



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

15th January 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 22nd January 2024 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 **Planning Committee** meetings held 6th November, 4th and 20th December 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 **Policy & Resources Committee** meetings held 13th and 20th November 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 **Personnel Sub-Committee** meetings held 13th November 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 11th December 2023 and 8th January 2024.
10. **Community Governance Boundary Review** – To consider any further action that may be required or any updates available
11. **Okehampton Second Railway Station** – To consider correspondence from DCC’s Cabinet Member for Climate Change, Environment and Transport and resolve to consider submitting a name for the new station for consideration.
12. **Consultations**
 - 12.1 **DCC On-Street Parking Charges Consultation** – To note the response submitted and consider any further action to be taken including the possibility of further collaborative working with the other affected town/parish councils.
 - 12.2 **West Devon Borough Council Corporate Strategy Consultation** – To note the response submitted.
 - 12.3 **Peninsula Transport Draft Transport Strategy Consultation** – To consider a response to the consultation which closes on 5th February 2024
13. **Business Improvement District (BID)** – To consider any updates available including a request from WDBC that an Okehampton Town Council Officer provide administrative support to the group in the form of scheduling of meetings and taking of minutes.
14. **Neighbourhood Plan** – To note the initial comments from the appointed Reg 16 Inspector and resolve to consider:
 - a) the response agreed by the Neighbourhood Plan Group
 - b) appointment of the lead council, that being Okehampton Town Council or Okehampton Hamlets Parish Council
15. **Postal Service** – To note correspondence received from the Royal Mail in response to concerns raised about postal delivery delays
16. **Charter Hall Roofing Project** – To receive an update and consider any actions arising.
17. **Town Hall and Building Windows** - To note that an application to the Architectural Heritage Fund for a grant towards the cost of window inspection and provision of a specification of work was not successful and to resolve to approve the commencement of the work by the previously appointed contractor

18. **Town Centre Traffic Issues** – To consider a proposal from Cllr Fisher in relation to the town centre traffic survey undertaken by DCC and subsequent report of August 2021
19. **Interim Internal Audit** – To note that no items of non-compliance have been raised and to consider recommendations made
20. **2024/25 Budget and Precept** –
 - 20.1 **2024/25 Budget** - To consider the budget papers and resolve to agree the budget.
 - 20.2 **2024/25 Precept** - To resolve the precept amount to be requested.
21. **Finance** – To resolve payment of invoices in accordance with the schedule.
22. **Policies and Documents**
 - 22.1 To resolve to approve the following documents, previously circulated, as recommended by the Policy & Resources Committee:
 - a) Expenses Policy
 - b) Outdoor Area Inspection Policy
 - 22.2 To resolve to approve the final draft of the Green Flag application for Simmons Park.
23. **Nomination of Trustee**
 - 23.1 **Okehampton United Charity** - To resolve to nominate a Trustee to Okehampton United Charity to fill the casual vacancy following a resignation. The appointment will run until 31st July 2027.
 - 23.2 **Simmons Homes** - To resolve to nominate a Trustee to Simmons Homes to fill the casual vacancy following a resignation. The appointment will run for 4 years from the date of appointment.
24. **Planning Training for Councillors** – Councillors are requested to advise the Clerk if they wish to attend the virtual training session being provided by WDBC at 4pm on 29th February
25. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting.
26. **Reports of Council Working/Task & Finish Groups:**
 - 26.1 **Climate Change** (Cllrs Leech, Weekes)
27. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 27.1 **Neighbourhood Plan Group** (Cllrs Colman and Weekes)
 - 27.2 **Okehampton Community Hospital** – (Cllrs Marsh and Richards)
 - 27.3 **Business Improvement District** – (Cllr Tolley)
28. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 28.1 **Rural Market Town Group** (Cllrs Colman and Leech)
 - 28.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
 - 28.3 **Active Travel Project** (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

29. **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.'
30. **Communication and Community Engagement** - To consider quotations for the provision of additional noticeboards.

31. **Water/Legionella Monitoring** – To resolve to bring the monitoring ‘in-house’, approve the associated training and purchase of equipment
32. **Public Toilet Cleaning** - To resolve to approve the continuation of the contract managed through WDBC for the cleaning of the facilities in Market Street and Fairplace
33. **CCTV** – To consider options and quotations for enabling remote access to the camera behind Lidl
34. **Memorial Stonemason** – To consider a report from the Clerk and resolve action to be taken
35. **Basket Swing** – To consider quotations for the replacement of the item of play equipment in Simmons Park

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