

Okehampton Hamlets Parish Council

Minutes of a meeting held at 7.30pm on Tuesday 7th April 2015 at Okehampton Town Hall

Councillors Present -

D Webber, Chairman.

R Maile

M Cooper

A Ewen

M Littlejohns

D Luxton

J Heard

Also Present – Mrs J Gillard, Parish Clerk

Absent – Cllr P Heard

1. **Members of the Public** – there were no members of the public present.
2. **Declarations of Interest** – Cllrs Cooper and Ewen declared a personal interest in item 12.2
3. **Apologies** – there were no apologies received.
4. **Minutes of the previous meeting held on 3rd March 2015** were agreed as a true record and signed by the Chairman. Proposed by Cllr Cooper and seconded by Cllr Ewen.
5. **Matters arising from the minutes**
 - 5.1 Fatherford railway bridge footbridge – work ongoing. Councillors agreed the cost of the bridge should be ascertained from DCC and it pointed out that the present colour of the metalwork did not fit into the countryside very well. It was explained there was a gap between the new bridge and the existing road bridge in order for future maintenance to the road bridge to be undertaken. It was also agreed the opening of the bridge should be marked and the Clerk to liaise with Cllr McInnis.
 - 5.2 Abbeyford Wood sewage leak – Cllr Ewen advised that the chairman, Clerk and himself had met on site with Mr J Burdus, Environmental Health, WDBC, on that day the bank was dry and clean. A further overflow happened over the Easter weekend, Clerk to liaise again with SWWA and WDBC and Cllr J McInnes.
6. **Neighbourhood Planning**
 - 6.1 to receive an update on joint Okehampton Councils Plan. Immediately prior to this meeting Councillors attended a joint Councils meeting where it was agreed the area to be designated for the plan should be the whole of Okehampton Town and Okehampton Hamlets Parish. The Town Council

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elected their 3 working group members and an initial meeting of the working group was arranged for Thursday 16 April, 7.30 at Okehampton Town Hall. The decisions made at that meeting were ratified and agreed by all Councillors present in this meeting.

The Councillors then nominated from this meeting to the Working Group were Councillors Cooper, Webber and J Heard with Cllr Littlejohns a backup in any absences.

6.2 WDBC invitation to Neighbourhood Planning Group meeting, 23rd April, Bridestowe Village Hall. Agreed attendees – Cllrs Cooper, Webber, J Heard, R Maile and Clerk

7. Okehampton Energy Working Group – to receive update from Working Party. The Clerk advised completion of the formalities for the approval of the Grant for the Feasibility Study were being completed.

8. Planning

8.1 WDBC 00347/2015 – Ashbury Golf Club, Higher Maddaford – single storey extension to existing craft centre, detached implement shed, two storey extension to existing buggy store and provision of covered area over existing buggy parking area. Councillors resolved to support application.

8.2 WDBC 00868/2014 – Outline approval for the development of Okehampton East Business park – notice of conditional consent. Noted.

8.3 To receive report from Chairman re complaints from residence about increased traffic on Dry Lane as result of developments in the area. The Chairman reported residents have made him aware of this issue which has arisen since the creation of 8 workshops at Kigbeare. It was agreed to make this known to WDBC and also Inwardleigh parish Council with a request that for any new applications in that area that they are made aware to this Council.

8.4 DCC - HS/DCC/3626/2014, Scheme of conditions submitted in respect of First Periodic Review at Knowle Quarry, North Road Industrial Estate, Okehampton, EX20 1RQ. Councillors resolved to support this application.

9. Meldon Woods & other property issues.

9.1 Update re potential Grant funding. No update.

9.2 To receive an update from meeting with Mr J Penny, Bardon Aggregates. Cllrs Webber, Littlejohns, J Heard and The Clerk attended this meeting. The backdated wayleave payment was still awaited but expected shortly. The road underneath the Viaduct was identified as an area of concern – vehicles could easily come off the road and down the embankment, it was agreed a letter be sent to Meldon Viaduct Co expressing these concerns and asking if DCC were accepting responsibility for any accidents. A few areas of where work was required on the road were identified, Bardon Aggregates agreed to undertake these repairs. Repairs were also needed to stone walling around the quarry, Clerk to advise DNP that these could be used for training purposes if required.

9.3 To agree and appoint contractor for grass cutting for 2015. Broadbury Landcare have quoted the same price as last year (£140 per cut), Proposed by Cllr Ewen and seconded by Cllr Cooper that this quotation be accepted.

Proposed by Cllr Luxton and seconded by Cllr Heard that accounts be settled.

13.2 To consider need to update Standing Orders, Financial Regulations and Risk Policy. The Clerk advised that she and Cllr Cooper had reviewed the revised Model Standing Orders. They suggested an Emergency committee be established to deal with any Emergency and urgent Financial spend between £500 and £5000, Terms of Reference to be introduced.

Financial Standing Orders – suggested bank reconciliations be undertaken six monthly as opposed to quarterly in view of volume of transactions, an envelope to be held by the Chairman containing the password to the Council laptop. Also agreed no cash float to be held and a policy covering Councillors and Chairmans expenses to be introduced.

It was also agreed that a Risk Assesment procedure to be documented, also a complaints procedure, disability discrimination protocol, equal opportunities and grievance procedures, Clerk to progress these items.

14. Annual Parish Meeting – to agree arrangements for meeting to be held on Tuesday 14th April at Meldon Village Hall. Meeting date confirmed, speakers to be Rebecca Black, WDBC and Andrew Shadrake (DARE), Cllr Webber agreed to organise refreshments.

15. Date and venue of next meeting to be confirmed as 7.30pm, Tuesday 19th May 2015 at Meldon Village Hall.

The meeting was declared closed at 9.15 pm

Signed Date

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