



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

20th November 2023

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 27th November 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 **Parks Committee** meeting held 4th 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 **Planning Committee** meeting held 2nd October 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.4 To adopt the minutes of the **Personnel Sub-Committee** meeting held 25th July 2022 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 30th October and 9th November 2023.
10. **Co-option** – To consider any applications received, and if any co-option is resolved, the committees, working groups or other roles that any co-opted persons will be appointed to
11. **Community Governance Boundary Review** – To consider correspondence received from WDBC inviting the Clerk and a Councillor to a meeting of the Hub Advisory Group on 12th December 2023 and any further action required
12. **Consultations**
 - 12.1 **DCC On-Street Parking Charges Proposal** – To consider any updates, further information or any action to be taken.
 - 12.2 **Creating a smokefree generation and tackling youth vaping** – To resolve to approve the draft consultation response.
 - 12.3 **Public Space Protection Order (PSPO) – Dog Control Order** – To note a response to the freedom of information request in relation to prosecutions arising from the PSPO.
13. **NHS Devon Integrated Care System** – To consider correspondence from the North and East Devon Locality Director following a meeting on 4th October 2023.
14. **Bideford Rail Service Restoration** – To resolve to send a letter of support for the reinstatement of the rail service to Bideford requesting its inclusion within the Torridge District Council's Strategic Plan 2023-2028.
15. **Charter Hall Roofing Project** – To receive an update and consider any actions arising.
16. **CCTV Update** – To receive and consider an update
17. **Communication and Community Engagement** –
 - 17.1 **Communication and Noticeboard Provision** - To consider effective communication with members of the public and the provision of an additional Council noticeboard in the town centre.
 - 17.2 **Youth Engagement** - To consider a report from the Clerk and resolve to create a task & finish group to investigate the creation of a Youth Council or Forum

17.3 Council Communication – Councillors are reminded of the importance of regularly checking Council correspondence, including emails and responding promptly as required.

18. Policies and Documents

18.1 Policies - To resolve to approve the following policies recommended by the Policy & Resources Committee:

- a) Asbestos Management Plan
- b) Developer Engagement Policy
- c) Freedom of Information Publication Scheme

18.2 Terms of Reference – To resolve to approve the following new and revised Task & Finish Group terms of reference:

- a) Charter Hall Internal Improvement
- b) Charter Hall Roofing Work
- c) Youth Engagement

19. Finance – To resolve payment of invoices in accordance with the schedule.

20. 2024/25 Budget – To consider the most recent draft budget and precept requirement including repairs required to the Mace

21. Planning Application – To consider the following application deferred by the Planning Committee due to lack of information available:

3599/23/TCA T1: Ash - Fell due to severe Ash die back, now becoming dangerous, small dead branches have fallen off, **T2 & T3:** Ash - Fell due to disease, ash die back, **T4, T5 & T6:** Fell due to severe ash die back, all trees are bordering the Fountain Inn car park or rear access footpath/road.

The Fountain Inn, Fore Street, Okehampton

Comments by 30th November 2023

22. Events

22.1 Edwardian Evening – Councillors are reminded to advise attendance on 30th November

22.2 Annual Town Meeting - To consider alternative venue and format for the meeting on 8th April 2024

22.3 Mayor Choosing and Annual Council Meeting – To consider the format of the event on 8th May 2024 and following refreshments in anticipation of the Charter Hall being unavailable due to roofing work

23. Christmas and New Year Office Opening Hours – To note that the Council Office will be closed from Friday 22nd December 2023 reopening on Tuesday 2nd January 2024. There will be minimal staff working reduced hours on normal working days throughout the Christmas and New Year period.

24. Mayors Civic Diary Report – To note events attended by the Mayor since the previous meeting.

25. Working/Task & Finish Group – To resolve that Cllr Marsh join the Charter Hall Internal Improvements Task & Finish Group

26. Council Representative Roles – To resolve to realign reports from Members attending other organisations on behalf of the Council to Committees they are appointed to.

27. Reports of Council Working/Task & Finish Groups:

27.1 Climate Change (Cllrs Leech, Weekes)

28. Reports on Current Activities by Community Groups with Town Council Representation

28.1 Neighbourhood Plan Group (Cllrs Colman, Weekes)

29. Members' Reports and Items for Agendas - To receive reports from Members attending other organisations on behalf of the Council:

29.1 Rural Market Town Group (Cllrs Colman and Leech)

29.2 20's Plenty for Devon (Cllrs Marsh and Cummings)

29.3 Active Travel Project (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

30. 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.'

31. Gas Quotations - To consider gas quotations obtained

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