

**Minutes of a meeting of Okehampton Town Council held on  
Monday 24<sup>th</sup> June 2019 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor J Yelland (Mayor)  
Councillor M Ireland (Deputy Mayor)  
Councillor T Leech (Chairman, Planning)  
Councillor B Tolley (Chairman, Policy & Resources)  
Councillor P Vachon (Chairman, Property)  
Councillor G Button  
Councillor C Holt  
Councillor J Goffey  
Councillor D Penna  
Councillor D Sanger  
Councillor M Tucker

**In Attendance:** Mrs E James (Town Clerk)  
Cllr K Ball (DCC)  
Cllr M Davies (WDBC)  
Mr D Eaton, Strategy & Planning Officer, Office of the Police & Crime Commissioner  
1 member of the public

Prior to commencement of the meeting Prayers were offered by Cllr Rev M Davies for those who wished to take part.

	<b>Action</b>
<b>112</b> <u>Expressions of Interest</u> – None	
<b>113</b> <u>Apologies for Absence</u> – Cllrs Marsh and Rush	
<b>114</b> <u>Deferment of Business</u> – None	
<b>115</b> <u>Visiting Speaker</u> – Mr Eaton (CCTV Project Manager) spoke about the PCC's CCTV Project and grant funding of 30% up to a maximum of £15K available to local Councils to assist with the capital setup costs for those joining the scheme and agreeing to the criteria. The system would be linked to a specified monitoring hub and be accessible by the Police at all times, data being kept for 30 days and any information relevant to a case could then be archived.  The benefits of joining such a scheme included full compliance with the GDPR Regulations as set out by the Information Commissioners Office. Data would be managed by the monitoring hub, removing responsibility from the council and be managed by already trained and certified operators.  It was recommended that an application be submitted as soon as possible if the council was interested to ensure the funding was ring-fenced and available following the PCC Elections in 2020. <i>(Mr Eaton left the meeting)</i>	
<b>116</b> <u>Members Questions</u> – None	
<b>117</b> <u>West Devon Borough Council</u> – Cllr Davies advised that he had received several queries regarding the Old Mill site which was owned by the Sports & Skills Trust who were in the process of tidying up the site.  A recent training session for WDBC Cllrs regarding Housing and Homelessness had taken place. He urged anyone with issues that could lead to this situation to contact WDBC asap as they may be able to assist.	

The Fire Service were undertaking a consultation in July regarding proposed changes to the service.

Cllr Leech advised the WDBC Cllr induction process was continuing, the Government was looking at the Code of Conduct for local councils and the possibility of making the sanctions more substantial.

- 118** **Devon County Council** – Cllr Ball highlighted items from his previously circulated report, including wild flowers on verges indicating that he would be willing to contribute to such schemes from his Locality Budget.  
*(Cllrs Davies and Tolley left the meeting)*

Cllr Ball spoke about the 75<sup>th</sup> anniversary of VE Day in 2020 and again was happy to assist with the cost of any celebration the council may arrange. A meeting had been arranged with the Fire Service to discuss their proposed changes. Work to cut back undergrowth along the footpath to Okehampton Primary School was about to be undertaken. He also advised that a second Moor Otter Project would be running in 2020.

- 119** **Questions Arising from Members Reports** – Cllr Goffey congratulated WDBC's decision to rebuild council housing in the area and stated that miniature Otters for sale would be very popular.

Questions were posed by Cllrs for forwarding to Cllr Ball by the Clerk:

- A report following a traffic survey was promised in the autumn of 2018, then spring 2019 and is still awaited. Please can a firm date for receipt of the report be provided.

*(Cllrs Davies and Tolley return to the meeting)*

- Is Locality Funding available to local groups as well as Councils?

*(Cllrs Ball and Davies left the meeting)*

- 120** **Adoption of Minutes of Committees and Members' Questions arising Thereon –**

**120.1** **Planning Committee** meetings held on 18<sup>th</sup> March and 8<sup>th</sup> April 2019 - adoption proposed by Cllr Ireland, seconded Cllr Goffey and **AGREED**

**120.2** **Parks Committee** meeting held on 11<sup>th</sup> February 2019 - adoption proposed by Cllr Tolley, seconded Cllr Ireland and **AGREED**

**120.3** **Policy & Resources Committee** meetings held on 15<sup>th</sup> April and 23<sup>rd</sup> May 2019 - adoption proposed by Cllr Vachon, seconded Cllr Holt and **AGREED**

**120.4** **Personnel Sub-Committee** meeting held on 15<sup>th</sup> April 2019 - adoption proposed by Cllr Leech, seconded Cllr Yelland and **AGREED**

**121** **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 15<sup>th</sup> and 20<sup>th</sup> May, and 3<sup>rd</sup> June 2019 were received, signed and **APPROVED** on the proposition of Cllr Leech, seconded by Cllr Ireland.

**122** **Matters Arising –**

**122.1** **Internal Audit Certificate and Report** – Documentation and actions taken in view of recommendations made as reviewed by the Policy & Resources Committee on 17<sup>th</sup> June 2019 were noted.

**122.2** **OHPC & OTC Neighbourhood Plan Group Expenditure Protocol** – On the proposition of Cllr Goffey, seconded by Cllr Tucker, it was **RESOLVED** to approve the revised expenditure ratio of 82% OTC / 18% OHPC, which

Clerk

	was based on Electoral Register figures provided by WDBC as of May 2019 (5383 OTC / 1206 OHPC), and Protocol.	Clerk
122.3	<b>Councillor Data Protection Registration</b> – It was noted that on 1 <sup>st</sup> April 2019 an amendment had made to the Data Protection (Charges and Information) Regulations exempting elected Councillors from having to pay an individual registration fee and that arrangements for Cllrs to be registered would be made by the Clerk.	Clerk
123	<b><u>Council Committee and Working Group Membership</u></b> – On the proposition of Cllr Yelland, seconded by Cllr Tucker, it was <b>RESOLVED</b> that Cllr Jessop be nominated as a Member of the Property and Policy & Resources Committees.  On the proposition of Cllr Yelland, seconded by Cllr Goffey, it was <b>RESOLVED</b> to approve the following changes to Working Group Membership: <ul style="list-style-type: none"> <li>• Cllr Holt - 800<sup>th</sup> Anniversary of the Market Charter Celebrations</li> <li>• Cllr Ireland – Civic Regalia</li> <li>• Cllr Jessop – IT Review</li> </ul>	Clerk
124	<b><u>DALC Election of County Committee for 2019 – 2023</u></b> – On the proposition of Cllr Ireland, seconded by Cllr Tolley, it was <b>RESOLVED</b> to nominate Cllr Goffey.	Clerk
125	<b><u>VE Day 75</u></b> – An invitation to Town and Parish Councils to take part in VE Day 75 <sup>th</sup> Anniversary Celebrations taking place on 8 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> May 2020 was considered. On the proposition of Cllr Vachon, seconded by Cllr Ireland, it was <b>RESOLVED</b> to set up a Working Group to further discuss the possibilities; membership of the group would consist of Cllrs Vachon, Ireland, Sanger and members of the community including representation from the British Legion.  Cllr Tucker requested that future consideration be given to VJ Day for which the 75 <sup>th</sup> Anniversary falls in August 2020.	Clerk Clerk
126	<b><u>Devon Climate Declarations</u></b> – Action taken to support Climate Declarations by other Councils, including DCC and WDBC were noted. A query was posed to the Clerk regarding item 5 of the Devon Declaration regarding the monitoring of carbon reduction, who responded that it was largely possible but would involve more work for staff.  On the proposition of Cllr Ireland, seconded by Cllr Sanger, it was <b>RESOLVED</b> to support the declaration.  The Clerk reported on internal action that was already in place and included the replacing of light bulbs with LED alternatives when the need arose, waste material produced in Simmons Park and other outdoor areas was composted where possible, the Planning Committee rejected the felling of trees unless they were a danger, trees on Council land were replanted if any were lost and action would be taken to increase the recycling of office waste.	Clerk
127	<b><u>Public Toilets</u></b> – Cllrs Yelland, Leech and Vachon declared an interest in the Market Street toilets being Members of WDBC.	
127.1	<b>Market Street</b> – Amendments requested by the Council to the Heads of Terms (HoT) had been agreed by WDBC and on the proposition of Cllr Holt,	

	seconded by Cllr Penna (3 abstentions), it was <b>RESOLVED</b> to approve the HoT.	Clerk
127.2	<b>Fairplace</b> – Following a request to Okehampton Hamlets Parish Council for a contribution to the running of the facility to the value of 10% of the costs which were anticipated to be in the region of £18,000 for 2019/20, a response agreeing a £1,000 contribution had been received and was noted. It was commented that the figure should be based on the % used for the Neighbourhood Plan Group expenditure protocol.	
128	<b><u>Policies/Documents</u></b> –	
128.1	On the proposition of Cllr Leech, seconded Cllr Tucker, it was <b>RESOLVED</b> to approve the following policies as recommended by the Policy & Resources Committee, with the exception of the Simmons Park and Kempley Meadows Management Plan which had been referred back to the Parks Committee. <ul style="list-style-type: none"> <li>• Freedom of Information Publication Scheme</li> <li>• Memorial Management Policy</li> <li>• Safeguarding</li> <li>• Waste Management and Recycling Policy</li> </ul>	Clerk
128.2	On the proposition of Cllr Ireland, seconded by Cllr Tolley, it was <b>RESOLVED</b> to approve the following listed Terms of Reference as recommended by the Policy and Resources Committee: <ul style="list-style-type: none"> <li>• Parks Committee</li> <li>• Personnel Sub-Committee</li> <li>• Policy &amp; Resources Committee</li> </ul>	Clerk
129	<b><u>Civic Events</u></b> – Dates of Civic events within the Mayoral year were noted, the Civic Dinner accounts would be further discussed under Part 2. <ul style="list-style-type: none"> <li>• Civic Service Sunday 15<sup>th</sup> September 2019</li> <li>• Remembrance Parade Sunday 10<sup>th</sup> November 2019</li> <li>• Edwardian Evening Thursday 5<sup>th</sup> December 2019</li> <li>• Civic Dinner Friday 6<sup>th</sup> March 2020</li> <li>• Mayor Choosing and Annual Meeting Wednesday 13<sup>th</sup> May 2020</li> </ul>	
130	<b><u>Civic Diary Report</u></b> – Events attended in May 2019 by the Mayor and Deputy Mayor were noted	
131	<b><u>Payment of Invoices</u></b> – On the proposition of Cllr Vachon, seconded by Cllr Holt, the schedule of payments was <b>APPROVED</b> .	
132	<b><u>Reports of Council Working Groups</u></b> –	
132.1	<b>Charities</b> – Changes were being progressed by the appointed Solicitors	
132.2	<b>Government Future of High Streets Fund</b> – The result of the expression of interest had been delayed and was now expected in September.	
132.3	<b>Strategic Plan</b> – A meeting was arranged to take place in July.	
133	<b><u>Reports on Current Activities by Community Groups with Town Council Representation - Neighbourhood Plan Group</u></b> – A request had been received for the Chair Person to go on a course, for which authorisation was required from both Councils. This was agreed and would be put in writing by Cllr Goffey, the nominated Cllr for expenditure approval.	Clerk
134	<b><u>Members' Reports and Requests for Agenda Items</u></b> -	

- 134.1 **Okehampton Matters** – Cllr Vachon advised that the next meeting was later in the week.
- 134.2 **DALC Larger Councils Sub-Committee** – Item incorrectly added to this agenda and therefore not discussed.
- 135 **Urgent Items** – The following items were brought to the attention of the Committee:
- 135.1 A member of Devon & Somerset Fire & Rescue Service was attending the full Council meeting on 29<sup>th</sup> July and would be able to provide an update regarding the proposed changes to service delivery and the consultation.
- 135.2 The Clerk reported that she had acted as 2<sup>nd</sup> on-line banking authorising person following the Committee meeting last week as none of the relevant Cllrs were available. All of the payments made had been previously approved at the meeting on Monday 17<sup>th</sup> June and the Mayor had been made aware immediately.
- 135.3 A report was provided by the Clerk regarding the attendance of herself and the Assistant Clerk at the NALC EXPO in Droitwich on Friday 21<sup>st</sup> June. This included information from the Thriving Places Index in which there was a case study highlighting Devon as being the only upper-tier authority to do well in all three headline elements. Aerial Photography for Great Britain was available free of charge to local councils and could be fed into the Parish On-Line Mapping software that the Council already used. In addition, there useful information provided from companies offering IT support and solutions which would be fed back to the IT Review Working Group.
- 135.4 Cllr Leech requested that new Cllrs were provided with a copy of his recent CCTV report.

Clerk

*(Members of the public present 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 Ireland who also proposed and seconded a motion to suspend Standing Order 3 (bb) to permit extension of the meeting.

- 136 **Civic Events** – Cllr Yelland outlined cost implications for the Civic Dinner which would need to be considered during budget setting for 2020/21.
- 137 **CCTV** – Cllr Yelland reported that she, along with Cllr Ireland and the Clerk had met with an organisation in Cornwall who could provide monitoring services and arrange for quotations and the installation of a CCTV System. An invitation had been extended for a visit to the monitoring hub.

On the proposition of Cllr Goffey, seconded by Cllr Ireland (2 abstentions), it was **RESOLVED** in principle to adopt a CCTV system, make an application to the PCC for a grant towards the capital costs, to commence the procurement process and arrange a visit to the Cornwall monitoring hub.

Clerk

On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.50pm.

**Councillor Mrs J Yelland**  
**Mayor**