



Ottery St Mary Town Council

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

PUBLIC NOTICE OF MEETING

Full Council

Issued: Wednesday, 30 September 2026

Dear All,

Notice is hereby given of a public meeting of the **Full Council** to be held at **7:00 PM** on **Monday, 5 October 2026** at **Tipton St John Community Hall**. 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.

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

C1 26-27 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)

C2 26-27 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.

C3 26-27 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.

C4 26-27 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.

C5 26-27 Confirmation of Town Council Minutes of 7th September 2026 (minute refs C26/09/01-C26/09/28)

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

C6 26-27 To receive Reports from the EDDC and DCC Councillors

C7 26-27 To confirm dates for Councillor Surgeries

C8 26-27 To consider applications for the Town ward Councillor vacancy and to co-opt to fill the vacancy as appropriate

COMMITTEE REPORTS

C9 26-27 To note the Planning Committee Minutes of 14th September 2026 (minute refs P/26/09/01-P26/09/10) and 28th September 2026 (minute refs P/26/09/11-P/26/09/20)

C9.1 26-27 To consider the following planning application: 26/1887/FUL — Full

Mr Lawrence Arnold

Arnold Ramos Ltd

1 Silver Street

Ottery St Mary

EX11 1DB

Installation of a roof light automatically opening vent window on the south east elevation.

Application on the planning portal: <https://planning.eastdevon.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLINO5GHL7400>

C10 26-27 To note the Minutes of the Operations Committee Meeting of 24th September 2026 (minute refs O/26/09/01-O/26/09/19)

C11 26-27 To note the Minutes of the Community Infrastructure Meeting of 28th September 2026 (minute reference CI/26/09/01-CI/26/09/22)

C12 26-27 To note the Minutes of the Human Resources Committee meeting of 2nd October 2026 (minute ref HR/26/10/01 - HR/26/10/08) (*Exempt*)

COMMUNITY ISSUES

C13 26-27 To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate

C14 26-27 To receive an update regarding the proposal to rebuild Tipton St John Church of England Primary School

C15 26-27 To receive an update regarding the Coleridge Pre-School building and make recommendations/decisions as appropriate (*Exempt*)

C16 26-27 To discuss the River Otter and Fluxton Sewage Plan and make recommendations as appropriate

C17 26-27 To note the current situation regarding Local Government Reorganisation and Devolution

C18 26-27 To receive an update regarding the Night Bus survey and to make decisions as appropriate

C19 26-27 To receive an update regarding the survey for a 20mph zone outside of the town and to make decisions as appropriate

C20 26-27 To review and approve the updated Social Media Policy

C21 26-27 Confirmation of decisions made under the scheme of delegation

C22 26-27 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.

C23 26-27 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.

C24 26-27 Clerk's Report

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

C25 26-27 Correspondence Received

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

C26 26-27 To note any reports previously e-mailed by Councillors of Meetings attended

C27 26-27 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.

C28 26-27 Date and Time of Next Meeting

The next meeting will take place at 7pm on Monday 2nd November 2026 at the Council Offices, 8 Broad Street, Ottery St Mary.

APPENDIX I — Public Documents

C5 26-27 Confirmation of Town Council Minutes of 7th September 2026 (minute refs C26/09/01-C26/09/28)

Full Council Meeting-Minutes (9).pdf

C9 26-27 To note the Planning Committee Minutes of 14th September 2026 (minute refs P/26/09/01-P26/09/10) and 28th September 2026 (minute refs P/26/09/11-P/26/09/20)

2026-09-14 - Ottery St Mary Town Council - Planning Committee - Minutes.pdf

2026-09-28 - Ottery St Mary Town Council - Planning Committee - Minutes (DRAFT).pdf

C9.1 26-27 To consider the following planning application: 26/1887/FUL — Full

ufm39_Standard_Consultation_(front_sheet)_(E).pdf

C10 26-27 To note the Minutes of the Operations Committee Meeting of 24th September 2026 (minute refs O/26/09/01-O/26/09/19)

Operations Committee-Minutes (7).pdf

C11 26-27 To note the Minutes of the Community Infrastructure Meeting of 28th September 2026 (minute reference CI/26/09/01-CI/26/09/22)

Community Infrastructure Committee-Minutes (4).pdf

C20 26-27 To review and approve the updated Social Media Policy

Draft 2026 Social Media Policy.pdf



Ottery St Mary Town Council — MINUTES

Full Council — Monday, 7 September 2026

Published: Wednesday, 30 September 2026

Attendance

Present: Councillors Johns (Chair), Copus, Faithfull, Feasey, Martin, Sneller, Stewart

Also present: Kerry Kennell — Town Clerk, Jessica Bailey — Cllr

Members of the public present: 3

C/26/09/029 Apologies for Absence

Apologies were noted for Cllrs Aherne, Peka and Grainger.

C/26/09/030 Declarations of Interest

Cllr Nick Sneller declared a DPI in relation to agenda item C/26/09/09 To consider (and approve if appropriate) recommendations from the Committee.

C/26/09/031 Exclusion of Public and Press

It was **RESOLVED** that the following agenda items will be discussed in Confidential session: Agenda item 26/09/09.1 that the Council submit an offer to purchase the land in front of the Council offices; Agenda item 26/09/10 and 10.1 as they relate to Human Resources; Agenda item 26/09/11.1 in relation to the quote to resurface the Winters Lane tennis courts and the subsequent decision to agree signing the Section 106 funding agreement; Agenda item 26/09/14;

*Please note the meeting order was changed: Agenda item C/26/09/16 To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate was brought forward to follow agenda item 6 to allow DCC Cllr Bailey to take part in the discussion; Confidential agenda items were delayed until the end of the meeting to enable the members of the public to remain present until that point. *

C/26/09/032 Public Participation

No items were raised.

C/26/09/033 Confirmation of Town Council Minutes of 3rd August 2026 (minute refs C26/08/01-C26/08/25)

The minutes of the Full Council meeting held on 3 August 2026 (minute references C26/08/01–C26/08/25) were received. It was **RESOLVED** that the minutes be approved as a true and correct record, and they were duly signed by the Mayor.

C/26/09/034 To receive Reports from the EDDC and DCC Councillors

Reports were received from East Devon District Council (EDDC) and Devon County Council (DCC) representatives as follows.

EDDC Cllr Vicky Johns had submitted a written report. It was **NOTED** that the Government had announced earlier that day that Local Government Reorganisation (LGR) had been paused pending a review of its legality.

EDDC Cllr Peter Faithfull had nothing to report.

It was **NOTED** that EDDC Cllr Bethany Collins had not submitted a report.

DCC Cllr Jessica Bailey reported as follows:

- Mill Street had been reopened. Devon County Council (DCC) have issued National Grid with a fixed penalty notice for breaching their permit. Cllr Bailey had written to National Grid to suggest that businesses affected by the closure should be compensated, and she remained of the view that the traders impacted ought to receive compensation. Cllr Bailey had also requested that she be notified in advance of any future closures.
- Cllr Bailey had visited Sandhill Street and had requested that the road surface be inspected.
- Talewater Bridge is due to reopen by the end of the week.
- Cllr Bailey had also visited West Hill Road, which was due to be inspected later this week.
- The outline planning application for Tipton School was expected to be submitted in September. Preparatory work had been ongoing and drop-in sessions held with residents had been received very positively.
- Regarding LGR, Cllr Bailey expressed that she was glad the process had been paused, having raised concerns about West Hill and Aylesbeare not being placed within the same area as Ottery St Mary.
- Cllr Bailey has chaired the Health and Adult Care Scrutiny Committee, which had been examining the decision to pause maternity services at North Devon Hospital, taking the role of a critical friend. The Committee was also considering matters relating to unpaid carers, dentistry, and Care Quality Commission (CQC) inspections.

A member of the public asked when the Council had become aware of the proposals concerning Tipton St John School. It was **NOTED** that the Council had been informed two days before the public announcement was made.

C/26/09/035 To note the Planning Committee Minutes of 17th August 2026 (minute refs P/26/08/01-P/26/08/10)

The minutes of the Planning Committee meeting of 17 August 2026 (minute references P/26/08/01–P/26/08/10) were **NOTED**.

C/26/09/036 To note the Minutes of the Community Infrastructure Meeting of 17th August 2026 (minute reference CI/26/08/01-CI/26/08/22)

The minutes of the Community Infrastructure meeting held on 17 August 2026 (minute references CI/26/08/01 to CI/26/08/22) were **NOTED**.

C/26/09/037 To consider (and approve if appropriate) recommendations from the Committee

The Council considered recommendations from the Committee.

It was **RESOLVED** that Devon County Council (DCC) be instructed to carry out feasibility assessment at a cost of £10,000 to establish the viability and cost to install a pedestrian crossing at Broad Street.

It was **RESOLVED** that the Council proceed with the Wayfinding project as detailed in the proposal.

Jess Bailey (DCC) left the meeting at 19:40.

Cllr Nick Sneller left the meeting at 19:41 for a pecuniary interest and returned at 19:45.

C/26/09/038 To note the Minutes of the Operations Committee Meeting of 20th August 2026

The minutes of the Operations Committee meeting of 20 August 2026 were **NOTED**.

C/26/09/039 To consider (and approve if appropriate) recommendations from the Committee

The Council **RESOLVED**, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from this item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The minutes of the previous confidential meeting held on 21 August 2026 were **NOTED**.

Members discussed the proposed purchase of the parking spaces, including matters relating to neighbouring residents, the condition of the associated building, and the strategic benefit of securing the spaces situated directly outside the Council offices. Following discussion, it was **RESOLVED** that an offer be made to purchase the land situated in front of the Council offices, including the adjoining grassed area.

C/26/09/040 To note the Minutes of the Human Resources Committee meeting of 21st August 2026 (minute ref HR/26/08/01 - HR/26/08/08)

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 minutes of 21st August 2026 were **NOTED**.

C/26/09/041 To consider (and approve if appropriate) recommendations from the Committee

It was **RESOLVED** that the Clerk be authorised to enrol on the Community Governance training course in February 2027, at a cost of £4,000 for the first year and £4,000 for the second year. It was further **RESOLVED** that, should the Clerk voluntarily leave the Council's employment within two years of successfully completing the training, they will be required to repay a proportion of the training costs incurred by the Council, calculated on a sliding scale basis.

C/26/09/042 To note the Minutes of the Finance and Strategic Planning Committee meeting of 25th August 2026

The minutes of 25th August 2026 were **NOTED**.

C/26/09/043 To consider (and approve if appropriate) recommendations from the Committee

The Council considered recommendations from the Committee:

It was **RESOLVED** that up to £54,000 of Community Infrastructure Levy (CIL) funding be used on the Wayfinding project.

It was **RESOLVED** that the Council proceed with the quotation from Courtstall to resurface Winters Lane Tennis Courts at a cost of £38,300 plus VAT.

It was **RESOLVED** that the Council instruct Sid Valley Tree Surgery to carry out the tree works at a cost of £1,500 plus VAT.

It was **RESOLVED** that, in accordance with the Council's Standing Orders, Cllr Johns (Mayor) be authorised to sign the grant funding agreement with East Devon District Council (EDDC) for the Section 106 funding towards the resurfacing of Winters Lane Tennis Courts, and that Ottery St Mary Town Council agree to enter into the funding agreement.

C/26/09/044 To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate

It was **AGREED** to bring this item forwards to enable Cllr Bailey to partake in the agenda item. It followed Agenda item 6. The legal letter has now been sent out to the landowners of the hedge and a notice has been published. There is a time period they need to wait to hear back from the landowners. The hedgerow replacement notice details what should be replanted there. It will then be protected for a minimum of 30 years. The Clerk will circulate the report from EDDC to Councillors. Cllr Johns has been acting in her EDDC Cllr capacity.

C/26/09/045 To receive an update regarding the proposal to rebuild Tipton St John Church of England Primary School

It was **NOTED** that there was no further update on the proposal to rebuild Tipton St John Church of England Primary School beyond that already provided by DCC Cllr Bailey earlier in the meeting.

C/26/09/046 To receive an update regarding the Coleridge Pre-School building and make recommendations/decisions as appropriate

It was **NOTED** that a meeting had been held with Devon County Council (DCC) regarding the Coleridge Pre-School building, and that a further meeting was being arranged in due course.

C/26/09/047 To note the current situation regarding Local Government Reorganisation and Devolution

It was **NOTED** that the Government had placed Local Government Reorganisation and Devolution on hold whilst the Secretary of State carries out a review.

C/26/09/048 To receive an update regarding the Night Bus survey and to make decisions as appropriate

It was **NOTED** that the Clerk would be meeting with a representative from Honiton Town Council to discuss the Night Bus survey in the near future. It was anticipated that the survey would subsequently be circulated to the parishes to enable both Councils to decide whether the initiative should be included in the budget for 2027/28.

C/26/09/049 To receive an update regarding the survey for a 20mph zone outside of the town and to make decisions as appropriate

It was **NOTED** that there was no update available regarding the survey for a 20mph zone outside of the town.

C/26/09/050 To receive an update regarding the installation and costings for the Christmas Lights for 2026 and to make decisions as appropriate

The Council received an update regarding the installation and costings for the Christmas lights for 2026. A lengthy discussion followed. It was **RESOLVED** that all necessary changes to the lights should be progressed and implemented as required.

C/26/09/051 To review and approve the updated Complaints Policy

It was **RESOLVED** to approve the updated Complaints Policy.

C/26/09/052 Confirmation of decisions made under the scheme of delegation

There were no decisions made under the scheme of delegation to confirm.

C/26/09/053 Finance Report / Budget Monitoring

The August 2026 Receipts and Payments and Reconciliation reports were **RESOLVED** as approved. The July 2026 CCLA reconciliation was also approved. It was **NOTED** that the CCLA reconciliation will always be a month in arrears due to the timing of when the statement arrives. The Council **NOTED** the budget monitoring reports for the period 1 April to 31 July 2026.

C/26/09/054 To note the AGAR Section 3 External Auditor Report

The Annual Governance and Accountability Return (AGAR) Section 3 External Auditor Report was received and it was **NOTED**.

C/26/09/055 Mayor's Report

The Mayor's written report was received. Cllr Johns reminded all councillors that the Council is a non-political Council and urged members to adhere to the Code of Conduct at all times.

C/26/09/056 Clerk's Report

The Clerk reminded the Council that a vacancy existed which will be filled by co-option. It was **NOTED** that the deadline for applications was 2 October 2026 and that the vacancy had been advertised. Further information is available on the Council's website.

C/26/09/057 Correspondence Received

It was **AGREED** that the Council was content for its logo to be included on a poster advertising an Eco Homes open weekend taking place in Ottery St Mary and Sidmouth at the beginning of October. *Cllr Faithfull abstained.*

C/26/09/058 To note any reports previously e-mailed by Councillors of Meetings attended

There were no reports previously e-mailed by councillors of meetings attended.

C/26/09/059 Matters Raised by Members Not Otherwise on the Agenda

Cllr Sneller raised concerns regarding vehicles being left parked on the roadside. It was confirmed that an abandoned vehicle should be reported to EDDC.

It was **NOTED** that signs had been erected at the start of Strawberry Lane indicating the road was closed, had resulted in the lane a more pleasant and safer environment for pedestrians to walk through.

It was further **NOTED** that double yellow lines had been installed in Ridgeway Gardens by Devon County Council. Members were advised that parking and highway matters of this nature fall within the remit of the Devon County Council Highway and Traffic Orders Committee (HATOC), and that any residents wishing to raise concerns should contact Devon County Council Highways directly.

C/26/09/060 Date and Time of Next Meeting

The next meeting will be held at 7pm on Monday 5th October 2026 at Tipton St John Community Hall.

The meeting closed at 20:50.

Signed: _____

Vicky Johns

Chair of the Full Council

Date: _____



Ottery St Mary Town Council — MINUTES

Planning Committee — Monday, 14 September 2026

Published: Friday, 18 September 2026

Attendance

Present: Councillors Johns (Chair), Faithfull, Martin

Also present: Jane Bushby — Administrator, Laura Dickinson — Assistant Clerk

Members of the public present: 2

P/26/09 Apologies for Absence

Apologies were noted from Cllr Grainger, Cllr Copus, Cllr Aherne and Cllr Peka.

P/26/09 Declarations of Interest

There were none.

P/26/09 Exclusion of Public and Press

There were none.

P/26/09 Reports, Correspondence and Items Referred to the Committee

Appeal Reference 6015090 NOTED by the Committee.

P/26/09 Confirmation of Minutes

The minutes of 17th August 2026 were approved and signed by the Chair as a correct record of the meeting.

P/26/09 Planning Decisions Received

There were none.

P/26/09 Public Participation

Two members of the public were present and addressed the Council in relation to Planning Application 26/1723/FUL. It was **AGREED** by the Committee to discuss this application first.

P/26/09 To consider and determine observations on the following planning applications

The Committee agreed to discuss 8.3 first as the applicants were present.

P/26/09 26/1534/FUL — Full

It was **RESOLVED** that the Council supports the application, subject to adherence of the Arboricultural Report. The Town Council would like to highlight particular trees, the sycamore, oak and ash to the North West, to Devon County Council and East Devon District Council.

P/26/09 26/1103/LBC — Listed Building Consent

It was **RESOLVED** that the Council supports the application, taking into account the need to improve the property in line with Historic England's report and in line with the Conservation Officer's agreement.

P/26/09 26/1723/FUL — Full

It was **RESOLVED** that the Council supports the application, subject to provision for rain water harvesting.

P/26/09 Matters Raised by Members Not Otherwise on the Agenda

There were none.

P/26/09 Date and Time of Next Meeting

The date of the next meeting will be confirmed.

The meeting closed at 19:05.

Signed: _____

Vicky Johns

Chair of the Planning Committee

Date: _____



Ottery St Mary Town Council — MINUTES

Planning Committee — Monday, 28 September 2026

Published: Wednesday, 30 September 2026

Attendance

Present: Councillors Copus (Chair), Aherne, Faithfull, Johns, Martin, Peka

Also present: Laura Dickinson — Assistant Clerk, Kerry Kennell — Town Clerk

Members of the public present: 1

P/26/09 Apologies for Absence

Apologies were noted from Cllr Grainger.

P/26/09 Dispensations

There were none.

P/26/09 Exclusion of Public and Press

There were none.

P/26/09 Reports, Correspondence and Items Referred to the Committee

There were none.

P/26/09 Confirmation of Minutes

The minutes of the 14th September 2026 were approved and signed by the Chair as a correct record of the meeting.

P/26/09 Planning Decisions Received

There were none.

P/26/09 Public Participation

One member of the public was present. They did not comment on an application.

P/26/09 Planning Applications

Three applications were discussed in the order of the agenda.

P/26/09 26/1834/FUL — Full

Applicant: Edward McIlroy.

Address: Winklern, Wiggaton, EX11 1PU

The replacement of a flat roof with a pitched alternative and internal alterations.

It was **RESOLVED** that the Council supports the application.

P/26/09 26/1880/TCA — Trees in a Conservation Area (TCA)

Applicant: Billy Dainton

Address: Westholm, Mill Street, Ottery St Mary, EX11 1AE

Crack willow - remove and replacement with native tree.

It was **RESOLVED** that the Council does not support the application, as there was not enough information provided to make a decision. It was **NOTED** that there not a sketch/location plan specifying the exact location of the tree.

There is no aborculturalist report. The Council also **NOTED** that crack willow is a native tree and that the application did not specify what tree would replace it.

P/26/09 26/1851/FUL — Full planning application

Applicant: Mr C Gibbins

Address: Higher Gosford Farm, Fenny Bridges, EX14 3AZ

Demolition of redundant budlings (retrospective) and replacement with new agricultural building.

It was **RESOLVED** that the Council supports the application, subject to provision for rain water harvesting. It was **NOTED** that the new building would be an improvement to allow for modern farming.

P/26/09 Matters Raised by Members Not Otherwise on the Agenda

Cllr Faithfull **NOTED** that this would be the last meeting under the current Planning Regulations.

P/26/09 Date and Time of Next Meeting

The date of the next meeting will be confirmed.

The meeting closed at 18:48.

Signed: _____

Richard Copus

Chair of the Planning Committee

Date: _____

Clerk To Ottery St Mary Town Council

23 September 2026

26/1887/FUL			
Date Valid:	22 September 2026	Target Date:	17 November 2026
Ward:	Ottery St Mary	Parish:	Ottery St Mary
Applicant:	Mr Lawrence Arnold Arnold Ramos Ltd 1 Silver Street Ottery St Mary Devon EX11 1DB	Agent:	
Proposal:	Installation of a roof light automatically opening vent window on the south east elevation.		
Location:	1 Silver Street Ottery St Mary EX11 1DB		
UPRN:	100041043421		
Map Ref:	309848	95430	
Area Team:	Central Team		
E-mail:	planningcentral@eastdevon.gov.uk		

COMMENTS (Please login to planning online to submit your comments via your consultee in tray).

All comments submitted are subject to GDPR and will be kept on a public file and published on our website.
(DO NOT REPLY TO THIS EMAIL ADDRESS - USE THE RELEVANT TEAM EMAIL ADDRESS)



Ottery St Mary Town Council — MINUTES

Operations Committee — Thursday, 24 September 2026

Published: Wednesday, 30 September 2026

Attendance

Present: Councillors Feasey (Chair), Aherne, Johns (until 17:10), Stewart

Also present: Kerry Kennell — Town Clerk

There were no members of the public present.

Declarations of Interest

Cllr Vicky Johns: declared a disclosable pecuniary interest in Item 6 — To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate — Cllr Johns husband has provided the Council with a snagging list for the structure.

O/26/09 Apologies for Absence

Apologies were noted from Cllr Grainger.

O/26/09 Declarations of Interest

See above.

O/26/09 Exclusion of Public and Press

It was **RESOLVED** 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. The following agenda items were to be considered in Confidential Session:

- O/26/09/6 — To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate;
- O/26/09/7 — To receive an update from SPACE and to make decisions as appropriate;
- O/26/09/11 — To consider roof repair quotation and make decisions as appropriate;
- O/26/09/12 — Council Offices — to receive an update and to make decisions (if appropriate).

O/26/09 Public Participation

No items were raised.

O/26/09 Confirmation of Minutes

The minutes of the previous meeting were approved and signed by the Chair as a true and correct record.

O/26/09 To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

An update on the outdoor project was provided by the Clerk.

Cllr Vicky Johns left the meeting at 17:10 (comfort break).

O/26/09 To receive an update from SPACE and to make decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** that the press and public be excluded from the Council since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Committee received a report from SPACE. It was **AGREED** that, should SPACE wish to purchase zorbs, they could approach Devon County Council Cllr Bailey to explore whether the expenditure would be eligible for the locality fund, or alternatively apply for a community grant in the next financial year.

O/26/09 To review expenditure at the Station Hub and make recommendations and/or decisions as appropriate

The expenditure of the Station Hub was reviewed. It was **AGREED** the Clerk will clarify the electricity and gas payments.

It was **AGREED** that consideration of solar panels on Council buildings will be diarised for discussion in June 27 following the election of the new Council.

O/26/09 To consider request from EDDC for a storage shed at the Station

There is no update.

O/26/09 To consider recommendation from Fire Risk Assessment and make decisions as appropriate

The Fire Risk assessment was reviewed. It was **AGREED** that the Clerk will write to Libraries Unlimited to query the maximum capacity of the Library.

It was **AGREED** that the Fire door should be changed as suggested.

O/26/09 To consider roof repair quotation and make decisions as appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was **RESOLVED** to proceed with the quotation at a cost of £2,866.50 as the repair made is only temporary and a permanent repair is required before heavy rain arrives. It has not been possible to obtain further quotations in this timescale.

O/26/09 Council Offices - to receive an update and to make decisions (if appropriate)

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Clerk provided an update. This matter is now with the Council's solicitor.

*The Confidential Session ended. *

A structural engineer has been instructed to review the boundary wall which is displaying evidence of cracking and protruding tree roots.

O/26/09 Skatepark - to receive an update and to make decisions if appropriate

The ROSPA inspection was **NOTED**. This is currently being reviewed and the findings will be presented to the Full Council for consideration.

O/26/09 Museum - to receive an update and to make decisions if appropriate

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the press and public from the Council, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Clerk has asked the Council's solicitor for an update.

O/26/09 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions if appropriate

The Clerk provided an update on bookings. It was **NOTED** that when the budget is set the Council should establish an Earmarked Reserve for MUGA Carpet Replacement, with annual contributions made to ensure sufficient funds are available when the surface reaches the end of its useful life.

O/26/09 Allotments - to receive an update and to make decisions if appropriate

It was **NOTED** that the Allotment Committee will consider the suggestion regarding a community plot at their next meeting.

O/26/09 Cemetery - to receive an update and make recommendations and/or decisions as appropriate

It was **NOTED** that a Tender will be published shortly to check the memorial stones at the Cemetery. There have been issues with dogs running off lead within the Cemetery and this has been addressed via social media. The Clerk is meeting a representative from Greenbelt shortly to discuss an elder tree.

O/26/09 Correspondence Received

A letter from the Heritage Society was **NOTED**.

O/26/09 Matters Raised by Members Not Otherwise on the Agenda

It was **NOTED** that the caravan at the top of Barrack Road has been removed.

It was **NOTED** that SPACE are working with LED. It was **AGREED** that the Clerk will contact them to offer the use of the PlayZone.

O/26/09 Date and Time of Next Meeting

The next meeting will be held at 5pm on Thursday 22nd October.

The meeting closed at 18:24.

Signed: _____

Cllr Ben Feasey

Chair of the Operations Committee

Date: _____



Ottery St Mary Town Council — MINUTES

Community Infrastructure Committee — Monday, 28 September 2026

Published: Wednesday, 30 September 2026

Attendance

Present: Councillors Martin (Chair), Copus, Faithfull, Johns, Peka, Sneller, Stewart

Also present: Kerry Kennell — Town Clerk, John Waddingham

There were no members of the public present.

CI/26/09 Apologies for Absence

Apologies were noted from Emma Grainger and Joe Williams.

CI/26/09 Declarations of Interest

Cllr Sneller declared a DPI in relation to agenda item CI/26/09 To receive an update on the Wayfinding project from LHC and make decisions as appropriate.

CI/26/09 Exclusion of Public and Press

There were none.

CI/26/09 Public Participation

There was none.

CI/26/09 Confirmation of Minutes

The minutes of the meeting held on 17 August 2026 were considered. An amendment was required to record that it was Cllr Sneller, not Cllr Feasey, who left the building during that meeting. The minutes were then signed by the Chair as a correct record of the meeting.

CI/26/09 Visit Ottery

There was nothing to report.

CI/26/09 To receive an update regarding the Transport Study next steps and make recommendations

It was **NOTED** that Full Council had previously approved a request for Devon County Council (DCC) to arrange a feasibility study for a pedestrian crossing in Broad Street. The Council is currently awaiting an update from DCC.

CI/26/09 To review available grants and progress applications if suitable for committee projects

The available grants were **NOTED**.

CI/26/09 To receive an update on the Wayfinding project from LHC and make decisions as appropriate

The Committee were concerned about the tight timescales as the intention is for the project to be completed by the end of the financial year. The committee are looking forward to receiving tender package by 30th September.

Cllr Nick Sneller left the meeting at 17:07 for a pecuniary interest and returned at 17:11.

CI/26/09 To consider next steps to update the Neighbourhood Plan and make recommendations as appropriate

It was **NOTED** that Cllr Martin had prepared an outline plan for the progression of the Neighbourhood Plan. The matter would be discussed further at the following month's meeting.

CI/26/09 To receive an update regarding Coach Friendly Town status

It was **NOTED** that coach parking spaces are in place - however, signage is still awaited. The Clerk will chase Devon County Council (DCC) regarding the outstanding signage.

CI/26/09 To receive an update from the Emergency Plan Working Group

Cllr Faithfull advised there has been an on line Emergency Hub meeting. The Emergency Plan Working Group will be meeting shortly.

CI/26/09 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

There is no update. ORCA will be invited to attend or send a report to the next meeting. It was **NOTED** that South West Water have no planned improvements to the sewage works for Ottery St Mary until after 2031.

Richard Copus arrived at 17:24.

CI/26/09 To receive an update regarding the EV charges at the Station Hub

It was **NOTED** that usage of the electric vehicle (EV) chargers at the Station Hub had increased, and that this was being advertised regularly on social media.

CI/26/09 To consider an overarching strategy for the paths within the parish

It was **AGREED** that a meeting will be arranged with DCC Public Rights of Way and the P3 co-ordinators during October. John will compile a list of issues regarding the footpaths and ensure they are reported to DCC Public Rights of Way. This can then be reviewed at the monthly meetings. It was **AGREED** that the Clerk will report that the footpath from West Hill to Ottery needs cutting back.

CI/26/09 To receive an update regarding Footpath 46 and other footpaths in parish

DCC Public Rights of Way provided an update that the diversion process has started. DCC are hoping to install the fencing alongside the new route in the next few weeks, once the fencing is in, they should be able to reopen the path on a permissive arrangement with the legal line still closed until the diversion is completed. Cllr Copus will walk the route once the diversion is open.

CI/26/09 To note The Ottery Business Network meeting and make any recommendations as required

The Clerk advised that the most recent meeting had been cancelled but the founder intends to invite Ottery businesses to the next Honiton Business Network meeting.

CI/26/09 To receive an update regarding the Ottery Gate to Plate event

There was no update. The Clerk had attended the Honiton Gate to Plate which had been well attended.

CI/26/09 To consider whether to enter the Let's Celebrate Towns initiative

The Council considered whether to enter the Let's Celebrate Towns initiative. It was **NOTED** that there was no appropriate category under which the town could apply, and it was **RESOLVED** that no entry would be made to the initiative.

CI/26/09 Correspondence Received

Cllr Johns had received correspondence regarding EV charging points. EDDC have previously said that do not have any updates and that they have experienced some delays with the LEVI EV scheme across Devon. Cllr Johns will chase this up in her EDDC Councillor capacity. The Council has applied to put the EV chargers on google maps.

CI/26/09 Matters Raised by Members Not Otherwise on the Agenda

- Cllr Sneller was contacted by the scouts to ask if they could take over maintenance of a couple of planters. It was **NOTED** this will be going out to tender shortly. It was **NOTED** there are planters at the Station in need of maintenance.
- Cllr Copus advised that DCC are repainting the white lines throughout the parish. It will take approximately a month.
- It was **NOTED** that a resident has suggested improvements to Brook Street which have been shared with EDDC.
- Double yellow lines have been painted at Ridgeway Gardens. It was **NOTED** that this is nothing to do with the Town Council and any queries should be referred to the Devon Highways and Traffic Orders Committee (HATOC).
- West Hill road closure has been extended. Cllr Faithfull queried whether the road repair would be completed in this time.
- It was **NOTED** that the Morrisons in West Hill was broken into over the weekend.

CI/26/09 Date and Time of Next Meeting

The next meeting will be held at 5pm on Monday 19th October 2026.

The meeting closed at 17:59.

Signed: _____

Cllr Sarah Martin

Chair of the Community Infrastructure Committee

Date: _____



OTTERY ST MARY TOWN COUNCIL

SOCIAL MEDIA POLICY

Version	Author	Details	Dates created	Date approved & ref
1	Christine McIntyre	Created and adopted	April 2018	03/04/2018 – Ref 18/04/09
2	Christine McIntyre	Reviewed and adopted	April 2021	06/04/2021 – Ref 21/04/18
3	Laura Dickinson	Reviewed	September 2026	

1. Introduction

1.1 The objective of this policy is to provide Officers and Members an overview of social media and outline Ottery St Mary Town Council's ('the Council's') position on various aspects of their use. In addition, it includes guidelines on Officers' and Members' responsibilities when using such channels of communication.

2. Definition of Social Media

2.1 Social media is a term for online tools, websites and interactive media that enables users to interact with each other in various ways through sharing information, opinions, knowledge and interests.

2.2 Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs and audio.
- Allows messages to flow between many different types of devices; computers, phones and tablets.
- Involves different levels of engagement by participants who can create, comment or just view information.
- Increases speed and broadens the flow of information.

- Supports communication and engagement with individuals, groups and the wider community.
- Allows communication to take place in real time or intermittently.
- Examples of popular social media tools include Facebook, Instagram, X (formerly known as Twitter), LinkedIn, TikTok and YouTube.

3. Purpose of the Policy

3.1 Social media provides the Council with the opportunity to communicate to a wide audience in a timely manner on a range of subjects relating to its activities by providing updates, news and information. It also provides an opportunity to communicate with harder to reach groups, such as the younger population and business community.

3.2 The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks detailed below.

4. Aims

4.1 Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity.

4.2 As with any online activity there are often risks associated; the following types of risk have been identified with social media use:

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Damage to the reputation of the Council.
- Social engineering attacks (this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client).
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding.

4.3 In light of these risks, the Council needs to regulate the use of social media and ensure that such use does not damage the Council, its employees, partners and the people it serves.

4.4 The aim of this Policy is to:

- Strengthen engagement with individuals and communities and promote Council services effectively.
- Ensure a consistent and professional approach to social media use.

- Protect Council information and maintain information security when using social media.
- Ensure compliance with existing policies, guidance and relevant legislation.
- Protect and enhance the Council's reputation.
- Promote effective, timely and appropriate communication, engage with a wider audience, and encourage the use of other Council communication channels (such as the website, press releases and social media platforms).

4.5 Social media should form part of the Council's wider communications approach rather than operate in isolation. Any planned projects, promotions and activities can be plugged in to social media platforms to increase reach and exposure.

5. Policy Statement

5.1 It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible and professional use of social media is actively encouraged. The following applies equally to Officers and Members.

5.2 This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

5.3 Users must act responsibly when using social media and avoid any conduct that could harm the Council's reputation, undermine public confidence, disrupt Council activities, or breach Council policies.

5.4 When communicating on behalf of the Council, Officers and Members should consider how information may be understood by residents who do not have access to the same background information, context or knowledge. Communications should be clear, accurate, accessible and written from the perspective of the intended audience in mind, helping to promote public understanding, trust and confidence in the Council.

5.5 The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of the Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Users are personally responsible for content they publish on any form of social media on behalf of the Council.
- Never give out personal details such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Council's Data Protection Policy.

- Respect copyright, fair-use and financial disclosure laws.
- Social media sites are in the public domain, and it is important to ensure that you are confident about the nature of the information you publish. Permission must be sought if you wish to publish or report on meetings or discussions that are meant to be private or internal to the Council. Don't cite or reference customers, partners or suppliers without their approval.
- Users must communicate respectfully and professionally at all times. Communications should be courteous, constructive and appropriate in tone, even where there is disagreement. Users must not engage in bullying, harassment, discrimination, personal attacks, or behaviour that is intimidating, provocative, disrespectful or likely to cause unnecessary conflict. Users should respect the privacy of others and exercise good judgement when discussing sensitive or contentious issues online.
- Software, shareware or freeware should only be downloaded from social media platforms where this has been approved and authorised by the Town Clerk.
- Use of the Council's social media accounts (including any accounts established in the future) must reflect the Council's agreed position and decisions and must not be used to express personal opinions. Where the Council's position is unclear, content must not be published until clarification has been obtained. All posts must remain non-party political.

6. Use of Council Social Media Channels

6.1 The Council uses social media primarily as a community information and engagement tool. Its purpose is to share information, promote Council services and activities, support community initiatives, and keep residents informed of matters relevant to the local area. Council social media channels are not intended to operate as public discussion forums. Where residents wish to raise concerns, provide feedback, make enquiries or discuss Council matters in detail, they should be encouraged to contact the Council directly by email, telephone, Messenger, or in person at the Council Offices.

6.2 Content published by the Council will normally be shared through the Council's official social media accounts and approved community channels. Members may share Council content to their personal social media accounts. However, Members should not republish, repost or otherwise distribute Council content to community groups or community pages on the Council's behalf. This helps ensure that communications remain consistent, engagement can be monitored effectively, and any enquiries can be managed through the appropriate Council channels.

6.3 The Council will, in most circumstances, restrict or disable comments on its social media posts. The Council reserves the right to enable, restrict, or disable comments where it considers this appropriate. Where comments are enabled on an official Council post, only Officers may respond on behalf of the Council. Responses

should be limited to factual information, clarification of Council services, or directing individuals to a more appropriate communication channel. Members should not engage in public debate regarding Council matters through social media comments.

6.4 Where a Member shares content published by the Council through a personal account, any comments, reactions or discussions arising from that shared post are the responsibility of the account holder and not the Council. Members should ensure that discussions remain respectful and appropriate and should avoid engaging in arguments, disputes or exchanges that may damage public confidence in the Council. Where necessary, Members should consider disabling comments or directing individuals to the appropriate Council contact channels.

7. Guidance for Officers

7.1 Any social media account created on behalf of the Council must be registered using an approved Council email address and remain under the Council's control.

7.2 Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

7.3 As members of the public may nevertheless recognise Officers as employees of the Council, Officers should be mindful that their personal use of social media may be associated with the Council and should exercise appropriate judgement when posting online.

7.4 If an officer receives any threats, abuse or harassment from members of the public through their use of social media, then they must report such incidents to the Town Clerk. In the case of the Town Clerk being subjected to this type of behaviour, they must report it to the Mayor.

7.5 Officers should not spend an excessive amount of time while at work using social media and should ensure that its use does not interfere with other duties.

7.6 The Council reserves the right to monitor employees' internet usage, and access may be withdrawn in any case of misuse.

7.7 Failure to comply with the guidelines could result in disciplinary action being taken.

8. Guidance for Members

8.1 Members should be familiar with this policy and the Members' Code of Conduct and ensure that their use of social media reflects the standards and expectations set out within them.

8.2 Members may maintain personal social media accounts but should ensure they are clearly identifiable as personal accounts and do not imply that they represent the Council's views.

8.3 Members should present themselves professionally when using social media and must not disclose confidential information. Information shared should be accurate and based on fact. Members should avoid speculation, exaggeration, inappropriate language or personal criticism that could damage public confidence in the Council or bring the Council into disrepute.