



Okehampton Hamlets Parish Council

Minutes of a Annual General Meeting held at 7.30pm on Tuesday 1st May 2018 at Okehampton Town Hall, Okehampton.

Councillors Present -

D Webber
R Maile
M Cooper
P Heard
B Wood
J Heard
M Littlejohns
A Ewen

Also Present – Mrs J Gillard, Parish Clerk
Cllr K Ball - WDBC & DCC
Cllr M Davies and Cllr J Yelland - WDBC

1. Election of Officers:

Cllr Webber advised he was standing down as Chairman and thanked all for their support during his Chairmanship.

Chairman – Cllr B Wood, proposed by Cllr Littlejohns and seconded by Cllr Ewen
Vice Chairman – Cllr M Littlejohns, proposed by Cllr Ewen and seconded by Cllr P Heard
Committee representatives -

Northern Parishes Link Committee - Cllr M Cooper and Cllr A Ewen
Meldon Hall – Cllr D Webber
Chamber of Trade – Cllr R Maile
Battle of the Bands – group disbanded
Beating the Bounds – not elected as event not held this year
Okehampton Matters – Cllr B Wood & Cllr R Maile
Okehampton Neighbourhood Planning Group – Cllr B Wood, Cllr D Webber & Cllr M Cooper
Re – elected en bloc, proposed by Cllr Wood and seconded by Cllr P Heard.

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

3. **Declarations of Interest** – Cllr Ewen declared a pecuniary interest in item 10.3 and left the meeting room whilst that item was discussed.
Cllrs Ewen, Cooper and Webber declared an interest in item 5.3 as Trustees of Okehampton United Charity and Cllr Wood declared an interest as an allotment holder.

4. **Apologies** – were received from Cllr Leech (WDBC)

5. **Approval of Minutes of previous meetings held on 3rd April 2018 and the Annual Assembly held on 17th April 2018** these were agreed as a true record and signed by the Chairman. Proposed by Cllr B cooper and seconded by Cllr Ewen

6. Matters arising from the minutes

- 5.1 Abbeyford Wood sewage leak – no reported incidents
- 5.2 Broadmoor Lane, request for litter/dog bin – no update
- 5.3 Okehampton United Charity – to receive an update on future management of allotments. Cllr Wood and Clerk attended informal meeting with OUC clerk, now awaiting formal meeting with reps of OUC and Okehampton Town Council.

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

Cllr Yelland reported that the Deputy Lord Lieutenant of Devon had recently given a presentation to WDBC about the role of their office. This was very interesting and useful, they will come to Parishes to do this and also they encourage Parishes to request Royal visits to the area for special events. Slides to be distributed.

Cllr Davies reported the new waste collection system is now in place, there has been some confusion and not all new bins were delivered on time, this was a contractor issue and has now been resolved. WDBC have purchased the Co-op site and car park in Okehampton, no changes to the Store or car park.

Cllr Ball advised the Special OkeRail train had recently run to Oxford, more trains planned for later in the year. He has set up a health and Wellbeing Group with the CCG and RD&E looking at mental health and connectivity. He is also on a Working Group supporting War Veterans, DCC are looking to provide more support.

8. Neighbourhood Planning - to receive an update on joint Okehampton Councils Plan

At the last meeting it was agreed to engage new Consultants to put together a new package of requirements and highlight any gaps. Next meeting June 23rdm Cllr Wood & Cooper will be unable to attend on that date.

7.1 to receive an update on the proposed changes to the Terms of Reference and Financial Arrangements. Response received from Okehampton Town Council today, majority of changes agreed, other comments to be considered at next meeting.

9. To receive reports from meetings attended by Parish Council representatives including –

Okehampton Matters attended by Cllr Maile – the flying of drones was highlighted as an issue, WD have recently adopted a policy on this which Councillors will consider at next meeting. The Police are introducing the role of Cadets shortly.

Okehampton Chamber of Trade attended by Cllr Maile – talk by Davidsons Financial Advisors. Code of Conduct and Procedures Training attended by Cllr Wood and the Clerk

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

10.1 WDBC - 1140/18/FUL Fairway Lodge, Thorndon Cross, Devon, EX20 4NE, Reinstatement of previous vehicular access to site and associated closure of existing access. Councillors resolved to object to this application for the reasons it is destroying hedges, cutting down mature trees and that it would be a safety issue with the traffic on the highway. Proposed by Cllr Webber and seconded by Cllr Littlejohns. All in favour.

10.2 WDBC - 0824/18/FUL Land North Of Crediton Road, Crediton Road, Okehampton, Devon, proposed temporary construction access for first 150 dwellings to be delivered. Resolved to support the application, proposed by Cllr Ewen and seconded by Cllr Littlejohns, all in favour, Cllr Wood abstained.

10.3 WDBC - 3796/17/ARM – Site Ed2 Higher Stockley Mead, Okehampton, Application for approval of reserved matters following outline approval 00868/2014 (development of Okehampton East Business Park for a mixed use including B1, B2 and B8). Councillors resolved to support the application, proposed by Cllr Webber and seconded by Cllr P Heard, all in favour.

10.4 Permission in Principle Applications – to receive update on changes to be introduced from 1st June 2018. Recent training course attended by Cllr Wood, presentation slides to be distributed to all Councillors for full information. Applies to brownfield sites and will impact as consultation period short, potential requirement for Council to set up Planning Committee, to be considered in more detail at a later date.

11. Open Spaces.

Councillors reported the following issues –
Dual carriageway fencing at Meldon – repairs still incomplete
Street light between Mole Avon and Business Park damaged
Sign to Okehampton missing from the signpost at Brightley Cross

12. Correspondence

12.1 Okehampton Town Council – Promoting Democracy, to consider offer of stand at Coffee Morning on 19th May, details previously circulated. Councillors agreed in principle to the holding of the event however there were no councillors available on the day to represent the Council.
12.2 DARE – to consider email received re winding up of organisation. Noted.

For Information –

13. To review and agree any amendments as necessary to the Council’s adopted Standing Orders, Financial Regulations (including agreement of use of On Line Banking when accounts transferred to Lloyds) and Risk Policy. The Clerk advised an updated set of Model Standing Orders has recently been published, review of documents to be carried forward to next meeting to enable changes to be identified.

14. **General Data Protection Regulations** – to consider requirements of Regulations, agree initial steps to be taken and to consider budgetary implications.

Cllr Cooper and Clerk attended a course organised by DALC, agreed further guidance required as information given was ‘high level’ as opposed to all the steps required to be taken. Agreed to introduce a Retention Policy for documents etc, also a shredder be purchased to destroy paperwork securely, clerk to investigate introduction of Council email addresses for councillors. It was also agreed that the Council must be compliant going forward and on reviewing the data currently held a risk assessment should be made of that data.

15. Accounts

Current Account at	13/04/18	£	27644.25
Deposit Account at	31/03/18	£	<u>26387.36</u>
Total		£	54031.61
Less ‘Restricted’ Funds			
Links Administration			918.43
Total ‘Unrestricted’ Funds			<u>£ 53113.18</u>

Less Unpresented chqs

CAB Grant	001286	£ 300.00
S Courtenay Village Hall	001289	£ 12.00
Okehampton Town Cncl	001290	£ 15.00
B Wood	001291	£ 68.40
Northlew Victory Hall	001292	£ 10.00
Peter Tavy Village Hall	001293	£ 10.00
All Saints Living Cyard	001294	£ 350.00
O&DCTG	001295	£ 500.00
		£ 1265.40
Total Available Funds		<u>£ 51847.78</u>

Funds received – Western Power £15.66, S W Endurance £100, Aggregate Industried £491.75, WDBC £9620.50

15.1 Accounts for payment –

Mrs J Gillard (wages £353.17, Mileage £67.95, Exp £156.00)	£577.12
Okehampton Chamber of Trade	£ 50.00
Meldon Village Hall	£ 35.00
Tavistock Newspapers	£ 14.22
Tavistock Newspapers	£ 5.28
Tavistock Town Council	£ 40.00
WDBC	£ 71.76
DALC affiliation fees	£ 296.42
Devon Communities Together	£ 50.00

Agreed accounts be paid.

15.2 Review of Fixed Asset Register – agreed to retain total valuation at £85626

15.3 External Audit – review and declaration of Annual Governance Statement – all statements within Annual Governance Statement considered by Councillors , Yes responses to statements 1 – 8 and not applicable to statement 9. proposed by Cllr Webber and seconded by Cllr P Heard.

15.4 Review and adoption of 2017/2018 accounts , accounts reviewed and adopted, accounting statements agreed, proposed by Cllr Ewen and seconded by Cllr Cooper.

15.5 Insurance renewal, review renewal papers and agree renewal terms. Renewal documents not yet received, review at next meeting.

15.6 Clerks salary – to agree Pay Scale and Hourly rate for coming financial year as per NALC briefing. Agreed to increase pay with effect from 1st April 2018 to spinal point 25 at rate of £12.012 per hour, proposed by Cllr P Heard and seconded by Cllr Ewen.

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 Webber and seconded by Cllr Cooper.

16. Old Town Park – to receive update on transfer from WDBC, the Clerk advised still in hands of both parties solicitors.

17. To note current WDBC Enforcement cases list and information. Updated list not yet received.

18. Date and venue of next meeting to be confirmed as 5th June 2018 at Meldon Village Hall

The meeting was declared closed at 9.25pm

Signed Date

Minutes 226/4