

**Minutes of a meeting of Okehampton Town Council held on
Monday 24th May 2021 at 7pm in the Charter Hall, Market Street, Okehampton**

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

In Attendance: Mrs E James (Town Clerk)
Cllr L Samuel, DCC
Sgt C Chaloner
5 Members of the Public

Action

26 **Apologies for Absence** – Apologies tendered by Cllrs Ball and Davies, WDBC, were noted.

27 **Deferment of Business** – None

28 **Members Questions** – None

29 **Anti-Social Behaviour** – Sgt Chaloner, Neighbourhood Beat Manager, addressed the meeting. The issues were mainly in identified locations including Simmons Park during evenings and weekends. Police patrols had been increased in those areas including the Skate Park and behind Lidl. They were working with the Youth Offending Team and offenders were being dealt with through the Custody system as appropriate. WDBC Anti-social Behaviour Officer was involved.

Sgt Chaloner was keen to improve communication and reported that they would be working with Licencing Officers to identify sources from where alcohol was being purchased by underage individuals.

Questions were posed by Cllrs including communication and how issues could be addressed, particularly in the area behind Lidl and other identified areas within the town. Primary School preventative work was suggested.

The importance of reporting crime and incidents to the police was reiterated.

30 **West Devon Borough Council** – Cllr Yelland reported that s106 funding for the Okehampton area was about to be made available and there was the possibility funding towards the costs of the creation of the sensory garden at Fairplace could be obtained.

The Environment Agency would be undertaking flood risk management work from Mill Road car park from 26th May for 5-6 weeks.

Cllr Leech reported that the Model Code of Conduct was being reviewed and would be sent to town and parish councils for consideration. Planning reviews were continuing.

- 31 **Devon County Council** – Cllr Samuel introduced herself and advised she would be setting up virtual meetings in the next few months to get to know people and the areas.
- 32 **Questions Arising from Members Reports** – None
- 33 **Adoption of Minutes of Committees and Members’ Questions arising Thereon** –
- 33.1 **Policy & Resources Committee** meeting held on 22nd April 2021 - adoption proposed by Cllr Marsh, seconded Cllr Yelland and **approved**.
- 33.2 **Planning Committee** meetings held on 1st and 8th February 8th and 15th March and 22nd April 2021 - adoption proposed by Cllr Goffey, seconded Cllr Leech and **approved**.
- 34 **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 26th April and 5th May 2021 were **approved** on the proposition of Cllr Yelland, seconded by Cllr Wood, including an amendment of Min Ref 839 changing the proposer to Cllr Goffey.
- 35 **CCTV** – Cllr Leech reported that the system had been revised slightly and a plan showing the proposed location of the cameras had been provided. Installation would take place in phases due to the requirement for some of the light columns needing replacement by DCC. There would be the facility to place the mobile camera in areas including the rear of Lidl and the Skate Park as well as Simmons Park. Further discussion deferred to Part 2.
- 36 **End of Year Bank Reconciliation/Balance Sheet** – On the proposition of Cllr Marsh, seconded Cllr Jessop, it was **RESOLVED** to approve the document which was signed by the Chairman.
- 37 **Internal Audit Certificate and Report** – The Clerk reported that the certificate and report had been received which confirmed that the Council had met its responsibilities during the year, copies of which were provided for Members. Two of the three observations made had been resolved during the audit and the third, which related to the Charities, was being progressed through Solicitors.
- 38 **AGAR Section 1 – Annual Governance Statement 2020/21** – Members considered the Council’s internal control processes and their effectiveness, and the statements numbered 1 to 8 were read out separately. Members considered and **agreed** a response of ‘yes’ to each one.

Statement 9 was read out and the Clerk who explained that historically the Council had answered ‘N/A’ but in 2017/18 had made a ‘yes’ response on the advice of the Internal Auditor, following which the External Auditor had advised the response was incorrect. In 2018/19 and 2019/20 the response by the Council had been ‘N/A’. As work on the Charities was still ongoing Members **agreed** that the response continue be ‘N/A’ until such time as the issues had been resolved.

On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to approve a ‘Yes’ response to statements 1 to 8 and ‘N/A’ to statement 9. Cllr Tolley and the Clerk signed the statement.

Clerk

Clerk

Clerk

39	<u>AGAR Section 2 – Accounting Statements 2020/21</u> - On the proposition of Cllr Goffey, seconded Cllr Abbots it was RESOLVED to approve the accounting statements for 2020/21 which was signed by Cllr Tolley.	Clerk
40	<u>Electors Rights</u> – On the proposition of Cllr Leech, seconded Cllr Matravers, it was RESOLVED to approve the dates for the Electors Rights, the inspection period commencing on 21 st June 2021 and ending on 30 th July 2021.	Clerk
41	<u>Welcome Back Fund</u> – Suggestions in addition to those previously circulated were made details of which to be emailed by Members to the Clerk by 12noon the following day for inclusion in the bid.	Clerk
42	<u>Nature for Climate Fund</u> – It was noted that replacement of trees affected by Ash Die Back in Clapps Wood had been suggested to WDBC for inclusion in their bid for funding.	
43	<u>Policies and Documents</u>	
43.1	On the proposition of Cllr Wood, seconded Cllr Travers, it was RESOLVED to approve the Investment Strategy including suggested amendments as circulated.	
	On the proposition of Cllr Wood, seconded Cllr Leech, it was RESOLVED to approve the following as recommended by the Policy & Resources Committee:	
	<ul style="list-style-type: none"> • Developer Engagement Policy (Planning) • Financial Regulations • Financial Risk Assessment • Reserves Policy • General Privacy Notice • Privacy Notice (for Staff, Councillors and Role Holders) • Privacy Policy 	Clerk
43.2	On the proposition of Cllr Wood, seconded Cllr Yelland, it was RESOLVED to approve the Neighbourhood Development Plan Working Group Expenditure Protocol.	
	On the proposition of Cllr Yelland, seconded Cllr Jessop, it was RESOLVED to nominate Cllr Goffey to endorse expenditure in accordance with the protocol.	Clerk
	It was noted that the protocol had yet to be approved by Okehampton Hamlets Parish Council.	
43.3	CCTV Documentation - On the proposition of Cllr Yelland, seconded Cllr Wood, it was RESOLVED to approve the following documentation as recommended by the Policy & Resources Committee:	
	<ul style="list-style-type: none"> • Data Processing Agreement • Subject Access request Form • Data Protection and Privacy Impact Assessment • Agreement for the Provision of Monitoring and Data Management Service 	Clerk
44	<u>Finances</u> –	
44.1	On the proposition of Cllr Leech, seconded Cllr Wood it was RESOLVED to approve renewal of the Zoom subscription for a further year.	Clerk
44.2	On the proposition of Cllr Yelland, seconded Cllr Travers it was RESOLVED to approve the schedule of payments.	

- 44.3 On the proposition of Cllr Ireland, seconded Cllr Holt it was **RESOLVED** to approve the existing bank signatories as circulated with no amendments.
- 44.4 It was noted that Budget Workshops would be held in September.
- 45 **Civic Diary Report** – The list of events attended by the Mayor during the 2020/21 civic year which had been impacted severely by the pandemic were noted.
- 46 **Council Events -**
- 46.1 **Mayoral Award Presentation Event** – It was noted that event would take place on 14th July at 12noon, subject to pandemic restrictions. Clerk
- 46.2 **Mayor’s Coffee Morning** - It was noted that the Mayor hoped to hold a Coffee Morning in the Charter Hall on 31st July in aid of his chosen Charity. Clerk
- 46.3 **Councillor Surgery** – On the proposition of Cllr Yelland, seconded Cllr Travers, it was **RESOLVED** to restart face to face Councillor Surgeries from July 2021 and that other tiers of Councils be invited to take part. Clerk
- 46.4 **Okehampton Show** - On the proposition of Cllr Goffey, seconded Cllr Marsh (1 abstention) it was **RESOLVED** not to have a stand at the show in 2021 although Members may still attend in a Civic capacity.

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

- 47 **Reports of Council Working/Task & Finish Groups -**
- 47.1 **Climate Change** – Cllr Goffey reported that comparison work in relation to paper use was ongoing and the group had been investigating the provision of vehicle charging points in Simmons Park. They had been liaising with other local parishes and it was reported that the crisp recycling box had been located in the Ockment Centre. Medical foil packets were no longer being recycled. Ass. Clerk
- 47.2 **Charter Hall Roof Replacement** – The Clerk reported that some initial site investigation work had taken place and more intensive investigation would take place in the next few weeks. A working group meeting was due to take place on 2nd June 2021. Clerk
- 47.3 **Placemaking Working Group** – The Clerk reported that a meeting was being held on 1st June to which a WDBC Officer was attending in order to provide information about Chambers of Trade, Business Improvement Districts, and other similar organisations. Clerk
- 48 **Reports on Current Activities by Community Groups with Town Council Representation -**
- 48.1 **Neighbourhood Plan Group** – Deferred to Part 2 item.
49. **Members’ Reports and Requests for Agenda Items -**
- 49.1 **Okehampton Matters** – No meeting had taken place to report thereon.
- 49.2 **Okehampton COVID19 Support Group** – Cllr Button reported that the phone line was still in use, the need was decreasing but there were people who were not going out. The group was working with homeless families, occasionally sending out wellbeing packs and continuing other work. The buddy system had been very successful and was continuing.

PART TWO ITEMS

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 Ireland seconded by Cllr Marsh.

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| 50 | <u>CCTV</u> – On the proposition of Cllr Jessop, seconded Cllr Marsh (1 abstention) it was RESOLVED to approve the revised quotation, purchase of an additional mobile camera, the fibre link, agreement with the monitoring hub and all associated work to install and commission the system as soon as possible. | Clerk |
| 51 | <u>Neighbourhood Plan Group</u> – Cllr Leech reported on the status of the draft plan and the current situation. On the proposition of Cllr Marsh, seconded Cllr Ireland, it was RESOLVED that the Clerk liaise with Okehampton Hamlets Parish Council Clerk. | Clerk |

On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to exit Part 2 and ratify decisions made.

The Mayor closed the meeting at 9.04pm.

Councillor Tolley
Mayor