



Okehampton Town Council

19th October 2020

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 26th October 2020 at 7pm.

Joining Information

<https://us02web.zoom.us/j/82280374549>

Meeting ID: 822 8037 4549
Passcode: 731883

Dial by your location

0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
0203 481 5240 United Kingdom
Meeting ID: 822 8037 4549
Passcode: 731883

Yours faithfully

E James

Emma James
Town Clerk
01837 53179
townclerk@okehampton.gov.uk

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 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 14th September 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 6th July, 3rd and 24th August, 14th and 25th September 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 and approve the minutes of the Town Council meeting held 28th September 2020 for signing at a later date
9. **Matters Arising** – To note updates and consider actions as required -
 - 9.1 **WDBC Public Space Protection Orders, Dog Control Articles Consultation** – To receive an update from the Clerk
 - 9.2 **Anti-Social Behaviour** – To note a response from the letter sent to the Police & Crime Commissioner in October 2020, if received, and resolve any further action to be taken
 - 9.3 **Public Transport** – To note the response received to the letter sent on behalf on the Council raising issues in relation to student transportation
 - 9.4 **Sheep Grazing on Dartmoor** – To note the response received to the letter sent to Natural England on behalf of the Council
10. **Council Committee and External Bodies Membership** – To review the external bodies membership following recent resignations and resolve to nominate persons to fill vacancies
11. **Asset Register** – To resolve to approve the addition of the new Tractor, which was part exchanged, the CCTV camera and the laptop to the asset register
12. **External Audit Report** – To note that the external audit has been completed and that no matters of concern have been raised
13. **WDBC Supporting our Towns** – To receive an update from Cllr Yelland and the Clerk
14. **Town Centre Traffic and Infrastructure Consultation** –
 - 14.1 To note that the DCC public consultation commenced on 16th October and concludes on 15th November 2020. The event included a webinar on 21st October at 6pm and a drop in session is taking place on 5th November between 5pm and 7pm.
 - 14.2 To consider a display of the information and plans in the Charter Hall or another location on dates to be agreed and in line with COVID19 restrictions
 - 14.3 To consider and resolve a Town Council response to the consultation
15. **Consultation – Dartmoor National Park Settlement Profile Update 2020** – To resolve if the Council wishes to make a response to the consultation by the closing date of 4th December 2020
16. **Consultation – Okehampton United Charities** – To resolve a response to a questionnaire from the Charity relating to their grant giving in 2019
17. **Free after 3 parking** – To resolve to approve a Simmons Park car park ‘Free after 3’ initiative for the month of December 2020
18. **Civic Events** –
 - 18.1 **Mayor’s Award Presentation** – To note that the cheque presentation to OkePads took place on 12th October 2020

18.2 Remembrance Parade and Service – To receive an update from the Clerk regarding the arrangements for 2020

19. **Christmas Events** – To receive and consider a report from the Clerk, and resolve to approve the organisation and associated costs of the following event during December including a Reindeer Trail
20. **Investment** – To resolve to approve the recommendation from the Policy & Resources Committee to invest £5,000 in the Tamar Energy Community Solar Roofs Project in line with the previously circulated documentation
21. **Finance** – To resolve to approve the payment of invoices as set out in the schedule
22. **Policies/Documents** - To resolve to approve the Annual Leave Policy, previously circulated, and as recommended by the Policy and Resources Committee
23. **Reports of Council Working/Task & Finish Groups** – To consider, note reports and resolve any arising action as recommended:
 - 23.1 **Charities** (Cllrs Leech, Marsh and Yelland) – To receive an update
 - 23.2 **Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech) – To receive a report from the Clerk resolve to amend the Term of Reference
 - 23.3 **COVID19 Recovery** (Cllrs Button, Goffey, Marsh and Travers) - To receive a report from the Clerk resolve to amend the Term of Reference
 - 23.4 **Cemetery Management** (Cllrs Goffey, Jessop, Marsh and Tolley) – To consider a report and recommendations from the group under Part 2
24. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 24.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech) – To receive an update
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
 - 25.2 **Okehampton COVID19 Support Group** - Cllr Button

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. **CCTV** – To receive an update from Cllr Leech and consider the previously circulated report recommending that the Council resolve to accept the revised quotation from the preferred contractor for the supply and installation of the system in the town and Simmons Park.
27. **Cemetery Management** – To consider a report and recommendation from the T&F Group and resolve to approve the future management strategy of the Cemetery
28. **Charter Hall Roof Project** – To consider tender returns for the management element of the project and resolve to appoint a contractor and to progress with the next steps
29. **Electrical Testing Repairs** – To consider quotations received for work required following electrical hard wiring testing in the Charter Hall and associated buildings and resolve to appoint a contractor
30. **Staffing Matters** – To receive a report from Cllr Yelland and to ratify a resolution made by the Policy & Resources Committee