



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting held on **Tuesday 04 June 2024** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Richard Grainger (Mayor), Dean Stewart (Deputy Mayor), John Green, Vicky Johns, Nick Sneller, Matt Williamson, Janice Aherne and DCC Cllr Jess Bailey

In Attendance: Kerry Kennell, Town Clerk and 2 members of the public

Minute Taker: Kerry Kennell, Town Clerk

1 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were received from Cllrs Feasey, Copus, Lucas and Faithfull.

2 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 Grainger	No interests declared
Cllr Stewart	No interests declared
Cllr Green	No interests declared
Cllr Williamson	Cllr Williamson declared an 'affects NRI' in relation to Agenda Item 7
Cllr Aherne	Cllr Aherne declared an 'ORI' in relation to Agenda Item 7 and a 'directly relates NRI' in relation to Agenda Item 11B (Otters Carnival Club)
Cllr Johns	Cllr Johns declared an 'ORI' in relation to Agenda Item 11B (OSM Cricket club)
Cllr Sneller	No interests declared

3 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

Chair's initials _____

It was **RESOLVED** that Agenda item 10 Human Resource Management Committee (relating to staff matters) and Agenda Item 11b (in relation to the financial information of the applicants) will be discussed in confidential session.

4 PUBLIC PARTICIPATION

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

It was AGREED that the member of the public would speak before agenda item 7.

5 MINUTES

To receive the Minutes of the Meeting of the Town Council of 13th May 2024 (*minute refs 24/05/01-24/05/41*) and to approve the signing of the Minutes by the Mayor as a correct record

The Minutes of 13th May 2024 were reviewed and signed as a true record of the meeting by the Mayor.

6 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

(if any)

DCC Cllr Bailey advised that the general election does raise the question whether the Tipton St John School consultation timetable can be adhered to. Cllr Bailey has submitted another objection about 22/1973/MOUT to the Planning Inspectorate. At the DCC meeting on 23rd May Cllr Bailey tabled motion about swift bricks. Cllr Bailey is waiting for a response from the cabinet. Cllr Bailey reiterated she supports Tipton St John school remaining in Tipton village. Cllr Bailey had no update on the 20mph scheme.

EDDC Cllr Johns has attended several meetings at EDDC including Planning Training, Overview and Scrutiny. The signing of the Armed Forces Covenant has been postponed due to the Election. EDDC have resolved that all their Councillors need to apply for a DBS check. There was no report from EDDC Cllr Faithfull or EDDC Cllr Collins.

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

[Governor Public Consultation](#)

A member of the public from the Tipton Action for School & Community Group (TASC) shared information on the information that they have established and on why they felt it was imperative that the primary school remains in Tipton.

There was a lengthy discussion and it was AGREED that the Clerk will summarise the points discussed into a draft response to the public consultation. This will be circulated amongst Councillors for their input and the final submission will be agreed by Delegated Authority due to the deadline of the consultation being 19th June.

8 TO CONSIDER PROPOSALS AT LAND AT STRAWBERRY LANE, OTTERY ST MARY

Chair's initials _____

The proposals were reviewed. It was noted that there is no safe walking access to the site. It was AGREED that a public meeting to discuss concerns regarding safe travel will be arranged.

9 PLANNING COMMITTEE

To note the Minutes of the 21st May 2024 (*minute refs P24/05/01-P24/05/10*)

The Minutes of the 21st May 2024 were noted.

10 HUMAN RESOURCES MANAGEMENT COMMITTEE

- a. To note the Minutes of the 28th May 2024 (*minute refs P24/05/01- P24/05/07*)
- b. To consider (and approve if appropriate) recommendations from the Committee

It was AGREED that this would be discussed at the end of the meeting in Confidential Session. See minute 27.

11 FINANCE COMMITTEE

- a. To note the Minutes of the 3rd June 2024 (*minute refs P24/06/01 - P24/06/15*)
The Minutes of 3rd June 2024 were noted.

- b. To consider (and approve if appropriate) recommendations from the Committee
It was AGREED that this would be discussed at the end of the meeting in Confidential Session. See minute 28.

12 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2024

The accounts for the year ending 31st March 2024 were approved.

13 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT – SECTION 1 ANNUAL GOVERNANCE STATEMENT 2023/24

The Annual Governance Statement – Section 1 Annual Governance Statement 2023/24 was approved and signed by the Chair and Responsible Financial Officer.

14 TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2023/24 – SECTION 2

The Accounting Statements 2023/24 – Section 2 was approved and signed by the Chair and Responsible Financial Officer.

15 TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR (ALISON MARSHALL) AND TO APPROVE (IF APPROPRIATE) THE APPOINTMENT OF AN AUDITOR FOR 2024/25

The Internal Auditor report was approved. Alison Marshall is no longer carrying out internal audits and so a new auditor for 2024/25 is being sought.

16 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Chair's initials _____

Cllrs Grainger, Stewart, Lucas and Johns gave delegated authority that the Council make a written submission regarding the appeal in relation to planning application 22/1973/MOUT
Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to print 10,000 copies of the Visit Ottery leaflet at a cost of £4,421

Cllrs Grainger, Stewart and Lucas gave delegated authority to approve the Receipts and Payments report and a monthly bank reconciliation at each Full Council meeting rather than the Schedule of Payments

Cllrs Grainger, Stewart and Lucas gave delegated authority to share a copy of the 2019 building survey of the Museum with the Heritage Society

17 FINANCIAL MATTERS

To consider and approve the May 2024 Receipts and Payments and Reconciliation reports

The May 2024 Receipts and Payments and Reconciliation reports were approved.

18 TO CONSIDER A RESPONSE TO THE EAST DEVON LOCAL PLAN CONSULTATION

[East Devon Local Plan Consultation](#)

It was AGREED that the Councillors will revisit their previous response taking into consideration the changes in relation to green wedges. Consideration will be given to enforcement and infrastructure.

It was AGREED that an agenda item will be included on the July Full Council meeting regarding what is happening with the EDDC plan.

19 TO CONSIDER STEPHENS SCOWN REMAINING AS THE COUNCIL'S LEGAL ADVISORS

It was RESOLVED that Stephens Scown would remain the Council's legal advisors.

20 TO CONSIDER THE BEST WAY OF MAKING AVAILABLE THE HISTORICAL INFORMATION RELATING TO THE COUNCIL OVER THE PAST FIFTY YEARS

It was AGREED that residents that attended the 50th anniversary tea will be asked whether they would bring their artefacts to the Council offices for an afternoon. The Heritage Society could be invited to discuss the best way of recording the information.

21 TO CONSIDER REPORT FROM THE MAYOR

The Mayor noted that Bloom in Ottery have been weeding the planters.

22 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk reminded Councillors that during the pre-election period they should ensure that there is nothing on their social media pages that links them to the Council if they are going to share political views on social media.

23 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Chair's initials _____

Cllr Copus sent an email advising that he had passed on his apologies and intention to stand again as the Planning Chair to the Mayor which had not been recorded at the May meeting. This was noted.

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

Cllr Johns attended the Party in the Park which was well attended and has been extended to two day event.

The Annual Parish Meeting was held on Wednesday 29th May and the minutes will be circulated to the Council and uploaded onto the website.

25 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was highlighted that there are ongoing problems regarding parking and noncompliance of parking around Ottery Primary school. It was noted that this is an ongoing problem that both Police and the school are aware of it. It was AGREED that the Clerk will contact PCSO Simms to alert him and ask if a safe drop off system could be created?

26 DATE OF THE NEXT MEETING: MONDAY 1ST JULY 2024

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.

27 HUMAN RESOURCES MANAGEMENT COMMITTEE

- a. To note the Minutes of the 28th May 2024 (*minute refs P24/05/01- P24/05/07*)

The Minutes of the 28th May 2024 were noted.

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

All recommendations from the meeting were approved except for the Council paying for a pension advisor to speak to staff regarding their pensions.

28 FINANCE COMMITTEE

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

Ella Rosina Patisserie	£470	It was RESOLVED that the deadline for completion of the work is extended, subject to planning permission being approved. It was RESOLVED that £470.00 is awarded
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It was **RESOLVED** that when a consultation event is held later this year to gather feedback in relation to the Quick Wins Project and Traffic Study feedback on potential projects for S106 within the community should also be collected for consideration by the Council.

Chair's initials _____

Meeting concluded at 20.45

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