



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

17th April 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24th April 2023 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

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
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. **Members' Questions** - To receive questions from Members regarding the workings of the Council

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 **Policy & Resources Committee** meeting held on 13th March 2023 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 27th March 2023
10. **Dartmoor National Park Authority** - Nomination of Parish Members to DNPA Authority – to agree any nominations and to delegate authority to Clerk to complete nomination form after May elections.
11. **DCC (Various Roads, Devon) (Weight Restriction) Amendment Order 2023** – To note that the proposed Traffic Regulation Order removing the weight limit through the centre of Okehampton when following an official National Highways diversion route when the A30 is closed has been implemented despite the objection submitted by the Council.
12. **Correspondence** - To consider correspondence from a member of the public in relation to Dartmoor Multi Academy Trust's restructure proposals
13. **Finance** - To resolve to approve payment of the invoices in accordance with the schedule
14. **Policies and Documents** – To resolve to approve the following policies as recommended by the Policy & Resources Committee:
 - Data Security Breach Response Policy and Procedure
 - Delegation Scheme
 - Dignity at Work Policy
15. **Asset Register** – To resolve to approve the asset register as of 31st March 2023
16. **Property Matters**
 - 16.1 **Charter Hall Roofing Project** – To receive an update and consider any actions arising
 - 16.2 **Town Hall Roof Leaks** – To receive and consider an update from the Clerk
 - 16.3 **Window Replacement/Repairs** – To receive and consider an update from the Clerk following a meeting with WDBC's Planning Conservation Officer
 - 16.4 **Sign Audit** – To note that an audit of signs and barriers has been undertaken by Cllr Marsh and the Park-Keeper to consider a verbal report in relation to their storage and insurance
17. **Neighbourhood Plan** – To consider correspondence from the Senior Strategic Planning Officer, SHDC/WDBC, and the Neighbourhood Plan Group Chairman
18. **Events**
 - 18.1 **Coronation of King Charles III** – To receive an update, consider any actions arising and confirm the wording for the King Charles III plaque, currently agreed to read 'King Charles III 2023'
 - 18.2 **Okehampton Celebrates in the Park** - To receive an update and consider any actions arising

- 18.3 Simmons Park Volunteer Group** – To resolve that the group is launched with a sign-up and induction event on the morning of Tuesday 13th June as part of Big Green Week
- 18.4 2022/23 Mayoral Award Presentation Event** – To note that there will be a short presentation event at 3pm on 17th May, directly before the Annual Council Meeting and Mayor Choosing
- 19. Insurance** – To note the insurance policies have been renewed, the conditions imposed and the consider any actions arising, noting that an item relating to security will need to be considered within Part 2.
- 20. Civic Diary Report** – To note events attended by the Mayor
- 21. Reports of Council Working/Task & Finish Groups** – To note reports:
- 21.1 Climate Change** (Cllrs Goffey, Leech, Matravers and Wood)
 - 21.2 Charter Hall Roof Replacement** (Cllrs Goffey, Leech and Wood)
 - 21.3 Placemaking Working Group** (Cllrs Leech, Marsh and Matravers)
- 22. Reports on Current Activities by Community Groups with Town Council Representation**
- 22.1 Neighbourhood Plan Group** (Cllrs Goffey and Matravers)
- 23. Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 23.1 Okehampton Matters** (Cllrs Goffey and Wood)
 - 23.2 Okehampton Ukraine Support Group** (Cllr Leech)
 - 23.3 Rural Market Town Group** (Cllr Goffey)

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.'

PART TWO – CONFIDENTIAL ITEMS

- 24. 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.'
- 25. Insurance** – To consider the clause in relation to security and consider quotations, if available.