



## Okehampton Hamlets Parish Council

Minutes of a Meeting held on Tuesday 6<sup>th</sup> July 2021, at 7.30 pm at Meldon Village Hall

### Councillors Present -

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

WDBC –Mrs J Yelland

Mrs J Gillard, Parish Clerk

- 1. Members of the Public** – there were 3 members of the public present. One of whom representing the Working Group set up by Okehampton Town Council in connection with the Platinum Jubilee Celebrations in June 2022. An outline was given of the initial plans the Group have had and request made that Okehampton Hamlets Parish Council work with Okehampton Town Council with a representative joining the Working Group and also asking if The Hamlets Council would be able to organise a Beacon. To be discussed further during item 9.5 on the agenda.
- 2. Declarations of Interest** – there were no declarations of interest made.
- 3. Apologies** – apologies were received and accepted from Cllr P Heard. Apologies were also received from Cllr L Samuel (DCC), Cllrs A Leech and M Davies (WDBC)
- 4. Approval of Minutes of previous meeting held on 22<sup>nd</sup> June 2021-** the minutes of the meeting were approved as being an accurate record and were signed by the Chairman, proposed by Cllr J Heard, seconded by Cllr Cooper.
- 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 0962/21/FUL** Change of use of dwelling to extension to residential home and erection of replacement dwelling (outline), Lakeside Residential Home, Maddaford, Okehampton. Resolved to support the application, proposed by Cllr Cooper, seconded by Cllr Ewen. All in favour.
  - 5.2 WDBC 1103/21/HHO** Householder application for proposed sun room 12 Hare Tor Close, Okehampton. Acknowledged property with OTC boundary but adjacent to OHPC properties. Resolved to support application, proposed by Cllr Ewen, seconded by Cllr Cooper, all in favour.
  - 5.3 WDBC 2423/21/PHH** Application to determine if prior approval is required for proposal for larger home extension extending 4m beyond rear wall, max height of 3m and 3m height at eaves, 50 Baldwin Drive, Okehampton. Resolved to respond with a neutral view, proposed by Cllr Wood, seconded by Cllr Webber, all in favour.
  - 5.4 WDBC 2362/21/CLE** Certificate of lawfulness for existing use of former shed as dwellinghouse, Lilys Pad, Narratons Road, Okehampton. Resolved to respond with a neutral view, Cllr Littlejohns, seconded by Cllr Ewen, 6 in favour, 1 against
  - 5.5** to consider any applications received after issue of agenda. None.

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

Cllr Yelland advised Covid self isolation payments available to end of Sept, full details on WDBC website. Survey to be issued re potential Ebike and Car scheme

Cllr Leech advised by written report - Kellands Lane blockage, all 3 developers and other interested parties have been very proactive in trying to solve the issues that surround this problem, and are now making progress. There are still formalities to overcome with DCC Highways and South West Water that have to be addressed, as well as some legal issues. There have been some concerns made by a local resident that the play area for the Kellands Road Estate has been built of an old waste tip, and as such, gas levels have to be taken regularly. WD Environmental Health advise that this is normal, and as far as they are concerned, there are no issues to worry about at this time.

There have also been concerns about the amount of soil that has been removed from behind a couple of the houses hedge line, (towards the new roundabout) by the Barrett's development contractors. The Barratt's Forman has explained that the levels have not worked out as expected and Barratt will be installing some form of retaining structure in these areas, but before this happens, sheet piling will be installed. Discussions with affected homeowners have taken place.

**7. Neighbourhood Planning**

7.1 to receive an update on joint Okehampton Councils. The Clerk advised that corrects procedures passing the resolution made at meeting on 22<sup>nd</sup> June had not been followed therefore needed revisiting. After discussions, resolved to pass the following new resolution '*This council supports in principle the desire of the NP Group to obtain feedback from some community members on the Group's current 'working draft plan'. However the Council requests more details from the Group on how they plan to do this together with an estimate of costs involved. The Council also requests written evidence from the NP Group that requesting this feedback has been formally agreed by the Group members and that any public communication clearly states that this exercise is not a part of the formal Consultation process. This is to avoid any confusion with members of the community.*' Proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

**7.2 Terms of Reference** - the Clerk advised the existing Terms had not been reviewed for over 12 months and it was therefore agreed to pass the following resolution -

*It is evident that the NP Group have not been able to work within the adopted ToRs for the Working Group for some time and that a review of Terms is required. The Council requests that the Working Group members review the current ToRs and provide both Councils with an updated document that the Group feel they can work within. This revised document will then be considered by both Councils for adoption.* Proposed by Cllr Wood, seconded by Cllr Webber, all in favour.

**7.3 to consider revised protocol for OHNPG expenditure** for current financial year. Resolved to adopt revised protocol splitting costs for 2021/22 to 81% Okehampton Town Council, 19% Okehampton Hamlets Parish Council, proposed by Cllr Wood, seconded by Cllr Wood, all in favour.

7.4 to consider if any temporary changes to Councillors nominated to the Neighbourhood Planning Group are necessary (currently Cllrs Wood, Webber and Cooper), in able to ensure attendance at Virtual or Face to Face meetings. Cllr Ewen volunteered to deputise for Cllr Webber while he is unable to attend meetings, all in favour.

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

**Okehampton United Charity** – attended by Cllr Cooper, face to face meeting to resume soon.

**Okehampton Matters** – as Louisa Daley has left WDBC, meetings currently 'on hold'

**9. Correspondence**

**9.1 Airband Community Liason** – to consider inviting representative to future meeting. Agreed to accept offer of attendance for a meeting in the autumn.

**9.2 Okehampton United Charity** – to consider appointment of OHPC nominated Trustee due to expiry of term of current nominee on 19<sup>th</sup> October 2021. Nomination confirmation not required at this stage. Cllr Webber advised the meeting that he does not wish to stand for a further term. Clerk to advise OUC and to ask what specific skills they are ideally looking for in a replacement Trustee.

**9.3 Dartmoor National Park Meldon Wildlife Day** – to consider request towards funding for event. Resolved to award £500 towards costs of event, proposed by Cllr Wood, seconded by Cllr Littlejohns.

**9.4 Came & Co** (Council's Insurers) to consider need for Cyber Crime insurance. Agreed in principle that insurance of this type would be beneficial. Alternative quotes to be obtained by Clerk for consideration.

**9.5 The Queens Platinum Jubilee** – 2<sup>nd</sup> –5th June 2022, to consider lighting of Beacon within The Hamlets and contents of mail received from Okehampton Town Council re events. Agreed to work jointly with Okehampton Town Council and that OHPC would take responsibility for the Beacon. Cllr Cooper volunteered to join the Working Group, agreed by all.

**9.6 Devon Communities** – Free Digital skills training for Communities, to consider offer of holding event. Noted.

**9.7 Okey Music Day** – to consider grant request for £500 towards event. Agreed further information required before decision could be made. Agreed to delegate authority to Clerk after email consultation with all Councillors, for final decision of award up to £500. Proposed by Cllr Wood, seconded by Cllr Littlejohns.

**9.8 Tor Support Services** – to consider grant request of £500 towards providing services. Resolved to award £500, proposed by Cllr Wood, seconded by Cllr Ewen.

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

### **10.1 Accounts for payment –**

Mrs J Gillard (wages £321.22, mileage £45.45, Exp £772.73), see Clerks report	£ 1139.40
Broadbury Landcare	£145.00
Mrs M Leonard	£ 75.00

**10.2 Internal Audit** – agree any actions to be taken including vire of funds to Reserves. Further information on Clerks Report. Resolved to vire £9k to Meldon Woods Reserves, £9k to Old Town Park Nature Reserve Reserves and £2k to new heading of Queens Platinum Jubilee Celebrations. Proposed by Cllr Wood, seconded by Cllr Ewen, all in favour.

**11. Code of Conduct** – to consider adoption of new LGA Code of Conduct. Further information on Clerks Report. Clerk to distribute new Register of Interest forms to all Councillors, to be completed before date of next meeting.

## **12. Environmental issues**

**12.1 Odours in East Okehampton area** – to discuss recent issues and agree actions to be taken. Councillors only aware of one issue during recent month, to be monitored and reports to made to WDBC Environmental Health.

**12.2 Abbeyford Woods Sewage Pipe** – to discuss recent issues and agree actions to be taken. Agreed all Councillors to formulate questions to be submitted in writing to SWWA and to ask them to attend future meeting to explain the situation. Questions to Clerk by end of this month.

**13. Beating the Bounds** – to receive an update and discuss 2021 event. No update in the absence of Cllr P Heard, meeting to be held 8<sup>th</sup> July.

## **14. Open Spaces.**

**14.1 Open Spaces Working Group** – to agree Terms of Reference, appoint members and agree date of first meeting. Resolved to adopt Terms of Reference as previously distributed, proposed by Cllr Ewen, seconded by Cllr J Heard, all in favour. Agreed Council representatives on Working Group to be Cllrs Littlejohns, J Heard, Ewen and Wood. Agreed to invite Ian Brooker and Matt Parkins to become members of the Group from the Community. Meeting date to be arranged after response received from them both.

**14.2 - 5 yearly Inspection of Meldon Woods and OTPLNR** – access to online report and GPS locations now received.

**14.3 Devon Parish & Town Council Wildlife Network Launch** – to receive report from Cllr Wood on initial meeting and consider membership of organisation. Cllr Wood no fee for membership of group, he has registered the Council as members, newsletters and useful information will be received from the organisation in due course.

**14.4 River Okement Fishing Rights** – to note rights are currently for sale. Noted.

**15. Updates on Flood Plan and Snow Plan and actions required.** Padlocks for bins purchased, they now need locking. Cllr Ewen volunteered to do this. Clerk to request supply of smaller sand bags from WDBC.

**16. Clerks Report June 2021** – Clerk to answer any questions raised by Councillors. The Clerk advised that subsequent to issue of the report, a vehicle has been abandoned in Aplite Quarry car park, it has been reported to the Police and WDBC.

**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 Ewen, seconded by Cllr Webber.

**17. To note current WDBC Enforcement cases list and information.** No recent list received.

**18. NALC National Salary Payscales** – to review payscales for Clerk for year commencing 1/4/21. Currently SCP 19, £13.24 ph.. The Clerk left the meeting room for Councillors discussions, on return to the room the Chair reported it had been agreed to increase the Clerks Pay to SCP 22 £14.05 per hour with effect from 1/4/21, proposed by Cllr Littlejohns, seconded by Cllr Ewen.

**19. Open Spaces**

**19.3 Security wardens** – to discuss potential requirement of engaging resources over summer months to engage with visitors to the area and to consider costs involved as advised by DNP. To also consider purchase of ‘hi-viz’ wear for any ‘patrols’ of area. Resolved to engage Wardens via DNP Warden scheme for 11 week period from 24 July to 25 Sept as a trial. Request to be made to meet with those involved, request feedback/report from the periods of employment. Also agreed to display signs advising the area is patrolled and update website with information.

Quotes for HiViz tabards not yet obtained, agreed Clerk to progress and authority given to spend max of £250 for a minimum of 12 tabards.

**20. To confirm Date and venue of next meeting – confirmed as Tuesday 3<sup>rd</sup> August at Meldon Village Hall.**

The Chairman closed the meeting at 21.15pm.

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