

**Minutes of a meeting of Okehampton Town Council held on  
Monday 28<sup>th</sup> October 2024 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor A Fisher (Mayor)  
Councillor R Colman (Chairman, Property Committee)  
Councillor T Leech (Chairman, Planning Committee)  
Councillor B Tolley (Chairman, Parks Committee)  
Councillor J Yelland (Chairman, Policy & Resources Committee)  
Councillor T Cummings  
Councillor F Hart  
Councillor C Holt  
Councillor M Ireland  
Councillor C Marsh

**In Attendance:** Mrs E James (Clerk)  
Cllr G Dexter (WDBC)

**Action**

**353 Apologies for Absence** – Apologies from Cllr Samuel, DCC, were noted. On the proposition of Cllr Ireland, seconded Cllr Tolley, it was **RESOLVED** to approve apologies tendered by Cllr Richards (personal). (Cllr Bird had also tendered apologies.)

**Absent** – Cllr Weekes

**354 Declarations of Interest** – None

**355 Public Participation** – None

**356 Members Questions** – None

**357 West Devon Borough Council** – Reports from Cllrs Dexter and Leech had previously been circulated.

Cllr Dexter commented on the Devon Housing Commission and advised Livewest was looking to sell an Okehampton property due to potential repair costs. Leander Developments appeal for housing development had been lost.

Cllr Leech reported that a strip of land behind Maceys Terrace used by residents for parking belonged to WDBC. Parklands swimming pool had been closed because of issues with the moving floor and the hoist for disabled people was out of action. St James Primary School playing field was causing flooding to adjoining gardens.

**358 Devon County Council** – Cllr Samuel would send a report later in the week.

**359 Questions Arising from Members Reports** – Thanks was expressed to Cllrs Dexter and Leech for their reports, as was disappointment there was very little contact from the other WDBC Ward Councillors.

Cllr Ireland reported some equipment in the gym was out of action.

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

**360.1** On the proposition of Cllr Leech, seconded Cllr Ireland, it was **RESOLVED** to adopt the minutes of the **Planning Committee** meetings held on 1<sup>st</sup> July, 19<sup>th</sup> August and 9<sup>th</sup> September 2024.

**361 Full Council Meeting Minutes** – The minutes of the Town Council meeting held on 30<sup>th</sup> September 2024 were **approved** on the proposition of Cllr Fisher, seconded by Cllr Colman, to be signed by the Mayor.

362	<b><u>Notice of Co-option</u></b> – It was noted that following confirmation by WDBC the vacancy on the North Ward could be filled by co-option a Notice had been published. Closing date for applications was 6 <sup>th</sup> December 2024 and Co-Option would be considered at the meeting of Full Council on 16 <sup>th</sup> December 2024.	Cllrs/ Clerk
363	<b><u>Meetings, Projects and Consultations</u></b>	
363.1	<b>Community Governance Boundary Review</b> – A Town Council meeting with WDBC had been held on 21 <sup>st</sup> October 2024. WDBC were arranging a similar meeting with Okehampton Hamlets Parish Council following which there would be a joint meeting.	
363.2	<b>Pulse Smart Hub Presentation</b> – A virtual presentation had been held on 9 <sup>th</sup> October and a <a href="#">video</a> was viewed by the Council. On the proposition of Cllr Fisher, seconded Cllr Marsh (3 abstentions), it was <b>RESOLVED</b> to progress with the project. Clerk to send details to the BID Manager, Councillors to send any questions to the Clerk by 6 <sup>th</sup> November.	Cllrs/ Clerk
363.3	<b>Devon Towns: Nature Towns &amp; Cities Fund</b> – A request from DCC in relation to the potential for a joint bid to the Heritage Lottery Fund’s Nature and Cities fund was considered. On the proposition of Cllr Marsh, seconded Cllr Colman, it was <b>RESOLVED</b> to accept the invitation. Cllr Marsh to attend a meeting on 29 <sup>th</sup> October 2024 with the Clerk to progress the project.	Cllr Marsh/ Clerk
364	<b><u>Finance and Governance</u></b>	
364.1	<b>Payments</b> – On the proposition of Cllr Colman, seconded Cllr Marsh, it was <b>RESOLVED</b> to approve the schedule of payments.	
364.2	<b>Internal Audit</b> – The internal audit, auditors comments and recommendations were noted. On the proposition of Cllr Leech, seconded Cllr Marsh, it was <b>RESOLVED</b> :	
	<ul style="list-style-type: none"> <li>• Internal Controls – An additional review of the effectiveness of the internal controls to be undertaken annually when a Finance Officer had been appointed and settled into the role.</li> <li>• Budget – Retrospective approval of the rollover of £5,000 to tree maintenance was agreed. An additional check of the annual balance following year end and any rollovers to be included in the audit checks undertaken monthly by a nominated councillor, currently Cllr Marsh.</li> <li>• Fees and Charges – The charge for hire of the Council Chamber for ceremonies, currently £50 per event which was charged through the Devon Registration Service, to be included on the schedule from the next review.</li> <li>• Publication Scheme – An updated version would be considered in November.</li> </ul>	Clerk
365	<b><u>Peer Review</u></b> – On the proposition of Cllr Marsh, seconded Cllr Colman, it was <b>RESOLVED</b> that the Council undertakes a Peer Review in the 2025/26 financial year. The Clerk to register for a Peer Challenge through the NALC website.	Clerk
366	<b><u>Freedom of Information Request</u></b> – It was noted that a request for information had been received about Okehampton Parkrun. The Clerk advised a reply was still awaited from one councillor following which a response would be sent.	Clerk
367	<b><u>Civic Events</u></b>	
367.1	<b>Remembrance Parade and Service</b> – Sunday 10 <sup>th</sup> November 2024. Proceedings were reverting to pre-covid arrangements, and a service was also being held inside All Saints Church. Councillors would enter from the side (West) entrance. Information had been circulated to Members and Youth Councillors would be in attendance.	
367.2	<b>Edwardian Evening and Mayors Carols</b> – Thursday 5 <sup>th</sup> December 2024. Invitations would be circulated after Remembrance Sunday.	

**367.3 Council Christmas Informal Social Event** – A social event was being held on Wednesday 11<sup>th</sup> December 2024, at no cost to the Council - Councillors to 'bring a plate'. On the proposition of Cllr March, seconded Cllr Hart, it was **RESOLVED** to invite Okehampton Hamlets Parish Council and the WDBC Ward Councillors.

Clerk

**367.4 Meetings between Okehampton Town and Hamlets Parish Councils -** Meetings of the Mayor/Chair and Clerks of the councils were being reestablished, the next meeting being in January 2025.

**368 Council Office Arrangements** – Arrangements for office opening hours, staff availability during Clerk's holiday in November and the Christmas/New Year period to be circulated to Members.

Clerk

**369 Mayors Civic Diary Report** – Cllr Fisher had attended events including Tavistock Civic Service and Goose Fair, Tiverton Civic Service, RBL Coffee Morning, Tor Support AGM, Rotary Awards Evening, Museum Visit, Read Easy Presentation, Energy Festival, Art Exhibition, Best Shop Presentation, Okehampton Carnival, Devon & Cornwall Police Cyber Crime Presentation.

**370 Reports of Council working/Task & Finish Groups:**

**370.1 Climate Change** – No meeting had been held.

**370.2 Charter Hall Roof Replacement** – Snagging items had been completed and the final invoice, with the exception of the retention, had been received. Retention due to be paid August 2025.

**371 Reports on Current Activities by Community Groups with Town Council Representation**

**371.1 Neighbourhood Plan Group** – No further report. Deferred until January.

**372 Members' Reports and Items for Agendas**

**372.1 DCC Regeneration Board** – Cllr Tolley reported the next meeting was on September 26<sup>th</sup> November 2024.

**372.2 Business Improvement District** – A next steps meeting had been held on 24<sup>th</sup> October. A Special Meeting of the BID Board was on 5<sup>th</sup> November at which the members would be officially appointed as Directors. A temporary part-time Manager had been appointed and bank account set up. A statement would be circulated and published later in the week.

**372.3 Okehampton Community Hospital** – A further response from Mel Stride, MP had been circulated. There had been a meeting on Saturday attended by Cllrs Marsh and Colman. Details of a consultation had been circulated and would be included on the next agenda for consideration.

Clerk

**372.4 Rural Market Town Group** – Cllr Leech reported that information from events attended recently had been circulated.

**372.5 Transition Town Okehampton** – Cllr Cummings reported involvement of the group in various community events. A Visioning Okey event was being held on 2<sup>nd</sup> November.

The meeting was closed at 8.05pm

**Councillor Fisher, Mayor**