



Okehampton Hamlets Parish Council

Minutes of a the Annual General Meeting held at 7.30 pm on Tuesday 14th May 2019 at Meldon Village Hall, Okehampton.

Councillors Present -

M Cooper
D Webber
J Heard
M Littlejohns
P Heard
A Ewen

WDBC – Cllr J Yelland, Cllr A Leech
WDBC & DCC – Cllr K Ball

Mrs J Gillard, Parish Clerk

Prior to the commencement of the meeting Councillors agreed that in the absence of the outgoing Chairman that Cllr Littlejohns chair the meeting until the new Chairman is elected.

1. Election of Officers:

Chairman – Cllr B Wood, proposed by Cllr J Heard and seconded by Cllr Ewen, all in favour.
Vice Chairman – Cllr Littlejohns, proposed by Cllr Webber, seconded by Cllr J .Heard, all in favour
Committee representatives -

Northern Parishes Link Committee - Cllrs Ewen and Cooper, proposed by Cllr Webber and seconded by Cllr J Heard

Meldon Hall- Cllr Webber, proposed by Cllr Ewen, seconded by Cllr Cooper

Chamber of Trade – organisation no longer in operation

Battle of the Bands – organisation no longer in operation

Beating the Bounds – Cllr Webber, proposed by Cllr P Heard, seconded by Cllr Ewen

Okehampton Matters – Cllrs Wood, Maile and J Heard, proposed by Cllr Cooper, seconded Cllr P Heard

Okehampton Neighbourhood Planning Group – Cllrs Wood, Webber and Cooper, proposed by Cllr P Heard, seconded by Cllr J Heard.

Okehampton Sports and Open Spaces Recreation Group – Cllrs Ewen and J Heard, proposed by Cllr Cooper, seconded by Cllr Webber.

1a. Election of Planning Committee Chairman and appointment of members and adoption of Terms of Reference. Cllrs Ewen, Webber, Wood and Littlejohns, proposed by Cllr J Heard, seconded by Cllr P Heard. Chairman – Cllr Webber, proposed by Cllr Littlejohns, seconded by Cllr Ewen. Resolved to adopt the circulated Terms of Reference with a 6 month review, proposed by Cllr Webber, seconded by Cllr Cooper.

2. Members of the Public – there were 2 members of the public present.

3. Declarations of Interest – there were no declarations of interest made.

4. Apologies - apologies were received and accepted from Cllr Wood and Cllr Maile. Apologies were also received from Cllr M Davies (WDBC)

5. Approval of Minutes of previous meetings held on 2nd April 2019 and the Annual Assembly held on 16th April 2019. These were agreed as a true record and signed by the Chairman. Proposed by Cllr Cooper and seconded by Cllr Webber.

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

Cllr Ball reported that the new primary school was now open with the official opening taking place in July. Catchment area to be reviewed as the school grows.

Cllr Yelland reported that herself, Cllr Leech, Cllr Ball and Cllr Davies have all been reelected to WDBC and Cllr Paul Vachon also elected. Leaflet explaining roles of the different tiers of Local Authorities handed out.

Cllr Leech advised the mobile Localities Officers have now been trained by the Police enabling them to issue fixed penalty notices.

Joint Local Plan – now fully adopted.

Crediton Road footpath – DCC being pressed for a path to be created opposite new primary school.

Cllr Ball advised DCC are monitoring the traffic situation in the area.

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

Cllr Leech advised a meeting had been held with a consultant in connection with writing the Policies, engagement of the consultant will need to be agreed by both Councils.

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

Okehampton & District Chamber of Trade –now fully wound up.

Okehampton Sports and Open Space Recreation Plan – initial meeting held attended by Cllr Wood, follow up to be arranged.

DCC Highways and Ashbury Hotel - Cllr Littlejohns met with Highways and Ashbury Hotel rep, Highways advised the equipment that was proposed to be used was not suitable and therefore the offer of help from Ashbury Hotel could not be accepted.

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 2646/18 Land north of Crediton Road, Okehampton, report on site visit attended by Cllr Wood and outcome of WDBC Planning Committee meeting. Noted the WD Planning Committee have now approved the plans.

9.2 WDBC 1041/19/HHO householder application for demolition and rebuilding of detached garage affected by subsidence, 7 Moorcroft Close, Okehampton. Resolved to support application, proposed by Cllr Webber and seconded by Cllr P Heard.

9.3 DCC 4120/19 Groundworks to reduce the levels sufficiently to tarmac and provide car parking facility, including the installation of perimeter fencing and gated access, at Recycling Centre, Merrivale Road, Exeter Road Industrial Estate, Okehampton, EX20 1UD. Resolved to support application, proposed by Cllr Ewen and seconded by Cllr Webber.

9.4 North Tawton Neighbourhood Plan – to consider response to consultation on proposed Plan. Noted, no response.

10. Open Spaces.

10.1 To consider request to site memorial bench in Meldon Woods. Principle agreed with concerns raised over siting bench in the Woods themselves, agreed to arrange meeting on site to discuss further.

10.2 To consider complaint re dog mess in Aplite Quarry Car park. Agreed to trial introduction of signage for period of 3 months, introduction of waste bins to be considered at that point.

10.3 To agree necessary repairs to gate at Aplite Quarry. Agreed to arrange walk of Woods and area to review all work required.

10.4 To consider any necessary work currently required in Meldon Woods. Agreed to arrange walk of Woods and area to review all work required. Ian Brooker to be invited.

10.5 Natural Devon 2019 – consider email previously circulated and agree level of involvement including Roadside Verges, appointment of Wildlife Wardens and attendance at Conference.

Information to be considered in more detail by Councillors before next meeting.

11. Correspondence

11.1 Forthglade Ltd – to consider position with regard to complaints received re alleged ‘odours’ coming from factory site. The recent incidence had no connection to the factory. Forthglade have advised they are still progressing the work required and they will keep the Council updated.

11.2 Devon Young Carers – to agree suitable date when representative to attend meeting to give presentation on work of group following grant awarded earlier in year. Agreed to invite them to July meeting.

11.3 Okehampton Town Council – to consider request for contribution towards costs of operating public toilets at Fairplace. Agreed further information to be requested on costings, item to be reconsidered at June meeting.

11.4 DCC Community Transport awards – to consider nominations for award scheme. Agreed to nominate Okehampton & District Community Transport Group in the Organisation category.

For Information –

12. To review and agree any amendments as necessary to the Council’s adopted Standing Orders, Financial Regulations and Risk Policy. Agreed Cllr Cooper and Wood to meet with Clerk to progress this further.

13. **General Data Protection Regulations** – email addresses outstanding, to be resolved by next meeting.

14. Accounts

Current Account at	07/05/19	£	1736.88
Deposit Account at	07/05/19	£	<u>57529.18</u>
Total		£	59266.06

Less ‘Restricted’ Funds

Links Administration	(131.76)
DCC Localities Grant	500.00

Total ‘Unrestricted’ Funds **£ 58897.82**

Less Unpresented chqs

St James School	750.00
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Total Available Funds **£ 58147.82**

Funds received – Western Power Wayleave £15.66, Aggregate Industries £491.75
WDBC £11211.76 Precept and CTSG

15.1 Accounts for payment –

Mrs J Gillard (wages £313.42, Mileage £31.50, Exp £25.80)	£ 370.72
D Heard	£ 456.00
WDBC	£ 71.76
Came & Co	£ 481.35
Tavistock Newspapers	£ 5.52
Tavistock Newspapers	£ 14.22
DALC membership	£ 309.16
Aerosol Art	£ 500.00

Payment of accounts agreed, proposed by Cllr Cooper and seconded by Cllr Webber.

15.2 Review of Fixed Asset Register – resolved to adopt document showing total valuation of £85,626, proposed by Cllr Ewen and seconded by Cllr P Heard.

15.3 External Audit – review and declaration of Annual Governance Statement. Statements in annual governance Statement considered and answered, proposed by Cllr Cooper and seconded by Cllr J Heard.

15.4 Review and adoption of 2018/2019 accounts . Accounts as circulated adopted, proposed by Cllr Webber and seconded by Cllr J Heard.

15.5 To receive initial report on Internal Audit – delayed until 5th June.

15.6 Insurance renewal, review renewal papers and agree renewal terms. Papers reviewed and agreed to accept renewal terms, proposed by Cllr Ewen 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 P Heard and seconded by Cllr J Heard.

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16. Old Town Park – to receive update on transfer from WDBC. Duplicate transfer documents completed and returned to Solicitor, awaiting further update

17. To note current WDBC Enforcement cases list and information. Noted.

18. Date and venue of next meeting to be confirmed as 4th June 2019, 7.30 pm at St James Primary School. Please note change of venue.

The meeting was declared closed at 9.10 pm

Signed Date

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