



## Okehampton Hamlets Parish Council

### Minutes of a Meeting held at 7.30 pm on Tuesday 6<sup>th</sup> November 2018 at Meldon Village Hall, Okehampton.

#### Councillors Present -

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

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

- 1. Members of the Public** – there were no members of the public present.
- 2. Declarations of Interest** – Cllr P Heard declared pecuniary interest on item 8.5 left the meeting room whilst that item was discussed. Cllr Wood declared a personal interest in item 9.2 as a member of the Residents Group, Cllr Littlejohns led the discussions on that item.
- 3. Apologies** – were received and accepted from Cllr D Webber and Cllr J Heard both due to illness. Apologies were also received from Cllr A Leech (WDBC)
- 4. Approval of Minutes of meeting held on 5<sup>th</sup> October 2018** these were agreed as a true record and signed by the Chairman. Proposed by Cllr Cooper and seconded by Cllr Ewen.
- 5. DCC and WDBC** – to receive any reports/updates from Councillors present including –  
Cllr Ball reported construction of the new primary school was progressing although there have been delays. Discussions are taking place on the passage of pedestrians to the new site when it is opened, a 30mph speed limit is to be extended into Chichacott Road.  
Okehampton East Business Park – Forthglade now fully operational in new premises, Cladco have purchased a plot and will be relocating their business to the site. An Airband contract to provide Broadband to the area is not yet finalised.  
Skanska performance in their first year works on Highways has not been good, however their work is now progressing on track.  
Okehampton railway – Jacobs report is now with GWR for more details to be added, DCC will not make capital investment into the new station until a start date of a new rail service is known.  
Cllr Davies reported he has been visiting all primary schools in West Devon to promote recycling. There will be a survey taking place on the effects on the closure of the St James Street office of WDBC. There will be a Keep Okehampton Tidy Litter pick taking place on 1<sup>st</sup> December.  
Cllr Yelland advised that changes to the Joint Local Plan were now out to consultation. WD are looking into Parishes taking on responsibility for Public Toilets in their area, these will now have Business rates exemption from 2020. Rural Services Network have undertaken a study looking at fairer funding for rural areas.
- 6. Neighbourhood Planning** - to receive an update on joint Okehampton Councils Plan  
Cllr Wood reported a meeting was held on 10 October but unfortunately the representatives from WD and DNP were unable to attend. There will be 2 more meetings before Christmas when it is hoped the plans will then be ready for the consultant to review. Progress is being made albeit slow.

## **7. Reports from Councillors including meetings attended –**

7.1 Reporting issues on line – not covered.

Okehampton Chamber of Trade attended by Cllr Maile and Ewen, the future of the Chamber is being reviewed, there is an issue with funding and lack of volunteers and a drop in membership. Their main costs are the Christmas Lights and hanging baskets. A Prosper Okehampton study paper to be circulated to all Councillors.

DALC AGM and WD CVS AGM attended by Cllr Wood together with Training course on Budgets and Precepts.

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

8.1 WDBC 3349/18/VAR Removal of condition 5 (use restriction) following planning consent 00089/2010, Unit 1c – 1 Cranmere Road, Okehampton. Resolved to support application, proposed by Cllr P Heard and seconded by Cllr Littlejohns.

8.2 To consider Okehampton Camp footpath proposals to stop existing public right of way through Camp to be replaced by new right of way around perimeter of Camp. Resolved to support proposals, proposed by Cllr Wood and seconded by Cllr Maile.

8.3 DNP – to consider invitation to Local Plan Consultation Event, 5<sup>th</sup> December 2018. Agreed Council to be represented by Cllr Littlejohns.

8.4 Plymouth & South West Devon Joint Local Plan – consider response to consultation on modifications to submitted plan., Changes noted, no response considered necessary.

8.5 DNP 18/0071 Tree Preservation Order, Meldon Village Hall, application to reduce height of beech tree by 4m and crown spread by 2m. Resolved to support application, proposed by Cllr Littlejohns and seconded by Cllr Cooper.

8.6 WDBC 3537/18/PDM Notification for prior approval for a proposed change of use of agricultural building to 2 dwellings for associated operational development (Class Q(a) & (b)), land at SX598975, north west of Rosewyn, Okehampton. Deferred to next meeting to check location of development in relation to Parish boundary.

8.7 WDBC 3281/18/HHO Householder application to remove and rebuild roof, convert hay loft to additional accommodation and add a garden room to rear of the property to replace existing lean to greenhouse. Resolved to support application, proposed by Cllr Wood and seconded by Cllr P Heard.

## **9. Open Spaces.**

9.1 Bridge across railway line, Exeter Road, to receive update and agree way forward with graffiti and mural and DCC Locality Grant. Clerk to contact PCSO as no further update has been received.

9.2 Meldon Fields Residents Group – to agree type and cost of noticeboard to be purchased. Agreed to purchase from Parish Noticeboard Company, A1 size, Classic range, quoted cost £809.38

9.3 Meldon Woods – to review report of recent walk of Woods by Working Group and agree next steps for work required. Following recent high winds, additional work now required. See item 18 below.

9.4 Brightley Noticeboard – to consider if repairs should be undertaken or replacement board purchased. Resolved to purchase new noticeboard from Parish Noticeboard Company, A2 size, Classic range, quoted cost £642.88. Proposed by Cllr Ewen and seconded by Cllr P Heard.

9.5 To consider request from Betty TV to film in Meldon area and using Aplite car park. Resolved to agree to request and request donation from Company. Shed tenant to be advised.

## **10. Correspondence – to consider items listed below and any others received up to the date of this meeting.**

10.1 Airband – to consider offer to speak at Council meeting re services offered. Agreed to consider offer for Annual Parish Meeting in April 2019.

10.2 Friends of Okehampton Library – to note letter of thanks re grant provided. Noted.

10.3 Royal British Legion – Remembrance Parade, to agree arrangements and amount of donation to be made for wreath. Agreed Cllr Wood to attend Parade and to make donation of £50, proposed by Cllr Ewen and seconded by Cllr Cooper.

10.4 Public Defibrillators – to consider information received from a provider and to agree if further investigation be made on provision of equipment in the Parish. Agreed the Parish would benefit from this equipment and further investigations be made, potential sites Meldon Village Hall or Meldon Reservoir. Clerk to contact OkePads.

10.5 Okehampton & District Chamber of Trade – to consider grant request of £500 towards Christmas lights for Town. Resolved to award £500, proposed by Cllr P Heard and seconded by Cllr Ewen.

10.6 WDBC Peer Review, 15 November – Cllr Wood may be able to attend.

10.7 Redrow, invitation to meeting re Crediton Road – 5 councillors and clerk able to attend.

10.8 Broadband survey – councillors to respond individually.

10.9 DNP survey – councillors to respond individually.

#### 11. Council Policies

11.1 IT policy –Draft Social Media policy reviewed, Agreed additional item needed to include use of emails, revised version to be circulated prior to next meeting.

**12. General Data Protection Regulations** – to receive an update on tasks required to meet requirements. Format of Councillors email addresses agreed, to be progressed by Clerk.

**13. World War 1 Beacon of Light** – to agree arrangements for event on 11<sup>th</sup> November. Cllr Wood and Clerk have visited site in order to complete Risk Assessment. Official lighting to be under taken by Cllr Rev Mike Davies, Mayor of West Devon, bugler arranged, all other arrangements agreed.

#### 14. Accounts

Current Account at	29/10/18	£	5122.59
Deposit Account at	29/10/18	£	9389.87
Nat West			<u>41387.36</u>

Total £ 55899.82

#### Less 'Restricted' Funds

Links Administration 358.89

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**Total 'Unrestricted' Funds** **£ 55540.93**

Less Unpresented chqs 0

**Total Available Funds** **£ 55540.93**

#### Funds received –

#### Accounts for payment –

J Gillard (wages £291.56) ,	
Expenses £, mileage £30.15)	£321.71
J Gillard Links pay	£360.36
Inkprint	£ 7.50
Broadbury landcare	£ 145.00
B Wood – travel expenses	£ 118.35

Resolved accounts be paid.

**14.1** To receive update on transfer of accounts to Lloyds. Business Reserve account not yet transferred from Nat West, Clerk to progress.

**14.2** to agree appointment of internal auditor for 2018/19. Agreed to appoint Alison Marshall for 2 year period, proposed by Cllr P Heard and seconded by Cllr Wood.

**14.3** to consider use of training budget for Councillor training materials, agreed copies of Good Councillors Guide, Good Employers Guide and Neighbourhood Planning Guide to be purchased for all Councillors at cost of £3.50 each. Proposed by Cllr Wood 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 Ewen and seconded by Cllr Maile.

**15. Old Town Park – to receive update on transfer from WDBC and to review documentation received from solicitors.** Transfer documents received from Wellers Hedleys, these have been reviewed by Cllr Wood only at this stage. Agreed further request for copies of Risk Assessments, Tree Surveys and list of work undertaken within last 5 years be requested prior to signing.

**16. Expenditure and Budget 2018/19 – to consider future expenditure already planned and any other expenditure required and initial discussion on budget for next financial year.** Draft budget discussed, to be updated further and distributed to all Councillors prior to next meeting for review again.

**17. To note current WDBC Enforcement cases list and information.** List reviewed and addition of 2 new cases discussed with potential for another one to be added.

**18. To consider quotes received for tree surgery work in Meldon Woods and appoint contractor to undertake work.** Quotations reviewed, resolved to appoint Craig Banbury to undertake the required work together with any additional work caused by recent storms. Proposed by Cllr Littlejohns and seconded by Cllr P Heard.

**19. Date and venue of next meeting** to be confirmed as Tuesday 4th December 2018 at Okehampton Town Hall

The meeting was declared closed at 9.30 pm

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