

**Minutes of a meeting of Okehampton Town Council held on  
Monday 26<sup>th</sup> July 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 T Leech  
Councillor C Marsh  
Councillor B Matravers  
Councillor J Yelland

**In Attendance:** Mrs E James (Town Clerk)  
Councillor L Samuel, DCC  
Mr Mullineaux, WDBC  
Councillor M Davies, WDBC  
Councillor C Mott, WDBC  
2 Members of the Public

**Action**

155 **Apologies for Absence** – Apologies from Cllr Jessop were approved on the proposition of Cllr Leech, seconded Cllr Ireland and **APPROVED**.

156 **Deferment of Business** – None

157 **Members Questions** – None

158 **West Devon Borough Council Planning Services** – Cllr Mott addressed the meeting and provided information about the review of WDBC’s Development Management and Enforcement Service. Increases in the number of planning applications received and breaches reported had been seen year on year. The aim of the review was to improve the quality of the service amongst other aspects. Enforcement Officer vacancies had been filled and they were working to reduce the backlog. Agency staff were supporting the Planning Officers. The new IT system would be operational by end of the year. A memorandum/consultation document would be sent to town and parish councils for their views.

Mr Mullineaux reported that the recruitment of Planning Officers was a challenge across the southwest. WDBC was looking at how they could improve and were developing a succession programme through the department. Testing of the IT system was ongoing, the anticipated ‘go live’ date being the end of September although the enforcement module may be slightly delayed.

*(Mr Mullineaux and Cllr Mott left the meeting)*

159 **West Devon Borough Council** – Cllr Davies report that ‘The Plan’ for West Devon which would look at the way forward was about to go out to consultation. The Tour of Britain would go through the area on 6<sup>th</sup> September. The loss of woodland to needless felling in some cases was of concern which would be taken to the Department of Rural affairs.

Cllr Yelland advised that the £500 Test and Trace Support Payment for those who had to self-isolate had been extended. The conditions were set by central government who had removed the income cap, but applicants still needed to demonstrate they would suffer financial hardship.

The West Devon Plan was a 20-year document which would be considered by the Hub-Committee and full Council in September.

Cllr Yelland was continuing as the WDBC representative to OakRail.

Cllr Leech reported that the West Devon Plan would initially contain a high-level approach and that the delivery plan would follow after consultation.

Cllr Leech remained the Health and Wellbeing representative.

- 160** **Devon County Council** – Cllr Samuel provided an update about the vehicle and parking strategy in Station Road, advising of an email from DCC, circulated to all Councillors earlier in the day by the Clerk. An Experimental Traffic Order which would give flexibility and would allow residents see how the restrictions worked was being considered. Final decisions could be decided based on the evaluation. Options for the northern area of Station Road had been investigated and no suitable alternatives identified.

The provision of busses was being considered and other parishes were also keen to become involved in discussions. Cllr Samuel was keen to set up a meeting to progress.

- 161** **Questions Arising from Members Reports** – A question about parking arrangements at the existing Station was posed to Cllr Samuel who hoped there would be a free initial period for parking or an initial concessionary rate to encourage people to park in the carpark.

Cllr Marsh thanked Cllr's Davies and Samuels for attending the meeting.

*(Cllr Davies left the meeting)*

- 162** **Adoption of Minutes of Committees and Members' Questions arising Thereon** –

**162.1** **Policy & Resources Committee** meeting held on 21<sup>st</sup> June 2021 - adoption proposed by Cllr Goffey, seconded Cllr Wood and **approved**.

**162.2** **Parks Committee** meeting held on 1<sup>st</sup> March 2021 - adoption proposed by Cllr Marsh, seconded Cllr Ireland and **approved**.

- 163** **Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 28<sup>th</sup> June 2021 were **approved** on the proposition of Cllr Goffey, seconded by Cllr Yelland and signed by the Mayor.

- 164** **Crossing Outside Plume of Feathers** – On the proposition of Cllr Abbots, seconded Cllr Marsh (2 abstentions), it was **RESOLVED** to request that the remaining pavers were removed from the crossing and the area tarmacked.

Clerk

- 165** **Rail Reinstatement Traffic**

Cllr Samuel had already reported on the Station Road Parking strategy.

On the proposition of Cllr Yelland, seconded Cllr Leech (1 abstention) it was **RESOLVED** to request that DCC, through Cllr Samuel, investigate the feasibility of the Parkway Station site being used as a carpark prior to the commencement of the rail service. In addition that a park and ride scheme be instigated from the Parkway Station as this could help to mitigate traffic congestion in Station Road.

Clerk

166	<b>CCTV</b> – Cllr Leech reported that the installation had commenced earlier in the day and that there had been an amendment to the scheme. An alternative location for the camera that had been planned to be installed on The Nook had needed to be found and a separate post would be installed for this purpose, planning permission was not required for the post.	
167	<b>Okehampton &amp; Hamlets Neighbourhood Plan Group (OHNPG)</b> –	
167.1	Cllr’s Leech and Goffey provided an update, and it was requested that Members advise Cllr Goffey of any errors or comments they had about the draft plan.  On the proposition of Cllr Yelland, seconded Cllr Abbots, it was <b>RESOLVED</b> to defer consideration of this item until after the Part 2 related item of business had been discussed later in the meeting.  <i>(Both members of the public had left the meeting by this point)</i>	
167.2	On the proposition of Cllr Ireland, seconded Cllr Wood (1 abstention), it was <b>RESOLVED</b> to request that the Working Group members review the current Terms of Reference, including an update of terminology, and provide both Councils with an updated document for consideration of adoption.	Clerk
167.3	On the proposition of Cllr Marsh, seconded Cllr Abbot, it was <b>RESOLVED</b> to defer consideration of the nomination of additional Councillors to the Group until revised Terms of Reference had been adopted.	Clerk
167.4	It was noted that Okehampton Hamlets Parish Council had approved the revised protocol for OHNPG expenditure for the current financial year as previously approved by the Town Council.	
168	<b>Working Groups</b>	
168.1	<b>Queens Jubilee</b> - On the proposition of Cllr Marsh, seconded Cllr Travers, it was <b>RESOLVED</b> to approve the revised document permitting a Member of Okehampton Hamlets Parish Council to join the group to facilitate joint working on some aspects of the celebrations.	Clerk
168.2	<b>Investment</b> - On the proposition of Cllr Goffey, seconded Cllr Leech, it was <b>RESOLVED</b> to appoint Cllr Yelland to the group.	Clerk
169	<b>Beating of the Bounds</b> - On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> to nominate Cllr Tolley to be a flag bearer for one of the stone-to-stone legs of the event on 18 <sup>th</sup> August 2021. The section to be agreed with Cllr Tolley.	Clerk/ Cllr Tolley
170	<b>Welcome Back Fund</b> – The Clerk reported that the Council had been awarded £10,000 by WDBC from the Reopening High Streets Safety Fund, provided through the European Regional Development Fund. The funding had to be used by March 2022 for refurbishment of benches, planting of insect friendly shrubs, repainting of railings and the pig bike racks, and flower basket/planters.	Clerk
171	<b>Consultation – Shaping the Future of Transport Across the South West</b> - On the proposition of Cllr Ireland, seconded Cllr Button, it was <b>RESOLVED</b> to nominate Cllr Ireland to work with an Officer to provide a draft response for consideration of the Council on 23 <sup>rd</sup> August 2021.	Cllr Ireland/ Clerk
172	<b>Consultation – DCC National Bus Strategy</b> – On the proposition of Cllr Tolley, seconded Cllr Ireland, it was resolved that Councillors submit their	

	comments to the Clerk by 9 <sup>th</sup> August 2021 for compilation and the submission of a response.	Cllrs/ Clerk
<b>173</b>	<b><u>Town Community Archive Project</u></b> – Personal interests were declared by Cllrs Yelland, Marsh, Ireland, Goffey and Holt who were members of groups who may be involved within the project.  On the proposition of Cllr Leech, seconded Cllr Matravers (5 abstentions), it was <b>RESOLVED</b> that the Clerk be permitted to join a working group, as proposed by Okehampton United Charity, to investigate the feasibility of the creation of an electronic Town/Community Archive.	Clerk
<b>174</b>	<b><u>Leases/Agreements</u></b>	
<b>174.1</b>	An update in relation to the recent meeting was provided.	
<b>174.2</b>	<b>Tennis Club User Agreement Novation</b> - On the proposition of Cllr Marsh, seconded Cllr Travers, it was <b>RESOLVED</b> to approve the novation of the agreement from Devon County Council to the Dartmoor Multi Academy Trust and that the Deed of Novation be executed by the affixing of the Common Seal of Okehampton in the presence of the Mayor and Clerk.	Clerk
<b>174.3</b>	<b>Carpark Agreement Novation</b> - On the proposition of Cllr Goffey, seconded Cllr Holt, it was <b>RESOLVED</b> to approve the novation of the agreement from Devon County Council to the Dartmoor Multi Academy Trust and that the Deed of Novation be executed by the affixing of the Common Seal of Okehampton in the presence of the Mayor and Clerk.	Clerk
<b>174.4</b>	<b>New Carpark Agreement</b> – The Clerk to investigate a query in relation to business rates for the College car park.  On the proposition of Cllr Yelland, seconded Cllr Marsh it was <b>RESOLVED</b> to create a Task and finish group to review the agreement and make recommendations to the Council. The Group to consist of Cllr’s Yelland, Marsh and Goffey, and the Clerk.	Clerk
A motion to suspend Standing Order 3 (bb) to permit extension of the meeting was proposed by Cllr Ireland, seconded Cllr Leech, and agreed.		
<b>175</b>	<b><u>Placemaking Working Group</u></b> - On the proposition of Cllr Leech, seconded Cllr Matravers, it was <b>RESOLVED</b> to approve exploration in conjunction with WDBC into the prospect of whether a more unified approach could be reached with the business community. To open discussion with that community in light of covid recovery and the challenges that would be faced to unify resources and plans.	Clerk
<b>176</b>	<b><u>Cemetery Inspection</u></b> –	
<b>176.1</b>	The Council noted that inspection of the memorial stones in the Council’s Cemetery would be undertaken during August and September, and action that would be taken in relation to memorials that were found to be unstable.	
<b>176.2</b>	It was noted that Council employees would not be undertaking grass maintenance work in All Saints Graveyard until an inspection of their memorial stones had been completed and action had been taken to stabilise any that were found to be a potential risk to health and safety.	
<b>177</b>	<b><u>Climate Change Working Group</u></b> – Cllr Goffey reported that a detailed proposal had been received previously from one company but not the other	

and she had submitted an application for funding as the closing date was the following day.

The Group were investigating other possibilities including:

- Water conservation by putting filled plastic water bottles into cisterns
- Rainwater harvesting system to flush toilets.
- Solar panels on the Charter Hall roof
- Foil crisp packets were being collecting at the Ockment Centre
- Potential themes for the Big Green Day in September

**178** Finances –

**178.1** On the proposition of Cllr Yelland, seconded Cllr Sanger it was **RESOLVED** to approve the schedule of payments.

**178.2** On the proposition of Cllr Goffey, seconded Cllr Travers, it was **RESOLVED** to continue with the subscription to the Rural Market Town Group which was currently £130 p/annum.

Clerk/  
Ass. Clerk

**179** Civic Diary Report – The event attended by the Mayor in June was noted.

**180** Coronavirus Legislation - The Clerk reported that the advice of the Risk Advisor, who was available through the Councils insurer, was to proceed with caution and that hirer of premises should be encouraged to stick to a maximum of 50% capacity for their event.

On the proposition of Cllr Abbots, seconded Cllr Goffey, it was **RESOLVED** to remain meeting socially distantly in the Charter Hall and that this be reviewed at each meeting of full Council.

Clerk

*(Cllr Samuel left the meeting)*

**181** Meeting Date Amendment – On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to change the date of the Policy & Resources and Planning Committee meetings from 20<sup>th</sup> September to 13<sup>th</sup> September 2021.

Clerk

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

**182.1** Climate Change – Report received above at Min Ref 177.

**182.2** Charter Hall Roof Replacement – A schedule of work had been received from the architect who envisage starting work in January 2022.

**182.3** Placemaking Working Group – Report received above at Min Ref 175.

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

**183.1** Neighbourhood Plan Group – Report received above at Min Ref 167.

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

**184.1** Okehampton Matters – It was reported that the meeting had been cancelled, and a revised date was awaited.

**184.2** Okehampton COVID19 Support Group – Cllr Button reported that the group had remained quiet but there were concerns about rising infection numbers.

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 Ireland.

**185**      **Zip Wire Replacement** - On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to approve the recommendation of the Parks Committee to accept the quotation from Hags. Whichever length cableway was most suitable should be purchased, 20m or 30m, at a cost of £12,495.10 or £12,987.10 respectively.

Clerk/ Park-  
Keeper

It was noted that Okehampton Hamlets Parish Council had been offered the opportunity to contribute to the replacement zip wire as they had purchased the original. It was further noted that planning permission was not required for removal of the adjacent wall, if necessary, so that the installation complied with the latest regulations.

**186**      **Clapps Wood** - On the proposition of Cllr Marsh, seconded Cllr Abbots, it was **RESOLVED** to approve the recommendation of the Parks Committee to accept the quotation from Hulls Landscape and Treeworks in the sum of £14,000 for the felling of trees affected by ash tree dieback in line with the latest inspection report.

Clerk/ Park-  
Keeper

**187**      **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** – The Clerk reported that she had verbally contacted Okehampton Hamlets Parish Council Clerk as requested. The situation had not been considered at a meeting of that Council as far as she had been advised.

On the proposition of Cllr Tolley, seconded Cllr Abbots, it was **RESOLVED** that the Clerk contact the Consultant and the relevant WDBC Officer to ascertain the situation. On receipt of a response from the Consultant and/or the WDBC Officer, the Clerk, in consultation with Cllr Tolley, to write to Okehampton Hamlets Parish Council requesting that the situation be addressed within a Part 2 Confidential item of business at their earliest opportunity.

Clerk/ Cllr  
Tolley

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

**188**      **Okehampton & Hamlets Neighbourhood Plan Group (OHNPG)** – The item deferred at Min Ref 167 was considered. On the proposition of Cllr Goffey, seconded Cllr Abbots, it was **RESOLVED** to defer a decision in relation to the current working draft of the plan until the Part 2 related item of business had been resolved.

Clerk

**189**      **Urgent Item** – The Clerk gave advance notice of an additional applications only meeting of the Planning Committee at 7pm on Monday 9<sup>th</sup> August due to the high number of applications that had been received.

The meeting was closed at 9.20pm.

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**Councillor Tolley**  
**Mayor**