



# Okehampton Hamlets Parish Council

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

25<sup>th</sup> February 2026

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 3<sup>rd</sup> March 2026 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

## AGENDA

### **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 3<sup>rd</sup> February 2026.

### **7) Grant applications –**

- i. Sticklepath and Okehampton Conservation Group are requesting £300 to support their work.
- ii. Friends of Okehampton Library requesting £354.00. Application form and supporting statement supplied and circulated prior to this meeting.
- iii. Okehampton District Community Transport Group for £500.00

## 8) PLANNING

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

- i. 0184/26/FUL Demolition of existing buildings and construction of new warehouse, Unit 1A, Beardown Road, Exeter road Industrial Estate, Okehampton.
- ii. 0257/26/HHO Householder application for the erection of a 1.8m high close boarded fence replacing 1m high timber fence along part of the front boundary of the property. (Retrospective). 101 Kellands Lane, Okehampton

### Planning Decisions

a)

## 9) FINANCE

**Expenditure**                      Locum clerk expenses                      tba

**Income**                      Shed rental                      £550.00

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

## 10) Open Spaces –

- i. Tree planting – for discussion

## 11) Policies – to resolve to agree the following policies:

- i. IT Policy
- ii. Publication Scheme
- iii. Social Media Policy
- iv. Asset Register Policy (amended)
- v. Document Retention and Disposal Policy
- vi. Inventory of Data Schedule 2026
- vii. Information Data Protection Policy

## 12) Annual Parish Meeting – to agree a date for this meeting

## 13) Clerk's report –

- i) Locum clerk is on annual leave from 27<sup>th</sup> April to 8<sup>th</sup> May inclusive – this could impact on Council's May meeting date.

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

**Items for Information** - The next council meeting will be on Tuesday 7<sup>th</sup> April 2026 at 7pm in Meldon Village Hall.

### Email Circulation

DALC Bulletin 08 (sent 13/02)

DALC Bulletin 10 (sent 18/02)

DALC LGR Bulletin (sent 25/02)