



Okehampton Town Council

15<sup>th</sup> February 2021

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 22<sup>nd</sup> February 2021 at 7pm.

**Joining Information**

<https://us02web.zoom.us/j/85391274631>

Meeting ID: 853 9127 4631  
Passcode: 790245

Dial by your location  
203 901 7895 United Kingdom  
203 051 2874 United Kingdom  
Meeting ID: 853 9127 4631  
Passcode: 790245

Yours faithfully

*E James*

Emma James  
Town Clerk

01837 53179  
townclerk@okehampton.gov.uk  
[www.okehampton.gov.uk](http://www.okehampton.gov.uk)

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 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. **Census 2021** – To receive a short presentation from Liza Oxford, Census Engagement Manager for West Devon, followed by an opportunity for questions
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present
7. **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.**
8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
  - 8.1 To adopt the minutes of the **Policy & Resources Committee** meeting held on 11<sup>th</sup> January 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.2 To adopt the minutes of the **Planning Committee** meetings held on 14<sup>th</sup> December 2020 and 11<sup>th</sup> January 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive and approve the minutes of the Town Council meetings held on 9<sup>th</sup> November 2020 and 25<sup>th</sup> January 2021 for signing at a later date
10. **CCTV** – To receive an update from Cllr Leech and the Clerk on progress, including grant applications submitted
11. **Fairplace Garden** – To receive a report from Cllr Leech and to resolve whether the suggestion should be given further consideration by the Parks Committee
12. **Placemaking** – To consider the presentation from WDBC given at a meeting on 25<sup>th</sup> January 2021 and to resolve to approve the terms of reference of the Task & Finish group, the membership of which consists of the Mayor and Committee Chairs, or the Deputy Mayor/Vice-Chairman in their absence, as resolved at a meeting of the Council on 30<sup>th</sup> November 2020
13. **Restoring Your Railway: Ideas Fund Round 3** – To consider and resolve a response to correspondence received from the Bude Coastal Communities Team requesting support in relation to their bid for funding for the exploration of opportunities to reinstate the rail line from Bude via Holsworthy to the National Rail Network at Okehampton
14. **Policies & Documents** –
  - 14.1 To resolve to approve policies and documents as recommended by the Policy & Resources Committee, noting that the email address on the Cemetery documentation will change to that of a dedicated Cemetery email as agreed by the Chairman of the Parks Committee
    - Cemetery Rules and Regulations
    - Cemetery Brochure
    - Cemetery Schedule of Fees and Charges
    - Cemetery Memorial Management Policy
    - Cemetery General Risk Assessment
    - Health and Safety Policy
    - Lone Working Policy
  - 14.2 To resolve to approve the Grave Digging Policy and Procedures as recommended by the Cemetery Working Group

- 14.3** To resolve to approve the revocation of the Exclusive Rights of Burial Policy from 31<sup>st</sup> March 2021, currently used for the reservation of plots for future burials and which will be covered within other policies and documentation, as recommended by the Policy & Resources Committee
- 14.4** To resolve to approve the extension of the COVID19 Grant Policy for the 2021/22 financial year as recommended by the Policy & Resources Committee
- 15. Management Agreement** – To further consider the draft Management Agreement drawn up by the Solicitor and the comments of the Trustees and resolve any amendments to be made or action to be taken
- 16. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**  
To resolve to lobby Government requesting an extension of the legislation permitting the virtual meetings of local councils past the expiration date of 6<sup>th</sup> May 2021 through local MP's, DALC and other relevant channels of communication
- 17. Meeting Schedule Amendment** - To resolve to approve amendments to scheduled meeting dates to enable the Mayor Choosing/Annual Council Meeting to be held virtually prior to the expiration of legislation permitting virtual meetings of local councils
- 18. Commonwealth Day, 8<sup>th</sup> March 2021** - To resolve that the Mayor, in conjunction with the Clerk, makes a press release to include the statement that would normally be read out in place of the usual event
- 19. Annual Town Assembly and Report for 2020/21**  
**19.1** To resolve to agree the format of the virtual Annual Town Assembly on 29<sup>th</sup> March 2021, which will include a presentation from Network Rail in relation to the reinstatement of the passenger rail service,  
**19.2** To resolve to approve the draft annual report
- 20. Finance** – To resolve to approve the payment of invoices as set out in the schedule
- 21. Reports of Council Working/Task & Finish Groups** – To consider and note reports:  
**21.1 Climate Change** (Cllrs Button, Goffey, Ireland, Jessop and Leech)  
**21.2 COVID19 Recovery** (Cllrs Button, Goffey, Marsh and Travers)  
**21.3 Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
- 22. Reports on Current Activities by Community Groups with Town Council Representation**  
**22.1 Neighbourhood Plan Group** (Cllrs Goffey and Leech)
- 23. Members' Reports and Items for Agendas** –  
**23.1** To receive reports from Members attending other organisations on behalf of the Council:
  - **Okehampton Matters** (Cllrs Tolley and Wood)
  - **Okehampton COVID19 Support Group** – (Cllr Button)**23.2** To receive reports from Members attending other organisations on behalf of the Council and resolve which Committee future reports will be given:
  - **Devon Climate Emergency Group** (Cllr Goffey)
  - **Rural Market Town Group** (Cllrs Goffey and Leech)

## **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.'**

24. **Cemetery Liability** – To consider and resolve to approve the draft agreement drawn up by the Solicitor and as recommended by the Policy & Resources Committee
25. **Town Centre Consultation** – To consider to the response from DCC to a request for a further consultation period once relaxation of the pandemic restrictions permit face to face meetings to be held safely