



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting held on **Monday 01 June 2026** 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 (Deputy Mayor), Peter Faithfull, Richard Grainger, Vicky Johns (Mayor), Janice Aherne, Ben Feasey and Emily Peka

In Attendance: Three members of the public, DCC Cllr Jess Bailey and Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

**Meeting order:** Please note that Confidential agenda items C/26/06/09.2; C/26/06/and C/26/06/19 were discussed after Agenda item C/26/06/30. Cllr Bailey joined the meeting at 8.50pm during agenda item C/26/06/19 and was allowed to join the Confidential session to assist the discussion. Cllr Stewart left the meeting at 9.00pm. After the Confidential Session closed Cllr Bailey gave her DCC Councillor report – C/26/06/06.

### **C/26/06/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllrs Martin, Sneller and Copus. Cllr Bennett was absent but no apologies were received.

### **C/26/06/02 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 Feasey	No interests were declared.
Cllr Aherne	Agenda item 18 – Cllr Aherne declared an ‘affects NRI’ as a resident of Tipton St John.
Cllr Faithfull	No interests were declared.
Cllr Peka	No interests were declared.
Cllr Grainger	No interests were declared.
Cllr Stewart	No interests were declared.
Cllr Johns	No interests were declared.

### **C/26/06/03 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

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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/26/06/09.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE: (in relation to supporting information for grant applications); C/26/06/12 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE (in relation to supporting information for grant applications) and C/26/06/19 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE.

#### **C/26/06/04 PUBLIC PARTICIPATION**

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

A resident raised concerns regarding a large weeping willow tree on DCC Highways land which is causing concern due to its extensive root system damaging a nearby garden, brickwork, and pedestrian walkway. Although Devon County Council previously assessed the tree as healthy and not a highway risk, the resident reported ongoing issues and unsuccessful attempts to progress the matter. The tree is close to the property and continues to grow, raising concerns about further damage. The Clerk will contact DCC and EDDC to request a site meeting and seek action.

Another resident raised concerns regarding the general state of hedgerows and trees in the parish. Particular concern was raised regarding the road out of Chineway where the branches are touching electricity and telephone wires. Concern was also raised regarding an overgrown tree at Salston. This will be reported to DCC.

#### **C/26/06/05 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 11th May 2026 (*minute refs C26/5/01-C26/05/37*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 11<sup>th</sup> May 2026 were approved and signed by the Mayor as a correct of the meeting.

#### **C/26/06/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS** (if any)

EDDC Cllr Johns and Faithfull sent a written report.

EDDC Cllr Collins did not send a report.

DCC Cllr Bailey advised that FP24 will be formally diverted, and she will ask for an update regarding FP46. It was noted what a great result for the Ottery St Mary Library the DCC U-turn was. The efforts of Friends of Ottery Library were commended. Cllr Baileys Locality Budget has reopened. Cllr Bailey reiterated the concerns raised by the Chief Constable of Devon Fire and Rescue regarding the shocking number of deaths in the water. It was AGREED the Council will share information on water safety. It was discussed that Cllr Johns

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and Bailey have been informed that a hedge regrowth notice will be issued but has been delayed due to the officer being away. It will be raised again with the EDDC planning officer and asked when the notice will be sent.

It was AGREED that the Clerk will check communication from SWW regarding the upgrade of the sewage plant at Fluxton.

**C/26/06/07 TO CONSIDER CONCERNS WITH REGARDS TO HEDGEROW REMOVAL WITHIN THE PARISH AND TO MAKE DECISIONS AS APPROPRIATE**

There was no update.

**C/26/06/08 PLANNING**

**C/26/06/08.1 TO NOTE THE MINUTES OF 29TH APRIL 2026 (MINUTE REFS P/26/03/01-P/26/03/10) AND 26TH MAY 2026 (MINUTE REFS P/26/05/01-P/26/05/10)**

The minutes of 29<sup>th</sup> April 2026 and 26<sup>th</sup> May 2026 were noted.

**C/26/06/08.2 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATION:**

<a href="#">26/0772/FUL</a>	Mr and Mrs Jon Coleman 3 Henry Gardens Ottery St Mary EX11 1GB	Retrospective application for side and rear extension to the northeast elevation, formerly approved under prior approval with reduced roof height.
The Council are neutral and leave the decision to the EDDC officers. <i>Cllr Faithfull abstained.</i>		

**C/26/06/09 FINANCE AND STRATEGIC PLANNING COMMITTEE**

**C/26/06/09.1 TO NOTE THE MINUTES OF THE MEETING OF 19TH MAY 2026 (MINUTE REFS FSP/26/05/01 - FSP/26/05/20)**

The minutes of 19<sup>th</sup> May 2026 were noted.

**C/26/06/09.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

**IT WAS RESOLVED THAT:**

- that the Terms of Reference are updated to enable the Committee to approve Community and Shop Front Fund grant applications, while retaining the option to refer applications to Full Council were considered appropriate, including in cases of a split decision.

*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.*

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- £1,990 is awarded to enable the Ottery Primary School PTA to replace and upgrade its existing PA and entertainment systems.
- £300 is awarded to MOC Prestige Homes Ltd through the Shop Front Fund scheme
- that £40,000 of Section 106 funding be awarded to the Cricket Club.
- that up to £40,000 of Section 106 funding be awarded to Ottery St Mary Football Club.

*The Confidential session ended.*

It was **RESOLVED** that the EDDC draft Commonplace report is approved, and EDDC will be asked to publish it.

**C/26/06/10 COMMUNITY INFRASTRUCTURE COMMITTEE**

**C/26/06/10.1 TO NOTE THE MINUTES OF 26TH MAY 2026 (MINUTE REFS C/26/05/01-C26/05/26)**

The minutes of 26<sup>th</sup> May 2026 were noted.

**C/26/06/10.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** that:

- a sentence should be added to the tender document for the to clarify that any guarantee offered will be considered as part of the scoring process.
- the wayfinding signage is advertised as an open tender.

**C/26/06/11 OPERATIONS COMMITTEE**

**C/26/06/11.1 TO NOTE THE MINUTES OF 28TH MAY 2026 (MINUTES REFS O/26/05/01 - O/26/05/19)**

The minutes of 28<sup>th</sup> May 2026 were noted.

**C/26/06/11.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

There were none.

*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/26/06/12 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE**

It was **RESOLVED** to approve the following Shop Front Fund applications:

THE OTTERY FOOT CLINIC	£600
BEAUTY BY FIONA RANDALL	£600

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HELLO MAY BEAUTY	£300
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It was **RESOLVED** that the grant awarded to C Lewis Physiotherapy is increased to £600.

*The Confidential session ended.*

**C/26/06/13 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR STRUCTURE AT THE STATION HUB AND MAKE DECISIONS AS APPROPRIATE**

The structure will be delivered later this week.

**C/26/06/14 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2026**

It was **AGREED** that Councillors would be listed as Councillor rather than Mr or Mrs. Following this change, it was **RESOLVED** that accounts were approved for the year ending 31<sup>st</sup> March 2026.

**C/26/06/15 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT - SECTION 1 ANNUAL GOVERNANCE STATEMENT 2025/26**

The Annual Governance Statement – Section 1 Annual Governance Statement 2025/26 was approved and signed by the Mayor and Responsible Financial Officer.

**C/26/06/16 TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2025/26 - SECTION 2**

The Accounting Statements 2025/26 – Section 2 was approved and signed by the Chair and Responsible Financial Officer.

**C/26/06/17 TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR (PAUL RUSSELL) AND TO APPROVE (IF APPROPRIATE) THE APPOINTMENT OF AN AUDITOR FOR 2026/27**

The report of the Internal Auditor was reviewed and it was **RESOLVED** to approve the report. Thanks were noted to the Clerk. It was **AGREED** the appointment of an auditor for 2026/27 will be deferred until a fee has been provided for this work.

**C/26/06/18 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.

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**C/26/06/19 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE**

The Council noted concerns about the building's condition. It was **AGREED** to seek initial legal advice on trustee and covenant matters, and to arrange a meeting DCC.

*The confidential session ended.*

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**C/26/06/20 TO NOTE THE CURRENT SITUATION REGARDING LOCAL GOVERNMENT REORGANISATION AND MAKE DECISIONS AS APPROPRIATE**

There is no update.

**C/26/06/21 TO REVIEW QUESTIONS FOR A SURVEY REGARDING A NIGHT BUS AND MAKE DECISIONS AS APPROPRIATE**

The night bus survey was reviewed. It will be shared with Honiton Town Council. It was AGREED it will be advertised as widely as possible.

**C/26/06/22 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE**

The 20mph zone survey was reviewed. It was AGREED that Alfington and Fenny Bridges would be included. It was AGREED it will be advertised as widely as possible.

**C/26/06/23 TO REVIEW THE STRATEGIC PLAN AND MAKE DECISIONS AS APPROPRIATE**

The data dashboard was reviewed.

**C/26/06/24 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

Cllrs Johns, Stewart, Feasey, Grainger and Aherne gave delegated authority to use the contingency fund of £2,250 + VAT for the outside structure at the hub.

**C/26/06/25 FINANCIAL MATTERS**

To consider and approve the May 2026 Receipts and Payments and Reconciliation reports  
The May 2026 Receipts and Payments and Reconciliation reports were approved. The CCLA report will be reviewed at the July meeting as the statement was unavailable.

**C/26/06/26 TO CONSIDER REPORT FROM THE MAYOR**

The Mayor sent a written report. The Mayor thanked Cllr Stewart for being the Deputy Mayor.

**C/26/06/27 TO CONSIDER REPORT FROM THE TOWN CLERK**

The Clerk reminded Councillors that she is away from Clerk away from 12<sup>th</sup> to 30<sup>th</sup> June. The office will be covered by the Assistant Clerk and Administrator, but councillors were reminded to ensure that the Mayor and/or Deputy Mayor are involved in any significant issues.

**C/26/06/28 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Correspondence from a parishioner was received raising concerns regarding the state of footpaths in the parish. It was noted that Cllrs Copus, Peka and Sneller are Footpath Wardens. The Clerk will confirm what training is available.

It was noted that EDDC have started clearing the leat at Tumbling Weir and the works should be completed later this year.

**C/26/06/29 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

There were none.

**C/26/06/30 COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS**

Thanks were noted to the Clerk and Administrator for a successful Annual Parish Meeting.

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Cllr Faithfull highlighted that there was fly tipping between Pattersons Cross and Fenny Bridges which will be reported to EDDC Streetscene for collection.

It was noted that the B3177 has been resurfaced but there is visible disintegration of the surface already which has been reported to DCC.

The Council registered their thanks to the Friends of Ottery Library for running such a successful protest against the proposed cuts from DCC.

**C/26/06/31 DATE OF THE NEXT MEETING: MONDAY 6TH JULY 2026**

Reports & Appendix 1

Meeting concluded at 21:16

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