

**Sampford Courtenay Parish Council**  
**MINUTES OF SAMPFORD COURTENAY PARISH MEETING**

[www.sampfordcourtenay-pc.gov.uk](http://www.sampfordcourtenay-pc.gov.uk)

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

**TUESDAY 1<sup>ST</sup> MAY 2018**

- 1) **Present** – Cllrs J. Friend, M.McIlwraith, M. Wilson, C. Coleman, J. Palmer, & WDBC Cllr L. Samuel + 1 member of the public
- 2) **Apologies** - were received and accepted from Cllr J. Clatworthy Edwards.
- 3) **Public Participation** – regrettably Cllr David Botting Page has informed the Chairman that due to personal commitments he feels he will have to tender his resignation as SCPC councillor. He will however, stay and oversee the planned Walk on the Wild Side on 12<sup>th</sup> May. All councillors and Clerk wished to express their thanks to David for his enthusiasm and support for SCPC, especially in relation to the Footpaths and Green Lanes in the parish. As a result of his resignation a “**Casual Vacancy**” will be advertised. Please see Noticeboard and website or contact Clerk for more details.
- 4) **Declarations of Interest** – No declarations of interest.
- 5) **Minutes of Main Council Meeting held on 3<sup>rd</sup> April 2018 were agreed and signed.**
- 6) **WDBC Report** - .Cllr Lois Samuel made the following comments:-
  - a) **WDBC** were tasked with improving efficiencies across the council as a whole. Feed-back indicates that this has been partly achieved with better IT facilities resulting in reduced phone call queries. Plus waiting times for assessing housing benefit has been reduced.
  - b) **Joint Local Plan** – Much work has been done on preparing the Joint Local Plan which is waiting for Government approval in the near future. This will set out WDBC and Plymouth Planning criteria up to 2034.
  - c) **Budget gap** – WDBC still facing a big budget gap of £750 k rising to £1 million. They are working on generating income from current assets and business development together with a reduction in service costs. However, next year is going to be tough to budget without reducing some of the current services.
  - d) **Annual Report** – will be posted on the WDBC website – and will show that 322 homeless households have been helped; 290 Planning Enforcements have been actioned; £213,000 worth of disability awards have been made + Seamoor Lotto is in the process of being established to raise more funds to spend in our area.
  - e) **Annual Accounts** – all councils have a statutory obligation to make their full accounts available for inspection by members of the public. Cllr Coleman expressed his wish to inspect the accounts of WDBC. (These should be available to everyone on their website in the near future)
  - f) **Snow Plan** – Cllr Samuel reported that Exbourne & Jacobstowe PC had been very impressed with SCPC Snow Plan – (although it was not necessary to put into action this year) as they do not have anything like it. Cllr M Wilson will send a copy of SCPC plan for them to adapt for their own parish.
  - g) **Planning** – Cllr Coleman agreed that the Planning Website is showing consistent improvement and accessibility. However, it would still be useful to be able to download all documents pertaining to a Planning Application as on Zip file, rather than as individual documents.
  - h) **New Recycling Arrangements** – SCPC reported that notification of the changes was left until very late, and communication from WDBC was very poor. The Clerk reported that several parishioners are still waiting for additional recycling boxes they have ordered via the website. **If you have ordered additional recycling boxes and are still waiting for them to be delivered could you please let the Clerk know so that she can report it to WDBC.**
  - i) **Planning in Principle** – there have been meetings regarding new planning arrangements where applications can be “agreed in principle”. The Clerk and Cllr Samuel will try and find out specific details for next meeting.
- 7) **Planning** – to consider the following applications:- The applicant came and answered questions raised by councillors on the following two applications. SCPC were very impressed with the Design and Access Statement that had been included with one of the applications and asked permission to use it as an exemplar to add to the new SCPC Planning Policy to help parishioners with future applications.
  - a) **1002/18/HHO** - Householder application to install a replacement conservatory to rear/side - Langdale Sampford Courtenay. **SUPPORT**
  - b) **0765/18/FUL** – **Replacement of existing building with general purpose agricultural building – Langdale Sampford Courtenay.** **SUPPORT** - SCPC like to encourage sustainable economic activity in the parish. The applicant reported that the local Child Minding group had already visited to see the goats, sheep and chickens and other visitors are welcome by prior arrangement.
- 8) **WDBC Decisions** – There were no new planning decisions for the parish.
- 9) **Q4 Accounts** – Cllr Coleman had again prepared the end of year accounts to show variances with actual expenditure versus budget. He had shown this to the Internal Auditor and it had been approved and was subsequently approved by councillors at the meeting. It was agreed that any surplus funds should be saved to use towards the War Memorial Project.

10) **VAT Regulations** – Cllr Coleman had also discussed the rules regarding purchasing and reclaiming VAT with specific reference to SCPC and the Village Hall Committee. Nigel Wayne has produced a very comprehensive report on this subject which the Clerk will forward to councillors for consideration before the next meeting. The cost of this report would have been £245+ vat, however Mr Wayne generously donated this to the Parish Council and does not require payment. **SCPC expressed their sincere Thanks for this most generous offer.**

11) **General Data Protection Regulations relating to SCPC** – as you are all possibly aware, there are new regulations regarding how personal data is stored and used which come into effect on 25<sup>th</sup> May. SCPC hold and retain very little personal data and the Clerk has drawn up a list of data it does hold which will be posted on the Website. SCPC made the following other considerations to ensure they are compliant with the new regulations:-

- a) Data Protection Officer – Cllr Mathew McIlwraith volunteered to stand as DPO. (It has to be someone separate from the Clerk)
- b) Indemnity Insurance – Clerk to check that SCPC insurance covers DPO and other councillors for inadvertent failure to comply.
- c) Cllr McIlwraith will look into setting up separate councillor email addresses for SCPC business.
- d) SCPC laptop and separate hard drive may be purchased for Clerk to use solely for SCPC business.
- e) Clerk to check/renew membership with Information Commissioner

12) **First Aid Course** – reports from those who attended the First Aid Course organised by SCPC were very positive with requests for more courses to be run in the future. The Clerk is also ordering handbooks for those who attended the course. **However, although the course was publicised in the Chairman’s Invitation to the Open Meeting in March, discussed at the Open Meeting, reported in SCPC Minutes on all 3 noticeboards and on the Website + advertised in Roundabout – some parishioners have said they were unaware of the course. Can we please ask that parishioners who do read the notices – please spread the word!**

**Defibrillators** – Those who attended the course were able to practice using a variety of defibrillators and reported what marvellous machines they are. They actually monitor the patient and advise on how to carry out CPR as well as, and only if necessary, shocking the patient to restart the heart. As such, SCPC will look into the costs involved in purchasing or leasing defibrillators as a future SCPC project.

13) **Spring Clean May 26<sup>th</sup> Arrangements – Please look out for the Posters and come along and volunteer to help with the Annual Spring Clean on May 26<sup>th</sup>. Meet at the Village Hall at 11 am.**

14) **SCPC Planning policy update** – Cllr Wilson will update the new Planning Policy Check list to be used with future Planning Applications. Clerk to laminate copies for Cllrs to use at meetings.

**Parish Asset Identification** – Cllr Wilson also looking at Bath & NE Somerset Asset Identification scheme and perhaps produce a Treasure Hunt for S C parishioners to complete to identify any points of Interest, Heritage Sites they consider could be considered a “Parish Asset”.

15) **Local Resilience Plan** – Cllr Wilson has had good feedback from contacts at DCC. They are pleased with the new Snow Plan and will provide more gritting salt and training for wardens if needed. Cllr Wilson to enquire about availability of snow shovels for wardens. Cllr Wilson is also attending Devon Resilience Forum at Tiverton on 15<sup>th</sup> June.

16) **Neighbourhood Planning Grants – Locality.** – Cllr Wilson reported that although grants are available to help parish councils produce a Neighbourhood Plan – this is purely for advice. SCPC would still have to do all the work, and from talking with other council members at a recent meeting she recommended that SCPC continue with a **Parish Plan** after completing a parish survey to counsel parishioners views and opinions.

17) **War Memorial** - Cllr Coleman & Cllr McIlwraith are to visit the quarry and speak with the mason regarding progressing the project. The Clerk to contact the foundry and arrange to have the plaque delivered to Cllr Coleman. (Cllr McIlwraith recommended UK Mail )

a) **Dedication Service report – to be added to next Agenda**

18) **Finance** – payments listed below were agreed and cheques signed.

i) Clerk salary & Expenses =	= £169.60	
ii) HMRC	= £ 42.40	
iii) First Aid Course	= £120.00	
iv) M Pratt Office sundries & Open Meeting	= £ 78.07	
v) Village Hall Rent	= £ 80.00	
vi) C. Coleman – Stamps	= £ 65.40	
vii) DALC Membership	= £ 134.42	
viii) First Aid Manuals	= £ 55.00	
ix) SWWA Toilets	= £ 33.07	
x) SC Fete Contribution	= £ 500.00	
xi) <b>Total payments this month =</b>	<b>= £1277.96</b>	
xii) Uncleared cheques & transfers from last month =	= £ 885.60	
xiii) <b>Balance (17x + 17 xi)</b>	<b>= £ 2,163.56</b>	
xiv) <b>Income</b>	<b>= £ 1,250.00</b>	( Chase Milton )
xv) Current Balances = Reserve Account	= £19,726.63	( Statement 18.04.18 )
xvi) Current Account (according to Statement –29.3.18)	= £ 4,102.22	
xvii) Total Current Funds less agreed expenditure above	<b>= £ 1,938.66</b>	(17xv – Balance)

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

xix) **Agreement of Annual Governance Statement 2017-18 – was agreed and signed by the Chairman.**

- 19) **BT update** – nothing new to report.
- 20) **Date for January Meeting** – As the January meeting would fall on 1<sup>st</sup> January (New Year’s Day) it was decided to provisionally cancel the SCPC meeting in January unless Planning Applications or matters arise that necessitate a meeting on an alternative date later in the month.
- 21) **Villages in Action** – the Clerk has received an email from Villages in Action requesting support from SCPC. The Village Hall have previously used Villages in Action to put on events; however, they are very prescriptive about how charges should be made and what proportion of profits they themselves will receive. Cllr Palmer reported that at present, the Village Hall, are able to source a variety of events at less cost and more profit for the Village Hall.
- 22) **Progress Reports** for information
- a) **OkeRail Forum** report of Special Train on 21<sup>st</sup> April – Cllr Friend reported that the next meeting is on 10<sup>th</sup> May. He personally was disappointed with the lack of notice given to obtain tickets for the special train. The Clerk reported that those who were successful in obtaining tickets had a very enjoyable day – but there were several empty seats which could have been filled with better advertising.
  - b) **Footpaths** –
    - i) **Village Stroll / Walk** – The Village Stroll on 21<sup>st</sup> May was very successful with about **12** walkers of limited mobility enjoying a nice amble and talk with refreshments at Village Hall afterwards. **Walk on the Wild Side – on Sat 12<sup>th</sup> May for the more serious walkers.**
    - ii) **Tender Details for Furzedon Lane** – Clerk has sent out Invitations to tender to **8** contractors. **Dead line for tendering 19<sup>th</sup> May.**
    - iii) **Service Contract for maintenance of Bulland X to Peacegate Lane** – a local contractor has given a price to maintain this footpath. SCPC agreed that this should be as required and requested by the council.
    - iv) **DCC advice on water at Cliston Lane** – nothing to report.
    - v) **Scalplings from road works at Lower Underdown.** – local contractor has agreed to collect scalplings from these road works and take to a store for use on green lanes in the future.
  - c) **Highways** – nothing to report
  - d) **Playground Report** – nothing to report
  - e) **Clerk’s Report** (anything not already covered by Agenda item)
    - i) **Water Path** – Clerk has been informed by PCC that this path should be reinstated as part of Insurance work to Glebe House.
    - ii) **Bondleigh 2 Village Walk – 12<sup>th</sup> May 11.30am – Please contact Clerk if you are planning to attend.**
    - iii) **Letter from PCC-** The Clerk had received a letter from PCC setting out their position regarding improvements to the Church Rooms and any future feasibility study.
    - iv) **Toilet Cleaning** – Cllr Coleman expressed his wish to resign as Toilet Cleaner, a job which he has undertaken for the past 2 years, with donations in kind going towards the War Memorial Project. **Councillors** expressed their thanks to Cllr Coleman for all his hard work on behalf of the Parish Council.  
**New Cleaner** – the Clerk had received an enquiry expressing an interest in taking on this role. It was agreed that the Clerk make the necessary arrangements.
- 23) **Approval of Section 2 – Accounting Statements 2017/18 as completed by Internal Auditor** – these were agreed and signed by the Chairman and Clerk (RFO).
- 24) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for **Tues Jun 5th** at 7.30pm at Sampford Courtenay Village Hall.

Signed  
*M. S Pratt* Marion Pratt  
 Clerk to Sampford Courtenay Parish Council May 2018

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)

2018/19 Dates	Apr – 3rd	May – 1 <sup>st</sup> AGM	Jun – 5th	Jul – 3rd	Aug – 7th
	Sept – 4th	Oct – 2nd	Annual Parish Meeting 1 - Oct 23rd	Nov – 6th	Dec – 4th
2019	Jan – 1 <sup>st</sup> <b>NO MEETING THIS MONTH.</b>	Feb – 5th	Mar – 5th	Annual Parish Meeting 2 Mar 19th	

Eastern Links Meetings – 21<sup>st</sup> June, 13<sup>th</sup> Sept, 15<sup>th</sup> Nov  
 Community Resilience Forum – 14<sup>th</sup> June