



Okehampton Hamlets Parish Council

Minutes of the Annual General Meeting held on Tuesday 7th May 2024, at 7.30 pm at Meldon Village Hall, Meldon, Okehampton

Councillors Present -

B Wood
M Cooper
J Heard
A Ewen
J Goffey
S Norris
M Littlejohns

Also present –Mrs J Gillard, Parish Clerk,

Cllr Wood welcomed all to the meeting and stated that he wished to stand down as Chairman.

1a. Election of Officers:

Chairman – Cllr Cooper, proposed by Cllr Littlejohns, seconded by Cllr Norris. Cllr Littlejohns, proposed by Cllr Goffey, seconded by Cllr Cooper. Cllr Cooper elected by a majority vote who then signed her Declaration of Acceptance of Office

Vice Chairman – Cllr Littlejohns, proposed by Cllr Ewen, seconded by Cllr Wood, all in favour. Cllr Littlejohns then signed his Declaration of Acceptance of Office

Committee representatives -

Meldon Village Hall- Cllr Cooper, proposed by Cllr Wood, seconded by Cllr Littlejohns
North West West Devon Matters – Cllrs Wood & Goffey, proposed by Cllr Littlejohns, seconded by Cllr Ewen
Okehampton Neighbourhood Planning Group -Cllrs Wood, Cooper & Ewen, proposed by Cllr Goffey, seconded by Cllr Norris
Okehampton Sports and Open Spaces Recreation Group -Cllr Ewen, J Heard, proposed by Cllr Goffey, seconded by Cllr Cooper
Beacon Path Committee - Cllr Norris, proposed by Cllr Wood, seconded by Cllr Littlejohns
OkeRail - Cllr Wood, proposed by Cllr Ewen, seconded by Cllr Goffey
Northern Links -Cllrs Cooper & Ewen, proposed by Cllr Littlejohns, seconded by Cllr Goffey

1b. Election of Planning Committee – Cllrs Cooper, Ewen, Littlejohns and Goffey, proposed by Cllr Norris, seconded by Cllr J Heard

1c Election of Open Spaces Working Group Members – Cllrs J Heard, Wood, Norris, P Heard, Littlejohns and Matt Parkin, proposed by Cllr Ewen, seconded by Cllr Goffey

1d. Election of Community Governance Review Working Group Members – Cllrs Wood, Cooper and Littlejohns, proposed by Cllr Ewen, seconded by Cllr Norris

2. Members of the Public – there were no members of the public present.

3. Declarations of Interest – there were no Declarations of Interest made.

4. Apologies – were received and accepted from Cllr P Heard, apologies were also received from Cllr Leech (WDBC) and Cllr Samuels (DCC)

5. Approval of Minutes of previous meeting held on 2nd April 2024, the minutes of the meeting were approved as being an accurate record and were signed by the Chairman, proposed by Cllr Wood, seconded by Cllr Norris.

6. Planning – to consider and agree response to applications listed below together with any others received up to date of this meeting.

6.1 DNP 0128/24 Retrospective amendments to two storey extension approved under planning ref 0262/18, 8 Meldon Cottages, Meldon. Resolved to support application, proposed by Cllr Wood, seconded by Cllr Ewen.

7. DCC and WDBC – to consider the Councillors written reports/updates. Reports received from Cllr Samuels, Leach and Dexter. They were thanked for their reports and there were no questions arising. It was reiterated that these reports are circulated to all Councillors in advance of meetings, published on the Council’s website meaning there is no requirement for them to be read out at meetings as it would be an unnecessary use of time.

8. Neighbourhood Planning

8.1 to receive an update on joint Okehampton Neighbourhood. The Examiners hearing took place on 10/11th April, attended by Cllr Cooper. The Examiner’s written report is now awaited. Further discussion on this item to take place within Part 2 of the meeting.

9. To receive reports from meetings and events attended by Parish Council representatives including –

Okerail – attended by Cllr Wood, minutes of meeting to be forwarded to all when received, there was no update on the Okehampton Parkway Station.

10. Correspondence

10.1 Okehampton Hockey Club – to receive update on grant request for £500 towards costs of replacement lighting for pitches. No further correspondence has been received.

10.2 Tor Support Services – to consider grant request for £500 to support operational costs for coming year. Resolved to award £500, proposed by Cllr J Heard, seconded by Cllr Littlejohns. It was agreed the Terms and Conditions of Grants should be reviewed at the next meeting.

11. Finance –

11.1 Accounts for payment –

Mrs J Gillard wages £595.00, travel £22.95	£ 617.95
Tindle Newspapers	£ 11.34
The Sign Shed (no cycling signs)	£ 67.00
Hedgerow Printing	£ 135.00
Oak Valley Tree Services	£ 4818.00
DALC subscription	£ 636.59
WDBC (dog bin emptying)	£ 286.41
A L Martin & Sons	£ 143.80

Resolved accounts be paid, proposed by Cllr Wood, seconded by Cllr Littlejohns

11.2 Internal Audit – to note audit now completed and to agree dates for Exercise of Public Rights, suggested dates 3 June – 12 July 2024. Resolved to agree dates as suggested, proposed by Cllr Wood, seconded by Cllr Norris.

11.3 Insurance – to agree renewal terms and authorise payment of renewal fee. Agreed Clerk to obtain alternative quotations, Clerk to be delegated authority to change supplier/remain with existing, in conjunction with Chair, proposed by Cllr Littlejohns, seconded by Cllr Goffey

11.4 Review of Fixed Asset Register as at 31/3/2024. Resolved to agree total fixed asset of £82,022, locations of grit bins to be updated, proposed by Cllr Littlejohns, seconded by Cllr Norris

11.5 To agree Bank Reconciliation as at 31/3/2024 resolved to agree reconciliation, proposed by Cllr Goffey, seconded by Cllr J Heard

11.6 External Audit – review and approval of Annual Governance Statement AGAR Section 1, all statements read out to meeting, resolved to approve statements, proposed by Cllr Wood, seconded by Cllr Goffey

11.7 To Review and adopt year end accounts 2023/24 and review and approve Annual Accounting Statements AGAR Section 2. Resolved to approve Annual Accounting Statements, proposed by Cllr Wood, seconded by Cllr Norris

12. Environmental issues

- 12.1 Mud on highways, Crediton Road and Exeter Road Industrial Estate, to note any new issues. None
- 12.2 Odours East of Okehampton – to receive an update, no new issues identified

13. Open Spaces.

- 13.1 To receive update from Working Group re tree work recently undertaken in both locations. Tree work completed satisfactorily.
- 13.2 To receive an update re work carried out recently by StOC and offer of further volunteer time on 2nd August and agreement of associated costs. Agreed work on paths good and to accept offer of further work on 2nd Aug with costs of up to £250 for wood and stone for paths and steps, proposed by Cllr Wood, seconded by Cllr J Heard

14. Updates on Flood Plan – awaiting Cllrs Wood and Ewen to progress

15. Speedwatch – to receive update, no one has come forward yet to take on Co-ordinator role, final deadline to be advised to all volunteers of end May, Group will then be wound up if no new co-ordinator comes forward.

16. D Day Celebrations 6th June 2024 – to receive an update and report from recent meeting of Group. Meeting notes to be circulated.

17. Economic Development Projects

- 16.1 Okehampton BID –** to receive an update. No communication has been received from WDBC since this Council withdrew from this project. Cllr Goffey volunteered to represent the Council on the Okehampton Regeneration Board, agreed.

18. To confirm Date and venue of next meetings for the coming year. Next meeting 4th June at Ockment Centre. Agreed to then continue with monthly meetings, first Tuesday monthly but missing the month of August and to hold all meetings from July onwards at Meldon Village Hall.

PART TWO

Items which may be taken in the absence of the press and public. The Council is recommended to pass the following resolution:- ‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

8. Neighbourhood Planning contd . Discussions took place on a complaint that has been received in connection with the Hearing, Councillors agreed they felt it was not appropriate at this time to issue an apology as per the request received without further investigation/information.

19. To note current WDBC Enforcement cases list and information. Noted.

20. Clerk Recruitment – to receive and agree update on appointment of new Clerk and Responsible Financial Officer including potential use of PO Box number for correspondence and purchase of mobile telephone for Clerk’s use. Cllr Wood updated all, an offer of the role has been made to Emily Young, it was agreed a mobile phone be purchased for the new Clerk’s use, and a post box, ideally located at Meldon Village Hall should be used in future for correspondence. Also agreed that storage options be investigated to enable storage of papers not required by the Clerk on a regular basis.

The Chairman declared the meeting closed at 9.20 pm

Signed Date