



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

23rd September 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 30th September 2019 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

Emma James
Town Clerk

Prayers will be offered by Cllr Rev Mike Davies for those who wish to participate

Declarations of Interest - Members are reminded that they should declare any relevant interest in the items to be considered.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

Business to be Transacted

1. **Apologies for Absence** – To receive and resolve to approve apologies for absence
2. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
3. **Members' Questions** - To receive questions from Members regarding the workings of the Council
4. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
5. **Devon County Council** - To receive the report of the Devon County Councillor, if present
6. **Questions Arising from Member Reports** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.

7. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 7.1 To adopt the minutes of the **Planning Committee** meetings held on 20th May, 10th June and 1st July 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.2 To adopt the minutes of the **Parks Committee** meeting held on 22nd July 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.3 To adopt the minutes of the **Policy & Resources Committee** meetings held on 15th July 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 7.4 To adopt the minutes of the **Property Committee** meeting held on 1st and 29th July 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.

8. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meetings held on 29th July, 5th August and 9th September 2019

9. **Matters Arising** – To note updates and consider actions as required:
 - 9.1 **Councillor Data Protection Registration** – To note that since the change in regulation on 1st April 2019 individual registration is no longer required, as confirmed by WDBC's Data Protection Officer.
 - 9.2 **Northern Outreach Service** – To note that closure of the service has been postponed for a further review, the final decision being expected in December
 - 9.3 **CCTV** - To receive an update from the Clerk
 - 9.4 **Council Tax Support Grant** – To note that responses to the review will be considered by WDBC's Hub Committee on 5th November
 - 9.5 **WDBC Engagement Event** – To receive feedback from Members who represented the Town Council at this event on 22nd August
 - 9.6 **IT Upgrade** – To note that the IT system has been successfully updated and new Councillor email logins have been provided. To resolve to the method of disposal of the old equipment

10. **Councillor Vacancy** –
 - 10.1 To note that notice of the casual vacancy following the resignation of Mr Rush has been published and that unless ten or more electors from the south ward have requested an election be held by 23rd September 2019, the Council can co-opt to fill the vacancy. Expressions of interest will be advertised for consideration by the Council on 28th October 2019.
 - 10.2 To resolve to approve the co-option application form

11. **Committee Representation** – To consider a request from Cllr Jessop to move from the Property and Policy & Resources Committees to take the place of ex-Cllr Rush on the Parks and Planning Committees

12. **External Audit** – To note the certificate and report received from the External Auditor regarding the Annual Governance and Accountability Return 2018/19 and that no issues or recommendations have been made

13. **West Devon Town Centres** – To receive a report and to resolve to hold an initial meeting, Chaired by the Mayor, of the larger stakeholders at 2pm on 7th November in the Charter Hall, in accordance with the circulated papers

14. **Town Crier** – To receive a report from Cllr Leech and to consider requesting the Town Crier to attend events within Okehampton

15. **Dartmoor Local Plan 2018-2036** – The Final Draft (Regulation 19 consultation) is underway and concludes on 1st November 2019. This consultation is to identify any issues with the Plan relating to its soundness, local compliance and compliance with the Duty to Cooperate. The

Council is required to resolve if it wishes to make a response, and if so will need to set up a Task and Finish Group to review the documentation and make a recommendation to the next meeting of the full Council.

16. **Okehampton Show 2020** – To consider the possibility of having a Council stand at the show in 2020, noting that there was the potential to share a space with WDBC
17. **Traffic and Pollution** – To note correspondence from a member of the public regarding traffic in the town
18. **Moor Otters** – To consider taking part in the 2020 Moor Otters initiative by sponsoring or hosting an Otter for the summer. There will be 60 Otters spread across Dartmoor.
 - Sponsor a Moor Otter at a cost of £72 (inc. VAT)
 - Host an Otter for £360 (inc. VAT)
19. **Policies/Documents** –
 - 19.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
 - Simmons Park & Kempley Meadows Management Plan
 - 19.2 Consideration of approval of the Planning Committee Terms of Reference, previously circulated, and as recommended by the Policy and Resources Committee
20. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during July and August 2019
21. **Remembrance Service and Parade, 10th November 2019** – To resolve to open the Charter Hall to those who participate in the Parade for light refreshments at the conclusion of the event
22. **Payment of Invoices** - To approve payment of invoices as per the schedule
23. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and any arising action required:
 - 23.1 **Charities** (Cllrs Yelland, Leech and Marsh)
 - 23.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech)
 - 23.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech)
 - 23.4 **VE Day & VJ Day Anniversaries** – (Cllrs Sanger and Tucker)
24. **Reports on Current Activities by Community Groups with Town Council Representation**
– To consider, note reports and any arising action required
 - 24.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna)
25. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 25.1 **Okehampton Matters** – To receive a report from Cllr Vachon and to appoint a Member to take the place of ex-Cllr Rush