



# Okehampton Hamlets Parish Council

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

5<sup>th</sup> May 2026

To all Councillors.

You are hereby summoned to attend the Annual Council Meeting of Okehampton Hamlets Parish Council to be held on Tuesday 12<sup>th</sup> May 2026 at 7.30 pm in the Village Hall for the purpose of transacting the following business.

Members of the public and press are welcome to all council meetings.

*Penny Clapham*

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

## ANNUAL COUNCIL MEETING AGENDA

- 1) **Election of Chairman**
  - a) Invite nominations and elect a Chairman for the year.
  - b) Receive the Declaration of Acceptance of Office by the Chairman.
- 2) **Election of Vice Chairman**
- 3) **Co-option to Council** – to co-opt to fill a vacancy.
- 4) **Confirm appointment** of signatories for cheque payments and authorised internet bank payments. Currently these are
- 5) **Appointment/Confirmation of Committees**
  - i. Planning Committee
  - ii. Finance Committee
  - iii. HR Committee
  - iv. Open Spaces Committee
- 6) **Appointment to Working Groups**

P3 Footpath Warden  
Flood Group  
Snow Warden

**7) General Power of Competence** – to resolve to confirm the General Power of Competence, Council are qualified (Localism Act 2011) having two-thirds councillors elected and a qualified clerk (CiLCA or above).

**8) Apologies and Acceptance for Absence:**

**9) 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

**10) Public Discussion** – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes. Standing Order 3 (e,f.) refers.

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

**11) Chairman's Report (for information only) -**

**12) County & District Councillor reports** – Cllr. Goffey's report circulated prior to this meeting.

**13) Minutes** – to approve and sign the Minutes of the meeting held on the 7<sup>th</sup> April 2026.

**14) Internal Audit Report** – to note no issues raised by the internal auditor.

**15) Annual Governance Statement** – to resolve to agree the Annual Governance Statement is accurate.

**16) Annual Accounting Statement** – to resolve to agree the Annual Accounting Statement is accurate.

**17) Notice of Public Rights** – to note and agree the dates of Public Rights to inspect the accounts. 3<sup>rd</sup> June to 14<sup>th</sup> July 2026.

**18) Insurance** – renewal date 1<sup>st</sup> June. This is the final year of long term cover – fee £728.64

**19) PLANNING:**

**Planning Applications** - West Devon District Council has asked for comments from the Town Council on the following planning applications:

**Planning Decisions:**

**20) FINANCE:**

<b>Expenditure:</b>	Lee Accounting – internal audit	£150.00
	M. Cooper – APM expenses	£97.51
	Meldon Hall – room hire	£20.00
	Westcountry Grounds Maintenance – grass cuts	£84.42
	Westernweb – accessibility audit	£54.00
	Zurich Insurance – annual fee	£728.64

**Income:** First half precept £24,500.00

Bank Reconciliation circulated to all councillors prior to the meeting.

Council to resolve to accept the above accounts.

**21) Okehampton's Neighbourhood Plan** – Okehampton wish to restart their neighbourhood plan. This requires Council to take some actions.

**22) Letters** – to the quarries and regarding the fence – not yet actioned by the Clerk.

**23) Open spaces** –

- i. Barrier and seat in New Road requiring removal/repairs – to receive an update
- ii. Fencing quotes – any more received; for discussion and action.
- iii. Quarry – use for an event – for discussion and action.

**24) Clerk's report**

- i. Thank you letter received from StOC for the grant made to them of £300.00

**EXTERNAL MEETINGS ATTENDED:** reports from Councillors

**25) PART II**

**Council are excluding members of the public and the press to progress a matter of a confidential nature.**

Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102.

**26) Employment of replacement Clerk -**

**Items for Information**

The next Council meeting is on Tuesday June 2nd 2026 at 7.30pm in the Village Hall

**Email circulations during the past month**

Museum of Dartmoor Life review 2025 (sent 24/04)

Minutes from Health & Wellbeing Alliance (sent 24/04)

DALC Bulletin 21 (sent 04/05)