



Okehampton Town Council

Town Hall
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Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk & RFO

21st July 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 28th July 2025 at 7pm in the Council Chamber, Town Hall, Okehampton.

Yours faithfully

E James

Emma James
Town Clerk

6.55pm - Welcome by the Mayor and prayers by the Mayor Chaplain

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. **Traffic Proposal Presentation** – To receive a presentation followed by an opportunity for 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 **Personnel Sub-Committee** meetings held 16th and 23rd September 2024 and 9th June 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.2 To adopt the minutes of the **Policy & Resources Committee** meetings held 12th and 19th May and 9th June 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.3 To adopt the minutes of the **Parks Committee** meeting held 19th May 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 9.4 To adopt the minutes of the **Planning Committee** meetings held 27th January, 24th February, 14th and 28th April, 19th May and 2nd June 2025, 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 30th June 2025.
11. **Projects and Consultations**
 - 11.1 **Traffic study** – To consider the traffic study presentation and previously circulated associated report.
 - 11.2 **English Devolution White Paper** – To consider feedback and matters arising from any updates and meetings attended
 - 11.3 **Community Governance Boundary Review** – To resolve to agree:
 - a) Approval of a joint Town and Hamlets Parish council statement for publication, how it will be disseminated and associated costs
 - b) Warding arrangements
 - c) Acceptance of assets from Okehampton Hamlets Parish Council and any financial recompense to be offered
 - 11.4 **Okehampton Castle** – To consider any updates and actions arising from the public meeting
 - 11.5 **Neighbourhood Plan**
 - a) To consider recommendations from Cllrs Colman, Cummings and Richards in relation to the designation of an area and accompanying statement to be submitted to WDBC
 - b) To consider the draft Terms of Reference for creation of the Steering Group
 - 11.6 **Pulse Smart Hubs** – To consider any updates and actions arising
 - 11.7 **Allotments** – To consider recommendations from the working group
 - 11.8 **Local Cycling and Walking Infrastructure Plan (LCWIP)** – To consider a response to the proposals
12. **Town Transport Services** – To consider a verbal report from Cllr Fisher

13. **Finance and Governance** – To resolve to approve the schedule of payments
14. **Policies and Documents** - To resolve to approve the following documents as recommended by the Policy & Resources Committee:
- a) Business Continuity Plan
 - b) Health and Safety Policies (Town Hall and Parks)
 - c) Training and Development for Employees and Councillors
 - d) Uniform Policy for Employees
15. **Freedom of Information Request** – To note a request for information relating to requests received for the flying of flags on the Town Hall has been received and responded to.
16. **Civic Diary Report** – To note events attended by the Mayor.

PART TWO – CONFIDENTIAL ITEMS

17. Items which may be taken in the absence of the press and public. 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 as they involve the likely disclosure of sensitive and confidential information.'
18. **Historic Civic Chain** - To resolve to approve the quotation for repair of the safety fastenings
19. **1/F Market Street Office and Charter Hall Foyer** – To consider a quotation for replacement of the floor covering.
20. **Staffing**
- 20.1 To consider a report from the Clerk following the conclusion of the Finance Officers six-month probation period
 - 20.2 To consider as necessary a report from the Policy & Resources Committee