



Sampford Courtenay Parish Council
MINUTES OF SAMPFORD COURTENAY PARISH MEETING 16.1.18

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Clerk to the Council: M.Pratt, Higher Town, Sampford Courtenay. 01837 82285

- 1) **Present** – Cllrs M Wilson, J. Friend, C. Coleman, J. Palmer & D. Boting-Page & WDBC Cllr L Samuel.
- 2) **Apologies** - were received and accepted from Cllrs M. McIlwraith, A Thorley & J. Clatworthy Edwards.
- 3) **Public Participation** – no members of the public present.
- 4) **Declarations of Interest** – Cllr Coleman declared his interest in small communications company with reference to Item 15 below.
- 5) **Minutes of Main Council Meeting held on 19th Dec 2017 were agreed and signed.**
 - a) Matters Arising from the Minutes – Cllr J Palmer had been asked to ascertain whether the Village Hall would consider registering for VAT to enable them to re-claim VAT on new equipment (eg AVA equipment). He has been advised by Martin Rich (Devon Communities Together) that it would not be advantageous and that perhaps a better way of reclaiming the VAT is for SCPC to purchase the equipment and donate it to the Village Hall.
 - b) Cllr Coleman said that SC-PC had to observe the highest standard of probity and that re-claiming VAT for a third party for tax avoidance purposes is unlawful.
 - c) However, SCPC would be able to purchase the equipment as a Parish Asset for its own use to be added to Parish Asset List. This would not preclude the equipment being used by the Village Hall. This approach would also allow the Village Hall to buy the equipment at a future date at the depreciated value. However, in both cases there would still be a VAT liability; albeit reduced.
 - d) Mr. Coleman said he would discuss with the Internal Auditor how SC-PC could assist the Village Hall Committee lawfully in compliance with HMC&R rules.
- 6) **Playground Report.** (Adrian Thorley) – deferred to next meeting.
 - a) **Organise working party to review repairs to climbing frame.**
- 7) **WDBC Report** - Cllr Lois Samuel reported the following:-
 - a) WDBC are being allowed to keep the £450k Business Rate this year – which should mean a surplus of about £220 k.
 - b) WDBC still need to find 1 million pound funds by 2020.
 - c) Things they are considering include :- Car park fee increase; Closure of Okehampton Council Office;
 - d) All assets, including Tavistock Council Office are being reviewed by March.
- 8) **Planning** –
 - a) **Update on Highclere Refusal** – Cllr Samuel has been made aware of SCPC thoughts re this particular application and she will be following it up with WDBC.
 - b) **SCPC** are keen that their new “Planning Policy” should be in line with National, and WDBC Planning Criteria and Cllr M. Wilson was empowered at this meeting to speak to representatives of WDBC Planning Dept to try and ascertain such local criteria for SCPC to adopt/follow.
 - c) **Enforcement issues** – the Clerk was asked to notify Cllr Samuel of any Planning Enforcement issues in the parish so that they could be discussed at their monthly meeting.
- 9) **WDBC Decisions :- None this month.**
- 10) **Future Banking Arrangements**
 - a) **Closure of NatWest Bank Okehampton** – NatWest Bank in Okehampton is scheduled to close in June 2018. The Clerk was actioned to look into how this will effect SCPC banking and report possible alternative options at the next meeting.
 - b) **Appointment of Internal Auditors** – Aims Accountants - Okehampton
 - c) **Appointment of External Auditors** - PFK Littlejohn LLP
 - d) **Amendment of Standing Orders re above items.** – as an insurance of “good practice” by SCPC in the future the Chairman asked that SCPC Standing Orders and Financial Regulations be amended to state that the annual accounts of SCPC be audited both Internally and Externally (as currently) by a **Professionally registered accountant who has a current practising certificate.** This was agreed by the meeting.
- 11) **Setting of Precept for 2018-19 & finalisation of budget.** – after discussion it was agreed by a majority vote that the precept for 2018/19 be set at £5494.00. This will maintain the precept as the same rate as 2017/18 after taking into account the reduction of the Tax Support Grant Allowance.
- 12) **Toilets – Annual deep clean & general refurbishment/modernisation** – SCPC feel that the Public Toilets are desperately in need of major refurbishment/modernisation.
 - a) Cllr J Friend suggested councillors/parishioners should look at the refurbished Public Toilets in North Tawton, as a good example.
 - b) Cllr J Palmer suggested that as the toilets at the Village Hall are also in need of modernisation – perhaps an alternative solution would be to up-grade Village Hall toilets with dual access to public and Village Hall.

- c) Cllr C Coleman felt this was an excellent idea and suggested that if the Village Hall Committee were in agreement, perhaps an Architect could be approached to draw up terms of reference for an Architectural Competition (to include procurement of necessary funding) for fully accessible facilities to benefit both the parish and Village Hall.
- d) In the meantime, the Clerk to try and obtain quotes for a Profession Deep Clean, before the main tourist season; and it was also suggested that a community working party be arranged to give the toilets a fresh coat of paint etc.

13) **SCPC Planning policy update** – the Clerk had discovered in the SCPC Archive papers a leaflet of “Sampford Courtenay Parish Plan 2004” which aimed to identify the “needs of the parish both now and in the future”. This will make a good starting point for the Plan Cllr Wilson is currently trying to formulate.

14) **Local Resilience Plan** – both of these items will be reported at the next meeting.

a) **Adoption of up-dated Snow Plan**

15) **BT Phone boxes** – Draft letter to BT for approval by SCPC – Cllr D Boting-Page’ letter was agreed and signed by the Chairman. Clerk will forward it to the Chairman of BT. Cllr Wilson will also hand a copy to the Regional BT Manager when she meets with him next month.

16) **Highways** – (Cllr A Thorley) – Draft letter to Alison Hernandez for approval by SCPC – in absence of Cllr Thorley there was nothing to report at this meeting.

17) **War Memorial - update from Jeremy Chadburn** - the Clerk had emailed for an up-date, but none had been received before the meeting.

War Memorial Fund - **Balance** Total carried forward = £2148.60 (cost of Plaque deducted)

Donations this month. = Dec - Jan = 4 weeks @ £15.00 = £60.00 (incl in above figure)

18) **Finance** – the following payments were agreed and cheques signed.

i) Clerk salary & Expenses =	= £ 135.60
ii) HMRC	= £ 34.00
iii) Burridge Printers – Christmas Card =	= £ 26.40
iv) Colin Coleman Stamps – Christmas Card =	= £ 44.07
v) Total payments this month =	= £ 240.07
vi) Uncleared cheques & transfers from last month =	= £ 553.60
vii) Balance (18 v + 18vi)	= £ 793.67
viii) Income	= £ 0.00
ix) Current Balances = Reserve Account	= £11,724.16 (Calculated)
x) Current Account (according to Statement –29.12.17)	= £ 1,993.79
xi) Total Current Funds less agreed expenditure above	= £ 1,200.12 (18 x – Balance)

xii) To agree transfer of £ Zero **£ To Reserve** Account from **Current** Account

19) **Progress Reports** for information

a) **OkeRail Forum** - the next meeting is to be held on 27th Jan. Report at next meeting.

b) **Footpaths** – (Cllr D Boting Page) P3 forms.

i) Cllr Boting Page has completed the Annual Footpath Survey.

ii) A meeting with the DCC Footpath Agent – John Baker, is arranged for later this week.

iii) P3 forms have been started. Footpath sub-committee to arrange a meeting to complete them for submission after meeting with John Baker.

iv) Cllr Boting-Page suggested SCPC hold 2 Annual Footpath Walks in April – the first an easier short walk centred on the village to encourage all ages and abilities. Perhaps to include a Treasure Hunt for the younger walkers. Followed by a tea at the Village Hall with “Honesty Box” for contributions. Plus a longer walk towards and in conjunction with South Tawton if there is enough interest.

v) Regular Guided Walks throughout the summer – SCPC would be grateful for your feedback if you would be interested in taking part in regular monthly walks over the summer.

c) **Highways** – (Cllr A Thorley) – deferred to next meeting.

d) **First Aid Course** – (Cllr J Clatworthy Edwards) – SCPC actioned Cllr Clatworthy Edwards to look into dates and costs of organising a First Aid Course in the Village Hall perhaps in April.

e) **Clerk’s Report** (anything not already covered by Agenda items)

vi) CAB request for funding – CAB have forwarded a copy of their accounts and it was agreed to grant them £50 to be paid next month.

vii) Nominations for Queen’s Garden Party – 5th June 2018 – Cllr Coleman and Cllr Wilson would like to be put forward to represent SCPC in the ballot for places at the Queen’s Garden Party.

viii) Mayoral Award Nominations. – Please look at this on our Website and inform the Clerk if you know of any deserving locals who you would like to nominate.

ix) Councils Together Meeting 24th Jan – 7pm OTC Council Chamber. – Cllr Coleman will try and attend this meeting.

20) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues 20th Feb at 7.30pm at Sampford Courtenay Village Hall.

Signed

M. S Pratt

Marion Pratt

Members of the Public are cordially invited to attend all Parish Council Meetings and suggest items for the Agenda. (Please contact the Clerk at least 7 days prior to scheduled meeting re Agenda items)

2017/18 Dates	Apr – 18th Sept – 19th	May – 16 th AGM Oct – 17th	Jun – 20th Annual Parish Meeting 1 - Oct 24th	Jul – 18th Nov – 21st	Aug – 15th Dec – 19th
2018	Jan – 16th	Feb – 20th	Mar – 20th	Annual Parish Meeting 2 Mar	

Eastern Links Meetings – 1st Mar, 21st June, 13th Sept, 15th Nov

Training –

DRAFT