

**Minutes of a remote meeting of Okehampton Town Council held on  
Monday 29<sup>th</sup> March 2021 at 7pm**

**Members Present:** Councillor J Yelland (Mayor)  
Councillor J Goffey (Chairman, Property)  
Councillor T Leech (Chairman, Planning)  
Councillor C Marsh (Chairman, Parks)  
Councillor B Tolley (Chairman, Policy & Resources)  
Councillor T Abbots  
Councillor G Button  
Councillor C Holt  
Councillor M Ireland  
Councillor P Jessop  
Councillor B Matravers  
Councillor D Sanger  
Councillor D Travers  
Councillor A Wood

**In Attendance:** 4 members of the public  
Mrs E James (Town Clerk)

**Action**

772 **Urgent Item** – The Clerk reported receipt of correspondence advising there had been a data breach which had affected support tickets raised in relation to gov.uk domain names, but that it was unlikely the council would have been affected. The ICO would be contacted for advice.

(2 Members of the public arrived)

773 **Apologies for Absence** – Apologies tendered by Cllr Davies, WDBC, were noted.

774 **Deferment of Business** – None

775 **Members Questions** – None

776 **Proposed Cycle Track from Sticklepath into Okehampton** – A presentation was received in relation to the proposal for a cycle track, the Beacon Shared Path initiative, which had arisen in response to concerns raised by pedestrians and cyclists, including children who use the lanes in the area.

(2 members of the public arrived)

Funding was being raised to cover the costs for a feasibility study and a working group had been set up on which a representative from the Council was invited.

(2 members of the public left)

777 **West Devon Borough Council** – Cllr Leech reported that the Model Code of Conduct put forward by the Local Government Association was due to be considered for adoption by WDBC. Once adopted it would be circulated to local councils within the borough.

Parklands had partly already opened to schools and from 29<sup>th</sup> March external sports would be offered. From 12<sup>th</sup> April some indoor sport and exercise was restarting with swimming commencing on 19<sup>th</sup> April, subject to government restrictions. A recent water leak in Parklands was being repaired. User groups were due to restart and referrals from GPs as permitted.

Consultations were taking place within WDBC in relation to their Planning Service.

Cllr Yelland advised that as WDBC representative on OkeRail and a Devon Forum, a request had been submitted to WDBC that the Parkway Station be included within the DCC bid to the Levelling Up fund.

- 778 **Devon County Council** – No report.
- 779 **Questions Arising from Members Reports** – Disappointment was expressed that no apologies or report had been received from DCC.
- 780 **Adoption of Minutes of Committees and Members' Questions arising Thereon** –
- 780.1 **Policy & Resources Committee** meeting held on 8<sup>th</sup> February 2021 - adoption proposed by Cllr Tolley, seconded Cllr Goffey and **approved**.
- 780.2 **Emergency Committee** meetings held on 9<sup>th</sup> March and 6<sup>th</sup> April 2020 - adoption proposed by Cllr Yelland, seconded Cllr Tolley and **approved**.
- 780.3 **Parks Committee** meetings held on 12<sup>th</sup> and 16<sup>th</sup> November 2020 and 18<sup>th</sup> January 2021 - adoption proposed by Cllr Marsh, seconded Cllr Ireland and **approved**.
- 780.4 **Property Committee** meeting held on 18<sup>th</sup> January 2021 - adoption proposed by Cllr Goffey, seconded Cllr Holt and **approved**
- 781 **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 22<sup>nd</sup> February and 15<sup>th</sup> March 2021 were **approved** on the proposition of Cllr Yelland, seconded by Cllr Holt.
- 782 **Annual Town Assembly** – The remote meeting had been well attended, approx. 70 persons present, including Members. There had been an excellent presentation by representatives from Network Rail and GWR following the announcement of the reinstatement of the Okehampton to Exeter passenger rail service before the end of 2021. Potential issues around parking and traffic in and around Station Road was noted.
- On the proposition Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to invite DCC Highways to a meeting of the Council to discuss traffic management options in relation to the impact of the reopening of the existing rail station on Station Road and surrounding areas.
- 783 **CCTV** – On the proposition of Cllr Leech, seconded Cllr Yelland, it was **RESOLVED** to defer the item to Part 2, later in the meeting.
- 784 **Consultation – Draft Resource and Waste Management Strategy for Devon and Torbay** – On the proposition of Cllr Yelland, seconded Cllr Goffey it was **RESOLVED** to submit the response agreed at the meeting.
- 785 **Government Levelling Up Fund** – On the proposition of Cllr Ireland, seconded Cllr Leech it was **RESOLVED** to support the Parkway Station and wider infrastructure as the priority for a bid through WDBC.
- 786 **Covid19 – Preparation for Face-to-Face Meetings**
- 786.1 **Delegations** – On the proposition of Cllr Goffey, seconded Cllr Ireland, it was **RESOLVED** to approve the delegations as set out in the previously circulated report.

Clerk

Clerk

Clerk

786.2 **Meeting Location** – Enquiries had been made and some venues were currently available if required.

786.3 **Microphone System** – On the proposition of Cllr Yelland, seconded Cllr Goffey it was **RESOLVED** to purchase the system recommended by the Emergency Committee at a cost of approximately £2,000.

Clerk

787 **Management Agreement** – The comments of the Trustees were noted. On the proposition of Cllr Yelland, seconded Cllr Goffey it was **RESOLVED** to request an explanation of clause 3 from the Solicitor with a view to removing it.

Clerk

788 **Okehampton Town Council Mayoral Award** - On the proposition of Cllr Yelland, seconded Cllr Ireland it was **RESOLVED** to approve the nomination of three individuals and that the Mayor's Cadet would receive a certificate annually.

On the proposition of Cllr Goffey, seconded Cllr Ireland it was **RESOLVED** to approve a nomination for a group award.

Clerk

A motion to suspend Standing Order 3 (bb) to permit extension of the meeting was proposed by Cllr Yelland, seconded Cllr Leech, and agreed.

789 **Correspondence** -

789.1 Hatherleigh Town Council's letter to Stagecoach in support of a regular bus service from Okehampton to their location following the reinstatement of the passenger rail service was noted.

789.2 Correspondence from WDBC advising of a general worrying trend in relation to complaints about Councillor behaviour towards Clerks and staff throughout the sector was noted.

(A member of the public left the meeting)

789.3 On the proposition of Cllr Yelland, seconded Cllr Jessop, it was **RESOLVED** to support the Community Roadside Action Party initiative and offer gratitude to those picking up litter on a regular basis which made great difference to the community and set an example to others. Local businesses would be encouraged to keep the areas surrounding their premises clean and tidy.

Clerk

790 **Policies and Documents** – On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to adopt the following policies and documents as recommended by the Policy & Resources Committee:

- Document Retention Policy
- Financial Regulations
- Financial Management and Risk Assessment
- Freedom of Information Publication Scheme

791 **Town Council Newsletter** - On the proposition of Cllr Yelland, seconded Cllr Matravers it was **RESOLVED** to approve the suggestion of the Clerk for the publication of a regular Council newsletter, items to be included at the Clerk's discretion.

Clerk

792 **Finances** –

792.1 Cllr Marsh declared a personal interest as a member of some of the listed groups.

On the proposition of Cllr Ireland, seconded Cllr Leech (1 abstention) it was **RESOLVED** to approve the schedule of payments.

- 792.2 On the proposition of Cllr Yelland, seconded Cllr Marsh it was **RESOLVED** to approve the virements in accordance with the previously circulated report.
- (A member of the public left)
- 792.3 On the proposition of Cllr Tolley, seconded Cllr Goffey (1 abstention) it was **RESOLVED** to approve the insurance quotation for 2021/22, the total cost for all elements being £18,967.49. It was noted that this was the second of a three year agreement.
- 793 **Reports of Council Working/Task & Finish Groups -**
- 793.1 **Climate Change** – Cllr Goffey reported that she had been monitoring progress in the surrounding area and had attended meetings including those of the Rural Services Network. A meeting of the working group was being arranged. Cllr Leech had attended meetings of the Sampford Courtenay group.
- 793.2 **COVID19 Recovery** – The group had met, and further discussions had been held with WDBC in relation to the safe reopening of high streets. WDBC had agreed to fund, from their EU grant, the purchase of 2 street wide banners designed by Everything Okehampton and were revisiting the possibility of providing hand sanitising stations for the town.
- 793.3 **Charter Hall Roof Replacement** – To be discussed under part 2.
- 793.4 **Placemaking Working Group** – The group had met and discussions included old Okehampton Hub material from 1960's/70's and the possibility of the setting up of a new Chamber of Trade or BID group. WDBC Officer had been invited to attend a meeting to further investigate CoC's and BID's, a response was awaited.
- 794 **External Representative Nominations for Cycle Track from Sticklepath to Okehampton** - On the proposition of Cllr Ireland, seconded Cllr Goffey it was **RESOLVED** to nominate Cllr Jessop, with Cllr Sanger attending if he was unavailable.
- On the proposition of Cllr Yelland, seconded Cllr Ireland it was **RESOLVED** that reports would be made to the Parks Committee.
- 795 **Reports on Current Activities by Community Groups with Town Council Representation -**
- 795.1 **Neighbourhood Plan Group** – Cllr Goffey reported that the group had been working on final outstanding points of the draft plan and could reach the next stage by the end of April.
- 796 **Members' Reports and Requests for Agenda Items -**
- 796.1 **Okehampton Matters** – The next meeting was on 28<sup>th</sup> April.
- 796.2 **Okehampton COVID19 Support Group** – Cllr Button advised that the workload had decreased and that the Okehampton Times had published an article about the year of covid and future plans.

Ass.  
Clerk

Clerk

It was **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 item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Yelland, seconded by Cllr Goffey.

(Cllr Button left the meeting)

797 **Cemetery Liability** – The Clerk outlined the situation which was noted.

798 **Charter Hall Roof Replacement** – On the proposition of Cllr Travers, seconded Cllr Holt it was **RESOLVED** to accept the quotation from Place Architects, the project manager, for the role of the CDM Principal Designer at £970 without obtaining further quotations as they were already working on the project and having the same company undertake this element of the work would overall reduce costs and travel requirements.

Clerk

799 **CCTV** – Cllr Leech provided an update with the status of the project. On the proposition of Cllr Yelland, seconded by Cllr Goffey, it was **RESOLVED** that a letter be sent if an adequate response was not received.

On the proposition of Cllr Yelland, seconded Cllr Leech it was **RESOLVED** to move back into Part 1 and ratify resolutions made.

The Chairman closed the meeting at 9.21pm

\_\_\_\_\_  
**Councillor Mrs J Yelland**  
**Mayor**

DRAFT