

OTTERY ST MARY TOWN COUNCIL

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02 April 2025

Dear Councillors

I hereby give you notice that the **Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, April 7, 2025**, at **Ottery St. Mary Town Council, 8 Broad Street, Ottery St Mary EX11 1BZ.**

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

Yours faithfully

Kerry Kennell

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, April 7, 2025**. 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

Table of contents

07/04/2025 19:00 - 21:30

C/25/04/1 - Apologies for Absence	5
.....	
C/25/04/2 - Declarations and Disclosable Pecuniary Interests	5
.....	
C/25/04/3 - Admission to Meetings	5
.....	
C/25/04/4 - Public Participation	5
.....	
C/25/04/5 - Minutes	5
.....	
C/25/04/6 - To receive an update from the Police and to consider the formation of an Ottery St Mary Community Safety Group to be led by the Police Advocate (currently Cllr Johns)	5
.....	
C/25/04/7 - To receive Reports from the EDDC and DCC Councillors	5
.....	
C/25/04/8 - Planning	5
.....	
C/25/04/8.1 - To note the Minutes of 17th March 2025 (minute refs P/25/02/01-P25/02/10) and 1st April 2025 (P25/04/01 - P25/04/10)	5
.....	
C/25/04/8.2 - To consider (and approve if appropriate) recommendations from the Committee	5
.....	
C/25/04/8.3 - To consider and determine observations on the following Planning Application:	5
.....	
C/25/04/9 - Finance Committee	6
.....	
C/25/04/9.1 - To note the Minutes of 6th March 2025 (minute refs F/25/03/01-F/25/03/) and 13th March 2025 (minute refs F/25/03/ - F/25/03/)	6

C/25/04/9.2 - To consider (and approve if appropriate) recommendations from the Committee	6
C/25/04/10 - Environment, Local Development and Commerce Committee	6
C/25/04/10.1 - To note the Minutes of 17th March 2025 (minute refs ELDC/25/03/01-025/03/)	6
C/25/04/10.2 - To consider (and approve if appropriate) recommendations from the Committee	7
C/25/04/11 - Operations Committee	7
C/25/04/11.1 - To note the Minutes of 27th March 2025 (minute refs O/25/03/01-025/03/)	7
C/25/04/11.2 - To consider (and approve if appropriate) recommendations from the Committee	7
C/25/04/13 - To consider shop front fund applications and make decisions as appropriate	7
C/25/04/14 - To consider confidential item in relation to the cleaner and make decisions as appropriate	7
C/25/04/15 - To approve grant to Action East Devon (AED) on the condition that AED that funds are restricted for OSM service	7
C/25/04/16 - To agree the next steps to review the ideas submitted for Section 106 funding for open spaces in conjunction with EDDC	8
C/25/04/17 - To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary	8
C/25/04/18 - To approve insurance renewal for 2025/26	8
C/25/04/19 - 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	8
C/25/04/20 - To note the current situation regarding Devolution and make decisions as appropriate	8

C/25/04/20.1 - To review assets owned by Devon County Council and East Devon County Council and consider which assets the Council would be interested in taking over	8
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C/25/04/21 - To consider next steps to agree proposed areas for installation of 20mph zone outside of the town and to make decisions as appropriate	8
<hr/>	
C/25/04/22 - Confirmation of decisions made under the Scheme of Delegation	8
<hr/>	
C/25/04/23 - To confirm the Annual Parish Meeting will take place at 7pm on Tuesday 27th May at the Station Hub and to agree the format of the meeting	8
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C/25/04/24 - Financial Matters	8
<hr/>	
C/25/04/25 - To consider Report from the Mayor	8
<hr/>	
C/25/04/26 - To consider Report from the Town Clerk	8
<hr/>	
C/25/04/27 - To note any specific correspondence received	8
<hr/>	
C/25/04/28 - To note any reports previously e-mailed by Councillors of Meetings attended	8
<hr/>	
C/25/04/29 - Councillors Questions on Councillors Business	8
<hr/>	
C/25/04/30 - Date of the next meeting: Monday 7th April 2025	8
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AGENDA

C/25/04/1 Apologies for Absence

To receive apologies for absence

C/25/04/2 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

C/25/04/3 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

C/25/04/4 Public Participation

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

C/25/04/5 Minutes

To receive the Minutes of the Meeting of the Town Council of 3 March 2025 (*minute refs C25/03/01-C25/03/28*) and 24 March 2025 (C25/03/29 - C25/03/36) to approve the signing of the Minutes by the Mayor as a correct record

COMMON.Reports:

[2025-03-03 - Full Council \[In-person\] - Minutes.pdf](#)

[2025-03-24 - Extraordinary Council meeting to consider EDDC Local Plan Regu~.pdf](#)

C/25/04/6 To receive an update from the Police and to consider the formation of an Ottery St Mary Community Safety Group to be led by the Police Advocate (currently Cllr Johns)

C/25/04/7 To receive Reports from the EDDC and DCC Councillors

(if any)

C/25/04/8 Planning

C/25/04/8.1 To note the Minutes of 17th March 2025 (minute refs P/25/03/01-P/25/03/10) and 1st April 2025 (P/25/04/01 – P/25/04/10)

COMMON.Reports:

[2025-03-17 - Planning Meeting - Meeting Book.pdf](#)

C/25/04/8.2 To consider (and approve if appropriate) recommendations from the Committee

To receive an update from the East Devon Enforcement team on issues that had been escalated to them

COMMON.Reports:

[Enforcement - March 25.pdf](#)

C/25/04/8.3 To consider and determine observations on the following Planning Application:

Reference	Applicant	Details
25/0727/AGR	Mr Martin Nancekivell Barrack Farm Exeter Road Ottery St Mary EX11 1RE	General purpose agricultural building

C/25/04/9 Finance Committee

C/25/04/9.1 To note the Minutes of 6th March 2025 (minute refs F/25/03/01-F/25/03/13) and 13th March 2025 (minute refs F/25/03/14 - F/25/03/22)

COMMON.Reports:

[2025-03-06 - Finance Committee \[In-person\] - Minutes.pdf](#)

[2025-03-13 - Finance Committee \[In-person\] - Minutes.pdf](#)

C/25/04/9.2 To consider (and approve if appropriate) recommendations from the Committee

- that £2,000 is awarded to Citizens Advice East Devon (CAED) on the understanding that CAED will promote the sessions and retain a weekly session in Ottery St Mary although it was noted that it may move locations on rotation to improve attendance.
- that the CAED grant is paid in two six monthly instalments and the grant should be repaid if the Ottery sessions stop being offered.
- that £2,000 is awarded to Tipton St John Playing Field Committee
- the following recommendations are made to the Community Grants Policy: To reword the last question section 2 to say “How does this directly affect the residents of Ottery St Mary and how many local residents would benefit?”; To increase the maximum sum of the award to £3,000; To update the policy to allow for staggered payments of a grant; To request a copy of an applicant’s Safeguarding Policy if they work with children or vulnerable adults.
- the following recommendations are made to The Large Organisation Grant Policy: Rule 4 is updated to remove the reference to the Annual Grants scheme deadline which no longer applies; Rule 7d is updated to Clerk; That the Finance Committee reviews all grant application – both community and large organisation.
- that proposed walking trails around town should come from CIL funding as advised by EDDC and these ideas should be progressed by the Environment, Local Development and Commerce Committee as part of the regeneration work they are undertaking.

C/25/04/10 Environment, Local Development and Commerce Committee

C/25/04/10.1 To note the Minutes of 17th March 2025 (minute refs ELDC/25/03/01-025/03/18)

COMMON.Reports:

[2025-03-17 - Environment, Local Development and Commerce - Minutes \(1\).pdf](#)

C/25/04/10.2 To consider (and approve if appropriate) recommendations from the Committee

- that Callidus are engaged to complete the work as per their quotation for £1577.50 + VAT.
- that LHC quotation of £7,864.49 + VAT for a Wayfinding Strategy is accepted.
- that the Council wait to see what happens with the local plan consultation before work starts on a new Neighbourhood Plan.
- that all Councillors consider whether they are interested in being part of a Neighbourhood Steering Group when it is created.
- that the Council proceed with some planting support and offer hanging basket at a reduced rate to businesses to improve the appearance of the town this year.

C/25/04/11 Operations Committee

C/25/04/11.1 To note the Minutes of 27th March 2025 (minute refs O/25/03/01-025/03/17)

C/25/04/11.2 To consider (and approve if appropriate) recommendations from the Committee

- that Jack Cardno from Common Place is instructed to carry out a workshop at the Station Hub at a cost of £275.
- that the additional camera is installed in the Waiting Room as per quotation.
- that the renewable gas quotation is accepted for a fixed term of three years at the Hub.
- that the renewable electricity quotation is accepted. for a fixed term for three years at the Hub.
- PlayZone at Strawberry Lane – that the Council confirm in writing a commitment to contribute £79,413 towards the project. In the unlikelyhood that the final tender goes above the budget (circa £24K of risk and contingency has already been factored in, the difference would need to be picked up by Ottery St Mary Town Council.
- that JHH Property Construction and Maintenance are instructed to repair the Ladies toilet window at the Library as per quotation.
- that JHH Property Construction and Maintenance are instructed to update the Disabled/Mens toilet at the Library as per quotation.

C/25/04/12 To consider increasing Cemetery fees by 5% with effect from 8th April 2025 and make decisions as appropriate

C/25/04/13 To consider shop front fund applications and make decisions as appropriate

C/25/04/14 To consider confidential item in relation to the cleaner and make decisions as appropriate

C/25/04/15 To approve grant to Action East Devon (AED) on the condition that AED that funds are restricted for OSM service

C/25/04/16 To review information from EDDC in relation to an additional spend at the Land of Canaan play area using Section 106 funding for open spaces and make decisions as appropriate.

C/25/04/17 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C/25/04/18 To approve insurance renewal for 2025/26

C/25/04/19 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

C/25/04/20 To note the current situation regarding Devolution and make decisions as appropriate

C/25/04/20.1 To review assets owned by Devon County Council and East Devon County Council and consider which assets the Council would be interested in taking over

C/25/04/21 To receive an update regarding the 20mph zone within town and correspondence with DCC regarding 20mph zone outside of the town

C/25/04/22 Confirmation of decisions made under the Scheme of Delegation

Cllrs Grainger, Green and Stewart gave delegated authority to pay an invoice for Callidus of £11,508.46 as previously agreed by the Full Council.

C/25/04/23 To confirm the Annual Parish Meeting will take place at 7pm on Tuesday 27th May at the Station Hub and to agree the format of the meeting

C/25/04/24 Financial Matters

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

C/25/04/25 To consider Report from the Mayor

C/25/04/26 To consider Report from the Town Clerk

C/25/04/27 To note any specific correspondence received

C/25/04/28 To note any reports previously e-mailed by Councillors of Meetings attended

C/25/04/29 Councillors Questions on Councillors Business

C/25/04/30 Date of the next meeting: Monday 7th April 2025
Reports & Appendix 1