

**Minutes of a meeting of Okehampton Town Council held on  
Monday 27<sup>th</sup> March 2023 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 J Yelland (Chairman, Policy & Resources Committee)  
Councillor C Botton  
Councillor A Fisher  
Councillor J Goffey  
Councillor C Holt  
Councillor M Ireland  
Councillor T Leech

**In Attendance:** Mrs E James (Town Clerk)  
Councillor L Samuel (DCC)  
2 members of the public

The meeting was Livestreamed through the Council Facebook page.

**Action**

Condolences were expressed on the passing of a former town Councillor, Anne Crampton.

**754 Apologies for Absence** – Apologies tendered by Cllr Wood (ill health) were **approved** on the proposition of Cllr Goffey, seconded Cllr Ireland.

Apologies tendered by Cllr M Davies, WDBC, were noted.

**755 Declarations of Interest** – None

**756 Public Participation** – None

**757 Members Questions** – None

**758 West Devon Borough Council** – Cllr Leech had attended a Community Safety Partnership Annual update when a report from the police had been received. Concern had been raised that students, who were under the legal age to purchase Vapes, were still able to obtain them. Cllr Leech had also attended a Rural Market Towns meeting where issues and lack of funding for rural areas had been discussed.

Cllr Yelland advised she had delivered some paper copies of the waste collection schedule to the Town Council where they were available to the public and the EV charging point in Mill Road was live.

**759 Devon County Council** – A written report had previously been circulated. Cllr Samuel reported that the devolution deal for Devon, Plymouth and Torbay, which did not include a Mayor, had the backing of the relevant Minister. DCC had been awarded an additional £9.4M funding towards the repair of potholes.

**760 Questions Arising from Members Reports** – Details of long-standing defect reports showing on DCC's website were to be forwarded to Cllr Samuel by the Clerk for resolution.

Clerk

An update relating to repairs and work at the Leisure Centre was requested. It was noted that in the last month there had been issues with equipment breakdown and flooding of an area of the building.

761	<b><u>Adoption of Minutes of Committees and Members' Questions arising Thereof –</u></b>	
761.1	Property Committee meeting held on 9 <sup>th</sup> January 2023 - adoption proposed by Cllr Leech, seconded Cllr Holt and <b>approved</b> .	
761.2	Policy & Resources Committee meeting held on 16 <sup>th</sup> January 2023 - adoption proposed by Cllr Fisher, seconded Cllr Matravers and <b>approved</b> .	
762	<b><u>Full Council Meeting Minutes</u></b> – The minutes of the Town Council meeting held on 27 <sup>th</sup> February 2023 were <b>approved</b> on the proposition of Cllr Holt, seconded by Cllr Ireland, and signed by Cllr Tolley.	
763	<b><u>Livestreaming of Committee Meetings</u></b> – Following a request by the required number of Councillors in accordance with Standing Orders the Livestreaming of Committee meetings was reconsidered. It was commented that livestreaming helped remove barriers and increase transparency.	
	On the proposition of Cllr Marsh, seconded Cllr Goffey, (3 abstentions) it was <b>RESOLVED</b> to Livestream all Committee meetings in addition to those of Full Council.	Clerk/Ass. Clerk
764	<b><u>Proposed Installation of On-Street Parking Charges</u></b> – Cllr Tolley advised that WDBC had agreed to assist with objection to DCC's proposals and the Leader of the WDBC had jointly signed a letter to that effect which was addressed to WDBC's Director of Climate Change, Environment and Transport. The Clerk advised that the Tavistock BID had indicated they would like to work with Okehampton to jointly object and Cllr Matravers hoped at least one of the local business groups would respond. A survey of business would be undertaken by the Town Council after the elections in May. On the proposition of Cllr Goffey, seconded Cllr Ireland, it was <b>RESOLVED</b> to submit the letter to DCC.	Clerk
765	<b><u>DCC Regeneration Project</u></b> – Cllrs Marsh and Tolley, and the Clerk who had attended the meetings as part of the board representing Everything Okehampton and the Town Council provided an update. A list of the 'quick wins' awarded by DCC to the towns involved in the scheme was awaited as was the production of a business case for an identified project in Okehampton that could be used to obtain future funding.	
	On the proposition of Cllr Marsh, seconded Cllr Fisher, it was <b>RESOLVED</b> to adopt the Okehampton Regeneration Strategy and that the Clerk remain a member of the Board, manage and assist with meetings as necessary.	Clerk
766	<b><u>Charter Hall Roofing Project</u></b> – No update.	
767	<b><u>Community Governance – Boundary Review</u></b> – WDBC had sent letters outlining the proposal to residents of the town and hamlets earlier in the month.	
768	<b><u>Civility and Respect Pledge</u></b> – On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> to sign up to the Civility and Respect Pledge noting that a Dignity & Respect Policy would be considered by the Policy & Resources Committee at their meeting in April.	Clerk
769	<b><u>Finance</u></b> - On the proposition of Cllr Fisher, seconded Cllr Yelland, it was <b>RESOLVED</b> to approve the schedule of payments.	

<b>770</b>	<b><u>Investments</u></b>	
<b>770.1</b>	On the proposition of Cllr Tolley, seconded Cllr Fisher, it was <b>RESOLVED</b> that a CCLA Public Sector Deposit Fund account be opened and £400,000 be transferred, by cheque, from the NatWest Business Reserve account.	Clerk/Ass Clerk
<b>770.2</b>	Signatories for the new CCLA account to be resolved in May following the elections.	Clerk
<b>770.3</b>	On the proposition of Cllr Yelland, seconded Cllr Goffey, it was <b>RESOLVED</b> to close the NatWest Liquidity Manager and transfer the balance to the NatWest Business Reserve account.	Clerk/Ass Clerk
<b>771</b>	<b><u>SToC Volunteer Group</u></b> – On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> allow SToC to undertake work on land the council was responsible for, subject to the Park-Keeper identifying suitable work, insurance and any other requirements.	Clerk/ Park-keeper
<b>772</b>	<b><u>Registration Service Lease</u></b> - On the proposition of Cllr Goffey, seconded Cllr Marsh, it was <b>RESOLVED</b> to appoint Stephen Scown Solicitors to prepare the new lease.	Clerk
<b>773</b>	<b><u>Policies and Documents</u></b> – On the proposition of Cllr Yelland, seconded Cllr Fisher, it was <b>RESOLVED</b> to approve the below listed documents as recommended by the Policy & Resources Committee, including an additional amendment to Asset Register and Disposal Policy as suggested by the Clerk: <ul style="list-style-type: none"> <li>• Asset Register and Disposal Policy</li> <li>• Body Worn CCTV: <ul style="list-style-type: none"> <li>○ Privacy Impact Statement</li> <li>○ Policy and Operational Procedural Guidance</li> </ul> </li> <li>• Civic Protocol</li> <li>• Criminal Record Checks Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Internal Control Statement</li> <li>• Operation London Bridge</li> <li>• Rehabilitation of Offenders Policy</li> <li>• Strategic Plan 2023-2027</li> <li>• Volunteer Group: <ul style="list-style-type: none"> <li>○ Agreement</li> <li>○ Policy</li> </ul> </li> </ul>	Clerk
<b>774</b>	<b><u>Events</u></b> -	
<b>774.1</b>	<b>Coronation of King Charles III, 6 May 2023</b> – It was reported that a grant of £500 had been received from WDBC towards the events. The National Lottery Awards for All grant had been rejected due to the cost of the commemorative gifts and plaques, but the application may be reconsidered if a variation to the value applied for was made.	Clerk
<b>774.2</b>	<b>Okehampton Celebrates in the Park, 9<sup>th</sup> July 2023</b> – A draft of the first section of the timeline was viewed and a volunteer from the Museum of Dartmoor Life was thanked for the time he had put into researching information.	
<b>775</b>	<b><u>Annual Council Meeting and Mayor Choosing</u></b> - On the proposition of Cllr Tolley, seconded Cllr Goffey, it was <b>RESOLVED</b> to move the meeting to 3pm and that light refreshments be offered instead of a buffet lunch due to budget restrictions.	Clerk
<b>776</b>	<b><u>Civic Diary</u></b> – Cllr Tolley reported on events that he had attended since the last meeting which included the Civic Dinner, Coffee Mornings, hosting a visit	

on the Town Hall from a local group of young persons and presenting grant cheques.

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

**777.1 Climate Change** – Cllr Goffey reported that Big Green Week was in June, and she had attended a Carbon Literacy Project meeting.

**777.2 Charter Hall Roof Replacement** – No update

**777.3 Placemaking Working Group** – No update

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

**778.1 Neighbourhood Plan Group** – Cllr Goffey advised the Chairman was in touch with WDBC and progress was being made.

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

**779.1 Okehampton Matters** – No meeting to report thereon.

**779.2 Okehampton Ukraine Support Group** – Cllr Leech advised that he had not had any contact with the group but had an update from WDBC Officers. From a West Devon perspective, only one family had moved into short term accommodation, there were no homeless families. Payments to hosts was increasing in April 2023 and families were being helped to find employment.

**779.3 Rural Market Town Group** – Cllr Goffey had been unable to attend the meeting earlier in the day.

(Members of the public and DCC left the meeting)

**780 PART 2 Confidential Matters** - On the proposition of Cllr Ireland, seconded Cllr Matravers 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.

**781 Town Council Mayoral Awards** - On the proposition of Cllr Goffey, seconded Cllr Ireland, it was **RESOLVED** to approve the awards be given to the persons as noted by the Clerk.

Clerk

**782 Jim the Walker Statue and Mural** - On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** that the Clerk liaise with the property owner with a view to extending the licence instead of renewing it and to clarify the situation in relation to liability for the wall.

Clerk

The Clerk confirmed the insurance policy had been updated accordingly.

**783 Bandstand Enhancement Project**

**783.1** On the proposition of Cllr Fisher, seconded Cllr Marsh, it was **RESOLVED** to approve the revised design and cost, £11,323.89, submitted by the previously appointed contractor. It had been confirmed Planning consent was not required.

Clerk

**783.2** Wording for the four separate plaques was **agreed:**

- Queen Elizabeth II 1952-2022
- King Charles III 2023
- Simmons Park benefactor Sydney Simmons
- Bequest from Mr John Petridge

Clerk/  
Admin  
Officer

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Leech, seconded Cllr Ireland.

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|---|-------------------------------|
| <p><b>783.3</b> On the proposition of Cllr Yelland, seconded Cllr Marsh, it was <b>RESOLVED</b> that any underspend in the earmarked fund for the project be reallocated to an earmarked fund for putting green improvements.</p>   | <p>Clerk</p>                  |
| <p><b>784</b> <b><u>Putting Green Improvements</u></b> – Concerns were raised about the potential for vandalism. On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> to approve in principle the proposal for improvements to the facility and that creation of a working group to be considered after elections.</p>             | <p>Clerk</p>                  |
| <p><b>785</b> <b><u>Viewing Platform behind Lidl</u></b> – The 2 quotations received were considered. On the proposition of Cllr Goffey, seconded Cllr Fisher, it was <b>RESOLVED</b> to accept the quotation for repairs from Jamie Ware at £3,870, noting the Park-Keeper had been unable to source a third quotation.</p>                                | <p>Clerk/<br/>Park-keeper</p> |
| <p><b>786</b> <b><u>Playing Equipment Repair Quotation</u></b> - Quotations received from the two companies sourced who were able to provide suitable replacement parts for the Typhoon swing were considered. On the proposition of Cllr Matravers, seconded Cllr Marsh, it was <b>RESOLVED</b> to approve the purchase of parts from Hags, £1,767.82.</p> | <p>Clerk/<br/>Park-keeper</p> |
| <p><b>787</b> <b><u>Bridge Inspection Surveys</u></b> – On the proposition of Cllr Goffey, seconded Cllr Marsh, it was <b>RESOLVED</b> to seek further comparative quotations from the three most competitive companies and that the Clerk be delegated authority to appoint a contractor to undertake the inspections up to a figure of £2,500.</p>        | <p>Clerk/<br/>Park-keeper</p> |
| <p><b>788</b> <b><u>Simmons Park Charity</u></b> – An update in relation to Fields in Trust was received. On the proposition of Cllr Tolley, seconded Cllr Ireland, it was <b>RESOLVED</b> that the Clerk have an informal conversation with the organisation to explain the situation and obtain advice.</p>   | <p>Clerk</p>                  |

On the proposition of Cllr Ireland, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 9pm

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**Councillor Tolley**  
**Mayor**