



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

28th November 2022

Dear Councillor

You are summoned to attend a meeting of the Parks Committee to be held on Monday 5th December 2022 **at 7.20pm** (or at the arising of the Property Committee meeting whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton

Committee Membership consists of the following:

Cllr Marsh (Chairman)	Cllr Tolley (Mayor)
Cllr Abbots (Vice-Chairman)	Cllr Matravers (Chairman, Planning)
Cllr Holt	Cllr Yelland (Chairman, Policy & Resources)
Cllr Ireland	Cllr Wood (Chairman, Property)
Cllr Leech	

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.

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 from those Members unable to attend.
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)
4. **Park-Keeper** – To receive a report from Mr McGahey, if present

5. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
6. **Minutes** - To confirm, approve and sign the minutes of the Parks Committee meetings held on 3rd October 2022
7. **Parks Bookings** – To note the following events that have either taken place or are scheduled to take place in Simmons Park, subject to receipt of the necessary paperwork:

11 th December 2022	PTFA Santa Run
3 rd February 2023	OCRA Schools Cross Country
25 th February 2023	WREN Music Lantern Procession
8. **Simmons Park Information Boards and Town Signage** – To receive an update and resolve any actions arising
9. **Viewing Platform behind Lidl** – To receive and consider a report from the Park-Keeper in relation to the condition of the viewing platform
10. **Free After 3pm Parking** – To note that the annual 'free after 3' parking on weekdays and all day at weekends has been offered in Simmons Park
11. **Bin and Bench Audit** – To note that the audit of Council owned bins and benches is complete and will be reviewed against WDBC waste collection charges
12. **Verti Drainage** - To receive and consider a report from the Park-Keeper
13. **Wildflower Planting** – To receive and consider a report from Cllr Marsh about wildflower verge planting and the need to incorporate plants that specifically benefit bees and insects
14. **2 Minute Foundation Litter Picking Station** – To consider a suggestion from a member of the public for the siting of a litter-picking station in Simmons Park
15. **Land Adjacent to Skate Park** – To note that no further information or documentation has been received in relation to the previously considered proposal for lease of the land and to consider suggestions for use of the area including the provision of allotments or creation of woodland
16. **Cemetery** –
 - 16.1 To receive a summary of burials since 1st April 2022
 - 16.2 To consider the fees for the 2023/24 financial year
 - 16.3 To consider the purchase of grave markers for reserved plots
17. **2023/24 Budget** – To consider the draft budget and make recommendations for consideration
18. **Bowling Club Agreement** – To consider variation of the agreement between the Council and the Bowling Club including water usage
19. **Cemetery Land Purchase** - To consider an update from the Clerk and any action required
20. **Payment of Invoices** – To resolve to approve payment of invoices as per the schedule
21. **Reports of Council Working/Task and Finish Groups** – To consider, note reports and resolve any action required:
 - 21.1 Cemetery Management – Cllrs Goffey, Marsh and Tolley

21. **Members' Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council
- 21.1 Dartmoor National Park Forum - Cllr Marsh
 - 21.2 Everything Okehampton – Cllr Marsh
 - 21.3 North Dartmoor Search & Rescue Team – Cllr Ireland
 - 21.4 Okehampton Community Recreation Association (OCRA) – Cllr Tolley
 - 21.5 Okehampton & District Community Transport Group – Cllr Leech
 - 21.6 Parklands Leisure Centre User Group – Cllrs Tolley and Marsh
 - 21.7 Beacon Path Sticklepath to Okehampton – Cllr Matravers

PART TWO – CONFIDENTIAL ITEMS

22. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'
23. **Cemetery** – To consider a report from the Clerk in relation to the placement of a Memorial Stone
24. **Old Band Stand Base** – To consider quotations received for enhancement of the area
25. **Car Park Agreement** – To consider an update and recommendations from Cllr Marsh and the Clerk following a meeting with Okehampton College, and if received quotations for work required

To resolve to exit Part 2, ratify decisions made therein and re-admission of the Press and Public