

**Minutes of a meeting of Okehampton Town Council held on
Monday 23rd May 2022 at 7pm in the Charter Hall, Market Street, Okehampton**

Members Present: Councillor B Tolley (Mayor)
Councillor D Sanger (Deputy Mayor)
Councillor G Button (Chairman, Parks Committee)
Councillor P Jessop (Chairman, Planning Committee)
Councillor J Yelland (Chairman, Policy & Resources Committee)
Councillor A Wood (Chairman, Property Committee)
Councillor T Abbots
Councillor J Goffey
Councillor M Ireland
Councillor T Leech
Councillor C Marsh
Councillor B Matravers
Councillor D Travers

In Attendance: Mrs E James (Town Clerk)
1 Member of the Public

Action

28 **Declarations of Interest** – Cllr Marsh declared a personal interest in Min Ref 45.

(Cllr Button arrived)

29 **Apologies for Absence** – Apologies tendered by Cllr Holt who was not well were **APPROVED** on the proposition of Cllr Marsh, seconded Cllr Ireland.

Apologies tendered by Cllr Samuel, DCC, were noted.

30 **Deferment of Business** – None

31 **Members Questions** – Cllr Goffey presented the Council with the gift of an original framed Frith photograph of the Town Centre that was believed to have been taken in c1890.

32 **West Devon Borough Council** – Cllr Yelland reported that WDBC were continuing to work with other organisations welcoming Ukraine refugees to the Borough and advised that Covid vaccination drop-in sessions would be made available to them. Let's Talk Teenage sessions had previously been well received and further dates had been announced.

Cllr Leech further reported on the Ukraine refugee situation advising that WDBC had a list of grants that were available for them on their website.

33 **Devon County Council** – A report from Cllr Samuel had been previously circulated.

34 **Questions Arising from Members Reports** – None.

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

35.1 **Policy & Resources Committee** meeting held on 11th April 2022 - adoption proposed by Cllr Sanger, seconded Cllr Matravers and **approved**.

- 36 **Full Council Meeting Minutes** – The minutes of the Town Council meetings held on 25th April and 11th May 2022 were **approved** on the proposition of Cllr Leech, seconded by Cllr Goffey, and signed by Cllr Tolley.
- 37 **End of Year Bank Reconciliation/Balance Sheet** – On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** to consider and approve the bank reconciliation/balance sheet for the year ended 31st March 2022 which was signed by the Chairman and RFO.
- 38 **Internal Audit Certificate and Report** – The Clerk reported that the certificate and report had been received which confirmed that the Council had met its responsibilities during the year, copies of which had been provided for Members. It was noted that no observations or recommendations had been raised by the auditor.
- 39 **AGAR Section 1 - Annual Governance Statement 2021/22** - Councillors considered the Council's internal control processes and their effectiveness, and the statements numbered 1 to 8 were read out separately. Councillors considered each statement and **agreed** a response of 'yes' to each one and N/A to statement 9 which was also read out.
- On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** to approve a 'Yes' response to statements 1 to 8 and 'N/A' to statement 9. Cllr Tolley and the Clerk signed the statement.
- 40 **AGAR Section 2 - Accounting Statements 2021/22** - On the proposition of Cllr Goffey, seconded Cllr Button it was **RESOLVED** to approve the accounting statement which was signed by Cllr Tolley.
- 41 **Electors' Rights** – On the proposition of Cllr Jessop, seconded Cllr Wood, it was **RESOLVED** to approve the dates for the Electors Rights, the inspection period commencing on 13th June 2022 and ending on 22nd July 2022. Clerk
- 42 **Finances** –
- 42.1 The Clerk advised that two of the EDF invoices, which were higher than normal, were being investigated. On the proposition of Cllr Wood, seconded Cllr Travers it was **RESOLVED** to approve the schedule of payments.
- 42.2 On the proposition of Cllr Jessop, seconded Cllr Abbots it was **RESOLVED** to approve the bank signatories of the Lloyds, NatWest and Nationwide Council accounts and that of the Mayor's Charity Lloyds account, with no amendments.
- 42.3 It was noted that budget workshops for the Committees had been arranged to take place in September and October.
- 42.4 On the proposition of Cllr Goffey, seconded Cllr Jessop it was **RESOLVED** to approve the virement of £16,060 from general reserves to the appropriate Parks nominal code for the zip wire purchase as recommended by the Policy & Resources Committee. Clerk/ Ass. Clerk
- 43 **Livestreaming of Council Meetings** - On the proposition of Cllr Jessop, seconded Cllr Marsh (1 abstention) it was **RESOLVED** to approve the Livestreaming of Council and Committee meetings through Facebook when meetings reverted to being held in the Council Chamber and the purchase of equipment for this purpose estimated at £300. Clerk

44	<p><u>Councillor Surgeries</u> – It was commented that members of the public had only attended one session since the surgeries had restarted in July 2021. Continuing to offer them would provide the residents with the opportunity to speak with a Councillor on Monday evenings, at Saturday Coffee Mornings and during the working day as well as the option of making an appointment at a time to suit both them and a Councillor.</p> <p>On the proposition of Yelland, seconded Cllr Sanger (3 abstentions) it was RESOLVED to continue to hold the monthly surgeries.</p>	Councillors
45	<p><u>Walkway Behind the Old Mill</u> - On the proposition of Cllr Yelland, seconded Cllr Jessop (5 abstentions) it was RESOLVED to submit a request to DCC Highways requesting that the footpath behind the Old Mill site in Okehampton be designated a public right of way on the basis it had been used as such for over 20 years and the pathway had been subject to investment by public bodies.</p>	Clerk
46	<p><u>Charter Hall Roofing Project</u> – The Clerk reported that the Structural Engineer had attended site on 17th May and had indicated that there would not be any issues with the provision of a maintenance gantry in the roof space.</p>	
47	<p><u>The Queen’s Platinum Jubilee</u> – The item was deferred to Part 2 for the consideration of quotations for the provision of security for the marquee and toilets.</p>	
48	<p><u>Okehampton and Hamlets Combined Archive Project</u> – The Clerk reported on a recent visit to the Devon Archive Centre in Exeter when it had been established that they were unable to assist with the project but had offered to store documentation on behalf of the Council.</p> <p>On the proposition of Cllr Leech, seconded Cllr Goffey it was RESOLVED to approve the transfer of Council documents held in the Plymouth Archives to Exeter to be stored with other Okehampton collections.</p> <p>On the proposition of Cllr Tolley, seconded Cllr Marsh it was RESOLVED to approve the transfer of Council documentation that was dated prior to the creation of the Town Council in 1974, currently held in the Town Hall to the Exeter Archives. An itemised list of documents to be created prior to transfer.</p> <p>On the proposition of Cllr Marsh, seconded Cllr Goffey it was RESOLVED to agree that consideration be given to transferring more recent documentation once the other items had been completed.</p>	Clerk
49	<p><u>Policies and Documents</u> -</p>	
49.1	<p>On the proposition of Cllr Leech, seconded Cllr Marsh it was RESOLVED to approve the following as recommended by the Policy & Resources Committee including amendment to figures within the Financial Regulations:</p> <ul style="list-style-type: none"> • Delegation Scheme • Financial Regulations • Financial Risk Assessment & Management • Investment Strategy • Reserves Policy • Health & Safety Policy 	Clerk
49.2	<p>On the proposition of Cllr Button, seconded Cllr Travers it was RESOLVED to approve the Neighbourhood Development Plan Working Group Expenditure Protocol for agreement by Okehampton Hamlets Parish Council for 2022/23.</p>	Clerk

50 **Committee Terms of Reference** - On the proposition of Marsh, seconded Cllr Goffey it was **RESOLVED** to approve the Parks Committee Terms of Reference with amendments adding bins and locations maintained by the Council but owned by others.

On the proposition of Cllr Tolley, seconded Cllr Leech it was **RESOLVED** to approve Planning Committee Terms of Reference including the additions recommended by the Clerk.

On the proposition of Cllr Tolley, seconded Cllr Goffey it was **RESOLVED** to approve the following Committee Terms of Reference with no amendments:

- Policy & Resources -
- Property
- Emergency Committee
- Personnel Sub-Committee

Clerk

51 **Register of Interests** – The Clerk reminded Members to check their Register of Interests were up to date.

Councillors

52 **Civic Diary Report** – Events attended by the Mayor during May were noted.

53 **Council Committees** – The Clerk reported and recommended changes to the way Committee meetings were run making identification of those who were members of the Committees easier.

On the proposition of Tolley, seconded Cllr Jessop it was **RESOLVED** to agree that Committee Members would sit closest to the Chairmen and be identifiable by way of a coloured marker to be raised when voting and that other Councillors in attendance would sit further away. Meetings would immediately revert to being held in the Council Chamber.

Clerk

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

54.1 **Climate Change** – Cllr Goffey reported that no meeting had been held.

54.2 **Charter Hall Roof Replacement** – A report had previously been provided.

54.3 **Placemaking Working Group** – The Clerk reported that she had identified potential locations for maps on the route from the town to the Railway Station and that photos for the Town Guide were being obtained.

54.4 **Community Governance** – Cllr Tolley reported that a meeting was being held on 26th May.

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

55.1 **Neighbourhood Plan Group** – Cllr Goffey reported that revision 3 of the Plan was being reviewed and that the majority of the document had been completed.

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

56.1 **Okehampton Matters** – Cllr Goffey reported that a meeting had been held the previous week when the discussion had included speed watch.

56.2 **Okehampton & Hamlets Combined Archive Project** – A report had previously been provided.

56.3 **Okehampton Primary School** – Cllr Button reported that the School Council meetings had been paused for the SATS tests and were about to resume.

56.4 Okehampton Ukraine Support Group – Cllr Button reported that a Facebook group was active, regular weekly meetings for refugees and their hosts in Okehampton and the surrounding area were being held. More families were expected to arrive within the next few weeks.

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

57 Urgent Items

Strategy Workshops – The Clerk reported that she would be arranging workshops to consider the Council’s strategy which would include Councillors and staff.

Council Coffee Morning – The Clerk recommended that a Council Coffee Morning be arranged in June or July which could incorporate a fundraising event for the Mayor’s Charity.

Clerk

(A member of the public had previously left the meeting)

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 Marsh, seconded by Cllr Yelland.

58 Tree Work in Simmons Park – The Clerk advised that the relevant planning applications had been approved. On the proposition of Cllr Marsh, seconded Cllr Travers, it was **RESOLVED** to approve the quotation from Adam of Eden for the sum of £7,750 as outlined in the report.

59 Benches – On the proposition of Cllr Goffey, seconded Cllr Button, it was **RESOLVED** to approve the purchase of a recycled material standard picnic bench and a wheelchair accessible picnic bench as replacements for those alongside the car park in Simmons Park, and the provision of a standard bench along Station Road, subject to identification of a suitable location and approval from DCC Highways. The benches to be provided through Devon Contract Waste who made them from waste collected from their clients, including the Town Council, no further quotations had been sought for this reason.

Clerk

60 The Queen’s Platinum Jubilee – On the proposition of Cllr Marsh, seconded Cllr Yelland, it was **RESOLVED** to accept a quotation for security services for the Jubilee weekend at the cost of £720.

The Clerk requested assistance from Councillors for the event on 4th June and on the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to pay staff members who assisted on this date.

It was agreed that the Council would offer assistance to Okehampton Hamlets Parish Council for the Beacon Lighting event they were hosting on 2nd June.

Clerk

On the proposition of Cllr Goffey, seconded Cllr Marsh it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.55pm.

Councillor Tolley
Mayor