



## Okehampton Hamlets Parish Council

### Minutes of a Virtual Meeting held at 7.30 pm on Tuesday 2<sup>nd</sup> June 2020.

#### Councillors Present -

R Maile  
M Cooper  
M Littlejohns  
D Webber  
P Heard  
B Wood

Absent – Cllr A Ewen

WDBC – Cllrs A Leach , Cllr J Yelland  
Also Present - Mrs J Gillard, Parish Clerk

**1. Members of the Public** – there were no members of the public present.

**2. Declarations of Interest** 7.2 Cllr P Heard declared an interest in item 7.2, while that item was discussed he was removed from the Zoom meeting and placed in the ‘Waiting Room’ returning after discussion on that item was complete.

**3. Apologies** - were received and the reasons approved from Cllr J Heard, apologies were also received from WDBC Cllr M Davies.

**4. Approval of Minutes of previous meeting held on 5<sup>th</sup> May 2020** these were agreed as a true record. Proposed by Cllr Littlejohns and seconded by Cllr Wood, **and Planning Committee held on 12<sup>th</sup> May 2020** these were agreed as a true record, proposed by Cllr Wood and seconded by Cllr Cooper. Signing of the minutes by the Chairman to be completed at a later date.

**5. DCC and WDBC** – to receive any reports/updates.

Cllr Yelland reported that Development Management meetings are due to start in July, a protocol is being prepared. There will probably be live streaming of the meetings on UTube. The Cluster groups set up are still running but they are a bit quieter. There is a Discretionary Business Grant now live and available, for those who were not eligible for other grants, eligibility is quite prescriptive, it follows guidelines from Government. There is also a Local Welfare Assistance for fund available for residents, helpline number 01803 861407.

Cllr Leech reported the Test, Track and Trace system is being controlled by DCC, District and Boroughs will get involved if there is an outbreak. Seven ‘Cells’ have been set up by WDBC, he is part of Residents Recovery, the task is to ascertain what residents what/ what they can do without, establish priorities. Opening of High Streets – the government is wanting opening within the next few weeks, WD should be contacting Parishes to gain local views, tightly regulated funds may be available to help this happen.

#### 6. COVID 19

**6.1 Zoom Meeting Protocol** – to review previously circulated document, and amend/adopt if agreed. Resolved to adopt Protocol as distributed, proposed by Cllr Webber and seconded by Cllr Webber.

**6.2 Okehampton Coronavirus Support Group** – to note funds held by Council on behalf of Group .Noted, also that a claim for some of this funds will be received shortly from the Group. Also noted the Group has also received donations from the public.

**6.3 Funding for local organisations/support mechanisms** – to consider any requests for funding from any organisation to assist residents through current situation. No requests received as yet.

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

7.1 WDBC – New premises licence application, Image Tatoo and Coffee Lounge, Okehampton (noted not within this Parish but to consider if any support response to OTC views is required). Noted, no comments to be submitted.

7.2 WDBC 1406/20/HHO Householder application for erection of new garage at Beacons Barn, Okehampton EX20 1SW. See item 2 above Declarations of Interest. Resolved to support the application, proposed by Cllr Cooper and seconded by Cllr Littlejohns.

## **8. Open Spaces**

8.1 To note road to Aplite Quarry was reopened in line with DNP actions. Noted. Also noted there was an unauthorised encampment on the road to the Quarry, the Police are aware of the situation, Cllr Wood to meet with ‘residents’ before agreeing any further actions. It was also agreed to move the rocks in the area closer to the road after the visitors have been moved on to stop this being able to happen again.

8.2 Gypsy Corner seat – to discuss and agree way forward for purchase of new bench. Clerk to obtain costings prior to next meeting and to confirm what can be claimed from the insurers. Also noted the bench at Chichacott Cross may be damaged, Cllr Cooper to visit site. To be discussed again at next meeting.

**9. Beating the Bounds** – to consider arrangements and /or postponement of event including possible deferment of decision until later date. Agreed to defer decision until next meeting, current government guidelines would not allow event to take place.

**10. VE Day Celebrations** – to consider new arrangements for presentation of mugs. Carried forward to next meeting.

## **11. Correspondence**

11.1 Okehampton Town Council – to review and adopt revised Neighbourhood Planning Protocol. Resolved to adopt revised protocol, proposed by Cllr Wood and seconded by Cllr Heard.

## **12. To review and adopt updated policies as listed –**

**12.1 Freedom of Information Act – Publication Scheme.** Resolved to adopt as circulated, proposed by Cllr Wood, seconded by Cllr Littlejohns.

**12.2 Statement of Internal Control.** Resolved to adopt as circulated, proposed by Cllr Wood, seconded by Cllr Maile.

**12.3 Amendment to Standing Orders re Coronavirus.** Resolved to adopt as circulated, proposed by Cllr Wood, seconded by Cllr Webber.

## **13. Finance –**

### **13.1 Accounts for payment –**

Mrs J Gillard (wages £306.82,	£ 309.95
Expenses £3.13 postage	
Alison Marshall	£ 150.00
Broadbury Landcare	£ 145.00

Resolved accounts be paid as above, proposed by Cllr Heard, seconded by Cllr Cooper.

13.2 Bank Reconciliation and Statement of Budget – Bank Reconciliation as at 31/3/2020 agreed, proposed by Cllr Webber and seconded by Cllr Cooper.

13.3 Fixed Assets Register- review and adoption, updated document reviewed, figures as at 31/3/2020 showing £88720 total assets, resolved to adopt, proposed by Cllr Wood and seconded by Cllr Maile

13.4 **Year end accounts and governance statements** – review and adopt as appropriate. Year end accounts as detailed on AGAR Section 2 Accounting Statements, resolved to adopt as correct, proposed by Cllr Webber and seconded by Cllr Littlejohns. Annual Governance Statements reviewed as detailed in Section 1 of the AGAR, resolved to respond Yes to numbers 1 – 8 and not applicable to statement 9, Proposed by Cllr Wood and seconded by Cllr Littlejohns.

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13.5 **Pay Scales and Allowances** – To receive an update and if received, to resolve to approve the pay scales and allowances for 2020/21 as agreed by the National Joint Council for Local Government Services, and as applicable to staff scale points to be backdated to 1st April 2020. No update, carried forward to next meeting.

13.6 To review allowance payable to Clerk for Use of home as office inc telephone calls etc. (Current payment £3 per week, HMRC wef 1/4/2020 max payable increased to £6 per week). Resolved to pay £6 per week to Clerk, proposed by Cllr Heard, seconded by Cllr Wood.

13.7 Internal Audit – to review report and agree any actions required and to agree appointment of auditor for coming year. Report reviewed, agreed Clerk to follow out suggested actions, no major issues identified. Resolved to appoint Alison Marshall to undertake internal audit for year ended March 2021, proposed by Cllr Wood, 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 Maile and seconded by Cllr Heard.

15. **Planning Enforcement** – to review current list and to agree any actions that may be required. Contents of list noted.

14. **Date and venue of next meeting** confirmed as a virtual meeting on Tuesday 7<sup>th</sup> July 2020, 7.30 pm

The meeting was declared closed at 8.45 pm

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

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