

Minutes of the Annual Council Meeting of Okehampton Hamlets Parish Council held on Tuesday 12th May 2026 7.30pm in Meldon Village Hall.

Present – Cllr. Cooper (Chair); Cllr. Goffey; Cllr. Littlejohn; Cllr. P Heard; Cllr. J. Heard; Cllr. Luxton; Cllr. Norris; 1 member of the public; District Cllr. Dexter; Penny Clapham (Locum Clerk).

1) Election of Chairman

- a) Invite nominations and elect a Chair for the year. Cllr. Littlejohn proposed Cllr. Cooper seconded by Cllr. Norris, all in favour by show of hands.
- b) Received the Declaration of Acceptance of Office by the Chairman.

2) Election of Vice Chairman

Cllr. Cooper proposed Cllr. Littlejohn, seconded by Cllr. Goffey all in favour by show of hands.

3) Co-option to Council – to co-opt to fill a vacancy. July agenda.

4) Confirm appointment of signatories for cheque payments and authorised internet bank payments. Currently these are Cllr. Cooper, Cllr. Littlejohn; Cllr. P. Heard; Cllr. J. Heard. Confirmed.

5) Appointment/Confirmation of Committees

- i. Planning Committee - Full Council
- ii. Finance Committee – Cllr. Cooper, Cllr. Littlejohn, Cllr. Norris
- iii. HR Committee – Cllr. Goffey, Cllr. Luxton, Cllr. P. Heard
- iv. Open Spaces Committee – Cllr. P. Heard, Cllr. J. Heard, Cllr. Littlejohn, Cllr. Norris

6) Appointment to Working Groups

Flood Group – not appointed
Snow Warden – not appointed

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). Resolved, proposed by Cllr. Goffey seconded by Cllr. Cooper.

8) Apologies and Acceptance for Absence: None received.

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. None declared.

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) – Ten Tors went very well, traffic heavy on the Sunday, but much better organised than previous years'. Stop and Go on the bridge also working well. Noted there

were a lot of dogs, many not on leads, a lot of dog poo not picked up. This point to be raised with the organisers.

12) County & District Councillor reports – Cllr. Goffey’s report circulated prior to this meeting. Cllr. Leech’s report and Cllr. Dexter’s report circulated prior to this meeting. Cllr. Dexter elaborated regarding the lack of toilet provision at the new station. Will have to wait until the station is open before further actions can be taken. Cllr. Goffey has been in talks – café and toilets. The dropping off point other side of the bridge – one of the bus laybys is to be a dropping off place instead of a bus layby. Cllr. Cooper read out some notes from Cllr. Leech’s report.

13) Minutes – the Minutes of the meeting held on the 7th April 2026 were agreed and signed as a true record. Proposed by Cllr. Norris, seconded by Cllr. Goffey, all in favour.

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

15) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate. Resolved. Proposed by Cllr. Luxton, seconded by Cllr. Goffey, all in favour by show of hands.

16) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate. Resolved. Proposed by Cllr. Littlejohn, seconded by Cllr. Norris, all in favour by show of hands.

17) Notice of Public Rights – to note and agree the dates of Public Rights to inspect the accounts. 3rd June to 14th July 2026. Noted.

18) Insurance – renewal date 1st June. This is the final year of long term cover – fee £728.64. Noted.

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:

Expenditure:	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
	Locum Clerk expenses April	£538.47

Income: First half precept £24,500.00

Bank Reconciliation circulated to all councillors after the meeting.

Council resolved to accept the above accounts. Proposed by Cllr. Littlejohn seconded by Cllr. Luxton, all in favour by show of hands.

21) Okehampton’s Neighbourhood Plan – Okehampton wish to restart their neighbourhood plan. This requires Council to take some actions. Council decided not to pursue any future neighbourhood plan, and to withdraw from the previous Okehampton and Hamlets neighbourhood plan process. Clerk to write to Okehampton Town Council with this information.

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. Follow up the barrier with County Cllr. Grainger. The seat will be removed.
- ii. Fencing quotes – any more received; for discussion and action. Cllr. Cooper proposed quote received from DJ Heard Fencing Ltd for £4050 + VAT seconded by Cllr. Norris, all in favour by show of hands. Clerk to action.
- iii. Quarry – use for an event – for discussion and action. Cllr. Littlejohn spoke to the enquirer. There are not enough specifics for Council to agree on this. This is a natural site which needs protection- Council do not support this sort of event as this could set a precedent. Clerk to action.

24) Clerk's report

- i. Thank you letter received from StOC for the grant made to them of £300.00
- ii. Unable to put in the VAT claim as yet – need to start the process from the beginning as Govt are not recognising the email address.

EXTERNAL MEETINGS ATTENDED: reports from Councillors.

Cllr. Luxton reported on the OKRA AGM – new chair, in place. The café is now in profit. Next is to do the astro turf on the pitch.

Cllr. Goffey attended health and wellbeing meeting this month, wide range of organisations who attend. Regeneration board meeting, confirmed the drop off points on both sides of the station – cycling track, walking map. Employment opportunities – BID manager slot still open.

Cllr. Norris requested to borrow the parish gazebo for a forthcoming event. Agreed.

Cllr. Norris will check out the Council's fb page and become the administrator.

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 – Replacement clerk employed from 1st June 2026 – offered position to Penny Clapham who accepted.

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)

DALC Bulletin 22 (sent 11/05)