



Okehampton Hamlets Parish Council

Minutes of a Virtual Meeting held on Tuesday 4th May 2021 at 7.45 pm.

Councillors Present -

R Maile
M Cooper
B Wood
P Heard
J Heard
B Wood
M Littlejohns

WDBC – Cllrs A Leech, Mrs J Yelland, Cllr K Ball (also DCC)

Mrs J Gillard, Parish Clerk

Absent – Cllr D Webber

1 Election of Officers –

Chairman – Cllr B Wood, proposed by Cllr Maile, seconded by Cllr Littlejohns, in favour.

It was agreed by all Councillors that the Declaration of Acceptance of Office could be completed by Chairman and Clerk at a later date.

Vice Chairman – Cllr M Littlejohns, proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

Northern Parishes Link Committee – Cllrs Cooper and Ewen, proposed by Cllr Wood, Seconded by Cllr Littlejohns, all in favour.

Beating the Bounds – Cllr P Heard, proposed by Cllr Wood, seconded by Cllr Ewen, all in favour

Okehampton Neighbourhood Planning Group – Cllrs Wood, Cooper & Webber, proposed by Cllr Littlejohns, seconded by Cllr Ewen

Okehampton Sports & Open Spaces Recreation Group – Cllrs Ewen & J Heard, proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

Meldon Hall – Cllr Webber, proposed by Cllr Maile, seconded by Cllr Wood, all in favour

Okehampton Matters – Cllrs Wood and Maile, proposed by Cllr Littlejohns, seconded by Cllr Ewen, all in favour.

OkeRail – Cllr Wood, deputy Cllr Webber, proposed by Cllr Cooper, seconded by Cllr Littlejohns.

1a Election of Planning Committee – Cllrs Webber, Ewen, Littlejohns & Wood re elected en bloc, proposed by Cllr Cooper, seconded by Cllr Maile. Chair to be elected at Planning Committee Meeting.

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

3. Members of the Public – there were two members of the public present.

4. Apologies – there were no apologies received

5. Approval of Minutes of previous meeting held on 6th April 2021 the minutes of the meeting were approved as being an accurate record, proposed by Cllr Cooper, seconded by Cllr Littlejohns, signing of the minutes was deferred until a face to face meeting could take place.

7.40pm Cllr P Heard joined the meeting.

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. resolved to submit a neutral view, proposed by Cllr Cooper, seconded by Cllr Maile, all in favour.

6.2 WDBC 0961/20/FUL – erection of stable and feed store with tack room (2 of 2 applications), Chichacott Barn, Chichacott Road, Okehampton, councillors resolved a neutral view, proposed by Cllr Cooper, seconded by Cllr Maile, all in favour.

6.3 WDBC 0463/21/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, Councillors resolved to submit neutral view with condition that work is not started until new owl boxes erected, proposed by Cllr Cooper, seconded by Cllr Maile.

6.4 WDBC 0746/21/FUL Proposed holiday let, Place Farm, Tavistock Road, Okehampton – resolved that councillors make a site visit before submission of view, Visit to be arranged by Clerk, also resolved that Clerk be delegated authority to respond to application after site visit and reference to planning committee members.

6.5 WDBC 1176/21/HHO householder application for alterations, two storey extension and replacement garage, Higher Hilltown, Okehampton. Councillors resolved to support application, proposed by Cllr Ewen, seconded by Cllr Cooper.

6.6 WDBC 1057/21/HHO householder application for alterations and extension to provide new master bedroom (option A) 8 Kellands Lane, Okehampton, resolved to support application, proposed by Cllr Ewen, seconded by Cllr Cooper

6.7 WDBC 1059/21/HHO HHO householder application for alterations and extension to provide new master bedroom (option B) 8 Kellands Lane, Okehampton, resolved to support application, proposed by Cllr Ewen, seconded by Cllr Cooper. It was noted that little difference between the 2 applications could be seen.

6.8 WDBC DCC 4230/2021 Reserved matters application for approval of details for a new special educational needs school including two-storey building, hard and soft plan 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 at Plots B & C, Okehampton East Business Park, Higher Stockley Mead, Okehampton. Resolved to support application providing a meeting with DCC Highways took place on site to cover Exeter Road traffic issues including extension of 30 mph speed limit area out of Okehampton, need for roundabouts and road alignment issues, proposed by Cllr Wood, seconded by Cllr Ewen.

6.9 to consider any applications received after issue of agenda – WDBC 1391/21/ARM received today, agreed to request extension to response date.

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

Cllr Ball – £40m has been released for renewal of the railway line between Okehampton and Exeter, work has commenced on the line. A Parkway Station is a critical part of the plan but in not part of this plan. Vaccination figures in the DCC area are very good, thanks to everyone who has made it happen. Cllr Ball thanked all for their support over his term as DCC councillor for the area and the Chairman thanked him for his work.

Cllr Davies – Local elections, P&CC elections and DCC elections this Thursday. Joint Local Plan – WD Members have completed a questionnaire asking for views on any changes needed to the plan, Town and Parish Councillors will receive the questionnaire later. Okehampton Matters – there have been drug offences in the area, it is important these are reported to the Police and not just on Social Media platforms.

Cllr Yelland –. The government has made a further £543,260 grant funding available to support the business community; local economy and local place. This grant is an Additional Support Grant and is designed to support businesses that are unable to access Local Restriction Support Grants.

It is a discretionary sum of money and needs to be allocated in line with the Department of Business, Energy & Industrial Strategy Guidance. It will support a spectrum of hospitality, tourism and leisure business such as breweries; distilleries; event companies and market traders that have been affected by the pandemic. Following on from Cllr Ball's DCC report and thinking about the "first mile, last mile", the bid for the new Parkway station on the eastern side of town that is being submitted by WDBC will include connectivity. Due to the fact all councillors are affected by purdah, I wasn't able to give any greater detail on this at this time without breaching the pre-election rules.

8. Neighbourhood Planning – Cllr Wood advised the Group now have a draft Consultation document completed, this will go out for Public consultation 13th May – 20 June and WD and DNPA will also be asked for feedback. When the Group have collated these responses, the 2 local Councils will be consulted.

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

Okehampton Matters – attended by Cllr Wood, there have been anti social behaviour issues locally, livestock worrying was raised together with the issue of over weigh vehicles using the 'cut through' beside Mole Avon.

OkeRail – attended by Cllr Wood, there is a wish for the proposed Parkway Station to become a Transport Hub for the area, a bid is being made for funds.

10. Finance and Year End procedures –

10.1 Accounts for payment –

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

Resolved to settle accounts, proposed by Cllr Cooper, seconded by Cllr Littlejohns

10.2 Review of Fixed Assets Register as at 31/3/21 – Resolved to adopt updated document as previously circulated showing total fixed assets of £89,405, proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

10.3 External Audit – review and approval of Annual Governance Statement – all Governance Statements reviewed and agreed to respond Yes to all as documented, proposed by Cllr Littlejohns, seconded by Cllr P Heard, all in favour.

10.4 To review and adopt year end accounts 2020/21 and review and approve Annual Accounting Statements – previously circulated documents reviewed and resolved to adopt, proposed by Cllr Wood, seconded by Cllr J Heard, all in favour.

10.5 To agree Bank Reconciliation as at 31/3/21 – previously circulated document reviewed and resolved to adopt, proposed by Cllr Wood, seconded by Cllr Ewen, all in favour.

10.6 Insurance Renewal , review renewal papers and agree renewal terms – as documents not yet received agreed to defer until June meeting however if no meeting held in June resolved to delegate to Clerk in liaison with Chair the renewal terms, proposed by Cllr Wood, seconded by Cllr Ewen, all in favour.

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 – resolved no amendments required, proposed by Cllr Wood, seconded by Cllr Littlejohns.

11.2 Members Code of Conduct – the Clerk reminded Members of the contents and advised all Registers of Interests needed reviewing, forms to do this would be sent out shortly.

11.3 Statement of Internal Control – resolved no amendments required, proposed by Cllr Wood, seconded by Cllr Maile.

11.4 Risk Policy – resolved no amendments required, proposed by Cllr Wood, seconded by Cllr Littlejohns.

12. Environmental issues

12.1 Community Roadside Action Party (CRAP) – to discuss and agree what support this Council could provide to the Group. Agreed Council should support the Group and that up to £250 be allocated to purchase equipment that could be used by the Group with ownership remaining with OHPC. Proposed by Cllr P Heard, seconded by Cllr Ewen.

12.2 Odours in East Okehampton – there have been issues with two properties recently, all future issues to be reported to WDBC who are already monitoring the situation.

13. Correspondence

13.1 Community Risk Management Plan for Devon & Somerset Fire Rescue Service – agreed Councillors to submit individual responses.

13.2 Okehampton Hospital Community Space – consider request for feedback on use of space, agreed councillors to submit individual responses.

13.3 Cyber Security briefings by Devon & Cornwall Police Cyber Protect team – consider invitation to event hosted by OTC on 25th May, 3pm. Agreed Cllrs Wood and Cooper and Clerk attend.

14. Beating the Bounds – to discuss potential for holding event. Agreed to set a provisional date of 18th August to hold event in conjunction with Okehampton Commoners. Future years events to revert to every 5 years with the next event in 2025. Clerk to contact Council’s insurers to discuss insurance requirements. Cllrs P Heard, J Heard, M Littlejohns and D Webber and a volunteer member of the public to meet to discuss organisation and liaison with Commoners. Holding of event to be confirmed at future meeting prior to August.

15. Future Meeting dates – to agree dates and locations of meetings to be held from June 2021 dependant on current Government guidelines. Legislation does not allow for future Zoom meetings therefore future meetings are required to be face to face. In view of planning application item 6.9 needing discussing it was agreed to request extension to response date and depending on outcome fix date of next meeting. Venues of future meetings to be alternated between Meldon Village Hall and St James Church of England Primary School and potentially The Okement Centre if required.

16. Open Spaces.

16.1 Meldon Woods – to discuss potential repair of track from below Aplite Quarry car park following meeting on site. Cllr Littlejohns advised The Quarry have agreed to donate stone, Clerk to obtain update from Ian Brooker, Councillors agreed to support initiative, proposed by Cllr Wood, seconded by Cllr Ewen.

16.2 2443 Okehampton Squadron Royal Airforce Cadets – consider request for use of OTPNR and Meldon Woods for squadron activities. Resolved to agree to request for a trial 12 month period and the Council be advised of dates and times when Council property to be used. Ian Brooker to be consulted to check for any potential issues.

16.3 Open Spaces Working Group – to agree Terms of Reference, appoint members and agree date of first meeting. Agreed to defer until next meeting.

16.4 5 yearly inspection of Meldon Woods and OTPLNR – to receive update on inspection. Reports have been received, further information awaited on tree locations. Further discussion deferred until next meeting.

16.5 Security Wardens – sample Hi Viz wear being obtained by Chairman. Further discussions deferred.

9.30 pm Proposed by Cllr Wood to suspend Standing Orders, seconded by Cllr Littlejohns

17. Updates on Flood Plan and Snow Plan and actions required. Sandbags still required together with padlocks for grit bins.

18. Clerks Report April 2021 – Clerk to answer any questions raised by Councillors. No questions raised. Councillors agreed there was a need for additional signage on ‘cut through’ between Mole Avon and Glendon Cross.

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.’ Proposed by Cllr Maile, seconded by Cllr Littlejohns

17. To note current WDBC Enforcement cases list and information. – Updated list not yet received.

18. To confirm dates and venue of next meeting – deferred as per item 15 above.

The meeting was declared closed at 9.45 pm

Signed Date

Minutes 263/5