



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

19th February 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 26th February 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. **Visiting Speaker** – To receive an update from Sgt Tom Ottley in relation to the CCTV scheme followed by an opportunity for Councillors to ask questions.
5. **Members' Questions** - To receive questions from Members regarding the workings of the Council

6. **West Devon Borough Council** - To receive the report of the West Devon Borough Councillors, if present
7. **Devon County Council** - To receive the report of the Devon County Councillor, if present
8. **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.
9. **Adoption of Minutes of Committees and to Receive Questions from Members Thereon** –
 - 9.1 To adopt the minutes of the **Parks Committee** meeting held 20th November 2023 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
10. **Full Council Meeting Minutes** - To receive, sign and approve the minutes of the Town Council meeting held on 22nd January 2024.
11. **Community Governance Boundary Review** – To note and consider the outcome of the review following the final decision made by WDBC on 20th February 2024, including the creation of a working group consisting of the Mayor and Committee Chairmen, or nominated Councillors, to consider the implications and make recommendations to Full Council for consideration.
12. **DCC On-Street Pay & Display Proposal** – To consider an update and a request from a member of the public, received through Cllr Fisher, that the Council produces a leaflet highlighting a protest against the proposal being held on 13th March 2024 outside of City Hall, Exeter and any other action required
13. **Consultations**
 - 13.1 **Devon and Torbay Devolution Deal** – To consider responding to the consultation which closes on 24th March 2024
 - 13.2 **BT Phone Box Removal Consultation** – To consider a proposal by BT for the removal of the phone box located at the Station Road/Tors Road junction. Consultation closes on 4th March 2024
14. **Charter Hall Roofing Project** – To receive an update on the project which commenced on 19th February 2024, including receipt of £15,634.34 S106 grant funding towards the project, and consider any actions arising.
15. **Youth Council** - To resolve the following, noting policies and documents will be forthcoming at a later date:
 - the creation of an Okehampton Town Youth Council
 - the timeline including the holding of elections for Youth Councillors
 - nomination of one or two Councillors, and potentially up to two other young adults from within the community to act as adult volunteers/helpers (a DBS check to the relevant level will be required for adults involved)
16. **Policies and Documents**
 - 16.1 **Policies** - To resolve to approve the following documents, previously circulated, as recommended by the Policy & Resources Committee and following staff consultation:
 - Flexible Working Policy
 - 16.2 **Risk Assessments** – To resolve to approve the updated risk assessments
17. **Finance** – To resolve payment of invoices in accordance with the schedule.
18. **Meeting dates** – To resolve to approve the 2024/25 schedule of meeting dates and Civic events

19. **Events**
 - 19.1 **Commonwealth Day, 11th March 2024** - To note the event which takes place outside St James' Chapel at 9.20am and to which Councillors are encouraged to attend
 - 19.2 **Annual Town Assembly and Report for 2023/24**
 - a) To note the confirmed speakers at the meeting on 8th April 2024
 - b) To resolve to approve the draft 2023/24 annual report as produced to date
 - 19.3 **Royal Garden Party Nomination** – To note the name of the Councillor nominated to attend a Royal Garden Party at Buckingham Palace on 21st May 2024.
 - 19.4 **Devon & Cornwall Police Cyber Crime Presentation** – To note there will be a presentation open to Councillors and members of the public hosted by the Town Council in the Charter Hall on the evening of 24th October 2024
20. **WDBC Mayoral Awards** – To consider nominating persons for an award
21. **Mayors Civic Diary Report** – To note events attended by the Mayor since the previous meeting.
22. **Meeting and Project Reports** – To receive reports from Councillors and/or the Clerk
 - 22.1 **DCC Regeneration Project** – To receive an update following a meeting held on 6th February
 - 22.2 **Dartmoor's Dynamic Landscapes** – To receive feedback from following a meeting on 25th January
23. **Reports of Council Working/Task & Finish Groups:**
 - 23.1 **Climate Change** (Cllrs Leech, Weekes)
24. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 24.1 **Neighbourhood Plan Group** (Cllrs Colman and Weekes)
 - 24.2 **Okehampton Community Hospital** – (Cllrs Marsh and Richards)
 - 24.3 **Business Improvement District** – (Cllr Tolley)
25. **Members' Reports and Items for Agendas** - To receive reports from Members attending other organisations on behalf of the Council:
 - 25.1 **Rural Market Town Group** (Cllrs Colman and Leech)
 - 25.2 **20's Plenty for Devon** (Cllrs Marsh and Cummings)
 - 25.3 **Active Travel Project** (Cllrs Marsh and Weekes)

PART TWO – CONFIDENTIAL ITEMS

26. **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.'
27. **Lower Market Hall, First Floor Lease Renewal** – To consider renewal of the lease, which expires on 31st March 2024
28. **Town Council Mayoral Awards** – To consider nominations for a Mayoral award
29. **Insurance Quotations** – If received, to consider the quotation for renewal of insurance which expires on 31st March 2024, this being the second of a long-term agreement, and any actions arising

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