

**Minutes of a meeting of Okehampton Town Council held on  
Monday 30<sup>th</sup> April 2018 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

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

**In Attendance:** Canon Tim Newcombe  
Cllr Rev M Davies (WDBC)  
1 Member of the Public  
Mrs E James (Town Clerk)

Before business, Prayers were offered by Canon Tim Newcombe

		<b>Action</b>
673	<b><u>Expressions of Interest</u></b> – None	
674	<b><u>Apologies for Absence</u></b> – Cllr T Cummings, and Cllr K Ball (DCC)	
675	<b><u>Deferment of Business</u></b> – None	
676	<b><u>Members' Questions</u></b> – Cllr Ireland reported that it had been brought to his attention that Members Register of Interests listed on WDBC's website may be incorrect. Cllr's to check their records and notify the Clerk of any inaccuracies or amendments required.	Cllr's/ Clerk
677	<b><u>West Devon Borough Council</u></b> - Cllr Davies congratulated Cllr Goffey on completion of 2 years' service as Town Mayor. WDBC's new recycling waste collection scheme had initially received some complaints, but the team were now catching up.  Cllr Yelland advised that Devon Lieutenancy had recently attended WDBC and given a presentation are happy to attend events to promote charities etc. It was agreed that the Clerk invite them to give a presentation at a meeting of the Full Council. At the annual meeting of WDBC it was agreed that they would write to the Secretary of State regarding the planning system, expressing concerns over the apparent disregard for local expectations and opinions expressed by councils.	Clerk
678	Cllr Leech reported on a new planning application category 'Permission in Principle' coming into force on 1 <sup>st</sup> June. Further information would be made available to Councillors at a meeting of the Planning Committee.	
668	<b><u>Devon County Council</u></b> – No report had been received to which disappointment was voiced. Councillors to email any questions to the Clerk	Cllr Rush/

for forwarding to Cllr Ball. Cllr Rush had questions to be forwarded.

Clerk

**669 Adoption of Minutes of Committees and Members' Questions arising thereon -**

**669.1** Policy & Resources Committee meetings held on 19<sup>th</sup> February and 29<sup>th</sup> March 2018 - adoption proposed by Cllr Vachon, seconded Cllr Tolley and **agreed**.

**669.2** Property Committee meeting held on 22<sup>nd</sup> January 2018 - adoption proposed by Cllr Yelland, seconded Cllr Carpenter and **agreed**.

**669.3** Parks Committee meeting held on 5<sup>th</sup> February 2018 - adoption proposed by Cllr Marsh, seconded Cllr Ireland and **agreed**.

**669.4** Planning Committee meetings held on 29<sup>th</sup> January and 19<sup>th</sup> February 2018 - adoption proposed by Cllr Ireland, seconded Cllr Cushing and **agreed**.

**670 Full Council Meeting** - The minutes of the Town Council meetings held on 26<sup>th</sup> February and 29<sup>th</sup> March 2018 were received, signed and **approved** on the proposition of Cllr Marsh, seconded by Cllr Ireland.

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

- Investment Strategy
- Privacy Notices
- Asbestos Management Plan

**672 Promotion of Local Councils** – Cllr Goffey reported on a suggestion by another local council that a coffee morning be held on 19<sup>th</sup> May with a view to promoting the work of local councils. It would be for this level of council and community groups, and would not be open to political parties. On the proposal of Cllr Yelland, seconded by Cllr Leech it was **RESOLVED** that the Town Council take part and that Cllr Goffey would assist in the arrangements.

Cllr Goffey

**673 Council Surgery** – Cllr Yelland suggested the Town Council hold monthly surgeries, with the exception of August and December, open to members of the public to attend and speak to a Councillor, and to also raise the profile of the Council. On the proposition of Cllr Leech, seconded by Cllr Tolley, it was **RESOLVED** to proceed with the suggestion and that two persons should be present.

Cllr Yelland

*(Cllr Davies left the meeting)*

**674 Code of Conduct** – Cllr's Holt, Leech and the Clerk reported on a recently attended training session at WDBC. Often issues arose regarding how Councillors were perceived when acting as an individual and that caution should be exercised to alleviate any confusion or possible complaints being made.

**675 Plastic Waste Reduction** – On the proposition of Cllr Parkins, seconded by Cllr Leech, it was **RESOLVED** that due to the layout of the Town Hall and Charter Hall it would not be feasible for the Council to sign up to the Refill Devon initiative, but the Council would promote the scheme and encourage

	local shops/organisations to sign up. Cllr Parkins and the Clerk to write a letter for distribution.	Cllr Parkins Clerk
676	<b><u>Community Transportation</u></b> – Details of a consultation about proposed changes by the Department of Transport regarding community transport was discussed. Should the result favour the EU regulations it was envisaged that many small transportation groups may have to close due to additional costs. On the proposition of Cllr Yelland, seconded by Cllr Marsh, it was <b>RESOLVED</b> that a response to the consultation be submitted.	Clerk
677	<b><u>General Data Protection Regulations (GDPR)</u></b> – The Clerk reported that the Government had made an amendment to the Data Protection Bill exempting all parish and town councils from the requirement to appoint a Data Protection Officer under GDPR. An outline of the requirements of the new regulations was presented by the Clerk who also advised that a data audit was in progress and policies were being reviewed.  Cllr Vachon queried whether or not details of car registration numbers entered into parking machines were recorded and held. Cllr Leech to follow up.	Cllr Leech
678	<b><u>Neighbourhood Plan Working Group</u></b> – Consideration was given to changes to the Terms of Reference and Protocol proposed by Okehampton Hamlets Parish Council.  On the proposition of Cllr Yelland, seconded by Cllr Vachon, it was <b>RESOLVED</b> to approve the amendment to the protocol changing the ratio to 7:1 for FY 18-19.  On the proposition of Cllr Vachon, seconded by Cllr Cushing, it was <b>RESOLVED</b> to make the following comments in relation to proposed amendments to the Terms of Reference: <ul style="list-style-type: none"> <li>• The working group name could not be amended as it was registered with WDBC and should therefore remain as ‘Okehampton &amp; Hamlets Neighbourhood Plan Group’</li> <li>• As this was a community group rather than a Council working group the second paragraph under Membership should be amended to read ‘<i>The Chairman of the Working Group shall be chosen from any of the Members of the Working Group and the Vice-Chairman of the working Group shall be chosen from the members of the community serving on the Working Group.</i>’</li> <li>• Agreed the quorum be amended to Five</li> <li>• Agreed the amendment to the last paragraph under section 5, Responsibilities beginning ‘<i>Control of the budget for the .....</i>’</li> <li>• Agreed a schedule of meetings of the Working Group could be published in advance</li> </ul>	
679	<b><u>Civic Diary</u></b> – The Mayor reported on events attended during March 2018	
680	<b><u>Reports of Council Working Groups</u></b> –	
680.1	Destination Okehampton – No meeting had been held	
680.2	Charities – Cllr Yelland reported that she had attended a Charitable Trust course, along with the Clerk, which would be reported to the Trustees.	

**680.3** Buildings and Structures – A meeting had been held during which potential areas for savings had been researched. These areas included utilities, alarm contracts, insurance and health and safety. The Working Group had come to the conclusion that there were no efficiency or costs saving to be made by moving the responsibility for all buildings and manmade structures to the Property Committee.

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

**681.1** OkeRail Forum – Cllr Ireland reported that the next meeting was on 10<sup>th</sup> May when the main item for discussion would be the Jacobs report. A special train to Oxford and Stratford upon Avon had run on 21<sup>st</sup> April, future train trips were planned for September and November. A survey had been undertaken during the trip on which 97% of those who completed it had indicated they would like to see a 7 day a week service reinstated.

Standing Orders were suspended on the proposition of Cllr Leech, seconded by Cllr Ireland, to enable the meeting to continue.

**681.2** Neighbourhood Plan Group – A new consultant had been appointed to establish exactly where the group was in the process. The next meeting was scheduled for 23<sup>rd</sup> May.

**682** **Questions Arising from Member Reports** – Questions to be emailed to the Clerk for forwarding.

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

- (i) Dartmoor National Park Forum – No meeting to report on
- (ii) Northern Parishes Link Committee – Cllr Ireland had attended a meeting in March when there had been a good level of support for OkeRail.
- (iii) Okehampton Area Health and Wellbeing Alliance – Cllr Cushing had attended meetings on 6<sup>th</sup> and 22<sup>nd</sup> February and a mental health awareness workshop on 22<sup>nd</sup> March.

**684** **Urgent Items** – Cllr Goffey reported that the Simmons Park Bug Day was booked for 25<sup>th</sup> August, the cost of which was £1,500, and that plans were progressing.

Cllr Goffey

*(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 Yelland.

**Action**

**685** **Traffic and Infrastructure** – Cllr Leech and the Clerk had met with the consultant tasked with investigating the issues in Okehampton. A traffic survey had been undertaken between 7am and 7pm over 1 day.

686 **Community Governance Review** – No further action at this time.

687 **Staffing** – An update from the last P&R Meeting was provided.

The meeting closed on Part Two and ratified decisions taken on the proposition of Cllr Leech, seconded Cllr Yelland.

The meeting was closed at 9.10pm

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