

**Minutes of a meeting of Okehampton Town Council held on Monday 29<sup>th</sup> October 2018  
at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor Mrs J Yelland Deputy Mayor  
 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 T Cummings  
 Councillor Mrs J Goffey  
 Councillor Mrs V Cushing  
 Councillor B Rush

**In Attendance:** Councillor K Ball (DCC)  
 Rev Liz Singleton  
 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, following which she left the meeting.

**425**     **Expressions of Interest** – None

**426**     **Apologies for Absence** – Cllrs Carpenter, Parkins and Weekes

**427**     **Visiting Speaker** – Apologies had been received from Mr Bill Horner, DCC County Archaeologist, who had been unable to attend the meeting to present information regarding the Crediton Road Archaeological Dig. The presentation would be rearranged.

**428**     **Deferment of Business** – None

**429**     **Members' Questions** – None

**429**     **West Devon Borough Council** – Cllr Leech advised that further consultations regarding changes to the JLP had begun, a copy of the documentation was available in the Clerk's office.

**430**     **Devon County Council** – Cllr Ball highlighted several items;  
 A further business had completed on one of the plots in the Industrial Estate but due to confidentiality he was unable to announce the name of the company.

Signs on the pavement near Exeter Road Industrial Estate had been reported, it was noted that this was outside of the Town boundary.

Cllrs Davies and Ball had met with Joe Johnson regarding the rail service and the importance of a commencement date had been stressed.

A residents parking scheme for Station Road had previously been investigated a number of times. There were downsides as well as pros, these included the loss of parking spaces due to size regulations and permits did not guarantee a space to park in the road. He also advised that it was unlikely DCC would implement a residents parking scheme at this time.

**Action**

Clerk

- 431 Questions Arising from Member Reports** – Questions, which would be emailed to Cllr Ball, were posed;
- There are no details on DCC’s website about how to apply for permission to place a sign on the roadside, please can this be investigated
  - Cllr Rush queried a comment made by Joe Johnson and it was reiterated by Cllr Ball that nothing could progress until a commencement date for the rail service was announced
  - The cost of the replacement traffic lights was queried
  - Had the provision of cycle racks within the town been dropped?
  - Cllr Ball was thanked for his report by Cllr Ireland who commented upon residents parking in Station Road and the impact the rail service could have on traffic
- (Cllr Ball left the meeting)*
- 432 Adoption of Minutes of Committees and Members’ Questions arising thereon** -
- 432.1** Policy & Resources Committee meeting held on 10<sup>th</sup> September 2018 - adoption proposed by Cllr Tolley, seconded Cllr Goffey and **AGREED**.
- 432.2** Property Committee meeting held 6<sup>th</sup> August 2018 – adoption was proposed by Cllr Leech, seconded Cllr Marsh and **AGREED**.
- 432.3** Parks Committee meeting held on 3<sup>rd</sup> September 2018 – adoption was proposed by Cllr Marsh, seconded Cllr Ireland and **AGREED**.
- 433 Full Council Meetings** - The minutes of the Town Council meetings held on 24<sup>th</sup> September and 8<sup>th</sup> October 2018 were received, signed and **APPROVED** on the proposition of Cllr Marsh, seconded by Cllr Ireland.
- 434 Matters Arising** –
- 434.1 Remembrance Parade and Commemoration of 100 years since the end of WWI** – The Clerk provided an update of progress which included permission from St James’ Chapel to light an alternative beacon from the top of the tower at 7pm, but that permission from the Civil Aviation Authority was awaited. There had been no success in finding a bag piper to play at 6am, it was suggested that the curfew bell be rung instead. The Clerk also reported that she was meeting with members of the RBL to progress plans later in the week and that Co-Op, Waitrose and Country Style Foods had offered to provide some refreshments for the reception in the Charter Hall after the Parade and Service.
- 434.2 Traffic Signal Refurbishment**– The response to a letter sent to DCC by the Mayor was read out which stated that the work needed to go ahead. Cllrs reiterated their concern that this was a waste of public funds.
- 434.3 Boiler Replacement** – Replacement was scheduled to commence on 13<sup>th</sup> November and would take approximately a week to complete. The asbestos contractor had viewed the site and provided recommendations for working practice.
- 435 Internal Audit** – The internal auditor had visited and carried out an interim audit the report of which was awaited.
- 436 Okehampton Fairtrade Group** – A letter from the group requesting continued support of the Council allowing them to apply for renewal of the status was read out. On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was **RESOLVED** to continue to support the group.

Clerk

Clerk

437	<b><u>CCTV-</u></b>	
437.1	<b>Parks CCTV</b> – Cllr Marsh reported that, along with the Clerk and Park-Keeper she had met with a company to discuss provision of a system in the Park and that details and a quotation was awaited.	
437.2	<b>Town CCTV</b> – Cllr Leech reported that the contractor acting on behalf of the PCC had attended and would be providing 3 options and quotations which would be fully compliant with the PCC’s requirements.	
438	<p><b><u>Station Road Traffic Order</u></b> – Consideration was given to Cllr Parkins request for investigation into residents parking and restrictions being imposed prior to the rail service commencing.</p> <p>Comments made by Cllrs regarding residents permits included concern that this would result in a reduction in the number of available spaces and that it would not guarantee a parking space.</p> <p>Cllr Cushing proposed that St Boniface Church be approached with regards to residents being permitted to park in their car park – this was not seconded.</p> <p>An open area, believed owned by DCC near the Youth Hostel, which was currently underused and appeared to contain scrap vehicles be more fully used for parking.</p> <p>On the proposition of Cllr Cummings, seconded by Cllr Tolley, it was <b>RESOLVED</b> that these issues should not be progressed by the Council unless it was a scheme covering the whole town.</p> <p>On the proposition of Cllr Marsh, seconded by Cllr Cummings, it was further <b>RESOLVED</b> that DCC be asked to investigate a whole town scheme.</p> <p>On the proposition of Cllr Yelland, seconded by Cllr Ireland, it was <b>RESOLVED</b> that the DCC be requested to clear the open space near the Youth Hostel to help ease the parking situation.</p>	Cllr Leech/ Clerk
439	<p><b><u>Broome Park Timber Retaining Walls</u></b> – Cllr Leech reported that timber retaining posts were rotting and required replacement at a large cost to home owners after just 8 years. Residents were working together and had approached the MP. On the proposition of Cllr Leech, seconded by Cllr Goffey it was <b>RESOLVED</b> to write a supporting letter.</p>	Clerk
440	<b><u>Prayers Prior to Meetings</u></b> – It was noted that in the absence of a member of the Clergy a Council Member may say the Town Council Prayer prior to the start of a full Council meeting for those who wished to take part.	
441	<p><b><u>Election Engagement</u></b> – Suggestions for means of engaging members of the public and encouraging them to stand for election in May included speaking to local groups; examples included the school PTA, the college cadet groups and businesses. All Cllrs were asked to speak with groups and individual members of the public when the opportunity arose.</p>	All Cllrs
442	<b><u>Civic Diary</u></b> – A report on events attended in September by the Mayor and Deputy Mayor was noted.	
443	<b><u>Policies/Documents</u></b> –	
443.1	On the proposition of Cllr Marsh, seconded Cllr Holt, it was <b>RESOLVED</b> to approve the Wood/Logs Policy as recommended by the Policy & Resources Committee	
443.2	<p>On the proposition of Cllr Goffey, seconded Cllr Tolley, it was <b>RESOLVED</b> to approve the documents listed below en bloc following staff consultation and as recommended by the Policy &amp; Resources Committee:</p> <ul style="list-style-type: none"> <li>• Capability Policy</li> </ul>	

- Whistleblowing Policy

**444 Strategic Plan** – On the proposition of Cllr Yelland, seconded by Cllr Goffey, it was **RESOLVED** to set up a working group to progress the suggestion by the Clerk that a Strategic Plan be produced by the Council. Members of the WG would be Cllrs Leech, Yelland, Ireland and the Clerk.

Clerk

**445 Payment of Invoices** – Cllr Yelland declared an interest. On the proposition of Cllr Marsh, seconded Cllr Goffey (1 abstention), the schedule of payments was **APPROVED**.

**446 Reports of Council Working Groups –**

**446.1 Charities** – Correspondence had been received by the appointed legal team which suggested that the Simmons Park and Kempley Meadows Charities could be merged. The type of Charity status that these and the Town Hall Charity should become was under consideration.

WG/Clerk

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

**447.1 OkeRail Forum** – Cllr Ireland had attended a GWR Stakeholders Conference on 16<sup>th</sup> October when the presentation by the Deputy Managing Director had included mention of Okehampton as being on the 2019 major project list. An application was being made by OkeRail to the GWR Community fund to enable a concept design study for a Parkway Station to be undertaken. On 24<sup>th</sup> October a presentation had been made at a Connect Bude meeting and Cllr Ireland was due to attend a GWR Customers Panel on 6<sup>th</sup> November. There were several articles about the scheme in the current edition of Moorlander.

**447.2 Neighbourhood Plan Group** – The last meeting had been cancelled and deferred until 14<sup>th</sup> November.

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

**448.1 Dartmoor National Park Forum** – There had been no meeting to report upon.

**448.2 Northern Parishes Link Committee** – There had been no meeting to report upon.

**448.3 Okehampton Area Health and Wellbeing Alliance** – Cllr Cushing reported that there had been no recent meeting and that the CVS AGM Agenda for 6<sup>th</sup> November would be circulated.

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

## **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 Cummings.

**449 Mace Bearers** – The Clerk reported that two nominations had been received, one of whom was available to carry out the role on 11<sup>th</sup> November, and the letters were read out. On the proposition of Cllr Goffey, seconded by

Action

Cllr Marsh, it was **RESOLVED** to accept the nominations from Mr A Oliver and Mr D Ellis, and invite them to join a pool of volunteers

Clerk

- 450** **Town Marketing** – Cllr Vachon tabled a proposal which was discussed. On the proposition of Cllr Marsh, seconded by Cllr Ireland, it was **RESOLVED** that Cllr Vachon progress by investigating the feasibility of the suggestion, which would be supported in principle by the Council, and report back at the next meeting.

Cllr Vachon

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

The meeting was closed at 9.05pm

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

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