



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

13th January 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 20th January 2025 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.

Please ensure mobile phones are turned off or to silent.

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.

Councillors are reminded to ensure their Register of Interests form is up to date.

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** meetings held 4th and 25th November, 2nd and 9th December 2024, 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 16th December 2024 and 6th January 2025.
10. **Co-option** –
 - 10.1 To consider applications received in accordance with the Co-option Policy
 - 10.2 If co-option is resolved, to appoint the co-opted Member to Committees
11. **Finance and Governance** – To resolve to approve the schedule of payments
12. **2025/26 Budget and Precept** –
 - 12.1 To consider and resolve to approve the budget for the 2025/26 financial year.
 - 12.2 To consider resolve to approve the precept requirement for the 2025/26 financial year
13. **Meetings, Projects and Consultations**
 - 13.1 **Community Governance Boundary Review** – To consider any available updates
 - 13.2 **Strengthening the Standards and Conduct Framework** – To consider a council response to the [consultation](#) which closes on 26th February 2025.
 - 13.3 **Local Audit Reform** - To consider a council response to the [consultation](#) which closes on 29th January 2025
14. **Policies and Documents** – To consider and resolve to approve the following policies and documents, previously circulated, as recommended by the Policy & Resources Committee:
 - a) Grant Policy
 - b) Asbestos Management Plan
 - c) Bullying and Harassment Policy & Procedure (including sexual harassment)
 - d) Reserves Policy – including the General Reserve amount to be held by the Council for the 2025/26 financial year
 - e) Information and Data Protection Policy
 - f) Privacy Notices
 - g) Subject Access Request Policy
15. **Ministry of Housing, Communities and Local Government, [Devolution White Paper](#)** – To note the paper, previously circulated, which was published on 16th December 2024.
16. **Simmons Homes Charity** – Following a resignation, the Council is requested to nominate a Trustee to the Charity for the period of 4 years from the date of appointment.

17. **Neighbourhood Plan**
 - 17.1 To receive an update from Cllr Leech in relation to the current situation including the impact the NPPF changes, government housing development policy and a new local plan may have on Neighbourhood Plans.
 - 17.2 To consider, as noted at the meeting on 16th December 2024, inviting the WDBC Senior Strategic Planning Officer to meet informally with the council when he has sufficient information to receive an update on Neighbourhood Planning and the impact of recent and upcoming changes in policy
 - 17.3 To consider a report and proposal from Cllr Richards (report marked confidential so may need to be considered within Part 2) and any further action
18. **Accessibility Grading System** – To consider correspondence from a member of the public in relation to accessibility of businesses to people with disabilities, associated advice from the Devon Association of Local Councils and the Council’s insurer
19. **Traffic Infrastructure** – To consider a request from a member of the public that a discussion is opened with DCC in relation to traffic and infrastructure in Okehampton.
20. **Council Chamber Sound System** – To note that the sound system is irreparable. To consider reviewing to replace with a system that would be suitable for use for hybrid meetings and taking in account the increase in Councillors in May 2027.
21. **Civic Diary Report** – To note events attended by the Mayor.
22. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
 - 22.1 **Climate Change** – Cllrs Leech and Weekes
23. **Reports on Current Activities by Community Groups with Town Council Representation**
 - 23.1 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
24. **Council Representatives**
 - 24.1 **Devon Communities Together** – To consider a request from Cllr Richards that the Council appoints a Member as the Council’s representative and to which Committee they will report to
 - 24.2 **Okehampton Hospital** – To note the resignation of Cllr Richards from the North Dartmoor Health Initiative and to consider appointing a Member as the Council’s representative
25. **Members’ Reports and Items for Agendas** - To receive reports from Members
 - 25.1 **DCC Regeneration Board** – Cllr Tolley
 - 25.2 **Business Improvement District** – Cllr Tolley
 - 25.3 **Okehampton Hospital** –
 - 25.4 **Rural Market Town Group** – Cllrs Colman and Leech
 - 25.5 **Transition Town Okehampton** – Cllr Cummings

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. **Outstanding Balances** – To consider a recommendation by the Policy & Resources Committee that a debt of £520.40 be written off.

28. **Public Toilet Cleaning** - To resolve to approve the cleaning of the facilities in Market Street and Fairplace by WDBC the cost of which is included within the budget for 2025/26.
29. **Simmons Park Riverbank Maintenance** – To consider the draft tender documentation
30. **Cemetery Land Purchase** – To consider correspondence received from the land agent