



## Okehampton Hamlets Parish Council

### To all Members of the Council

You are hereby summoned to attend the Annual General Meeting of the Council to be held at 7.30pm on Tuesday 6<sup>th</sup> May 2025 at Meldon Village Hall, Meldon, Okehampton

*Emily Young, Parish Clerk, dated 29/04/2025*

### AGENDA

**Members are reminded that a disclosable pecuniary interest in any item on the agenda should be declared, with the reason, before the item is discussed.**

#### 1a. Election of Officers:

Chairman – followed by Declaration of Acceptance of Office  
Vice Chairman - followed by Declaration of Acceptance of Office  
Committee representatives - (names in brackets of current representatives):

**Meldon Village Hall** (Cllr Cooper)  
**North West Devon Matters** (formerly Okehampton Matters - Cllrs Wood and Littlejohns)  
**Okehampton Neighbourhood Planning Group** (Cllrs Wood, Cooper & Ewen)  
**Okehampton Sports and Open Spaces Recreation Group** (Cllr Ewen, J Heard)  
**Beacon Path Committee** (Cllr Norris)  
**OkeRail** (Cllr Wood)  
**Northern Links** (Cllrs Cooper & Ewen)  
**Beating the Bounds** (Cllrs Cooper, Littlejohns, J Heard and P Heard)  
**Okehampton United Charity** (Cllr Cooper)

**1b Election of Open Spaces Working Group Members** – appointment of 5 Councillors to include Chairman and community members

**1c. Election of Community Governance Review Working Group Members** – appointment of 3 Councillors

**1d. Councillors consent to receive agendas and correspondence via email**

**1e To remind members to check your ROI forms are up-to-date**

**2. Chairmans welcome**

**3. Members of the Public** – (maximum time limited to 3 minutes per person)

Residents are invited to give their views and question the Parish Council on issues on this agenda, or to raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**4. Declarations of Interest -**

**5. Apologies** – Cllr J Goffey

**6. Approval of Minutes of previous meeting** held on 1<sup>st</sup> April 2025.

**7. Planning** – to consider and agree response to applications listed below together with any others received up to date of this meeting.

**7.1.1 DNP 0159/25** Change of use of land to commercial and erection of building for light commercial use at **St Annes Chapel, Meldon, Okehampton, EX20 4LU** <https://dartmoor-online.tascomi.com/planning/index.html?fa=getApplication&id=162880>

**7.1.2 Ref – 0982/25/FUL** - Construction of 2 detached dwellings with integrated garage and associated works – **Wilwyn, Stockley EX20 1QH** -  
<https://westdevon.planning-register.co.uk/Planning/Display/0982/25/FUL?cuuid=8853CB02-2485-4DB3-98AF-975DFBDE89BB>

**7.1.3 Ref – 1039/25/ARM** - Proposal – Application for approval of reserved matters (relating to appearance, landscaping, layout and scale) following outline approval reference 2731/15/OPA for construction of 91 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links and associated infrastructure – **Land at Parcel B (East of Crediton Road) Okehampton** <https://westdevon.planning-register.co.uk/Planning/Display/1039/25/ARM?cuuid=C74DB27C-2A5A-4E4C-A0C5-52282B90CC3A>

**7.2 Planning decisions – To note:**

**7.2.1 0326/25/VAR** – Approved  
<https://westdevon.planning-register.co.uk/Planning/Display/0326/25/VAR>

**7.3 Planning correspondence**

**7.3.1** Email from Bere Ferrers PC about WDBC

**8. DCC and WDBC** – to consider the Councillors written reports/updates.

**9. Beating the bounds & VE Day (beacon)**

**10. To receive reports from meetings and events attended by Parish Council representatives**

**11. Finance –**

**11.1 Accounts for payment –**

Mrs E Young wages	£ 666.13
Mrs E Young – travel	TBC
Mrs E Young – expenses	TBC
HMRC	£38.72
DALC subscription	£703.86
WDBC (dog bin x2 and litter bin x1 emptying)	£286.41
Meldon hall hire	£25.00

**11.2 Credits received –**

To note interest earned 09/04/25	£46.69
Meldon quarry quarterly payment	£736.46
Half precept	£21,500.00
Wayleave payment National Grid	£15.66

**11.3 Request for spending**

- 11.3.1** Insurance renewal £646.76 (£706.35 last year) to agree terms and authorise payment
- 11.3.2** New ‘no cycling’ signs at £10.50 each
- 11.3.3** 10 new bird boxes

**11.4 Finance general**

- 11.4.1** Internal audit - **To note** Exercise of Public Rights dates 10 June – 21 July 2025
- 11.4.2** To agree year end bank reconciliation pro forma
- 11.4.3** To approve Q4 2025 budget versus spend report (as at 31.03.2025)

**11.5 Grants**

**11.5.1** Okehampton Army Cadet Force - £500.00

## 11.6 RFO report/Bank reconciliation

### Okehampton Hamlets Parish Council

Period ending 29 April 2025

Prepared by Emily Young, Parish Clerk and Responsible Financial Officer  
Date 29/April/2025

To be approved by - Cllr Martin Littlejohns .....  
At the Parish Council meeting on 6th May  
2025

#### Balance per bank statements as at 29 April 2025

	£	£	
Current account (Treasurers)		832.78	<b>Current Account (36901368)</b>
Deposit account (BB Inst online)		77,843.29	<b>Savings Account (38166660)</b>
		<b>78,676.07</b>	

Less: any unpresented cheques 0 0.00

Add: any unbanked money 0 0

Net bank balances as at 29 April 2025 78,676.07

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

#### Cashbook

Opening Balance	57524.84	
Add: Receipts in the Year	22298.81	(up to 29/04/2025)
Less: Payments in the Year	1147.58	(Include VAT - up to 22/04/2025)
	<b>78,676.07</b>	

Closing balance per cash book (receipts and payments book) as  
at 29 April 2025 (must equal net bank balances above)

78,676.07 0.00 Difference

## 12. Environmental issues

12.1 Odours East of Okehampton – to receive an update

## 13. Open Spaces

13.1 To receive update from working group

13.2 Meldon woods

## 14. Highways

14.1 Damaged fence by A30. Reported to Highways England (again 08.01.25) **Ref:** FMS6950731

14.2 St James crossing – faulty wig wag

14.3 Kellands Lane

14.4 Shared cycleway and highways improvements Okehampton station

## 15. Economic Development Projects

15.1 Okehampton BID

15.2 Regeneration project

16. Community governance meeting - Clerk has chased for comms plan and costings. Date of next meeting.

## 17. Okehampton castle

**18. Okehampton Army Cadet force permission for use of land**

**19. West Devon matters**

**20. CPR/Defib training**

**21. Office closure**

**22. To confirm date of next meeting** – Tuesday 3<sup>rd</sup> June 2025 at 7.30pm Meldon village hall.

## **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.'

**23. To note current WDBC Enforcement case list and information.**