



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

23rd October 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 30th October 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 11th September 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Planning Committee** meetings held 5th June, 3rd July, 21st August and 11th September 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.3 To adopt the minutes of the **Property Committee** meeting held 10th July 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 meetings held on 18th September and 11th October 2023.
10. **Notice of Co-option** – To note following confirmation by WDBC the vacancy on the South Ward can be filled by co-option the notice was published on 13th October. Closing date for applications is 24th November with Co-Option at Full Council on 27th November 2023.
11. **WDBC Okehampton Ward Members** - To consider a proposal from Cllr Marsh that the Council writes to the Leader of WDBC and Leaders of the Independent, Conservative and any other groups expressing disappointment that, with the exception of Cllr Leech, Ward Members do not attend or provide reports for meetings of the Council.
12. **Business Improvement District** – To consider the update and timeline for the next stages of the project.
13. **Community Governance Boundary Review** – To consider the outcome of the WDBC meeting of 3rd October 2023 and any actions required.
14. **Consultations**
 - 14.1 **DCC On-Street Parking Charges Proposal** – To consider an update from the Clerk.
 - 14.2 **PSPO Dog Control Order** – To consider any response to WDBC’s Dog Control Order consultation which closes on 14th November 2023.
15. **NHS Devon Integrated Care System** – To receive and consider reports from Councillors who attended a meeting with the North and East Devon Locality Director on 4th October 2023.
16. **Postal Service** – To consider correspondence received in relation to the postal service.
17. **West Devon Transport Hub/Railway Station** – To consider a request by Cllr Ireland that the Council proposes a name for the new Railway Station due to be built in Okehampton
18. **Vaping** – To consider a report from Cllr Ireland in relation to vaping.
19. **Charter Hall Roofing Project** – To receive an update and consider any actions arising.
20. **Assets**
 - 20.1 An audit of some elements of the Council’s assets including paintings and regalia was undertaken by Cllr Wood in June but no formal report had been forthcoming and consider any action
 - 20.2 To consider the asset valuation report

21. **Finance** –
- 21.1 To resolve payment of invoices in accordance with the schedule.
- 21.2 To nominate a Councillor to undertake audit checks of bank reconciliations, online payments and Lloyds debit card payments following the resignation of Cllr Wood
- 21.3 To review bank signatories in line with a requirement of the Councils insurer
22. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting.
23. **Working/Task & Finish Groups, External Representatives and Trustees**
- 23.1 **Working/Task & Finish Groups** - To consider resolving to close the following groups:
- Investment
 - Okehampton Celebrates in the Park
- 23.2 **Membership, Nomination Review and Councillor Roles** – To review groups membership, external representatives and roles impacted by the resignation of Cllr Ann Wood
- 23.3 **Emergency Plan Working Group** – To receive and consider a report from the group following a meeting with other local councils.
- 23.4 **80th Anniversary of D-DAY, 6th June 2024** - To consider a report from members of the working group and resolve to approve a budget and any other action.
- 23.5 **Museum of Dartmoor Life Appointment of Trustee** – To resolve to appoint a Councillor Trustee to the Museum
24. **Reports of Council Working/Task & Finish Groups** :
- 24.1 **Climate Change** (Cllrs Leech, Weekes)
25. **Reports on Current Activities by Community Groups with Town Council Representation**
- 25.1 **Neighbourhood Plan Group** (Cllrs Colman, Weekes)
26. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
- 26.1 **Rural Market Town Group** (Cllrs Colman and Leech)
- 26.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
- 26.3 **Active Travel Project** (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

27. **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.'
28. **Neighbourhood Plan** – To consider correspondence in relation to the Regulation 16 consultation and the appointment of two examiners
29. **Window Condition Survey** – To consider quotations received for a condition survey of windows and the provision of repair/replacement specifications as necessary

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