



Okehampton Town Council

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Devon
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Emma James
Town Clerk & RFO

17th November 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24th November 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's 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 to the meeting point in Red Lion Yard and await further instructions.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

Urgent items - items for information only can be brought to the attention of the Committee 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 reports from the WDBC Councillors, if present
6. **Devon County Council** – To receive a report from the DCC 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** meeting held on 8th September 2025, and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.2 To adopt the minutes of the **Property Committee** meeting held on 6th October 2025, 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 meeting held on 27th October 2025 including amendment of Minute Reference 331 removing the wording 'the *Mayor*'.
10. **Projects and Consultations**
 - 10.1 **English Devolution White Paper/Local Government Reorganisation** – To consider any updates
 - 10.2 **Community Governance Boundary Change** – To consider any information received from WDBC, the initial draft of Q&A information and the next stages of public engagement in relation to the upcoming changes
 - 10.3 **Neighbourhood Plan** – To consider feedback received from WDBC
 - 10.4 **Lloyds Bank Closure** – To consider any updates
 - 10.5 **Allotments** – To receive feedback from the Annual Allotment Association meeting on 13th November attended by Cllr Tolley and the Clerk, and consider any actions required
11. **Infrastructure**
 - 11.1 **Railway Station Parking Restrictions** – To consider correspondence from Cllr Grainger, DCC, requesting feedback in relation to proposed parking restrictions in the area of the new station
 - 11.2 **Future Rail Links** – To consider a report from Cllr Ireland
 - 11.3 **Town Transport Services** – To consider an update from Cllr Fisher
12. **Policies and Documents** – To resolve to approve the following policies and documents as recommended by the Policy & Resources Committee:
 - a) Snow and Ice Management Policy
 - b) Cemetery Fees
 - c) Okehampton Cemetery Brochure
 - d) Cemetery and Grave Digging Policy
 - e) Cemetery Rules and Regulations
 - f) Simmons Park Hire and Booking Terms and Conditions
 - g) CCTV Policy
 - h) Grant Policy - amendment to page 2 of the Grant Policy changing an amount to £400
 - i) IT Policy

13. **Finance and Governance**
13.1 **Payments** - To resolve payment of invoices in accordance with the schedule
13.2 **Interim Internal Audit Report** – To note the report and any actions required
13.3 **Bank Accounts and Management** – To consider a report from the Finance Officer
14. **Working Groups** – To consider appointing a Councillor to replace Cllr Hart on the Cemetery Management working group
15. **Christmas and New Year Office Opening Hours** – To note that the Council Office will be closed from 4pm Tuesday 23rd December 2025 until Monday 5th January 2026.
16. **Civic Mayor's 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. **Cemetery Extension** – If necessary, to consider a recommendation from the Parks Committee, to enable the project to progress to planning application stage