



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

23rd September 2024

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 30th September 2024 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 **Parks Committee** meeting held 8th July 2024 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 22nd July 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.3 To adopt the minutes of the **Policy & Resources Committee** meetings held 10th June and 5th August 2024 and the Chairman to receive questions from Members regarding the workings and decisions made at this Committee meeting.
 - 8.4 To adopt the minutes of the **Personnel Sub-Committee Committee** meetings held 15th April and 2nd September 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 meeting held on 29th July 2024.
10. **Councillor Resignation** – To note the resignation of Cllr Rogers on 21st September
11. **Meetings, Projects and Consultations**
 - 11.1 **Business Improvement District** – To receive an update and resolve to appoint Cllr Tolley as the Council's Representative on the BID Board/Committee to enable continuity.
 - 11.2 **Bespoke Heritage Watch Scheme - proposed for Okehampton Castle** – To consider the presentation received prior to the meeting
 - 11.3 **Rail Update** - To consider an update following a stakeholder meeting held by GWR on 4th September in relation to the second station and any action to be taken
 - 11.4 **Neighbourhood Plan** – To consider correspondence from Okehampton Hamlets Parish Council advising they are supportive of any future plan, but do not wish to be directly involved.
 - 11.5 **Community Governance Boundary Review** – To note that a Town Council meeting with WDBC has been arranged for 21st October and consider correspondence from Okehampton Hamlets Parish Council requesting a joint meeting.
 - 11.6 **Pulse Smart Hub Presentation** – To note that a virtual presentation is taking place on 9th October
 - 11.7 **Okehampton Community Hospital** – To consider a response to correspondence sent to Wes Streeting, MP, Secretary of State for Health and Social Care
12. **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.
13. **Policies and Documents** – To resolve to approve the following policies as recommended by the Policy & Resources Committee:
 - Co-Option Policy
 - Discretions Policy

- Equality and Diversity Policy
- Flexible Retirement
- Recruitment
- Snow and Ice Management
- Woods and Logs

14. Finance and Governance –

- 14.1 Payments** - To resolve payment of invoices in accordance with the schedule
- 14.2 2023/24 External Audit** - To note the Report and Certificate which identifies a typographical error on transposition of figures from the 2022/23 Accounting Statement to that for the 2023/24 year, this being Box 6 for 2022/23 which should read £268,558.
- 14.3 Notice of Conclusion of Audit** - To note that the notice was published on 16th September and resolve that it remain in place until 7th October 2024.
- 14.4 Internal Auditor Appointment** – To resolve to ratify the appointment of IAC Audit and Consultancy as the council’s internal auditor for the last of a three-year agreement at the cost of £770 p/annum.

15. Planning – To consider the following planning matters:

15.1 Planning Application

[2758/24/OPA](#) Outline planning permission, with all matters reserved, for residential development for up to 2 dwellings. Land Adjacent to Thrumster, Darkey Lane, Okehampton
Comments by 17 October 2024

15.2 Licensing Application

Supply of Alcohol Off the premises Monday to Sunday 0700 - 2200
Opening Hours Monday to Sunday 0700 – 2200
Snowdon Retail (Fore Street) Limited, 8-9 Fore Street Okehampton
Comments by 3 October 2024

15.3 WDBC Consultation - Gambling Act 2005 – Consultation of draft Gambling Statement of Principles. Closing date 13 October 2024

15.4 Crediton Road Pedestrian Crossings – To note that concerns of residents of both the town and hamlets about pedestrian safety whilst crossing the road and newly installed steps that are unsuitable for use by those with disabilities are being forwarded to DCC.

15.5 Proposed Development of Phase 4B (Okement Park and Hampton Mill Phase 2), Crediton Road, Okehampton – To note correspondence received by the developer and the Council’s Developer Engagement Policy

15.6 DCC (West Devon HATOC) (Traffic Regulation) Amendment Order 6143 – To consider proposals relating to West Bridge Close, Okehampton. Comments by 10th October

16. Civic Events

16.1 Mayor Choosing/Annual Council Meeting and Mayoral Awards – To consider recommendations from the Policy & Resources Committee

16.2 Civic Service 2025 – To note that Fairplace Church are unable to accommodate the Service on one of the usual dates in September 2025 and resolve that the Service be held on Sunday 12th October 2025

17. Civic Diary Report – To note events attended by the Mayor.

18. Reports of Council Working/Task & Finish Groups – To note reports from Members:

18.1 Climate Change – Cllrs Leech and Weekes

18.2 Charter Hall Roof Replacement – Cllrs Colman, Leech and Fisher

19. Reports on Current Activities by Community Groups with Town Council Representation

19.1 Neighbourhood Plan Group – Cllrs Colman and Weekes

20. **Members' Reports and Items for Agendas** - To receive reports from Members
- 20.1 **Business Improvement District Steering Group** – Cllr Tolley
 - 20.2 **Okehampton Hospital** – Cllr Richards
 - 20.3 **Rural Market Town Group** – Cllrs Colman and Leech
 - 20.4 **Transition Town Okehampton** – Cllr Cummings
 - 20.5 **DCC Regeneration Board** – Cllr Tolley

PART TWO – CONFIDENTIAL ITEMS

21. **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.'
22. **Outstanding Balances** - To consider a recommendation from the Policy & Resources Committee and Responsible Financial Officer that an outstanding debt for £12 be written off.
23. **Staffing Matters**
- 23.1 **Assistant Clerk Resignation** – To note the resignation of the Assistant Clerk whose last working day is 8th November 2024 and if necessary, consider recommendations from the Policy & Resources Committee in relation to recruitment.
 - 23.2 **Parks Staffing** – To resolve to ratify recommendations from the Policy & Resources Committee