

**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

**TUES MARCH 20TH 2018**

- 1) **Present Cllrs C. Coleman, J. Friend, M. Wilson, D Botting Page, M McIlwraith & WDBC Cllr Louise Watts**
- 2) **Were received and accepted from Cllrs A Thorley, J. Palmer and J. Clatworthy Edwards.**
- 3) **Public Participation** – None
- 4) **Declarations of Interest** – None
- 5) **Minutes of Main Council Meeting held on 20<sup>th</sup> Feb 2018 were agreed and signed.**
- 6) **Playground Report.** (Adrian Thorley) In Cllr Thorley's absence there was no report. The Clerk has spoken to Cllr Jon Clatworthy Edwards who has offered to take on this role to relieve Cllr Thorley if it would help.
- 7) **WDBC Report - Cllr Louise Watts gave the following report:-**
  - a) A recent full council meeting has been concerned with trying to find ways to balance the budget and save money. Regrettably Council taxes had to be increased by 2.99%
  - b) Another option was to cut funding for many local business partnerships eg Okehampton Community Transport and CAB. Our 2 WDBC representatives were amongst those who argued against this proposal for this financial year. Although they were given notice to seek alternative funding for future years.
  - c) It looks like there will be a £350,000 surplus in this year's budget (mainly arising from the new Business Rates partnership) but WDBC still has a lot of money to find to plug the deficit in future years.
  - d) One saving means closure of Okehampton WDBC Office – however Dilys Lord will be available for advice on two days a week at the Okment Centre.
  - e) While closing Okehampton Office, WDBC are looking at ways of making Tavistock Office – Kilworthy Park more attractive for businesses to hopefully generate more income.
  - f) Cllr M Wilson asked if Dilys Lord could also do local drop in sessions around the parishes? It was also suggested that WDBC be asked to have an information stall at our Local Fete on Sat June 16<sup>th</sup>
  - g) Cllr Coleman asked why Parish Councils only found out about closure of Okehampton Office from press releases. He asked Cllr Watts to report back to WDBC that this is another instance of poor communication. He also asked for justification from WDBC to the closure of Okehampton Office when Kilworthy Park just replicates offices in South Hams.
  - h) Cllr Coleman would like to see a copy of WDBC budget and a list of all the partnership agencies who are likely to have their funding cut so that SCPC has an opportunity to make comments.
  - i) Cllr Friend asked the reason why Trading Standards enquires now have to go through CAB?
  - j) **Planning – Cllr Watts reported that WDBC had lost a Planning Appeal for a big development in the Tavistock area with the Government Inspectorate stating that the Joint Local Plan (WDBC, South Hams & Plymouth) had no bearing. Cllr Watts feels that this decision could have dramatic impact on future appeals against large developments locally.**
  - k) **Cllr Coleman** – was actioned to write to Secretary of State re our concern about this decision, and from Cllr Watts verbal report, would suggest that there has been a serious break down of governance.
  - l) **Cllr Coleman had also asked why WDBC Planning policy does not insist on developers utilising Brownfield sites before being allowed to build on Greenfield sites.** A Registry of local Brownfield sites can be found <https://www.westdevon.gov.uk/article/4292/Brownfield-Land-Register> Those listed are Jethro's Motel, Lewdown, H10 Woollen Mill, North Tawton; Folly Gate Garage; Hatherleigh Market.
- 8) **Planning** – to consider the following applications:-
  - a) **0466/18/FUL – Mr Ellis, Hayrish Farm – Change of use of agric land to residential and formation of new vehicular access.**  
**SUPPORT**
- 9) **WDBC Decisions**
  - a) **2985/17/FUL & 2986/17/LBC – Mr K Bennett – Langmead Farm - Conditional Approval**
- 10) **Adoption of Amendment to Standing Orders re Internal & External Audits.** – Cllrs agreed to amendments circulated by Clerk. Updated Financial Regulations will be agreed and signed at AGM
- 11) **Open Meeting – Mar 27<sup>th</sup> – Chairman's letter is in process of being distributed and a copy can be found on the Website.** Clerk to obtain refreshments etc.
- 12) **SCPC Planning policy – Cllr Wilson has produced a very comprehensive check list for SCPC to use with all Planning Applications. This will be open for comments from members of the public at the Open Meeting.** It is hoped that all Planning Applications within the parish will use this check list as a guide line to help ensure SCPC's support. Cllr Wilson will also liaise with WDBC Planning Dept to ensure it is in line with WDBC Planning policy and demonstrate how SCPC will use the checklist and include with any comments with all Planning Decisions. Cllr Wilson to send copies of Planning check list and draft Parish Plan to WDBC councillors.

13) **Local Resilience Plan – Cllr Wilson** is basing a new Parish Plan around a parish survey which was conducted in 2004. It will start with a new Survey and comprise of several parts which together will build up to a Parish Plan. More details will be available at Open Meeting.

- a) **As part of Plan above – Cllr Wilson has updated our Local Snow Plan and submitted it to DCC.**
- b) **Pre Snow Plan** – in light of recent snow falls – Cllr Wilson is also putting together a Pre Snow Plan – i.e what to do when snow is forecast. It was suggested that SCPC look into Fridge Magnets with Emergency Contact details for anyone to contact if they are without power, heat, need medical attention etc.
- c) **Cllr Wilson** liaise with Janice Brown re best way of setting up Parish Questionnaire & best use of Website for communicating with parishioners and wider public.
- d) **Cllr McIlwraith was actioned to set up a Google Calendar** to set timescales and reminders for development of this plan.

14) **Highways – (Cllr A Thorley) – Deferred to next meeting.**

15) **War Memorial - update from Jeremy Chadburn – Quote obtained by Chairman from mason = £3223.00 + VAT & cost of steel. Cllr Coleman has been in contact with the Architect and Mason and obtained the above quote to complete the project with an initial dead line date of 30<sup>th</sup> June.**  
**It was also suggested that SCPC liaise with PCC to arrange a Dedication Event – Church Service on Sunday 11<sup>th</sup> November 2018 to coincide with 100 year Anniversary of ending of 1914 -18 War**

War Memorial Fund - **Balance** Total carried forward = £2283.60 (cost of Plaque deducted)

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

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

i) Clerk salary & Expenses =	= £135.60	
ii) HMRC	= £ 34.00	
iii) Emma Anderson – Toilet Deep Clean	= £150.00	
iv) Bourne Carpentry – Noticeboard =	= £600.00	
v) <b>Total payments this month =</b>	<b>= £ 919.60</b>	
vi) Uncleared cheques & transfers from last month =	= £ 203.80	
vii) <b>Balance</b> (16iv + 16v)	<b>= £ 1,123.40</b>	
viii) <b>Income</b>	<b>= £10,000.00</b>	(P3 Grant for Shoalgate Lane)
ix) Current Balances = Reserve Account	= £11,725.12	( Calculated )
x) Current Account (according to Statement –28.02.18)	= £ 11,090.02	
xi) Total Current Funds less agreed expenditure above	= £ <b>9966.62</b>	(16 ix – Balance)
xii) To agree transfer of <b>£ 8,000.00</b> £ To <b>Reserve</b> Account from <b>Current</b> Account		

xiii) To confirm increase of Clerk's hours to 20 hours x £10.60 per month to commence in new Financial Year.

17) **Letter from BT – it has been reported that all 3 phone boxes are now operational. BT are planning to remove the kiosk at Sampford Station, and they have found that the kiosk at Sampford Chapple is sited on private land and may also need to be removed. They will refurbish and maintain kiosk in the square. Clerk to contact them for further details.**

18) **Progress Reports** for information

- a) **OkeRail Forum** – next meeting Thurs 22<sup>nd</sup> March. Report at next meeting.
- b) **Footpaths** – (Cllr D Boting Page) incl
  - i) **Footpath Network meeting report.** – a positive meeting was held with some of neighbouring parishes with hope of producing a more “joined-up” network of footpaths and organised walks.
  - ii) **Village Stroll / Walk dates** – has been arranged for Sat 21<sup>st</sup> April starting at 10.30 am from Village Hall. This is a short stroll suitable for all ages and abilities.
  - iii) **Walk on the Wild Side** – 12<sup>th</sup> May – a longer walk around Taw Green area for the more dedicated walker.
  - iv) **Tender Details for Furzedon Lane** – DBP in communication with John Baker of DCC to draw up specifications to put out to tender. A sub- committee will finalise details for this and item iv below along with “Tender Score Sheet” to judge and allocate tender to suitable contractor.
  - v) **Service Contract for maintenance of** Bulland X to Peacegate Lane
  - vi) **John Lowe has ordered £300 stone which he will lay on Cliston Lane footpath.** DCC to liaise with Lowe family regarding alleviating flooding in this lane before stone is laid.
  - vii) **Duckboarding Solland** – Cllr McIlwraith asked that in permitting access across Solland Land his family would like written assurance that they would not be liable for up-keep and maintenance of duckboarding in the future.
- c) **Highways** – (Cllr A Thorley) **deferred to next meeting.**
- d) **Contribution to Parish Fete** – the Clerk reported on recent Fete meeting and it was agreed that SCPC make a £500 donation to enable the running of another successful Parish Fete. For SCPC records they would ask that a balance sheet for the Fete is sent to the Clerk.
- e) **FIRST AID COURSE – SAT 7<sup>TH</sup> APRIL – 10AM VILLAGE HALL – LIMITED SPACES SO PLEASE BOOK - 82285**
- f) **Outstanding Actions report**
- g) **Clerk's Report** (anything not already covered by Agenda item)
  - i) Request from **Okehampton Ring and Ride** for funding. **Deferred to next meeting.**
  - ii) **N Power Contract** for Toilet electricity re-negotiated for a 3 yr Contract commencing 2.3.18. Standard daily charge remains the same, but slight increase on Unit price.

- iii) **Date for Village Spring Clean – SCPC will be looking for volunteers again to help Spring Clean the parish on Sat May 26<sup>th</sup>. The Cider VAT has kindly volunteered to provide a cider and SCPC will provide a pasty for all volunteers.**
- iv ) **Mayoral Awards – SCPC wished it recorded that they had nominated Ralph Squire for this award. As an ex Councillor and long standing hard working contributor to all aspects of parish life it was felt he was a well deserving nominee. Unfortunately, on this occasion WDBC decided on another well deserving candidate. Sorry Ralph, but we all want to wish to say a big Thank you for all you do and have done for the parish.**
- viii) **Notification of payment of £1,250.00 Wind Turbine Fund.**
- ix) **New Recycling Rules from April 16<sup>th</sup> - Cans & Plastic bottles in one green recycling box; all other recycling (including cardboard) in another green box. WDBC will be providing stickers for your boxes.**

**19) Date of next meeting.** To confirm the date of the next meeting which is scheduled for **Tues Apr 3rd** at 7.30pm at Sampford Courtenay Village Hall.

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

Eastern Links Meetings – Mar 20<sup>th</sup>, 21<sup>st</sup> June, 13<sup>th</sup> Sept, 15<sup>th</sup> Nov