



Okehampton Hamlets Parish Council

Minutes of a Meeting held on Tuesday 1st August 2023, at 7.30 pm at The Links Room, Okement Centre, Okehampton

Councillors Present -

B Wood
M Cooper
P Heard
A Ewen
S Norris
J Goffey
J Heard

Also present – Cllr L Samuels (DCC) and Mrs J Gillard, Parish Clerk,

- 1. Members of the Public** – there were no members of the public present.
- 2. Declarations of Interest** – there were no declarations of interest.
- 3. Apologies** – apologies were received and accepted from Cllr Littlejohns, apologies were also received from Cllr Leech (WDBC)
- 4. Approval of Minutes of previous meeting** held on 4th July 2023 the minutes of the meeting were approved as being an accurate record and were signed by the Chairman, proposed by Cllr Goffey, 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 0515/23/FUL** 2 glamping pods, retrospective, land at SX563 934, Meldon Lodge Park Limited, Tavistock Road, Okehampton. Site visit undertaken prior to this meeting. Resolved to support the application, proposed by Cllr Ewen, seconded by Cllr Goffey, all in favour.
 - 5.2 WDBC 1771/23/FUL** change of use of barn to dwelling including external alterations and drainage provision, land at SX 603965, Chichacott. Resolved to support the application, proposed by Cllr Wood, seconded by Cllr Norris, all in favour.
- 6. DCC and WDBC** – to consider the Councillors written reports/updates. Reports from Cllr Samuels and Cllr Leech previously circulated. No questions arising from Cllr Leech's report. Cllr Samuels advised the DNP appeal against the Wild Camping changes has been successful. The issues with footpaths in Crediton Road was ongoing. She will forward a copy of the presentation she is making against the suggested implementation of parking meters in Okehampton.
- 7. Neighbourhood Planning**
 - 7.1 to receive an update on joint Okehampton Neighbourhood Plan. No developments since last meeting.

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

Okehampton BID project – to review report from Consultants (previously circulated) and agree

- a. whether or not to progress to the next steps as outlined in the report.
- b. if a. agreed that OHPC commit to a contribution of one third of the £25k costs, which will be approx £8,350 each to Okehampton Hamlets Parish Council, Okehampton Town Council and West Devon Borough Council.

This excludes the cost of design and printing the business plan which can be covered from the levy if the BID is successful.

It was resolved to support progression of the project to the next stage as outlined in the report however it was not agreed to make a contribution of one third of the £25k costs as the initiative is principally WDBC and DCC function, not a Town or Parish function, and that there needs to be a revised funding formula with is fair and proportionate to the OHPC precept. Proposed by Cllr Wood, seconded by Cllr Goffey, 2 abstentions remaining councillors in favour.

Okehampton Regeneration Project

Further meeting held attended by Cllrs Wood and Norris and Clerk, another meeting due in September.

OkeRail – attended by Cllr Wood, minutes of meeting to be circulated when received, Parkway Station – Memorandum of Understanding being set up between all parties, planning permission still to be obtained.

Beacon Pathway – Cllr Wood unable to attend last meeting, they have funds for Feasibility Study for path to Okehampton, consultants engaged.

DALC Training – Being a Good Councillor, one day course attended by Cllrs Wood & Norris, reported to be very useful and recommended for all to attend.

9. Correspondence

9.1 Wren Music – to confirm attendees at events to be held during August supported by OHPC grant. 9th & 16th Aug – Cllr Norris, 23rd & 30th Aug – Cllr Goffey, Cllr Cooper will also attend on one date.

9.2 WDBC – invitation to WDBC Active Travel in Okehampton meeting, Zoom, 7th Aug, 3 – 4 pm. Cllr Goffey to attend.

9.3 Meldon Viaduct Company – to consider grant request for £500 towards maintenance of viaduct. Resolved to award £500, proposed by Cllr Goffey, seconded by Cllr P Heard.

10. Finance –

10.1 Accounts for payment –

Mrs J Gillard wages	£560.07, travel	£23.40	
Expenses	£62.86		£ 646.33
Broadbury Landcare			£ 160.00
White Wood Management			£ 3276.00
DALC training courses			£ 180.00
Okement Centre (room hire)			£ 16.13

Resolved accounts by paid, proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

10.2 Chairs allowance – to authorise payment from this allowance for former Councillors retirement gifts and/or meal allowance. Cllr Wood proposed that the cost of the guests lunch be paid from his Chairs allowance and that the costs of the 2 gifts be shared between current Councillors (£8.75 each), seconded by Cllr Cooper, all in favour.

11. Environmental issues

11.1 Mud on highways, Crediton Road and Exeter Road Industrial Estate, to note any new issues, none reported.

11.2 Odours East of Okehampton – issues have reoccurred, Clerk to request update and try to obtain contact details that residents/businesses can use direct if future issues happen again.

12. Open Spaces.

12.1 To agree actions for Meldon Wildlife day and if agreed, costs for printing leaflets. Agreed a gazebo be erected for the Council, Cllrs Wood and Norris will attend all day, others to attend when they are available. Draft leaflets re Wildlife and History of Meldon created by Cllr Norris, all to review and feedback to him, agreed 500 of each leaflet be printed at max cost of £180, these can be used after this event as well and will not go out of date. Matt Parkin will also be contributing and has been liaising with DNP.

12.2 To receive update from Working Group – reps from the Working Group have met at both sites, StOC have agreed to undertake the work at the addit in Old Town Park, this will take place in October. Work on Old Town Park footpaths and repairs to fencing alongside Meldon Bridleway have been included in the Woodland Management Plans currently being created and therefore agreed to wait for further opportunities for grant funding before starting these pieces of work. Interpretation Boards – a potential source of grant funding for these have been identified via DNP, this is to be investigated further. Japanese Knotweed – this has been pulled up by persons unknown, a qualified contractor has now dealt with this appropriately. A small area of Himalyan Balsam has been found, ORIG reps will deal with this. Agreed by Cllrs J Heard & B Wood to meet at OTPLNR on August 6th to erect the no cycling signs.

12.3 Bird boxes – Some fallen wood has now been sawn up to make boxes. Clerk to progress with Ian Brooker and Men in Sheds.

12.4 Dartmoor Marshalls – now employed by DNP, an initial meeting with them has taken place and they have started work in Meldon and OTP.

13. Updates on Flood Plan and Snow Plan and actions required including review and adoption of draft Snow Plan if agreed. (Updated draft previously circulated) Subject to adding in What3Words locations of grit bins and grit bags, resolved to adopt the Snow Plan as circulated, proposed by Cllr Wood, seconded by Cllr P Heard, all in favour.

14. Speedwatch – to review current position and agree actions to be taken. 3 volunteers have successfully completed the on line training, 4 others in course of completion. Waiting for Police to agree sites.

15. Okehampton Celebrates – to receive an update on event. Very successful day, 2 winners of the photograph completion have been notified and awarded their prizes. Resolved to agree final finance figures received from Okehampton Town Council and to pay them the requested £679 for incidental expenses minus 50% share of the Celebration Cake Costs. Total costs to OHPC would be £1440.50, allocated budget £1000, agreed to vire from Coronation budget as that event has been funded by grants. Remaining grant funding to be used for 3 additional trees to mark Coronation. Proposed by Cllr Wood, seconded by Cllr Cooper, all in favour.

16. D Day Celebrations 6th June 2024 – to receive an update. Draft joint Working Group Terms of Reference reviewed, not yet considered by OTC. 50/50 split of costs suggested, budget to be confirmed when setting coming years full budget. Suggested to request funding for marquee and/or toilets from OUC and request contribution to costs from any supplier attending event, any profits to go to the nominated charity for the national events.

17. Welcome Booklet – to agree future and way forward of this booklet. Further info in Clerks Report. Agreed to continue with a shortened ‘Welcome Letter’ to be distributed via developers and estate agents, with key information to be added to website.

18. Clerks Report - to agree following,

18.1 Civility and Respect Project - to discuss adoption of policy and actions required ie training and adoption of Dignity at Work Policy. Resolved to adopt Civility & Respect Pledge, proposed by Cllr Cooper, seconded by Cllr Cooper. Resolved to adopted Dignity at Work Policy as distributed, proposed by Cllr Wood, seconded by Cllr Norris. Clerk to continue working on Training Plan and associated actions.

18.2 To nominate Councillor for future meetings 20s Plenty for Devon, Cllr Wood to attend, with Cllr Goffey as deputy.

18.3 To agree date for visits to sites for location of new dog bin, date agreed 3rd August, 4.15pm

19. Community Governance re proposed Parish boundary changes – to receive an update. WDBC have amended the timings in the ToRs for the review, they will now discuss initial findings on 3rd October. Agreed the Working Group meet to prepare for any meeting with the committee reviewing the feedback.

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 Goffey.

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

21. Open Spaces –

21.1 To review tenders received for treating Japanese Knotweed in Old Town Park. Agreed to accept tender from Westcountry Grounds Maintenance for monthly checks and appropriate treatment. Proposed by Cllr Wood, seconded by Cllr Goffey.

9.28 pm The Chairman proposed suspension of Standing Orders to enable the meeting to be completed, seconded by Cllr Cooper.

21.2 To receive update from Clerk re tenders for temporary appointment of Open Spaces Warden. Resolved to accept tender received from Matt Parkin, proposed by Cllr Wood, seconded by Cllr Norris.

22. To confirm Date and venue of next meeting Tuesday 5th September 2023 at Meldon Village Hall, Meldon, Okehampton

The Chairman declared the meeting closed at 9.35 pm

Signed Date