



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Ottery St Mary Full Council [In-person] held on **Monday 03 March 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Richard Grainger (Mayor), Dean Stewart, Peter Faithfull, John Green (Deputy Mayor), Richard Copus, Vicky Johns, Nick Sneller and Janice Aherne

In Attendance: Kerry Kennell, Town Clerk, EDDC Cllr Bethany Collins, DCC Cllr Jess Bailey (from 9pm) and two members of the public.

Minute Taker: Kerry Kennell, Town Clerk

C25/03/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Williamson, Feasey and Lucas.

C25/03/02 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 Green	No interests declared.
Cllr Aherne	Agenda item C25/03/12 - Cllr Aherne declared an ORI.
Cllr Copus	No interests declared.
Cllr Faithfull	No interests declared. During the meeting Cllr Faithfull declared that he is the Friends of Ottery Library representative for the Council.
Cllr Sneller	Agenda item C25/03/19 - Cllr Sneller declared that he is a furniture maker.
Cllr Johns	Agenda item C25/03/13 - Cllr Johns declared a personal interest as a representative for the Veterans.
Cllr Stewart	No interests declared. During the meeting Cllr Stewart declared that he is a dog owner whose wife is an allotment holder in relation to C25/03/09.2.
Cllr Grainger	No interests declared. During the meeting Cllr Grainger declared that

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	he is a dog owner whose wife is an allotment holder in relation to C25/03/09.2.
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C25/03/03 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

It was **RESOLVED** that Agenda Item C25/03/24 To consider the report from the Town Clerk in relation to her meeting with Libraries Unlimited will be discussed in Confidential Session.

C25/03/04 PUBLIC PARTICIPATION

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

A member of the public asked if there was any update from the Working Group considering safe cycle and pedestrian access. The Working Group has not met yet.

C25/03/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 3 February 2025 (*minute refs C25/02/01-C25/02/26*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 3 February 2025 were approved and signed by the Mayor as a correct record of the meeting.

C25/03/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS (if any)

EDDC Cllr Collins sent a written report.

EDDC Cllr Faithfull highlighted that the Town Council need to consider which assets they may wish to take on through devolution.

EDDC Cllr Johns sent a written report. Cllr Johns advised that the Town Council need to consider very carefully which assets they wish to take on.

DCC Bailey will join the meeting later.

C25/03/07 PLANNING

C25/03/07.1 TO NOTE THE MINUTES OF 24TH FEBRUARY 2025 (MINUTE REFS P/25/02/01-P25/02/10)

The minutes of 24th February 2025 were noted.

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C25/03/07.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

To request feedback from the East Devon Enforcement team on issues that had been escalated to them

It was **RESOLVED** that the Council will write to the EDDC enforcement team to ask what is happening with issues that have been escalated to them. *Cllr Faithfull abstained.*

C25/03/08 ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE

C25/03/08.1 TO NOTE THE MINUTES OF 17TH FEBRUARY 2025 (MINUTE REFS ELDC/25/02/01-025/02/)

The minutes of the ELDC Committee of 17th February 2025 were noted.

C25/03/08.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

- that a final Glide campaign is commissioned at a cost of £245 + VAT
- that the hanging baskets are offered to businesses at a discounted rate.

It was **RESOLVED** that:

- A final Glide campaign is commissioned at a cost of £245 + VAT.
- Hanging baskets are offered to businesses at a discounted rate.
- The Council goes back to Ignyte to ask for an extension so that a decision can be made at the April Full Council meeting. It was **AGREED** that the Council should request stats for other towns who are members of the Coast Meets Country project.

The Council are working towards achieving a coach friendly status. EDDC are going to remark the parking spaces in the winter but will not repaint them until after the car park has been resurfaced. It was **AGREED** that Cllrs Johns, Collins and Faithfull will be asked to urge EDDC to reinstate the coach parking lines before the car park is resurfaced. Cllr Johns has also spoken to DCC Cllr Hughes regarding the coach signage. EDDC have agreed to contribute 50% towards the signage.

C25/03/09 OPERATIONS COMMITTEE

C25/03/09.1 TO NOTE THE MINUTES OF 27TH FEBRUARY 2025 (MINUTE REFS O/25/02/01-025/02/)

The minutes of 27th February 2025 were noted.

C25/03/09.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

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It was **RESOLVED** that:

- Dogs are not allowed on the allotment site with the current exception of accessibility dog. *Cllr Copus, Cllr Grainger and Cllr Stewart abstained.*
- A compost toilet is not installed at the allotment. *Cllrs Stewart and Grainger abstained.*
- The Council accepts the amendment to the SPACE agreement with a reduction of £6050 + VAT.
- The current Male/Accessible toilet at the Library should be used as a unisex toilet - the urinal should be removed and the drain capped. A baby change unit should be fitted behind the door and the DDA handrails and seat replaced.
- Quotes should be obtained to replace the Ladies toilet window which is completely rotten and to replace the lintel which is suffering from concrete cancer.

It was **AGREED** that the Clerk will write to The King's School regarding the lack of interaction with residents regarding the removal of foliage.

C25/03/10 TO RECEIVE AN UPDATE REGARDING THE TEMPORARY CLOSURE OF CHINEWAY

Work has been started but there is currently no date for completion.

C25/03/11 TO AGREE THE NEXT STEPS TO REVIEW THE IDEAS SUBMITTED FOR SECTION 106 FUNDING FOR OPEN SPACES IN CONJUNCTION WITH EDDC

It was **RESOLVED** that the Section 106 ideas will be reviewed at a special Finance Committee meeting to be held in March which will be attended by the S106 officer.

C25/03/12 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY

There is no update.

C25/03/13 TO RECEIVE AN UPDATE REGARDING A COMMUNITY EVENT TO MARK THE 80TH ANNIVERSARY OF VE DAY TO BE ORGANISED BY THE OTTERY ST MARY VETERAN'S SOCIETY

The Carnival and Tar Barrel Committee are organising an event alongside the Ottery St Mary Veteran's Society on Thursday 8th May. It was **AGREED** that the Clerk will contact businesses to let them know that the bunting will be put up around town.

C25/03/14 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE

A letter from Tracey Hendren, Chief Executive of EDDC was noted.

C25/03/14.1 TO AGREE A COMMUNITY STATEMENT TO SEND TO DALC

It was **AGREED** that all councillors will send their responses to the Clerk by 6th March and that the clerk will summarise the responses into a Community Statement to send to DALC.

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C25/03/15 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE

Cllr Copus has spoken to DCC regarding their speed repeater signs. DCC have said they are bound by rules and regulations but Cllr Copus has raised his concerns about the signs in the conservation area.

C25/03/16 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

- Cllrs Grainger, Stewart and Lucas gave delegated authority for Connor Down to carry out clearance work at the skatepark at a cost of £1495 + VAT.

C25/03/17 TO CONSIDER RESPONSE TO EDDC LOCAL PLAN REGULATION 19 CONSULTATION RUNNING UNTIL 31ST MARCH 2025.

[Local Plan Regulation 19 consultation](#)

It was **RESOLVED** that an extraordinary Council meeting will be held at 7pm on Monday 24th March 2025 to discuss the Council's response to the consultation.

It was **RESOLVED** that the Clerk will contact EDDC and will state that the Commonplace document is extremely complicated for those wanting to respond to the consultation. The Clerk will ask for a PDF format of the response form.

C25/03/18 TO CONFIRM A DATE FOR THE ANNUAL PARISH MEETING AND TO AGREE THE FORMAT OF THE MEETING

It was **AGREED** that the Clerk will investigate availability of The Institute or The Station for the Annual Parish Meeting.

C25/03/19 TO CONSIDER HOW TO MARK WORLD OTTER DAY ON 28TH MAY 2025 AND MAKE DECISIONS AS APPROPRIATE

[World Otter Day](#)

It was **RESOLVED** that this should be marked in 2026. It was hoped that the primary schools would get involved too. It was suggested that the Council should investigate whether this is something that the businesses are interested in marking.

C25/03/20 TO APPROVE SAFEGUARDING POLICY

It was **RESOLVED** to approve the Safeguarding Policy.

C25/03/21 TO CONSIDER COMMUNICATION REGARDING REMOVAL OF THE PHONEBOX NEAR SAINSBURY'S AND TO MAKE DECISIONS AS APPROPRIATE

The phone box near Sainsbury's was discussed. It was **RESOLVED** that as the phone box is still in use the Council would like to keep the phone box in working order.

C25/03/22 FINANCIAL MATTERS

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To consider and approve the February 2025 Receipts and Payments and Reconciliation reports

The February 2025 Receipts and Payments and Reconciliation reports were approved.

C25/03/23 TO CONSIDER REPORT FROM THE MAYOR

The Mayor had nothing to report.

C25/03/24 TO CONSIDER REPORT FROM THE TOWN CLERK

The report on the Clerk's visit to the Ottery Help Scheme Friendship Group was noted.

C25/03/25 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

C25/03/26 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

C25/03/27 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

Cllr Green gave an update on the PlayZone. The Mayor expressed his thanks to Cllrs Green and Stewart.

Kings Manor Care Home are having an open day on 12th March from 11am until 3pm and would welcome councillors to attend.

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.

The Clerk's report was reviewed. It was noted that the Library is an important asset which is used by Ottery and surrounding parishes. Cllr Bailey will seek clarification from DCC.

The Confidential Session ended.

C25/03/28 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

DCC Cllr Bailey advised that the Chineway repairs are progressing well. The 20mph zone signs are being installed throughout the town. If any problems with the signs are identified they should be highlighted to Cllr Bailey. Cllr Bailey gave an update on Coleridge Bridge. DCC need sign off from the Environment Agency to start work. Cllr Bailey will highlight this to Richard Foord, MP. Cllr Bailey confirmed that the Otter Mill footpath is being reinstated as part of the work. DCC are fixing the speed bumps outside of The King's School and

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repainting the lines. Cllr Bailey has given a grant towards the cost of installing vehicle activated signs. Cllr Bailey will chase DCC Highways regarding repair of the B3177 from Ottery to Alington.

C25/03/28 DATE OF THE NEXT MEETING: MONDAY 7TH APRIL 2025

Reports & Appendix 1

Meeting concluded at 21:25.

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