



*Okehampton Town Council*

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Emma James  
Town Clerk

17<sup>th</sup> February 2020

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24<sup>th</sup> February 2020 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 **Policy & Resources Committee** meeting held on 13<sup>th</sup> January 2020 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 **Planning Committee** meetings held on 4<sup>th</sup> November and 9<sup>th</sup> December 2019 and 13<sup>th</sup> January 2020 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 **Property Committee** meeting held on 2<sup>nd</sup> December 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 meeting held on 27<sup>th</sup> January 2020
  
9. **Matters Arising** – To note updates and consider actions as required:
  - 9.1 **Anti-Social Behaviour** – To note that a meeting has been arranged with the PCC in early March 2020
  - 9.2 **Civic Service** – To note that the Civic Service on 20<sup>th</sup> September 2020 will be held in All Saints Church at 11am
  - 9.3 **Preventing Business Crime** – To note that a date for the survey is awaited
  
10. **CCTV** – To receive an update on progress from Cllr Leech and the Clerk and to make resolutions as recommended
  
11. **Town Centre Traffic and Infrastructure** – To note that a date for the public consultation period is awaited and that there will be a presentation by DCC outlining the proposed options at the Annual Town Assembly
  
12. **Twinning Association** – To consider a proposal and previously circulated report from Cllr Tucker that the remit of the role of the Town Council representative to this group be extended to include international relationships and that the council hosts informal receptions for foreign visitors on behalf of local organisations, as resolved at a meeting of the Policy and Resources Committee in December 2019
  
13. **Simmons Homes Nominated Trustees** – To note that the 4 year term of office for 3 Trustees nominated by the Town Council is coming to an end in May 2020, and to resolve to nominate Trustees to take their place
  
14. **Persons of No Fixed Abode** – To consider the possibility of permitting the Town Council's office address as a correspondence address for persons of no fixed abode as requested by a member of the public
  
15. **Dartmoor National Park Management Plan Consultation** – To note that the consultation, which commenced on 10<sup>th</sup> February, closes on 20<sup>th</sup> April 2020 and to consider a response
  
16. **Local Government Finance Settlement** – To note that it was confirmed on 6<sup>th</sup> February 2020 that council tax referendum principles would not be extended to town and parish councils in 2020/21.
  
17. **Proof of Life Certificates** – To consider the circulated paper and advice from DALC and resolve continuation of the service
  
18. **Tree Preservation Orders** – To resolve to approve application to be made to WDBC for tree preservation order to be placed on 3 trees on Council owned land
  
19. **Annual Town Assembly and Report for 2019/20** – To note and agree the format of the Annual Town Assembly on 30<sup>th</sup> March 2020 and to approve the draft annual report

20. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during January 2020
21. **Policies/Documents** – Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
- Exclusive Right of Burial in Okehampton Cemetery Policy
  - Strategic Plan 2019-2023 – Workforce Strand
22. **Novel Coronavirus** – To note advice from the National Joint Council for local government services regarding employees and to consider a review of the Business Continuity Plan to ensure plans are clear in the event of a local outbreak
23. **Payment of Invoices** - To approve payment of invoices as per the schedule
24. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and any arising action required:
- 24.1 **Charities** (Cllrs Yelland, Leech and Marsh)
- 24.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech) – to receive a report and to consider recommendations
- 24.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech)
25. **Reports on Current Activities by Community Groups with Town Council Representation**  
– To consider, note reports and any arising action required
- 25.1 **Neighbourhood Plan Group** (Cllrs Goffey, Leech and Penna)
26. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 26.1 **Okehampton Matters** (Cllrs Vachon and Tolley)

## **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.'**

27. **Town Development** – To receive an update, consider and resolve action as required