



Okehampton Town Council

Town Hall  
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Emma James  
Town Clerk

21 February 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28<sup>th</sup> February 2022 at 7pm in the Charter Hall, Market Street, Okehampton.

Yours faithfully

*E James*

Emma James  
Town Clerk

**Declarations of Interest - Members are reminded that they should declare any relevant interest in the items to be considered.**

**Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

### **Business to be Transacted**

1. **Apologies for Absence** - To receive apologies for absence
2. **Deferment of Business** – For questions from the public to bring matters of concern to the attention of the Town Council
3. **Members' Questions** - To receive questions from Members regarding the workings of the Council
4. **Visiting Speaker** – To receive a presentation from WDBC's Placemaking Team followed by an opportunity for questions to be asked by Councillors
5. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
6. **Devon County Council** - To receive the report of the Devon County Councillor, if present
7. **Questions Arising from Member reports** – Questions arising from WDBC and DCC reports in relation to items as presented to the meeting to be summarised and recorded by the Clerk for forwarding to the relevant persons.

8. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
  - 8.1 To adopt the minutes of the **Planning Committee** meetings held on 22<sup>nd</sup> November and 13<sup>th</sup> December 2021 and 7<sup>th</sup> February 2022 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.2 To adopt the minutes of the **Parks Committee** meeting held on 13<sup>th</sup> December 2021 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
  - 8.3 To adopt the minutes of the **Policy & Resources Committee** meeting held on 17<sup>th</sup> January 2022 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
9. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 31<sup>st</sup> January 2022.
10. **Placemaking Presentation** – To consider the presentation and report, and resolve any action required
11. **CCTV** – To receive an update on progress from the Clerk and Cllr Leech
12. **Remote Council Meetings** – To note a response to correspondence sent to Mel Stride MP in support of a change in legislation permitting local council councils to meeting remotely
13. **Community Links** – To consider correspondence received from Community Links
14. **Local Councillor Panels – Rural Vulnerable Young and Older People** – To consider correspondence from the Rural Services Network and if desired resolve to nominate a Councillor/s to be part of the virtual vulnerability panel on young and/or older people in rural areas
15. **Storm Damage** – To receive a report from the Clerk regarding damage incurred to Council property and land, and to consider quotations and actions as arising
15. **Neighbourhood Plan** – To consider the revised Terms of Reference which extends the target date for completion to 31<sup>st</sup> July 2022.
16. **Policies and Documents** – To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
  - Cemetery Brochure
  - Cemetery Memorial Management Plan
  - Cemetery Rules and Regulations
17. **WDBC's Mayoral Awards** – To consideration nominations for an award
18. **Finance** – To resolve payment of the invoices in accordance with the schedule
19. **Commonwealth Day, 14<sup>th</sup> March 2022** - To note the event which takes place outside St James' Chapel at 9.20am
20. **Asset Register** – To nominate a Councillor to undertake the annual audit check of elements of the Asset Register
21. **Annual Town Assembly and Report for 2021/22** –
  - 21.1 To resolve to agree the format of the Annual Town Assembly on 28<sup>th</sup> March 2022
  - 21.2 To resolve to approve the draft annual report
22. **Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during February 2022

23. **Community Governance** - To receive a report from Cllr Tolley and the Clerk and consider any action to be taken
24. **Reports of Council Working/Task & Finish Groups** – To note reports:
- 24.1 **Climate Change** (Cllrs Button, Goffey, Ireland and Leech)
  - 24.2 **Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Sanger)
  - 24.3 **Placemaking Working Group** (Cllrs Abbots, Button, Leech, Marsh, Matravers and Travers)
  - 24.4 **Memorandum of Understanding** – (Cllrs Abbots, Marsh, Matravers, Travers, Wood and Yelland)
25. **Reports on Current Activities by Community Groups with Town Council Representation**
- 25.1 **Neighbourhood Plan Group** (Cllrs Goffey, Button and Sanger) –
26. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 26.1 **Okehampton Matters** (Cllrs Goffey and Wood)
  - 26.2 **Okehampton COVID19 Support Group** (Cllr Button)
  - 26.3 **Okehampton and Hamlets Community Archive Project** (Town Clerk)
  - 26.4 **Okehampton Primary School** (Cllr Travers)

## **PART TWO**

**Items which may be taken in the absence of the press and public.**

**The Committee is recommended to pass the following resolution:**

**'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 items as they involve the likely disclosure of sensitive and confidential information.'**

27. **Replacement Trailer** – To resolve to ratify the recommendation of the Parks Committee for the purchase of a replacement trailer at the cost of £2,470 and disposal of the existing trailer by way of part exchange.
28. **Public Toilet Cleaning Contract** – To consider tenders received and resolve to award the contract
29. **Redevelopment Opportunity** – To consider a redevelopment opportunity that has arisen