



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

15th August 2022

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 22nd August 2022 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

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 report in relation to the feasibility for the establishment of a Business Improvement District in Okehampton
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 **Personnel Sub-Committee Committee** meeting held on 9th December 2021 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 25th July 2022
10. **Placemaking** – To consider the report in relation to the feasibility study for a Business Improvement District and any other updates or feedback
11. **Councillor Vacancy** – To note that the process to co-opt a Councillor to fill the vacancy left following the resignation of Cllr Button has commenced
12. **Charter Hall Roofing Project** –
 - 12.1 To receive and consider an update
 - 12.2 To consider fundraising proposals from Cllr Goffey and any other possibilities
13. **Fore Street Parking** – To note a recommendation to HATOC by the Neighbourhood Highway Officer for the addition of double yellow lines in the area between Bridge House and St James' Church and to resolve a response
14. **Community Governance** – To receive an update from the Clerk and resolve that the Mayor and/or the Clerk present the petition to WDBC at the earliest possibility
15. **Okehampton United Charity** – To note a proposal from the OUC to amend the composition of its Trustees and consider any feedback to be submitted
16. **WDBC My Place, My Views Consultation** – To note and consider [the consultation](#) which is open until 17th October 2022
17. **Levelling Up Strategy** – To consider the Government [Levelling Up Strategy Executive Summary](#)
18. **Neighbourhood Plan Group** – To receive an update and consider:
 - 18.1 To resolve to approve a three-month extension of time for the target completion date to 31st October 2022
 - 18.2 To nominate a Councillor representative to fill the vacancy left by the resignation of Cllr Button
 - 18.3 To resolve to approve Version 7 of the draft plan for Regulation 14 consultation
19. **Charter Celebration Event** – To note that Everything Okehampton will be holding a joint Town Charter and Fields in Trust Celebration event on 9th July 2023 and to resolve in principle the support of the Council
20. **External Audit 2021/22** –
 - 20.1 To note the External Auditors Report and Certificate which raised no concerns or opinions for attention
 - 20.2 To resolve the Notice of Conclusion of Audit be published for the period 3rd to 31st August 2022. (Previous statute stated a requirement of 14 days, but it is now for the council to decide – notice was published on 3rd August)
21. **Finance** – To resolve payment of the invoices in accordance with the schedule
22. **Okehampton Hamlets Parish Council** – To receive feedback from the Mayor and Clerk following an informal meeting with OHPC's Chairman and Clerk on 28th July 2022

- 23. Working Group Membership and Town Council Representatives** – To resolve to nominate Councillors to fill the following vacancies left by the resignation of Cllr Button:
- 23.1** Climate Change Working Group
 - 23.2** Placemaking Working Group
 - 23.3** Okehampton Primary School
 - 23.4** Okehampton Ukraine Support Group
- 24. Civic Diary Report** – To note events attended by the Mayor and Deputy Mayor during July 2022
- 25. Reports of Council Working/Task & Finish Groups** – To note reports:
- 25.1** Climate Change (Cllrs Goffey, Leech and Matravers - vacancy)
 - 25.2** Charter Hall Roof Replacement (Cllrs Goffey, Leech and Sanger)
 - 25.3** Placemaking Working Group (Cllrs Abbots, Leech, Marsh, Matravers and Travers - vacancy)
 - 25.4** Community Governance – (Cllrs Goffey, Ireland, Matravers, Sanger and Tolley)
- 26. Reports on Current Activities by Community Groups with Town Council Representation**
- 26.1** Neighbourhood Plan Group (Cllrs Goffey and Sanger - vacancy) –
- 27. Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 27.1** Okehampton Matters (Cllrs Goffey and Wood)
 - 27.2** Okehampton Primary School (No representative)
 - 27.3** Okehampton Ukraine Support Group (No representative)

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.'

- 28. Cemetery Land Purchase** – To consider a recommendation from the Cemetery Working Group in relation to the purchase of land for future use