



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

17th February 2025

Dear Councillor

You are summoned to attend a meeting of Okehampton Town Council to be held on Monday 24th February 2025 at 7pm (or at the arising of the Planning Committee, whichever later) 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

- Apologies for Absence** - To receive apologies for absence
- 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.

- 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 **Planning Committee** meetings held 21st October, 18th November and 9th December 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** meetings held 2nd September, 4th November and 2nd December 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 20th January 2025.
10. **Devolution White Paper**
 - 10.1 To note DCCs bid to delay the 2025 elections and be included in the first wave of new Unitary Council creation was rejected.
 - 10.2 To consider feedback from a recent Larger Council's meeting hosted by DALC and consider a draft paper for submission (to follow)
 - 10.3 To consider any further action to be taken including potentially working with other West Devon and/or appropriate councils in relation to aspects of devolution if suitable opportunity arises
11. **Meetings, Projects and Consultations**
 - 11.1 **Community Governance Boundary Review** – To note that WDBC have met with Okehampton Hamlets Parish Council and a joint meeting has been arranged to take place on Wednesday 12th March 2025.
 - 11.2 **Strengthening the Standards and Conduct Framework** – To consider a council response to the [consultation](#) which closes on 26th February 2025 in accordance with the draft document prepared by Cllrs Fisher, Yelland and the Clerk.
 - 11.3 **Pulse Hub Update** – To consider a verbal update
 - 11.4 **Fire Service Consultation, [Automatic Fire Alarms](#)** – To consider responding to the consultation which closes on 9th April 2025
 - 11.5 **Nature Towns and Cities** – To note that DCCs expression of interest in the scheme run by the National Lottery Heritage Fund was unsuccessful.
12. **Traffic Infrastructure** – To consider further information following the resolution made at the meeting of the council on 20th January 2025, noting that this item may need to be considered within Part 2 later in the meeting.
13. **Christmas Lights** – To receive feedback from Everything Okehampton who have previously facilitated the erection and dismantling of the Christmas lights and consider gifting them to the Business Improvement District who are taking over the provision
14. **Policies and Documents** - To resolve to approve the updated risk assessments, as available

15. **Finance and Governance** – To resolve to approve the schedule of payments and ratification of payments made, as approved by Cllrs Fisher and Tolley, since the meeting of the Property Committee on 3rd February 2025.
16. **Events**
- 16.1 **Commonwealth Day, 10th March 2025** - To note the event which takes place outside St James' Chapel at 9.20am and to which Councillors are encouraged to attend
- 16.2 **Annual Town Assembly and Report for 2024/25**
- a) To note confirmed speakers at the meeting on Tuesday 8th April 2025 are Okehampton BID, Wellness Singers and the Youth Council
- b) To resolve to approve the draft 2024/25 annual report as available to date
- 16.3 **Annual Council Meeting and Mayor Choosing, 14th May 2025** – To consider the moving the event from 3pm to later in the day
17. **Royal Garden Party Nomination** – To note that the Clerk was nominated to attend a Royal Garden Party at Buckingham Palace on 20th May 2025, that being the only name submitted by Councillors.
18. **Staffing**
- 18.1 To note that the following vacancies will be advertised in March, initially internally:
- Facilities Officer, 26 hours per week
 - Groundsperson, 37 hours per week
 - Horticultural Apprenticeship, 37 hours per week
- 18.2 To note that the Assistant Clerk will be clerking some future meetings of the Parks Committee and that of Full Council on 28th April 2025
19. **Civic Diary Report** – To note events attended by the Mayor.
20. **Reports of Council Working/Task & Finish Groups** – To note reports from Members:
- 20.1 **Climate Change** – Cllrs Leech and Weekes
21. **Reports on Current Activities by Community Groups with Town Council Representation**
- 21.1 **Neighbourhood Plan Group** – Cllrs Colman and Weekes
22. **Members' Reports and Items for Agendas** - To receive reports from Members
- 22.1 **Business Improvement District** – Cllr Tolley
- 22.2 **DCC Regeneration Board** – Cllr Tolley
- 22.3 **Okehampton Hospital** – Cllr Colman
- 22.4 **Rural Market Town Group** – Cllrs Colman and Leech
- 22.5 **Transition Town Okehampton** – Cllr Cummings

PART TWO – CONFIDENTIAL ITEMS

23. 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.'
24. **Mayoral Awards** – To consider nominations for a Mayoral Award
25. **Insurance Quotations** – If received, to consider the quotation for renewal of insurance which expires on 31st March 2025 and long-term agreement options.

26. **Cinema Lease**
26.1 To resolve to approve the Rent Deposit Deed, the opening of a Lloyds Account to hold the rent deposit and that the signatories
26.2 In accordance with Standing Order 23, the execution of the Council's common seal, on the lease as approved by the Property Committee, and the associated Rent Deposit Deed.
27. **Electrical Work** – To consider quotations for electrical rectification work following recent inspections.
28. **HR and Health & Safety Support** – To consider quotations for the provision of HR and Health & Safety support, advice and training packages
29. **Waitrose Carpark Income** – To consider a quotation for the clarification of the agreements relating to income from Waitrose carpark with the aim of establishing review and cessation dates in order to manage potential loss of income risks