



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 3 June 2025 at Meldon Village Hall, Meldon, Okehampton

Emily Young, Parish Clerk, dated 28/05/2025

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.

1. Chairmans welcome

2. 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.

3. Declarations of Interest -

4. Apologies –

5. Approval of Minutes of previous meeting held on 6 May 2025.

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

6.1.1 Ref – 0284/25/FUL – Farmer Luxtons, Stockley – Extension to car park (retrospective)

<https://westdevon.planning-register.co.uk/Planning/Display/0284/25/FUL?cuuid=2551417C-E500-4B2A-83EE-13A62138F5CC>

6.1.2 Ref – 1100/25/FUL – Unit 5, Cranmere Road, Exeter Road industrial estate – Replacement of existing tank with new larger tank

<https://westdevon.planning-register.co.uk/Planning/Display/1100/25/FUL?cuuid=E2AC3421-3772-4EEA-A225-FD48D50104CF>

6.2 Planning decisions – To note:

6.2.1 Land at Parcel 4b, East of Crediton Road, Okehampton – approval

<https://westdevon.planning-register.co.uk/Planning/Display/1210/25/ARC>

6.2.2 Meldon garage

<https://westdevon.planning-register.co.uk/Planning/Display/0548/25/FUL>

Conditional approval

6.3 Planning correspondence

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

8. Beating the bounds

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

10. Finance –

10.1 Accounts for payment –

Mrs E Young wages	£666.13
Mrs E Young – travel	TBC
Mrs E Young – expenses	TBC
HMRC May payment	£9.00 (tax)
HMRC May payment	£38.72 (NI)
HMRC April payment	£9.00
Meldon hall hire 250513	£25.00
ICO (Data protection fee)	£47.00
Westernweb – renewal of domain for 2 years	£66.00
Lloyds bank service charge	£4.25
Internal auditor invoice	£165.00

10.2 Credits received –

To note interest earned 09/05/25	£43.65
15/05/25 OUC (Beating the Bounds)	£300.00

10.3 Request for spending

10.3.1 New ‘no cycling’ signs at £10.50 each (the sign shed)/ £11.41 Pidze (A4 on ACM)

10.3.2 10 new bird boxes

10.3.3 Meldon stone writing

10.4 2024/25 year end

10.4.1 – Internal auditor report

10.4.2 - AGAR 2024/25– Annual Governance Statement (Section 1)

10.4.3 - Annual Accounting Statements (Section 2) for the year ended 31.03.2025

10.5 Finance general

10.5.1 S.106 meeting

10.6 Grants

10.6.1 Transition Town Okehampton £250.00

10.7 RFO report/Bank reconciliation

Period ending 28 May 2025

Prepared by Emily Young, Parish Clerk and Responsible Financial Officer

Date 28/May/2025

To be approved by - Cllr Martin Littlejohns

At the Parish Council meeting on 3 June 2025

Balance per bank statements as at 28 May 2025

	£	£	
Current account (Treasurers)		631.05	Current Account (36901368)
Deposit account (BB Inst online)		75,486.94	Savings Account (38166660)
		76,117.99	

Less: any unrepresented cheques 0 0.00

Add: any unbanked money	0	0
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Net bank balances as at 28 May 2025	76,117.99
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The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

Cashbook

Opening Balance	78676.07	
Add: Receipts in the Year	343.65	(up to 15/05/25)
Less: Payments in the Year	2901.73	(Include VAT - up to 22/05/2025)
	76,117.99	
Closing balance per cash book (receipts and payments book) as at 29 April 2025 (must equal net bank balances above)	76,117.99	0.00 Difference

11. Environmental issues

11.1 Odours East of Okehampton – to receive an update

12. Open Spaces

12.1 To receive update from working group

12.2 Meldon woods – woodland management plan

13. Highways

13.1 Damaged fence by A30. Reported to Highways England (again 08.05.25)

13.2 St James crossing – faulty wig wag

13.3 Kellands Lane

13.4 20's plenty for Devon

14. Economic Development Projects

14.1 Okehampton BID

14.2 Regeneration project

15. Community governance meeting – Clerk circulated comms plans. Next meeting 18 June.

16. Okehampton castle

17. Okehampton Army Cadet force permission for use of land

18. To confirm August meeting date and September new meeting date

19. Litter bins new estates

20. Gate on cycle route

21. Landline to broadband switch

22. To confirm date of next meeting – Tuesday 1 July 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.