



*Okehampton Town Council*

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EX20 1AA

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Emma James  
Town Clerk

16<sup>th</sup> March 2020

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 23<sup>rd</sup> March 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 10<sup>th</sup> February 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 **Parks Committee** meeting held on 20<sup>th</sup> January 2020 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 24<sup>th</sup> February 2020
  
9. **Matters Arising** – To note updates and consider actions as required:
  - 9.1 **Anti-Social Behaviour** – To receive feedback from the meeting held with Alison Hernandez, Police & Crime Commissioner, on 2<sup>nd</sup> March 2020
  - 9.2 **Preventing Business Crime** – To note that a date for the survey is awaited
  - 9.3 **WDBC Mayoral Awards 2019/20** – To receive an update following nominations submitted by Okehampton Town Council
  
10. **Coronavirus (COVID-19)** – To receive a report from the Emergency Committee and consider advice from the Government or relevant sources and resolve any actions as may be required including:
  - Deferment of Council Working and Task & Finish Groups other than those that are time limited
  - Pausing of non-essential agenda items for Council and Committees
  - To consider holding of monthly full council meetings temporarily in place of Committee meetings, incorporating essential committee items of business to ensure key decisions can be made at quorate meetings
  - To consider requesting DCC defer the road traffic and infrastructure consultation until the autumn if the Annual Town Assembly on 30<sup>th</sup> March 2020 is unable to be held due to Government guidance
  - To bring forward the nominations meeting and to scale back Mayor Choosing and the Annual Council Meeting and the arrangements to be delegated to the current Mayor and Clerk subject to guidance
  - Staff working at home arrangements
  
11. **Councillor Vacancy** – To note that notice of the casual vacancy following the resignation of Mr Vachon on 10<sup>th</sup> March 2020 has been published and that unless ten or more electors from the south ward have requested an election be held by 1<sup>st</sup> April 2020, the Council can co-opt to fill the vacancy. Expressions of interest will be advertised for consideration by the Council at the first meeting following Mayor Choosing and the Annual Council Meeting for which the date is yet to be agreed.
  
12. **Property Committee** – Following the resignation of the Chairman to resolve that the Vice-Chairman is nominated Chairman and a Member of the Committee is nominated Vice-Chairman until the Annual Council Meeting by Members of the Property Committee
  
13. **Simmons Homes Nominated Trustees** – To consider applications received for 2 Trustee vacancies to take effect in May 2020 and to resolve nominations
  
14. **Dartmoor National Park Management Plan Consultation** – To consider submission of the response prepared by Cllr Ireland and the Assistant Clerk
  
15. **Cemetery Management, All Saints Church** – To consider the briefing paper presented to the Parks Committee on 9<sup>th</sup> March 2020 and subsequent information received regarding the cemetery, burials and the future management thereof and resolve any actions required including obtaining legal advice from a Solicitor at an initial quoted cost of up to £700

16. **Council Vehicles** – To resolve to ratify a recommendation from the Parks Committee for the purchase of vehicles as set out in the briefing paper and approve payment methods
17. **2020/21 Meeting Schedule** – To approve the schedule of meetings for 2020/21
18. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during February 2020
19. **Policies/Documents** –
  - 19.1 Consideration of approval of the following listed documents, previously circulated, and as recommended by the Policy and Resources Committee:
    - Health & Safety Policy
    - Hosting of Foreign Visitors at the Request of Local Organisations/Charities
    - Lone Working Policy
    - Tree Policy (Planning Committee)
  - 19.2 Consideration of approval of amendments to Standing Orders
20. **Water Monitoring Contract** – To resolve to retrospectively ratify the Property Committees acceptance of a water monitoring 2 year contract, the decision of which was actioned due to time constraints
21. **Public Toilet Cleaning Contract** - To resolve to retrospectively ratify the Property Committees resolution in relation to the cleaning contract for Market Street and Fairplace public toilets
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) – to receive a report and to consider recommendations
  - 23.3 **Strategic Plan** (Cllrs Yelland, Ireland and Leech)
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** (Cllr 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.'**

26. **Okehampton Town Council Mayoral Award** – To receive nominations for the award for presentation at Mayor Choosing in May
27. **Town Development** – To receive an update, consider and resolve action as required