

**Minutes of a meeting of Okehampton Town Council held on  
Monday 19<sup>th</sup> December 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor B Tolley (Mayor)  
 Councillor C Marsh (Chairman, Parks Committee)  
 Councillor B Matravers (Chairman, Planning Committee)  
 Councillor A Wood (Chairman, Property Committee)  
 Councillor J Yelland (Chairman, Policy & Resources Committee)  
 Councillor T Abbots  
 Councillor C Botton  
 Councillor A Fisher  
 Councillor M Ireland  
 Councillor T Leech

**In Attendance:** Mrs E James (Town Clerk)

**Action**

**533** **Apologies for Absence** – Apologies tendered by Cllrs Holt and Goffey both of whom were unwell were **approved** on the proposition of Cllr Marsh, seconded Cllr Ireland.

Apologies tendered by Cllr Samuel (DCC) were noted.

**534** **Declarations of Interest** – Cllr Marsh declared a personal interest in Min Ref 544 and 546 being a Director of Meldon Viaduct Ltd and a member of Everything Okehampton.

**535** **Public Participation** – None

**536** **Members Questions** – None

**537** **West Devon Borough Council** – Cllrs Yelland and Leech advised that information had previously been circulated by WDBC.

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

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

**540** **Adoption of Minutes of Committees and Members' Questions arising Thereof** –

**540.1** **Parks Committee** meeting held on 3<sup>rd</sup> October 2022 - adoption proposed by Cllr Abbots, seconded Cllr Yelland and **approved**.

**541** **Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 28<sup>th</sup> November 2022 were **approved** on the proposition of Cllr Ireland, seconded by Cllr Fisher, and signed by Cllr Tolley.

**542** **Co-Option** – On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to co-opt Cllr Botton to the South Ward and that the decision as to which Committees he be nominated to sit on be delegated to the Clerk in consultation with Cllr Tolley, Mayor.

Cllr Tolley/  
Clerk

**543** **Community Governance Petition** – The Council noted that the petition to change the town boundary submitted to WDBC in September 2022 had been validated and Terms of Reference for the review would be considered by WDBC on 21<sup>st</sup> February 2023.

**544** **Finance** - On the proposition of Cllr Yelland, seconded Cllr Wood, (1 abstention) it was **RESOLVED** to approve the schedule of payments.

- 545** **2023/24 Budget** – Two draft versions of the budget, one including the public toilets in Market Street and one without, were considered.
- On the proposition of Cllr Tolley, seconded Cllr Ireland, it was **RESOLVED** to consult residents for their views about whether the public toilets in Market Street which were leased from WDBC should continue to be retained and maintained by the Town Council at the projected cost of £24,696 for the 2023/24 financial year. Clerk
- 546** **King Charles III Coronation** – On the proposition of Cllr Leech, seconded Cllr Abbots, it was **RESOLVED** to approve the plans for a coffee morning incorporating the livestreaming of the Coronation in the Charter Hall followed by a street party in Fore Street in the afternoon, and the purchase of pens to be given to children. Clerk
- 547** **Policies and Documents** - On the proposition of Cllr Wood, seconded Cllr Abbots, it was **RESOLVED** to approve the following documents as recommended by the Policy & Resources Committee: Clerk
- Flexible Retirement Policy
  - Employer Pensions Discretions Policy
- 548** **Civic Diary** – Cllr Tolley reported that he had attended the following events since the last meeting; rehearsal of a Get Changed performance and presentation of a grant cheque to them, Edwardian Evening, a Dining In event hosted by the Air Cadets, had hosted a Mayors fundraising quiz, attended the Friendly Circle lunch, the Excelsior Silver Band Winter Concert and coffee mornings hosted by the Primary School, Library and Carnival Committee.
- 549** **Reports of Council Working/Task & Finish Groups -**
- 549.1** **Climate Change** – Cllr Leech report that a meeting was due to be held in January
- 549.2** **Charter Hall Roof Replacement** – Deferred to be considered within confidential Part 2 matters later in the meeting.
- 549.3** **Placemaking Working Group** – No meeting had been held
- 550** **Reports on Current Activities by Community Groups with Town Council Representation -**
- 550.1** **Neighbourhood Plan Group** – Cllr Matravers had been unable to attend the last meeting. The Clerk had clerked the meeting and reported that feedback from the Regulation 14 consultation and WDBC had been considered. The plan was being revised and the group hoped to go to referendum in May.
- 551** **Members' Reports and Requests for Agenda Items -**
- 551.1** **Okehampton Matters** – A meeting was due to be held on 18<sup>th</sup> January
- 551.2** **Okehampton Ukraine Support Group** – Cllr Leech advised that the group met on the first Thursday of the month and he had been unable to attend the December meeting.
- 551.3** **Rural Market Town Group** – No report.
- 552** **Urgent Items** – The Clerk reported the following items for the information of the Council:  
Mrs Horn, Admin Officer and Mayor's Assistant, had successfully completed the Certificate in Local Council Administration (CiLCA) and she was congratulated on the achievement.

The Council's insurer had stated the council should not take on responsibility for the Carnival Committee road closure as it was the type of event they would exclude from the policy. The Clerk would inform the Carnival Committee.

DCC Highways were consulting on a proposal to vary a road traffic order removing the 7.5T weight restriction for vehicles diverted through the town because of an A30 road closure, and that a meeting of the Council may need to be called early in January for this to be considered.

DCC had invited the Mayor and Clerk to participate in a Regeneration Board for Okehampton through their Urban Renewal Programme to create a regeneration strategy. The project included an opportunity for 'quick-win' funding for a project to be completed within this financial year.

Cllr Botton read out and signed the Declaration of Acceptance of Office.

**553** **PART 2 Confidential Matters** - On the proposition of Cllr Ireland, seconded Cllr Yelland 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 items which were 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.

**554** **Band Stand Quotations** – On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** to approve the recommendation of the Parks Committee to appoint S Dunn Fabrication as the contractor for the enhancement of the old band stand base at £10,797.32, subject to planning permission if required and the agreement of the person who had bequeathed a sum of money for use for a project.

Clerk

**555** **Charter Hall Roofing Project** – The Clerk reported that the costs were still awaited and had been delayed due to illness.

On the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** to ratify the approval of a quotation for additional M&E work at the cost of £1,075.

Clerk

The Clerk reported that an issue had been experienced earlier in the day with the Town Hall heating boiler that was believed to have been caused by a linked leak from the roof.

**556** **Land Adjacent to Skate Park** – On the proposition of Cllr Marsh, seconded Cllr Wood, it was **RESOLVED** to accept the Solicitors advice and not proceed with the potential lease of land which was subject to overage conditions and would need to be offered back to WDBC.

Clerk

On the proposition of Cllr Marsh, seconded Cllr Leech it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 7.50pm

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**Councillor Tolley**  
**Mayor**