



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

15th May 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 22nd May 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. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 24th April 2023
9. **Co-option of Councillors** – To consider applications received for co-option to the Council and to resolve the ward they are co-opted to, the Committees they will sit on and any other positions or working groups they are appointed to.
10. **Dartmoor National Park Authority Elections** – To consider the nominations and if to vote for a maximum of two persons to be elected to DNPA.
11. **Highways Matters**
 - 11.1 **Station Road and Limehayes Road** - To consider a report from Cllr Leech in relation to concerns raised by a resident about the surface condition and increase in traffic using Station Road, and parking in Limehayes Road.
 - 11.2 **On-Street Parking Charging Proposals**- To consider a response to correspondence from DALC regarding DCC’s proposals to introduce on-street parking charges in Okehampton.
 - 11.3 **DCC (Exeter Road, Okehampton) (30mph Speed Limit Extension & 40mph Speed Limit) Order** – To consider a response to the consultation which closes on 2nd June 2023.
 - 11.4 **Proposed Diversion, Okehampton Bridleway 2** – To consider a response to an application by the landowner to divert part of the Bridleway. Extension of time to 24th May for submission of a comment has been obtained.
12. **DCC Regeneration Board** – To consider an update from the Clerk and Cllrs who have attended a recent meeting
13. **Charter Hall Roofing Project** – To receive an update and consider any actions arising. Note confidential contractual items will be considered within Part 2 later in the meeting.
14. **Planning Appeal Notification** – Appeal Reference: [APP/Q1153/W/22/3309071](#)
To consider any response in relation to the appeal following refusal of application [1861/21/CAC](#) Readvertisement (Revised plans received) Conservation area consent for demolition of redundant stone warehouse buildings at The Old Mill, Mill Road, Okehampton EX20 1PR.
Comments by 30th May 2023
15. **Finance** –
 - 15.1 **Payments** - To resolve payment of the invoices in accordance with the schedule and ratify payments made by delegated authority since the meeting of the Council on 24th April.
 - 15.2 **Bank Signatories** - To review bank account signatories and those authorised to make online payments.
 - 15.3 **Budget Workshops** – To note that workshops will be held in the autumn prior to commencement of the budget setting process for 2024/25.
 - 15.4 **Rollover of funds from 2022/23 to 2023/24 Budget** – To resolve to approve the rollover of funds in accordance with the report and as considered within the budget setting process for 2023/24.
 - 15.5 **Mayors Charity Account** – To resolve to approve the balance of the Mayor’s Charity Account as of 17th May 2023, the amount to be withdrawn and presented to the Mayor’s Charity.

16. **Road Sign Storage** – To consider an update from Cllr Fisher in relation to the investigation made into the storage of signage belonging to the Town Council and other organisations
17. **Policies and Documents**
- 17.1 To resolve to approve the following policies as recommended by the Policy & Resources Committee:
- Financial Regulations
 - Financial Risk Assessment & Management
 - Treasury and Investment Policy
 - Reserves Policy
 - Standing Orders
- 17.2 **Neighbourhood Development Plan Working Group Expenditure Protocol** – To review financial arrangement between the Town and Hamlets Councils and resolve to approve the protocol, a copy of which has been forwarded to Okehampton Hamlets Parish Council consideration.
- 17.3 **Allotment Funding** – To consider a draft agreement for the continued funding of allotments by Okehampton United Charity for the use of Okehampton residents removing the need for a grant application to be submitted. Funding from the Grants Budget to continue.
18. **Health & Safety Audit** – To consider the audit report and actions required to be undertaken (papers to follow)
19. **Events**
- 19.1 **Simmons Park Volunteer Group Launch, 13th June 2023**
- 19.2 **Okehampton Celebrates in the Park, 9th July 2023** - To receive an update and consider any actions arising.
20. **Civic Diary Report** – To note events attended by the Mayor.
21. **Reports of Council Working/Task & Finish Groups** – To note reports from Members as agreed at the meeting on 17th May 2023.
22. **Reports on Current Activities by Community Groups with Town Council Representation**
- 22.1 **Neighbourhood Plan Group** – Town Council Task & Finish group meeting to review the plan to be arranged in June.
23. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council as agreed at the meeting on 17th May 2023.

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 Subjectives** – To further consider the security requirement of the Council's Insurer and resolve to purchase a safe and to undertake associated work required
26. **Charter Hall Roofing Project** – To receive an update and consider any actions arising
27. **Jim the Walker Quotes** – To consider quotations received for an inspection of the statue and correspondence relating to renewal/extension of the Licence.

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