

**Minutes of a meeting of Okehampton Town Council held on  
Monday 16<sup>th</sup> December 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 P Vachon (Chairman, Property)  
 Councillor G Button  
 Councillor C Holt  
 Councillor P Jessop  
 Councillor D Penna  
 Councillor D Travers

**In Attendance:** Mrs E James (Town Clerk)

		Action
553	<b><u>Apologies for Absence</u></b> – Cllr Tucker due to work commitments, Cllr Sanger who was attending a funeral, Cllrs Goffey and Tolley who were both ill. On the proposition of Cllr Ireland, seconded Cllr Jessop, the apologies were <b>approved</b> .  Cllr Ball (DCC), and Cllr Davies (WDBC) had also tendered apologies.	
554	<b><u>Deferment of Business</u></b> – None	
555	<b><u>Members Questions</u></b> – None	
556	<b><u>West Devon Borough Council</u></b> – Cllr Yelland advised that following a spate of antisocial behaviour in the Parklands area of Okehampton WDBC had served a S.29 notice on Aalen House and it had been secured by them within 48 hours.	
557	<b><u>Devon County Council</u></b> – No report	
558	<b><u>Questions Arising from Members Reports</u></b> – Cllr Marsh raised concern about the congestion being caused by roadworks and temporary traffic lights on Mill Road	
559	<b><u>Adoption of Minutes of Committees and Members' Questions arising Thereon</u></b> –	
559.1	<b>Policy &amp; Resources Committee</b> meeting held on 11 <sup>th</sup> November 2019 - adoption proposed by Cllr Yelland, seconded Cllr Ireland and <b>AGREED</b>	
559.2	<b>Property Committee</b> meeting held on 21 <sup>st</sup> October 2019 - adoption proposed by Cllr Vachon, seconded Cllr Holt and <b>AGREED</b>	
560	<b><u>Full Council Meeting Minutes</u></b> – The minutes of the Town Council meeting held on 25 <sup>th</sup> November 2019 were received, signed and <b>APPROVED</b> on the proposition of Cllr Ireland, seconded by Cllr Leech.	
561	<b><u>Matters Arising</u></b> –	
561.1	<b>Town Councillor Surgery</b> – The Clerk outlined responses received from some Members of WDBC and DCC regarding the most suitable day/time for the surgeries to be held. On the proposition of Cllr Ireland, seconded Cllr Jessop it was <b>RESOLVED</b> that the surgeries continue to be held on the 3 <sup>rd</sup> Thursday of the month between the hours of 10am and 12noon. It was	

	further agreed that Officers of the relevant Councils and other services, ie the Police, could be invited to attend.	Clerk
562	<b><u>Anti-Social Behaviour</u></b> – An email stating that the letter to Cllr Yelland was also in response to the Clerks letter had been received. To be followed up.	Clerk
563	<b><u>Preventing Business Crime</u></b> – On the proposition of Cllr Leech, seconded by Cllr Ireland it was <b>RESOLVED</b> to accept the offer of a free crime prevention assessment in the town providing it was integrated and not specifically aimed at businesses. Concern regarding the potential funding of any recommendations made was raised.	Clerk
564	<b><u>Interim Internal Audit</u></b> – On the proposition of Cllr Ireland, seconded by Cllr Leech, it was <b>RESOLVED</b> that the Mayor retrospectively initial missed pages from the full Council minutes dated 20 <sup>th</sup> May 2019.  Other recommendations within the report and actions taken were noted.	
565	<b><u>2020/21 Budget and Precept</u></b> – The Clerk reported that the NJC Salary Agreement was still under consultation and the result was not likely to be known until late January. Final figures could not be provided until the council tax base had been published, this was expected later in December.  On the proposition of Cllr Marsh, seconded by Cllr Ireland (2 against) it was <b>RESOLVED</b> to agree the budget in principle, subject to a resolution regarding CCTV, the council tax base and salary agreement, if known prior to the deadline for precept setting.	
566	<b><u>Plymouth and South West Devon Supplementary Planning Document (SPD) and Statement of Community Involvement (SCI) Consultation</u></b> – Cllr Goffey was thanked for her work on this consultation. On the proposition of Cllr Jessop, seconded Cllr Ireland it was <b>RESOLVED</b> to submit the response prepared by Cllr Goffey.	
567	<b><u>Town Centre Meeting</u></b> – The Clerk advised she had further conversed with the Officer from WDBC and notes to be circulated would be drawn up by him. Following the meeting in November the two main focus points were <b>RESOLVED</b> as follows: <ul style="list-style-type: none"> <li>On the proposition of Cllr Leech, seconded by Cllr Ireland, that WDBC be requested to assist the Neighbourhood Plan Group to bring the plan to completion which would assist in the creation of a strategy for the other focus points, the request to include the writing of reports and policies;</li> </ul>	

## **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.

A short discussion ensued following which on the proposition of Cllr Leech, seconded Cllr Ireland, the meeting returned to Part 1.

- On the proposition of Cllr Leech, seconded by Cllr Travers, it was agreed to support a WDBC consultation regarding use of the land owned by them at Wonnacotts, and that this could be part of the Town Annual Assembly in March.

It was agreed that more clarification was needed before any decision could be made with regards the need for a parking audit; What was WDBC's objective, what areas would it cover, would there be a cost to the Town Council.

It was agreed that there was no need for the creation of another rail group/ forum and that one of the existing groups could be expanded if necessary.

On the proposition of Cllr Leech, seconded by Cllr Marsh, it was **RESOLVED** to approve the recommendation on the briefing paper to hold an annual hanging basket competition.

On the proposition of Cllr Leech, seconded Cllr Jessop, it was **RESOLVED** in principle to employ someone to undertake lengthsman duties in the town for 1 day per month or as to be agreed. Duties, costs, hours and all other details to be agreed.

**568      What3words** – The scheme was noted and on the proposition of Cllr Jessop, seconded Cllr Vachon, it was **RESOLVED** to bring this to the attention of members of the public and others in the area.

**569      TSB Bank** – Closure of the Okehampton branch in May 2020 was noted.

**570      Moor Otters** – Cllr Vachon declared a personal interest being related to one of the artists.  
On the proposition of Cllr Ireland, seconded Cllr Marsh (1 abstention) the preferences were **AGREED**.

**571      Policies and Documents** – On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to approve the following policies and documents as recommended by the Policy & Resources Committee:

- Asbestos Management Plan
- Financial Risk Assessment and Management Policy
- Financial Regulations
- Grants Policy

**572      Civic Diary Report** – Events attended by the Mayor and Deputy Mayor during November were noted.

**573      Payment of Invoices** – Cllr Marsh declared an interest being a member of Everything Okehampton who were on the list for approval of a grant cheque. On the proposition of Cllr Holt, seconded Cllr Ireland (1 abstention), the schedule of payments was **APPROVED**.

**574      Reports of Council Working/Task & Finish Groups** –

**574.1      Charities** – Documentation received from the Solicitor was due to be reviewed at a meeting of the Trustees on 6<sup>th</sup> January.

**574.2      Climate Change** – The report from the group was considered and it was agreed that the wording of an item regarding trees be amended.

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

On the proposition of Cllr Jessop, seconded Cllr Leech, it was **RESOLVED** to approve 2 of the recommendations:

- The broadening of the remit of the Working Group to include a representative from other local councils
- To agree revised Terms of Reference for the group

**574.3 Strategic Plan** – Documentation relating to one of the strands within the plan had been drafted by the Clerk for consideration in January.

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

**575.1 Neighbourhood Plan Group** – The last meeting had been cancelled. Cllr Leech reported that the Chairman was unable to undertake any further work on the project until 2020. Any assistance offered by WDBC would be gratefully received.

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

**576.1 Okehampton Matters** – Meeting arranged to take place on 16<sup>th</sup> January 2020.

## **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 Ireland, seconded by Cllr Leech.

**577 Town Centre Traffic and Infrastructure Survey 2018** – It was noted that feedback received Members had been reported back to DCC for consideration.

**578 CCTV** – The briefing paper considered at the last meeting and additional information was tabled and considered. Cllr Leech outlined information regarding the monitoring of the system.

On the proposition of Cllr Leech, seconded Cllr Jessop, it was **RESOLVED** the preferred contractor to work with to progress the installation as recommended on the paper was agreed and would be notified.

On the proposition of Cllr Vachon seconded Cllr Ireland, it was **RESOLVED** to agree in principal the appointment of a monitoring hub as recommended by Cllr Leech.

**579 Town Development** – Cllrs Vachon, Leech and Yelland declared personal interests.

On the proposition of Cllr Marsh, seconded Cllr Ireland (3 abstentions) it was **RESOLVED** to proceed as written on the briefing paper.

On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to exit Part Two and ratify decisions made in Part Two.

The Chairman closed the meeting at 9.15pm.

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