

**Minutes of a meeting of Okehampton Town Council held on
Monday 23rd March 2020 at 7pm in the Charter Hall, Market Street, Okehampton**

Members Present: Councillor J Yelland (Mayor)
 Councillor T Leech (Chairman, Planning)
 Councillor C Marsh (Chairman, Parks)
 Councillor B Tolley (Chairman, Policy & Resources)
 Councillor J Goffey
 Councillor D Travers

In Attendance: Mrs E James (Town Clerk)

	Action
794 <u>Apologies for Absence</u> – Apologies tender by Cllrs Penna, Holt, Ireland, Tucker, Jessop and Sanger due to the Coronavirus (COVID 19) Pandemic were approved on the proposition of Cllr Leech, seconded Cllr Tolley.	
795 <u>Deferment of Business</u> – None	
796 <u>Members Questions</u> – None	
797 <u>West Devon Borough Council</u> – No reports at this time	
798 <u>Devon County Council</u> – No reports at this time	
799 <u>Questions Arising from Members Reports</u> – None	
800 <u>Adoption of Minutes of Committees and Members' Questions arising Thereon</u> – Item deferred	
801 <u>Full Council Meeting Minutes</u> – Item deferred	
802 <u>Matters Arising</u> – Items deferred	
803 <u>Coronavirus (COVID-19)</u> - Deferred until the end of the meeting.	
804 <u>Councillor Vacancy</u> – It as noted that the vacancy created by the resignation of Mr Vachon on 10 th March 2020 had been advertised. Expressions of interest to be sought after 1 st April 2020 at a suitable time as advised by WDBC.	Clerk
805 <u>Property Committee</u> – Following the resignation of the Chairman of the Committee, Mr Vachon, on the proposition of Cllr Tolley, seconded Cllr Leech, it was RESOLVED to appoint Cllr Goffey Chairman of the Property Committee until the next Annual Council Meeting. On the proposition of Cllr Goffey, seconded Cllr Marsh, it was RESOLVED to appoint Cllr Travers Vice-Chairman of the Property Committee until the next Annual Council Meeting.	
806 <u>Simmons Homes Nominated Trustee</u> – It was noted that 2 expressions of interest had been received and on the proposition of Cllr Yelland, seconded Cllr Tolley, it was RESOLVED to nominate Cllrs Goffey and Marsh as Trustees.	Clerk
807 <u>Dartmoor National Park Management Plan Consultation</u> – On the proposition of Cllr Marsh, seconded Cllr Goffey, it was RESOLVED approve for submission the response prepared by Cllr Ireland and the Assistant	

	Clerk who were thanked for their work.	Ass. Clerk
808	<u>Cemetery Management, All Saints Church</u> – Item deferred	
809	<u>Council Vehicles</u> – On the proposition of Cllr Marsh, seconded Cllr Goffey, it was RESOLVED to approve the recommendation of the Parks Committee that the following be purchased and be paid for by BACS: <ul style="list-style-type: none"> • Kubota STW37 with roller mower and loader, including part exchange of the existing tractor and roller mower - £22,550 • 2017 Peugeot van on which a deposit of £250 has been paid - £7,395 	Clerk
810	<u>2020/21 Meeting Schedule</u> – On the proposition of Cllr Yelland, seconded Cllr Marsh, it was RESOLVED to approve the meeting schedule, subject to any changes that may be required in relation to the Coronavirus Pandemic and resulting Government legislation.	Clerk
811	<u>Civic Diary Report</u> – Deferred	
812	<u>Policies/Documents</u> –	
812.1	On the proposition of Cllr Marsh, seconded Cllr Leech, it was RESOLVED to approve the following policies as recommended by the Policy & Resources Committee: <ul style="list-style-type: none"> • Health and Safety Policy • Hosting of Foreign Visitors at the Request of Local Organisations/ Charities Policy • Lone Working Policy • Tree Policy (Planning Committee) 	Clerk
812.2	On the proposition of Cllr Leech, seconded Cllr Tolley, it was RESOLVED to make amendments to Standing Orders as recommended by the Clerk.	Clerk
813	<u>Water Monitoring Contract</u> – On the proposition of Cllr Leech, seconded Cllr Goffey, it was RESOLVED to approve the acceptance of a 2 year water monitoring contract as recommended by the Property Committee.	
814	<u>Public Toilet Cleaning Contract</u> - On the proposition of Cllr Tolley, seconded Cllr Goffey, it was RESOLVED to approve the cleaning contract for the public toilets as recommended by the Property Committee.	
815	<u>Payment of Invoices</u> – Personal interests were declared: Cllrs Marsh and Yelland as Trustees of Okehampton United Charities Cllr Leech as a Trustee of the Ockment Centre Cllrs Marsh and Tolley as Trustees of OCRA On the proposition of Cllr Marsh, seconded Cllr Travers, the schedule of payments was APPROVED .	
816	<u>Reports of Council Working/Task & Finish Groups</u> – Deferred	
817	<u>Reports on Current Activities by Community Groups with Town Council Representation</u> - Deferred	
818	<u>Members' Reports and Requests for Agenda Items</u> - Deferred	
Part 2 Items due to be considered were deferred		
819	<u>Okehampton Town Council Mayoral Award</u> – Deferred	
820	<u>Town Development</u> – Deferred	

821 **Okehampton United Charities Grant Application** – On the proposition of Cllr Goffey, seconded Cllr Tolley (1 abstention) it was **RESOLVED** to approve the recommendation of the Policy & Resources Committee to award a grant of £5,650 to cover the costs of the provision of allotments, noting that the expenses include one off costs for replacing the raised beds in 2019

Clerk

822 **Coronavirus (COVID-19)** – Cllr Yelland advised that the situation was escalating rapidly, and Government advice and legislation was changing daily.

It was noted that the article requested to be placed in the Okehampton Times was not printed by the paper in full. Cllr Yelland would be writing a letter to Okehampton Times.

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED**, subject to further Government advice/legislation:

- To cancel the Annual Town Assembly
- To request that DCC defer the public consultation relating to the town traffic and in structure report and options
- To heed advice from NALC dated 20th March 2020 that no further meetings in person should be held and that decisions are taken remotely for urgent items, votes being confirmed by email where possible as an audit trail.
 - 4 weekly full Council meetings to be held remotely: Clerk to email agenda the previous Monday, comments to be returned by email to the Clerk by the date of the Meeting. Resolutions to be confirmed by email
 - Remote weekly briefing to be held on Mondays at 7pm by way of Team View or Zoom, whichever most Cllrs could access

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED**, subject to further Government advice/legislation, that bookings for Weddings to be restricted to a maximum of 6 guests in the wedding party, plus the officials.

On the proposition of Cllr Marsh, seconded Cllr Goffey, it was **RESOLVED**, subject to further Government advice/legislation, that bookings for NHS Blood Donor Sessions be authorised to continue and to allow additional bookings if required.

On the proposition of Cllr Marsh, seconded Cllr Tolley, it was **RESOLVED**, subject to further Government advice/legislation:

- That the Assistant Clerk be authorised to take home her desk top PC and connect to the system to allow working from home
- To erect signs in Simmons Park and other outdoor spaces reminding members of the public of legislation in relation to the crisis
- Details of planning applications be circulated by the Clerk for comments to be returned to the Clerk by email. Final decision for submission to be delegated to the Clerk in conjunction with the Chairman or Vice-Chairman of the Planning Committee, or the Mayor.

Agreed that a suggestion be send to Tom Jones, WDBC that local hotels be used for key worker accommodation and that Okehampton Hospital which has an industrial kitchen be opened for key worker accommodation or for beds for patients.

On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** that the £400 remaining in the grant budget due to the cancellation of the Lantern Procession be offered to the food bank, to be paid by BACS.

Cllr Travers, who was volunteering for the Okehampton Coronavirus Support Group was asked for information about any help that the Council could provide to them.

Provision of a 2nd mobile phone was suggested by Cllr Travers. Consideration was given to permitting the use of the Committee Room by the group, but it was felt by Cllr Travers that a mobile would be preferable. Cllr Goffey offered an old phone. On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** that up to £50 of the Mayors Allowance be offered in relation to the use of the phone.

Any required photocopying of posters or related information would be provided by the Council on request, subject to staff availability.

Clerk to contact the group to establish any other assistance they may need.

It was noted that WDBC were compiling guidance for community groups and a DBS register of volunteers.

The Chairman closed the meeting at 8.28pm

Councillor Mrs J Yelland
Mayor