

**Minutes of a meeting of Okehampton Town Council held on
Monday 22nd May 2023 at 7pm in the Council Chamber, Town Hall, Okehampton**

Members Present: Councillor A Fisher (Mayor)
 Councillor C Holt (Chairman, Parks Committee)
 Councillor T Leech (Chairman, Planning Committee)
 Councillor A Wood (Chairman, Property Committee)
 Councillor J Yelland (Chairman, Policy & Resources Committee)
 Councillor L Bird
 Councillor R Colman
 Councillor M Ireland
 Councillor B Tolley
 Councillor S Weekes

In Attendance: Mrs E James (Town Clerk)
 Cllr K Ball (WDBC)
 Cllr M Calder (WDBC)
 Cllr L Samuel (DCC)
 Cllr M Cooper (OHPC)
 2 members of the public

The meeting was livestreamed through the Council Facebook page.

Action

- 14 **Apologies for Absence** – Apologies tendered by Cllr Marsh (personal) were **approved** on the proposition of Cllr Tolley, seconded Cllr Ireland.
- 15 **Declarations of Interest** – Cllr Yelland declared a pecuniary interest in relation to an item on the payment list.
- 16 **Public Participation** – None
- 17 **Members Questions** – None
- 18 **West Devon Borough Council** – Cllr Ball reported that WDBC had not yet been properly formed following the elections, the Full Council meeting being on 30th May. There was an OkeRail Coffee morning on 27th May in the Charter Hall. Voting for the best Railway Station in the Southwest, including Okehampton, would close at midnight.

Cllr Calder who had recently been elected to WDBC introduced himself.
- 19 **Devon County Council** – A written report from Cllr Samuel had been previously circulated. Cllr Samuel addressed some of the Highways matters on the agenda advising Station Road would be resurfaced within this financial year.
- 20 **Questions Arising from Members Reports** – Cllr Yelland requested an update regarding progress of the Transport Hub and Cllr Weekes advised some of the drains were blocked.
- 21 **Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 24th April 2023 were **approved** on the proposition of Cllr Ireland, seconded by Cllr Holt, and signed by Cllr Fisher.
- 22 **Co-option of Councillors** – On the proposition of Cllr Weekes, seconded Cllr Yelland, it was **RESOLVED** to defer the co-option of persons until the Full Council meeting on 26th June in order that Councillors could fully review the applications received and allow time for any other interested persons to apply.

DCC/
WDBC
Cllrs

Clerk

- | | | |
|------|---|-----------------|
| 23 | <u>Dartmoor National Park Authority</u> – On the proposition of Cllr Wood seconded Cllr Colman (1 abstention), it was RESOLVED that Councillors advise the Clerk of their preferred two candidates by the end of the week and that the Clerk submit a vote based on these results. Cllr Marsh, Deputy Mayor, to have casting vote in the event of a tie. | Cllrs/
Clerk |
| 24 | <u>Highways Matters</u> | |
| 24.1 | Station Road and Limehayes Road – It was noted that a consultation regarding the lining of Station Road would be considered by the Planning Committee on 5 th June and the pothole requirements set by DCC were explained by Cllr Leech.

Cllr Leech declared a personal interest in relation to Limehayes Road and explained the line of site difficulties experienced by drivers which was caused by the parking of vehicles. | |
| 24.2 | On-Street Parking Charging Proposals – Councillors commented the introduction of on-street parking would put people off visiting the town and would result in vehicles parking in other parts of the town where they would become more of a problem. No advantage to the businesses, residents or visitors could be seen. DALC to be advised of the Council’s concerns. | Clerk |
| 24.3 | DCC (Exeter Road, Okehampton) (30mph Speed Limit Extension & 40mph Speed Limit) Order – On the proposition of Cllr Leech seconded Cllr Wood, it was RESOLVED to support the proposal for the extension of the 30mph speed limit along Exeter Road. | Clerk |
| 24.4 | Proposed Diversion, Okehampton Bridleway 2 – On the proposition of Cllr Bird seconded Cllr Wood (1 against), it was RESOLVED to support the landowners application to divert part of the Bridleway.

(Cllr Weekes left the meeting) | Clerk |
| 25 | <u>DCC Regeneration Board</u> – An update from a meeting held earlier in May at the request of a board member was provided. Individual members would be applying for grants for their own projects. | |
| 26 | <u>Charter Hall Roofing Project</u> – The Clerk reported the pre-contract meeting was being held the following morning. | |
| 27 | <u>Planning Appeal Notification</u> – Appeal Reference: APP/Q1153/W/22/3309071
A response in relation to the appeal following refusal of application 1861/21/CAC Readvertisement (Revised plans received) for conservation area consent for demolition of redundant stone warehouse buildings at The Old Mill, Mill Road, Okehampton EX20 1PR was considered. None to be submitted.

(Cllr Weekes returned)

Concerns of a member of the public in relation to walking along the road because of the closure of a section of footpath was raised. It was noted the Council’s Planning Committee had previously supported application 1861/21/CAC and that rejection of the application by WDBC was partly due to comment submitted by Historic England. | |
| 28 | <u>Finance -</u> | |
| 28.1 | Payments – (Cllr Yelland left the meeting for the duration of this item of business) | |

On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** to approve the schedule of payments which would be authorised online by Cllr Tolley.

(Cllr Yelland returned)

- 28.2 Bank Signatories** - On the proposition of Cllr Yelland, seconded Cllr Wood, it was **RESOLVED** to remove Mrs Goffey who was no longer a Councillor and to replace her with Cllr Fisher, including as online signatory to all accounts as on the previously circulated list.

On the proposition of Cllr Colman, seconded Cllr Tolley, it was **RESOLVED** that the CCLA signatories, including for online banking by Cllr Weekes, Cllr Yelland, Cllr Fisher.

Clerk/
Ass.
Clerk

- 28.3 Budget Workshops** – The Council noted that workshops would be held in the autumn prior to commencement of the budget setting process for 2024/25.

- 28.4 Rollover of funds from 2022/23 to 2023/24 Budget** – On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** to approve the rollover of funds in accordance with the report and as considered within the budget setting process for 2023/24.

Ass.
Clerk

- 28.5 Mayors Charity Account** – On the proposition of Cllr Holt, seconded Cllr Tolley, it was **RESOLVED** to approve the account balance of £1,860.37 as of 17th May 2023 and the payment of £1,860 from the account to Cllr Tolley's Mayoral Charity, Dream-A-Way.

Ass.
Clerk

- 29 Road Sign Storage** – Cllr Fisher reported that the storage container was owned by the Sports and Skills Trust who were happy for the signs, including those for other organisations, to be stored in the container at no cost. On the proposition of Cllr Leech, seconded Cllr Colman, it was **RESOLVED** to accept the offer and not to include this within the insurance policy.

Clerk

30 Policies and Documents –

- 30.1 Policies** - On the proposition of Cllr Wood, seconded Cllr Colman, it was **RESOLVED** to approve the below listed documents as recommended by the Policy & Resources Committee, including additional amendments to Standing Orders:

- Financial Regulations
- Financial Risk Assessment & Management
- Treasury and Investment Policy
- Reserves Policy
- Standing Orders

Clerk

- 30.2 Neighbourhood Development Plan Working Group Expenditure Protocol** – On the proposition of Cllr Ireland, seconded Cllr Yelland, it was **RESOLVED** to approve the revised financial protocol arrangement between the Town and Hamlets Councils.

Clerk

- 30.3 Allotment Funding** – Cllr Weekes requested that consideration be given to the provision of additional allotments. The Clerk to add to the next Parks Committee agenda.

Clerk

On the proposition of Cllr Ireland, seconded Cllr Colman, it was **RESOLVED** to approve an agreement for the continued funding of allotments which were provided by Okehampton United Charity for the use of Okehampton residents removing the need for a grant application to be submitted. Allotments would continue to be funded from Grants Budget.

Clerk

- 31 **Health and Safety Audit** – A summary of recommended actions arising from the audit and an action plan drawn up by the Clerk were noted.
- 32 **Events**
- 32.1 **Simmons Park Volunteer Group Launch, 13th June 2023** – The launch of the group as part of Big Green Week was noted.
- 32.2 **Okehampton Celebrates in the Park, 9th July 2023** – The Clerk reported the next meeting was the following day, 23 May. On behalf of Everything Okehampton Cllr Fisher advised they had booked over 45 stalls, and the event would cost the group in excess of £4,000.
- 33 **Civic Diary** – Cllr Fisher advised he had not yet attended any events. Cllr Tolley had previously circulated a summary the last events attended as Mayor.
- 34 **Reports of Council Working/Task & Finish Groups** – No meetings had been held.
- 35 **Reports on Current Activities by Community Groups with Town Council Representation** - **Neighbourhood Plan Group** – No meeting had been held.
- 36 **Members' Reports and Requests for Agenda Items** - No meetings had been held.
- 37 **Burial Costs** – On the proposition of Cllr Ireland, seconded Cllr Weekes it was **RESOLVED** that no charge would be made for the burial in the Council's Cemetery for a town resident who sadly recently passed away at the age of 17 years.
- (All those in attendance other than Town Councillors left the meeting)
- 38 **PART 2 Confidential Matters** - On the proposition of Cllr Wood, seconded Cllr Weekes 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.
- 39 **Insurance Subjectives** – The report prepared by the Clerk in relation to provision of a new safe and the two quotes obtained from different companies which had been approved by the Council's Insurer were considered.
- On the proposition of Cllr Weekes, seconded Cllr Ireland, it was **RESOLVED** to appoint, Chubb at £8,640, if they were able to provide an adequate pre-installation advice, and if not to appoint the other company.
- 40 **Charter Hall Roofing Project** – An update following a meeting with the owner and manager of Red Lion Yard was provided by the Clerk and an update in relation to the provision of scaffolding which needed to be reviewed in line with a survey.
- It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Ireland, seconded Cllr Leech.
- On the proposition of Cllr Ireland, seconded Cllr Wood, it was **RESOLVED** to approve the virement of funds to the Roof Project nominal code as follows:

Clerk

Clerk

- Earmarked Reserves from the Devolved Responsibilities Contingency (£30,000), Asset Investment (£95,000) and Sinking Fund (£10,000) totalling £135,000.
- £210,000 from general reserves
-

Ass.
Clerk

41 **Jim the Walker Quotes** – The Clerk advised the owner of the property had agreed to the extension of the licence.

On the proposition of Cllr Tolley, seconded Cllr Leech, it was **RESOLVED** to:

- Accept the quotation from M Perry Associates to undertake an inspection of the statue at the cost of £595, excluding the provision of scaffolding or other means of access which would need to be obtained by the council.
- The Clerk to arrange scaffolding or suitable access for the inspection for which a road licence may be needed.
- That a Solicitor not to be consulted about the extension of the licence for a further 20 years, and a letter be drawn up by the Clerk for signing by the owner of the property.

On the proposition of Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 8.40pm.

Councillor Fisher
Mayor