



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting [In-person] held on **Monday 01 December 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 Peter Faithfull, Richard Grainger, Richard Copus, Vicky Johns (Mayor), Nick Sneller, Janice Aherne, Sarah Martin, Emily Peka and Robyn Bennett

In Attendance: Kerry Kennell, Town Clerk, five members of the parish and DCC Cllr Bailey (from 8pm)

Minute Taker: Kerry Kennell, Town Clerk

C/25/12/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Stewart and Cllr Feasey.

C/25/12/02 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

Cllr Johns	No interests declared.
Cllr Aherne	Agenda item 12 – Cllr Aherne declared an 'affects NRI' as a resident of Tipton St John.
Cllr Martin	No interests declared.
Cllr Copus	No interests declared.
Cllr Faithfull	No interests declared. During meeting Cllr Faithfull declared an 'affects NRI' as a member of the Millenium Green Committee in relation to Agenda item .
Cllr Bennett	No interests declared.
Cllr Sneller	No interests declared.
Cllr Peka	No interests declared.
Cllr Grainger	No interests declared.

Cllr Johns welcomed Cllr Peka and Cllr Bennett to the Council.

C/25/12/03 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

Chair's initials _____

There were none.

C/25/12/04 PUBLIC PARTICIPATION

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

All members of the public present wished to speak in relation to agenda item C/25/12/07
and it was AGREED they could speak at that point.

C/25/12/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 3rd November 2025 (*minute refs C25/11/01-C25/11/7*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 3rd November 2025 were approved and signed by the Mayor as a correct record of the meeting.

C/25/12/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS (if any)

EDDCs Cllr Johns, Collins and Faithfull sent written reports which are available on the Council website.

The LGR document for EDDC is available on their website. Cllr Faithfull will be requesting that it is made more accessible.

DCC Cllr Bailey gave a verbal report. The HATOC Committee have approved double yellow lines in Brook Street and a small section outside of Tipton School. The HATOC Committee are still reviewing a proposal at Ridgeway Gardens.

A resident has contacted Cllr Bailey, DCC Highways and the Council regarding parking in Mill Street. Concerns have been raised regarding vehicles parked past 8am which cause a bottleneck. Cllr Bailey will request that the DCC Highways Safety Officer visits Mill Street to view the situation – she will request that he attends on a weekday during termtime between 8 and 9am. The results will then be reviewed by Cllr Bailey and the Council. Cllr Bailey will also request that they look at North Street.

C/25/12/07 TO CONSIDER THE INSTALLATION OF VEHICLE ACTIVATED SIGNS (VAS) IN FAIRMILE

A meeting was arranged in November by DCC Cllr Bailey in Fairmile to discuss residents' concerns regarding speeding through the village. DCC Cllr Bailey and DCC Cllr Connor have agreed to give £500 each from their Locality Budget towards a VAS.

It was AGREED that the Council support this project. It was AGREED that the Clerk will write to Talaton Parish Council to see if they can support the project. Two sites within the village have been identified by DCC Highways as being suitable locations.

Chair's initials _____

A Fairmile Speedwatch group is being set up. Police enforcement sites have been identified in Fairmile.

C/25/12/08 PLANNING

C/25/12/08.1 TO NOTE THE MINUTES OF 11TH NOVEMBER 2025 (MINUTE REFS P/25/11/01-P25/11/10)

The minutes of 11th November 2025 were noted.

C/25/12/08.2 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATION:

Reference	Applicant:	Details:
25/2273/PDQ	Mr Mark Oliff and David Grimshaw The Poultry Barn Green Lane Feniton EX14 3BR	Prior notification (Class Q - (a) and (c)) for a change of use from a building on an agricultural unit to 7no. dwellinghouses (Use Class C3)
<p>The Council objects to this application for the following reasons:</p> <ol style="list-style-type: none">1. Structural Integrity Part of the building has collapsed, as evidenced in the submitted photographs. The structure is not sound and therefore does not qualify for Prior Approval under Permitted Development Rights (PDQ). A Full Planning Application should be required.2. Unsuitable Development This proposal represents the wrong development in the wrong location. The site has been designated by EDDC for employment use, not residential housing. It does not align with the intended use of the area.3. Non-Compliance with Local Plan The site is not included in the new East Devon District Council (EDDC) Local Plan, further confirming its unsuitability for residential conversion.4. Previous Objections Remain Valid All prior objections submitted by the Council still stand. We refer back to the previous officer's report and the points raised, as nothing has changed in the circumstances.		

C/25/12/09 FINANCE AND STRATEGIC PLANNING COMMITTEE

C/25/12/09.1 TO NOTE THE MINUTES OF THE MEETING OF 11TH NOVEMBER 2025 (MINUTE REFS FSP/25/11/01 - FSP/25/11/17)

The minutes of 11th November 2025 were noted.

C/25/12/09.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

Chair's initials _____

It was **RESOLVED** that

- that all Councillors will share their comments regarding the draft Strategy documentation before the next Finance & Strategic Planning Committee meeting on 9th December
- that Cllr Aherne becomes an additional signatory for the Council bank accounts

C/25/12/10 COMMUNITY INFRASTRUCTURE COMMITTEE

C/25/12/10.1 TO NOTE THE MINUTES OF 17TH NOVEMBER 2025 (MINUTE REFS CI/25/11/01-025/11/19)

The minutes of 17th November were noted.

C/25/12/10.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that:

- the Council take no further action regarding the installation of parcel locker at the current time. The use of the car park will be monitored.
- that the Shop Front Fund should be run again in 2026. It was suggested that the amount available should be reviewed and the wording updated to include surface repairs and to consider how often businesses can apply for this grant. It was AGREED this will be reviewed by the Community Infrastructure Committee.
- that the Council should write to businesses in the conservation area offering the funding for replacement signs which are more acceptable in a conservation area.

C/25/12/11 OPERATIONS COMMITTEE

C/25/12/11.1 TO NOTE THE MINUTES OF 27TH NOVEMBER 2025 (MINUTE REFS O/25/11/01-0/25/11/16)

The minutes of 27th November were noted.

C/25/12/11.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that the topsoil from the PlayZone works will be removed by the Ottery St Mary Carnival and Tar Barrell Committee. They will provide all appropriate documentation to the project manager at the appropriate time. It was AGREED that the Clerk will write to Ottery St Mary Millenium Green to confirm they are happy for this work to be carried out.

Cllr Bailey joined the meeting.

C/25/12/12 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY

Chair's initials _____

DCC Cllr Bailey advised that there is no formal update but DCC are continuing to look at a site in Tipton St John.

Cllr Bailey gave a verbal update – see C/25/12/06.

C/25/12/13 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE

There is no update.

C/25/12/14 COMPLIANCE WITH ASSERTION 10 – SECURE USE OF PERSONAL DEVICES FOR COUNCIL BUSINESS

To review and agree on measures ensuring compliance with Assertion 10 regarding the secure handling of council information when councillors use personal devices.

There was a discussion regarding Assertion 10. It was **RESOLVED** that Councillors will continue to use their own devices but this will be regularly monitored.

C/25/12/15 TO NOTE THE CURRENT SITUATION REGARDING LOCAL GOVERNMENT REORGANISATION AND MAKE DECISIONS AS APPROPRIATE

All Councils have submitted their opinions of what they want to do. It is anticipated that statutory consultations will be available from mid-2026 once the Government publishes their preferred option.

Cllr Bailey left the meeting.

C/25/12/16 TO CONFIRM COMMITTEE MEMBERSHIP

It was **RESOLVED** that:

Cllr Faithfull will join the Planning Committee

Cllr Bennett will join the Community Infrastructure Committee

Cllr Peka will join the Finance and Strategic Planning Committee, Planning Committee and Community Infrastructure.

Cllr Aherne will join the Operations Committee

Cllr Sneller will leave the Planning Committee

All Councillors were encouraged to review the DALC training courses available and to let the Clerk know if they wish to attend any.

C/25/12/17 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE

The Clerk has asked DCC Highways for an update.

C/25/12/18 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Chair's initials _____

There were none.

C/25/12/19 FINANCIAL MATTERS

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

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

C/25/12/20 TO CONSIDER REPORT FROM THE MAYOR

The Mayor's report was noted.

C/25/12/21 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk's report was noted.

It was AGREED that the Council Offices will close at noon on Christmas Eve and reopen on Monday 5th January.

In addition to her report the Clerk noted that the Festive Cheer event was a great success with increased attendance. As a result of this the Police have advised that a wider road closure is investigated for next years' event.

C/25/12/22 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

A parishioner had contacted Cllr Sneller regarding beds for step down care reopening in Ottery. The Clerk has asked DCC Cllr Bailey for an update regarding this.

The Council noted with sadness the death of Lord Coleridge and will send a condolence card to his family from the Council.

C/25/12/23 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

C/25/12/24 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was agreed that the EDDC East Devon Heritage Strategy (2024-2042) consultation and the DCC consultation on Shaping the Future of Devon's Library Service will be agenda items for the January meeting.

C/25/12/25 DATE OF THE NEXT MEETING: MONDAY 12TH JANUARY 2026

Reports & Appendix 1

Meeting concluded at 21:00

Chair's initials _____