



## Okehampton Hamlets Parish Council

Members of the Public are reminded they are welcome to attend the meeting, they are only entitled to speak during the Public session (item 2 on the agenda) for a maximum of three minutes, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

### To all Members of the Council

You are hereby summoned to attend the Annual General Meeting of the Council to be held at 7.30pm on Tuesday 4<sup>th</sup> May 2021 via Zoom  
*Jane Gillard dated 27<sup>th</sup> April 2021*

Join Zoom Meeting

<https://us02web.zoom.us/j/87690362095> Meeting ID: 876 9036 2095

Dial by your location 0131 460 1196 United Kingdom Meeting ID: 876 9036 2095

### AGENDA

**Members are reminded that a disclosable pecuniary interest in any item on the agenda should be declared, with the reason, before the item is discussed.**

#### 1. Election of Officers:

Chairman – followed by Declaration of Acceptance of Office  
Vice Chairman - followed by Declaration of Acceptance of Office  
Committee representatives -

Northern Parishes Link Committee	Meldon Hall
Beating the Bounds	Okehampton Matters
Okehampton Neighbourhood Planning Group	
Okehampton Sports and Open Spaces Recreation Group	

**1a. Election of Planning Committee** Chairman and appointment of members (4)

**2. Members of the Public -**

**3. Declarations of Interest**

**4. Apologies**

**5. Approval of Minutes of previous meeting held on 6<sup>th</sup> April 2021.**

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

**6.1 WDBC 0960/21/FUL** erection of 3 bay barn (1 of 2 applications) Chichacott Barn, Chichacott Road, Okehampton

**6.2 WDBC 0961/20/FUL** erection of stable and feed store with tack room (2 of 2 applications) Chichacott Barn, Chichacott Road, Okehampton

**6.3 WDBC 0463/212/FUL** Conversion of redundant agricultural barn and outbuildings to new dwelling (part demolition, part new build), and erection of garage/boiler room. Barn at land adjoining Lower Chichacott Barn, Chichacott.

**6.4 WDBC 0746/21/FUL** Proposed holiday let, Place Farm, Tavistock Road, Okehampton

**6.5 WDBC 1176/21/HHO** householder application for alterations, two storey extension and replacement garage, Higher Hilltown, Okehampton

**6.6 WDBC 1057/21/HHO** Householder application for alterations and extension to provide new master bedroom (option A) 8 Kellands Lane, Okehampton

**6.7 WDBC 1059/21/HHO** Householder application for alterations and extension to provide new master bedroom (option B) 8 Kellands Lane, Okehampton

**6.8 DCC 4230/2021** Reserved matters application for approval of details for a new special educational needs school including two-storey school building, hard and soft play areas, playing fields, car park, turning zone and services/plant store (approval sought for access, appearance, landscaping, layout and scale) pursuant to outline planning permission DCC/4194/2020 (District Reference 2482/20/ALA) (outline planning permission for a new special educational needs school including two-storey school building, hard and soft play areas, playing fields, car park, turning zone and services/plant store with all matters reserved) at Plots B & C, Okehampton East Business Park, Higher Stockley Mead, Okehampton, EX20 1GH

**6.9** to consider any applications received after issue of agenda.

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

**8. Neighbourhood Planning** - to receive an update on joint Okehampton Councils

**9. To receive reports from meetings attended by Parish Council representatives including** –  
Okehampton Matters – Cllrs Wood and Maile  
OkeRail – Cllr Wood

**10. Finance and Year End audit procedures** –

**10.1 Accounts for payment** –

Mrs J Gillard (wages £321.22),	£
WDBC (dog bin emptying)	£ 31.20
WDBC (dog bin emptying)	£ 71.76
DALC	£347.80

10.2 Review of Fixed Asset Register as at 31/3/21

10.3 External Audit – review and approval of Annual Governance Statement

10.4 To Review and adopt year end accounts 2020/21 and review and approve Annual Accounting Statements

10.5 To agree Bank Reconciliation as at 31/3/2021

10.6 Insurance renewal, review renewal papers and agree renewal terms

**11. Council documentation** – to review, amend as necessary, and a reminder to Councillors of contents of policies and documents – (current versions to be viewed on OHPC Website)

11.1 Financial Regulations

11.2 Members Code of Conduct

11.3 Statement of Internal Control

11.4 Risk Policy

**11. Environmental issues**

11.1 Community Roadside Action Party (CRAP) - to discuss and agree what support this Council could provide to the Group.

11.2 Odours in East Okehampton area – to discuss recent issues and agree actions to be taken.

**12. Correspondence**

**12.1 Community Risk Management Plan for Devon & Somerset Fire Rescue Service** – consider a response of feedback.

**12.2 Okehampton Hospital Community Space** – consider request for feedback on use of space.

**12.3 Cyber Security** briefings by Devon & Cornwall Police Cyber Protect team – consider invitation to event hosted by OTC on 25<sup>th</sup> May, 3pm

**13. Beating the Bounds** – to discuss potential for holding 2021 event

#### **14. Future Meetings**

14.1 to agree dates and locations of meetings to be held from June 2021 dependant on current Government guidelines.

14.2 If next meeting agreed for July, agree following resolution –

‘It is hereby resolved that the Clerk be delegated temporary authority until the next meeting of the Council, to respond to any planning application received after consultation with at least 2 members of the Planning Committee (to include the Chairman) and 2 other Council members (to include the Chairman or Vice Chairman)’.

#### **15. Open Spaces.**

**15.1 Meldon Woods** – to discuss potential repair of track from below Aplite Quarry car park following meeting on site.

**15.2 2443 Okehampton Squadron Royal Airforce Cadets** – consider request for use of OTPNR and Meldon Woods for squadron activities.

**15.3 Open Spaces Working Group** – to agree Terms of Reference, appoint members and agree date of first meeting.

**15.4 - 5 yearly Inspection of Meldon Woods and OTPLNR** – to receive update on inspection

**15.5 Security wardens** – to discuss potential requirement of engaging resources over summer months to engage with visitors to the area. To also consider purchase of ‘hi-viz’ wear for any ‘patrols’ of area.

#### **16. Updates on Flood Plan and Snow Plan and actions required.**

**17. Clerks Report April 2021** – Clerk to answer any questions raised by Councillors

#### **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.**

**19. To confirm Date and venue of next meeting**