



Ottery St Mary Town Council

Minutes of the **ANNUAL MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 13TH MAY 2023** at 7.00pm. The meeting was held at the Council Offices, 8 Broad Street, OSM, EX11 1BZ.

PRESENT: - Cllrs Grainger, Johns, Lucas, Stewart, Green, Faithfull, Sneller, Williamson, Aherne, Sneller, Feasey and Kerry Kennell (Clerk)

24/05/01

ELECTION OF THE MAYOR OF OTTERY ST MARY FOR 2024/25 - TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY

Cllr Grainger was proposed by Cllr Johns and seconded by Cllr Sneller. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Grainger be elected as Mayor.

24/05/02

DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR – FOLLOWING THE ELECTION OF THE MAYOR AND PURSUANT TO THE PROVISIONS OF S83 OF THE LOCAL GOVERNMENT ACT 1972, THE PERSON ELECTED TO BE MAYOR OF OTTERY ST MARY SHALL MAKE A DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESCRIBED FORM

Cllr Grainger signed his Declaration of Acceptance of Office.

24/05/03

ELECTION OF THE DEPUTY MAYOR OF OTTERY ST MARY FOR 2024/25 – TO RECEIVE NOMINATIONS AND TO CARRY OUT A VOTE ACCORDINGLY

Cllr Stewart was proposed by Cllr Grainger and seconded by Cllr Williamson. There were no other nominations. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as Deputy Mayor.

24/05/04

TO REMIND ALL COUNCILLORS TO REVIEW THEIR REGISTER OF INTERESTS FORM AND NOTIFY THE TOWN CLERK OF ANY CHANGES

All Councillors will check their Register of Interests Form and notify the Clerk of any changes.

24/05/05

TO RECEIVE APOLOGIES FOR ABSENCE

EDDC Cllr Bethany Collins

24/05/06

ELECTION OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE (“TREASURER/CHAIR”)

Chair's initials _____

Cllr Stewart was proposed by Cllr Johns and seconded by Cllr Grainger. A vote was taken and it was **RESOLVED** that Cllr Stewart be elected as the Councillor with Special Responsibility for Finance.

24/05/07

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 Green	No interests declared
Cllr Williamson	Agenda item 31 – Cllr Williamson is a resident of Tipton St John
Cllr Faithfull	No interests declared
Cllr Johns	Agenda item 33 – Cllr Johns is a patient at the Coleridge Medical Centre
Cllr Stewart	No interests declared
Cllr Grainger	No interests declared
Cllr Aherne	Agenda item 31 – Cllr Aherne is a resident of Tipton St John. During the meeting Cllr Aherne declared an interest in Agenda Item 25b as the applicant is a close relative.
Cllr Sneller	No interests declared
Cllr Lucas	No interests declared
Cllr Feasey	No interests declared

24/05/08

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.

24/05/09

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES*

There were none.

24/05/10

TO RECEIVE REPORTS FROM EDDC AND DCC COUNCILLORS

DCC Cllr Bailey spoke about the disappointing lack of details in the reports recently made public regarding potential sites for the rebuild of Tipton St John C of E Primary School. Cllr Bailey reiterated her belief that the school should be built in Tipton St John and stated that nothing she has read changes her view. Cllr Bailey will be submitting another objection to the appeal in relation to planning application 22/1974/MOUT and suggested that the Council did the same.

EDDC Cllr Johns sent a written report.

EDDC Cllr Faithfull has attended Strategic Planning meetings. The next stage of the EDDC Consultation will run during June and will cover green wedges.

Chair's initials _____

EDDC Cllr Collins did not send a report.

24/05/11

TO CONSIDER CURRENT COMMITTEES AND REVIEW WHETHER ANY ALTERATIONS ARE REQUIRED. CURRENT COMMITTEES CONSIST OF PLANNING; FINANCE; OPERATIONS; ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE, STRATEGY AND HUMAN RESOURCES

It was **RESOLVED** that the Council will have the following Committees: Planning; Finance; Operations; Environment, Local Development and Commerce; Strategy and Human Resource Management.

24/05/12

TO APPOINT MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES AND TO ELECT A CHAIR AND VICE CHAIR FOR EACH.

1. Planning Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**) Copus, Lucas, Green, Aherne and Feasey. It was AGREED that confirmation will be sought from EDDC regarding whether Cllr Faithfull should remain on the Council Planning Committee, now he is a member of the EDDC Planning Committee.

Cllr Johns was declared elected as Chair of the Planning Committee.

Cllr Copus was declared elected as Vice Chair of the Planning Committee.

2. Finance Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green and Aherne.

Cllr Stewart had been elected as Chair earlier in the meeting.

Cllr Grainger was declared elected as the Vice Chair of the Finance Committee.

3. Human Resource Management Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**) Stewart (**Ex Officio**), Johns, Lucas and Aherne.

Chair and Vice Chair: The Mayor and Deputy Mayor were declared elected as Chair and Vice Chair of the Human Resource Management Committee respectively.

4. Operations Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green, Williamson, Sneller and Feasey.

Cllr Lucas was declared elected as the Chair of the Operations Committee.

Cllr Green was declared elected as the Vice Chair.

5. Environment, Local Development and Commerce Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green, Sneller and Williamson.

Cllr Green was declared elected as the Chair of the Environment, Local Development and Commerce Committee

Cllr Lucas was declared elected as the Vice Chair.

6. Strategy Committee

The following membership was agreed: Cllrs Grainger (**Ex Officio**), Stewart (**Ex Officio**), Lucas, Green, Sneller, Johns and Feasey.

Chair's initials _____

**Cllr Lucas was declared elected as the Chair of the Strategy Committee.
Cllr Green was declared elected as the Vice Chair.**

Appendix 1 attached, shows the Committee membership as agreed.
It was **RESOLVED** to accept the elected Chairs and Vice Chairs of all the Council's Committees.

24/05/13

WORKING GROUPS –

- a. **TO REVIEW AND CONSIDER EXTENDING DURATION OF THE FOLLOWING WORKING GROUPS: - EVENTS (EXPIRES 01/05/24); EMERGENCY PLAN WORKING GROUP (EXPIRES END 01/05/24) MUSEUM (EXPIRES 01/05/24)**

It was **RESOLVED** that the following Working Groups are extended until 1st May 2025:

- Events
- Emergency Plan

It was **RESOLVED** that the Museum Working Group will be mothballed.

- b. **TO AGREE TO THE CREATION OF AN ASSET MANAGEMENT WORKING GROUP AND TO APPROVE TERMS OF REFERENCE (IF APPROPRIATE)**

It was **RESOLVED** that an Asset Management Working Group is created. It was **RESOLVED** that the Terms of Reference for the Asset Management Working Group were approved.

24/05/14

TO APPOINT MEMBERSHIP OF WORKING GROUPS

Events Working Group	Cllr Johns, Stewart, Lucas, Aherne and Feasey.
Emergency Plan Working Group	Cllrs Williamson, Aherne and Faithfull.
Asset Management Working Group	Cllrs Green, Stewart, Johns, Sneller and Lucas. It was AGREED that Cllrs Green and Stewart will be project leads.

It was **RESOLVED** to appoint the membership of Working Groups as above – see Appendix 1.

24/05/15

TO ELECT MEMBERS TO FILL COUNCIL APPOINTMENTS AND TO APPOINT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

It was **RESOLVED** to elect members to fill Council Appointments as per Appendix 1.

24/05/16

TO REVIEW THE COUNCIL'S CURRENT STANDING ORDERS AND FINANCIAL REGULATIONS

It was AGREED that the Standing Orders and Financial Regulations will be reviewed once the new model Financial Regulations have been considered by the Council.

24/05/17

TO CONSIDER AND CONFIRM (IF APPROPRIATE) THE COUNCIL'S CURRENT INSURANCE POLICY

Chair's initials _____

The Council's current insurance policy was noted. It was AGREED that the Clerk will confirm whether the cover for oil spillages is standard as the Council properties are only heated by electricity and gas.

24/05/18

TO CONSIDER AND REVIEW THE COUNCIL'S ANNUAL SUBSCRIPTIONS

The National Allotment Society	£55 + VAT
DALC	£1387.01 + VAT
ICCM	£95.00
Devon Communities Together	£50
SLCC – two staff	£546 + VAT

The Council's Annual Subscriptions were noted.

24/05/19

BANK MANDATE – TO DETERMINE THE COUNCIL'S AUTHORISED SIGNATORIES

It was **RESOLVED** that the Mayor/Vice Chair of Finance, Deputy Mayor/Chair of Finance, Clerk, Cllrs Johns, Lucas and Green be the authorised signatories.

24/05/20

KEYHOLDER ARRANGEMENTS FOR THE TOWN COUNCIL BUILDING AND THE OFFICES

It was **RESOLVED** that the Mayor, Deputy Mayor, Chair of the Operations Committee, Cllr Johns and office staff, plus the cleaner be key holders to the premises. The Station is accessed by a code provided by the office staff.

24/05/21

TO NOTE COUNCIL MEETINGS FOR 2024/25 AND TO DECIDE WHETHER TO HAVE ONE MEETING A YEAR AT ESCOT (CURRENTLY MEETINGS WERE TO BE HELD AT OTTERY, TIPTON ST JOHN AND ALFINGTON)

It was **AGREED** that the Clerk will see whether the September meeting could be held at Tipton St John.

24/05/22

TO RECEIVE THE MINUTES OF THE MEETING OF THE TOWN COUNCIL OF 8TH APRIL 2024 (MINUTE REFS 24/04/01 – 24/04/27) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The minutes of 8th April 2024 (minute refs 24/04/01 – 24/04/27) were reviewed and signed by the Mayor as a true record of the meeting.

24/05/23

PLANNING COMMITTEE

- a. **TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 15TH APRIL 2024 (MINUTE REFS P24/04/11 - P24/04/20) AND 29TH APRIL 2024 (MINUTE REFS P24/04/21 – P24/04/30)**

The minutes of the Planning Committee meeting of 15th April 2024 (minute refs P24/04/15 – P24/04/20) and 29th April 2024 (minute refs P24/04/21 – P24/04/30) were noted.

Chair's initials _____

- b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE: IT IS DESIRABLE FOR ALL COUNCILLORS ATTENDING A PLANNING MEETING TO HAVE ATTENDED PLANNING TRAINING. THIS TRAINING SHOULD HAVE BEEN ATTENDED WITHIN SIX MONTHS OF JOINING THE PLANNING COMMITTEE (WHERE TRAINING COURSES PERMIT).**

It was **RESOLVED** that the Terms of Reference will be updated to state that it is desirable for all Councillors attending a planning meeting to have attended planning training. This training should have been attended within six months of joining the Planning Committee (where training courses permit).

24/05/24

TO RECEIVE AN UPDATE REGARDING THE APPEAL IN RELATION TO PLANNING APPLICATION 22/1973/MOUT

All evidence needs to be submitted by 15th May. The Gerway Action Group have been working on their submission.

24/05/25

FINANCE COMMITTEE

- a. TO NOTE MINUTES OF THE FINANCE COMMITTEE MEETING OF 25TH APRIL 2024 (MINUTE REFS F24/04/01 – F24/04/11)**

The minutes of the Finance Committee meeting of 25th April 2024 (minute refs F24/04/01 – F24/04/11) were noted.

- b. TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE:**

It was **RESOLVED:**

- That a Teams meeting will be arranged with Otter Carnival Club to discuss their community grant application
- That £150 community grant is awarded to Ottery Writers for the prizes and the Council should be visible as the sponsor of the prizes.
- That £445 is paid to White Opal Aesthetics through the shop front grant scheme
- That £500 is paid to Grace Hair through the shop front grant scheme
- That £250 is paid to RIO through the shop front grant scheme
- That the Large Grant Application Policy is updated to state that applications for works which have already been started will not normally be eligible for grants unless exceptional circumstances have been presented *Cllr Johns did not take part in this discussion.*
- That the Terms of Reference are updated to give the Finance Committee the authority to approve community grants up to £2,500. Grant applications above £2,500 will be classed as a large grant and a recommendation will be made to the Full Council
- That the updated asset register should be approved

24/05/26

ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE (ELDC COMMITTEE)

- a. TO NOTE THE MINUTES OF THE ELDC COMMITTEE MEETING OF 18TH APRIL 2024 (MINUTE REFS ELDC24/04/01 – ELDC24/04/13)**

Chair's initials _____

The minutes of the ELDC Committee meeting of 18th April 2024 (minute refs P24/04/01 – P24/04/13) were noted.

**b. TO CONSIDER (AND APPROVE IF APPROPRIATE)
RECOMMENDATIONS FROM THE COMMITTEE:**

There were no recommendations from this meeting.

24/05/27

OPERATIONS COMMITTEE

**a. TO NOTE THE MINUTES OF THE OPERATIONS COMMITTEE MEETING
OF 30TH APRIL 2024 (MINUTE REFS O24/04/01 - O24/04/15)**

The minutes of the Operations Committee meeting of 30th April 2024 (minute refs P24/04/01 – P24/04/15) were noted.

**b. TO CONSIDER (AND APPROVE IF APPROPRIATE)
RECOMMENDATIONS FROM THE COMMITTEE:**

It was **RESOLVED:**

- That the clerks delegated authority is increased to allow her to authorise payments up to £2,000 for regular health and safety items
- That the rising damp treatment is carried out on the building by Heritage Preservation who have carried out the damp treatment on the rest of the building at a cost of £1210 plus VAT

24/05/28

STRATEGY COMMITTEE

**a. TO NOTE THE MINUTES OF THE STRATEGY COMMITTEE MEETING OF
2ND MAY 2024 (MINUTE REFS S24/05/01 - S24/05/11)**

The minutes of the Strategy Committee meeting of 2nd May 2024 (minute refs P24/05/01 – P24/05/11) were noted.

**b. TO CONSIDER (AND APPROVE IF APPROPRIATE)
RECOMMENDATIONS FROM THE COMMITTEE:**

It was **RESOLVED:**

- That the following projects can be progressed:
 - o PlayZone
 - o Quick wins project
 - o Stir to Action
 - o Transport study – stage 2
- That the OSMTTC Strategic Planning Guide is approved and published to the parish
- That to provide stability and enable decision making there would be no changes regarding the Old Convent building for the next three years unless something significant occurs
- That other Councillors actively join other committees

24/05/29

CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION:

- Cllrs Grainger, Stewart and Lucas gave delegated authority that the Council use the Ottery & District Health Matters forum as the route to meet with representatives from Coleridge Medical Centre (CMC) and make the points they wish to make
- Cllrs Grainger, Stewart and Lucas gave delegated authority for the police to fix a small box to the outside wall above their twin external power sockets. It is noted that the box will be both fire and waterproof and will just house the battery for charging their police e bike.

Chair's initials _____

- Cllrs Grainger, Stewart and Lucas gave delated authority to remove the Cemetery entrance gates and dig-out existing gate posts and replace with new and then rehang gates on existing ironmongery using hardwood at a cost of £551.20
- Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to renew insurance from Hiscox insurance company limited for the period from the 1st May 2024 to the 30th April 2025 for a premium of £8,796.13
- Cllrs Stewart, Lucas and Green gave delegated authority to accept a 3 year long term agreement with Hiscox Insurance Company for a premium of £8,796.13 per annum.
- Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to replace the waterpipe from the Council offices to the water meter in Broad Street at a cost of £2,296.34+VAT
- Cllrs Grainger, Stewart and Lucas gave delegated authority to write to the OSM Cricket Club regarding concerns raised by a resident in relation to access of the defibrillator and to the walkway
- Cllrs Grainger, Stewart and Lucas gave delegated authority to share the transport study data with the Gerway Action Group
- Cllrs Grainger, Stewart and Lucas agreed the content of the surveys in relation to gathering information for the PlayZone application
- Cllrs Grainger, Stewart and Lucas agreed to the Clerk signing a letter on behalf of the Council in relation to an outstanding insurance claim

24/05/30

FINANCIAL MATTERS:

- a. **TO CONSIDER AND APPROVE THE APRIL 2024 COUNCIL SCHEDULE OF PAYMENTS**

It was **RESOLVED** to approve the April 2024 Council schedule of payments in the sum of £41,965.90.

24/05/31

CONSIDER A RESPONSE TO THE GOVERNOR PUBLIC CONSULTATION TO TRANSFER TIPTON ST JOHN C OF E PRIMARY SCHOOL TO A BRAND NEW SCHOOL BUILDING ON A SITE AT THORNE FARM IN OTTERY ST MARY

It was **AGREED** that this agenda item will be carried forward to the June meeting to give the discussion the time it deserves.

24/05/32

TO CONSIDER COMMUNICATION FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER REGARDING LOCAL ASSET CAPITAL PROGRAMME 2025 AND TO MAKE RECOMMENDATIONS AS APPROPRIATE

It was **AGREED** that this will be considered by the ELDC and Operations Committee.

24/05/33

TO RECEIVE AN UPDATE REGARDING COLERIDGE MEDICAL CENTRE

Representatives from the Coleridge Medical Centre attended the Ottery & District Health Matters Forum which was a positive meeting. Feedback was given about the poor communication regarding the changes at the surgery and the difficulties with the e-consult system. The Council have decided that using the ODHM is the best way to communicate

Chair's initials _____

with the surgery for the benefit of the whole community. Simon Jupp, MP has written to advise he is still trying to set up a meeting with Coleridge Medical Centre.

24/05/34

TO CONFIRM DETAILS FOR THE ANNUAL PARISH MEETING

It was **RESOLVED** that the Annual Parish Meeting will be held at 7pm on Wednesday 29th May at The Institute. All grant recipients will be invited to attend.

24/05/35

TO CONSIDER CONCERN RAISED REGARDING THE CONDITION OF THE GATES AT CADHAY

Cllr Grainger has spoken to the landowner who has no objection to the gates being restored. It was **AGREED** that EDDC Cllr Faithfull will speak to the EDDC Conservation Officer regarding whether the gates should be listed.

24/05/36

TO CONSIDER THE INSTALLATION OF A BUS SHELTER AT THE OLD STATION BUS STOP IN TIPTON

There was no update.

24/05/37

TO CONSIDER REPORT FROM THE MAYOR

The Mayor attended an afternoon tea to commemorate the 50th anniversary of the Council at the Station which was well attended and there was a good atmosphere. Cllr Grainger thanked the Council staff and Cllr Johns for their help organising the event. The Mayor attended a Teams meeting with Simon Jupp, MP and Simon Niles from DCC in relation to Tipton St John C of E Primary School. The Mayor has also attended the re-opening of the Lamb and Flag pub and the Ottery 10k run.

24/05/38

TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk sent a written report.

24/05/39

TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

- A letter was received from a resident regarding their understanding that there was a public right of way through the Cricket Club. The Cricket Club have confirmed that no such right of way exists and this has always been private property.
- A resident has written regarding the blocked Leat at Higher Ridgeway and EDDC StreetScene are dealing with this.
- Communication has been received regarding street lights within the town.
- Cllr Johns has met with residents who are being impacted by the loss of Hospiscare beds due to a reduction in the number of beds they have available for terminal patients which is a direct result of a reduction in their funding.

24/05/40

TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

The report from Cllr Aherne regarding the Ottery & District Health Matters Forum was noted.

Chair's initials _____

24/05/41

COUNCILLORS' QUESTIONS ON COUNCILLORS' BUSINESS

It was AGREED that an agenda item will be added to the June meeting to consider the best way of enabling members of the parish to review historical information relating to the Council since it was formed.

It was AGREED that the ELDC Committee will consider the signage on the planters around town.

It was AGREED that it will be highlighted to DCC that there are 20mph signs at either end of Longdogs Lane but none in the middle.

The meeting ended at 9.27pm.

SIGNATURE OF THE MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Tuesday 4 th June 2024 – Council Offices, 8 Broad Street

Chair's initials _____