated Financial Regulations.

#### **C/25/09/9 COMMUNITY INFRASTRUCTURE COMMITTEE**

##### **C/25/09/9.1 TO NOTE THE MINUTES OF 18TH AUGUST 2025 (MINUTE REFS CI/25/08/01-025/08/18)**

The Community Infrastructure Committee meeting minutes of 18<sup>th</sup> August 2025 were noted.

#### **C/25/09/10 OPERATIONS COMMITTEE**

##### **C/25/09/10.1 TO NOTE THE MINUTES OF 28TH AUGUST 2025 (MINUTE REFS O/25/08/01-025/08/15)**

The Operations Committee meeting minutes of 28<sup>th</sup> August 2025 were noted.

##### **C/25/09/10.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** that the Council:

- should give notice to SPACE on the use of the portacabin as an office
- SPACE should be offered Office 2 at a rental of £130 per month
- the Carnival and Tar Barrel Committee have sole use of Portacabin 1 (for storage only) on the agreement that they will pay the annual cost of the rates for that portacabin. A licence will be drawn up to this effect
- that the Gazebos and Tables available for hire will be moved from the cellar to Portacabin 2 when it is available
- that the Clerk will review what is being stored in Portacabin 1
- the Clerk will write to Action East Devon giving permission for them to put up a plaque on the wall (subject to approval from the Council) to show it is their registered office

Chair's initials \_\_\_\_\_

A letter from the OSM Bowling Club was noted. It was AGREED that the Clerk will carry out further investigation before responding to the letter.

**C/25/09/11 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.

**C/25/09/12 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE**

EDDC held a meeting for Towns and parishes to provide an update on the local government review. The slides have been circulated to Councillors and detailed potential assets that could be transferred to the Councils through Community Asset Transfer. The Clerk has requested a meeting with EDDC to discuss this further and to obtain some associated costs with the assets mentioned.

**C/25/09/13 TO RECEIVE AN UPDATE REGARDING BRIDGES AND THE FOOTPATH AT THE LAND OF CANAAN AND TO MAKE DECISIONS AS APPROPRIATE**

It was noted that the Coleridge Bridge is expected to open by mid to late September. It was noted that EDDC will be replacing the existing wooden footbridge at the Land of Canaan.

It was noted that the DCC footpath bridge was replaced recently.

There was a lengthy discussion regarding the possible reinstatement of the removed footbridge at the Land of Canaan. EDDC did not feel it was a beneficial use of public money as it was located so close to an existing footbridge. However Councillors felt it would change the dynamic of the area. It was AGREED that the Council will revisit this once a decision has been made regarding whether any community assets will be transferred to the Council.

**C/25/09/14 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE**

There is no update.

**C/25/09/15 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

Cllrs Johns, Grainger and Stewart gave delegated authority for a survey to be carried out at the Library.

**C/25/09/16 FINANCIAL MATTERS**

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

Chair's initials \_\_\_\_\_

It was **RESOLVED** to approve the Receipts and Payments and Reconciliation reports for the Current Account and Petty Cash Account for August 2025. The remaining accounts will be approved at the October meeting as the bank statements were not available due to the timing of the meeting.

**C/25/09/17 TO CONSIDER REPORT FROM THE MAYOR**

The Mayor sent a written report.

The Mayor opened the (in)visible photographic display by Theo Moye in association with Action East Devon at the Ottery St Mary Library and encouraged Councillors to visit.

**C/25/09/18 TO CONSIDER REPORT FROM THE TOWN CLERK**

The Clerk thanked the Councillors that had already completed the online survey and encouraged those that have not already done it to do so! The Clerk reiterated the importance of sending apologies to a meeting as soon as possible to ensure that a meeting is quorate. It was noted that the Council Administrator is on two weeks' leave so there will only be the Clerk staffing the office.

**C/25/09/19 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Correspondence regarding World Otter Day 2026 was noted.

**C/25/09/20 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

There are none.

**C/25/09/21 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

In his personal capacity Cllr Faithfull had arranged a meeting of local conservation groups to discuss Himalayan balsam clearance for next year.

It was AGREED that the Clerk will report to EDDC that at the Land of Canaan Play Park the safety mats are lifting in places which could cause a tripping hazard and that the installers have put turf behind the fence and this is not being maintained.

Cllr Grainger had previously suggested the installation of cycle racks at the play area. The Clerk will ask EDDC for an update.

**C/25/09/22 DATE OF THE NEXT MEETING: MONDAY 6TH OCTOBER 2025**

Reports & Appendix 1

It was noted that the October meeting is being held in Tipton St John.

Chair's initials \_\_\_\_\_

Meeting concluded at 20.31

Draft

Chair's initials \_\_\_\_\_

Draft

Chair's initials \_\_\_\_\_