



# Okehampton Hamlets

## Parish Council

**Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter,  
Devon, EX6 7NP.**

11<sup>th</sup> December 2025

To Members of Okehampton Hamlets Parish Council.

You are hereby summoned to attend a Meeting of Okehampton Hamlets Parish Council, to be held **on Tuesday 16<sup>th</sup> December 2025 at 7pm in Meldon Village Hall for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

*Penny Clapham*

Penny Clapham BA (Hons) PSLCC  
Locum Clerk to the Council

**Chairmans Welcome**

### **AGENDA**

**1A) Locum Clerk** – to confirm the appointment of Penny Clapham as locum clerk to the Council.

#### **1) PUBLIC DISCUSSION**

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 3e and 3f).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

#### **2) Apologies For Absence:**

**3) Declarations Of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at West Devon Borough Council within 28 days of the change.

#### **4) Matters raised by the Chairman (for information)**

#### **5) District and County Councillor Reports -**

**6) Minutes** – to approve and sign the Minutes of the meeting held on the 4<sup>th</sup> November 2025.

#### **7) PLANNING –**

**Planning Applications** - West Devon Borough Council has asked for observations from the Parish Council on the following planning applications:

None received

**Planning Decisions**

- a) 2931/25/FUL Proposed installation of additional window to front elevation of Unit 6E, Cranmere Road, Exeter Road Industrial Estate, Okehampton.

**APPROVED**

**8) FINANCE**

**Expenditure**

A. Clarke – one month salary	tba
Hall hire January	£20.00

**Income**

Grant received Rural Payment Agency £3,000

Bank Reconciliation and Statement, for information – not available at this meeting  
Council to resolve to accept the payments as listed.

**9) Parkway Station** – for discussion

**10) Environmental Issues** – to receive any updates available.

**11) Open Spaces** –

- i. Meldon Woods and a damage report
- ii. Old Town Park, flooding issues
- iii. Meldon Village Hall and flooding issues
- iv. Signage

**12) General Power of Competence** – Council to resolve adopt the GPOC having a qualified clerk and the required election of councillors.

**13) Councillor representative** – to consider a councillor to represent Okehampton Hamlets on the Okehampton Sports and Open spaces Recreation Group.

**14) Community Governance** – to receive an update

**15) Clerk's report** –

- i. A draft budget will be available for the January meeting.

**16) Meeting Dates for 2026** – to consider changing to the first Monday (apart from January) and keeping the time at 7pm.

**17) Councillor's reports and External Meetings attended (for information only)**

**Items for Information** - The next council meeting will be on tba 2026 at Meldon Village Hall

**Email Circulation**