Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Full Council

Issued: Wednesday, 29 July 2026

Dear All,

Notice is hereby given of a public meeting of the Full Council to be held at 7:00 PM on Monday, 3 August 2026 at Council Offices. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

5. Confirmation of Town Council Minutes of 6th July 2026 (minute refs C26/07/01-C26/07/27)

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

6. To receive Reports from the EDDC and DCC Councillors

COMMITTEE REPORTS

7. To note the Planning Committee Minutes of 7th July 2026 (minutes refs P/26/07/01-P/26/07/10) and 27th July 2026 (minute refs P/26/07/11-P26/07/20)

8. To note the Minutes of the Community Infrastructure Meeting of 13th July 2027

8.1 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that the Council allocate a budget for the creation of a new Neighbourhood Plan.

9. To note the minutes of the Finance and Strategic Planning Committee meeting of 14th July 2026

9.1 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that:

- £7,000.00 is awarded to the Ottery St Mary Carnival and Tar Barrel Committee.
- the Standing Orders are approved
- the Statement of Internal Control is approved.

- the Debit Card Policy is approved.
- the Earmarked Reserves Policy is approved.
- the Subsistence & Mileage Policy is approved.

10. To note the minutes of the Operations Committee Meeting of 27th July 2026

10.1 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that:

- the Council will consider the next steps regarding the outdoor project and make decisions as appropriate
- the following change is made to the SPACE agreement: That the premises must be inspected at end of session and any damage caused must be notified to the Clerk. If damage is caused the costs may be recovered from SPACE.
- 18 Sensors are installed at the Station Hub at a cost of £1776.06 which includes supply and fitting.

COMMUNITY ISSUES

11. To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate

12. To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

13. To discuss the River Otter and Fluxton Sewage Plan and make recommendations as appropriate

14. To receive an update regarding the Coleridge Pre-School building and make recommendations/decisions as appropriate *(Exempt)*

15. To note the current situation regarding Local Government Reorganisation and Devolution, and to consider making a representation on behalf of the parish

16. To receive an update regarding the Night Bus survey and to make decisions as appropriate

17. To receive an update regarding the survey for a 20mph zone outside of the town and to make decisions as appropriate

18. To review the Strategic Plan and make decisions as appropriate

19. Confirmation of decisions made under the scheme of delegation

20. Finance Report / Budget Monitoring

To receive a report on income and expenditure against budget. Members are reminded of their fiduciary duty under the Local Government Act 1972 s.151 and the Accounts and Audit Regulations 2015.

21. Mayor's Report

To receive announcements from the Town Mayor on civic engagements, correspondence, and matters of note since the last meeting. No decisions may be taken under this item.

22. Clerk's Report

To receive the Clerk's report on correspondence received and matters delegated to the Clerk since the previous meeting.

23. Correspondence Received

To note correspondence received and determine any items requiring a formal response.

24. To note any reports previously e-mailed by Councillors of Meetings attended

25. Matters Raised by Members Not Otherwise on the Agenda

To receive brief updates or questions from members on matters not otherwise on the agenda. No decisions may be taken under this item. Members are reminded this is for information and signposting only; substantive matters should be referred to a future agenda.

Kerry Kennell

Clerk to Ottery St Mary Town Council

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

APPENDIX I — Public Documents

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5. Confirmation of Town Council Minutes of 6th July 2026 (minute refs C26/07/01-C26/07/27)

2026-07-06 - Full Council Meeting - Minutes.pdf

7. To note the Planning Committee Minutes of 7th July 2026 (minutes refs P/26/07/01-P/26/07/10) and 27th July 2026 (minute refs P/26/07/11-P26/07/20)

2026-07-07 - Planning meeting -Minutes.pdf
2026-07-27 - Planning Meeting - Minutes.pdf

8. To note the Minutes of the Community Infrastructure Meeting of 13th July 2027

2026-07-13 - Community Infrastructure Committee Meeting - Minutes.pdf

9. To note the minutes of the Finance and Strategic Planning Committee meeting of 14th July 2026

2026-07-14 - Finance _ Strategic Planning Committee Meeting - Minutes.pdf

9.1. To consider (and approve if appropriate) recommendations from the Committee

2026 Subsistence _ Mileage Policy.pdf
2026 DEBIT CARD POLICY .pdf
2026-27-Statement-of-Internal-Control.pdf.pdf
Standing Orders 2025.pdf
Earmarked Reserves 2026.pdf

11. To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate

Hedgerow removal update.pdf

Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting held on **Monday 06 July 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, Richard Copus, Vicky Johns (Mayor), Nick Sneller, Janice Aherne and Sarah Martin
In Attendance: Kerry Kennell, Town Clerk and one member of the public
Minute Taker: Kerry Kennell, Town Clerk

Meeting order: *Please note that Confidential agenda item C/26/07/10 was discussed after Agenda item C/26/07/26.*

C/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Peka, Feasey and Bennett.

C/26/07/02 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 Aherne	Agenda item 9 – Cllr Aherne declared an 'affects NRI' as a resident of Tipton St John.
Cllr Sneller	No interests were declared.
Cllr Faithfull	No interests were declared.
Cllr Copus	No interests were declared.
Cllr Martin	No interests were declared.
Cllr Grainger	No interests were declared.
Cllr Stewart	No interests were declared.
Cllr Johns	No interests were declared.

C/26/07/03 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

It was **RESOLVED** that the following agenda item would be discussed in Confidential Session:
C/26/07/10 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE .

C/26/07/04 PUBLIC PARTICIPATION

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

Nothing was raised.

C/26/07/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 1st June 2026 (*minute refs C26/06/01-C26/06/31*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 1st June 2026 were approved and signed by the Mayor as a correct record of the meeting.

C/26/07/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

(if any)

EDDC Cllr Johns sent a written report.
EDDC Cllr Faithfull highlighted concerns about the fracture in the wall at Connaught Gardens in Sidmouth. Cllr Faithfull attended a Seeing is Believing briefing looking at Net Zero. Cllr Faithfull attended an EDDC meeting regarding Local Government Reorganisation (LGR). It was raised there that most of Cornwall's asset transfers happened after the forming of the unitary. It was noted that there will be an increase in workload once a decision is made.
There was no report from EDDC Cllr Collins.
There was no report from DCC Cllr Bailey.

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

Cllr Johns has chased EDDC regarding a hedgerow removal in Gerway. It was AGREED that the Clerk will email EDDC to request an update for the Council.

C/26/07/08 PLANNING

C/26/07/08.1 TO NOTE THE MINUTES OF 9TH JUNE 2026 (MINUTE REFS P/26/06/01-P26/06/10)

The minutes of 9th June 2026 were noted.

C/26/07/08.2 TO APPROVE THE TERMS OF REFERENCE OF THE PLANNING COMMITTEE

It was **RESOLVED** to approve the Terms of Reference for the Planning Committee.

C/26/07/09 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 nothing to update.

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/26/07/10 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE

A meeting will be held with Devon County Council (DCC) to discuss the building. Cllrs Faithfull, Martin and Stewart would be happy to be part of the meeting. The Council AGREED their position is help facilitate finding a suitable outcome for the building.

The Confidential session ended.

C/26/07/11 TO NOTE THE CURRENT SITUATION REGARDING LOCAL GOVERNMENT REORGANISATION AND MAKE DECISIONS AS APPROPRIATE

The Mayor and Deputy Mayor attended a DALC briefing session on LGR. DCC and the District councils are working behind the scenes but there are still a lot of unknowns. It is unclear whether there will be a Mayor for the new unitary. Across Devon parish and town councils are being told they will be given additional workloads but have no financial information to support this.

C/26/07/12 TO RECEIVE AN UPDATE REGARDING THE NIGHT BUS SURVEY AND MAKE DECISIONS AS APPROPRIATE

This is awaiting feedback from Honiton Town Council.

C/26/07/13 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR STRUCTURE AT THE STATION HUB AND MAKE DECISIONS AS APPROPRIATE

The structure has been delivered. A full report will be provided to the Council at the next meeting.

C/26/07/14 TO RECEIVE AN UPDATE REGARDING THE SURVEY FOR A 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE

Cllr Bailey has indicated that the Council has included more questions than in the survey carried out by DCC. The Clerk will speak to DCC Highways to seek clarification regarding the questions that should be asked and the proposed areas.

C/26/07/15 TO RECEIVE AN UPDATE REGARDING THE FOOTPATHS BETWEEN TIPTON ST JOHN AND OTTERY ST MARY

There is no further update.

C/26/07/16 TO APPROVE THE APPOINTMENT OF AN AUDITOR FOR 2026/27

It was **RESOLVED** to appoint Paul Russell as the internal auditor at a cost of £300.00 for 2026/27.

C/26/07/17 TO REVIEW THE STRATEGIC PLAN AND MAKE DECISIONS AS APPROPRIATE

This will be carried forward to the next meeting.

Chair's initials ___________

C/26/07/18 TO REVIEW THE COUNCIL'S PARTICIPATION IN THE DCC ROAD WARDEN SCHEME, NOTING THAT THE COUNCIL HAS ALREADY SIGNED UP TO THE SCHEME

Despite joining the scheme, the Council has never had any road wardens for the parish. There was a lengthy discussion regarding insurance to cover personal liability for volunteer road wardens. It was **AGREED** to put this on hold unless a suitable volunteer comes forward due to concern about health, safety and wellbeing of volunteers.

C/26/07/19 TO DISCUSS THE PEOPLE'S EMERGENCY BRIEFING AND MAKE DECISIONS AS APPROPRIATE

It was **AGREED** to provide the Station Hub free of charge for the screening of the briefing. It was **AGREED** the briefing will be advertised by the Council.

C/26/07/20 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

It was noted that Cllrs Johns, Stewart, Feasey and Grainger gave delegated authority to remove existing timber fence and install new high 'V' Mesh fence at a cost of £1632.00 + VAT.

C/26/07/21 FINANCIAL MATTERS

To consider and approve the June 2026 Receipts and Payments and Reconciliation reports
It was **RESOLVED** to approve the May 2026 CCLA Receipts and Payments and reconciliation reports. It was **RESOLVED** to approve the June 2026 Receipts and Payments and Reconciliation reports.

C/26/07/22 TO CONSIDER THE REPORT FROM THE MAYOR

The Mayor has sent a written report.

C/26/07/23 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk advised the officers are working on updating their back office processes and automating processes where possible. The Mayor expressed her disappointment that no Councillors had visited the Council Offices when the Clerk was on annual leave.

C/26/07/24 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

A letter from Project Food was noted.
A thank you letter from Friends of Ottery Library was noted.

C/26/07/25 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

C/26/07/26 COUNCILLORS QUESTIONS ON COUNCILLORS' BUSINESS

Cllr Copus asked whether it would be possible to reinstate the Vehicle Activated Sign (VAS) at the top of Tip Hill. This was removed when the speed limit was reduced from 30mph to 20mph.
Cllr Faithfull asked whether the grass around the phone box at bottom of Spring Gardens could be cut.

Chair's initials ___________

Cllr Sneller was pleased with the resurfacing of Mill Street but raised concerns that the repainted white lines at the top of Mill Street have been squished where the parked cars are. There is a narrow pavement so it will be asked whether the white lines can be more central. Cllr Sneller asked when the rest of the lines will be marked.
It was **AGREED** that the Clerk will write to the DCC Neighbourhood Highways Officer to thank them for the quality of the resurfacing in Mill Street. They will also ask when the repairs and cats eyes will be reinstated on the Alfington Road.

C/26/07/27 DATE OF THE NEXT MEETING: MONDAY 3RD AUGUST 2026

Reports & Appendix 1

Meeting concluded at 20:09

Chair's initials ___________

Ottery St Mary Town Council

Minutes of the Planning meeting held on **Tuesday 07 July 2026** at **6:30 pm**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Ottery St Mary Town Council Admin, Cllrs Richard Grainger (Chair), Richard Copus (Vice Chair), Vicky Johns (Mayor), Peter Faithfull, Janice Aherne, Sarah Martin, Ottery St Mary Town Council Clerk
One member of the public
Minute Taker: Jane Bushby - Ottery St Mary Town Council Admin

P/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllr Emily Peka

P/26/07/02 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 Richard Grainger	No declaration made
Cllr Richard Copus	No declaration made
Cllr Vicky Johns	No declaration made
Cllr Peter Faithfull	No declaration made
Cllr Janice Aherne	No declaration made
Cllr Sarah Martin	No declaration made

P/26/07/03 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

There were none

P/26/07/04 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE

1) Appeal Ref: 6003914 - Four Elms Farm, Alfington Road, Ottery St Mary, Devon EX11 1NY - Appeal allowed – circulated to the Committee
2) Costs application in relation to Appeal Ref: 6003914 - Refused – circulated to the Committee

Chair's initials ___________

P/26/07/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 9th June 2026 and to approve the signing of the Minutes by the Chair as a correct record

The Minutes of the Planning Meeting of the 9th June 2026 were signed by the Chair as a correct record

P/26/07/06 PLANNING DECISIONS RECEIVED

26/0760/DOC	9 Mill Street Ottery St Mary EX11 1AB	Discharge of Condition Approved
26/0518/LBC	Knightstone Manor, Knightstone Ottery St Mary EX11 1PP	Approval with conditions
26/0860/PDQ	Barn, Wiggaton, Ottery St Mary	Prior approval refused
24/0307/DOC	Salston Manor, Hotel Ottery St Mary EX11 1RQ	Discharge of Condition Approved
26/0377/MFUL	Land At Metcombe, Higher Metcombe, Ottery St Mary	Approval with conditions
22/2667/FUL	Land South Of Gerway Farm, Ottery St Mary , EX11 1PN	CPE approved
26/1189/DOC	Sunny Corner, Hind Street ,Ottery St Mary, EX11 1BW	Discharge of Condition Approved
26/0994/FUL	17 Shutes Mead, Ottery St Mary, EX11 1EE	Approval with conditions
26/1007/FUL	5 Hayne Park ,Tipton St John, Sidmouth ,EX10 0TA	Approval with conditions
26/1026/LBC	Ark Pottery Higher Barnes Wiggaton Ottery St Mary EX11 1PY	Approval with conditions

P/26/07/07 PUBLIC PARTICIPATION

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

P/26/07/08 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

	Reference	Applicant	Details
1)	26/1139/TCA	Mrs Carol Akroyd	T1: Oak - crown lift to achieve a clearance of 4m from ground level via removal of the lowest second and third order branches. Making target pruning cuts of up to 70mm diameter. To increase light penetration and airflow beneath the canopy, improving growing conditions for the established shrub and planting below, whilst retaining the trees overall canopy and amenity value. Also, to allow pedestrian access under canopy without obstruction. T2: Oak - crown lift to achieve a clearance of approx 5.5m above ground level via removal of 5x lowest secondary branches. Making target pruning cuts of up to 80mm diameter. To increase light penetration and airflow beneath the canopy, improving growing conditions for the established shrub and planting below, whilst retaining the trees overall canopy and amenity value. Also, to allow pedestrian access under canopy without obstruction. T3: Norway Maple (Crimson King) - dismantle to ground level. This tree is suppressed by the adjacent Beech and Oak (larger established canopy trees) limiting it's future growth potential. Removal would reduce competition for light, moisture and nutrients, allowing the larger Beech and Oak to continue developing while improving the overall structure of the tree group. T4: Beech - crown lift to achieve a clearance of 5.5m from ground level via removal of 5x lowest branches, making target pruning cuts of up to 80mm diameter. To increase light penetration and airflow beneath the canopy, to provide appropriate clearance from the adjacent BT line and nearby

Chair's initials ___________

<table>
<tr><td></td><td></td><td></td><td>summerhouse, reducing the likelihood of branch contact whilst retaining the
trees overall canopy, health and amenity value.
T5: Aspen - remove the 3 lowest branches on the northern aspect, making
target pruning cuts of up to 75mm diameter. To provide appropriate
clearance to the adjacent BT overhead line, reducing the likelihood of branch
contact whilst retaining the trees overall canopy, health and amenity value.
1 Paternoster Row, Ottery St Mary, EX11 1DP</td></tr>
<tr><td colspan="4">Town Council Comments;
At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC.
The Town Council are unable to support the application without sufficient supporting evidence. In particular, the lack of an arboriculturist report bearing in mind that the property is in the Conservation area.</td></tr>
<tr><td>2)</td><td>26/0903/VAR</td><td>Mr Thomas Swift</td><td>Variation of Condition Number 2 (approved plans) on Planning Permission
24/1686/FUL (Conversion of existing office to two dwellings) Replacement of
existing timber sash windows with uPVC sash windows
9 Mill Street, Ottery St Mary, EX11 1AB</td></tr>
<tr><td colspan="4">Town Council Comments;
At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC
The Town Council support the application, subject to the UPVC replacement windows being identical in proportions of the existing sash windows.</td></tr>
<tr><td>3)</td><td>26/1213/FUL</td><td>Mr Ben Smith</td><td>Demolition of rear extension, construction of single storey rear extension, side
porch and single storey front extension
9 Meadow Close Ottery St Mary Devon EX11 1EW</td></tr>
<tr><td colspan="4">Town Council Comments;
At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC
As a result, the Committee were unable to reach an informed decision at the meeting. The Committee wished to review and verify the supporting information but were unable to do so due to the unavailability of the documents. It was therefore resolved that the Clerk, in consultation with the Chair, Vice-Chair, Mayor and the rest of the Committee, would submit the Committee comments under delegated authority once the supporting documents became available for review.</td></tr>
<tr><td>4)</td><td>26/0620/FUL

26/0621/LBC</td><td>Mr David Armour</td><td>Extension to outbuilding, demolish existing porch and construct new porch.
Replacement windows and external doors, and replacement of external
render. Proposed roof refurbishment and construction of a French drain
around property</td></tr>
</table>

Chair's initials ___________

			Deblins Brook Farm, Sandgate Lane, Wiggaton, Ottery St Mary EX11 1PX
Town Council Comments; At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC The Town Council support this application subject to the recommendations of the EDDC Heritage Officer and the protected species report being considered, with regards to the breeding bats and birds, with the suitable timing restrictions and enhancements proposed			
5)	26/1205/FUL	Mr Michael and Mrs Naomi Cronk	Proposed first floor extension and ground floor single storey extensions to the East, South & West elevations Cardarroch, Ottery St Mary, EX11 1PN

Town Council Comments;
At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC
The Town Council support this application. Hours of work should be restricted to Monday-Friday 8am-6pm, Saturday 8am-1pm and Sunday and Bank holidays No work noise on the site.

P/26/07/09 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS

There were none

P/26/07/10 DATE OF THE NEXT MEETING: TBC

Meeting concluded at 19.14 pm

Chair's initials ___________

Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Planning Meeting held on **Monday 27 July 2026** at **6:30 PM**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Richard Grainger (Chair), Vicky Johns (Mayor), Peter Faithfull, Janice Aherne and Emily Peka
In Attendance: Kerry Kennell (Town Clerk) and two members of the public
Minute Taker: Kerry Kennell, Town Clerk

P/26/07/11 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllrs Sarah Martin and Richard Copus.

P/26/07/12 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 Vicky Johns	No declaration made
Cllr Richard Copus	No declaration made
Cllr Peter Faithfull	No declaration made
Cllr Janice Aherne	No declaration made
Cllr Emily Peka	No declaration made

P/26/07/13 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

There were none.

P/26/07/14 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE

1) App 26/1212/FUL 9 Meadow Close - At the time of the Planning meeting on the 7th July, the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC. As a result, the Committee were unable to reach an informed decision at the meeting. The Committee wished to review and verify the supporting information but were unable to do so due to the unavailability of the documents. It was therefore resolved that the Clerk, in consultation with the Chair, Vice-Chair, Mayor and the rest of the Committee, would submit the Committee comments under delegated

Chair's initials ___________

authority once the supporting documents became available for review. Comment submitted ;
'The Town Council have no objection in principle to the proposed development, as they do not consider it likely to result in any significant detrimental impact on neighbouring properties.
However, the Committee do have a concern regarding the tree referred to within the application documents. The application states that the tree either on, or adjoining, the site will not require removal or pruning as part of the proposed development. Despite this statement, no further details appear to have been provided regarding the species, size, location or condition of the tree.
Without this information, it is difficult to assess whether the proposed extension or expansion could affect the tree, particularly in relation to its root protection area and any excavation or foundation works associated with the development. While we understand that the tree does not appear to be protected by a Tree Preservation Order, it may still have amenity value and could potentially be adversely affected by the proposed works.'
2) Appeal decision 25/0800/FUL - Appeal Ref: 6005430 6 Jesu Street, Ottery St Mary Devon EX11 1EU -Dismissed
3) Tree Preservation Order -26/0022/TPO -Land in front of 1-3 Winter's Lane, Ottery St Mary
4) 26/1312/CPE Certificate of Lawfulness - Four Elms Farm, Alfington, Ottery St Mary, EX11 1NY – this was noted by the committee.

P/26/07/15 MINUTES

To receive the Minutes of the Planning Meeting of the Town Council of 7th July 2026 and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 7th July 2026 were approved and signed by the Chair as a correct record of the meeting.

P/26/07/16 PLANNING DECISIONS RECEIVED

26/0310/FUL	Little Gosford Farm,Gosford ,Ottery St Mary ,EX11 1LY	Approval retrospective (conditions)
26/0955/FUL	Cadhay, Barton Cadhay, Ottery St Mary, EX11 1QY	Approval with conditions
26/0880/TRE	15A Silver Street, Ottery St Mary, EX11 1DB	Approval with conditions
26/0311/FUL	Little Gosford Farm,Gosford, Ottery St Mary EX11 1LY	Approval retrospective (no conditions)
26/0303/MFUL	Straitgate Farm, Exeter Road, Ottery St Mary, EX11 1LG	Approval with conditions

P/26/07/17 PUBLIC PARTICIPATION

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

Chair’s initials ___________

A representative from the Sidmouth Road Development Action Group acknowledged EDDCs refusal of application 26/0094/MOUT. They thanked the Town Council for their ongoing support. The Committee thanked the members of the Sidmouth Road Development Action Group for their efforts. The Council provided an update on the hedgerow replacement notice which is due to be issued shortly.

The two members of the public left the meeting.

P/26/07/18 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

<table>
<tr><th></th><th>Reference</th><th>Applicant</th><th>Details</th></tr>
<tr><td>1)</td><td>26/1184/FUL</td><td>Miss E Pusey</td><td>Demolition of detached garage and store room and replacement two storey
garage/office
Pinetrees, Exeter Road, Ottery St Mary, EX11 1LH</td></tr>
<tr><td colspan="4">The Town Council objects to this application.
The existing buildings are Victorian, if not earlier, and are considered to have significant historic and heritage value. The Council believes these buildings should be preserved and restored rather than demolished.
The Council considers the proposed development to be inappropriate in scale for the site. Given the size of the plot, there is sufficient opportunity for alternative arrangements, including the provision of garage accommodation elsewhere. The applicant has already been granted permission for a two-car garage under application 25/495/FUL, and the Council sees no justification for the proposed six-car garage.
Accordingly, the Council objects to this application on the grounds of its impact on the historic buildings and the excessive scale of the proposal. The Council further requests that all conditions attached to the earlier approved application are fully enforced and complied with.</td></tr>
<tr><td>2)</td><td>26/1171/FUL</td><td>Mr Joe Williams</td><td>Demolition and replacement of existing rear conservatory and first floor
extension with a two-storey rear extension, and solar PV panels to the rear
south facing roof slope
28 Paternoster Row, Ottery St Mary, EX11 1DP</td></tr>
<tr><td colspan="4">The Town Council support this application. The Council welcomes the provision of bat and swallow boxes. The Council also strongly supports the proposed rainwater harvesting/water collection measures included within the scheme.</td></tr>
<tr><td>3)</td><td>26/1126/FUL</td><td>Mr William Lane</td><td>Replacement of existing extension with new extension to the south elevation
14 Ridgeway, Ottery St Mary, EX11 1DT</td></tr>
<tr><td colspan="4">The Town Council support this application.</td></tr>
</table>

P/26/07/19 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS

The Council noted that councillors had received correspondence from residents concerning works at the former Kings Arms public house, a Grade II listed building. It is understood that these matters have been raised with East Devon District Council.

Chair's initials ___________

P/26/07/20 DATE OF THE NEXT MEETING: TBC

Meeting concluded at 7.11 PM

Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee Meeting held on **Monday 13 July 2026** at **17:00**.The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, Devon EX11 1AH**

Present: Cllrs Emily Peka (Vice Chair), Nick Sneller, Peter Faithfull and Sarah Martin (Chair)
In Attendance: Emma Grainger, John Waddingham, Joe Williams and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Vicky Johns (Mayor), and Dean Stewart (Deputy Mayor). No apologies were received from Cllrs Robyn Bennett and Richard Copus.

C/26/07/02 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 Faithfull	No interests were declared.
Cllr Sneller	Agenda items C/26/07/11 and C/26/07/13 – Cllr Sneller declared a DPI.
Cllr Peka	No interests were declared.
Cllr Martin	No interests were declared.

C/26/07/03 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

There were none.

C/26/07/04 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.

Chair's initials ___________

Meeting Order: It was **RESOLVED** to bring forward Agenda Item **C/26/07/11 AND C/26/07/15** forward to ensure the meeting was quorate for these items.

C/26/07/05 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE AGAINST THE DASHBOARD TRACKER

It was AGREED this will be carried forward to the next meeting.

C/26/07/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

Cllr Martin is arranging a meeting with Cllr Sneller to discuss this. Cllr Martin will provide feedback at the next meeting.

C/26/07/07 MINUTES

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 26th May 2026 (*minute refs CI/26/05/01 - CI/26/05/26*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 26th May 2026 were approved and signed by the Chair as a correct record of the meeting.

C/26/07/08 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website
B. To receive an update regarding the Visit Ottery guide
C. To consider any other issues in relation to the Visit Ottery project

There is no update regarding the Visit Ottery website. Cllr Martin has sent some information to update regarding the website.

C/26/07/09 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

The Council are waiting for a response from DCC.

Cllr Faithfull left the meeting at 17.32

C/26/07/10 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

There were none.

C/26/07/11 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

Information from LHC was reviewed and the Clerk will respond accordingly.

C/26/07/12 TO CONSIDER NEXT STEPS TO UPDATE THE NEIGHBOURHOOD PLAN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

Feedback from NASH Partnership was discussed. It was **RECOMMENDED** that the Council allocate a budget for the creation of a new Neighbourhood Plan.

Chair's initials ___________

C/26/07/13 TO RECEIVE AN UPDATE REGARDING THE POSSIBILITY OF A POP-UP SHOP IN TOWN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

There is no update.

C/26/07/14 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

The Clerk will chase DCC for an update.

C/26/07/15 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There is no update.

C/26/07/16 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

There is no update.

C/26/07/17 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB

Usage of the EV chargers has increased. It was AGREED the Clerk would register them on Google Maps.

C/26/07/18 TO CONSIDER A DRAFT OVERARCHING STRATEGY FOR THE PATHS ON BOTH SIDES OF THE RIVER BETWEEN OTTERY AND TIPTON AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

The draft strategy was considered. Training will be arranged with DCC Public Rights of Way for the P3 co-ordinators

It was AGREED the Clerk will ask the DCC Public Rights of Way officer about the creation of QR code where problems could be reported. The Council are keen know what they can do to help to improve footpaths for those using them.

C/26/07/19 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

C/26/07/20 TO NOTE THE SECOND MEETING OF THE OTTERY BUSINESS NETWORK AND MAKE ANY RECOMMENDATIONS AS REQUIRED

The founder of the Ottery Business Network reported that the second meeting was very successful. He will keep the Council informed and advise when the next meeting is scheduled to take place.

C/26/07/21 TO RECEIVE AN UPDATE REGARDING THE OTTERY GATE TO PLATE EVENT

There is no update.

C/26/07/22 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There were none.

C/26/07/23 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was AGREED the Clerk will see whether the owners of the Pesky Peacock would like to have Christmas lights.

Chair’s initials ___________

It was asked whether permission has been sought from DCC regarding the large banner on the roadside near Sainsburys.

It was AGREED the Clerk will ask EDDC for an update regarding EV chargers at the Land of Canaan car park.

It was discussed what options of on street EV chargers are available.

It was AGREED the Clerk will write to Sainsburys again to ask whether they will be having an EV charger installed in their car park. The Council has put in 3 x 7wkw chargers which are being used.

It was noted that Active travel will be included in Neighbourhood Plan.

C/26/07/24 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

C/26/07/25 DATE OF THE NEXT MEETING: 17TH AUGUST 2026

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials ___________

Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance & Strategic Planning Committee Meeting held on **Tuesday 14 July 2026** at **17:00**.The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Ben Feasey (Vice Chair), Dean Stewart (Chair), Janice Aherne and Richard Grainger
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

FSP/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted for Cllr Johns (Mayor).

FSP/26/07/02 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	Agenda item FSP/26/07/07 – Cllr Feasey declared a DPI as his wife works for SPACE.
Cllr Grainger	Agenda item FSP/26/07/07 – Cllr Grainger declared a personal interest as a member of ORCA.
Cllr Stewart	No interests declared.
Cllr Aherne	No interests declared.

FSP/26/07/03 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

It was **RESOLVED** that the supporting information for Agenda item FSP/26/07/07 - Consideration of Community Grant Applications and FSP/26/07/11 To consider the Heads of Terms for the sale of the Museum to the Ottery Heritage Society are discussed in Confidential session.

FSP/26/07/04 PUBLIC PARTICIPATION

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

There was none.

Chair's initials ___________

FSP/26/07/05 MINUTES

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 19th May 2026 (FSP/26/05/01 - FSP/26/05/20) by the Chair as a correct record

The minutes of 19th May 2026 were approved and signed by the Chair as a true record of the meeting.

FSP/26/07/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

There was no update.

FSP/26/07/07 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS AND LARGE GRANT APPLICATIONS

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.

Cllr Aherne joined meet at 17.12.

A representative from the Tar Barrels spoke to the committee. It was **RECOMMENDED** that £7,000.00 is awarded to the Ottery St Mary Carnival and Tar Barrel Committee.

Cllr Feasey left the meeting.

A representative from SPACE spoke to the Council about their grant application. It was **RESOLVED** that £600.00 is awarded to SPACE.

Cllr Feasey joined the meeting.

A representative from ORCA spoke to the Council about their grant application. It was **RESOLVED** that £400.00 is awarded to ORCA.

The Confidential Session ended.

FSP/26/07/08 CONSIDERATION OF REQUEST TO EXTEND APPLICATION PERIOD FOR THE SHOP FRONT FUND

Requests had been received from two entities to consider extending the application deadline for the Shop Front Improvement Fund beyond 31 May. The Clerk advised that, as a deadline had been formally set, it should be adhered to and expressed concern that extending the deadline could set a precedent for future Council funding schemes. Following discussion, it was **RESOLVED** to extend the application deadline.

FSP/26/07/09 TO RECEIVE AN UPDATE REGARDING THE SECTION 106 CONSULTATION AND TO MAKE DECISIONS AS APPROPRIATE

Details have been passed to EDDC regarding the Section 106 allocation for OSM Cricket Club and OSMAFC. EDDC will now need to seek internal approval for the proposed allocations and consult with East Devon District Council Councillors. EDDC will take the process forward and liaise directly with the organisations.
Tennis Courts: Three companies have been approached to provide a quote for the new surface. Only one company has come out and they have provided a quote which is within the allocated amount of £40,000. It has identified an issue with the trees surrounding the tennis court – many of which are self-sown. The Clerk has instructed that a Tree Survey is carried out. EDDC have raised a temporary TPO for an Oak Tree bordering the tennis courts. One tree is actually impacting the foundations of the court.
Land of Canaan shelter: The Clerk has met with EDDC to discuss a licence to enable the Council to progress with the project. Once written confirmation is received that a licence can be created, the Council can submit a planning application to EDDC.

FSP/26/07/10 TO NOTE ADVICE REGARDING EARLY SETTLEMENT OF THE PUBLIC WORKS LOAN AND MAKE RECOMMENDATIONS AS APPROPRIATE
Advice from Derek Kemp, the Council's accountant was noted.

FSP/26/07/11 TO CONSIDER THE HEADS OF TERMS FOR THE SALE OF THE MUSEUM TO THE OTTERY HERITAGE SOCIETY AND MAKE RECOMMENDATIONS AS APPROPRIATE

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.

The Heads of Terms (HOTs) were reviewed. A query regarding an item will be sent to the Council's solicitor. The HOTs will then be sent to the Ottery Heritage Society.

The Confidential session ended.

FSP/26/07/12 TO REVIEW STANDING ORDERS AND MAKE RECOMMENDATIONS AS APPROPRIATE
It was **RECOMMENDED** that the Standing Orders are approved.

FSP/26/07/13 TO REVIEW THE STATEMENT OF INTERNAL CONTROL AND MAKE DECISIONS AS APPROPRIATE
It was **RECOMMENDED** that the Statement of Internal Control is approved.

FSP/26/07/14 TO REVIEW THE DEBIT & CREDIT CARD POLICY AND MAKE DECISIONS AS APPROPRIATE
It was **RESOLVED** that the policy is renamed to the Debit Card Policy. It was **RECOMMENDED** that the Debit Card Policy is approved.

FSP/26/07/15 TO REVIEW THE EARMARKED RESERVES POLICY AND MAKE DECISIONS AS APPROPRIATE
It was **RECOMMENDED** that the Earmarked Reserves Policy is approved.

Chair's initials ___________

FSP/26/07/16 TO REVIEW THE SUBSISTENCE & MILEAGE POLICY AND MAKE DECISIONS AS APPROPRIATE

It was **RECOMMENDED** that the Subsistence & Mileage Policy is approved.

FSP/26/07/17 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING ANY OUTSTANDING ISSUES AND MAKE DECISIONS AS APPROPRIATE

It was **AGREED** the Finance and Strategic Planning Committee will review finance reports monthly and at the end of each quarter. The quarterly accounts will then be presented to the Full Council.

FSP/26/07/18 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

On receipt of their letter, it was **RESOLVED** to approve the final grant payment £250 to Project Food. *Cllr Aherne abstained.*

FSP/26/07/19 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

FSP/26/07/20 TO RECEIVE COUNCILLORS QUESTIONS

Councillors noted with concern the continuing issue of water running at Paternoster Row, given the current hosepipe ban. It was agreed that the Clerk would write to Devon County Council requesting that remedial works be carried out at the earliest opportunity.

FSP/26/07/21 DATE OF THE NEXT MEETING: 11TH AUGUST 2026

Reports & Appendix 1

Meeting concluded at 18:41

Chair's initials ___________

OTTERY ST MARY TOWN COUNCIL

MEMBERS and EMPLOYEES SUBSISTENCE/MILEAGE POLICY

Version	Author	Details	Dates created	Date approved and ref
1	**Christine McIntyre**	**Draft and Approved**		**5th December 2016**
2	**Christine McIntyre**	**Reviewed**		**May 2018**
3	**Christine McIntyre**	**Reviewed**		**September 2022**
4	**Kerry Kennell**	**Reviewed**		

If you use your private vehicle to carry out your approved duties then you are required to:

- hold a full, current driving licence
- ensure that your vehicle is regularly maintained and
- ensure that your vehicle has a current MOT certificate.

It is the responsibility of Members/Employees to ensure that their motor insurance policy provides cover whilst their private car is being driven in the course of their approved duties. This applies whether or not the member/employee is in receipt of an allowance for that particular journey. Members/employees should advise their own Insurers/Broker that their vehicle may be used in order to conduct their approved duties. Insurers may charge an additional premium for such use. The Council reserves the right to request evidence of a valid driving licence, insurance and MOT before reimbursing mileage claims.

Mileage will not be paid to a Member for approved duties undertaken within the Parish of Ottery St Mary

1. **Subsistence/Mileage Rates:**

Motor Mileage Rates# All cars and vans	55p per mile (first 10,000 miles per annum)

	25p per mile (over 10,000 miles per annum)
Motorbikes	24p per mile
Cycles	20p per mile
Passenger Supplement	5p per passenger per mile
Subsistence Rates* **Allowance Period**	**Maximum Payable**
Breakfast (before 11am)	£8.50
Lunch (between 12 noon and 2pm)	£11.50
Tea (between 3pm and 6pm)	£4.50
Evening meal (after 7pm)	£14.25
Public Transport Reimbursement of public transport fares (2nd class or economy class only)	

HMRC Approved Mileage Allowance Payments

*The subsistence rates quoted, are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

HMRC mileage rates apply irrespective of vehicle fuel type, including electric and hybrid vehicles.

Any other subsistence expense not mentioned above will need to be approved in advance by the Town Clerk (`Clerk`) or Mayor or Full Council (dependent on the amount of the proposed expenditure) and no expenditure must be incurred by the Member/Employee unless approval has been granted in advance in the first instance.

Claims should be submitted monthly and no later than three months after the expenditure has been incurred.

Original receipts must be provided for all subsistence claims except where this is demonstrably impracticable.

2. Approved Duties

Members

- Attending conferences eg National Association of Local Councils (NALC), Devon Association of Local Councils (DALC). Society of Local Council Clerks (`SLCC`)
- Attending training courses
- Attending Town Council meetings (including committee meetings).

- Attending meetings at East Devon District Council and Devon County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as approved by the Town Council from time to time.

Employees

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences eg SLCC, NALC, DALC
- Attending meetings at East Devon District Council and Devon County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

OTTERY ST MARY TOWN COUNCIL DEBIT CARD POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved		2018
2	Christine McIntyre	Reviewed		1 March 2021
3	Kerry Kennell	Reviewed	September 2023	September 2023
4	Kerry Kennell	Reviewed	July 27	

Introduction:

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations at Ottery St Mary Town Council, (`the Council`) the Council may authorise the issue of a corporate debit card (`the Card`) to employees for business use. This policy refers to the issue and use of the Card.

Policy Statement:

Issuing:

The issue of the Card will be specifically restricted to the Clerk/ RFO (the `Authorised User`) as authorised by the Finance Committee

The debit card will be restricted to a single transaction maximum value of £500.

No other individuals may use the Card. Any purchase exceeding £500 must be authorised in advance by the Mayor and Chair of the Finance and Strategic Planning Committee and reported to the next committee meeting.

The Authorised User, issued with the Card is solely responsible for their safe keeping and usage and for ensuring that the Card are not used by others. In particular, PIN numbers will only be issued to the Authorised User and must be kept confidential, as must the card security (CSC/CVN) number.
A Lost or stolen Card must be reported to the issuing bank immediately upon discovery that the card is missing by the Authorised User themselves. With no exceptions the Mayor and Chair of the Finance and Strategic Planning Committee must also be informed immediately.
In the event of the RFO/Clerk`s termination of employment he/she must return any issued Card to the Finance Committee Chair and the Card will be destroyed. The issuing bank must be advised to cancel the Card to prevent any unauthorised usage.

Usage:
Cash withdrawals are only permitted when using the Debit card to top-up the Petty Cash account and shall not be made for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself. When making a cash withdrawal to top-up the Petty Cash account, the cash withdrawal must be reconciled with the monthly Petty Cash statement.
The Debit card shall be used for on-line and in person purchases required in conjunction with the work of the Council.
The Card issued to an Authorised User shall be used for business purposes only and in conjunction with the Authorised User`s ’s job role. They shall not be used for any non-business transactions nor for any personal purchases.
All purchases must be supported by an approved budget and be authorised in accordance with the Council's Financial Regulations.
The use of the card does not remove the requirement to comply with the Council's Procurement Policy and Financial Regulations.
Card details must only be entered on secure websites and shall not be retained on supplier systems unless approved by the RFO.

VAT invoices or receipts must be obtained wherever available to support VAT recovery.

All card purchases must comply with the Council's Financial Regulations, approved budgets and procurement requirements, and all transactions must be reported to members through the monthly payment approval process.

Where the authorised user is absent for an extended period, the Council may temporarily suspend the card or appoint an alternative authorised user by resolution.

Reconciliation & Inspection:

Every Card transaction must be entered by the Authorised User on to the Monthly Payments Schedule with supporting receipts. The Monthly Payment Schedule and accompanying receipts are reviewed and authorised by the Authorised User and the Chair of Finance and Strategic Planning Committee.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the Authorised User and Chair of the Finance Committee must be notified and an investigation initiated.

The Authorised User is responsible for obtaining and submitting receipts for all transactions. Failure to produce transaction receipts may result in the Authorised User being held liable for the sum of said transaction/s.

All card transactions shall be reported to the next meeting of Full Council through the normal payment approval process.

Card transactions involving personal data shall be processed in accordance with the Council's Data Protection Policy.

Fraudulent or Misuse of the Card:

If the Authorised User misuses the Card or fraudulently uses Card the card, this will result in disciplinary action being taken against the Authorised User.

Any suspected fraud, theft, irregularity or unauthorised transaction shall be reported immediately to the Clerk, Chair of Finance and Strategic Planning Committee, Mayor and the Council's internal auditor where appropriate.

This policy shall be reviewed annually by the Finance and Strategic Planning Committee and approved by Full Council.

Ottery St Mary Town Council

Statement of Internal Control

For the period 1st April 2026 – 31st March 2027

1. Scope

Ottery St Mary Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this duty, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. Purpose

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.

The system of internal control is in place at the Council from date of approval for the year ending 31st March 2027 and up to the date of approval of the annual report and accounts in accordance with proper practice.

3. Internal Control Environment The Council

The Council has appointed a Mayor who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its October and November meetings. At the December or January meeting the Council approves the level of the Precept for the following financial year.

The Council has nominated a Member to monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The Full Council meets monthly and monitors progress against its financial aims and objectives at each meeting by receiving relevant reports from the Clerk and the nominated member.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk and Responsible Financial Officer

The Clerk to the Council acts as the Council's advisor and administrator. The Clerk is the Responsible Financial Officer and responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with the laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

4. Payments

Where possible all payments are made electronically by the Clerk. All payments are reported to the Council for approval and are minuted. Some regular payments are paid by direct debit following approval by Council. Two members of the Council must authorise every payment. Where this is not possible a debit card is used by the Clerk following the process detailed in the Debit Card policy.

5. Risk assessment and management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

6. Internal Audit

The Council has appointed an Independent Internal Auditor who reports in writing to the Council on the adequacy of its

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk Management

The Effectiveness of Internal Audit is reviewed annually

7. External Audit

The Council has been appointed External auditor PKF Littlejohn. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council

8. Review of Effectiveness

The Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of effectiveness of the system of internal control is informed by the work of:

- The full Council
- The Clerk/RFO who has responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews the Council's system of internal control
- The external auditor who make the final check using the Annual Return.
- Issues that are raised during the year.

Review of Statement

This statement was reviewed by The Council at its meeting on (3rd August 2026) and will be reviewed annually

OTTERY ST MARY TOWN COUNCIL
STANDING ORDERS 2025
BASED ON NALC MODEL STANDING ORDERS 2025

Approved: 3 September 2025
Minute Reference: C/25/09/8.2
Version: 1.0
Review Date: May 2026

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ● Committee meetings ● Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

● d **Meetings shall be open to the public unless their presence is prejudicial**
● **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is**
- **permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- m **A person present at a meeting may not provide an oral report or oral**
- **commentary about a meeting as it takes place without permission.**

- n **The press shall be provided with reasonable facilities for the taking of**
- **their report of all or part of a meeting at which they are entitled to be present.**

- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are**

absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

● q **Subject to a meeting being quorate, all questions at a meeting shall be ● decided by a majority of the councillors and non-councillors with voting ● rights present and voting.**

● r **The chair of a meeting may give an original vote on any matter put to**

● **the vote, and in the case of an equality of votes may exercise their ● casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting

when matters that they held interests in were being considered; vi.

if there was a public participation session; and vii. the resolutions

made.

● u **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the ● Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted** ● and the meeting shall be closed. The business on the agenda for the meeting ● shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be noncouncillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been reelected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Receipt of the minutes of the last meeting of a committee; iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; vi. Review of the terms of reference for committees; vii. Appointment of members to existing committees; viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; xv. Review of the Council's and/or staff subscriptions to other bodies; xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); xviii. Review of the Council's policy for dealing with the press/media; xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting; ii.

to move to a vote; iii. to defer consideration of a motion; iv.

to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting; vi. to

change the order of business on the agenda; vii. to proceed to the

next business on the agenda; viii. to require a written report; ix. to

appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a councillor or a member of the public; xiii. to exclude a councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ● Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer.

f A dispensation request shall confirm:

   i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

   ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

   iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

   i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

   ii. granting the dispensation is in the interests of persons living in the Council's area; or iii. it is otherwise appropriate

to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or noncouncillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;** vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of

"Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date; iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls; ii.

the assessment and management of financial risks faced by the

Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Human Resources Management committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Councilor, if they are not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Management committee at its next meeting.

c The chair of the Human Resources Management committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Human Resources Management committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Human Resources Management committee or in their absence, the vice-chair of the Human Resources Management committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources Management committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of Human Resources Management committee, this shall be communicated to another member of the Human Resources committee, which shall be reported back and progressed by resolution of the Human Resources Management committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council’s policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf

of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

OTTERY ST MARY TOWN COUNCIL

RESERVES POLICY

Version	Author	Details	Date created	Date approved and ref
1	Christine McIntyre	Draft and approved	May 2017	
2	Christine McIntyre	Reviewed		1st October 2018
3	Christine McIntyre	Reviewed		21st January 2019
4	Chrstine McIntyre	Reviewed		11th January 2021 21/1/21
5	Kerry Kennell	Reviewed		September 2023
6	Kerry Kennell	Reviewed		

OTTERY ST MARY TOWN COUNCIL
RESERVES POLICY

1. Council Reserves

Ottery St Mary Town Council (`the Council`) needs to maintain reserves to protect against risk, ensure contingencies are in place and to support investment in future projects which are beneficial to the town *Current CIPFA guidance on Local Authority Reserves and Balances, Proper Practices and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.*

The Reserves Policy presents information about the requirements to maintain appropriate financial reserves and provides details on the types of reserves and current and predicted balances. The Council manages risk by assessing the potential impacts of future events, based on the likelihood that they may occur and the severity of any impact. Mitigating actions are then identified to reduce the exposure and appropriate plans are put in place.

The purpose of this Policy is to enable the Committee to review the level of reserves to ensure they meet the current and future needs of the Council.
The assessment of the adequacy of the Council's balances and reserves is based on the guidance note on Local Authority Reserves and Balances, which whilst there is not a statutory requirement, is considered to set out current best practice with regard to balances and reserves. The guidance states that no case has yet been made to set a statutory minimum level of reserves and that each local authority should take advice from its Responsible Finance Officer and base its judgement on local circumstances.
The Council will review all reserves annually as part of the budget and precept setting process. Creation, amendment and release of earmarked reserves must be approved by Full Council.

2. Types of Reserves

The Council maintains two types of reserves;

a) Earmarked Reserves

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives. Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.
The purpose of an Earmarked Reserve is to set aside amounts for projects that extend beyond one year or as a contingency against a specific situation occurring. Once an Earmarked Reserve has been established by the Council it is the responsibility of the Responsible Finance Officer to ensure funds are spent in line with their purpose. The purpose of each Earmarked Reserve should be reviewed annually to ensure that it is still relevant.

b) General Reserves

This represents the non-ring fenced (earmarked) balance of Council funds. The main purposes of the General Reserves are firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Council.

A well-run authority with a prudent approach to setting its budget will each year consider its
level of general reserves. These general reserves will also need to be supported by earmarked reserves for specific needs, contingencies and commitments. In assessing the
level of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen expenditure requirements.

Further major element which could impact adversely on future precepts are;

• Capping of Council Precept by Central Government

3. Purpose of General Fund Reserves

The purpose of general reserves is to minimise the possible financial impacts to the authority from; emergencies, unforeseen events and ad hoc emerging issues during the year.

4. General Fund Reserve – Risk Assessment

Identifying the risks allows the Council to take account of the circumstances around current structural change due to service provision and economic circumstances. Risks can be identified as; risks from potential one-off events; risks which will have general financial consequences and actions that need to be in place to minimise the potential for financial support.

5. **Use of Reserves**

Reserves shall not be used to finance recurring operational expenditure. Earmarked reserves may only be applied for the purpose for which they were established unless Full Council resolves otherwise. Reserves may be used to support one-off expenditure, asset replacement, project delivery and management of financial risks.

6. Assessment of Potential Risks (*not covered by insurance*)

The outcome of this analysis has been to place an estimated total value on the range of risks that may arise and which are not covered by insurance.

No	Risk	Effects/Action	Value of Risk
1	Loss of staff	Council could not function effectively. Additional advertising costs to attract staff, pay for staff cover	£15,000
2	Major Loss of Service through fire/flood structural damage	Premises	£15,000
3	Insurance Claims – Good claims management		£10,000

4	Uninsurable losses		£15,000
5	ICT Security/data corruption	Loss of service robust security policies, backup, firewalls and off-site electronic document storage	£15,000
6	Unanticipated Legal costs	Legal costs that cannot be recovered	£25,000

7. Role of Responsible Finance Officer

It is the responsibility of the Responsible Finance Officer (RFO) to advise the Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use.

There is no statutory minimum but there are four significant safeguards in place against the Council over committing itself financially;

(a) The balanced budget requirement.
(b) RFO S114 Powers. (Local Government Finance Act 1988)
(c) The External Auditors responsibility to review and report on financial standing.
(d) The year-end audit report from the Council's Internal Auditor

Ottery St Mary Council, on the advice of their RFO, are required to make their own judgements on the level of reserves, taking into account all relevant local circumstances. Local circumstances vary. A well-managed authority with a prudent approach to budgeting should operate with reserves in the Council's current range given its emerging service responsibilities.

It is the responsibility of the RFO to ensure reserves are spent in line with their purpose. Where expenditure is planned in future accounting periods, it is prudent to build up reserves in advance.

The RFO has a fiduciary duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent responsible stewardship of public funds.

7. Summary

General Reserves should normally be maintained at between 3 and 12 months of net revenue expenditure, subject to annual review and risk assessment.
The figure for General Reserves is obtained from Assessment of Potential Risks (*not covered by insurance*), section 5 and will be reviewed on a yearly basis.

Produced by: Kerry Kennell - Clerk and Responsible Finance Officer

Signed:

Dear Kerry,

Thank you for your below e-mail and apologies for not providing an update sooner.

The position is that a report has been drafted recommending service of a hedgerow replacement notice and that has been authorised. Instructions sit with our legal team to draft the notice. I understand that they have produced a first draft and once this has been checked and finalised it will be issued shortly.

Hedgerow replacement notices have to set out in great detail the works that are required and so this has taken time to formulate and then the legal process can also take time. In any event the planting cannot be undertaken until the next planting season.

I hope this is helpful.

Kind regards.

Ed Freeman BSc (Hons) DipTP PGDip MBA MRTPI CMgr FCMI
Assistant Director Planning Strategy and Development Services

Place Directorate
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