

**Minutes of a meeting of Okehampton Town Council held on  
Monday 23<sup>rd</sup> August 2021 at 7pm in the Charter Hall, Market Street, Okehampton**

**Members Present:** Councillor B Tolley (Mayor)  
Councillor M Ireland (Chairman, Planning Committee)  
Councillor D Sanger (Chairman, P&R Committee)  
Councillor D Travers (Chairman, Parks 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)  
2 Members of the Public  
Airband Representative

**Action**

- 226 **Apologies for Absence** – Apologies tendered by Cllr Samuel DCC, Cllrs Ball and Davies WDBC were noted.
- 227 **Deferment of Business** – None
- 228 **Members Questions** – None
- 229 **Airband** – A presentation by a representative of Airband was made about ultrafast rural broadband and its installation in the area followed by questions that were posed by Members.
- 230 **West Devon Borough Council** – Cllr Leech reported that whilst day to day work was continuing, meetings had stopped throughout August.  
  
(Cllr Button arrived)  
  
Cllr Leech advised that a WDBC consultation ‘A Plan for West Devon’ was underway. His Health and Wellbeing role now included fitness. Development action plans for next 3 years were being drawn up by hub members who would have separate meetings with their advisory groups to consider them.
- 231 **Devon County Council** – None
- 232 **Questions Arising from Members Reports** – None
- 233 **Adoption of Minutes of Committees and Members’ Questions arising Thereon** –
- 233.1 **Property Committee** meeting held on 15<sup>th</sup> March 2021 - adoption proposed by Cllr Wood, seconded Cllr Goffey and **approved**.
- 234 **Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 26<sup>th</sup> July 2021 were **approved** on the proposition of Cllr Tolley, seconded by Cllr Ireland for signing by the Mayor.

235	<p><b><u>Rail Reinstatement, Traffic and Parking</u></b> – Cllr Ireland reported that there were approx. 70 spaces in the existing station carpark. Currently considerable use of the carpark was made by those accessing other facilities, including the Granite Way. Consideration of how people were going to access the station from the town and other areas including Hatherleigh and the Tavistock bus route which sometimes missed parts of the town was needed.</p>	
236	<p><b><u>Pedestrian Crossings</u></b> – Correspondence received from a resident requesting improved crossing facilities for visually impaired persons was considered.</p> <p>On the proposition of Cllr Yelland, seconded Cllr Goffey, it was <b>RESOLVED</b> to seek the advice of DCC Highways and HATOC on the provision of better crossings for visually impaired persons.</p>	Clerk
237	<p><b><u>DCC Town Centre Traffic Consultation</u></b> – On the proposition of Cllr Tolley, seconded Cllr Leech, it was <b>RESOLVED</b> to formally write to DCC’s Cabinet Member for Highway Management, Highways and the Leader of the Council requesting that the report from consultation which closed in November 2020 be released.</p>	Clerk
238	<p><b><u>CCTV</u></b> – It was reported that minor tree work was due to take place later in the week to provide a clear light of sight in order to fully connect the first phase of the system, some of which was already fully functioning. The additional post in Simmons Park was on order. The CCTV signage had been delivered and put up in identified locations. DCC would be replacing some light columns in October following which Phase 2 could commence.</p> <p>On the proposition of Cllr Leech, seconded Cllr Ireland, it was <b>RESOLVED</b> to discuss the purchase of a cabinet for the recording equipment later in the meeting under Part 2 and to approve the other elements of the previously circulated report.</p>	
239	<p><b><u>Asset Register</u></b> - On the proposition of Cllr Jessop, seconded Cllr Holt, it was <b>RESOLVED</b> to add the purchase of the CCTV equipment to the asset register.</p>	Ass. Clerk
240	<p><b><u>Okehampton &amp; Hamlets Neighbourhood Plan Group</u></b> – A revised Terms of Reference provided by the group was considered. On the proposition of Cllr Yelland, seconded Cllr Leech, it was <b>RESOLVED</b> to further consider the document later in the meeting under Part 2 due of the staffing element.</p>	
241	<p><b><u>Consultation – Shaping the Future of Transport Across the South West</u></b> - On the proposition of Cllr Goffey, seconded Cllr Wood, it was <b>RESOLVED</b> to approve the submission of the draft response provided by Cllr Ireland and the Assistant Clerk.</p>	Ass. Clerk
242	<p><b><u>Consultation – A Plan for West Devon</u></b> - On the proposition of Cllr Ireland, seconded Cllr Leech, it was <b>RESOLVED</b> that Councillors submit their comments to the Clerk by 31<sup>st</sup> August for compilation and submission of a response.</p>	Cllrs/ Clerk
243	<p><b><u>Public Toilets</u></b> – Cllrs Leech and Yelland declared interests being Members of WDBC.</p>	
243.1	<p><b>Market Street</b> On the proposition of Cllr Goffey, seconded Cllr Ireland (2 abstentions), it was <b>RESOLVED</b> to agree the renewal of the lease for the Market Street toilets for 6 years from December 2021 and to request assistance from WDBC with the cost of repairs and maintenance that was required to the facility.</p>	Clerk

On the proposition of Cllr Goffey, seconded Cllr Ireland, it was **RESOLVED** to approve the extension of the cleaning contract to March 2022 in line with the contract for Fairplace public toilets.

Clerk

- 243.2** On the proposition of Cllr Tolley, seconded Cllr Travers, it was **RESOLVED** to request financial assistance from Okehampton Hamlets Parish Council towards the running costs of the public toilets in the town at the rate agreed for the Neighbourhood Planning expenditure; this being 19% OHPC - 81% OTC, in accordance with the previously circulated report.

Clerk

- 244** **Welcome Back Fund** – Cllr Marsh declared a personal interest being a member of Okement Rivers Improvement Group.

The Clerk reported that to date the funding had been used to paint the pig bike racks by St James' Church and the flags and signs on West Bridge. She also advised that she was making enquiries with the owner of a piece of land in East Street as to the possibility of planting shrubs or wildflowers thereon and use of the Billboards.

On the proposition of Cllr Tolley, seconded Cllr Travers, it was **RESOLVED** to allocate the following order of priority for the spending of the remaining funding within the remit agreed by WDBC:

- i) Benches in the town owned by the Council and the owners of others from whom permission is obtained
- ii) Planting of insect friendly shrubs in areas that would be easy to maintain including the centre of the bench outside of the Plymouth Inn and the Mill Street/East Street junction
- iii) Arches and pedestrian gates into Simmons Park

- 245** **Climate Working Group** – Councillors were requested to consider their requirement for receipt of hard copies of agendas and meeting documentation in order to reduce paper usage and the carbon footprint of the Council.

Cllrs to inform  
Clerk

On the proposition of Cllr Jessop, seconded Cllr Goffey (1 abstention), it was **RESOLVED** that Councillors requirement for receipt of hard copies of agendas and meeting papers be an item that is reviewed annually in May.

Clerk

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

- 246** **NHS Ambulance Waiting Times and White Paper** – Cllr Sanger reported on long waiting times for ambulances citing an incident in June and Cllr Wood in relation to the concerning White Paper that was currently going through Parliament.

On the proposition of Cllr Goffey, seconded Cllr Ireland, it was **RESOLVED** to write to Mel Stride, MP highlighting the concerns of the Council about the NHS.

Cllr Goffey/  
Clerk

- 247** **Joint Working with Okehampton Hamlets Parish Council** - On the proposition of Cllr Goffey, seconded Cllr Ireland, it was **RESOLVED** not to defer the item for discussion in Part 2.

On the proposition of Cllr Yelland, seconded Cllr Marsh (6 abstentions), it was **RESOLVED** to approve occasional informal meetings between the Mayor of Okehampton Town Council and the Chairman of Okehampton Hamlets Parish Council, subject to the Clerks from both being present and the approval of Okehampton Hamlets Parish Council.

Clerk

(A member of the public left the meeting)

- 248 **New Car Park Agreement** - On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** to approve the recommendations of the Task & Finish Group as set out in the previously circulated report, and that this be progressed through Stephens & Scown Solicitors.

Clerk

249 **Finances** –

- 249.1 A query regarding the expenses on the schedule was raised and answered by the Clerk.

On the proposition of Cllr Tolley, seconded Cllr Holt it was **RESOLVED** to approve the schedule of payments.

- 249.2 On the proposition of Cllr Leech, seconded Cllr Wood (1 abstention), it was **RESOLVED** to approve the virements as listed on the previously circulated report.

Clerk/  
Ass. Clerk

(Cllr Marsh left the meeting)

- 250 **Civic Diary Report** – The events attended by the Mayor in July were noted.

- 251 **Civic Service** – Arrangements for the event on 19<sup>th</sup> September, at which there would be no Parade because of the ongoing effect of the pandemic, were noted.

- 252 **COVID19** - On the proposition of Cllr Abbots, seconded Cllr Ireland it was **RESOLVED** to continue to hold Council meetings in the Charter Hall and that this be reviewed at the next meeting of full Council.

(Cllr Holt left the meeting)

253 **Reports of Council Working/Task & Finish Groups -**

- 253.1 **Climate Change** – Cllr Goffey reported that a Big Green Week Coffee Morning was being held in the Charter Hall, arranged by others in September.

(Cllr Jessop and a member of the public left the meeting)

- 253.2 **Charter Hall Roof Replacement** – The Clerk reported that investigation work planned to take place later in the week had been delayed due to possible covid infection. A new date in September was awaited.

- 253.3 **Placemaking Working Group** – The Clerk reported difficulty contacting the WDBC Officer. A meeting would be arranged as soon as possible.

254 **Reports on Current Activities by Community Groups with Town Council Representation -**

- 254.1 **Neighbourhood Plan Group** – Discussed earlier in the meeting

255 **Members' Reports and Requests for Agenda Items -**

- 255.1 **Okehampton Matters** – No meeting had been held. Cllr Leech reported that a change of organiser was in progress and the format could change.

- 255.2 **Okehampton COVID19 Support Group** – Cllr Button reported the group was operating, still undertaking tasks including the collection of prescriptions and shopping.

256 **Urgent Item**

**Afghan Refugees** – The Clerk reported that Cllr Abbots had requested the Council consider setting up a collection point for items for refugees and that more information would be needed to be ascertained. Cllr Yelland advised that WDBC were keeping the situation under review. The item would be added to the next agenda for consideration.

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 Sanger.

257 **Okehampton & Hamlets Neighbourhood Plan Group** – The Clerk read out the relevant minute from the last meeting of Okehampton Hamlets Parish Council and advised that she would be meeting their Clerk the following week for an update and to discuss the situation.

On the proposition of Cllr Yelland, seconded Cllr Abbots it was **RESOLVED** to approve the Terms of Reference including the taking of minutes by the Clerk, who had agreed, subject to the following:

- Meetings were held during normal working hours
- Clerking of the meetings were shared equally with the Okehampton Hamlets Parish Council Clerk
- No other administration or clerking functions be undertaken for the group
- The arrangement was reviewed in June 2022

Clerk

258 **CCTV** – On the proposition of Cllr Tolley, seconded Cllr Ireland it was **RESOLVED** to approve the quotation from Fullstop for the supply and installation of a secure approved cabinet in which to house the CCTV equipment at a cost of £795.13, based on best value and taking into account the guarantee status of the recently installed new equipment.

Clerk

On the proposition of Cllr Yelland, seconded Cllr Ireland it was **RESOLVED** to move out of Part 2 and ratify decisions made therein.

The meeting was closed at 9.45pm.

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**Councillor Tolley**  
**Mayor**