



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting held on **Monday 05 August 2024** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council Chamber (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Richard Grainger (Mayor), Peter Faithfull, Vicky Johns, Nick Sneller, Matt Williamson and Janice Aherne

In Attendance: Kerry Kennell (Town Clerk), DCC Cllr Jess Bailey and one member of the public

Minute Taker: Kerry Kennell, Town Clerk

C/24/08/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllrs Green, Stewart, Lucas, Copus and Feasey.

C/24/08/02 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 Sneller	No interests declared.
Cllr Aherne	Cllr Aherne declared an 'affects NRI' in relation to Agenda item 7.
Cllr Faithfull	No interests declared.
Cllr Williamson	No interests declared.
Cllr Johns	No interests declared.
Cllr Grainger	No interests declared.

C/24/08/03 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/24/08/04 PUBLIC PARTICIPATION

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

Chair's initials _____

There were none.

C/24/08/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 1st July 2024 (*minute refs 24/07/01-24/07/23*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 1st July 2024 were reviewed and signed by the Mayor as a correct record of the meeting.

C/24/08/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

DCC Cllr Bailey advised that there will be a meeting to discuss the results of the 20mph zone consultation which the Clerk and Cllr Green will be attending. There is a meeting to receive an update on the Coleridge Bridge repairs which the Clerk and Cllr Johns will attend. Concern was raised that there will be a new cohort of children starting school in September 2024 and the bridge has still not been repaired. It was reiterated that it is important for a Councillor to attend the EDDC Local Plan Member Working Group on Friday. Cllr Grainger confirmed that he would attend on behalf of the Council. Cllr Bailey advised that she is keeping a watching brief on Straitgate to ensure that the trees are protected. EDDC Cllr Faithfull had sent a written report. Cllr Faithfull highlighted the importance of the EDDC Strategic Planning meeting and Local Plan Member Working Group taking place this week and the importance of a Council member attending as there is a proposed increase of 28% in housing across East Devon. It was reiterated that there is a need for the appropriate infrastructure to be in place and in line with the Neighbourhood Plan and Local Plan. EDDC Cllr Johns had sent a written report. Cllr Johns also reiterated the importance of a Town Councillor attending the Local Plan Member Working Group. EDDC Cllr Collins did not send a report.

C/24/08/07 TO RECEIVE AN UPDATE TO THE GOVERNOR PUBLIC CONSULTATION TO TRANSFER TIPTON ST JOHN C OF E PRIMARY SCHOOL TO A BRAND NEW SCHOOL BUILDING AT THORNE FARM

There has been no formal update regarding this.

C/24/08/08 PLANNING COMMITTEE

To note the Minutes of the 8th July 2024 (*minute refs P24/07/01-P24/07/10*) and 29th July 2024 (*minute refs P24/07/11-P24/07/20*)

The minutes of 8th July 2024 and 29th July 2024 were noted.

C/24/08/09 OPERATIONS COMMITTEE

A. To note the Minutes of the 23rd July 2024 (*minute refs O/24/07/01-O/24/07/17*)

The minutes of 23rd July 2024 were noted.

Chair's initials _____

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

It was **RESOLVED** that the Council spending should not exceed more than £4,000 in total on a compost toilet for the allotments. It was **AGREED** that it may be necessary to look at an alternative location for the toilet once an estimate for the ground maintenance work to ensure the toilet is fully assessable has been received.

C/24/08/10 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to progress with the valuation of the Council properties at a cost of £1640 plus VAT. It was noted the surveyor will visit all properties.

Cllrs Grainger, Stewart, Lucas and Green gave delegated authority to accept a quote from GLIDE to distribute 5,000 Visit Ottery leaflets between August and October at a cost of £420.00 plus VAT.

Cllrs Grainger, Stewart and Lucas gave delegated authority to agree tender document for a consultant to undertake the creation of a Neighbourhood Plan

C/24/08/11 FINANCIAL MATTERS

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

The July 2024 Receipts, Payments and Reconciliation reports were approved.

C/24/08/12 TO CONSIDER PROMOTION OF SWIFT BOXES WITHIN THE PARISH

Swift boxes were discussed. The Clerk will investigate whether any funding is available for this. The Men's Shed will confirm the cost of making the swift boxes. DCC Cllr Bailey has raised a motion to make swift bricks mandatory. EDDC Cllrs Johns, Bailey and Faithfull will raise this with EDDC to see if making the installation of swift bricks mandatory can be enforced. It was **AGREED** that the Clerk will write to thank Jan Thatcher for highlighting this issue.

C/24/08/13 TO CONSIDER THE BEST WAY OF MAKING AVAILABLE THE HISTORICAL INFORMATION RELATING TO THE COUNCIL OVER THE PAST FIFTY YEARS

The Clerk will speak to the Heritage Society to establish the best way to record the historical information. Cllr Faithfull will speak to previous councillors about bringing their historical information along. It was hoped this could take place in the Autumn.

C/24/08/14 TO CONSIDER REPORT FROM THE MAYOR

The Mayor and the Clerk met with Ms Kaoru Yoshida, a Japanese academic who is interested in Sir Ernest Satow who was instrumental in setting up modern Japan. The Heritage Society would like to investigate moving the Otari bell to outside of the Museum. It would need to have iron railings. Replacement timber frame. Bell is fixed. Good to rekindle reconnection with Japan. The Mayor and Clerk are meeting with West Hill Parish Council Chair and Clerk next week.

Chair's initials _____

C/24/08/15 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk had enjoyed meeting Ms Kaoru Yoshida. The Clerk reminded all Councillors of the importance of responding to the calendar invite for committee and Full Council meetings. It enables the Clerk to ensure the meeting will be quorate. If Councillors do become unavailable for a meeting they are reminded to notify the Clerk at their earliest opportunity. The Clerk advised that asbestos tiles have been removed from an allotment plot. These had been placed on site by a previous tenant. The Rules and Regulations for the Allotments will be reviewed and amended to prevent a recurrence.

C/24/08/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

C/24/08/17 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

C/24/08/18 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

Washbrook View was discussed and it was confirmed that this is being investigated by EDDC. It was noted that Sidmouth Tourist Information need another box of Visit Ottery leaflets.

Cllr Sneller highlighted that there had been an increased number of planes flying across the parish. The Clerk will email Cllr Stewart who represents the Council on the Exeter Airport Consultative Committee.

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.

There was a discussion regarding the EDDC Local Plan Working Group meeting taking place on Friday. Clarification will be obtained on a proposed site. The Mayor will attend on behalf of the Council.

The Clerk and EDDC Councillor Johns will request that Tipton St John is discussed in the afternoon session, along with the rest of the parish.

**C/24/08/19 DATE OF THE NEXT MEETING: MONDAY 2 SEPTEMBER 2024 AT TIPTON ST JOHN
Reports & Appendix 1**

Chair's initials _____

Meeting concluded at 20:30

Signature of Mayor:	
Date:	

DRAFT

Chair's initials _____

DRAFT

Chair's initials _____