

Minutes of the meeting of Okehampton Hamlets Parish Council held on Tuesday 3rd March 2026, 7pm in the Village Hall.

Present – Cllr. Cooper (Chair); Cllr. Norris; Cllr. P. Heard; Cllr. J. Heard; Cllr. Goffey; Cllr. Littlejohn; Penny Clapham (Locum Clerk); District Cllr. Dexter.

A two minute silence was held in memory of Cllr. Brian Wood who passed away suddenly whilst on holiday.

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: None

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. Cllr. Goffey agenda item 7 (iii)

4) Matters raised by the Chairman (for information) None raised.

5) District and County Councillor Reports – Cllr. Leech’s report circulated prior to this meeting. Cllr. Dexter’s report circulated prior to this meeting. Cllr. Dexter elaborated on the Lidl situation. Cllr. Goffey reported West Devon have accepted and ratified a safe guarding policy. West Devon have issued fixed penalty notices for abandoned vehicles and will be taking enforcement action against those who abandon vehicles.

6) Minutes –the Minutes of the meeting held on the 3rd February 2026 were approved and signed by the Chair as a true record.

7) Grant applications –

- i. Sticklepath and Okehampton Conservation Group are requesting £300 to support their work. Resolved to support. Proposed by Cllr. Norris, seconded by Cllr. Littlejohn, all in favour.
- ii. Friends of Okehampton Library requesting £354.00. Application form and supporting statement supplied and circulated prior to this meeting. More information requested. Clerk to action.
- iii. Okehampton District Community Transport Group for £500.00. Resolved to support. Proposed by Cllr. Littlejohn seconded by Cllr. Cooper, 5 in favour 1 abstention.

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.
SUPPORTED. Proposed by Cllr. Littlejohn, seconded by Cllr. Goffey.
- 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.

SUPPORTED. Proposed by Cllr. Goffey, seconded by Cllr. Littlejohn. Suggestion that the householder plants to soften the impact.

Planning Decisions

- a) 3815/24/OPA Outline planning permission with some matters reserved for a mix of residential housing and associated infrastructure, to include affordable housing, land adjacent to Baldwin Drive, Rafford Way, Okehampton.

Conditional approval

9) FINANCE

Expenditure	Locum clerk expenses	£436.15
	Meldon Hall – rental	£20.00

Income	Shed rental	£550.00
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Bank Reconciliation and Statement, for information – reconciliation to 29th January circulated prior to this meeting.

Council resolved to accept the accounts as listed above. Proposed by Cllr. Norris, seconded by Cllr. Goffey, all in favour by show of hands.

10) Open Spaces –

- i. Tree planting – for discussion. This is the memorial tree. To plant 3 trees, no plaque. Cllr. Cooper walked around old town park, the stone has washed away off the path (speak to Matt about the stone) in the recent rains/will put a rope closure on both gates/also wash the sign off. The boardwalk is ok for the present.
- ii. Fencing – quotes to be sourced for removal and replacement. Map to be supplied. Stock fencing (2 strand barbed wire). Darcy/Simon/an other.

11) Policies – to resolve to agree the following policies: Resolved, proposed by Cllr. Goffey, seconded by Cllr. Norris

- i. IT Policy AI to be included: Cllr. Norris will supply wording.
- 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. The hall has been booked for 14th April 7.30pm. Invite Matt/Area manager of Great Western, reference the new station. Wine/cheese/biscuits. Action clerk. Chair do a short report.

13) Clerk's report –

- i) Locum clerk is on annual leave from 27th April to 8th May inclusive – this could impact on Council's May meeting date. 12th May for ACM. 7.30pm
- ii) GX Payroll has marked Jane Gillard as a leaver this month, so she is off the Council's payroll now it is the end of the financial year.

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

Cllr. Goffey attended a rural services agency meeting – NPPF meeting attended.

Cllr. Cooper attended the hall AGM

Meeting closed at 8.20pm

Signed.....

Date.....

Items for Information - The next council meeting will be on Tuesday 7th April 2026 at 7.30pm in Meldon Village Hall.

Email Circulation

DALC Bulletin 08 (sent 13/02)

DALC Bulletin 10 (sent 18/02)

DALC LGR Bulletin (sent 25/02)