



Okehampton Hamlets Parish Council

Minutes of a Meeting held on Tuesday 6th December 2022, at 7.30 pm at Links Room, Okement Centre, Okehampton

Councillors Present -

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

Also present –Mrs J Gillard, Parish Clerk

Absent –Cllr D Webber

1. **Members of the Public** – there were 2 members of the public present.
2. **Declarations of Interest** – there were no declarations of interest made. Cllr Wood advised that he has updated his Register of Interests due to retiring as a Trustee of the Community Transport Group and becoming Chair of Governors of the 2 primary schools in Okehampton.
3. **Apologies** – were received and accepted from Cllr Ewen. Apologies were also received from Cllr Leech and Cllr Yelland, WDBC
4. **Approval of Minutes of previous meeting** held on 1st November 2022 - the minutes of the meeting were approved as being an accurate record and were signed by the Chairman, proposed by Cllr Cooper, seconded by Cllr Maile.
5. **Planning** – to consider and agree response to applications listed below together with any others received up to date of this meeting.
 - 5.1 To discuss and receive update on Exeter Road development issues. Noted there were ongoing delays when the traffic lights were in operation, no other items to report.
 - 5.2 DNP 0439/22 To continue using attached rear barn as part of dwelling, Moorgate Farm, Okehampton. Resolved to support application, proposed by Cllr Wood, seconded by Cllr Cooper.
 - 5.3 WDBC 2294/22/FUL READVERTISEMENT (amended description) Proposed installation of ten rapid electric vehicle charging stations within the car park of Country Lanes Garden Centre. Ten existing parking spaces will become ten EV charging bays, along with associated equipment. Country Lanes Garden Centre, Okehampton . Resolved to support application on condition that hours of operation of the charging station were the same as those of the Garden Centre, proposed by Cllr Wood, seconded by Cllr Cooper.
 - 5.4 Airband – notice of new telephone poles, Alfordon Lodge, Okehampton. Noted.
6. **DCC and WDBC** – to consider the Councillors written reports/updates. Previously circulated written reports noted, no questions arising.
7. **Neighbourhood Planning**
 - 7.1 to receive an update on joint Okehampton Plan. Cllr Wood reported the Consultation period has ended, feedback has been received which are to be reviewed at a meeting on 8th December, draft Plan then to go to WDBC & DNP with the aim of holding the referendum in May 2023.

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

Okehampton Matters – Cllr Maile reported Insp Mike Warriner has been replaced by Chris Conway
Beacon Path – Cllr Wood reported the Feasibility Study is now going ahead.
Devon Communities Together Resilience Forum – Cllr Wood was unable to attend as he was carrying out tree inspections for OHPC with the Clerk and others.
Dartmoor Forum – Cllr Wood attended, budget issues highlighted
DALC Committee – Cllr Wood attended and will circulate meeting minutes
Devon Communities Together – Cllr Maile reported there were 4 main presentations made inc Health & Wellbeing, Resilience
Okehampton United Charity – Cllr Cooper reported discussions were ongoing about future structure of the Charity which the Council will be formally consulted on shortly.
Royal British Legion Remembrance Parade – attended by 3 Councillors

Cllr J Heard arrived at the meeting 7.50pm

9. Correspondence

- 9.1 Immersion in the Community CIC – to consider grant application for £269 to fund Pedal Lift. Cllrs Wood & Cooper advised they had visited organisation to view the set up, Councillors resolved to support application, proposed by Cllr Cooper, seconded by Cllr Littlejohns, all in favour.
- 9.2 Red squirrel South West – to consider offer from supplier to run Grey Squirrel Management Course – details previously circulated. Resolved to host an event, potentially 17 March 2023 at Meldon Village Hall. Clerk to progress arrangements.
- 9.3 SWWA – to consider information and offer to receive further information about works being carried out at Prewley Water Works. Agreed information already received is sufficient.
- 9.4 DCC - Devon Electric Vehicle Charging Strategy Consultation, to consider any response required and attendance at consultation webinars. Councillors to respond individually.
- 9.5 Torridge, North & West Devon CAB – to consider grant request for £500. Resolved to support application, proposed by Cllr J Heard, seconded by Cllr Littlejohns.
- 9.6 Everything Okehampton – to consider grant request of £1000 towards costs relating to Okehampton Christmas Lights. Resolved to award £1000, recognising the amount is above the usual maximum amount awarded but within the Terms and Conditions of Grant awards, proposed by Cllr Littlejohns seconded by Cllr J Heard, all in favour.

10. Finance –

10.1 Accounts for payment –

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| Mrs J Gillard wages £525.53, travel | |
| £31.95 | £557.48 |
| B Wood (mileage covering 2022) | £ 88.20 |
| B Wood (chairs allowance, refreshments | |
| For StOC 2021/22) | £ 186.90 |
| Glasdon (dog bin) | £ 319.76 |
| OTC (Neighbourhood Plan room hire) | £ 10.69 |
| SLCC membership | £ 112.00 |

10.2 NALC National Salary Award – to consider agreement made and increase of Clerks hourly rate in accordance therewith. – Moved to Part 2 of meeting at Chairmans request.

10.3 To consider and if approved, adopt Reserves Policy. Resolved to adopt policy, proposed by Cllr Wood, seconded by Cllr Littlejohns, all in favour.

10.4 To consider and agree if Zoom subscription should be renewed in 2023, cost £120. It was agreed not to renew subscription but to resubscribe if there was a future need for the service.

10.5 2023/24 Budget – to consider draft previously circulated. Draft figures and ideas discussed, final budget to be agreed at next meeting.

11. Environmental issues

11.1 Mud on highways, Crediton Road and Exeter Road Industrial Estate, to note any new issues. No new issues reported.

11.2 Odours in East of Okehampton, - to receive an update. No new issues reported.

12. Open Spaces.

12.1 To receive update from Working Group Meeting and agree actions to be carried out . Meeting notes from 28th Nov circulated prior to meeting – the recommendation was agreed that White Wood Management is requested to complete the Management Plans and obtain grants to cover the majority of the costs involved. Proposed by Cllr J Heard seconded by Cllr Littlejohns. It was also agreed that an Open Spaces Warden be appointed temporarily until end March, for ad hoc work inc supervision of tree work Proposed by Cllr Wood seconded by Cllr J Heard. Clerk to progress.

13. Updates on Flood Plan and Snow Plan and actions required. Cllr P Heard volunteered to assist Cllr Ewen with replacing broken bin and restocking other bins.

14. Clerks Report November 2022 – Clerk to answer any questions raised by Councillors. It was agreed that St James Primary School can sell the water bottles from the Queens Platinum Jubilee for their fund raising towards a play area,

15. Community Governance – to receive an update from the Working Group with approval of Terms of Reference. It was resolved to adopt the previously circulated Terms of Reference, proposed by Cllr Wood, seconded by Cllr Littlejohns. The Working Group will continue with their work.

16. Speedwatch – to consider presentation made at earlier meeting and agree ideas for way forward. Resolved to commence recruitment of volunteers and to work jointly with Sampford Courtenay Parish Council who already have established group.

17. King Charles III Coronation – to consider holding celebration events and agree any actions required now. Agreed joint ventures with OUC and OTC required for this and potentially OUC 150th anniversary, OHPC 125 year anniversary and 400 years of Town Charter.

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 Littlejohns, seconded by Cllr P Heard

10.2 NALC National Salary Award – to consider agreement made and increase of Clerks hourly rate in accordance therewith. Resolved to award an increase in the Clerks hourly rate of pay in line with the recently agreed LGA agreement – new hourly pay £16.16 per hour SCP 24, proposed by Cllr Wood seconded by Cllr Cooper, all in favour.

18. To note current WDBC Enforcement cases list and information. Noted.

19. Internal Audit Services – to consider quote received for internal audit. A quote has been received from a professional audit service for conducting an internal audit, it was agreed to accept this quote on condition of a satisfactory reference from another Council as it was in line with previous fees paid. It was agreed it was preferable to appoint a professional company over the services of another Parish’s Clerk. Proposed by Cllr Littlejohns seconded by Cllr Cooper. All in favour.

20. Open Spaces – to consider and appoint contractor for works required in Meldon Woods and OTPLNR. The Clerk advised a request had been received to extend the deadline for receipt of quotations, it was resolved that the response date could not be extended as other contractors had responded within the quoted timescales. Resolved to appoint Oak Valley Tree Contractors to undertake the work, proposed by Cllr Wood, seconded by Cllr Littlejohns, all in favour.

21. To confirm Date and venue of next meeting Tuesday 3rd January 2023 at Meldon Village Hall, Meldon, Okehampton

The Chairman declared the meeting closed at 9.30 pm

Signed Date