

**Minutes of a meeting of Okehampton Town Council held on  
Monday 23<sup>rd</sup> July 2018 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

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

**In Attendance:** Rev Liz Singleton  
Cllr M Davies (WDBC)  
PCSO R Rowe  
Mr C Snow, Deputy Lord Lieutenant of Devon  
Mrs E James (Town Clerk)

Prior to commencement of the meeting, Prayers were offered by Rev Liz Singleton for those who wished to take part

		<b>Action</b>
<b>190</b>	<b><u>Expressions of Interest</u></b> – None	
<b>191</b>	<b><u>Apologies for Absence</u></b> – Cllrs Carpenter, Ireland, Cummings, Rush, and Cllr Ball (DCC) who was attending another meeting.	
<b>192</b>	<b><u>Deferment of Business</u></b> – PSCO Rowe introduced herself, being new to Okehampton, but not to the role having transferred from Holsworthy. She outlined successes with regards to community liaison that she had been involved in previously and the Police Cadet scheme that was commencing in Okehampton in the Autumn. The most recent weeks crime figures for Okehampton and the surrounding villages were highlighted for information which included; 7 assaults, 5 criminal damage incidents, 2 thefts from motor vehicles and 3 burglaries of dwellings.  PSCO Rowe was thanked for attending and left the meeting.	
<b>193</b>	<b><u>Visiting Speaker</u></b> – Mr Snow, Deputy Lord Lieutenant of Devon was introduced and gave a very useful presentation about the work of the Devon Lieutenancy and how they could link with and assist local Councils. Cllrs advised that the information was very informative and thanked Mr Snow for attending following which he left the meeting. Presentation to be distributed to Cllrs.	
<b>194</b>	<b><u>Members' Questions</u></b> – None	
<b>195</b>	<b><u>West Devon Borough Council</u></b> – Cllr Davies reported regarding recent incidents involving vehicles and action being taken to address this.  Further issues had been reported about Parklands pool floor following which he had visited the centre and been given a tour by the manager. New gym equipment had been installed, the number of paying customers had increased since the installation of the new barrier entrance system and the WC in the café was being converted to be unisex.	

- Cllrs Davies and Leech had visited and had a tour of the primary school.
- Cllr Leech provided information about the recent news headlines regarding the closure of public toilets owned by WDBC, and that this had been taken out of context by the press.
- 196**     **Devon County Council** – No report.
- 197**     **Questions Arising from Member Reports** – Disappointment on the lack of a report from the DCC Cllr was voiced, and the following questions were posed for him:
- Following the recent resurfacing of part of West Street the traffic lights outside of Lloyds are not functioning properly. It was believed there was an issue with the loop in the road?
  - Please advise why there was no report presented?
  - Please ascertain from DCC, the amount that has been paid out as compensation for damage to vehicles from potholes
  - Why has a road closure for resurfacing in Glendale Road been programmed in a couple of days prior to the closure of the school for the summer holiday instead of waiting a few days?
  - Why does it take so long to get answers from WDBC about issues?
- 198**     **Adoption of Minutes of Committees and Members' Questions arising thereon -**
- 198.1**   Policy & Resources Committee meetings held on 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> June 2018 - adoption proposed by Cllr Leech, seconded Cllr Tolley and **agreed**.
- 198.2**   Planning Committee meetings held on 9<sup>th</sup> and 16<sup>th</sup> April, 14<sup>th</sup> May, 4<sup>th</sup> and 18<sup>th</sup> June and 2<sup>nd</sup> July 2018 - adoption proposed by Cllr Ireland, seconded Cllr Weekes and **agreed**.
- 199**     **Full Council Meeting** - The minutes of the Town Council meeting held on 25<sup>th</sup> June 2018 were received, signed and **APPROVED** on the proposition of Cllr Goffey, seconded by Cllr Tolley.
- 200**     **Matters Arising** –
- 200.1**   **CCTV** – Cllr Leech reported on an emailed update that had been received shortly prior to the meeting and information previously circulated was discussed. On the proposition of Cllr Tolley, seconded by Cllr Vachon, it was **RESOLVED**, that Cllr Leech make the necessary arrangements for a visit to take place to further progress investigation into the scheme proposed by the PCC's Office.
- 200.2**   **Mace Bearers** – It was noted that Mr J Dean had accepted the voluntary position in a relief capacity and that alternative persons may be put forward for consideration by the existing Mace Bearers.
- 200.3**   **Town Council Survey** – Noted that a meeting of the working group was taking place later in the week.
- 200.4**   **Council Emails** – The Clerk reported that the majority of Cllrs had successfully set up their new emails. On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to set a deadline of 1<sup>st</sup> August, following which only the new emails would be used for Council

Clerk

Cllr Leech

Clerk

	correspondence. Those who had not set up their email address would not receive email communication from this date.	
201	<b><u>Simmons Homes Charity</u></b> – Following consideration of correspondence from the Charity, on the proposition of Cllr Weekes, seconded by Cllr Vachon, it was <b>RESOLVED</b> to nominate Mr Drew for a further term of four years as a Trustee of the Charity following expiration of his current term of office in October 2018.	Clerk
202	<b><u>GWR Railway Map</u></b> – A map believed to be from the 1930's donated by a member of the public was noted and gratefully received by the Councillors. The accompanying letter was read out by the Chairman.	
203	<b><u>Remembrance Parade and Commemoration of 100 years since the end of WW1</u></b> – A request from Royal British Legion to hold a joint event in the Charter Hall after the Remembrance Parade and Service on 11 <sup>th</sup> November was duly considered and <b>AGREED</b> on the proposition of Cllr Goffey, seconded by Cllr Marsh.	Clerk
	On the proposition of Cllr Marsh, seconded by Cllr Ireland, it was <b>RESOLVED</b> to investigate the costs and liaise with the RLB regarding the organising of the Battles Over events on the same day.	Clerk
204	<b><u>Freedom of Information Request</u></b> – The Council noted that a request had been received in June, and a response sent on the same day.	
205	<b><u>Councils Together</u></b> – Cllr Goffey outlined the purpose of the group, which had met informally over the past couple of years, as an informal forum during which local councils could get together to discuss local issues or suggestions. On the proposition of Cllr Yelland, seconded by Cllr Parkins (4 abstentions), it was <b>RESOLVED</b> that the Clerk and Cllr Goffey work with the other local councils to draft a Terms of Reference for the group for consideration.	Cllr Goffey/ Clerk
206	<b><u>Committee Terms of Reference</u></b> – On the proposition of Cllr Ireland, seconded by Cllr Vachon, it was <b>RESOLVED</b> to approve the documents listed below en bloc: <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Parks Committee</li> <li>• Property Committee</li> <li>• Policy &amp; Resources Committee</li> </ul>	
207	<b><u>Policies/Documents</u></b> – On the proposition of Cllr Leech, seconded Cllr Goffey, it was <b>RESOLVED</b> to approve the documents listed below en bloc: <ul style="list-style-type: none"> <li>• Data Security Breach Response Policy and Procedure</li> <li>• Statement of Internal Control</li> </ul>	
208	<b><u>Social Media</u></b> – The Clerk outlined her proposition that an information only Council Facebook page be set-up for the dissemination of information which could include things such as the Councillor Surgeries, Job Advertisements, meeting dates etc. On the proposition of Cllr Vachon, seconded Cllr Leech, it was <b>RESOLVED</b> to approve the suggestion.	Clerk
209	<b><u>Civic Diary</u></b> – A report on events attended in June by the Mayor and Deputy Mayor was noted.	

- 210**     **Payment of Invoices** – On the proposition of Cllr Ireland, seconded Cllr Holt, the schedule of payments was **APPROVED**.
- 211**     **Reports of Council Working Groups** –
- 211.1**   **Destination Okehampton** – Cllr Ireland reported that he had met with the Clerk to review the files. The group would be discussing the implementation of a Terms of Reference and a refocus of the group at the next meeting.
- 211.2**   **Charities** – Deferred to Part 2 discussion later in the meeting
- 212**     **Reports on Current Activities by Community Groups with Town Council Representation** -
- 212.1**   **OkeRail Forum** – Cllr Ireland advised that the next meeting was being held on 6<sup>th</sup> September and reported that a ‘fake news’ poster was being distributed and displayed in areas around Okehampton. The information thereon was incorrect and discrediting the work of the forum.
- 212.2**   **Neighbourhood Plan Group** – A meeting had been held in the previous week when 28 phases were developed from which it was hoped policies could be written around.
- 213**     **Members’ Reports and Requests for Agenda Items** -
- 213.1**   **Dartmoor National Park Forum** – Cllr Weekes had attended an interesting talk about the soil composition and structure of Dartmoor. A survey covering the whole of Dartmoor to further investigate the structure and how the land was changing was in progress. When received, details would be circulated.
- 213.2**   **Northern Parishes Link Committee** – At the last meeting the existing Chair and Vice-Chair (Cllr Cummings) were re-elected. WDBC would be looking at issues with the recycling process. Refocusing and the structure of the group was discussed, including the need for parish level issues to be able to be raised.

A motion to suspend Standing Order 3 (z) to permit extension of the meeting was proposed by Cllr Leech, seconded Cllr Goffey, and agreed.

- 213.3**   **Okehampton Area Health and Wellbeing Alliance** – Cllr Cushing had submitted a report advising that the current focus of the group was mental health and the potential role of a Community Connector.

*(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 Ireland, seconded by Cllr Leech.

**Action**

- 214**     **Staffing** –
- 214.1**   **Assistant Town Clerk** – Mrs C Ellis had been appointed and would be starting in the next few weeks, possibly on 6<sup>th</sup> August. It was noted that training,

including on the financial software would be required to be undertaken as soon as possible.

**214.2 Senior Caretaker and Park-Keeper Vacancies** - The Clerk advised that interviews for the Caretaker position were taking place the following day, shortlisting for the Park-Keepers vacancy on 25<sup>th</sup> July followed by interviews the following week.

**215 Charities** – The working group had met to discuss the quotations received, 4 having been requested and 2 returned. The recommendation of the group was noted. On the proposition of Cllr Vachon, seconded by Cllr Goffey, it was **RESOLVED** that the Clerk seek further costing information and then the decision upon whom to appoint was delegated to Cllr Yelland and the Clerk.

Cllr Yelland  
Clerk

On the proposition of Cllr Goffey, seconded by Cllr Vachon, it was **RESOLVED** to exit Part Two, move back into Part One and ratify decisions made in Part Two.

The meeting was closed at 8.40pm

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