

**Minutes of a meeting of Okehampton Town Council held on  
Monday 25<sup>th</sup> March 2024 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor A Fisher (Mayor)  
 Councillor R Colman (Chairman, Property Committee)  
 Councillor J Yelland (Chairman, Policy & Resources Committee)  
 Councillor T Cummings  
 Councillor M Ireland  
 Councillor M Richards  
 Councillor L Rogers  
 Councillor B Tolley  
 Councillor S Weekes

**In Attendance:** Mrs E James (Town Clerk)  
 Mrs C Ellis (Assistant Clerk)  
 Cllr G Dexter (WDBC)

**Action**

**670** **Apologies for Absence** – Apologies tendered by Cllr Leech (health), Cllr Bird (health), Cllr Holt (health), Cllr Marsh (personal) were approved on the proposition of Cllr Ireland, seconded Cllr Tolley.

Apologies tendered by Cllr Samuel (DCC) were noted.

**671** **Declarations of Interest** – None

**672** **Public Participation** – None

**673** **Members Questions** – Cllr Ireland reported a plaque would be unveiled at Okehampton Railway Station on 28<sup>th</sup> March.

**674** **West Devon Borough Council** – Reports had previously been circulated by Cllrs Calder, Dexter and Leech (WDBC).

Cllr Dexter commented on WDBC concerns about the Devon and Torbay Devolution deal and advised a peer review had been completed.

**675** **Devon County Council** – Cllr Samuel had provided a report, circulated just prior to the meeting.

**676** **Questions Arising from Members Reports** – WDBC were requested to provide hard copies of the 2024/25 waste collection calendar to the Town Hall for residents.

It was commented people not on the internet were missing information.

A query was raised in relation to Cllr Leech's report about the new Communities Development Team; who would member of the team be and what they would be doing?

WDBC  
Cllrs to  
action/  
report on  
these  
matters

**677** **Adoption of Minutes of Committees and to Receive Questions from Members Thereon**

**677.1** On the proposition of Cllr Ireland, seconded Cllr Colman, it was **RESOLVED** to adopt the minutes of the **Planning Committee** meetings held on 8<sup>th</sup> January and 5<sup>th</sup> February 2024.

- 677.2 On the proposition of Cllr Yelland, seconded Cllr Ireland, it was **RESOLVED** to adopt the minutes of the **Policy & Resources Committee** meeting held on 15<sup>th</sup> January 2024.
- 677.3 On the proposition of Cllr Colman, seconded Cllr Rogers, it was **RESOLVED** to adopt the minutes of the **Property Committee** meeting held on 4<sup>th</sup> December 2023.
- 677.4 **Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 26<sup>th</sup> February 2024 were **approved** on the proposition of Cllr Fisher, seconded by Cllr Weekes, to be signed by Cllr Fisher.
- 678 **Community Governance Boundary Review** – The Clerk reported WDBC were preparing the Reorganisation Order and information about the transition process would be provided shortly after Easter.
- 679 **Consultations**
- 679.1 **DCC On-Street Parking Pay & Display Consultation** – The outcome was not to proceed with the proposals in any of the affected towns.
- 679.2 **Dartmoor Multi Academy Trust** – On the proposition of Cllr Cummings, seconded Cllr Tolley (1 abstention), it was **RESOLVED** not to respond to the consultation, Cllrs to respond as individuals if they wished to do so. Cllrs
- 679.3 **Okehampton Conservation Area, Appraisal and Management Plan** – Meeting on 27<sup>th</sup> March in the Town Hall. Consultation would commence on 8<sup>th</sup> April 2024.
- 680 **Charter Hall**
- 680.1 **Roofing Project** – The Levelling Up Fund application towards the project had been unsuccessful. Slates being removed were available for purchase. Further discussion was **agreed** to be deferred to Part 2 later in the meeting due to contractual information.
- 680.2 **Internal Improvements** – Some items had been agreed in principle, for example replacement of tables for health and safety purposes. Working Group to consider prioritisation of need and compliance with regulations to formulate a budgeting plan. Clerk
- 681 **All Saints Church** – Correspondence from a Church Warden in relation to the condition of the access to the Church was considered. On the proposition of Cllr Fisher, seconded Cllr Ireland it was **RESOLVED** this be considered during the 2025/26 budgeting process. Clerk
- 682 **Okehampton Community Recreation Association** – On the proposition of Cllr Fisher, seconded Cllr Ireland, it was **RESOLVED** to nominate Cllr Tolley to be the Council's representative as Trustee to OCRA for the term of 4 years commencing on 27<sup>th</sup> March 2024. Clerk
- 683 **Simmons Park Putting Improvements** – A report from Cllr Marsh was considered. It was noted costs would be covered by S106 funding, if the application was successful, and a third party, with minimal impact on council budgets. Due to contractual matters further debate was agreed to be held in Part 2 later in the meeting.

<b>684</b>	<b><u>Okehampton Town Youth Council</u></b>	
<b>684.1</b>	<b>Adult Appointments</b> - On the proposition of Cllr Ireland, seconded Cllr Tolley, it was <b>RESOLVED</b> to appoint Cllrs Colman, Rogers and Weekes to be adult helpers subject to DBS clearance. Officers involved would also need DBS clearance.	Clerk
<b>684.2</b>	<b>Youth Councillor Appointments</b> – It was noted applications for Youth Councillors were about to be invited and if necessary, would be selected by those who lived and went to school within the town boundary, including those home educated.	Clerk
<b>685</b>	<b>Finance</b> – On the proposition of Cllr Rogers, seconded Cllr Colman, it was <b>RESOLVED</b> to approve the schedule of payments.	
<b>686</b>	<b><u>Policies and Documents</u></b>	
<b>686.1</b>	<b>Policies</b> - On the proposition of Cllr Yelland, seconded Cllr Cummings, it was <b>RESOLVED</b> to approve the following policies as recommended by the Policy & Resources Committee: <ul style="list-style-type: none"> <li>• Cemetery Rules and Regulations</li> <li>• Memorial Mason Registration Scheme</li> <li>• Delegation Scheme</li> <li>• Health and Safety Policy</li> <li>• Internal Control Statement</li> <li>• Standing Orders</li> </ul>	Clerk
<b>686.2</b>	<b>Risk Assessments</b> - On the proposition of Cllr Ireland, seconded Cllr Cummings, it was <b>RESOLVED</b> to approve the file of risk assessments.	Clerk
<b>687</b>	<b><u>Interim Internal Audit</u></b> – Action in relation to observations raised, as previously circulated, had been completed although confirmation of bank signatories was awaited from NatWest and Nationwide.	Clerk
<b>688</b>	<b><u>Asset Register</u></b> - On the proposition of Cllr Rogers, seconded Cllr Colman, it was <b>RESOLVED</b> to approve the Asset Register, including additions (£34,196) and disposals (£26,865,) at 31 <sup>st</sup> March 2024, subject to any further changes that may be required prior to year-end.	Clerk
<b>689</b>	<b><u>Freedom of Information Requests</u></b>	
<b>689.1</b>	<b>Council Housing</b> – Information had been requested about Council owned housing stock, of which there were none.	
<b>689.2</b>	<b>Charter Hall Roofing Project</b> - Information about costs and tenders had been received and responded to as appropriate.	
<b>690</b>	<b><u>Mayors Civic Diary</u></b> – Cllr Fisher had attended a variety of events: Andy Mans club, Carnival Committee, Beavers and Squirrels, Rotary 60 <sup>th</sup> Anniversary, Friendly Circle Coffee Morning, Memory Café, RAF Cadets evening and Coffee Morning, Commonwealth Day, Mariners Away, Alzheimer’s Coffee Morning, Probus talk, WDBC Civic Dinner.	
<b>691</b>	<b><u>Reports of Council Working/Task &amp; Finish Groups</u></b> –	
<b>691.1</b>	<b>Climate Change</b> – A meeting would be held once Cllr Leech was able to take part.	
<b>691.2</b>	<b>Youth Council</b> – The Council would be launched in May.	

- 692 Reports on Current Activities by Community Groups with Town Council Representation -**
- 692.1 Neighbourhood Plan Group** – A Regulation 17 public hearing was being held on 11<sup>th</sup> April at 10am in the Town Hall which would be livestreamed.
- 692.2 Okehampton Community Hospital** – A campaign for return of beds was continuing and attracting MP and party support. A public meeting was taking place on 12<sup>th</sup> April.
- 692.3 Business Improvement District** – A Steering Group meeting had been held on 19<sup>th</sup> March. Okehampton Business Improvement District Company Ltd had been formed, the Secretary of State had been notified and Articles of Association and governance had been completed. The vision and logo had been agreed and draft content considered. Businesses were being canvassed. Next meeting of the Steering Group was in April.
- 693 Members' Reports and Requests for Agenda Items -**
- 693.1 Rural Market Town Group** – No information to report.
- 693.2 20's Plenty for Devon** – No information to report
- 693.3 Active Travel Project** – No information to report
- (Cllr Dexter left the meeting)
- 694 PART 2 Confidential Matters** - On the proposition of Cllr Ireland, 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.
- 695 Insurance Quotation** – The Council's insurer had visited and undertaken a fire and security survey the previous week.
- On the proposition of Cllr Colman, seconded Cllr Cummings, it was **RESOLVED** to approve the quotation from James Hallem Council Guard at the total sum of £20,716.26. The contract was part way through a long-term agreement and was subject to change following the insurers survey and inclusion of the Youth Council.
- 696 Parks Equipment** – Approval for the purchase of additional battery-operated equipment had been given by the Committee Chairman, Cllr Holt, the cost having been lower than anticipated.
- 697 Memorial Mason** – Correspondence from a Memorial Mason was considered. On the proposition of Cllr Tolley, seconded Cllr Rogers, it was **RESOLVED** to rescind the previous decision made by full Council in February, to be reviewed after 6 months followed thereafter annually, and subject to other agreed conditions.
- 698 Simmons Park Putting Improvements** – On the proposition of Cllr Colman, seconded Cllr Weekes it was **RESOLVED** to apply for S106 funding with a view to working with the Skills & Sports Trust, providing the council had input into the design and other elements. Continuation of the project was also subject to auditor advice, Trustee agreement and planning consent if required. Community views to be sought.

Clerk

Clerk

Clerk

699 **Charter Hall Roofing Project** – It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Ireland, seconded Cllr Weekes.

The Clerk provided an update on progress including a delay. On the proposition of Cllr Rogers, seconded Cllr Ireland (4 abstentions) it was **RESOLVED** the Red Lion Yard elevation of the Charter Hall be redecorated in colours as existing.

Clerk

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

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Councillor Fisher, Mayor

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