

**Minutes of a meeting of Okehampton Town Council held on  
Monday 21<sup>st</sup> May 2018 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

**Members Present:** Councillor Mrs J Carpenter (Mayor)  
Councillor Mrs J Yelland (Deputy Mayor & Chairman, P&R)  
Councillor A Leech (Chairman, Planning)  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor Dr M Ireland  
Councillor Miss C Holt  
Councillor B Tolley  
Councillor P Vachon  
Councillor Mrs V Cushing  
Councillor R Rush

**In Attendance:** Rev Liz Singleton  
Cllr K Ball (DCC)  
1 Member of the Public  
Mrs E James (Town Clerk)

	<b>Action</b>
32 <b><u>Expressions of Interest</u></b> – None	
33 <b><u>Apologies for Absence</u></b> – Cllrs Cummings, Parkins, Weekes, Goffey and Cllr Davies (WDBC)	
34 <b><u>Deferment of Business</u></b> – None	
35 <b><u>Members' Questions</u></b> – None	
36 <b><u>West Devon Borough Council</u></b> – Cllr Yelland reported that the Market Street toilets had still been locked at approximately 10.30am this morning. They had promptly been unlocked and a process put into place by WDBC to ensure it didn't happen in the future.  Cllr Leech advised that WDBC's Annual Meeting was on 22 <sup>nd</sup> May and there had been some issues in Okehampton regarding the new recycling waste collection scheme. Recycling boxes could be collected from the Ockment Centre on Tuesday and Friday.	
37 <b><u>Devon County Council</u></b> – Cllr Ball reported that there had been no change since his recent answers to questions emailed to him.  The Jacobs Report was complete and GWR were undertaking a more detailed report which it was envisaged would take in excess of 2 months to complete. No further information would be forthcoming until this was received.  The Highways Cabinet Member had reported that the situation with potholes was improving; last year there were 15 gangs working on them, there were now in excess of 30 and more potholes were being filled than were being reported.  A 'Proud to Care' event was taking place in the Charter Hall on 6 <sup>th</sup> June. Cllr Ball further advised that he had 32 parishes to cover and that due to demands on his time he would now only be attending every other meeting	

unless there were any urgent issues requiring his attention.

Cllr Rush posed questions about the recent Governance Review and if a suggestion he had put forward to the Jacobs Review had been considered.

*(Cllr Ball left the meeting)*

**38** **Full Council Meeting** - The minutes of the Town Council meetings held on 30<sup>th</sup> April and 9<sup>th</sup> May 2018 were received, signed and **APPROVED** on the proposition of Cllr Marsh, seconded by Cllr Leech.

**39** **Matters Arising** –

**39.1** **Promotion of Local Councils** – Cllr Cushing reported that the coffee morning had been very useful for networking with other local councils and had offered members of the public the opportunity to ask questions and voice concerns. A suggestion had been made by a member of the public that Cllrs engage with them in places like Red Lion Yard instead of in the hall.

**39.2** **Council Surgery** – The suggested poster was reviewed and an amendment to ‘Town Councillors’ Surgery’ was agreed.

**39.3** **Plastic Waste Reduction** – A letter drafted by Cllr Parkins was noted and minor alterations agreed. The letter would be distributed to local businesses.

Cllr Parkins

**40** **End of Year Bank Reconciliation/Balance Sheet** – On the proposition of Cllr Ireland, seconded by Cllr Yelland it was **RESOLVED** to agree and sign the document.

**41** **Internal Audit Report** – The Clerk advised that the report was awaited, outlined issues raised at the time of the visit and the certificate was noted.

**42** **Annual Governance Statement 2017/18** – The statements were read out by the Clerk, comments made by the Internal Auditor taken into consideration and the document was **AGREED** and signed on the proposition of Cllr Yelland, seconded Cllr Leech.

**43** **Accounting Statements 2017/18** – On the proposition of Cllr Marsh, seconded Cllr Leech, the accounting statement for 2017/18 was **AGREED** and signed.

**44** **Policies/Documents** – On the proposition of Cllr Marsh, seconded by Cllr Leech, it was **RESOLVED** to approve the policies and documents listed below:

- a. Absence Management Policy
- b. Document Retention Policy
- c. Subject Access Request Policy
- d. Privacy Policy
- e. Financial Risk Assessment

**45** **CCTV** – Cllr Leech advised that an invitation to a meeting on 12<sup>th</sup> June with a member of the Policy & Crime Commissioners Office had been received. It was agreed that the attendees would be Cllrs Leech and Tolley.

Cllrs Leech & Tolley

**46** **Prayers** – A discussion ensued regarding the holding of prayers prior to

meetings of the full Council. On the proposition of Cllr Yelland, seconded by Cllr Marsh (1 against), it was **RESOLVED** to continue as at present and that a rota of others faiths/religions who may wish to say prayers be put together. Clerk

On the proposition of Cllr Ireland, seconded by Cllr Marsh, it was **RESOLVED** to suspend Standing Orders to allow Rev Singleton to speak.

Rev Singleton had been very pleased to have been asked to be the Mayors Chaplin and would willingly say prayers if required.

Standing Orders were then reinstated on the proposition of Cllr Leech, seconded Cllr Marsh.

**47 Civic Service** – Cllrs noted that the Civic Service would take place at 3pm on 16<sup>th</sup> September in Fairplace Church, and that refreshments would be provided in the Charter Hall.

**48 Civic Diary** – A report on events attended by the previous Mayor, Cllr Goffey, was noted.

**49 Reports of Council Working Groups** –

**49.1 Destination Okehampton** – There was no update to report

**49.2 Charities** – Cllr Yelland reported that following the Trustees Meetings the working group would be meeting to put together a list of questions requiring legal advice.

**49.3 Buildings and Structures** – The work had been completed.

**50 Reports on Current Activities by Community Groups with Town Council Representation** -

**50.1 OkeRail Forum** – Cllr Ireland reported upon the result of a survey undertaken on the recent Special Train to Oxford and Stratford upon Avon. 97.4% were in favour of a regular 7 day a week service to the Town Station. Forum membership had been updated and an overview of the Jacobs Report was provided. Cllr Ireland was attending a Conference in June.

**50.2 Neighbourhood Plan Group** – A meeting had been held on 18<sup>th</sup> May when it was agreed evidence and information gathered to date would be collated into 1 document and the elements to be taken forward agreed.

**51 Questions Arising from Member Reports** – Any questions to be emailed to the Clerk for forwarding.

**52 Members' Reports and Requests for Agenda Items** -

**52.1 Dartmoor National Park Forum** – No report

**52.2 Northern Parishes Link Committee** – No meeting had been held

**52.3 Okehampton Area Health and Wellbeing Alliance** – A working group looking at mental health issues had been set up at a meeting held on 15<sup>th</sup> May.

On the proposition of Cllr Yelland, seconded Cllr Leech Standing Orders were suspended and prayers offered by Rev Liz Singleton for those who wished to participate. Standing Orders were then reinstated on the proposition of Cllr Leech, seconded Cllr Ireland.

*(Remaining members of the public left the meeting)*

## **PART TWO ITEMS**

It was **RESOLVED** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Leech, seconded by Cllr Marsh.

**53**     **Traffic and Infrastructure** – It was hoped that a report with findings to date would be available for the next meeting of the full Council.

**Action**

Clerk

**54**     **Staffing** – No additional information was reported.

On the proposition of Cllr Leech, seconded by Cllr Yelland, it was **RESOLVED** to exit Part Two and move back into Part One.

**55**     **Payment of Invoices** – On the proposition of Cllr Marsh, seconded Cllr Leech, the schedule of payments was **APPROVED**

**56**     **Urgent Item** – Cllr Carpenter brought correspondence regarding Flying the Red Ensign for Merchant Navy Day on 3<sup>rd</sup> September to the attention of the meeting. To be included on the next Agenda for consideration.

Clerk

The meeting was closed at 8.30pm

---

**Councillor Mrs J Carpenter**  
**Mayor**