

Sampford Courtenay Parish Council
MINUTES OF SAMPFORD COURTENAY PARISH MEETING
www.sampfordcourtenay-pc.gov.uk
Clerk to the Council: M.Pratt, Higher Town, Sampford Courtenay. 01837 82285
TUES 4TH JUNE 2019

- 1) **Present** – Cllrs Mike Carpenter, Michele Wilson, Sue Svedang, Colin Coleman, Joy & Bob Tucker, & John Friend
- 2) **Apologies** - WDBC Cllr Lois Samuels.
- 3) **Public Participation** - None
- 4) **Declarations of Interest** – None
- 5) **Minutes of Main Council Meeting 7th May 2019 were approved and signed.**
- 6) **WDBC Report** - Cllr Coleman reported that Cllr Lois Samuel has news of a new Community Grant scheme which will take the place of the old TAP fund, which may be appropriate for the funding request at Item 15 j below. She would like any decision to be deferred until she can be present.
- 7) **Planning** – No new planning applications this month.
 - a) Cllr Coleman had been in contact with Drew Pearce about another instance of a WDBC Planning Officer failing to communicate with the Parish Clerk to explain a Planning decision contrary to that of SCPC recommendations. Whilst there is no right to challenge such decisions, the advice is that the planning officer should be communicating effectively so that the Parish Council can understand the rationale and learn from the highlighted issues for when considering future planning applications. Cllr Coleman was assured that the Head of Planning should be in touch to arrange a meeting with SCPC to discuss these anomalies. SCPC agreed to be flexible regarding time and venue for such a meeting.
- 8) **Co-option of parishioner to fill Council Vacancy** – after attending the recent Open Meeting and taking part in the Annual Spring Clean – Janet Palmer kindly put herself forward for co-option to SCPC. Chair Cllr Michele Wilson welcomed Janet onto SCPC.
- 9) **KS Fencing Furzedown Lane P3 -up date = £ 3,264.** – Cllr Coleman is still awaiting a date to meet with the Mediation Services in Exeter.
- 10) **Local Plan update** (Cllr Wilson) –
 - a) **Adoption of survey recommendations relevant to Parish Council**

Recommendation 1 - Parish Council to complete a further consultation exercise within the Parish to gather evidence of current needs and future internet requirements in order to set out action to meet those needs both for individuals and businesses. Considering the recent Universal Services Obligation set out by the government

This was agreed as a Priority for SCPC - Cllr Mike Carpenter agreed to organise a Communications Group within the parish to look at the problems surrounding current and future Broadband/Telephone coverage. SCPC would like to include parishioners from all areas of the parish including both individuals users and businesses. Anyone interested in joining this group please get in touch with Mike or the Clerk.

Recommendation 2 -Create and encourage use of a mailing list via the Sampford Courtenay Website, that Parishioners can opt into and unsubscribe from. This should be set up with policy to ensure compliance with General Data Protection Regulation (GDPR) and be formulated so that requests from the Clerk / Secretary of all Parish groups can use to facilitate enhanced communications. (Note. It should be clearly understood that this is just one way that communications will be enhanced and for those not able to subscribe alternative means of communications

This was agreed as a Priority for SCPC - Website Manager, Julie Carpenter, has organised a “Sign-up” button on the Website – (link will be on Facebook as well) for parishioners to “Sign-up” with their email so that relevant parish news can be sent direct to your email without you having to search for it on the Website. Please sign up now and encourage/help your friends and neighbours to do the same. This will be equivalent to a “Bcc – Blind Carbon Copy” – others will not be able to see your email address. It will also be available for other parish groups eg Church and Village Hall to promote their events.

Recommendation 3 - Consider a SWOT analysis of social, economic and environmental impacts of tourism and small business development in the Parish. This should be linked to and involve representatives of the Church Committee in respect of their historic assets within the conservation area.

SCPC agreed to defer this action to await results of Recommendation 1 above

Recommendation 4 - Consider options that create a collaborative approach between all Parish committees and the Parish Council to increase funding opportunities, strengthen sustainability particularly for all community property assets in the Parish.

Cllrs B & J Tucker and Mike Carpenter were asked to bring this item to the Village Hall meeting on 5th June and report back to SCPC's next meeting.

Recommendation 5 - Continue with fund raising initiative through the SCPC Just Giving page and fund raising events to meet the £999 target for a defibrillator by December 2019.

This was agreed as a Priority for SCPC - "The Grumpies" have already volunteered that any profits from their Supper go to the Defibrillator fund. Marion Pratt also reported that some parishioners have asked if some of the profit from this year's Flower and Craft show could go to this fund also. If you have any comments on this please contact Marion on 01837 82285

Recommendation 6 Through the Parish Council communications strategy ensure that the Community Transport Scheme is publicised fully to encourage increased use.

This was agreed as a Priority for SCPC - Cllr Coleman agreed to liaise with Okehampton Community Transport Scheme to arrange a "Parish Outing" to Tiverton Canal & Horse Drawn Barge Ride to help promote this valuable Service. Please let SCPC know if you will be interested in going on this trip.

Recommendation 7 - Parish Council to create and lead a Parish road safety group involving Parish volunteers to implement a road safety action plan considering the options and proposals suggested by respondents.

This was agreed as a Priority for SCPC - Cllr Wilson agreed to lead a Road Safety Group and will be looking for volunteers to help her manually record speeds, failure to stop at junctions etc, accident near misses so that collectively SCPC has evidence to present to the authorities. Those wishing to help on this group please contact Michele on 01837 82677 or via the Clerk. The first action will be to hold open meetings where anyone can come along and volunteer to be involved in the plan.

Recommendation 8 - Village Hall Committee to consider publishing a 5-10 year maintenance/improvement plan to explain the challenges faced. More information would assist to harness existing supporters, as well as seek new support from the whole Parish for the necessary fundraising. This could also link to Recommendation 4 to avoid duplication of efforts between the committees.

Cllr Wilson stressed that responses to the Survey indicated that the Village Hall is a valued and loved asset of the parish, but that there was a lack of clear understanding generally of the long term plan and the future enhancement of this asset. Cllrs B & J Tucker and M Carpenter were asked to bring this to the Village Hall Meeting on 5th June and report back to SCPC.

Cllr Wilson added that such a plan would aid Recommendation 1 and 4 in working together to obtain the best funding to ensure a sustainable future for the Village Hall.

Cllr Palmer also asked if Village Hall meetings were Open to the public; It was confirmed by Village Hall representatives that the meetings were open to the public in the same way as the Parish Council meeting is open to everyone and the Clerk asked if perhaps Agenda could be posted on the Village Notice Boards/Website.

Recommendation 9 Parish council footpaths lead to seek registration with British Walking Federation and publish enhanced walking guides. This should then be linked to Recommendation 3 as a clear strength.

This was agreed as a Priority for SCPC - Cllr Wilson already has this in hand and is working with Cllr Carpenter & Sue Svedang to arrange a Parish Walk later in the year.

- b) **Parish Enhancement** - Cllr Wilson would like to set the refurbishment/modernisation of the public toilets to bring them up to DDA compliance (Disabled Access) as a priority in SCPC plan.

11) **Local Resilience Plan** – update – (Cllr Wilson) – Snow plan is now up to date and published on the Website. SCPC reaffirmed that Cllr Wilson is actioned to buy Salt Shakers up to £50 maximum for use by Snow Wardens

- a) – Grit bins – Cllr Wilson has been in contact with DCC Highways, and although they do not readily supply Grit Bins – they have offered to re-locate Grit Bins from any main road which is cleared by DCC anyway, and re-site where SCPC feel necessary.

12) **War Memorial - up-date** - Cllr Coleman will address this issue once he has concluded dealing with Item 9 above. However, Cllr Wilson pointed out that in the light of the planned 75th Anniversary of VE Day - 8th -10th May 2020 SCPC should aim to have corrections in hand by then.

13) **Nat West Bank account update** - (Cllr Coleman) – was invited to maintain the high level contacts he had established within NatWest Bank. NatWest are keen to develop improved systems and avoid the repetition of the problems that SCPC have experienced over three terms of office. In short NatWest welcomed SCPC's help in avoiding repetition of past failings. Despite the avoidable exposure the bank had caused past and current Councillors, the sentiment of the meeting accepted Cllr Coleman's view to pursue non-adversarial reparation in respect to the time and cost in rectifying NatWest's repeated errors in maintaining accurate records of SCPC signatories in compliance with the Local Authority Governance and Accountability regulations. As a consequence, Cllr. Coleman assured the meeting that the submission and processing of the revised list of SCPC Councillors together with their addresses and date of birth would be monitored by a manager with the highest level of authority within NatWest, who will personally assure that the correct paperwork is forwarded to Clerk to enable both new and retiring signatories to be revised correctly. Cllr. Coleman also felt confident that NatWest would recognise the contribution SCPC had made to their improved processes appropriately and the matter would be closed once and for all and that there would be no need to escalate the complaint.

13) Finance – payments below were agreed and cheques signed.

i) Clerk salary & Expenses =	= £ 214.40	
ii) HMRC	= £ 50.60	
iii) Tracy Mombeyerara Toilets	= £ 66.00	(4 wks x 2hrs to 27.5.19)
iv) N Power DD	= £ 10.02	
v) SWWA	= £ 59.43	
vi) The Cider Vat – pasties	= £ 54.00	
vii) Devon Communities Together Membership	= £ 24.00	– paid on Clerk’s Credit Card
viii) Rural Futures Conference – 28 th June	= £ 11.25	– paid on Clerk’s Credit Card
ix) Nigel Wayne – Internal Audit	= £ 360.00	
x) Payroll Manager Software	= £ 65.28	
xi) Total payments this month =	= £ 914.98	
xii) Current Balances = Reserve Account	= £17,299.94	(Calculated)
xiii) Current Account – (less expenditure above)	= £ 2,334.10	(Calculated)

xiv) Monthly Expenditure v Budget Monitoring – In reviewing this month’s expenditure it was agreed that £800 of the un-earmarked carry forward from 2018-19 should be put in Earmarked Reserves under Clerk’s Office expenses in order for the Clerk to purchase a specific laptop for Parish Council use only.

It was also agreed that the 2 Earmarked funds of “**Parish Enhancement Fund**” and “**Parish Sustainability and Recycling Fund**” be amalgamated into one “Parish Enhancement Fund”.

14) Progress Reports for information

- a) **BT Phone Boxes – offer by parishioner to paint Kiosk in square if SCPC acquire the paint.** – Cllr Wilson has re-contacted BT regarding the 3 phone boxes in the parish and is awaiting a response. Cllr Coleman asked that SCPC reconsider retaining the kiosk at Sampford Station as a heritage landmark. Cllr Wilson put this proposal to a vote and it was defeated 4:2.
- b) **Fingerpost repairs** - Clerk to check with DCC Highways at getting these checked and repaired/replaced where necessary.
- c) **Abbeyford/Berrydown Wood access** – Cllr Wilson has received the following response from the Forestry Commission regarding the above access – “The matter of access to Berrydown Wood is fairly complex. Whilst we own the freehold of the woodland we only have a right of access over the track. This right limits us to using it for forest operations only and hence we cannot grant the general public permission to drive and park vehicles on this track. The owners of the track have historically been tolerant towards members of the public accessing Berrydown on foot via this track, however this is entirely at their discretion” “Access across Forestry Commission Land under rights contained in the Countryside and Rights of Way Act 2000 does not permit horse riding”
It was agreed that Cllr Wilson contact the landowner to see if agreed access on foot for parishioners could be considered.
- d) **Footpaths up-date** –
 - i) Cllr Coleman would like use of a litter picker for use during his regular walks around the parish. Clerk to lend him hers.
 - ii) SCPC have arranged for Scalpings from the forthcoming road works on the Winkleigh road to be delivered to the parish. Bourne Carpentry has been asked to acquire the necessary licence to obtain these free of charge. More scalpings from future road works may be available for use on SC footpaths and green lanes but SCPC will need somewhere to store them. **If you have or know of someone who could offer a site to temporarily store such scalpings – please contact Cllr Mike Carpenter or the Clerk.**
 - iii) It was agreed that Cllr Mike Carpenter liaise with land owners at Cliston Lane, and Bourne Carpentry. regarding storage and use of some of these scalpings to maintain footpaths across their land in this area
- e) **OkeRail** – The next meeting is on Thurs 6th June – Cllrs Coleman and Palmer volunteered to try and attend instead of Cllr Friend who has another engagement.
- f) **Playground Report** – Cllr Carpenter reported that on his monthly inspection there were no issues to report. He had also spoken to children from the local nursery who had agreed it was all OK.
DIY SOS – Cllr Carpenter, Andy Wilson and Dave Viggers have assessed necessary repairs to the Climbing Equipment and have decided they can manage without further volunteers in this instance. SCPC expressed thanks for their efforts.
- g) **Annual Spring Clean Arrangements** – **SCPC expressed their thanks also to all who turned out to help with the Spring Clean on Sat 18th May; and especially to Anthony Morris who picked up several bags of rubbish and tyres and took them to the Recycling Centre for us.** Cllr Carpenter suggested that SCPC should arrange another Clean Up for the Autumn to prepare for Winter as part of our Parish Resilience Plan.
- h) **Parish Lengthsman** – In conjunction with Item 15 g – Andy Wilson has volunteered to be a Parish Lengthsman to regularly monitor stretches of road through the parish and clear obvious litter. The Clerk will also publish a “Jobs List” on the noticeboards and website etc and if you would like to **Volunteer** to keep one of these checked throughout the year, or just the patch outside your front door, please let the Clerk know.
- i) **Parish Thanks and Recognition Register** – Cllr Wilson would also like to establish a register that recognises parishioners who volunteer and give of their time to enhance the parish. This will be a way of recognising all the “Contributions in Kind” that would otherwise have to be funded from limited allocated funds. So if you would like to **Nominate** someone who works hard behind the scenes, please get in touch with Cllr Wilson or the Clerk. Cllr Wilson also would like this to lead to annual SCPC Awards similar to the Okehampton Mayoral Awards.

- j) **Grant request from SC Village Hall for additional heaters in Meeting room - £1,200 + VAT** – Cllr Tucker explained that the heaters in the new extension at the Village Hall need additional heaters to boost heating the room from cold. The suppliers of the current heaters have agreed to supply these at cost. (As their original recommendation of heaters had been not taken into account the need for fast heat up times when the hall is in use). He also confirmed that the Village Hall Committee has commissioned a survey to look into further insulation in conjunction with repairs to the main roof.

In the light of Cllr Samuel request re the new Community Grant – a decision on funding was deferred, but Cllr Wilson proposed that SCPC pay the full £1,200 and reclaim the VAT which could then be re earmarked into the Village Hall fund – as an example of collaborative working as in Survey Recommendation 4.

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

- i) **Rural Futures Conference - Fri 28th June – 10.00 – 16.00 The Boniface Centre, Crediton** – Cllr Tucker attending.
- ii) **Community Safety Partnership Forum - 20th June – Rattery Village Hall** – Clerk attending
- iii) **DALC Election of County Committee** – SCPC councillors declined to stand at this time.
- iv) **Airband offering 3 months free in the parish** - Cllr Carpenter reported that he has signed up with Airband to supply his broadband at a cost of £99 installation and then £24 pm Unlimited with download speeds of 30mb and Upload speeds of 15mb. If any parishioners are interested in this service contact AIRBAND - 01905 950 478 or www.airband.co.uk. They are also offering first 3 months free.
- v) **Just Giving Page donations to date = £94**
- vi) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at <https://www.seamoortotto.co.uk/support/sampford-courtenay-parish-council> Funds raised to date £206.50**

17) Upcoming Events – for more details take a look at the Sampford Courtenay website and remember you can sign up to receive details of these and future events by email

Event & Venue	Date & Time	Event & Venue	Date & Time
Open meeting regarding Road Safety Action Group - New Inn Sampford Courtenay	24th June 2019 6pm-7pm	BBQ & Skittles – Village Hall	Saturday 10 th August
Open meeting regarding Road Safety Action Group - Countryman Inn Sampford Courtenay	28th June 2019 7pm - 8pm	Flower & Vegetable Show – Village Hall	Saturday 24 th August 2pm
Sampford Courtenay Open Gardens	Sunday 30 th June 11am – 5pm	Talk on Australia – Village Hall	Saturday 5 th October
SCPC Meeting	Tues 2 nd July – 7.30pm	Diving for Pearls – Village Hall	Saturday 12 th October

18) Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues July 2nd 7.30pm at Sampford Courtenay Village Hall.

Signed

M. S Pratt

Marion Pratt

Clerk to Sampford Courtenay Parish Council June 2019

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)

2019	Jan – 1st – No meeting	Feb – 5th	Mar – 5th	Apr 2nd	May 7th
June 4th	July 2nd	Aug 6th	Sept 3rd	Oct 2nd	Nov 5th
Dec 3rd	2020	Jan 7th	Feb 4th	Mar 3rd	April 7th