

OTTERY ST MARY TOWN COUNCIL

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07 January 2026

Dear Councillors

I hereby give you notice that the **Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, January 12, 2026**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

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. 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.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

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

AGENDA

C/26/01/01 Apologies for Absence

To receive apologies for absence

C/26/01/02 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

C/26/01/03 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

C/26/01/04 Public Participation

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

C/26/01/05 Minutes

To receive the Minutes of the Meeting of the Town Council of 1st December 2025 (*minute refs* C25/12/01-C25/12/25) and to approve the signing of the Minutes by the Mayor as a correct record

C/26/01/06 To receive Reports from the EDDC and DCC Councillors (if any)

C/26/01/07 To consider the installation of vehicle activated signs in Fairmile

C/26/01/08 To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate

C/26/01/09 To consider how the Council can support the Parish Church with their Lottery / Heritage Fund bid and to make decisions as appropriate

C/26/01/10 Planning

C/26/01/10.1 To note the Minutes of 15th December 2025 (minute refs P/25/12/01-P25/12/10) and 6th January 2026 (minute refs P/26/01/01-P26/01/10)

C/26/01/11 Finance and Strategic Planning Committee

C/26/01/11.1 To note the minutes of the meeting of 9th December 2025 (minute refs FSP/25/12/01 - FSP/25/12/14)

C/26/01/11.2 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that:

- £250 is awarded to Project Food for the first course and if it is successful (attended by at least 6 Ottery St Mary residents who complete the course) a further £250 will be awarded.
- the updated Strategy and Youth Strategy documents are approved and adopted by the Full Council

C/26/01/12 To approve the budget for 2026/27

C/26/01/13 To approve the precept for 2026/27

C/26/01/14 Community Infrastructure Committee

C/26/01/14.1 To note the Minutes of 15th December 2025 (minute refs CI/25/12/01-025/12/20)

C/26/01/14.2 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that the Council:

- the Shop Front Fund Policy is approved with the following amendments: Applications for the same (similar) work can only be made every five years; For any additional works one claim can be made every financial year that the scheme runs for; If a building is situated within the conservation area all rules and regulations must be adhered to; 2026 Scheme Dates: Scheme Opens for Applications 15th March 2026 Deadline for Applications 31st May 2026 Earliest Work Date 01st October 2025 Work Completion Date 30th September 2026 Final submission of Receipts 31st October 2026.

C/26/01/15 Human Resources Management Committee

C/26/01/15.1 To note the Minutes of 8th January 2026 (minute refs HR/26/01/01-026/01/09)

C/26/01/15.2 To consider (and approve if appropriate) recommendations from the Committee

C/26/01/16 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C/26/01/17 To receive an update regarding the Coleridge Pre-School building and make recommendations/decisions as appropriate

C/26/01/18 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.

C/26/01/19 To note the current situation regarding Local Government Reorganisation and make decisions as appropriate

C/26/01/20 To consider correspondence regarding a Night Bus and make decisions as appropriate

C/26/01/21 To consider a response to the EDDC Heritage Strategy 2024-2042 Public Consultation

Heritage Strategy 2024-2042 Public Consultation - East Devon

C/26/01/22 To consider a response to the EDDC Second Regulation 19 Local Plan Consultation (Nov 2025 to Jan 2026)

Second Regulation 19 Local Plan Consultation (Nov 2025 to Jan 2026) - East Devon

C/26/01/23 To consider a response to the DCC Shaping the future of Devon's library service consultation

Have Your Say Today - Shaping Devon's Library Service - Commonplace

C/26/01/24 To elect a Deputy Mayor

C/26/01/25 To consider next steps to agree proposed areas for installation of 20mph zone outside of the town and to make decisions as appropriate

C/26/01/26 Confirmation of decisions made under the Scheme of Delegation

- Cllrs Johns, Stewart and Grainger gave delegated authority to authorise Stephens Scown to review the PlayZone contract at a fixed fee of £950
- Cllrs Johns, Stewart and Grainger gave delegated authority to accept the quote from Clubspark at a cost of £4,640 for the PlayZone management software
- Cllrs Johns, Stewart and Grainger gave delegated authority regarding point 3 of the PlayZone contract to confirm there would be no financial recompense for delayed installation
- Cllrs Johns, Stewart and Grainger gave delegated authority for the Clerk to complete a grant application for Talaton Parish Council in relation to a Vehicle Activated Sign (VAS)

C/26/01/27 Financial Matters

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

C/26/01/28 To consider Report from the Mayor

C/26/01/29 To consider Report from the Town Clerk

C/26/01/30 To note any specific correspondence received

C/26/01/31 To note any reports previously e-mailed by Councillors of Meetings attended

C/26/01/32 Councillors Questions on Councillors Business

C/26/01/33 Date of the next meeting: Monday 2nd February 2026
Reports & Appendix 1