



Okehampton Town Council

22<sup>nd</sup> March 2021

Dear Councillor

You are summoned to attend a remote meeting of Okehampton Town Council to be held on Monday 29<sup>th</sup> March 2021 at 7pm.

**Joining Information**

<https://us02web.zoom.us/j/88351677624>

Meeting ID: 883 5167 7624

Passcode: 277983

Dial by your location

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

Meeting ID: 883 5167 7624

Passcode: 277983

Yours faithfully

*E James*

Emma James

Town Clerk

01837 53179

[townclerk@okehampton.gov.uk](mailto: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. **Proposed Cycle Track from Sticklepath into Okehampton** – To receive a short presentation from Cllr Lynn Daniel, WDBC, in relation to the proposal
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 8<sup>th</sup> February 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 **Emergency Committee** meetings held on 9<sup>th</sup> March and 6<sup>th</sup> April 2020 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.3 To adopt the minutes of the **Parks Committee** meetings held on 12<sup>th</sup> and 16<sup>th</sup> November, and 18<sup>th</sup> January 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.4 To adopt the minutes of the **Property Committee** meeting held on 18<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 22<sup>nd</sup> February and 15<sup>th</sup> March 2021 for signing at a later date
10. **Annual Town Assembly** – To receive feedback from the meeting held on 22<sup>nd</sup> March 2021 and resolve any actions.
11. **CCTV** – To receive an update from Cllr Leech and the Clerk on progress, including grant applications submitted and the types of requests for footage that can be accommodated and resolve any action required
12. **Consultation – Draft Resource and Waste Management Strategy for Devon and Torbay** – To resolve to agree a response to the consultation which closes on 14<sup>th</sup> April 2021
13. **Government Levelling Up Fund** – To consider the document and potential projects which could be submitted, including resubmission of the 2019 Future of the High Streets bid, the construction of the Parkway Station and/or a Town Centre Manager, noting that bids have to be submitted through a principal council. The closing date is 18<sup>th</sup> June 2021.
14. **COVID19 – Preparation for Face-to-Face Meetings** –
  - 14.1 **Delegations** - To consider and resolve to approve delegations as set out in the previously circulated report and recommended by the Emergency Committee.
  - 14.2 **Meeting Location** – To note that prior to the removal of social distancing regulations meeting will need to take place in a space larger than the Council Chamber and alternative locations are being sought by the Clerk as agreed by the Emergency Committee.
  - 14.3 **Microphone System** – To consider and resolve to purchase a microphone system as set out in the attached report
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. **Okehampton Town Council Mayoral Award** – To receive nominations for the award for presentation at Mayor Choosing in May
17. **Correspondence** – To note the following correspondence received and to consider support or actions as required
- 17.1 Hatherleigh Town Council to Stagecoach in support of a regular bus service from Okehampton to Hatherleigh following the reinstatement of the passenger rail service
- 17.2 WDBC '*In defence of town and parish clerks – preventing bullying and harassment*'
- 17.3 Community Roadside Action Party
18. **Policies & Documents** – To resolve to approve policies and documents, previously circulated, as recommended by the Policy & Resources Committee
- Document Retention Policy
  - Financial Regulations
  - Financial Management and Risk Assessment
  - Freedom of Information Publication Scheme
19. **Town Council Newsletter** – To consider a proposal from the Clerk that the Council publishes a newsletter on a quarterly basis
20. **Finance** –
- 20.1 To resolve to approve the payment of invoices as set out in the schedule
- 20.2 To resolve to approve the following virements as listed in the previously circulated report
- 20.3 If received, to resolve to approve the insurance quotation for 2021/22
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)
- 21.4 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Matravers and Travers)
22. **External Representative Nominations for Cycle Track from Sticklepath to Okehampton** - To resolve to approve the recommendation of the Parks Committee that Cllr Jessop be nominated Council representative on an external working group considering the Sustrans feasibility report in relation to the proposed Cycle Track from Sticklepath into Okehampton, with Cllr Sanger attending if he is unavailable, and to which Committee reports will be made
23. **Reports on Current Activities by Community Groups with Town Council Representation**
- 23.1 **Neighbourhood Plan Group** (Cllrs Goffey and Leech)
24. **Members' Reports and Items for Agendas** – To receive reports from Members attending other organisations on behalf of the Council:
- 24.1 **Okehampton Matters** (Cllrs Tolley and Wood)
- 24.2 **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.'**

25. **Cemetery Liability** – To receive an update from the Clerk and resolve action to be taken.
26. **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger) – To resolve to approve the appointment of a the CDM Principal Designer for the project as required by legislation