



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting held on **Monday 4 November 2024** at **19:00**. The meeting was held in the **Station Hub, Mill Street, Ottery St Mary EX11 1AH**

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

In Attendance: EDDC Cllr Bethany Collins, DCC Cllr Jess Bailey, Kerry Kennell, Town Clerk and five members of the public

Minute Taker: Kerry Kennell, Town Clerk

### **C24/11/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies for absence were noted for Cllrs Green and Lucas

### **C24/11/02 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 Faithfull	Agenda item 19 - Cllr Faithfull declared an 'affects NRI' as a member of the Otter Trail group.
Cllr Copus	No interests declared. During the meeting Cllr Copus advised that he attends St Mary's Church as a member of the congregation.
Cllr Aherne	Agenda item 14 – Cllr Aherne declared an 'affects NRI' in relation to Tipton St John Primary School.
Cllr Williamson	No interests declared.
Cllr Stewart	Agenda item 10 – Cllr Stewart declared an 'affects NRI' in relation to the grant application from Operation Rudolph.
Cllr Johns	No interests declared.
Cllr Grainger	No interests declared.
Cllr Sneller	No interests declared.

### **C24/11/03 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

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transacted): to agree any items to be dealt with after the public and press have been excluded

It was **RESOLVED** that information relating to the applicants financial details for Agenda Item 10B– Consideration of Community Grant Applications and Agenda Item 21B To discuss a staffing matter in relation to this period would be discussed in Confidential Session

#### **C24/11/04 PUBLIC PARTICIPATION**

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

There was none.

#### **C24/11/05 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 7th October 2024 (*minute refs C/24/10/01-C/24/10/28*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 7<sup>th</sup> October 2024 were approved and signed by the Mayor as a true record.

*It was AGREED to bring forward Agenda item 19 to item 7.*

#### **C24/11/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS**

(if any)

Cllr Faithfull gave an update from the EDDC Strategic Planning meetings.

Cllr Collins sent a written report. Cllr Collins prioritised attending the meetings relating to Ottery, Tipton and West Hill. She reiterated that difficult decisions had to be made but they were necessary to meet the housing targets.

Cllr Johns sent a written report. Cllr Johns raised that she felt her comments were ignored by the Strategic Planning Committee and that the process was demotivating. Ottery St Mary will have to endure a further 315 houses being built using an already over-subscribed infrastructure. Cllr Johns will be highlighting to EDDC that the duration of the meetings were far too lengthy.

#### **C24/11/07 TO CONSIDER A RESPONSE TO THE DEVON COUNTYWIDE LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)**

[Devon Countrywide Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#)

Jo Elliot from the Otter Trail group was invited to speak. Jo explained that the consultation enables Devon County Council to draw down central government funds of approximately £3 million. To put in context on average 1km of cycle path would cost £1 million. Devon are keen to allocate the funds that will benefit the local community. The consultation includes the cycle path from Feniton to Sidmouth. It was AGREED that the Clerk will advertise the LCWIP on Facebook and the website. The deadline is 30 November. It was noted that the section of the cycle path from Tipton St John to The Bowd has permission of the landowner. The Council will notify the Otter Trail group how the project can be put forward for consideration of Section 106 funds. It was AGREED that the ELDC Committee will compile a response to the LCWIP on behalf of the Council.

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**C24/11/08 TO ELECT A DEPUTY MAYOR**

The Mayor expressed his thanks to Cllr Stewart for serving as Deputy Mayor. Cllr Green was nominated by Cllr Johns and seconded by Cllr Copus. All voted in favour. It was **RESOLVED** that Cllr Green is Deputy Mayor.

**C24/11/09 PLANNING COMMITTEE**

To note the Minutes of the 21st October 2024 (*minute refs P/24/10/01-P/24/10/10*)

The minutes of 21<sup>st</sup> October 2024 were noted.

**C24/11/10 STRATEGY COMMITTEE**

A. To note the Minutes of the 17th October 2024 (*minute refs S/24/10/1 - S/24/10/14*)

The Minutes of 17<sup>th</sup> October 2024 were noted.

B. To consider (and approve if appropriate) recommendations from the Committee  
There were no recommendations.

**C24/11/11 FINANCE COMMITTEE**

A. To note the Minutes of the 24th October 2024 (*minute refs F/24/10/1 - F/24/10/14*)

The minutes of 24<sup>th</sup> October 2024 were noted.

B. To consider (and approve if appropriate) recommendations from the Committee  
*This was discussed in Confidential Session. See C24/11/29*

**C24/11/12 OPERATIONS COMMITTEE**

A. To note the Minutes of the 29th October 2024 (*minute refs O24/10/01 - O24/10/15*)

B. To consider (and approve if appropriate) recommendations from the Committee  
There were no recommendations.

**C24/11/13 TO RECEIVE AN UPDATE FOLLOWING THE COMMUNITY ENGAGEMENT EVENT ON WEDNESDAY 23RD OCTOBER 2024**

The event was very well attended and included proposals for improving the town – the consultants were on hand to receive feedback from residents and to answer their questions. Residents and Councillors still have an opportunity to comment on the proposals by viewing the A1 boards at the Council offices from 10am to 1pm each weekday, or by viewing the proposals on the Council website.

**C24/11/14 TO RECEIVE FEEDBACK FROM THE EDDC STRATEGIC PLANNING MEETING HELD ON 29TH OCTOBER 2024**

Cllr Faithfull advised that the EDDC Strategic Planning Committee are now working through policies for the East Devon Local Plan. More work needs to be done on the Local Plan although the site selection has been completed.

**C24/11/15 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY**

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Tipton St John Primary School was raised in parliament by Richard Foord, MP. There is no further update.

#### **C24/11/16 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

There are none.

#### **C24/11/17 FINANCIAL MATTERS**

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

The October 2024 Receipts and Payments and Reconciliation reports were approved by the Council.

#### **C24/11/18 TO CONSIDER OPTIONS TO INCREASE AWARENESS OF TOWN COUNCIL MEETINGS AND ENSURE INFORMATION IS FULLY ACCESSIBLE TO ALL PARISHIONERS**

A Council newsletter has been started. If any residents wish to subscribe to the newsletter they should contact the Council office.

*Cllr Bailey joined the meeting*

#### **C24/11/19 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS**

DCC Cllr Bailey gave an update regarding the Coleridge Bridge. The Environment Agency has not responded to DCC which has resulted in a formal complaint being made. Cllr Bailey will involve Richard Foord, MP and will arrange a meeting on site.

Tipton School is on the Children's Scrutiny agenda for 11<sup>th</sup> November.

Otter Trail – everyone is encouraged to fill out the LCWIP consultation. Cllr Bailey suggested that the Otter Trail should be included in the Local Plan.

#### **C24/11/20 TO CONSIDER HOW THE COUNCIL COULD IMPROVE THEIR ENGAGEMENT WITH YOUNGER MEMBERS OF THE COMMUNITY (AND MAKE DECISIONS IF APPROPRIATE)**

The Council will work with the new SPACE Youth Leader and from a wide area of youth organisations to gain a greater understanding of what young people in the parish want.

#### **C24/11/21 TO CONSIDER MAKING A RESPONSE TO THE OPEN CONSULTATION REGARDING ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS**

[Consultation information](#)

It was **RESOLVED** that the Clerk will submit a response from the Council supporting enabling remote attendance at Council meetings but not supporting proxy voting.

#### **C24/11/22 CHRISTMAS AND NEW YEAR**

A. To confirm opening hours

It was **RESOLVED** that the Council Offices will close at noon on Christmas Eve and will reopen on Thursday 2<sup>nd</sup> January.

B. To discuss a staffing matter in relation to this period

This was discussed in confidential session.

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**C24/11/23 TO REVIEW INFORMATION REGARDING A PARISH LENGTHSMAN ROLE AND TO MAKE RECOMMENDATIONS AS APPROPRIATE**

The report from the Clerk was reviewed regarding the Council creating a parish lengthsman role.

It was **RESOLVED** that the Council support creating the role in principle but this will need to be investigated further by the Finance Committee. It was **AGREED** that the Council need to ensure that EDDC and DCC carry out their responsibilities.

**C24/11/24 TO CONSIDER REPORT FROM THE MAYOR**

Cllr Stewart presented an award at the Library to a child who had read more than 500 books on behalf of the Mayor. The Mayor attended the public consultation event.

**C24/11/25 TO CONSIDER REPORT FROM THE TOWN CLERK**

The Clerk urged all Councillors to read the public consultation information if they have not already done so.

The Clerk reminded the Councillors to notify her if they are unable to attend a meeting.

**C24/11/26 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

A letter from Lympstone Parish Council sent to EDDC in relation to the East Devon Local Plan was noted. It was **AGREED** that the Council will send a letter to EDDC voicing the concerns of the Council who feel let down and betrayed by EDDC. The Council feel the process of Strategic Planning has been inadequate and badly managed. The Clerk will circulate a draft letter to the Council for approval.

A copy of the Feniton Flood Alleviation Scheme newsletter has been circulated to the Council.

**C24/11/27 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

There were none.

**C24/11/28 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

Cllr Stewart raised about the ongoing condition of Chineway Road and Chineway Hill. It was noted that temporary traffic lights have been in place since August and there has been a rockfall which has narrowed the carriageway. It was **AGREED** this will be raised with the DCC Neighbourhood Highways Officer.

The Clerk will confirm details for the Remembrance Church Service.

All Councillors will notify the Clerk if they are available to help on the Festive Cheer evening – Friday 29<sup>th</sup> November.

Cllr Faithfull wants to contact central government about housing targets highlighting that the UK does not have the man power in the building trade to reach the targets that the government are wanting. Add to a future agenda item with proposal.

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**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.**

**C24/11/29 FINANCE COMMITTEE**

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

Operation Rudolph	£500	It was <b>RESOLVED</b> that £500 is awarded. <i>Cllr Stewart abstained.</i>
Ottery St Mary Scouts	£2,000	It was <b>RESOLVED</b> that £2,000.00 is awarded.
Hospiscare	£2,000	It was <b>RESOLVED</b> that £2,500 is awarded.
Ottery St Mary Parish Church	£10,000	It was <b>RESOLVED</b> that £2,500 is awarded. The Council recognise that the church is Ottery's largest building and is most important and valued part of the town.

It was **RESOLVED** to adopt the NALC Model Financial Regulations.

It was **RESOLVED** that all Councillors will provide information to the Clerk of any projects they feel are worthy of Section 106 funding.

It was **RESOLVED** that a meeting will be set up with landlords of empty shops to discuss how the properties can be improved.

**C24/11/30 CHRISTMAS AND NEW YEAR**

B. To discuss a staffing matter in relation to this period

The Town Council **RESOLVED** staffing arrangements over the Christmas period.

**C24/11/32 DATE OF THE NEXT MEETING: MONDAY 2ND DECEMBER 2024**

Reports & Appendix 1

Meeting concluded at 21:35

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