

**Minutes of an Okehampton Town Council Parks Committee Meeting held on
Monday 7th February 2022 at 7pm in the Charter Hall, Okehampton**

Committee Members Present: Councillor C Marsh (Chairman)
Councillor B Tolley (Mayor)
Councillor M Ireland (Chairman, Planning)
Councillor D Sanger (Chairman, Policy & Resources)
Councillor T Abbots
Councillor G Button
Councillor C Holt
Councillor P Jessop
Councillor T Leech

Other Members Present: Councillor J Goffey
Councillor B Matravers
Councillor J Yelland

In Attendance: Mrs E James (Town Clerk)
Mr J McGahey (Park-keeper)
2 Members of the Public

- 675** **Apologies for Absence** – Apologies from Cllr Travers due to personal matters, Cllr Abbots due to covid and Cllr Wood due to illness were approved on the proposition of Cllr Tolley, seconded Cllr Jessop.
- 676** **Deferment of Business** – None
- 677** **Mr McGahey, Park-Keeper** – Mr McGahey reported on items including clearance of the ponds since which frogspawn had arrived and to which some water plants would be added. Parks staff had taken part in bird watch and identified over 30 species including Greenfinch which were endangered, Jays and a Green Woodpecker. At least 7 of the bird boxes provided in 2021 had been used. The new bins and benches had been installed in Simmons Park, bins, benches and equipment were in the process of being cleaned. Park railings were being repainted and the rose garden was being tidied up and some new roses would be planted.
- 678** **Members' Questions** – None
- 679** **Minutes** - The minutes of the Parks Committee meeting held on 13th December 2021 were **APPROVED** and signed by the Chairman on the proposition of Cllr Holt, seconded Cllr Leech.
- 680** **Updates for Noting** –
- 680.1** **Zip Wire** – The Committee noted that the installation had been delayed due to wet weather, but it was scheduled to be completed in March.
- 681** **Clapps Wood** –
- 681.1** The Park-Keeper provided a report on the clearance of trees due to Ash dieback. It was noted that no complaints had been received or issues encountered.
- 681.2** The replanting scheme and list of trees recommended by the Park-Keeper was considered.

Action

	On the proposition of Cllr Marsh, seconded Cllr Leech it was RESOLVED to approve the purchase of the trees for the replanting of the woodland as recommended at the cost of approximately £571.47.	Park-Keeper/ Clerk
681.3	The item relating to drainage through Clapps Wood was deferred to Part 2 later in the meeting.	
682	<u>Simmons Park Tree Inspection Report</u> – The Park-Keeper reported that the inspection in January had identified that the Ash trees were infected with dieback disease. Quotations were being sought for the work required to be undertaken. The Clerk reported that WDBC’s Tree Officer had given permission for urgent work to two trees to be carried without planning permission being obtained. On the proposition of Cllr Marsh, seconded Cllr Jessop, it was RESOLVED to approve the submission of planning applications for the work as necessary.	Clerk
683	<u>Benches Behind Lidl</u> – The Park-Keeper reported that one of the benches had been damaged and pulled from the ground. The benches were rotting at the base, their condition being poor and would need to be replaced. On the proposition of Cllr Marsh, seconded Cllr Button it was RESOLVED to obtain quotes for their replacement.	Park-Keeper/ Clerk
684	<u>Litter Bins</u>	
684.1	On the proposition of Cllr Tolley, seconded Cllr Leech it was RESOLVED to approve the purchase of a litter bin to replace the existing one behind Lidl as recommended by the Clerk, to include a fire extinguisher system if available, at the approximate cost of £460.	Clerk
684.2	Consideration was given to a request from members of the public for a litter bin in the vicinity of the Primary School and Rugby Club. Correspondence received from WDBC indicated that they would be unable to add additional bin collections to their schedule due to staff shortages. On the proposition of Cllr Goffey, seconded Cllr Ireland it was RESOLVED to write to the Primary School and the Rugby Club requesting that they remind their students and visitors to dispose of their waste appropriately.	Clerk
685	<u>Phone Box Use</u> – It was noted that there was a book swap in the phone box which was going well. Quotes were being obtained for leaflet holders. Plans for an external trellis with a passionflower or similar to be sited on the plain side of the box was noted.	Park-Keeper
686	<u>Hanging Baskets</u> - On the proposition of Cllr Tolley, seconded Cllr Jessop it was RESOLVED to approve the continuation of the competition in 2022 and to offer prizes in accordance with the previous year. (A member of the public arrived)	Clerk

687	<p><u>Park Run</u> - On the proposition of Cllr Jessop, seconded Cllr Ireland it was RESOLVED to approve the request, subject to the route utilising existing gravel/hardstanding paths, weather conditions and other events that were booked to take place in the park when for health and safety reasons it might not be possible to accommodate Park Run.</p>	Clerk
688	<p><u>West Bridge Verge Wildflower Seeds</u> – The Park-Keeper advised that he would be trialling a different type of wildflower seed within the raised bed around the seating area on the opposite side of the road to the wildflower verge.</p> <p>On the proposition of Cllr Ireland, seconded Cllr Jessop it was RESOLVED to approve the purchase of the seeds as recommended for both areas, approach businesses for sponsorship of the areas, and apply for funding from DCC's locality budget.</p>	Park-Keeper/ Clerk
689	<p><u>Cemetery</u></p>	
689.1	<p>It was noted that a burial had taken place on 4th February, and another was scheduled for later in the month.</p>	
689.2	<p>The Schedule of Fees and Payments from April 2022 was considered.</p> <p>On the proposition of Cllr Leech, seconded Cllr Marsh it was RESOLVED to approve the amended costs for the burial of young persons as recommended.</p>	Clerk
	<p>On the proposition of Cllr Marsh, seconded Cllr Jessop it was RESOLVED to amend memorial stone and inscription fees as recommended, the other charges to remain as existing.</p>	Clerk
689.3	<p>Consideration was given to the poor condition of the access to the Church car park and Council Cemetery. Ownership and responsibility for the access which was classified as a Public Bridleway was being investigated.</p> <p>On the proposition of Cllr Ireland, seconded Cllr Leech it was RESOLVED to further investigate ownership of the public bridleway that served as the access to the Church car park and Council Cemetery.</p>	Clerk
690	<p><u>Policies and Documents</u> – On the proposition of Cllr Marsh, seconded Cllr Tolley, it was RESOLVED to recommend the following policies to the Policy & Resources Committee:</p> <ul style="list-style-type: none"> • Cemetery Brochure • Cemetery Memorial Management Policy • Cemetery Rules and Regulations 	Clerk
691	<p><u>Simmons Park Information Boards</u> – The initial draft artwork was considered, and amendments made. The Cavalier Combination noticeboard was the preferred option for which quotations would be sought.</p>	Park-Keeper/ Admin Officer
692	<p><u>Payment of Invoices</u> – On the proposition of Cllr Marsh, seconded by Cllr Jessop, it was RESOLVED to approve the payments.</p>	

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>693 <u>Reports of Council Working/Task and Finish Groups -</u>
 693.1 <u>Open Space, Sports & Recreation (OSSR)</u> – No meetings had been held and Cllr Leech advised that it was linked with the Playing Field Strategy work being done by others. The Clerk was requested to remove the item from future agendas.</p> <p>693.2 <u>Cemetery Management</u> – The last meeting had been held in January when it was agreed that potential sites for a new burial ground be investigated.</p> <p>694 <u>Members’ Reports and Requests for Agenda Items -</u>
 694.1 <u>Dartmoor National Park Forum</u> – Cllr Sanger advised there was no information to report.</p> <p>694.2 <u>Everything Okehampton</u> – Cllr Marsh reported that a fundraising Gala dinner was being held on 22nd April.</p> <p>694.3 <u>North Dartmoor Search & Rescue</u> – Cllr Ireland advised he had no information to report.</p> <p>694.4 <u>Okehampton Community Archive</u> – Cllr Marsh advised there was no update to report.</p> <p>694.5 <u>Okehampton Community Recreation Association (OCRA)</u> – Cllr Tolley reported that the AGM had been held in January.</p> <p>694.6 <u>Parklands Leisure Centre Users Group</u> – Cllr Leech reported that he had met with Fusion and the user group would be recommencing.</p> <p>695.7 <u>Cycle Track Sticklepath to Okehampton</u> – Cllr Jessop advised that fundraising was ongoing.</p> <p>(Members of the public left the meeting)</p> | <p>Clerk</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

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 Leech, seconded by Cllr Tolley.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <p>696 <u>Clapps Wood Drainage</u> – The Clerk reported on correspondence and Solicitor’s advice received.</p> <p>697 <u>Simmons Park Tree Inspection Report</u> - On the proposition of Cllr Marsh, seconded Cllr Leech it was RESOLVED to approve the urgent work required to be undertaken. Quotations for the majority of the work were awaited.</p> <p>698 <u>Replacement Trailer</u> – Options recommended were considered. On the proposition of Cllr Leech, seconded Cllr Tolley it was RESOLVED to approve the purchase of a new trailer from Devon Garden Machinery at the cost of £2,470 and the disposal by way of part exchange of the existing trailer for £300.</p> <p>699 <u>Insurance Claim</u> – The Clerk reported on a claim that had been forwarded to the Council’s insurer.</p> | <p>Park-Keeper/
Clerk</p> <p>Park-Keeper/
Clerk</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|

700 **Simmons Park Litter Bin Liners** – Quotations received were considered, noting that it had only been possible to source two comparative costs. On the proposition of Cllr Marsh, seconded Cllr Tolley it was **RESOLVED** to purchase replacement steel bin liners from Earth Anchors at the cost of £480, plus delivery.

Park-
Keeper/
Clerk

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

The meeting closed at 8.30pm.

Councillor Travers
Chairman