



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

18th November 2019

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 25th November 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.

PART TWO

**Items which may be taken in the absence of the press and public.
The Committee is recommended to pass the following resolution:**

'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 items as they involve the likely disclosure of sensitive and confidential information.'

7. **Town Centre Traffic and Infrastructure Survey Report** – To receive details of a report and survey undertaken in early 2018 from Hannah Clark, DCC Senior Transport Planning Officer and Cllr Ball, followed by an opportunity to pose questions relating to the report
8. **CCTV** –
 - 8.1 To receive an update from the Clerk and Cllr Leech in relation to the tender returns for the provision of a CCTV system in the Town and Park and associated monitoring, which will be considered for resolution at the next meeting in conjunction with the setting of the budget for 2020/21.
 - 8.2 To resolve action in relation to monitoring of a CCTV System
 - 8.3 To resolve, for budgeting purposes, which Committee/s will be responsible for CCTV should the project go ahead

PART ONE

To resolve to move back into Part one

9. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 9.1 To adopt the minutes of the **Policy & Resources Committee** meetings held on 14th October 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.2 To adopt the minutes of the **Parks Committee** meeting held on 16th September 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.3 To adopt the minutes of the **Planning Committee** meeting held on 5th August, 2nd September, 7th and 21st October 2019 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
10. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 28th October 2019
11. **Matters Arising** – To note updates and consider actions as required:
 - 11.1 **Council Tax Support Grant Consultation** – To note correspondence received from WDBC advising that their Hub Committee have recommended the withdrawal of the grant with effect from 1st April 2020 and that Town and Parish Councils should budget for this
12. **Committee Membership** – To resolve that Cllr Travers be appointed to the Policy & Resources and Property Committees for the remainder of this Mayoral year, these being the Committees with the least membership
13. **Anti-Social Behaviour** – To note correspondence sent to DCC and the Police & Crime Commissioner (PCC) regarding the escalation of crime and anti-social behaviour in Okehampton, and consider any responses received to date or further action to be taken
14. **Remembrance Parade and Service 2020** - To resolve to order a wreath for 2020 for the same donation value as this financial year (£50)
15. **Councillor Surgery** –
 - 15.1 To resolve to broaden the Town Councillor Surgeries from January 2020 to include DCC and WDBC so that it is a joint venture offering members of the public a regular face to face opportunity to speak with Members of all three levels of Council
 - 15.2 To resolve to consult with WDBC and DCC Cllrs with regards to the days and times the surgeries will be held

16. **Internal Audit** – To note that the internal audit took place on 13th November and that the report will be available for the next meeting
17. **Plymouth and South West Devon Supplementary Planning Document (SPD) and Statement of Community Involvement (SCI) Consultation** – To consider a response to the consultation which closes on 6th January 2020
18. **Push Bike** – To note that a push bike was found in the river running through Simmons Park in October and despite being advertised on Facebook and the Police notified it has not been claimed. To resolve method of disposal of the item as recommended by the Clerk
19. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during October 2019
20. **Town Council Office Christmas and New Year Opening Hours** – To note that the office will close to the public at 4pm on Thursday 19th December and reopen on Thursday 2nd January 2020.
21. **Payment of Invoices** - To approve payment of invoices as per the schedule
22. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and any arising action required:
 - 22.1 **Charities** (Cllrs Yelland, Leech and Marsh)
 - 22.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech)
 - 22.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech)
23. **Reports on Current Activities by Community Groups with Town Council Representation**
– To consider, note reports and any arising action required
 - 23.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna)
24. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 24.1 **Okehampton Matters** (Cllrs Vachon and Tolley)