



DRAFT MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Wednesday March 27 2024

Present – Cllrs M Wilson (Chair) M. Carpenter , P Collins , J McIlwraith , J Moesel , V Smedley , T Squire .
Malcolm Harris (Clerk) 10 members of the public

1. **Chairs Welcome** – Cllr Wilson welcomed everyone to the meeting.
2. **Apologies** - Received by Cllr Coleman , Cllr Watts & Cllr Casbolt (WDBC)
3. **Public Participation** – Cllr Carpenter spoke on behalf of a parishioner concerned about overhead wires on the road adjacent to Langford (erected by Airband) . The parish council agreed to speak to the Conservation officer and discuss the issue. The parishioner enquired about fitness equipment plans for the Village Green. This issue was considered under Item 9d) Village Green Development.
4. **Declarations of interest** – There were no declarations of interest under personal or prejudicial .
5. **Approval of the minutes of meeting held on the 17 January 2024** – **it was resolved that the minutes of the Council meeting held on the 17 January 2024 be signed as an accurate record . Proposed Cllr McIlwraith Seconded Cllr Carpenter All agreed with 1 abstention (Cllr Moesel - absent at the January meeting)**
6. **WDBC Report** – Cllr Watts had previously circulated a report in her absence regarding updates from the WDBC Audit and Governance Committee and the Full Council meeting . This report is available on the SCPC website www.sampfordcourtenay-pc.gov.uk and full details of the meeting are available on the WDBC website - link ww.democracy.swdevon.gov.uk/ieListDocuments
7. **Planning**
 - 7a) The following planning applications had been **circulated** to Cllrs with a request for comments
0012/24/HHO Bude Farm Exbourne – Application for extensions – the comment submitted to WDBC suggested that the south facing roof have solar panels installed in support of the environment and in line with SCPC environmental policy.
0054/24/FUL The Sculpture School Bondleigh – Application for holiday lets – no comments received
 - 7b) The following planning application was **discussed** at the meeting
0705/24/HHO Little Harveys Barn EX202SX – conversion of garage to studio / bedroom. **It was resolved to support the application without comment – Proposed Cllr Wilson Seconded Cllr McIlwraith All in favour**
 - 7c) The following planning decisions were **noted** at the meeting - **3589/23/FUL Little Incott Farm** this application was in the process of resubmission - **4149/22/HHO Chapple Orchard** – appeal in progress - **2772/23/HHO Willow Tree Farm** – refusal for bungalow extensions
 - 7d) **WDBC Housing Needs**- the report had previously been circulated to Cllrs and it was agreed that there would be no response at this point.
8. **Parish Priorities**
 - 8a) **Safer Roads – Cllr Wilson / Cllr Collins** . The grit bin had been delivered and awaits its location and salt fill. The Parish Council thanked Josh Scillitoe Neighbourhood Highways Officer for his support. The Parish Council are very grateful to the Neighbourhood Speedwatch Team who have recommenced their activities to support after roads in the Parish Parishioners have raised concerns regarding the parish parking issues within the parish particularly in the Square and at Sampford Chapple – it was agreed that the Chair would include road safety advice in the Chairs letter to all residents.
 - 8b) **Autumn Clean Up** – Cllr McIlwraith had previously reported that he had approached Network Rail for a new licence which would enable access to the Sampford Courtenay Station property – the agreed terms are still pending and the Chair will follow up on behalf of the Parish Council. The next Oke Rail Forum meeting is in July and it is unlikely that there will be support for the reopening of Sampford Courtenay Station. The meeting will report on a revised bus schedule service and then SCPC can consider and comment further.



8c) Prayer Book Rebellion – A full report from M. Pratt is available on: www.sampfordcourtenay-pc.gov.uk
The Steering Group organised a Tudor Times evening in March which raised £23.20 and would like to thank the New Inn for the Quiz Night donation which brought the current balance in the EMR to £315.

8d) Footpaths – Cllr Carpenter reported that the P3 forms had been submitted to WDBC . He thanked David Bottling Page for his support in walking and assessing footpath and rights of way. Thanks also to all the volunteers for forestry and maintenance work over the year.

8g) Village Green Inspection – Referred to at agenda item **9d) Village Green Development**

9. Councillor and Clerk Reports

9a) Dog Fouling Update Cllr Wilson agreed to produce a combined letter and leaflet

9b) Parish Toilet Disabled facilities Cllr Carpenter had circulated a report outlining Phase 2 of the project . This report is available on the website. A discussion took place regarding alternative provision at the Village Hall and the New Inn. **It was resolved to take the report to the May 1st 2024 Parish Open meeting for consultation with Parishioners Proposed Cllr Wilson Seconded Cllr Carpenter All agreed**

9c) Electricity Supplier (Parish Toilet) Cllr Wilson informed the meeting that a Smart Meter was to be installed in the building at a date to be agreed

9d) Village Green maintenance development 24/25 The Clerk had previously circulated a report regarding the Village Green maintenance contract . **It was resolved that the Parish Council appoint Trevor Davey to undertake the required works on the Village Green for 2024/25 at an annual cost of £400 . Proposed Cllr Collins Seconded Cllr Wilson All agreed** The Clerk will bring a report to the May 1st meeting outlining the required works at the existing Play Area and raise at the Annual Parish Meeting on May 1st for discussion regarding future ideas and plans for the development of the whole area

9e) Overgrown vegetation Marion Pratt had notified the Council of an issue with overgrown vegetation at Harvey's Close and which was impacting upon the health of a local parishioner. There was a need for more work in the area by LiveWest who were aware of the issue and who needed to provide more support.

9f) End of year finance and governance training The Clerk reported that he had taken part in an online training organised by DALC

9g) SLM Installation project Cllr Wilson - monitoring equipment has been installed in drains at the Village Green to monitor pollution levels as part of a County wide project. No additional work required as this will now be remotely monitored

9h) Parking issues Action to be taken by Cllr Wilson . See reference Minute 8a) Safer Roads

9i) Foundation Award The award is for parish councils who want to show that they meet a set of minimum standards to deliver effectively for their communities. Cllr Wilson reported assessment takes place twice a year and the criteria is currently 40% complete. A final submission in September 2024 is realistic . The Chair is to circulate full details and the outstanding areas.

10. Finance

10a) End of year accounts to date – the accounts had previously been circulated. A set of full accounts will be presented at the May 1st meeting.

10b) Payments and Transfers – attached at Appendix A **It was resolved that the payments and transfers be approved. Proposed Cllr Wilson Seconded Cllr Mcllwraith All agreed**

11. Any Other Business

11a) Review of Standing orders – it was agreed that the Clerk and Cllr Mcllwraith would review the current standing orders and report to the May 1st meeting with proposals

11b) Annual Parish meeting – Cllr Wilson confirmed that an update on progress of the Council's priorities would be an item on the agenda

11c) Village Hall representation – Cllr Carpenter suggested that a standing agenda item be re-established in the future – **Village Hall update** – a representative of the Village Hall to be invited to attend . All agreed .



The dates of the next meetings are Wednesday 1 March 2024

- **Annual General Meeting 2024 @7pm Followed by the May Parish Council meeting**
- **The Annual Parish Meeting is scheduled for 8 pm after a light refreshment interval**

Malcolm Harris – Clerk to Sampford Courtenay Parish Council

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Signed

Dated