

**Minutes of a meeting of Okehampton Town Council held on
Monday 24th April 2023 at 7pm in the Council Chamber, Town Hall, Okehampton**

Members Present: Councillor B Tolley (Mayor)
 Councillor B Matravers (Chairman, Planning Committee)
 Councillor J Yelland (Chairman, Policy & Resources Committee)
 Councillor A Fisher
 Councillor J Goffey
 Councillor C Holt
 Councillor M Ireland
 Councillor T Leech

In Attendance: Mrs E James (Town Clerk)
 2 members of the public

The meeting was livestreamed through the Council Facebook page.

Action

811 Apologies for Absence – Apologies tendered by Cllrs Botton (work) Marsh (personal) and Wood (ill health) were **approved** on the proposition of Cllr Ireland, seconded Cllr Fisher.

Apologies tendered by Cllr M Davies, WDBC, and Cllr L Samuel (DCC) were noted.

812 Declarations of Interest – None

813 Public Participation – None

814 Members Questions – None

815 West Devon Borough Council – Cllr Leech reported that a cost-of-living guide was due to be published by WDBC and would be available from various locations within the town. A developer had held an open house morning recently for the new housing development in the Hamlets and there had been little interest in the shared equity properties by local persons to date.

Cllr Yelland advised that copies of the waste and recycling schedule had been obtained and were available in various locations in the town and Hamlets.

816 Devon County Council – None

817 Questions Arising from Members Reports – Cllr Goffey reported that some people, who were alternative fuel users, had not yet received their payment from WDBC.

818 Adoption of Minutes of Committees and Members' Questions arising Thereof –

819 Policy & Resources Committee meeting held on 13th March 2023 - adoption proposed by Cllr Tolley, seconded Cllr Matravers and **approved**.

820 Full Council Meeting Minutes – The minutes of the Town Council meeting held on 27th March 2023 were **approved** on the proposition of Cllr Ireland, seconded by Cllr Fisher, and signed by Cllr Tolley.

821 Dartmoor National Park Authority – On the proposition of Cllr Goffey seconded Cllr Ireland, it was **RESOLVED** to nominate Cllr Fisher for election as a member of the DNPA.

Clerk/
Cllr Fisher

822 DCC (Various Roads, Devon) (Weight Restriction) Amendment Order 2023 – The Council noted the proposed Traffic Regulation Order removing

the weight limit through the centre of Okehampton for vehicles who were following an official National Highways diversion route during closures of the A30 had been implemented despite the objection submitted by the Council.

- 823** **Correspondence** - Correspondence from a member of the public in relation to Dartmoor Multi Academy Trust's restructure proposals was considered.

Cllrs voiced individual concerns and stated it was not a matter the Council could become involved in. It was suggested the Council could consider making a formal response if there was a public consultation.

Clerk

- 824** **Finance** - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve the schedule of payments.

- 825** **Policies and Documents** – On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to approve the below listed documents as recommended by the Policy & Resources Committee:

- Data Security Breach Response Policy and Procedure
- Delegation Scheme
- Dignity at Work Policy

Clerk

- 826** **Asset Register** - On the proposition of Cllr Matravers, seconded Cllr Fisher, it was **RESOLVED** to approve the register as of 31st March 2023 including the additions and disposals as previously approved, the total value being £8,892,448.28.

827 **Property Matters**

- 827.1** **Charter Hall Roofing Project** – The Council noted that planning consent for application 0404/23/LBC had been granted and the Clerk advised other awaited contractual information had been received. On the proposition of Cllr Ireland, seconded Cllr Yelland, it was **RESOLVED** to consider the contractual information, it being confidential, within Part 2 later in the meeting.

- 827.2** **Town Hall Roof Leaks** – The Clerk reported on other leaks that had recently been noted, including the wall of the rear staircase which was potentially linked to the boiler room roof and the righthand chimney.

- 827.3** **Window Replacement/Repairs** – The Clerk had met with WDBC's Planning Conservation Officer who advised planning consent would be needed for replacement of the Town Hall windows, but not for repairs. He had suggested the Council's first step should be to obtain a condition survey of the windows for which the Clerk would be obtaining quotations.

Clerk

- 827.4** **Sign Audit** – The Council noted that an audit of signs and barriers owned by the Council and other organisations had been undertaken by Cllr Marsh and the Park-Keeper. Cllr Fisher agreed to make enquiries about ownership, insurance and access to the container they were currently in and report back to the council for further consideration.

Cllr Fisher

- 828** **Neighbourhood Plan** – Cllrs Leech and Yelland declared personal interests being Members of WDBC.

Correspondence from the Senior Strategic Planning Officer, SHDC/WDBC, was considered. It was commented that numerous WDBC Officers had been appointed during the development of the plan to guide the group, all of whom had made different suggestions.

On the proposition of Cllr Goffey, seconded Cllr Ireland it was **RESOLVED** that a Task and Finish group be created to fully review the draft plan and

	recommendations from WDBC. The group would consist of Cllrs Fisher and Tolley, and potentially a new councillor following the elections.	Clerk
829	<u>Events -</u>	
829.1	Coronation of King Charles III, 6 May 2023 – On the proposition of Cllr Ireland, seconded Cllr Goffey it was RESOLVED that the plaque for the bandstand project celebrating the Coronation would read ‘King Charles III Coronation 2023’.	Clerk/ Admin Officer
829.2	Okehampton Celebrates in the Park, 9th July 2023 – The first draft of the whole timeline was reviewed. On the proposition of Cllr Ireland, seconded Cllr Fisher it was RESOLVED to approve its production subject to finalisation and proofreading.	Clerk/ Admin Officer
829.3	Simmons Park Volunteer Group – On the proposition of Cllr Fisher, seconded Cllr Tolley it was RESOLVED that the group be launched with a sign-up and induction event on the morning of Tuesday 13 th June 2023 as part of Big Green Week.	Admin Officer/ Park- Keeper
829.4	2022/23 Mayoral Award Presentation Event – It was noted a short presentation event was taking place at 3pm on 17 th May, directly before the Annual Council Meeting and Mayor Choosing event.	
830	<u>Insurance</u> – The report which detailed conditions imposed by the Council’s insurer and action taken by the Clerk was reviewed, the item relating to security was confidential and would be considered within Part 2 later in the meeting.	
831	<u>Civic Diary</u> – Cllr Tolley had attended various events including the Annual Town Assembly and Tavistock Town Council’s Civic Dinner. He was due to be attending Ten Tors, Coronation events and hosting a final fundraising event for his chosen charity.	
832	<u>Reports of Council Working/Task & Finish Groups -</u>	
832.1	Climate Change – As part of Big Green Week there would be a Coffee Morning in the Charter Hall on 17 th June, arranged by others, and the Council Simmons Park Volunteer Group would be launched on 13 th June.	
832.2	Charter Hall Roof Replacement – Considered at Min Ref 827.1 above.	
832.3	Placemaking Working Group – No update.	
833	<u>Reports on Current Activities by Community Groups with Town Council Representation -</u>	
833.1	Neighbourhood Plan Group – Considered at Min Ref 828 above.	
834	<u>Members’ Reports and Requests for Agenda Items -</u>	
834.1	Okehampton Matters – It was noted the last meeting had been cancelled.	
834.2	Okehampton Ukraine Support Group – There was no update to report.	
834.3	Rural Market Town Group – Membership been renewed, current concerns included rural homelessness and the switch of phone lines from analogue to digital.	
835	<u>Urgent Items</u> – Cllr Goffey, this being her last Full Council meeting, stated it had been a privilege to have served on the Town Council and represented the electorate. She thanked the Councillors and Clerk for work over last 6 years.	

Cllr Tolley, this being his last Full Council as Mayor, took the opportunity to thank all present and those who had come and gone in the last few years, stating he was privileged to have served two years as Mayor.

(Members of the public left the meeting)

836 **PART 2 Confidential Matters** - On the proposition of Cllr Ireland, seconded Cllr Leech 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.

837 **Insurance** – The report prepared by the Clerk was considered. On the proposition of Cllr Yelland, seconded Cllr Goffey, it was **RESOLVED** the Clerk investigate alternative arrangements, and if this did not prove possible a new Grade 4, size 6 safe from Insafe, being the Insurers preferred supplier, be purchased. Costs to be finalised.

Clerk

838 **Charter Hall Roofing Project** – The report and information provided by the Project Manager was considered. On the proposition of Cllr Goffey, seconded Cllr Ireland (1 abstention) it was **RESOLVED** to approve the final costs and that the project be moved forward as quickly as possible. It was noted the contract cost would be made public once the finalised paperwork had been received from the Project Manager. Consideration would be given to the virement of funds once this had taken place.

Clerk

On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.27pm.

Councillor Tolley
Mayor