

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

Minutes of the Meeting held on 7th August 2018

- 1) **Present :- Cllrs Coleman, M Wilson, J. Friend, M McIlwraith, J Palmer, & J. Clatworthy Edwards + Architect Jeremy Chadburn & 6 members of the public.**
- 2) **Meet Jeremy Chadburn at the War Memorial 7.30 pm** – after a full and frank discussion between councillors, architect and members of the public it was agreed that the newly sited War Memorial is not as the original plans which were agreed by both SCPC and members of the Parish at 2 Public meetings. The Architect, Jeremy Chadburn, was therefore instructed to go back to the mason, Mr Piper, to discuss ways to rectify siting as per original approved plans. The spelling mistakes on the bronze plaque were also acknowledged, but this will have to be dealt with separately by the original foundry. There was also some discussion as to whether the new plaque aligns with the original plaque on the wall. Jeremy Chadburn will get this checked with a laser line.

Cllr Coleman – was actioned to produce a definitive “snagging list” for the Architect

The meeting then adjourned to the Village Hall.

- 3) **Apologies** were received and accepted from WDBC Cllr Lois Samuel
- 4) **Public Participation - None**
- 5) **Co-option of new Councillor – Heather Smith.** – Chairman Colin Coleman welcomed Heather Smith as a new member of SCPC. Acceptance of Office and Declaration of Interest forms were signed.
- 6) **Declarations of Interest** – None
- 7) **Minutes of the Main Council Meeting held on 3rd July 2018** were agreed and signed.
- 8) **WDBC Report - None**
- 9) **Planning** – No planning applications this month.
- 10) **Banking Arrangements** –
 - a) **Signature authorisation on all forms to Close Nat West account and open Lloyds account.** This action was agreed and forms signed.
 - b) **Compensation claim from NatWest for failure to maintain accurate signatory details** – Chairman Colin Coleman to liaise with Cllr Michele Wilson about action to be taken.
- 11) **Local Plan update** (Cllr Wilson) – Cllr Wilson said that she would have a draft questionnaire for the next meeting so that it could be sent out with Chairman’s letter for Open Meeting in October.
- 12) **Local Resilience Plan** – Cllr Coleman agreed to chase DCC for information on Public Liability Insurance regarding SCPC owning and using a Snow Plough, plus check on forthcoming training for Snow Wardens. **If any members would like to volunteer to be a Snow Warden for SCPC, please let the Clerk know.**
- 13) **War Memorial -**
 - a) **It was agreed that it was unfortunate that the snag list with the new War Memorial could not be sorted before the 15th Aug, but it was agreed that the Dedication Service should continue anyway.**
 - b) **Dedication Service** – the Clerk has sent out invitations to ex parishioners, councillors and local British Legion members but SCPC sends out a warm invitation to anyone who would like to attend this service.
 - c) **Hatherleigh Silver Band – request for £150 to play at Dedication Service.** It was agreed that this sum should be paid for our local band to play at the Dedication Service.
- 14) **Finance** the following payments were approved and cheques signed.

i) =Clerk salary & Expenses =	= £ 169.60
ii) HMRC	= £ 42.40
iii) Toilet Cleaner	= £ 117.45 (5 weeks of 3 hrs @ £7.83 to 30.7.18)
iv) SWWA	= £ 88.07
v) Faheys – Stone for around Millennium stone	= £ 7.14
vi) Gold Coast Media Web Hosting to 14.7.19	= £ 144.00
vii) C F Piper – War Memorial	= £ 5768.00
viii) Npower	= £ 4.57 DD
ix) Total payments this month =	= £ 6334.09
x) Uncleared cheques & transfers from last month =	= £ 377.11
xi) Balance (14ix + 14 x)	= £ 6711.20
xii) Income	= £ 2.48 (Interest Reserve account)

- xiii) Current Balances = Reserve Account = £19,729.11 (Statement 18.7.18)
- xiv) Current Account (according to Statement – 29.6.18) = £12,072.17
- xv) Total Current Funds less agreed expenditure above = **£ 5,360.97** (14 xiv – Balance)

xvi) To agree transfer **ALL OF RESERVE** Account TO **Current** Account so that NatWest Bank Accounts can be closed and transferred to new Lloyds Bank. (See Item 10 above)

The following Invoices were received after the Agenda for the meeting had been posted. But they were approved to be paid as well.

- xvii) Sampford Courtenay Village Hall Rent = £105.00
- xviii) N Power – Direct Debit = 4.64
- xix) Hatherleigh Silver Band – Dedication Service = £150.00

15) Progress Reports for information

- a) **Footpaths** – ex-councillor, David Boting Page has agreed to complete this year’s footpath survey. Cllr John Palmer has then kindly agreed to take back the responsibility for footpaths until someone else can be found.
- b) **Highways** – Cllr Palmer asked if DCC could be asked to move 40 mph speed limit sign to before Cliston Lane, as fast moving traffic coming over the brow of the hill present a danger. It was agreed to add this to next Agenda
- c) **OkeRail** – next meeting not until September
- d) **Playground Report** – Cllr Jon Clatworthy Edwards has taken over this responsibility from ex councillor Adrian Thorley. He reported that everything is looking fine with the Playground at the moment.
- e) **Follow up from Village Hall Committee re VAT report.** (Letter 30th April 2018 from The SC-PC Internal Auditor, Nigel K. Wayne, FCA refers.)

Cllr. Palmer reported that the Village Hall Committee (VHC) had declined the SC-PC's offer to pay the cost of implementing the Internal Auditor's recommendation for a detailed VAT report reviewing the construction costs associated with the New Kitchen project with a view to reclaiming the VAT retrospectively.

Whilst the auditor's advice was consistent with the Information Sheet 6 - Village Halls and Registering for VAT published by *Action for Communities in Rural England (ACRE)*, the VHC did not want the project accounts independently reviewed, which they regarded as closed. The Chairman cautioned that the VHC decision may be difficult to justify against the provisions of the Trustee Act 2000, which places a duty of care *upon the Trustees* in respect to *making / creating* the most effective use of the trust funds and to seek professional advice as appropriate..

Cllr. Palmer thanked the Parish Council for their generous offer and said the VHC may reconsider their position in the future should a similar opportunity arise.

16) Clerk’s Report (anything not already covered by Agenda item)

- i) **Casual Vacancy** – SCPC still has one vacancy to fill if anyone is interested. Please contact the Clerk.
- ii) **Application for funding from Dartmoor Rescue – presentation of accounts.** It was agreed to defer a decision on this request until the Sept meeting when the budget is reviewed.
- iii) **Report from DCC re drain cleaning.** After contacting Darryl Jagger, DCC Highways, he has agreed to an additional gully-sucking visit for Sampford Courtenay.
- iv) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at <https://www.seamoortotto.co.uk/support/sampford-courtenay-parish-council>** So far 4 tickets have been purchased which will raise £104 per year for SCPC.
- v) **Motorcyclists on green lanes and roads through village.** A parishioner tackled some young motorcyclists who seemed to be racing through Sampford Courtenay and the green lanes. So far there has been no re-occurrence.
- vi) **TAP Fund payment of £500 for Noticeboard.** The Clerk has been advised that this grant should be paid this month.
- vii) **Parish Fete – Profit of £3,019.36 to be split equally between Village Hall and St Andrew’s Church. The Chairman had received a letter of thanks from Rev Rita Bullworthy for the support of SCPC.**
- viii) **Invitation for Chairman to attend Okehampton Parade and Civic Service on 16th Sept.**

17) Councillors’ reports and items for future agenda. Cllr John Palmer asked that a request from the Village Hall Committee for a contribution towards paint for the railings and gates around the Village Hall be put on the next Agenda.

18) Date of next meeting. To confirm the date of the next meeting which is scheduled for **Tues Sept 4th** at 7.30pm at Sampford Courtenay Village Hall.

Signed

M. S Pratt Marion Pratt Clerk to Sampford Courtenay Parish Council Aug 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 st AGM	Jun – 5th	Jul – 3rd	Aug – 7th
	Sept – 4th	Oct – 2nd	Annual Parish Meeting 1 - Oct 23rd	Nov – 6th	Dec – 4th
2019	Jan – 1st	Feb – 5th	Mar – 5th	Annual Parish Meeting 2 Mar 19th	