

Minutes of the meeting of Okehampton Hamlets Parish Council held on Tuesday 16th December 2025, 7pm in the Village Hall.

Present – Cllr. Cooper (Chair); Cllr. Goffey; Cllr. Littlejohns; Cllr. Norris; Borough Cllr. Dexter; Cllr. J. Heard; Penny Clapham (Locum Clerk)

1A) Locum Clerk – to confirm the appointment of Penny Clapham as locum clerk to the Council. Proposed by Cllr. Goffey. Position confirmed.

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: County Cllr. Grainger. Cllr. Wood. Cllr. P. Heard. Apologies accepted for the reasons given.

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. None declared.

4) Matters raised by the Chairman (for information)

5) Borough and County Councillor Reports – sent in advance of the meeting. Cllr. Dexter stated that he is pleased LGR has been submitted.

District Cllr. Goffey reported she has attended a meeting regarding regenerative farming and restoring peatland.

6) Minutes – the Minutes of the meeting held on the 4th November 2025 were approved and signed by the Chair as a true record.

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	£208.68
	E. Young – final amount	£135.24 + £254.40 = £389.64
	PAYE/NI Q3	£127.19
	Hall hire January	£20.00

9) Parkway Station – for discussion. Cllr. Cooper referred to the parking issues as discussed by the town council. Cllr. Dexter informed Council that the Borough Council is running the project together with Devon County Council. Clerk to request an update – January agenda

10) Environmental Issues – to receive any updates available. Monitor the situation regarding ‘smells’. January agenda.

11) Open Spaces –

- i. Meldon Woods and a damage report. Cllr. Littlejohns will monitor the situation with the fallen tree.
- ii. Old Town Park, flooding issues – flooded next to the river; idea to close this footpath for the time being. It will naturally flood here. To erect a sign saying footpath closed due to waterlogging.
- iii. Meldon Village Hall and flooding issues – report to highways by Cllr. Littlejohns.
- iv. Signage – as agreed.

12) General Power of Competence – Council to resolve adopt the GPOC having a qualified clerk and the required election of councillors. Resolved. Proposed by Cllr. Cooper, all agreed by show of hands.

13) Councillor representative – to consider a councillor to represent Okehampton Hamlets on the Okehampton Sports and Open spaces Recreation Group. Llr. Littlejohns and Cllr. J. Heard.

14) Community Governance – to receive an update. Cllr. Cooper regarding a suggestion that a leaflet is put within the council tax invoices. This is unlikely to happen due to cost. Cllr. Goffey will discuss with the town council and report back.

15) Clerk's report –

- i. A draft budget will be available for the January meeting.
- ii. Minutes have been extracted and are now filed in a minute book as of April 2023 to date.

16) Meeting Dates for 2026 – to consider changing to the first Monday (apart from January) and keeping the time at 7pm. Not possible. To meet on the second week of January then first Tuesday monthly.

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

Items for Information - The next council meeting will be on 13th January 2026 at 7pm, in Meldon Village Hall

Meeting closed at 7.54pm

Signed.....

Date.....