



Okehampton Hamlets Parish Council

Minutes of the Annual Council Meeting held on Tuesday 3rd May 2022, at 7.30 pm at Meldon Village Hall, Meldon, Okehampton

Councillors Present -

R Maile
A Ewen
M Cooper
J Heard
B Wood
P Heard

Absent – Cllr D Webber

Also present - Mrs J Gillard, Parish Clerk

1a. Election of Officers:

Chairman – Cllr B Wood, proposed by Cllr Ewen, seconded by Cllr Cooper, all in favour. Cllr Wood then completed the Declaration of Acceptance of Office.

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

Committee representatives - (names in brackets of current representatives)

Meldon Hall – Cllr D Webber
Okehampton Matters - Cllrs Wood and Maile
Okehampton Neighbourhood Planning Group - Cllrs Wood, Cooper & Ewen
Okehampton Sports and Open Spaces Recreation Group - Cllr Ewen, J Heard
Platinum Jubilee Celebrations Working Party with OTC - Cllr Cooper
OkeRail - Cllr Wood
Northern Links – Cllrs Cooper & Ewen

All re- elected en bloc, proposed by Cllr Wood, seconded by Cllr Ewen

Beacon Path Committee – Cllr Wood, proposed by Cllr Cooper, seconded by Cllr J Heard

Cllr Maile entered the meeting room.

1b. Election of Planning Committee – Cllrs Littlejohns, Ewen, Cooper and Wood, proposed by Cllr Wood, seconded by Cllr Maile. Committee to elect their chairman at first meeting of committee.

1c Election of Open Spaces Working Group Members – Cllrs J Heard, Littlejohns, Ewen and Wood plus Matt Parkin and Ian Brooker, re-elected en bloc, proposed by Cllr Wood, seconded by Cllr Cooper.

1. Members of the Public – there were 3 members of the public present. One member advised that new street lights have been erected in Broom Park and that residents were not aware this was to happen. The Chairman advised there has also been one erected in Summering Close and it was understood this is in line with the original planning agreement. Clerk to see if any more information is available.

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

3. Apologies – apologies were received and accepted from Cllr Littlejohns, apologies were also received from WDBC Cllrs Yelland and Leech.

4. Approval of Minutes of previous meeting held on 5th April 2022 and extra ordinary meeting held on Tuesday 19th April 2022 and Annual Parish Meeting held on 19th April 2022, the minutes of the meetings were approved as being an accurate record and were signed by the Chairman, proposed by Cllr Ewen, 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 Application to name new roads – RP31839 to consider names suggested as previously circulated or agree alternatives if suggestions not approved. Resolved not to approve suggested names from Developers, agreed to submit the following alternatives – Beech Grove, Primrose Drive/Lane, plus another tree related name previously suggested but not used – Clerk to confirm which names are still available.

Cllr P Heard arrived at the meeting room.

5.2 WDBC 0957/22/HHO Household application for single storey replacement rear extension and new dormers front and rear, South Narraton, Narratons Road, Okehampton. Consultation as a neighbouring Parish. Noted, no comments to make.

5.3 DNP 0126/22 Construction of a 3m x 6m garage. To be built using blocks. Finished in Render painted white with a slate roof. Removal of a 3m x 1.2m wooden shed, The Archway, Kersleigh Court, Meldon. Resolved to support application, proposed by Cllr Wood, seconded by Cllr Cooper.

5.4 WDBC 4117/20/HHO 8 Kellands Lane, Okehampton – to note an appeal has been lodged. Noted.

6. DCC and WDBC – to consider the Councillors written reports/updates. Written reports from Cllrs Yelland and Leech circulated prior to meeting, no questions arising. The Chairman thanked those Councillors for their reports.

7. Neighbourhood Planning

7.1 to receive an update on joint Okehampton Plan. A further meeting of the Group has been held with the next planned for the coming week, progress continues.

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

Opening of A30 Business Park Official opening – attended by Cllrs Wood, Littlejohns and Ewen, an impressive building and the event well attended.

ORIG AGM – Cllr Maile, good attendance, presentation from WDBC Cllr Daniels.

Ukrainian Support Group – Cllr Wood attended initial meeting, there are a few families due to arrive in Okehampton, second meeting planned.

Community Fridge – Cllr Wood reported this is now operating from the Okement Centre.

9. Correspondence

9.1 DNP – to consider written report re DNP Heritage Bid for funding and agree support as requested (report circulated prior to meeting). Councillors resolved to support the Bid and agreed that a formal letter of support be sent to DNP and that they be invited to attend the next meeting.

9.2 2443 Squadron Visit invitation – 9th May 2022, to agree 2 Councillors to attend on behalf of OHPC. Agreed that Cllrs Wood and Ewen attend.

9.3 Community Speedwatch – to consider offer to attend a Council Meeting. Agreed to invite speaker to attend the July council meeting.

9.4 Tor Support Services – to consider grant request of £1000 to support provision of services provided. Resolved to award the sum of £500 as the Council's Grant Terms and Conditions for Grants were amended to a usual maximum of £500 earlier in the year. Proposed by Cllr Cooper, seconded by Cllr P Heard.

10. Finance –

10.1 Accounts for payment –

Mrs J Gillard (wages £591.27, mileage £13.50)	£ 604.77
Tindle Newspapers	£ 14.35
Oak Valley Tree Services (see Open Spaces Part 2)	

10.2 Review of Fixed Asset Register as at 31/3/22, reviewed and total fixed assets agreed at £97,753, proposed by Cllr Wood, seconded by Cllr J Heard.

10.3 External Audit – review and approval of Annual Governance Statement, statements reviewed by Councillors, Yes responses to all except item 9 where response not applicable made, proposed by Cllr P Heard, seconded by Cllr Cooper.

10.4 To Review and adopt year end accounts 2021/22 and review and approve Annual Accounting Statements. Reviewed and resolved to adopt, proposed by Cllr Wood, seconded by Cllr Ewen.

10.5 To agree Bank Reconciliation as at 31/3/2022, reviewed and resolved to adopt, proposed by Cllr Wood, seconded by Cllr Cooper

10.6 Insurance renewal, review renewal papers and agree renewal terms, renewal due 1st June. The Clerk advised revised renewal documents and revised premium were awaited from the insurers as changes were required to be made to the original renewal received. The changes were discussed and agreed now in line with fixed assets register and that Clerk be authorised to renew policy provided revised premium in line with original figure quoted, proposed by Cllr Wood, seconded by Cllr J Heard.

10.7 NALC Payscales – to review SCP grade of Clerk. Currently SCP 22, £14.30 per hour, at the request of the Chairman, agreed to discuss in Part 2 of meeting, all in agreement.

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, reviewed, resolved no amendments required, proposed by Cllr Wood seconded by Cllr Maile.

11.2 Members Code of Conduct, reviewed, resolved no amendments required, proposed by Cllr Wood, seconded by Cllr P Heard

11.3 Statement of Internal Control, reviewed, resolved to adopt, proposed by Cllr Wood, seconded by Cllr Ewen.

11.4 Standing Orders inc Covid19 Addendum, resolved to delete this addendum, proposed by Cllr Wood, seconded by Cllr Ewen.

12. Environmental issues

12.1 Mud on highways, Crediton Road and Exeter Road Industrial Estate, to note any new issues. Issues have been reported to the Police and Highways, monitoring to continue.

13. Queens Platinum Jubilee Celebrations – to receive update from Clerk and Cllr Cooper on arrangements.

A further meeting of the Working Group has taken place. Arrangements for the Fri – Sun events in hand.

Beacon Lighting on Thurs 2nd June – Piper, Cornet Players and Choir in place for official parts of evening. Entertainment arranged – Okehampton Community Choir, Okehampton Excelsior Band, waiting to hear from 3 others who have been invited to perform. Agreed car parking stewards required also First Aid cover. Agreed those who were able to meet at Showfield Weds 11th May, 6pm to decide site layout for evening and progress any outstanding items.

14. Open Spaces.

13.1 To agree date for Working Group meeting – carried forward to next meeting.

15. Updates on Flood Plan and Snow Plan and actions required. Cllr P Heard to drill holes in Meldon salt bin to allow rain water to escape.

16. Clerks Report April 2022 – Clerk to answer any questions raised by Councillors and to consider – Litter Pick/Spring Clean – agree date if to proceed. Agreed to hold Litter Pick in the autumn. No questions raised.

17. Future Meeting Dates and Venues – to confirm dates and venues - draft previously circulated which was agreed by Councillors. Agreed to continue with meetings at Meldon Village Hall unless Clerk could find meeting rooms either at St James School or A30 Business Centre.

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 Wood, seconded by Cllr P Heard.

10.7 NALC payscales - the Clerk left the meeting room for the discussion and on return was advised by the Chairman that Councillors resolved to amend Clerks pay to payscale SCP 24, £15.16 per hour wef 1/4/22

18. Open Spaces –

18.1 to discuss and authorise payment of invoice received for Tree Survey conducted in 2020/21 and agree ongoing frequency for tree surveys. Resolved invoice be paid, Clerk advised she was waiting advice from Council’s insurers on tree survey frequency.

18.2 To review quotations received for erection of replacement dog waste bin at Fatherford and appoint contractor. Resolved to request M Bailey to erect bin.

18.3 To discuss quotes received for repairs to track below Aplite Quarry Car park and to agree if work should be undertaken and appoint contractor if agreed. Proposed by Cllr Ewen to undertake works, seconded by Cllr Cooper, 3 votes in favour, 3 against, chairs casting vote in favour. Then proposed by Cllr Wood to consider undertaking work on a smaller scale and to ascertain if Aggregate Industries as the land owner would consider contributing funds to the costs, seconded by Cllr Heard, all in favour. Clerk to progress and to be discussed again at next meeting.

19. Community Governance – to consider comments made by a member of the public at previous meeting and subsequent correspondence and to discuss potential ways forward. No resolution to be passed as this would be proposed in the public part of a future meeting. General discussion held, all Councillors to consider further and any suggested revised resolutions or actions to be forwarded to Clerk prior to next meeting.

20. To note current WDBC Enforcement cases list and information. Items noted.

21. To confirm Date and venue of next meeting Tuesday 7th June 2022

The meeting was declared closed at 9.40 pm

Signed Date