



## Okehampton Hamlets Parish Council

### Minutes of a Virtual Meeting held at 7.30 pm on Tuesday 2<sup>nd</sup> March 2021.

#### Councillors Present -

R Maile  
M Cooper  
B Wood  
P Heard  
D Webber  
M Littlejohns  
J Heard  
A Ewen

WDBC – Cllrs A Leech, Mrs J Yelland

Mrs J Gillard, Parish Clerk

1. **Members of the Public** – there were no members of the public present.
2. **Declarations of Interest** – Cllr Ewen declared a personal interest in item 10.3 and Cllr Wood declared a personal interest in item 10.4
3. **Apologies** – were received from WDBC Cllr M Davies
4. **Approval of Minutes of previous meeting held on 2<sup>nd</sup> February 2021** - the minutes of the meeting were approved as being an accurate record, proposed by Cllr Webber, seconded by Cllr J Heard, signing of the minutes was deferred until a face to face meeting could take place.
5. **Planning** – to consider and agree response to applications listed below together with any others received up to date of this meeting.
  - 5.1 WDBC 0136/21/ARM –application for 50 dwellings, including 40% affordable, land at SX 603 953 Exeter Road, Okehampton –the Clerk advised that notice of this application had only just been received an extension to the response date had been requested. Councillors agreed to hold an additional meeting to discuss the application, date to be confirmed.
6. **DCC and WDBC** – to receive any reports/updates from Councillors present.

Cllr Yelland submitted a written report, distributed to Councillors prior to meeting. No questions arising from that. She advised the application referred to in 5.1 above had been submitted just prior to the expiry of the Outline application previously approved for the site and that the layout at outline stage was only indicative. Cllr Leech then joined the meeting – he advised that West Devon were looking at the new Model Code of Conduct and the aim was to adopt a Code that was uniform across the County. He also advised that WD Planning Officers and Legal department were still investigating and trying to progress the Kellands Lane blockage.
7. **Neighbourhood Planning** - to receive an update on joint Okehampton Councils  
Cllr Wood advised the Group had met and were meeting again this week, progress is being made.

**8. To receive reports from meetings attended by Parish Council representatives including –**  
Okehampton United Charity attended by Cllr Cooper – regular meeting which included discussions on the proposed CCTV for the Town.

**9. Open Spaces.**

**9.1** Meldon Woods lay by and car park – to discuss any recent identified and raised. No issues raised.

**9.2** - 5 yearly Inspection of Meldon Woods and OTPLNR – awaiting completion.

**9.3** General discussion re ongoing general management of Meldon Woods and Old Town Park.

Councillors agreed in principle that a Working Group be formed on receipt of the report in 9.2 above and be tasked with drafting a Management Plan for both areas. Also suggested Group could include Ian Brooker and Matt Parkins, together with Councillors, J Heard, Wood, Ewen, P Heard, Littlejohns and Webber. Also agreed signposting of paths be considered as part of this Plan.

**9.4** Works in Meldon Woods - potential inclusion of work required to track as raised by Ian Brooker at previous meeting. Agreed meeting on site required before progressing further.

**9.5** Felled and fallen wood – to discuss potentials on way forward for agreement of future policy.

Agreed that an agreed policy be included as part of the Management Plan, policy to be discussed further.

**9.6 Noticeboards** – to receive update from Clerk on work required and costs involved. The Clerk advised maintenance work required on 3 noticeboards , quotes to be obtained.

**9.7 Charlottes Bridge** – noted that the plaque on the bridge has now been removed, reported to Police. The family have a replacement, Council offered support if required.

**9.8 Old Town Park Nature Reserve** – noted ‘art works’ have appeared, Clerk and Councillors to view before further discussion.

**10. Correspondence**

10.1 North Tawton Town Council climate emergency – to receive update from Chairman. The Chair has responded to a letter he received. Agreed this Council needs to consider what actions can be taken.

10.2 Proposed cyclepath from Sticklepath to Okehampton – to agree representative on Group working on feasibility study. Cllr Cooper proposed by Cllr Wood and seconded by Cllr Maile.

10.3 OCRA – to consider grant application for £185 towards running costs of Sporting Memories activities by the Group. Cllr Ewen to discuss application with applicant before being considered at next meeting.

10.4 Okehampton Community Garden Association – to consider grant application for £290 towards costs of securing signs and erecting porch. Resolved to award £290, proposed by Cllr Maile and seconded by Cllr Ewen. Cllr Wood took no part in discussion or vote.

**11 Updates on Flood Plan and Snow Plan and actions required.**

**11.1 Flood Plan** – Cllr Ewen advised the sandbags held by the Council are not an appropriate size, Clerk to try and obtain stock of smaller bags.

**11.2** One grit bin still to be located on site, Cllr Cooper to investigate supply of 5 combination lock padlocks.

**12. Welcome Booklet** – to receive update from Clerk and agree number of copies to be printed.

Councillors approved final version distributed recently and agreed 500 copies be printed as per previous quote obtained.

**13. Finance –**

**13.1 Accounts for payment –**

Mrs J Gillard (wages £321.42,	£ 321.42
Mileage £0.)	
Western Web	£ 72.00
Western Web	£120.00
Devon Communities Together	
Membership renewal	£50.00

Resolved accounts be paid proposed by Cllr Webber, seconded by Cllr Cooper.

13.2 Bank Reconciliation and Statement of Budget – Noted

**14. Review of Policies and Documents**

14.1 Grants – to review and agree revised Terms and Conditions and to discuss priorities for use of additional budget in this area for 2021. Draft revised Terms and Conditions previously circulated agreed, resolved to adopt and introduce with effect from 1<sup>st</sup> April 2021, proposed by Cllr Littlejohns, seconded by Cllr Webber. Priorities for budget use not discussed, carried forward to next meeting.

**15. Future Meeting dates** – to agree dates and locations of meetings to be held from May 2021 and to agree if Annual Parish Meeting is to be held either virtually or face to face all dependant on current Government guidelines. Agreed Annual Council Meeting to be held virtually on May 3<sup>rd</sup>. Annual Parish Meeting – agreed not to hold this meeting in April/May but to review the COVID-19 regulations at a later date with a view to potentially holding an ‘Open Parishioners Meeting’ in the Autumn. The Chairman advised he would write a Parish Report, and when agreed by the Council, this would then be published on the Council’s website as an update for parishioners. Regular monthly meetings from June – agreed to defer decision on whether these meetings could return to face to face until a later date.

**16. DALC Training Courses** – to note current courses available and agree if any should be attended by Councillors and/or Clerk. Noted, Councillors to advise Clerk if they identify any courses they would like to undertake.

**17. Clerks Report Feb 2021** – Clerk to answer any questions raised by Councillors. No questions raised.

**PART TWO**

Items which may be taken in the absence of the press and public.

The Council 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.’

**18. To note current WDBC Enforcement cases list and information.** Noted.

**19. Grass Cutting Tenders 2021** – to discuss and agree way forward for 2021 grass cutting in Old Town Park Nature Reserve and Meldon/Noticeboard areas. The Clerk advised that the two contractors employed last year have stated they would be prepared to continue their work for the coming 12 months at the same costs as last year. As the work went out to tender in 2020 when these contractors were appointed, councillors resolved they both be reappointed for the coming 12 months, proposed by Cllr Littlejohns and seconded by Cllr Cooper. It was also agreed that the first cut should be completed later in the year to encourage the wild flowers.

**20. Date and venue of next virtual meeting** to be confirmed as 6<sup>th</sup> April 2021 with additional meeting prior to that date to be confirmed.

The meeting was declared closed at 9.03 pm

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