



Okehampton Hamlets Parish Council

Minutes, number 324 of the Extra-ordinary council meeting held on Thursday 30 October 2025 at 7 pm at Ockment Centre, Okehampton

Councillors Present -

M Cooper - Chair

M Littlejohns

J Heard

J Goffey

Cllr Cooper opened the meeting at 7pm

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. **None**

3. Declarations of Interest -

To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it. Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain. **None**

4. Apologies –

To receive and accept apologies for absence- Cllr B Wood and Cllr P Heard. Accepted by all.

PART TWO - Proposed by Cllr J Goffey, seconded by Cllr J Heard, agreed by all.

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 the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

5. Consideration of the proposal by the Parish Council interview panel to appoint the applicant for the post of Clerk and RFO following a successful interview.

All members considered the applicant and the proposal by the interview panel (Cllr Cooper and Cllr Littlejohns). Cllr Goffey proposed OHPC offer the position to Anna Clarke, Cllr Littlejohns seconded, all in favour.

5.1 Start date – Confirmed as 10th November 2025.

5.2 Model contract of employment (circulated) – Discussed and proposed by Cllr Littlejohns to use, seconded by Cllr J Heard, agreed by all.

5.3 Salary – Discussed. Proposed by Cllr Littlejohns to offer, seconded by Cllr J Heard, agreed by all.

5.4 Offer letter (circulated) Discussed; proposed by Cllr Littlejohns to use, seconded by Cllr J Heard, agreed by all.

5.5 Handover period – To be confirmed with existing Clerk and Cllr Cooper.

The Chairman declared the meeting closed at 7.20 pm

Signed Date Minutes 324/1