

**Minutes of a meeting of Okehampton Town Council held on
Monday 25th July 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

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

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

Action

- 166 **Declarations of Interest** – None
- 167 **Apologies for Absence** – The Clerk reported that Cllr Button had resigned from the Town Council and the co-option process would be commenced.
- 168 **Deferment of Business** – None
- 169 **Members Questions** – None
- 170 **West Devon Borough Council** – Cllr Leech reported on the following matters:
- A consultation relating to planning, the Government white paper and Levelling-Up bill was awaited. The proposals would make changes to the planning system and processes, including Neighbourhood Plans, giving residents a say on applications within their street, local authorities would be able to charge for retrospective planning applications and enforcement timescales would be lengthened from four to ten years.
 - A WDBC Consultation in relation to taxi driver licensing would also be published in the near future.
- 171 **Devon County Council** – Cllr Samuel had previously circulated a report and reiterated that there was a £30.5M estimated overspend this financial year which DCC were working on ways to reduce it.
- 172 **Questions Arising from Members Reports** – None.
- 173 **Adoption of Minutes of Committees and Members' Questions arising Thereon** –
- 173.1 **Policy & Resources Committee** meeting held on 13th June 2022 - adoption proposed by Cllr Sanger, seconded Cllr Travers and **approved**.
- 173.2 **Property Committee** meeting held on 14th March 2022 - adoption proposed by Cllr Goffey, seconded Cllr Holt and **approved**.

173.3 Planning Committee meetings held on 21st February, 7th March, 4th April, 9th and 16th May and 13th June 2022 - adoption proposed by Cllr Goffey, seconded Cllr Matravers and **approved**.

174 Full Council Meeting Minutes – The minutes of the Town Council meeting held on 27th June 2022 were **approved** on the proposition of Cllr Yelland, seconded by Cllr Travers, and signed by Cllr Tolley.

175 Minor Injuries Unit and Hospital Beds – A report from Cllr Leech was considered. It was commented that although there was a Minor Injury Unit (MIU) provision in Okehampton Medical Centre the service was limited to weekdays and there was no evening or weekend cover.

On the proposition of Cllr Jessop, seconded Cllr Wood, it was **RESOLVED** to lobby MP Mel Stride, copying in the health authority, requesting the reinstatement of an MIU and reprovision of hospital beds in Okehampton Hospital allowing treatment locally and easing bed blocking at RD&E.

Cllr Goffey/
Clerk

176 Pets as Prizes – Correspondence sent to Cllr Leech about the practice of giving pets as prizes was considered. On the proposition of Cllr Tolley, seconded Cllr Goffey, it was **RESOLVED** to ensure that the giving of pets as prizes did not happen on land for the Council is responsible.

Clerk

177 Okehampton Police Desk – On the proposition of Cllr Jessop, seconded Cllr Matravers, it was **RESOLVED** to write to the Police & Crime Commissioner (PCC) and Chairman of the PCC's Panel in support of the reopening of the Police Desk in Okehampton in June 2023 as reported in the Okehampton Times on 14th July.

Clerk

178 CCTV Phase 2 – Cllr Leech reported that DCC Highways had not yet replaced the 3 lighting columns which should have been completed by the end of June due to a complaint which had stopped the work. The CCTV could not progress until this had been resolved.

On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to agree that the contractor purchase the equipment needed for phase 2 of the scheme ahead of the lighting work being completed because of long lead in times and potential cost increases a delay could incur.

Clerk

179 Community Governance – Cllrs Leech and Yelland declared personal interests being Members of WDBC.

On the proposition of Cllr Goffey, seconded Cllr Ireland (3 abstentions), it was **RESOLVED** to approve the draft petition document for publication as soon as possible.

Clerk

180 Policies and Documents - On the proposition of Cllr Wood, seconded Cllr Sanger, it was **RESOLVED** to approve the following documents as recommended by the Policy & Resources Committee:

- Business Continuity Plan
- Document Retention Policy

On the proposition of Cllr Tolley, seconded Cllr Holt, it was **RESOLVED** to approve the following documents as recommended by the Policy & Resources Committee Privacy (Data Protection) Policy

- Privacy Notice (General)
- Privacy Notice (Staff, Councillors and Role Holders)

On the proposition of Cllr Wood, seconded Cllr Abbots, it was **RESOLVED** to approve the following documents as recommended by the Policy & Resources Committee

- Standing Orders
- Subject Access Request Policy

Clerk

181 **Finances** – On the proposition of Cllr Tolley, seconded Cllr Ireland it was **RESOLVED** to approve the schedule of payments.

182 **Civic Diary Report** – Events attended by the Mayor during June were noted and included a Community Links musical evening, Coffee Morning, Friendly Circle AGM, Holsworthy Pretty Maids Ceremony, Adapted Caravan opening at Sandy Park by the Mayor's chosen charity Dream-A-Way and Grant presentations.

The Mayor advised that he was holding a Coffee Morning in the Charter Hall on 30th July in aid of Dream-A-Way.

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

183.1 **Climate Change** – Cllr Goffey reported that the group had supported the national water refill day and publicised no plastic July.

183.2 **Charter Hall Roof Replacement** – Consideration was to be given to recommendations from the Working Group within Part 2 later in the meeting.

183.3 **Placemaking Working Group** – WDBC Officers would be attending the August meeting to provide an update.

183.4 **Community Governance** – Recommendations from the Working Group had been considered at Min Ref 179 above.

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

184.1 **Neighbourhood Plan Group** – Cllr Goffey reported that the maps had been completed and draft 6 of the plan was almost ready for circulation. Okehampton Hamlets Parish Council had extended the timescale by three months and the Council would be requested to do the same at the next meeting. A replacement member for Cllr Button would need to be appointed by the Council

Clerk

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

185.1 **Okehampton Matters** – No meeting had been held to report upon.

185.2 **Okehampton Primary School** – No report. A new link Councillor would need to be appointed at the next meeting following the resignation of Cllr Button.

Clerk

185.3 **Okehampton Ukraine Support Group** – No report. A new link Councillor would need to be appointed at the next meeting following the resignation of Cllr Button.

Clerk

(A member of the public 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 Jessop, seconded by Cllr Holt

186 **Charter Hall Roofing Project** - On the proposition of Cllr Tolley, seconded Cllr Jessop it was **RESOLVED** to:

- Agree liquidated damages at £200 p/week based on last full year of income in 2018/19 which was £10,377.98
- Not to include a Guaranteed Bond within the documentation
- That the Clerk submit the insurance form as completed by the Project Manager
- To approve the specification and that the Project Manager go out to tender for the work

Clerk

187 **Utilities Contracts** - On the proposition of Cllr Jessop, seconded Cllr Marsh it was **RESOLVED** to approve acceptance of two EON 24 month contracts.

Ass. Clerk

Cllr Matravers suggested the Investment Working Group investigate renewable energy provision.

188 **Small Projects Officer** - On the proposition of Cllr Marsh, seconded Cllr Jessop it was **RESOLVED** to approve the recommendation of the Policy and Resources Committee for the employment of an additional member of staff, on a temporary part-time basis of 1 day per week for six months for small project work.

Clerk

On the proposition of Cllr Ireland, seconded Cllr Jessop it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.25pm.

Councillor Tolley
Mayor