

**Minutes of the meeting of Okehampton Hamlets Parish Council held on Tuesday 7<sup>th</sup> July 2026, 7.30pm in Meldon Village Hall.**

**Present** – Cllr. Cooper (Chair); Cllr. Norris; Cllr. Littlejohn; Cllr. Goffey; Cllr. J Heard; Penny Clapham (Clerk).

**1A) Co-option to Council** – Council to co-opt to fill a vacancy. No applicants attended.

**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. None present.

**2) Apologies For Absence:** County Cllr. Grainger. 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) None raised.

**5) District and County Councillor Reports** – Report received from Cllr. Leech circulated prior to this meeting. Report received from Cllr. Dexter and circulated prior to this meeting. The new station has still not opened, possibly August/September.

**6) Minutes** –the Minutes of the meeting held on the 2<sup>nd</sup> June 2026 were agreed and signed by the Chair as a true record.

**7) Joint Local Plan** – Scoping consultation to gather views open from 16<sup>th</sup> July to 14<sup>th</sup> September. For discussion and possible action. Noted.

**8) PLANNING**

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

- i. 1556/26/FUL Demolition of golf buggy store, covered walkways, construction of replacement reception building & covered walkways, construction of balconies to existing hotel rooms (including hot tubs), partial façade recladding, improvements to ‘activities barn’ entrance & associated landscaping & drop off area, Ashbury Hotel, Higher Maddaford, Southcott.  
SUPPORTED.
- ii. 1706/26/CLE Use of land for the siting of a caravan for use as a single residential dwelling (class C3), Land adjacent 2E Cranmere Road, Exeter Road Industrial Estate, Okehampton.  
NOT PROVEN

**Planning Decisions**

- a) 0729/26/FUL Change of use from residential care home (Class C2) to dwellinghouse (Class C3) (no external works), Fairways Lodge, Thorndon Cross  
CONDITIONAL APPROVAL

- b) 1447/26/ARC Application for approval of details reserved by conditions 3 (tree protection) & 6 (SuDS planters) of planning consent 0184/26/FUL, Unit 1a Beardown Road, Okehampton.  
APPROVED

## 9) FINANCE

|                    |                                   |         |
|--------------------|-----------------------------------|---------|
| <b>Expenditure</b> | Broadbury Landcare – grass cuts   | £170.00 |
|                    | Westcountry Grounds Maintenance   | £84.42  |
|                    | Employment June                   | £355.20 |
|                    | HMRC Q1                           | £92.85  |
|                    | GX Accountancy – payroll for Q1   | £63.00  |
|                    | West Country Grounds – grass cuts | £84.42  |

|               |             |         |
|---------------|-------------|---------|
| <b>Income</b> | VAT refund  | £661.75 |
|               | Callingtons | £736.46 |
|               | Interest Q1 | £283.42 |

RESERVES – to consider the Q1 reserves allocated and unallocated. Increased some of the reserves as necessary. Q1 R & P circulated to all councillors.

Bank Reconciliation and Statement, for information circulated prior to this meeting.

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

## 10) Grant applications –

- i. Wren Music for £500 to assist in the creation of two music walls at St. James primary school. Cllr. Heard proposed £250 seconded by Cllr. Cooper, 3 in favour 1 abstention – motion passed.
- ii. Okehampton WI for £250 to assist with running costs. Cllr. Norris proposed against this grant, seconded by Cllr. Heard, all in favour by show of hands.

**11) Dartmoor Beast** – a fund-raising trail run in aid of Hospiscare, 27<sup>th</sup> September. Organisers are requesting permission to site portaloos in the car park at Meldon Quarry. For discussion and decision. Agreed to this request.

**12) Meldon Quarry** – request to use the quarry; detail to Cllr. Littlejohn. To agree actions. This request is not supported.

**13) Community Governance Order** – draft circulated prior to this meeting. To be considered and actions agreed. Cllr. Norris objects to this Community Governance Order. Cllr. Goffey mentioned Old Town Park and ownership of same.

## 14) Policies to review –

- i. Standing Orders: removed planning committee TOR's and delegated authority.
  - ii. Financial Regulations
  - iii. Reserves Policy
  - iv. Internal Control Policy
  - v. Complaints Policy: updated to include data protection protocols
- Cllr. Norris proposed acceptance of all these policies, seconded by Cllr. Goffey, all in favour.

## 15) Clerk's report –

- i. Thank you email received from the Safe Space for their grant. Also from Hospiscare.
- ii. Report from Clerk's attendance at the SLCC training conference June 3<sup>rd</sup>. See below.
- iii. Request for annual leave from 17<sup>th</sup> to 28<sup>th</sup> August inclusive. Granted.

- iv. Signing Clerk's contract of employment. Signed.
- v. Filing cabinet – July 22<sup>nd</sup>.
- vi. Defibrillator – clarification of ownership – belongs to the Village Hall.

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

Cllr. Goffey attended the Health and Wellbeing meeting, newsletter full of good information.

Cllr. Norris brought up Meldon car park full of potholes. Request the Quarry to put in some scalplings. At what price? Cllr. Littlejohns will action.

Clerkj to follow up the gate with Cllr. Grainger - needs to be done before Okehampton Show.

**Items for Information** - The next council meeting will be on 8<sup>th</sup> September 2026 7.30pm at **Meldon Village Hall. No meeting in August.**

#### **Email Circulation**

DALC Bulletin 26 (sent 08/06)                      Planning Changes (sent 15/06)

DALC Bulletin 27 (sent 15/06)                      DALC Bulletin 28 (sent 25/06)

DALC Bulletin 29 (sent 29/06)                      DALC Bulletin 30 (sent 06/07)

Dartmoor National Park – Notice of Intention to commence Local Plan preparation (sent 01/07)

#### **Report -**

- 1) Making the AGAR digital. In their wisdom, the accounts and audit body are making the annual reporting document known as the AGAR, digital from 2027. This means Councils will have to download an APP to the computer, sign in, create passwords and so on. BUT we will still have to print the thing off in order for 'wet' signatures to be added. I will be doing additional training on this in November.
- 2) Cash access and banking hubs – not pertinent to our smaller parish councils.
- 3) Raising local resilience – not especially interesting
- 4) Navigating change and proper practices – more on the accounting systems to be put into place from 2027
- 5) Assertion 10 compliance – we are up to date on this assertion regarding data protection and the policies that we all need to have in place. The only thing I have not put into place is training for councillors.....
- 6) Shared decision-making for communities – he nearly sent me to sleep
- 7) Multi-location meetings – as it says joining together for meetings.

End of the day – it was useful in that I met with many other clerks that I know, also exhibitors, re-stocked my pens and notebooks, and actually did learn something.