



## Okehampton Hamlets Parish Council

**Minutes of the Annual General Meeting held at 7.30pm on Tuesday 2<sup>nd</sup> May 2017 at Okehampton Town Hall, Okehampton.**

### **Councillors Present -**

R Maile  
J Heard  
A Ewen  
M Cooper  
M Littlejohns  
B Wood

Also Present – Cllr A Leech (WDBC), Cllr M Davies (WDBC) and Cllr J Yelland (WDBC)

Mrs J Gillard, Parish Clerk

In the absence of the Chairman through ill health, Cllr M Littlejohns (Vice-chairman) chaired the meeting. He advised that Cllr Webber was willing to stand for a further 12 months as Chairman but that he did not wish to stand again after that period.

### **1. Election of Officers:**

Chairman – Cllr D Webber, proposed by Cllr Ewen and seconded by Cllr J Heard.

Vice Chairman – Cllr Littlejohns, proposed by Cllr Cooper and seconded by Cllr J Heard.

Committee representatives -

West Devon/Okehampton Liaison Group – (changing to Advance Okehampton) Cllrs Cooper, Webber and Wood, proposed by Cllr Ewen and seconded by Cllr Maile.

Northern Parishes Link Committee – Cllrs Cooper and Ewen, proposed by Cllr Maile and seconded by Cllr Wood

Meldon Hall – Cllr Webber, proposed by Cllr Wood and seconded by Cllr Cooper

Chamber of Trade – Cllr Maile, proposed by Cllr Cooper and seconded by Cllr Wood

Battle of the Bands – Cllrs Ewen & P Heard, proposed by Cllr Wood and seconded by Cllr Cooper

Okehampton Vision – reps not elected as Group no longer functioning.

Beating the Bounds – reps not elected as event not due until 2020

Okehampton Matters – Cllr Maile and Wood, proposed by Cllr Cooper and seconded by Cllr Ewen.

Okehampton Neighbourhood Planning Group – Cllrs Webber, Wood and Cooper, proposed by Cllr Maile and seconded by Cllr Ewen.

**2. Members of the Public** – there were no members of the public present.

**3. Declarations of Interest** – Cllr Ewen declared a personal interest in item 12.2 and 10.3

**4. Apologies** – were received and accepted from Cllr Webber (ill health) and Cllr P Heard (work commitments)

**Minutes 213/1**

**5. Approval of Minutes of the previous meeting held on 4<sup>th</sup> April 2017** - these were agreed as a true record and signed by the Vice Chairman. Proposed by Cllr Wood and seconded by Cllr Ewen.

**6. Matters arising from the minutes**

6.1 Abbeyford Wood sewage leak – to receive an update. Cllr Ewen advised he has received several complaints of bad smells in the last few days following heavy rainfall. Residents were asked to report the issues, Clerk to report the issues on behalf of the Council.

6.2 DCC Highways Community Enhancement Fund and adoption of verges – agreed not to progress this at current time.

6.3 New Road Boundary Stone – to receive an update. Cllr Littlejohns advised he has retrieved both parts of the broken stone which are now being held at his property. Clerk to obtain quotes for repair.

6.4 Welcome Pack – to receive an update. Final version received from printers, agreed to print 550, distribution to be arranged when leaflets received.

6.5 Dry Lane – to receive an update on highway issues. The Clerk advised Cllr Webber had met with the Local Highways Officer and they have reviewed the Lane, drainage work to be undertaken by Highways in the autumn. Cllr Littlejohns to update resident who reported the issues.

**7. DCC and WDBC** – to receive any reports/updates from Councillors present.

Cllr Yelland advised that WDBC car parking Season Tickets have been renamed Parking Permits and that new permits will be 'virtual'. Resources Future – a recycling partnership working with WDBC. Cllr Leech reported the Joint Local Plan consultation had now closed.

**8. Neighbourhood Planning** - to receive an update on joint Okehampton Councils Plan. Cllr Yelland advised the next meeting is on 9<sup>th</sup> May. Ongoing funding requirements were to be investigated, the technical report has now been received and being reviewed.

**9. To receive reports from meetings attended by Parish Council representatives including** – no meetings attended.

**10. Planning** – to consider and agree response to applications listed below together with any others received up to date of this meeting.

10.1 DNP Local Plan Review – to note consultation period and summary of information now available and agree attendees to workshop on Monday 12<sup>th</sup> June, 2pm. Cllrs Webber and either J Heard/P Heard to attend with Cllr Wood a backup if required.

10.2 WDBC 2647/16/FUL Re advertisement amended description and amended site plan to convert the existing building used as an Art Gallery, to provide holiday let accommodation and the provision of hard standings in connection with the certified caravan club pitches (part retrospective). Resolved not to respond in view that this is amendment only and no response was made to original application. Proposed by Cllr Ewen and seconded by Cllr Wood.

10.3 WDBC 1018/17/FUL Application for proposed all weather football pitch and associated 5m high fence and lighting. Ashbury Hotel, Okehampton. Resolved to support application but emphasise that the additional lighting needs to be monitored to ensure not detrimental to neighbours and environment. Proposed by Cllr Wood and seconded by Cllr Cooper.

10.4 WDBC 0889/17/FUL Raise agricultural storage building roof, Barton Barn Farm, Chichacott Road, Okehampton. Councillors resolved to support the application however wished to point out that the construction had already been commenced. Proposed by Cllr Ewen and seconded by Cllr Wood.

**11. Meldon Woods & other property issues.**

11.1 Management Plan – to receive update. On review of the plan it appears there are some small areas incomplete – Yes/No type options annotated. Clerk to request consultant to review these prior to payment of account.

11.2 Health & Safety Report – to receive update on work required to trees. The contractor has completed the work requested. They have questioned if another tree close to 637 should be felled as it is leaning across the path, it was not identified in the Report as requiring work, agreed to check with Tree consultant but to leave any work required until the autumn.

11.3 Black Mirror Filming – to receive an update from the Clerk. The Clerk advised a request was received from the company to undertake filming in Meldon Woods, after meeting company reps and liaising with councillors and Ian Brooker it was agreed to allow the filming. The Company will be paying £500.

11.4 Old Town Park – to receive an update. Ward members have supported transfer to The Hamlets, WDBC are now liaising with Okehampton Town Council to agree a way forward.

## 12. Correspondence

12.1 Keep Okehampton Tidy – to consider email from Cllr M Davies re arrangements for the day and agree any actions required. Noted

12.2 WDBC – to consider email re S106 funding request of £16000 from Okehampton Rugby Club. Resolved to support request, proposed by Cllr Wood and seconded by Cllr Cooper.

12.3 To consider request from resident for additional bus shelter in Exeter Road. Noted the potential site for an additional bus shelter is in Okehampton Town although residents of The Hamlets would also use it. Bearing in mind close proximity of existing shelters and potential highway visibility issues, agreed that should Okehampton Town Council wish to proceed with an additional shelter, The Hamlets would support their decision and potentially consider a financial contribution.

12.4 DALC newsletter – to review contents and agree any actions required kiv available courses. Agreed Clerk to attend Social Media course.

12.5 Buckfastleigh Town Council – to consider email received re car parking charges introduction. Noted.

13. To review and agree any amendments as necessary to the Council’s adopted Standing Orders, Financial Regulations and Risk Policy. Resolved that no amendments required to existing documents however Clerk to investigate possibility of viewing bank information on line. Proposed by Cllr Wood and seconded by Cllr Cooper.

## 14. Accounts

Current Account at	13/04/17	£	8469.59
Deposit Account at	31/03/17	£	<u>26380.61</u>
Total		£	34850.20

### Less ‘Restricted’ Funds

Links Administration			290.77
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**Total ‘Unrestricted’ Funds** **£ 34559.43**

### Less Unpresented chqs

Spreyton Village Trust	001209		£ 14.00
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**£ 14.00**

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**Total Available Funds** **£ 34545.43**

**Funds received** – £140 Welcome booklet advertising and £15.66 Western Power wayleave

### 14.1 Accounts for payment –

Getmapping £ 33.60

Mrs J Gillard (wages £346.25,  
and mileage £40.95) £ 387.20

Tavistock Newspapers £ 19.50

Resolved accounts be paid and that change of date of Annual Assembly be readvertised. Proposed by Cllr Ewen and seconded by Cllr J Heard.

**Minutes 213/3**

14.2 Review of Fixed Asset Register – Agreed no changes required to valuations and that consideration be given to obtaining an official valuation of Meldon Woods, to be discussed again at next meeting. Proposed by Cllr Ewen and seconded by Cllr Cooper.

14.3 External Audit – review and declaration of Annual Governance Statement. All Statements reviewed, Yes responses to items 1 – 8 and not applicable to item 9, proposed by Cllr Ewen and seconded by Cllr Wood.

14.4 Review and adoption of 2016/2017 accounts. Resolved to adopt accounts as distributed, proposed by Cllr J Heard and seconded by Cllr Wood.

14.5 Insurance renewal, review renewal papers and agree renewal terms. Agreed terms acceptable and correct, premium of £423.88, proposed by Cllr Ewen and seconded by Cllr Cooper.

## **PART TWO**

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.’ Proposed by Cllr Cooper and seconded by Cllr J Heard.

**15. Future size of council** – to receive an update on Community Governance Review and agree further actions required.

**16. WDBC Enforcement List**

**17 . Date and venue of next meeting** to be confirmed as 7.30pm, Tuesday 6<sup>th</sup> June2017 at Meldon Village Hall and Parish Annual Assembly on Tuesday 23<sup>rd</sup> May, 7.30 pm at MeldonVillage Hall.

The meeting was declared closed at 9.25pm

Signed ..... Date .....

**Minutes 213/4**