



## Okehampton Hamlets Parish Council

### Minutes of a Meeting held on Tuesday 4<sup>th</sup> April 2023, at 7.30 pm at Links Room, Okement Centre, Okehampton

#### Councillors Present -

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

Also present –Mrs J Gillard, Parish Clerk, Cllr L Samuels (DCC) , Cllr J Yelland (WDBC) and 8 members of the public.

1. **Members of the Public** – (maximum time limited to 3 minutes per person)  
A member of the public stated they objected to discussions on Community Governance taking place in Part 2 of the meeting (the reasons for this had previously been advised to them), this was endorsed by another member of the public. Another member of the public suggested that OHPC should not be campaigning on Community Governance during Purdah. The chair advised her that this was contrary to advice received by the council from WDBC
2. **Declarations of Interest** – Cllr Wood declared a personal interest in item 5.2 as Chair of the School Governors.
3. **Apologies** – were received from WDBC Cllrs Davies and Leach.
4. **Approval of Minutes of previous meeting** held on 7<sup>th</sup> March 2023 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 J Heard.
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 0266/2023/HHO** Householder application for proposed conservatory, 5 Kellands Lane, Okehampton. Resolved to support application, proposed by Cllr Ewen, seconded by Cllr Littlejohns. All in favour.
  - 5.2 **WDBC 0664/23/VAR** – Application for variation of conditions 2 (approved drawings) and 4 (fence details) and removal of condition 5 (surface water drainage) of planning consent 2342/2019/FUL to allow for improved privacy for neighbours and address drainage restrictions within the site, St James Church of England Primary School, Fort Road, Okehampton. The Vice Chairman chaired the meeting for discussion on this item. Resolved to support the application, proposed by Cllr Cooper, seconded by Cllr J Heard, Cllr Wood abstained from vote, remaining Councillors in favour.
6. **DCC and WDBC** – to consider the Councillors written reports/updates. Written reports from Cllr Leech and Yelland previously circulated. Cllr Samuels advised she was trying to obtain a resolution to the footpath issues on Crediton Road, representatives from the Primary school were liaising with Citizens UK, all members of the public are requested to email details of issues to Cllr Samuels. [Lois.samuel@devon.gov.uk](mailto:Lois.samuel@devon.gov.uk)

## 7. Neighbourhood Planning

7.1 to receive an update on joint Okehampton Plan – Cllr Wood reported the draft plan is still with WDBC and the Group are awaiting their response and update.

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

DCC Regeneration Project – Cllr Wood and Clerk attended virtual meeting, The Regeneration Strategy document agreed at that meeting has now been circulated to all Councillors, resolved to adopt the document, proposed by Cllr Wood, seconded by Cllr Cooper. The Business Case document for relevant actions awaited.

Cllr P Heard joined the meeting.

## 9. Correspondence

**9.1 DNPA – Nomination of Parish Members to DNPA Authority** – to agree any nominations and to delegate authority to Clerk to complete nomination form after May elections. Resolved that any should any Councillor elected after the May elections, wish to stand for DNPA, the Clerk be delegated authority to authorise nomination.

## 10. Finance –

### 10.1 Accounts for payment –

Mrs J Gillard wages £560.27, travel	
£32.40 , Exp £29.60	£ 622.27
The Sign Shed	£ 17.85
HMRC	£ 420.00
GX Accountants	£ 29.05
WDBC	£ 286.41
DALC	£ 436.75

Resolved accounts be paid.

**10.2 Review of Fixed Asset Register** as at 31/3/23, resolved to adopt previously circulated document showing total fixed asset figure of £82,023, proposed by Cllr Wood, seconded by Cllr Ewen.

**10.3 External Audit** – review and approval of Annual Governance Statement, the statements were reviewed, Yes responses agreed for statements 1-8, and n/a to statement 9, proposed by Cllr Littlejohns, seconded by Cllr Cooper.

**10.4 To Review and adopt year end accounts 2022/23** and review and approve Annual Accounting Statements, the accounts as circulated were agreed and it was resolved to adopt the Annual Accounting Statement, proposed by Cllr Wood, seconded by Cllr Littlejohns.

**10.5 To agree Bank Reconciliation** as at 31/3/2023. Agreed, proposed by Cllr Wood, seconded by Cllr Cooper.

## 11. Environmental issues

11.1 Mud on highways, Crediton Road and Exeter Road Industrial Estate, to note any new issues, agreed for ongoing monitoring.

11.2 To discuss drainage issues at Alfordon Lodge, item raised by Cllr Ewen, agreed for councillors to hold site meeting followed by meeting with DCC Highways.

## 12. Open Spaces.

12.1 To receive update from Working Group, notes from recent meeting previously circulated, resolved to support all actions proposed in that meeting, proposed by Cllr J Heard seconded by Cllr Wood.

12.2 To receive update from work recently undertaken by StOC – 19 volunteers undertook blocking off of unofficial paths recently in Old Town Park and removed holly and beech as appropriate. Agreed not appropriate for further work by the Group this coming quarter but to request additional day's support in the autumn.

12.3 Grey Squirrel Management Training – attended by Cllr Wood and 12 other participants from throughout the county. It included a walk in Meldon Woods and means of removing grey squirrels and introduce reds were described. Would require adjoining landowners to support to be successful.

**13. Updates on Flood Plan and Snow Plan and actions required.** The previously ordered grit/salt has now arrived. Bin on Upcott Hill still to be removed, Cllr Ewen to co-ordinate this. Chair has agreed to attend the DCT Resilience Forum event at Bridestowe Village Hall on 17<sup>th</sup> May from 12.00 to 16.30 and may attend earlier at 09.00. Cllr Ewen may attend also if available.

**14. Clerks Report March 2023** – Clerk to answer any questions raised by Councillors and to agree any required actions – no actions or questions arising from report.

**15. King Charles III Coronation** – to receive an update and agree actions to be taken. Confirmed Cream Tea to be held Sunday 7<sup>th</sup> May at Meldon Village Hall, publicity to be arranged, £500 grant received from WDBC towards event, agreed to request donations proceeds of which to go to an environmental charity (local if possible) supported by King Charles III. Commemorative tree has been planted in Meldon Fields, plaque to be erected during the celebration weekend. Cllr Cooper and Clerk to progress arrangements.

**16. Okehampton Celebrates** – to receive an update and agree actions to be taken. Agreed further clarification to be obtained re split of costs, max available funds from OHPC is £500. Time Line to be shown in Marquee is making good progress.

**17. Annual Parish Meeting** – to agree arrangements and finalise guest speakers attending. Speakers confirmed, Cllr Cooper and Clerk to arrange refreshments.

## **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 Cooper.

**18. Community Governance re proposed Parish boundary changes** – to receive an update from the Working Group and to consider draft Action Plan and costs. Contents of action plan agreed which include printing of leaflet by Hedgerowprinting £135 plus updating of Website home page by Western Web at cost of £75 – it was acknowledged this update to the website was an existing need and would have been a cost to the Council this year in any event. It was also agreed to request residents signatures reinforcing the Council’s original resolution opposing the proposals put forward by OTC but supporting the need for a wider review covering West Devon.

**19. To note current WDBC Enforcement cases list and information.** Noted.

**20. Open Spaces** – to discuss Tender Description and appointment of Open Spaces Steward/Parish Ranger for coming financial year. Tender document agreed, Clerk to progress.

**21. Staffing Matters** – it was agreed to appoint Mrs Marion Pratt as Locum Clerk for the meeting on 16<sup>th</sup> May, terms the same as previous temporary appointment, proposed by Cllr Wood seconded by Cllr Cooper.

**22. To confirm Date and venue of next meeting Tuesday 16<sup>th</sup> May 2023 at Meldon Village Hall, Meldon, Okehampton**

The Chairman thanked Cllr Maile for her long service to the Council as she has decided not to stand at the coming elections.

The Chairman declared the meeting closed at 9.25 pm

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