



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179

www.okehampton.gov.uk

**Minutes of a meeting of Okehampton Town Council held on
Monday 30th June 2025 at 7.08pm in the Council Chamber, Town Hall, Okehampton**

Members Present:

Cllr R Colman (Mayor)
Cllr T Cummings
Cllr A Fisher
Cllr C Marsh
Cllr M Richards

Cllr B Tolley (Chairman, Parks)
Cllr T Leech (Chairman, Planning)
Cllr M Ireland
Cllr D McNeill

In Attendance:

Mrs E James (Town Clerk)
Cllr G Dexter (WDBC)
Cllr J Grainger (DCC)
Rev J Hall (Mayor's Chaplain)
2 Members of the Public

Prior to the commencement of the meeting Prayers were offered by Rev Hall.

The meeting was livestreamed through the Council Facebook page.

95. Apologies for Absence

Apologies tendered by Cllr Yelland (personal), Cllr Bird (personal), Cllr Weekes (illness), Cllr Holt (illness), Cllr Hart (illness) were **approved** on the proposition of Cllr Ireland, seconded Cllr Fisher.

96. Declarations of Interest

Cllrs Tolley, Marsh, Ireland, Colman and McNeill all declared a personal interest in Min Ref 96, being Okehampton United Trustees or Allotment holders.

97. Public Participation

A member of the public representing Okehampton Pride, provided information about the first Okehampton Pride Day being held on 12th July and requested the support of the council for this and future events.

98. Members' Questions

None

99. West Devon Borough Council

Cllr Dexter's report had previously been circulated. Some items were highlighted including the role of the police advocate. The Okehampton Public Spaces Protection Order had recently come into force and the local Police Inspector had been requested to collate data to monitor its effect. The Police now had a speed gun and people were being encouraged to report speeding and locations where they felt it could be used effectively. A Local Cycling

and Walking Infrastructure Plan (LCWIP) had been circulated including some potential quick wins for Okehampton.

Cllr Leech's report had been previously circulated. Speeding, and the LCWIP were highlighted.

100. Devon County Council

Cllr Grainger advised his priorities were Crediton Road and Mill Road footpath.

101. Questions Arising from Member reports

Cllr Grainger was requested to provide reports regarding all aspects of DCCs work.

102. Adoption of Minutes of Committees and to Receive Questions from Members Thereon –

On the proposition of Cllr Cummings, seconded Cllr Fisher, it was **RESOLVED** to adopt the minutes of the Property Committee meeting held on 3rd February 2025.

103. Full Council Meeting Minutes

The minutes of the Town Council meeting held on 2nd June 2025 were **approved** on the proposition of Cllr Colman, seconded by Cllr Ireland, and signed by the Mayor.

104. Projects and Consultations

104.1 English Devolution White Paper

WDBC had cancelled the meeting arranged for 15th July at which assets and services were to be reviewed and it had been rearranged for 2nd September. A Local Government Reorganisation online briefing for Town & Parish Councils, arranged by WDBC was taking place at 5.30pm on 9th July. The Clerk advised she was unable to attend.

An informal meeting of the council to consider the assets and services to be held prior to the meeting in September. Recommendations arising to be considered by Full Council in July.

104.2 Community Governance Boundary Review

A joint meeting with WDBC and Okehampton Hamlets Parish Council had been held on 18th June. A further joint meeting with between the two councils had been arranged for 7pm on 15th July, the aim being to agree an initial joint message for publication. The Council would also consider assets for transfer from Okehampton Hamlets and warding arrangements.

104.3 Okehampton Castle

A public meeting was being held on 11th July at 7pm in the Charter Hall. The meeting would be chaired by Okehampton Hamlets Parish Council and a member of English Heritage would be in attendance. The Clerk advised she was unable to attend.

104.4 Neighbourhood Plan

Further information had been received from the WDBC's Neighbourhood Planning Officer. It had been confirmed the first step was for the area to be formally designated, a statement explaining the reasoning, and an application being made to WDBC. He had also confirmed that in an area covered by a town or parish council, the only qualifying body able to produce a Neighbourhood Plan (NP) was the town or parish council.

It was **agreed** that Cllrs Richards, Cummings and Colman would draft a document detailing a proposal for the designation of an area and accompanying statement for consideration of the Council.

A draft terms of reference would be prepared by the Clerk for consideration of the Council. It was noted that the government were no longer providing funding for the creation of NPs.

104.5 Pulse Smart Hubs

No further information had been received.

104.6 Allotments

On the proposition of Cllr Cummings, seconded Cllr Fisher, (5 abstentions), it was **RESOLVED** to defer to the next meeting due to the number of declarations of interest.

104.7 Traffic study

A traffic study report and proposal were considered.

On the proposition of Cllr Tolley, seconded Cllr Fisher, (1 against), it was **RESOLVED** to request a presentation be made at the next meeting of the council by those who had submitted the proposal.

104.8 Sound Systems

An Owl system was being lent to the council to try at the Parks Committee meeting on 14th July for consideration as a potential solution.

104.9 Community Engagement

Methods of engagement were considered. It was noted that the council had previously agreed councillors could hold surgeries as they wished, providing that two members were present. It was commented that the introduction, if successful, of the Pulse Smart Hubs may help with communication.

(Rev Hall left the meeting)

104.10 Okehampton Cluster Group

On the proposition of Cllr Marsh, seconded Cllr Fisher, (1 against) it was **RESOLVED** to agree the creation of an Okehampton Cluster Group of local councils in accordance with the circulated paper, potentially including additional councils.

105. Finance and Governance

105.1 Payments

On the proposition of Cllr Marsh, seconded Cllr Cummings, (1 abstention), it was **RESOLVED** to approve the schedule of payments, the BACS payments of which amounted to £12,875.16.

105.2 Virement

On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve the virement of £1,197 from general reserves to the Wildlife Interpretation Board nominal code, this being the funds remaining at the end of the 2024/25 financial year and grant funding received for the project.

106. Correspondence

A request by a member of the public in relation to a Pride Event in Okehampton including a request to fly the Pride Flag from the Town Hall was considered. The Council's Flag Flying Policy was taken into consideration, and it was commented that permitting the flying of the flag from the Town Hall could result in numerous other requests being received.

On the proposition of Cllr Marsh, seconded Cllr Ireland, it was **RESOLVED** that the council would support the event but would not permit the flying of the flag from the Town Hall which was a local government building.

107. Okehampton Charters

On the proposition of Cllr Marsh, seconded Cllr Fisher, it was **RESOLVED**, as requested by a member of the public, to purchase copies of the following Charters from the Devon

Registration Office at approximately £20 each, providing the council was not already in possession of any copies:

- Charter of Ribert de Courtneay, 1218-1219
- Charter of Hugh de Courtenay, 1291
- Charter of James I, 1623
- Charter of Charles II, 1684

108. Police Advocate

On the proposition of Cllr Leech, seconded Cllr Richards, it was **RESOLVED** that the Clerk represent the Council as necessary and as there were no councillors who wanted to accept this role at the Annual Meeting in May.

109. Civic

109.1 Diary Report

The Mayor had attended one event since the last meeting of the Council, that being the Launceston Town Council Mayor's Induction Ceremony.

109.2 Civic Service

The Civic Service had been confirmed as taking place at All Saints Church on 12th October 2025. The road closure application had been submitted.

(Members of the public, WDBC and DCC Councillors left the meeting)

PART TWO – CONFIDENTIAL

On the proposition of Cllr Ireland, seconded Cllr Leech 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 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.

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Ireland, seconded Cllr Richards.

110. Internal Auditor Appointment

Quotations and availability of suitably qualified and competent Internal Auditors was considered.

On the proposition of Cllr Cummings, seconded Cllr Richards, it was **RESOLVED** to appoint IAC Audit and Consultancy Ltd for three years (2025/26, 2026/27 and 2027/28), to include an interim and year end audit, at the cost of £840 p/annum less a 5% discount due to the length of the agreement.

111. Civic Regalia

The Clerk advised it was likely the repair work to the Pendant would be covered by the Council's insurance policy who had confirmed multiple quotations were not required due to the specialised nature of the work. The policy excess for this was £100.

On the proposition of Cllr Fisher, seconded Cllr Ireland, it was **RESOLVED** to send the pendant to Fattorini for the repair work to be completed.

112. Fire Alarm Monitoring

(Cllr Leech declared a personal interest)

On the proposition of Cllr Cummings, seconded Cllr Fisher (1 abstention), it was **RESOLVED** to accept a proposal and quotation from Chubb for the active monitoring of the fire alarm system in the Town Hall and adjoining council premises at the annual cost of

£515. Council's insurer to be advised and liaison with the fire service in relation to the provision of a plan for salvaging of items to be undertaken by the Clerk.

113. Urgent Item

The Clerk provided an update in relation to health and wellbeing and was requested to investigate the availability of support services within the council structure.

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

Councillor Colman
Mayor