

OTTERY ST MARY TOWN COUNCIL

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03 May 2024

Dear Councillors

I hereby give you notice that the **Full Council Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00** on **Tuesday, June 4, 2024**, at **Ottery St. Mary Town Council, Council Offices, 8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ.**

All members are hereby summoned to consider the matters detailed on the Agenda below.

Yours faithfully

Kerry Kennell

Ottery St Mary Town Council Clerk

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. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday, June 3, 2024**. This will be read out under public participation for members to consider.
2. 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.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

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

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AGENDA 04.06.24 v1

1 Apologies for Absence

To receive apologies for absence

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

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

4 Public Participation

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

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

COMMON.Reports:

[FTC Minutes 13 May 2024.docx](#)

6 To receive Reports from the EDDC and DCC Councillors

(if any)

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

8 To consider Proposals at Land at Strawberry Lane, Ottery St Mary

COMMON.Reports:

[POLICY RE PRE-APPLICATION JUNE 2023.docx](#)

[Salston - consultation letter Town Cllrs.pdf](#)

[2247 SK 10 proposed plan.pdf](#)

9 Planning Committee

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

COMMON.Reports:

[2024-05-21 - Planning Meeting - Minutes.pdf](#)

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

11 Finance Committee

- a. To note the Minutes of the 3rd June 2024 (*minute refs P24/06/01 - P24/06/XX*)
- b. To consider (and approve if appropriate) recommendations from the Committee

12 To approve the accounts for the year ending 31st March 2024

COMMON.Reports:

[DCK AGAR 23-24.pdf](#)

[Journal Report 31-03-2024.pdf](#)

[Stmt of Acc 31-03-2024.pdf](#)

[Trial Balance 31-03-2024 NA.pdf](#)

13 To approve the Annual Governance Statement – Section 1 Annual Governance Statement 2023/24

COMMON.Reports:

[Annual Governance Statement 2023 24.pdf](#)

14 To consider and approve Accounting Statements 2023/24 – Section 2

COMMON.Reports:

[Accounting Statements 2023 24.pdf](#)

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

COMMON.Reports:

[2023 OSM TC Report.pdf](#)

[2024 AGAR Final OSM TC .pdf](#)

[2024 OSMTC Letter.pdf](#)

16 Confirmation of decisions made under the Scheme of Delegation

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

18 To consider a response to the East Devon Local Plan Consultation

[East Devon Local Plan Consultation](#)

19 To consider Stephens Scown remaining as 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

- 21 To consider Report from the Mayor**
- 22 To consider Report from the Town Clerk**
- 23 To note any specific correspondence received**
- 24 To note any reports previously e-mailed by Councillors of Meetings attended**
- 25 Councillors Questions on Councillors Business**
- 26 Date of the next meeting: Monday 1st July 2024**
Reports & Appendix 1