



Okehampton Hamlets Parish Council

CLERKS REPORT – May 2022

- 1. Replacement dog waste bin for Fatherford** – new bin erected. Old bin was emptied on the day of replacement but despite WD placing a cover over the old bin to stop people using it until the new bin was erected, quite a large amount of dog waste was placed in the old bin which this Council's contractor then had to dispose of. I agreed to him adding a small amount to his bill for this extra task.
- 2. Aplite Quarry Car park** – I was advised by Mr N Johns the hangings on the small gate were broken, he offered to replace them, I instructed him to carry out the work.
- 3. Aplite Quarry Car park** – the hinges on the small gate behind the shed have broken, I have asked Cllr Littlejohns to visit site to see if any more work is required. I am told the gate is very regularly left open by visitors to the area and there has been a recent issue of ponies coming through the gate and into the car park and road. Is replacement of the gate with another type that cannot be left open something to consider or just repair to the existing
- 4. OHNPG Spending protocol** – this has been reviewed using updated electoral role numbers in each parish, For Year 22/23 costs to be split 81% OTC, 19% OHPC. This calculation to be based on the numbers on the Electoral Register supplied by WDBC (1322 OHPC and 5369 OTC as at May 2022, giving total electorate of 6691, resulting in OHPC % of that figure 19.75%, and OTC 80.25%). There is therefore no change to the % split for the coming year based on the revised figures.
- 5. Okehampton & Hamlets Combined Archive Project** - On 3rd March the Clerks from Okehampton United Charity, Okehampton Hamlets Parish Council and Okehampton Town Council visited the Devon Archive Centre in Exeter and met with Southwest Heritage Trust's Senior Archive Conservator and the Devon Archive and Local Studies Manager. The purpose of the visit was to seek support and/or advice on the creation of an Okehampton and Hamlets Combined Archive. During discussion it became apparent that they would not be able to assist with the creation of a new archive, but that they would be willing to take on collections from other organisations. Documentation can be sent to them for preserving and potentially digitalising in the future, this can be by way of a gift or loan. Documentation can, if loaned, be retrieved at any time and is available for people to view in person or online, once digitised. On request, duplicated documentation could be returned to the Council as could any documentation they did not wish to keep, otherwise it would be destroyed. There would be no cost to the Council and the documents would be permanently securely preserved and stored. Gifted documentation can not usually be returned to the donor.

It is recommended that all documents are reviewed giving priority to those currently stored in non secure locations, and that those identified by the Clerk in conjunction with the Chair of Vice Chairman are transferred as a loan to the Archives in Exeter. The Council's Retention Policy and Schedule will be adhered to at all times.

OTC will have considered a recommendation to transfer their identified records on the same basis before this Council meets and the OUC Clerk will be recommending the same course of action to her Trustees within the near future.