

**Minutes of an Okehampton Town Council Parks Committee Meeting held on  
Monday 18<sup>th</sup> October 2021 at 7pm in the Charter Hall, Okehampton**

**Committee Members Present:** Councillor D Travers (Chairman)  
Councillor B Tolley (Mayor)  
Councillor D Sanger (Chairman, Policy & Resources)  
Councillor A Wood (Chairman, Property)  
Councillor G Button  
Councillor C Holt  
Councillor P Jessop  
Councillor C Marsh

**Other Members Present:** Councillor J Goffey  
Councillor J Yelland

**In Attendance:** Mrs E James (Town Clerk)

- Action**
- 375**     **Apologies for Absence** – Apologies tendered by Cllr Ireland who was at rail related meeting and Cllr Abbots due to injury were **approved** on the proposition of Cllr Holt, seconded Cllr Woods.
- 376**     **Deferment of Business** – None
- 377**     **Mr McGahey, Park-Keeper** – A report from Mr McGahey was read out by the Clerk.
- 378**     **Members' Questions** – None
- 379**     **Minutes** - The minutes of the Parks Committee meetings held on 22<sup>nd</sup> April and 5<sup>th</sup> July 2021 were **APPROVED** and signed by the Chairman on the proposition of Cllr Sanger, seconded Cllr Button.
- 380**     **Updates for Noting** –
- 380.1**    **Shed Behind the Rock** – It was noted that the shed roof had been replaced.
- 380.2**    **Simmons Park and Fairplace Leaflet** – It was noted that positive feedback had been received and further copies would need to be printed before spring.
- 380.3**    **Simmons Park Lighting** – The Clerk reported that electrical and stability inspections of the light columns had been undertaken and no issues had been raised although the bulbs on some had failed and would be replaced with LED bulbs. It was noted that the contractor had recommended stability testing within 3 years, instead of the statutory 6, due to the age of some of the columns.
- 381**     **Parks Bookings** – The booking for Anderton & Rowland Fair from 10<sup>th</sup> to 17<sup>th</sup> October 2021 was noted.
- 382**     **Steps from Simmons Park to Station Road** – The report was considered, and the Park-Keepers comments noted. The creation of a hard surface to step onto for those using the stepped route was suggested, however it was noted that the levelling of steps would be a large project for consideration at a later date.

- On the proposition of Cllr Jessop, seconded Cllr Marsh, it was **RESOLVED** to approve signage at both ends of the step free route. Clerk/ Park-keeper
- 383** **Play Equipment Repairs** – On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to approve the purchase of parts to repair the Rotator at the quoted cost of £721.50, noting that the parts were not available from an alternative company. Clerk/ Park-keeper
- 384** **WWII Pillbox** – The Committee noted that the structural inspection had been undertaken and no issues had been raised meaning that it could be opened to the public in conjunction with events or for other purposes. Provision of an information sign was being investigated.
- 385** **Clapps Wood** -
- 385.1** **Ash Dieback** – It was noted that the felling licence had been recommended for approval by the Forestry Commission subject to conditions as circulated. It was hoped that the work would take place in November as planned.
- 385.2** **Footpath Closure** – It was noted that the footpath through Clapps Wood would be closed for 24 hours from 8am on 27<sup>th</sup> October 2021.
- 386** **Litter and Dog Waste Bins** - On the proposition of Cllr Marsh, seconded Cllr Sanger, it was **RESOLVED** to purchase two large litter bins similar to Glasdon Jubilee 240 bins at a cost of £1,802 for locating in Simmons Park. Clerk
- Clerk to prioritise finalisation of the audit of bins a priority.
- 387** **Benches** -
- 387.1** On the proposition of Cllr Jessop, seconded Cllr Marsh, it was **RESOLVED** to the purchase a Plymouth Picnic Bench from Devon Contract Waste and one suitable for wheelchairs similar to that in the circulated report. Clerk
- It was noted that both benches were constructed from recycled material. Devon Contract Waste collected the Councils waste and therefore benches purchased from them could be made from local waste.
- 387.2** On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to purchase a bench to replace that removed from outside the public toilets in Market Street from Devon Contract Waste, subject to the permission of the landowner. The exact bench to be delegated to Clerk and Chairman. Clerk/ Cllr Travers
- 388** **Bus Shelter** - On the proposition of Cllr Tolley, seconded Cllr Marsh, it was **RESOLVED** to contact the adjacent property owner to try to establish the owner of the land and to seek their permission for the potential siting of a shelter in that location. Clerk
- 389** **Cemetery**
- 389.1** A report from the Clerk detailing the burials that had taken place since the last meeting was noted.

- 389.2 It was noted that the Valuation Service and WDBC had been approached in April in order to register the Cemetery for business rates and that a response was awaited.
- 389.3 It was noted that the entrance and exits into All Saints Church carpark, also used by those visiting the cemetery, were deteriorating. The carpark being the responsibility of the Northmoor Ministry.
- 390 **Consultation – Environment Agency Review of Charges for Water Resources** - On the proposition of Cllr Sanger, seconded Cllr Button, it was **RESOLVED** that Cllr Sanger work with the Clerk to formulate and submit a response to the consultation prior to the closing date of 10<sup>th</sup> November. Clerk/ Cllr Sanger
- 391 **OMEP-UK’s Education for Sustainable Citizenship Award** - On the proposition of Cllr Travers, seconded Cllr Button, it was **RESOLVED** to approve the request for Simmons Park to be added to a list of venues in the OMEP-UK ESC Award Away Day directory. Clerk
- 392 **Terms of Reference** - On the proposition of Cllr Tolley, seconded Cllr Wood, it was **RESOLVED** to recommend the Parks Committee Terms of Reference to Full Council. Clerk
- 393 **Simmons Park and Kempley Meadows Management Plan** - On the proposition of Cllr Tolley, seconded Cllr Travers, it was **RESOLVED** to recommend the plan to Full Council. Clerk
- 394 **Public Spaces Protection Order 2021 – Control of Dogs** - On the proposition of Cllr Travers, seconded Cllr Sanger, it was **RESOLVED** that Cllrs Wood and Marsh work with an Officer to ascertain the implications for Simmons Park and report back to the Committee. Clerk/ Cllrs Wood & Marsh
- 395 **Budget 2022/23** – It was suggested that the following be considered for inclusion in the budget: Clerk
- Replacement of the Tractor Trailer
  - Funding towards the repair of the Cemetery car park
  - Park step repair
  - Bench repairs
- 396 **Christmas Trails** – It was noted that there would be two trails, one in the park and one in the town based on Carols.
- 397 **Payment of Invoices** – On the proposition of Cllr Sanger, seconded by Cllr Marsh, it was **RESOLVED** to approve the schedule of payments, to include the addition of reimbursement of the purchase of safety boots to Mr Peek.
- 398 **Reports of Council Working/Task and Finish Groups** -
- 398.1 **Open Space, Sports & Recreation (OSSR)** – No meetings had been held and it was thought that the group was potentially no longer required.

It was noted that the WDBC Emergency Cluster Group to which Cllr Button was the Council representative had not been taken forward.

- 398.2** Cemetery Management – On hold, the group would consider the purchase of land at a later date.
- 399** **Members' Reports and Requests for Agenda Items -**
- 399.1** Dartmoor National Park Forum – Cllr Sanger reported that she had been unable to attend the latest meeting.
- 399.2** Everything Okehampton – Cllr Marsh reported that the Gala weekend was on 23<sup>rd</sup> and 24<sup>th</sup> October and a dinner had been held on 16<sup>th</sup> October. After the Gala the group would be concentrating on arrangements for Edwardian evening which was on 2<sup>nd</sup> December.
- 399.3** North Dartmoor Search & Rescue – A report had not been received from Cllr Ireland.
- 399.4** Okehampton Community Archive – Cllr Holt had been unable to attend the last meeting. Cllr Marsh reported that the potential merger of archives held by different groups in a joint digitised community project was being investigated.
- 399.5** Okehampton Community Recreation Association (OCRA) – Cllr Tolley had nothing to report.
- 399.6** Parklands Leisure Centre Users Group – Cllr Marsh advised there had not been a meeting.
- 399.7** Cycle Track Sticklepath to Okehampton – Cllr Jessop had been unable to attend the most recent meeting.

## **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 involved the likely disclosure of sensitive and confidential information. Proposed by Cllr Tolley, seconded by Cllr Sanger.

- 400** **Urgent Item** – The Clerk reported on an urgent item relating to the Cemetery that had arisen and had been dealt with earlier in the day, as set out in the report. Urgent action taken by the Clerk was noted by the Committee, who was in agreement. It was suggested by the Committee that the Clerk arrange for the Council to pay any fees incurred and keep financial documentation for a longer period than set out in the Document Retention Policy. Clerk

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On the proposition of Cllr Sanger, seconded Cllr March, it was **RESOLVED** to exit Part Two.

The meeting closed at 8.12pm

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**Councillor Travers**  
**Chairman**