

**Okehampton Town Council
Full Council Meeting 30th September 2024
Meeting Report**

Date:	23 rd September 2024
Name:	Emma James

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.

At Tuesday's meeting the Councillors asked that I inform OTC that Okehampton Hamlets will support the neighbourhood plan going forward, but they do not wish to be directly involved.

*Best wishes
Emily Young
Okehampton Hamlets Parish Clerk and RFO*

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.

At last Tuesday's Okehampton Hamlets Parish Council meeting, I was asked to arrange a meeting with Cllr Vachon, Okehampton Town Council and Okehampton Hamlets to talk about the boundary review.

Can you please confirm who the representatives will be from OTC and please send me some dates/times so I can arrange a meeting for you all.

The representatives from Okehampton Hamlets will be Cllrs Maria Cooper, Martin Littlejohns and Brian Wood.

Thanks.

*Best wishes
Emily Young
Okehampton Hamlets Parish Clerk and RFO*

OHPC have been advised of OTCs previous resol that they are happy to hold joint meetings once they have had the opportunity to meet individually with WDBC and consider the implications internally.

11.6 Pulse Smart Hub Presentation – To note that a virtual presentation is taking place on 9th October

An invitation to the presentation which is at 2pm on 9th October was sent to Councillors on 16th September. Some information about the proposal is as follows:

I'm currently in the process of working with various stakeholders across the west country in relation to our smart hubs. If you are not familiar with us, you can watch the video on our homepage <https://pulsesmarthub.co.uk/> for a good introduction.

Pulse Smart Hub is a next-generation communication hub with a wide range of functions (including the provision of defibrillators and emergency safety equipment) that benefit the local community and local stakeholders. The installation along with all functions / features come at no cost to the user or taxpayer, instead it is funded through advertising on the screens of the smart hubs.

Since its inception, Pulse has worked closely alongside several key stakeholders including public health organisations, BIDs, the Police, Centre Management, Charities and Tourism Boards to successfully develop, operate and maintain a network of 18 Pulse Smart Hubs across Belfast.

I wondered whether you would have some time to speak about your work and see if there's potential for us to work together? It would be a pleasure to tell you more about Pulse and to understand more about how we may be able to support you.

There is no charge to the council for the installation of these hubs and all of the groundwork, including planning applications, is completed by the company. They are working with councils in the south west, including Newton Abbot where several are being installed across the town.

This company is currently working with Newton Abbot Town Council with the view of installing several hubs across the town.

11.7 Okehampton Community Hospital – To consider a response to correspondence sent to Wes Streeting, MP, Secretary of State for Health and Social Care

Dear Ms James,

Thank you for your correspondence of 6 August on behalf of Okehampton Town Council about Okehampton Community Hospital. I have been asked to reply.

I appreciate the concerns you have raised.

Health and care systems and providers should work together to ensure that efforts to discharge individuals from hospital into social care are joined up and make best use of available resources.

The *Hospital discharge and community support* guidance can be found at www.gov.uk/government/publications/hospital-discharge-and-community-support-guidance.

It sets out how NHS bodies and local authorities can plan and deliver hospital discharge and recovery services from acute and community hospital settings, that are affordable within existing budgets available to NHS commissioners and local authorities.

The guidance recognises the importance of family and carers as a support network for patients and specifies that NHS bodies and local authorities should ensure that, where appropriate, family members are involved in discharge decisions. Ultimately, where a patient will be discharged is contingent on the practicality of where the care is available, which in some cases are hospitals further away from family members. Being able to deliver adequate care placements and community beds is contingent on having

capacity in the workforce to do this. The Government is committed to supporting providers to deliver better pay, conditions and training to help fill vacancies so care providers can better support hospitals to reduce delayed discharges.

I hope this reply is helpful.

Yours sincerely,

Correspondence Officer
Ministerial Correspondence and Public Enquiries
Department of 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.

The following additional information has been received from the Charity:

Trustees have recently completed a skills audit; from this it is clear we would benefit from someone with some (or all) of the following skills please

1. Understanding of Charity Law - policies and charity management
2. Understanding of Operations - H & S, facilities, property management, the benefits system
3. Understanding of Finance - investment and auditing
4. Understanding Governance/leadership – law, planning, safeguarding

Trustees would like it noted that currently 4 of the 7 trustees are also on the local councils and wondered if there was any possibility consideration could be given to nominating someone who is not a town or hamlet council member.

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.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Okehampton Parish Council – DV0277**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Section 2, Box 6 All Other Payments for 2022-23 is incorrect due to a typographical error and should read £268,558 instead of £2,685,580.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

26/07/2024

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.

Okehampton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Okehampton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Okehampton Town Council on application to:</p> <p>(a) <u>MRS Emma James, Clerk & RFO</u> <u>Town Hall</u> <u>Fore Street</u> <u>Okehampton EX20 1AA</u></p> <p>(b) <u>Monday - Thursday 9-30am - 4pm</u> <u>By appointment</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>—</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Emma James, Town Clerk</u></p> <p>Date of announcement: (e) <u>16th September 2024</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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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**

Dear ALL Members and ALL Parish Clerks

We have received a new application for a premises licence from Snowdon Retail (Fore Street) Limited at 8-9 Fore Street, Okehampton, EX20 1AN.

The application is for:

- Supply of Alcohol Off the premises Monday to Sunday 07:00 – 22:00.
- Opening Hours Monday to Sunday 07:00 – 22:00.

If you would like to make a representation, please send to the Licensing Department at West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ or email licensing@swdevon.gov.uk no later than **3 October 2024**. Please do not hesitate to contact me if you would like any further information

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

Gambling Act 2005 – Consultation on draft Gambling Statement of Principles

The Licensing Authority must review its gambling policy, known as the 'Statement of Principles', every three years. The policy sets out the principles which West Devon Borough Council will apply when dealing with applications, enforcing the law and making decisions under the Gambling Act 2005 over the next three years. Once approved, the updated policy will be in effect from January 2025 to January 2028.

The draft revised policy can be downloaded from the following website:

<https://wdgamblingpolicy.commonplace.is/>

The main proposed changes include new sections on 'safer gambling and social responsibility' and 'gaming in alcohol licensed premises', as well as further information on what we expect for gaming machines and small society lotteries.

We would welcome any comments you wish to make about the draft policy during our public consultation. These can be made by:

- providing feedback on the commonplace website (see above link)
- emailing licensing@swdevon.gov.uk
- writing to Licensing, West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ

Responses to the consultation must be received no later than **13th October 2024**.

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



17 September 2024
Our Ref: NM/20.204
Clerk to the Town Council Emily Young
Sent to: townclerk@okehampton.gov.uk

Dear Emma,

RE: PROPOSED DEVELOPMENT OF PHASE 4B (OKEMENT PARK AND HAMPTON MILL PHASE 2), CREDITON ROAD, OKEHAMPTON

You may be aware that in January 2019 outline planning permission was granted for 400 homes on land at Crediton Road, Okehampton. Having gained detailed planning permission for the early phases of development, Barratt David Wilson Homes are currently working on a Reserved Matters application for up to 91 homes for Phase 4b, the final phase of the development.

Before a planning application is submitted, Barratt David Wilson Homes are welcoming local stakeholders and the community, the opportunity to view and comment on proposed plans, as well as the wider development. They would also welcome the opportunity to discuss the wider development with you, so that we can ensure high quality new homes and infrastructure are delivered.

Residents have been invited to attend a public exhibition where they can view and discuss proposals with members of the project team who will be available to answer any questions.

Exhibition details:

Date: Tuesday 8th October 2024

Time: 3pm – 7pm

Location: The Ockment Community Centre, North Street, Okehampton. EX20 1AR.

Barratt David Wilson Homes are welcoming you to attend at 2.30pm, so that you can view proposals, offer your feedback and speak with the project team prior to members of the public attending from 3.00pm.

If the above time and date doesn't work for you, or if you would find it useful to meet separately, please get in touch to arrange a time suitable for you.

Barratt David Wilson Homes look forward to meeting you at the event.

Yours faithfully,

A handwritten signature in black ink that reads 'Neil Mantell'.

Neil Mantell



Okehampton Town Council

Okehampton Town Council

Developer Engagement Policy (Planning)

1. Policy Statement

This policy sets out how Okehampton Town Council will engage with developers and/or their agents, both prior to, and following, the submission of a planning application within the town, and informs Councillors and Officers when arranging discussions with developers.

2. Policy Scope

The policy applies to all Councillors and Employees.

This policy also applies to all stages of the planning development cycle including speculative queries and during the consultation phase.

Okehampton Town Council will not offer advice on Planning Policy or provide a formal view at such presentations.

3. Pre-Planning Application Developer Meeting Guidelines

Individual Councillors may be approached by developers for informal discussion. This must be approached with caution and, in all instances, notified to the Clerk. Councillors must make it clear they are not representing Okehampton Town Council at any time except in the appropriate meeting, unless expressly authorised to do so.

The Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of developers to consult both with Okehampton Town Council and the wider community. Okehampton Town Council is also aware of the importance of public perception in planning and the need to avoid any appearance that Okehampton Town Council is conducting secretive negotiations or is colluding with developers. It is important therefore that such pre-application discussions are undertaken appropriately and transparently.

Okehampton Town Council, where possible, accommodates requests from developers to present their pre-application proposals at a meeting of the Planning Committee prior to public consultation on the following conditions:

- 3.1 Pre-application planning discussions, communications and any comment given by the Planning Committee will not bind the Planning Committee to making a particular decision. Any views expressed will be without prejudice and based on the information available at the time.
- 3.2 Pre-application planning discussions will be held within a meeting of the Planning Committee which is open to the public. A record of meetings with developers/agents held on site at their request and with the permission of the landowner, will be made and reported to the next meeting of the Planning Committee.
- 3.3 On request of a pre-application meeting, developers will be sent a copy of this policy and asked to acknowledge receipt and their understanding of its content.

4. Post submission of a Planning Application

Following the submission of an application, any discussions with developers/agents will be held during a Planning Committee Meeting that is open to the public.

5. Construction Phase

There are many issues that can arise during the construction phase, from amendments to plans, disputes with neighbours and highways issues. A Councillor may, on the instruction of Council or the Planning Committee, act as a representative to feedback on such issues to the Clerk who will act accordingly.

6. Advertising of meetings with developers

Okehampton Town Council will use the publication of Agendas to notify residents of meetings in the normal way. The agenda will include the publication of the developer/agent's name and proposal.

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

Devon County Council (West Devon HATOC) (Traffic Regulation) Amendment Order

Devon County Council propose to make this under the Road Traffic Regulation Act 1984 to introduce in

NORTH TAWTON: No Waiting At Any Time on a specified length of North Street; Revocation of **No Waiting At Any Time** on a specified length of The Square; **Disabled Badge Holders Only Maximum Stay 3 Hours No Return Within 6 Hours** on a specified length of The Square; Revocation of **Loading Only At Any Time** on a specified length of The Square;

OKEHAMPTON: No Waiting At Any Time on specified lengths of Westbridge Close;

TAVISTOCK: No Waiting At Any Time on specified lengths of Brook Lane and Heritage Park; Revocation of **No Waiting At Any Time** on specified lengths of Heritage Park;

YELVERTON: No Waiting At Any Time on a specified length of Westella Road;

Where appropriate there will be the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

Draft order, order being amended, plans and statement of reasons may be seen at <https://devon.cc/alwrp> from 19th September. Free bookable computer use is available during the opening hours of Devon Libraries. Documents are also available to view during normal office hours at the address below.

Objections and other comments specifying the proposal and the grounds on which they are made must be in writing to the address below or via <https://devon.cc/alwrp> to arrive by **10th October 2024**. Receipt of submissions may not be acknowledged but those received will be considered. If you make a submission, be aware that comments will be anonymised prior to being sent to Highways & Traffic Orders Committee (HATOC) members for consideration or being published on our website. Your data may be shared within the Council and with our partner agencies. Personal details will be kept confidential in line with the Privacy Notice at <https://devon.cc/troprivacy> and will only be shared in accordance with the terms of that Notice or to comply with our legal obligations.

19th September 2024

reference imr/DEV001/973 | website reference 6143

Director of Legal & Democratic Services, County Hall, Topsham Road, Exeter EX2 4QD

Statement of Reasons

The restrictions are being proposed to resolve minor local issues that have been reported to the Council and considered as part of the West Devon Highways and Traffic Orders Committee annual local waiting restrictions programme. Specific details of what is proposed at each location can be found within the deposit documents.

The restrictions are proposed to avoiding danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising, for facilitating the passage on the road or any other road of any class of traffic (including pedestrians) and to preserve/improving the amenities of the area through which the roads run.

Location	Parish/Town	Statement of Reasons	Plan Reference
Westbridge Close	Okehampton	To prevent obstructive parking	ENV6143-279
Westella Road	Yelverton	To prevent obstructive parking	ENV6143-489
Brook Lane	Tavistock	To prevent obstructive parking	ENV6143-287
Heritage Park	Tavistock	To prevent obstructive parking To reflect what is marked on street	ENV6143-367
The Square & North Street	North Tawton	To ensure Traffic Order matches with restrictions on street To improve on street parking capacity To improve parking capacity for visitors to local shops To prevent obstructive parking	ENV6143-406

OKEHAMPTON

Schedule 1.001 No Waiting At Any Time

Westbridge Close, Okehampton

- (i) the east side from its junction with West Street for a distance of 25 metres in a northerly direction
- (ii) the north-east side from a point 93 metres north-west of its junction with West Street for a distance of 25 metres in a north-westerly direction
- (iii) the north-east side from a point 45 metres north-west of its junction with West Street for a distance of 22 metres in a north-westerly direction
- (iv) the south-west side from a point 28 metres north-west of its junction with West Street in a north-westerly direction to a point 16 metres north-west of its junction with Westbridge Close (Car Park)
- (v) the west side from its junction with West Street for a distance of 12 metres in a northerly direction

Westbridge Close (Car Park), Okehampton

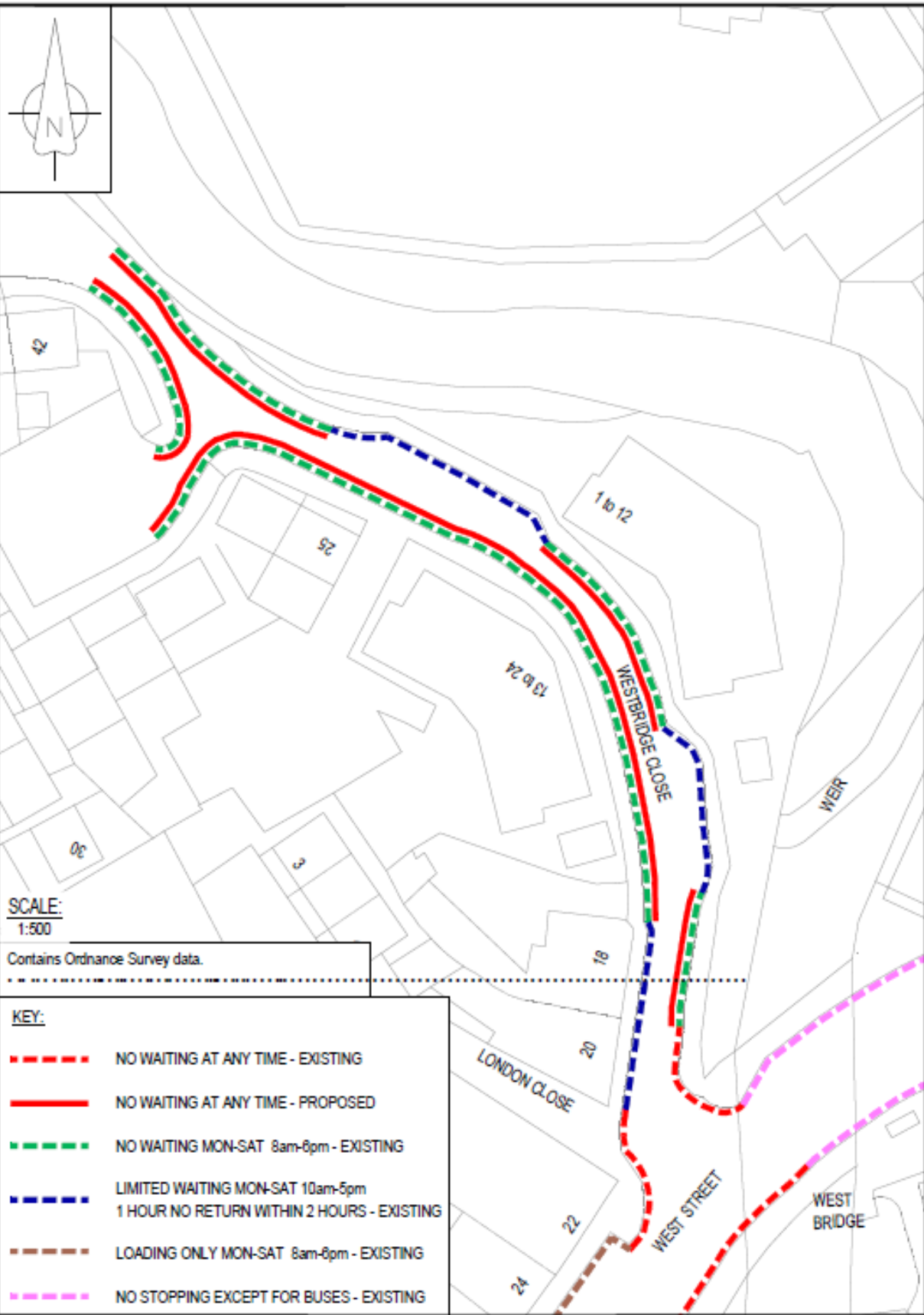
- (i) the north-west side from its junction with Westbridge Close for a distance of 7 metres in a south-westerly direction
- (ii) the south-east side from its junction with Westbridge Close for a distance of 8 metres in a south-westerly direction

Schedule 4.171 Limited Waiting Mon-Sat 10am-5pm 1 Hour No Return Within 2 Hours

Westbridge Close, Okehampton

- (i) the east side from a point 25 metres north of its junction with West Street for a distance of 20 metres in a northerly direction
- (ii) the north-east side from a point 67 metres north-west of its junction with West Street for a distance of 26 metres in a north-westerly direction
- (iii) the west side from a point 12 metres north of its junction with West Street for a distance of 16 metres in a northerly direction

File name: C:\USER\SUR\M035\MSP_03581000\HATOC_ALMWP - 24-25 LOCATIONS\TRANCHE 103\WP3\DRAWINGS\CAD\WORKING DRAWINGS WEST DEVON\ENV6143-279-WESTBRIDGE CLOSE, OKEHAMPTON.DWG, printed on 15 August 2024 15:41:42, by Chahua, Renu



SCALE:
1:500

Contains Ordnance Survey data.

KEY:

- - - NO WAITING AT ANY TIME - EXISTING
- NO WAITING AT ANY TIME - PROPOSED
- - - NO WAITING MON-SAT 8am-6pm - EXISTING
- - - LIMITED WAITING MON-SAT 10am-5pm
1 HOUR NO RETURN WITHIN 2 HOURS - EXISTING
- - - LOADING ONLY MON-SAT 8am-6pm - EXISTING
- - - NO STOPPING EXCEPT FOR BUSES - EXISTING



TITLE
WEST DEVON, HATOC
WESTBRIDGE CLOSE, OKEHAMPTON
258629, 95211

FIGURE No.
ENV6143-279

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

Mayoral Awards

- a) The number of awards is limited to a maximum of three p/annum as follows:
 - i. 1 nominated by the Okehampton Town Youth Council
 - ii. 2 nominated by the Town Council

- b) Criteria:
 - i. An individual or group/organisation who lives, works, volunteers or operates within the town boundary
 - ii. Must have demonstrated service to the Okehampton community

Mayor Choosing/Annual Council Meeting

The event/meeting is held in the Charter Hall instead of the Council Chamber so that the number in attendance can be increased and a number of places can be set aside for town residents to attend.

Guests seated at round tables cabaret style in order to facilitate refreshments following the formal events.

Council will be seated in front of the stage, rather than on it, and the projector behind used to show the Council Crest and/or relevant photographs.