

Sampford Courtenay Parish Council
MINUTES OF SAMPFORD COURTENAY PARISH MEETING

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

VIRTUAL MEETING ON TUES 5TH MAY 2020

- 1) **Present Cllrs M Wilson, M. Carpenter, J. Friend, B & J Tucker, J. Palmer & S. Svedang + DCC Cllr James McInnes and WDBC Cllr Lois Samuel + 3 members of the public**
- 2) **Apologies** - Received from Cllr C. Coleman and Monica Smale
- 3) **Public Participation** – Mr & Mrs Aldridge, as representatives of the general public wished to express their thanks to SCPC for excellent service and support during the current situation. Thank you to the volunteers who are shopping for them, and they are thoroughly enjoying the Virtual entertainment that has been arranged: - Coffee Mornings, Bingo, Quiz etc and they would just like to say a Big Thank You to all involved.
- 4) **Declarations of Interest** – None
- 5) **Minutes** to approve and sign the Minutes of – **Extraordinary Finance Meeting held on Mar 18th 2020** (already circulated) were approved and will be passed to Cllr M Wilson for signing and then returned to the clerk. (Cllr C Coleman has wished to challenge Item 9a of the Minutes – but in his absence this item was withdrawn and it was agreed that he should circulate his comments to all councillors to consider.)
- 6) **WDBC Report** - Cllr Lois Samuel reported that:-
 - a) It has been a busy couple of months for WDBC and all officers have worked hard and long hours.
 - b) £30 m has been paid out in business aid – and 96% of those who have applied for grants have received their money.
 - c) WDBC have also set up an Emergency Welfare Fund details can be found here <https://www.westdevon.gov.uk/covid19residents#Emergency%20Financial%20Assistance>
 - d) There is also news of an additional £190 k being made available, but WDBC are awaiting government guidelines of who may apply for this.
 - e) **Cllr Wilson** – asked that Cllr Samuel report back that SCPC (and other local councils) have found that the sharing of essential information between various agencies during this incident has been very limited, and proposed that it is something that should be reviewed to ensure no vulnerable resident is left unsupported.
 - f) **Cllr Friend** – asked if it would be more cost effective and avoid fly tipping if all Garden Waste was collected during Covid 19.
 - g) **Cllr McInnes** – Reported that Okehampton Recycling Centre will re-open on 10th May – but urged parishioners not to all turn up at once. If you have space to store your rubbish for a while longer it would be easier for all.
 - h) **Cllr Wilson** – suggested we ask if Volunteers could collect rubbish to take to the Recycling centre

- 7) **DCC Report – Cllr James McInnes** – reported that there is so much learning going on of how local services can work together. It is important that this collaboration be recorded and noted and positively taken forward into the future.
- **Adult Services** – There are 333 Care homes in Devon of which 14 have cases of Covid – 19. The current situation has resulted in a lot of learning for the government regarding care for the elderly, which has risen to the top of the Agenda and must not be allowed to drop off after Coronavirus is all over.
 - **Children’s Services** – a lot of work is being done with weekly reviews to make sure that all vulnerable children are getting to school. These are the children on the edge of care who can easily become invisible to the authorities.
- 8) **Planning** – to consider the following planning applications:

a) **0906/20/COM – Openreach - Ballhill Farm** – Notice of intention to install 9m wooden Communications pole

Permitted Development INFORMATION ONLY

b) **1108/20/LBC – Mr J Kent – Listed Building Consent** – For small radio receiver for broadband. SCPC applaud that Mr Kent has gone through the proper planning channels for this application.

UNANIMOUSLY SUPPORTED

c) **1158/20/FUL – Mr & Mrs Jones – Erection of 2 stables etc**

UNANIMOUSLY SUPPORTED

WDBC Planning Decisions:-

c) **4058/19/FUL – Mr & Mrs Jones – Erection of 2 stables etc**

REFUSAL

d) **0242/20/PDM – Mr & Mrs O’Rourke** – Prior approval to change Agric Building to 2 dwellings

PRIOR APPROVAL NOT REQUIRED

e) **0147/20/FUL – Mr Ellis** – Carport & awning

APPROVAL

f) **0460/20/PDM - Mr & Mrs Taylor** – Agricultural building change to 2 dwellings.

PRIOR APPROVAL REQUIRED AND GIVEN

7.1) Information Only Applications – Cllr Wilson has taken advice from WDBC planning department and makes the following proposals regarding Information only Planning Applications: -

- a) **AGR** – Agricultural building up to 1000 sqm – is permitted development (under legislation) – Proposal that SCPC notes on Agenda and Minutes so that public are aware.
- b) **PDM** – another Permitted development (under legislation) where a person may give notification for an agricultural building (used as such before March 2013) to be converted into property of up to 5 dwellings. Proposal that SCPC consider if there are any issues relevant to the Planning Dept eg building not in agricultural use before Mar 2013. Comments to be noted in Minutes, applicant will not be invited to attend SCPC meeting.

c) **ACR** – compliance of conditions previously set under a Full application – Proposal that this is recorded for Information only.

The 3 proposals above were unanimously agreed.

9) **Incident Management Team – up-date - 53** RFA’s returned (6 phone contact only) & 34 Volunteer forms returned. Application made by PC and Grant obtained from DCC Covid-19 Priority Small Fund. **One application** had been received for DCC Covid-19 Priority Large Fund Grants from Robin & Jill Bevis, in relation to their voluntary work with other parishioners and other parishes in providing scrubs for use by Social Care Teams across Devon. Cllr Wilson proposed that SCPC should support this application to DCC. Unanimously agreed.

10) **Plant Stall Donations - £105.51 to date Thank you.**

11) **Defibrillator** – ready to be delivered once Western Power can sort Electricity supply.

12) **Approval of the Annual Governance Statement for 2019/20 as submitted to the Internal Auditor.** (Deadline for submitting Certificate of Exemption and other AGAR documentation this year is 31st July)

The Annual Governance Statement was unanimously approved and will be passed to the Chair for signing and returning to the Clerk.

13) **Finance** the following payments and transfers were agreed and cheques will be passed to two councillors for signing and then returned to Clerk to distribute.

i. Clerk salary & Expenses =	= £ 212.00
ii. HMRC	= £ 53.00
iii. Tracy Mombeyerara Toilets	= £ 55.81 (4 wks x 2 hrs - 27.4.20) x 80% Furlough
iv. N Power DD	= £ 8.80 20.4.20
v. DALC Membership	= £ 142.30
vi. Marion Pratt – Printer Ink- Amazon	= £ 89.96 * Covid Grant
vii. Michele Wilson – Shopping Crates	= £ 47.94 * Covid Grant
viii. Gold Coast Media – Covid 19 page	= £ 63.00 * Covid Grant
ix. Michele Wilson – Nitrile gloves	= £ 25.87 * Covid Grant
x. Data Protection fee	= £ 35.00 DD 26.5.20
xi. Sampford Courtenay PCC re-issue	= £ 5.00
xii. M Pratt – Stamps Covid letters	= £ 12.81 * Covid Grant
xiii. SWWA – Toilets	= £ 51.89
xiv. BHIB – Insurance	= £ 253.10
xv. Total payments this month =	= £ 1,056.48
xvi. Reserve Account Balance	= £ 12,736.76 (Statement 17.4.20)
xvii. Current Account – (less expenditure above & Tfrs)	= £ 6,634.72 (Statement 30.4.20)
xviii. INCOME	- Current Statement has now been received and shows the following income:- £4,998.00 Precept; 2 x £495 Covid Prompt Action Fund; £25 Seamoor Lotto
xix. TRANSFERS from Current account to Reserve Account to top up Essential Ear Marked Reserves as agreed at meeting on Jan 7th 20 Item 14 a i.	= £3,987.32

Transfer to Reserve Account from Current Account = **£ 3785.61**
(This will make Reserve A/c = Earmarked Reserves to date)

[Monthly Expenditure v Budget Monitoring](#)

16) Small Business Rate Relief Covid 19 Grant – Cllr M Wilson has received confirmation from Steve Daymond- Revenues Specialist WDBC that these grants are not intended for Parish Councils.

17) BHIB Insurance Renewal – 3year contract was agreed with BHIB by Chair and Clerk under their delegated powers.

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

- a) **Paint for Phone box in the square** – Cllr Wilson is still in communication with BT re obtaining paint to renovate the Phone Box in the square. She will also be contacting residents at Sampford Chapple to ascertain if anyone has a patch of private land onto which the telephone kiosk from Sampford Station can be relocated.
- b) **Running water in the Public Toilets** – Cllr Mike Carpenter agreed to assess if both mains water and light could be turned off while Public Toilets remain closed.
- c) **Provision of Dog Bins near Village Hall** – Cllr Wilson has written to Dilys Lord of WDBC to ask of viability and cost of siting another bin near the Village Hall/footpaths which can be used for both general litter and dog waste. Cllr Samuel will also look into this.
- d) **Clerk has reported raised man hole cover by Village Hall steps to DCC Highways.**
- e) **Email from Ian Read regarding state of road at Willow Tree Farm** – Clerk to report via Highways website and ask Mr Read to report it also. Cllr McInnes will mention it to Darryl Jagger as well.
- f) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at <https://www.seamoorlotto.co.uk/support/sampford-courtenay-parish-council> Funds raised to date £441.50**

19) Cllr Wilson then asked all present for any other comments:-

Cllr James McInnes – Wished to express his thanks and admiration for how much SCPC have done for their parishioners during the current situation and wish we would share our plan/activities with other neighbouring parish councils particularly the use of virtual meeting technology.

Cllr Lois Samuel – wished to echo James remarks that SCPC and the band of volunteers are all doing a fantastic job.

Cllr Janet Palmer – thanked the Chair, Clerk and Julie Carpenter for keeping everyone informed and said that she would be helping to organise the VE Day sing-a-long on Friday at Sampford Chapple.

Cllr Sue Svedang – felt that she was a bit isolated out at Honeychurch, but everything seemed to be carrying on as normal.

20) Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues June 2nd 2020 Meeting 7.30pm at Sampford Courtenay Village Hall.

Signed *M. S Pratt* Marion Pratt Clerk to Sampford Courtenay Parish Council 6th May2020

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)

Eastern Links Meetings - Thurs 11th June; Thurs 1st Oct.