

**Minutes of a meeting of Okehampton Town Council held on  
Monday 29<sup>th</sup> July 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 C Marsh (Chairman, Parks)  
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)  
A/WM T Reynolds, Station Commander, Okehampton Fire Station  
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.

**207**      **Expressions of Interest** – None

**208**      **Urgent Item** – Cllr Yelland provided information regarding the opening of Okehampton and District Agricultural Show on 8<sup>th</sup> August:

‘Since its inception in 1891, the Mayor of Okehampton, in full civic regalia and supported by the Members of the Town Council, Mace Bearers and Clerk has traditionally been invited to open the show.

Last year, the Show Committee advised that there was to be a change of how the show would be opened with the Town Mayor no longer being involved and the Town Council not being invited in any official capacity. I understand the President will give an address either before or after the Grand Parade. For the benefit of the new Members, each Councillor has been responsible for purchasing their own ticket - it has not been funded out of public money.

Negative comments have been placed on Facebook about Town Councillors not ‘bothering to go’ as a result of the change, so I have asked the Clerk to put an explanation up and would encourage those Councillors with Facebook accounts to refer to that response in their own social media activity.

I have spoken to the President about asking the Association to ensure that the publicity surrounding this change is portrayed accurately.

On behalf of the Mayor's Office, I should like to take this opportunity to publicly thank all the Councillors for their support over the previous years and I trust that you will continue to support the show as private individuals.’

**209**      **Apologies for Absence** –  
**209.1**      Apologies received from Cllr Rush were noted

**Action**

209.2 The report from the Clerk regarding the statutory procedure for the approval of apologies was noted, and on the proposition of Cllr Goffey, seconded by Cllr Leech, it was **RESOLVED** to commence this procedure from the next meeting which was that of the Planning Committee on 5<sup>th</sup> August 2019.

210 **Deferment of Business** – None

211 **Visiting Speaker** – A/WM T Reynolds introduced himself having recently been appointed Okehampton Station Commander although he has worked locally for the service for some years. Okehampton Fire Station is a large retained station with 2 appliances and 2 special vehicles; a 4 x 4 vehicle and a Mass Decontamination Unit (MDU).  
*(A member of the public arrived)*

The Station takes on average 250 calls per year and currently has 3 new recruits. The support of the community and businesses was encouraged and welcomed.

Councillors were invited to make an appointment to visit the station and see the work that they do.

Questions were posed by Cllrs regarding the consultation and proposals which will affect the station.  
*(Cllr Marsh arrived)*

A/WM Reynolds was thanked and left the meeting.

212 **Members Questions** – None

213 **West Devon Borough Council** – Cllr Davies reported that WDBC had set up a Climate Change and Biodiversity Working Group which would meet monthly, and would initially be addressing their own carbon footprint impact. A working from home initiative that WDBC had already commenced had reduced their carbon footprint as well as saved money. Cllr Davies would like to be included in any Working Group that Okehampton Town Council may set up in relation to this to enable joined up working.

Cllr Ball reported regarding the Northern Outreach Service and that he had 'called in' the decision to close the service. This meant that the decision had been put on hold and he would be recommending that it be referred to Full Council for review and that a Boroughwide review of Outreach Services was undertaken.

Cllr Vachon advised that a Service Delivery Consultation was being undertaken and an engagement event was being held in the Charter Hall on 22<sup>nd</sup> August to which Okehampton Town and Parish Council's and Devon County Council had been invited to take part in.

Cllr Leech reported that the Government statement regarding the removal of business rates from public toilets needed to be investigated as it was now thought that this decision would be down to the Local Authorities who would have to foot the bill themselves, unless it was passed on to those responsible.

It had also been confirmed that the grant from the Government that was passed to Town and Parish Councils as the 'Council Tax Support Grant' had been withdrawn and would not be available in the 2020/21 financial year.

Clerk

Clerk

Clerk

214 **Devon County Council** – Cllr Ball highlighted items from his previously circulated report, particularly in relation to Highways issues and outlined the reasons for the delay of the report regarding improvements in the town centre. The report was in the last stages of being prepared and it was hoped that it would be available by the autumn.

215 **Questions Arising from Members Reports** – Questions were posed by Cllrs for forwarding to the relevant persons by the Clerk:

- Cllr Ireland commented that the report regarding the Dartmoor National Park was welcomed.
- With the new Government Transport Minister now in place, assurance was required from DCC that the railway link from Okehampton to Exeter would still be pushed forward and that DCC would continue to lobby the Government for this service
- That joined up thinking regarding the Climate Crisis would be welcomed and that the Outreach Service in Okehampton would assist WDBC in reducing their carbon footprint by saving journeys by members of the public to Tavistock.

Clerk

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

216.1 **Parks Committee** meeting held on 3<sup>rd</sup> June 2019 - adoption proposed by Cllr Marsh, seconded Cllr Ireland and **AGREED**

216.2 **Policy & Resources Committee** meeting held on 17<sup>th</sup> June 2019 - adoption proposed by Cllr Tolley, seconded Cllr Jessop and **AGREED**

216.3 **Property Committee** meeting held on 8<sup>th</sup> April 2019 - adoption proposed by Cllr Vachon, seconded Cllr Goffey and **AGREED**

217 **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 24<sup>th</sup> June and 11<sup>th</sup> July 2019 were received, signed and **APPROVED** on the proposition of Cllr Yelland, seconded by Cllr Leech.

*(Cllrs Davies and Ball left the meeting)*

218 **Matters Arising** –

218.1 **Councillor Data Protection Registration** – It was noted that arrangements for Cllrs to be registered would be made by the Clerk.

Clerk

218.2 **DALC Election of County Committee for 2019 - 2023** – It was noted that Cllr Goffey had been elected and on the proposition of Cllr Tolley, seconded by Cllr Ireland, it was **RESOLVED** that reports would be fed back through the Property Committee.

218.3 **Northern Outreach Service** – Cllr's Yelland, Leech and Vachon declared an interest being Members of WDBC.

It was noted that as outlined by Cllr Ball in his WDBC report that the decision to close the service had been paused and would be further reviewed.

On the proposition of Cllr Yelland, seconded by Cllr Goffey (1 abstention), it was **RESOLVED** that the Clerk write to WDBC requesting a Boroughwide review of the Outreach Service.

Clerk

**218.4** **CCTV** – It was noted that an application for grant funding from the Police & Crime Commissioner had been submitted.

A brief report from Cllrs who had visited a CCTV monitoring hub recently was provided and the service was described as being very professional and the pictures very clear, but that the figures needed to be closely scrutinised.

**219** **Devon & Somerset Fire & Rescue Service, Service Delivery Operation Model Proposal and Consultation** – On the proposition of Cllr Ireland, seconded by Cllr Jessop, it was **RESOLVED** that a Task & Finish Group consisting of Cllrs Ireland, Jessop and Tucker be set up to consider a response for recommendation to an extraordinary meeting of the full Council prior to the closing date of 22<sup>nd</sup> September, and that the consultation be widely circulated.

Clerk

**220** **Data Protection** – The Council noted correspondence received from St John Ambulance regarding a ransomware attack on one of their test systems on 2<sup>nd</sup> July and how it may have affected the Council with names of persons being booked on a course being accessed.

**221** **West Devon Town Centres** – Correspondence received from WDBC suggesting that the Council holds a public meeting, led by the Council and supported by WDBC to identify key issues of concern was considered. On the proposition of Cllr Yelland, seconded by Cllr Ireland it was **RESOLVED** to agree in principle but that the timescales were not achievable, the Clerk would liaise regarding dates.

Clerk

**222** **'Intouch Oke'** – The initiative by Okehampton Health & Wellbeing Alliance to supply information packs titled 'Intouch Oke' which would contain information sheets relating to various issues was noted. The Town Hall would be one of the locations that would 'host' the packs once available. Cllr Goffey passed around a copy of a similar publication available in Tavistock for information.

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

**223** **Climate Declaration** – Cllr Yelland reported that she had attended a locally arranged meeting on 23<sup>rd</sup> July at which 4 working groups were set up to look at different aspects. There was a Facebook page which related to this group entitled 'Journey to Zero Okehampton'.

On the proposition of Cllr Leech, seconded by Cllr Ireland, it was **RESOLVED** to set up a Working Group 'Climate Change' to report to full Council and which would work with other authorities. Membership would consist of Cllrs Button, Goffey, Ireland, Jessop and Leech, the first meeting would be arranged to take place in September, initially looking at the Councils internal practices.

Clerk

**224** **Policies/Documents** –

**224.1** On the proposition of Cllr Leech, seconded Cllr Vachon, it was **RESOLVED** to approve the Data Security Breach Response Policy and Procedure as recommended by the Policy & Resources Committee.

**224.2** On the proposition of Cllr Tolley, seconded by Cllr Vachon, it was **RESOLVED** to approve the following listed Terms of Reference as recommended by the Policy and Resources Committee:

- Emergency Committee
- Property Committee

- 225 **Mayors Photos** – The Council noted that the photographic history of Town Mayors would be brought up to date. Clerk
- 226 **Civic Diary Report** – Events attended in June 2019 by the Mayor and Deputy Mayor were noted
- 227 **Payment of Invoices** – None
- 228 **75<sup>th</sup> Anniversary of VJ Day** – On the proposition of Cllr Yelland, seconded by Cllr Jessop, it was **RESOLVED** to include within the remit of the Working Group previously set up to look into options for the marking of VE Day 75<sup>th</sup> Anniversary, the marking of VJ Day. Membership to include Cllr Tucker. Clerk
- 228 **Reports of Council Working Groups** –
- 228.1 **Charities** – The Clerk reported that the Solicitor was of the opinion that the changes could be implemented by the end of this financial year and a timescale was expected this week.
- 228.2 **Government Future of High Streets Fund** – Noted that the bid had been unsuccessful. Cllr Leech advised that he had contacted MP Mel Stride requesting feedback to ascertain the reason.
- 228.3 **Strategic Plan** – A meeting had taken place and an initial draft of the priorities had been drawn up for consideration of the Council, prior to the next stage being considered. On the proposition of Cllr Tucker, seconded by Cllr Ireland, it was **RESOLVED** to approve the draft priorities so that the WG could move forward with the next stage. Clerk
- 229 **Reports on Current Activities by Community Groups with Town Council Representation** -
- 229.1 **Neighbourhood Plan Group** – The Consultant had provided a breakdown of information to members for comment upon. The date of the next meeting is awaited.
- 230 **Members' Reports and Requests for Agenda Items** -
- 230.1 **Okehampton Matters** – No Members had been able to attend the last meeting.

*(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 Jessop, seconded by Cllr Leech.

- 231 **Fire Alarm System** –
- On the proposition of Cllr Leech, seconded by Cllr Jessop, it was **RESOLVED** to appoint the contractor as recommended by the Property Committee and set out in the report.
- On the proposition of Cllr Tucker, seconded by Cllr Ireland, it was **RESOLVED** to approve the virement of up to £25,000, as required, from General Reserves to the Property Committee Equipment Inspection & Servicing Budget to fund the replacement of the system; the additional

funding to be available as required for any additions that may be needed in conjunction with the installation.

- 232** **IT Working Group** – This item was deferred until an extraordinary meeting of the Council on 5<sup>th</sup> August 2019.

Clerk

On the proposition of Cllr Ireland, seconded Cllr Tucker, it was **RESOLVED** to exit and ratify decisions made in Part Two and the Chairman closed the meeting at 8.47pm.

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