



Okehampton Hamlets Parish Council

Minutes of a Meeting held at 7.30pm on Tuesday 5th June 2018 at Meldon Village Hall, Okehampton.

Councillors Present -

D Webber
R Maile
M Cooper
P Heard
B Wood (Chairman)
M Littlejohns
A Ewen

Also Present – Mrs J Gillard, Parish Clerk
Cllr M Davies, Cllr A Leech and Cllr J Yelland - WDBC

Before the commencement of the meeting the Chairman presented a cheque for £350 to a representative of the All Saints Living Churchyard Project representing a grant made by the Council for this project.

Cllr D Webber then presented Cllr B Wood with the Chairman's Official Chain of Office.

- 1. Members of the Public** – there were no members of the public present.
- 2. Declarations of Interest** – Cllr P Heard declared a pecuniary interest in item 9.2 and left the room whilst that item was being discussed. Cllr Wood declared a pecuniary interest in item 10.2 and left the room whilst that item was being discussed.
- 3. Apologies** – were received and accepted on behalf of Cllr J Heard. Apologies also received from Cllr K Ball.
- 4. Approval of Minutes of Annual General meeting held on 1st May 2018** these were agreed as a true record and signed by the Chairman. Proposed by Cllr Webber and seconded by Cllr Cooper.
- 5. Matters arising from the minutes**
 - 5.1 Abbeyford Wood sewage leak – no reports of new issues.
- 6. DCC and WDBC** – to receive any reports/updates from Councillors present.

The Chairman congratulated Cllr Davies on his appointment as Mayor of West Devon and Cllr Leech on his appointment as Deputy.

Cllr Yelland reported the new WD Lotto was about to go 'live', the pilot Crowdfunding scheme is also about to be launched, both were for the benefit of local community groups. Copies of 'How your council tax is spent' leaflets distributed.

Cllr Leech reported he is making efforts to try and get a pedestrian access way opened to join both ends of Kellands Lane.

7. Neighbourhood Planning - to receive an update on joint Okehampton Councils Plan, Cllr Webber attended the last meeting, the Group is more confident about progress following a meeting with Tom Jones from WDBC, next meeting 20th June to be attended by Cllr Webber, Cllrs Wood and Cooper will be on holiday.

7.1 to receive an update on the proposed changes to the Terms of Reference and Financial Arrangements. Okehampton Town Council have approved the suggested amendments to the Financial Arrangements, they have also agreed to the suggested changes to the Terms of Reference apart from the change of name however after liaison with them it was clarified the change was only the inclusion of Okehampton Hamlets in the title therefore there was no change to any documents with WDBC. They have also suggested that the Chairman and Vice Chairman should be elected from any member of the Working Group, councillors agreed with this suggestion. It was therefore resolved to accept the amended documents, proposed by Cllr Webber and seconded by Cllr P Heard, all in favour.
7.2 To note request from OTC for £71.43 for contribution towards consultants fees. Noted.

8. To receive reports from meetings attended by Parish Council representatives including –
Planning Training – attended by Cllrs Wood and Cooper, hosted by Tavistock Town Council, felt to be very useful, slides and handouts to be copied to all Councillors.
Community Gardens Open Day – attended by Cllr Wood.
Chamber of Trade – Cllr Maile unable to attend last meeting.

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

9.1 WDBC – new premises licence application, Farmer Luxtons, Stockley, Okehampton. Resolved to support application, proposed by Cllr Webber and seconded by Cllr Ewen, all in favour with Cllr Cooper abstaining.

9.2 DNP 0262/18 Erection to 2 storey extension to replace existing attached storage building at 8 Meldon Cottages, Meldon. It was felt the proposals would enhance the appearance of the property and area, Councillors resolved to support application, proposed by Cllr Ewen and seconded by Cllr Littlejohns.

9.3 WDBC – 1672/18 householder application to convert a garage into an ensuite bedroom and extend into the rear garden to provide additional accommodation, 39 Baldwin Drive, Okehampton. Councillors resolved to submit ‘no opinion’ but to raise concerns over potential increase in parking on the road on a narrow road with the potential for more congestion. Proposed by Cllr Webber and seconded by Cllr P Heard.

10. Open Spaces.

10.1 To consider adoption of Drones Policy for use of Drones on Council property. Resolved to adopt Policy as previously circulated to Councillors, proposed by Cllr P Heard and seconded by Cllr Ewen.

10.2 Okehampton United Charity – to receive an update on future management of allotments, update given by Cllr Littlejohns and Clerk following meeting with OUC and OTC representatives. OUC are looking to cover their costs of running the allotments and short term funding would be required from both Councils to achieve this. Agreed splitting costs on a population basis would be simpler to manage ongoing as opposed to identifying where allotment holders resided. Awaiting final proposals from OUC.

10.3 Broadmoor Lane, request for litter/dog bin – awaiting Cllr Ewen to liaise with Rugby Club.

11. Correspondence

11.1 Okehampton Med in Sheds, to consider grant request of £500. Resolved to award £500, proposed by Cllr Ewen and seconded by Cllr P Heard, all in favour, Cllr Cooper abstained.

11.2 Meldon Viaduct Co – to consider grant request for £500 for ongoing maintenance to viaduct. Resolved to award £400, proposed by Cllr Webber and seconded by Cllr Cooper.

11.3 Dartmoor Society – to consider grant request for £500 towards Dartmoor Resonance Music Festival. Resolved to award £250, proposed by Cllr P Heard and seconded by Cllr Ewen.

11.4 Okehampton Duke of Edinburghs Award – to consider grant request for £400 for leaders training. Resolved to award £400, proposed by Cllr Cooper and seconded by Cllr Webber.

11.5 To discuss bridleway maintenance issues raised by resident. Agreed Cllr Ewen to speak with the resident.

11. 6 DCC – to consider request for feedback on Locality Lead Role – Angela Welch. Agreed contributions from Cllrs Webber, Cooper and Wood to be forwarded to Clerk for submission.

11.7 Charities of Holditch and Others, to consider appointment/reappointment of trustee at end of Mr Peter Green’s term of office 31/5/18. Resolved that Mr Peter Green be reappointed, proposed by Cllr Webber and seconded by Cllr Maile.

For Information –

12. Council Policies

12.1 To consider introduction of Anti Fraud and Corruption Policy and Statement of Internal Control at suggestion of Internal Auditor and agree contents of documents. Resolved to adopt both policies without amendment from those previously circulated. Proposed by Cllr Wood and seconded by Cllr Cooper.

12.2 To agree priority of review of existing policies. Agreed to implement an IT Policy as first priority, followed by a review of Standing Orders and Financial Regulations.

13. General Data Protection Regulations – to consider requirements of Regulations, agree initial steps to be taken including enhancement to website security and council email addresses for councillors. Resolved to implement additional security to website and proceed with set up of individual emails for councillors as per quotations from Western Web.

14. Accounts

Current Account at	15/05/18	£	25829.87
Deposit Account at	31/03/18	£	<u>26387.36</u>
Total		£	52217.23

Less ‘Restricted’ Funds

Links Administration			878.43
----------------------	--	--	--------

Total ‘Unrestricted’ Funds **£ 51338.80**

Less Unpresented chqs

B Wood	001291	£	68.40
All Saints Living Cyard	001294	£	350.00
Oke Chamber of Trade	001297	£	50.00
Meldon Village Hall	001298	£	35.00
WDBC	001301	£	71.76
		£	575.16

Total Available Funds **£ 50763.64**

Funds received – Western Power Wayleave £15.66

14.1 Accounts for payment –

Mrs J Gillard (wages £375.75, Mileage £15.75,)	£391.50
Information Commissioner	£ 35.00
Okehampton Town Council	£ 71.43
Okehampton Town Council	£ 30.00
Broadbury Landcare	£ 145.00
Western Web Ltd	£ 54.00
Alison Marshall	£160.80
DALC	£ 96.00
Devon Communities Together	£ 50.00

Resolved accounts be paid, proposed by Cllr Cooper and seconded by Cllr P Heard

14.2 Insurance renewal, review renewal papers and agree renewal terms. Resolved to renew with Inspire for a 3 year term, proposed by Cllr Littlejohns and seconded by Cllr P Heard.

14.3 Internal Audit – to review report and agree actions required and to consider appointment of auditor for coming financial year. Recommendations noted, to be progressed by Clerk. Resolved to appoint Alison Marshall for coming year and to accept report for 2017/18, proposed by Cllr Wood and seconded by Cllr Webber.

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 Webber.

15. Old Town Park – to receive update on transfer from WDBC. No update from WDBC or OHPC solicitor, clerk to chase again.

16. To note current WDBC Enforcement cases list and information. Noted, further information to be requested on one case.

17. Date and venue of next meeting to be confirmed as 3rd July 2018 at Okehampton Town Hall

The meeting was declared closed at 8.55

Signed Date

Minutes 227/4