

## MINUTES OF SAMPFORD COURTENAY PARISH MEETING

**Tues 6<sup>th</sup> October 2020**

Present: - Cllrs M Wilson, M. Carpenter, J. Palmer, B & J Tucker, J. Friend & C. Coleman +  
WDBC Cllr L. Samuel. + 6 members of the public

1. **Cllr Wilson** welcomed everyone to the meeting and said it was pleasing to see so many members of the public present. She also explained that SCPC will be holding more general Q & A meetings in future, for parishioners to put their views forward and ask questions in a more informal manner with opportunity for open discussion with invited guests from other parish groups/organisations.
2. **Apologies** – had been received from DCC Cllr James McInness
3. **Public Participation**

### a) **Bus Stop at Sampford Chapple -Statement regarding the Bus stop at Sampford Chapple**

“The recent erection of bus stops at Sampford Chapple, caused concern for residents of Sampford Chapple. There was a breakdown in communications between Sampford Chapple residents and Sampford Courtenay Parish Council regarding the intent, planning and implementation of erecting the bus stops.

As soon as concerns were raised parish council members made themselves available to speak in person to members of the community to listen and understand what the issues were and then jointly looked at the options going forward and jointly agreed actions which were based on safety and a common-sense approach.

We now consider this matter to be fully resolved, with no further action required.

Kind regards Residents of Sampford Chapple”

- 2 residents from Sampford Chapple were present at the meeting and reiterated their statement above, thanking SCPC and Cllr Michele Wilson in particular for acting so swiftly on their behalf. Their concerns had been a matter of safety, and felt that Cllr Wilson had sought consultation and fed back to them swiftly and efficiently.
- Cllr Coleman restated his opinion that he did not consider the matter resolved, and that he felt as a Councillor he should have seen a copy of the consultation and requested a full exchange of correspondence between the Chair and DCC.

- Cllr Coleman was unable to confirm whether he had read the thread of emails on this matter forwarded to him by the Chair and said that he would revert to Cllr Wilson after the meeting.
  - a) Hatherton Moor Footpath – a member of the parish had contacted SCPC regarding this particular footpath. Cllr Wilson offered to go and speak to the landowners.
  - b) Item re potential planning issues at Sampford station – Cllr Wilson has been to see this parishioner and view the site in question. She has given advice on how to inform the relevant Planning Dept. However, the parishioner has since informed SCPC that he is liaising with the land owner and considering a civil action to redress this situation.
  - c) Dog attack on parishioner – Cllr Wilson has received a positive response from Sgt Walker, of the Local Neighborhood Policing Team, that the offending Dog Owner has been served a Dog Control Order and been given guidance on how to control their dogs. They have accepted responsibility for this. The police wished SCPC to reassure parishioners that any report is taken seriously, and advised them to continue to call 101 or 999 in event of further attacks. Cllr Coleman who had originally reported this matter on behalf of a parishioner had no further comments to make.
  - d) Black dog mess bags being thrown over hedge into field on Bulland Lane – Cllr Coleman said that a landowner had complained to him that this is happening. Cllr Wilson reminded the meeting of the danger and risks to all wildlife and livestock caused by eating plastic and dog mess. **Dog owners are again reminded that this behaviour is unacceptable, please collect your dog mess and either take it home or place in general litter bin situated beside Public Toilets/New Inn bus shelter.**
  - e) Fly Tipping of tyres on Belstone Corner to Tongue End road – a resident from The Beeches present at this meeting said that he did not know why people litter and he requested that SCPC take a more serious stand on this issue. He felt that occasional litter picks to clear it ourselves was not acceptable.
    - Cllr J Tucker explained that she had already contacted this resident and explained the procedure for reporting general litter and fly tipping via the WDBC portal. She has also asked at the recent Eastern Links meeting for data as to the increase in Fly tipping since the introduction of increased charges for disposing of waste. She will follow up this action.
    - The resident requested that SCPC should use perhaps £500 to buy cameras to put up to identify those people who drive down the road from Tongue End to Belstone Corner and throw out food and drink packaging.
    - Cllr Wilson explained that as a public body there are laws governing the use of cameras to obtain details of people's identity. To do what the resident was requesting would require an RIPA surveillance authorization.
    - Cllr Wilson asked Cllr Samuel if she could check with the localities officer to see if any other local council had resorted to prosecution for general litter.
    - The member of the public also expressed a concern about the tree debris that has fallen into the road outside the Beeches. Cllr Wilson said that she would report this via the DCC Highways website.

- With regard to the removal of the tyre, also reported by this resident, by Cllr Coleman – Cllr Wilson, and Cllr Samuel reminded everyone that these items should be reported to WDBC for removal – which would be FOC and not incur an environmental charge on the SCPC.
- f) Litter left after Recycling collection – Cllr Wilson had been around the parish today with a resident and photographed litter that had been dropped by the collectors, who have reported that they are under so much time pressure to complete their rounds that they do not have time to bend down and pick up litter that is dropped. Cllr Samuel asked that the photos be sent to the Recycle Manager, with a copy to herself to look into this matter.
- g) Another member of the public said that she had reported the fact that the Flashing 30mph speed sign was not working. Cllr Wilson said that the more people that report problems, the higher up the priority list we tend to come.
- h) General Actions for Reporting Litter or Fly tipping – the Clerk was asked to republish the details for reporting litter etc along with a telephone number for those who prefer not to use the internet. Cllr J Tucker also asked that parishioners keep a diary/log of littering issues, or inform her so that SCPC can maintain a record to inform future actions on this matter.
- WDBC Report it - <https://apps.westdevon.gov.uk/webreportit>
  - WDBC phone number - **01822 813600**
  - DCC Report it – potholes, overgrown vegetation etc - <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
  - DCC Highways phone number - **0345 155 1004**

#### 4. **Declarations of Interest –**

- Cllr Coleman wished it minuted that he had updated his register of interests. The Clerk asked that he complete the formal template forwarded to him for this.
- Cllr Coleman also declared his interest in respect to Item 12 (C) as a Director of a Telecoms Company
- To declare any prejudicial interests in items on the agenda and their nature. (Councillors with prejudicial interests must leave the room for the relevant items) in respect of the above Cllr Coleman made the following comment:-

I completely endorse the requirement for Councillors with a prejudicial interest must leave the room for relevant items. However I note that Cllr. J. Tucker has argued (and won the ruling) that this need not be the case at an earlier meeting. Please may we have a definitive minute on the standard of conduct to be observed in this respect.

- Cllr J. Tucker responded that this matter had arisen in the context of a planning application being put in by another Councillor. Her proposal at that time, which was subsequently carried, was that any Councillor with an application under consideration should be treated as would any other parishioner - i.e. be allowed to be present in the public seating (including making a short statement or answering questions, as usual), but not allowed to vote.

- Cllr Wilson said that she would seek advice from the DALC and report back at the next meeting.

5. **Minutes** of – **Virtual Meeting held on Tues 1<sup>st</sup> Sept 20** were approved and will be signed after the meeting.

- However, Cllr Coleman commented - Please may we include a standing item on future agenda – Matters Arising not considered elsewhere on the agenda observing usual meeting protocol.
- The Clerk pointed out that the **Good Councilor Guide Tool Kit advises – Vague Agenda items that do not specify exact business (such as Matters Arising, Correspondence and Any Other Business) are dangerous and should be avoided, because the council CANNOT make unexpected decisions.**
- Cllr Wilson commented that as the Clerk circulates both Draft Minutes, Agenda and Action Sheets to all Councillors prior to publication for comments and amendments, there is already a procedure in place for items to be requested for addition to an Agenda giving 7 days' notice for other councilors to consider. Cllr Coleman had no further comments to make on this.
- With regard to the Minutes Cllr Coleman asked that In respect to Item 15 of the August 2020 minutes; Cllr. R. Tucker has not co-operated with the request to provide Cllr. Coleman with;
  - (1) the details of the landowners who had been consulted in advance of clearing balsam from water courses that run through the Parish.
  - (2) The names of the Parishioners that had taken part
  - As a consequence, Cllr. Coleman respectfully asks the Chairman to ensure this action is fully discharged by the next meeting.
- Cllr Wilson asked Cllr Coleman why, especially after the event has taken place, does he need/want to know this personal information.
- Cllr Coleman stated that he felt he had the right to know, but that he was happy to move on with the Agenda.

6. **WDBC Report** - Cllr Lois Samuel reported

- Finances – there had been a recent Revenue Budget meeting and due to the impact of Covid 19, WDBC have identified a shortfall for 2020/21 of around £500k. They are looking at using some of their reserves to cover this shortfall and some of the Covid funding and new Administration Business grants.
- Covid 19 – There has been a marked increase in local lockdowns and a second wave is upon us, however figures for WD are still low. Although there is a spike in Exeter around the University. WDBC are updating their Business plans and Police Enforcement plans – but they seem to be on top of it at the moment.

- Track and Trace Hardship Fund – anyone unable to work due to Track and Trace enforcement are able to apply for a £500 payment from 12<sup>th</sup> Oct. Cllr Samuel believes this also applies to Self employed and Zero hours contracts. But she will send the details to the Clerk.
- Local Lockdowns – Cllr Samuel confirmed what Cllr Wilson had been told at a Resilience Forum that any future lockdowns would be dealt with at a District level.

## 7) Planning – to consider the following planning applications:

- a) **2999/20/PDM** – Mr P Hill – Great Youldens – Prior Approval Agricultural Building to 4 Dwellings C3 INFORMATION ONLY
- b) **2902/20/FUL** - Clover Hill Farm – Change of use of Agric Building to residential dwelling with amendments to external cladding following Class Q approval (0242/20/PDM) INFORMATION ONLY

Cllr Wilson commented that both these applications have good, detailed plans but neither seem to include an Environmental Survey. The Clerk will include this when submitting comments.

### WDBC Planning Decisions: -

- a) 4058/19/FUL – Mr & Mrs Jones – Land near Apple Cottage – Stables – APPEAL ALLOWED

Cllr Wilson asked Cllr Samuel if she could enquire if it was right that these applicants be charged two sets of application fees in this instance.

## 8. Casual Vacancy –

- a) The Clerk has received 6 applications from parishioners wishing to stand as Councillors.
- b) However, the Returning Officer at WDBC has received 10 or more requests that the current ONE vacancy be subject to a Parish Election. Due to Covid Restrictions this Election will not be able to take place until May 2021. The Returning Officer will send out more details in March and issue the official Election notices.
- c) The cost of this Election has been estimated by the Returning Officer at between £600 - £1800 (depending on if it is shared with other DCC or Police Elections, number of postal votes etc)
- d) As RFO the Clerk would like to advise that this expenditure is considered when the calculations for the Precept 2021-22 is considered at the November meeting.
- e) The Clerk would also like to thank all the applicants for their interest in filling the position and hope they will continue to take an interest in Parish Council matters and would like to remind them that all Parish Council meetings are Open for public to attend, if they wish to gain insight into how the council works.
- f) This invitation to attend SCPC meetings is also extended to those parishioners who have requested an Election for this vacancy.
- g) SCPC will not be able to Co-opt to fill this vacancy now as an Election has been requested, however, the Clerk would ask that the Co-option Policy at Item 9 still be considered for adoption.

This report was accepted and there were no further comments on this at the meeting.

## 9. **Adoption of Co-option Policy** (circulated 3.9.20)

Cllr Wilson stated that although this Policy had been circulated as stated on 3.9.20, Cllr Coleman had presented Councillors with a list of objections/amendments early this morning, leaving them only 9 hours to consider his points. She also pointed out to Cllr Coleman that contrary to his assertions, this policy had been drafted by the Clerk/Proper Officer, as is the correct procedure for Election matters.

In the circumstances she proposed that this item be deferred to the next meeting.

Cllr Coleman stated that he was fine with that deferral.

10. **Eastern Links report** – Cllr J Tucker (report circulated 24.9.20) summarised that this had been mainly a “catch-up” meeting after several months of suspended meetings. It mainly concerned Covid 19 and its implications.

11. **Chair’s Autumn Letter/Open Meeting 27<sup>th</sup> Oct 2020** – Cllr M Wilson (Circulated 1.10.20) summarised that to cut down on postage, printing and delivery costs the aim was to include several leaflets with distribution of the Autumn Chair’s letter – SCEnSus leaflet, Communications/Internet Questionnaire, Village Hall Roof Fund Appeal etc. There will be printed copies of all these documents delivered to every house in the parish. Cllr Wilson also wants to schedule more regular general Q & A meetings where parishioners can put their views to Councillors and/or Village Hall committee members. These may have to be Virtual to start with, but hopefully will soon be able to take place at different venues around the parish and as part of other events eg Coffee Mornings.  
**Date for the Open meeting is still to be confirmed.**

## 12. **Parish Priorities** –

- a) **Safer Roads** – Cllr M Wilson is still consolidating reports from DCC and Highways manager but will report back at next meeting.
- b) **Parish Climate Emergency plan** - Cllr Joy Tucker (circulated 22.9.20) summarised the various projects SCEnSus are currently considering. These can all be viewed on the SCEnSus page of the Website and will be circulated as stated above with the Chair’s letter.

<https://www.sampfordcourtenay-pc.gov.uk/scensus>

These are all just suggestions and SCEnSus would welcome feed back as to what is practical to help reduce our collective impact on the Planet.

- i) **Autumn Clean Up** – Clerk has collected 6 each of Litter Grabbers, Waste bag hoops & Safety Tabards from WDBC – to be returned after our Clean up.

This will be discussed at the SCEnSus meeting on 13<sup>th</sup> Oct (joining details on the website or by request) and a date set. Possible dates of 24<sup>th</sup> Oct or 7<sup>th</sup> Nov to be considered for the community clean up.

Cllr Tucker is currently working with Cllr Wilson and the Clerk to draw up current Risk Assessment Guidance for this event.

The idea of “Area Litter Wardens” for parishioners to do more regular litter picking themselves will also be considered at the meeting. Your thoughts and suggestions of areas of the parish you may wish to volunteer to cover would be appreciated. The Risk Assessment for individual litter picking will need additional consideration.

ii) Cllr Coleman also wished it Minuted that in respect of the action on him to forward any old Risk Assessments re Litter Picking he had to Cllr J Tucker, that this action had been fully discharged.

iii) Cllr Coleman had also raised many issues in his email to councillors this morning regarding suggestions for Litter picking, and Councillor use of public transport. Cllr Wilson proposed that this be referred to the SCEnSus group for consideration, but suggested that his insistence that *“each member of the Emergency Climate Change Committee declare how many times since becoming a Councillor that they have caught any bus (but particularly the 5A) and their reasons for doing so/not doing so”* was an unreasonable request.

iv) Cllr Coleman commented that he felt it was a matter of setting a good example and he was happy for his suggestions to go before wider consultation.

c) **Telecom/internet services in the Parish - Cllr Carpenter (circulated 26.9.20)**

summarized that the Questionnaire would try to identify areas of the parish with poor/no internet/mobile phone service to be able to present a co-ordinated response to official bodies who may be able to progress our cause.

i) **Register with Openreach re Superfast Fibre Broadband** – response so far 3. It is felt that this number could be higher, as not all parishioners have notified the Clerk that they have registered. However, it was suggested that another round of email and Facebook posts be sent to encourage residents to register at the link below. The more people who register with Openreach for Superfast Fibre the more likely we are, as a parish, to get it.

<https://www.openreach.com/> then add your post code in Check my availability.

d) **Refurbishment of the Public Toilets – Cllr Carpenter** summarized his earlier report on the state of the Public Toilets and stated that currently, with the recent WDBC grant, SCPC has enough funds to replace the roof, skylights, windows, doors and fascias; and feels that this would be the most sensible way to proceed until greater funding is successfully sourced for a major re-development of the toilets.

He proposed that he go ahead and get quotes for this work to present at the next meeting. Carried unanimously.

Cllr Coleman said that he was fine with this decision, despite his alternative recommendations included in his email to councillors this morning.

e) **Village Hall** – Cllr M Carpenter reported that the Village Hall has been assessed Covid safe and is Open for business. The hall is equipped with the statutory notices and sanitizing stations. Currently only weekly Yoga has resumed, but anyone wishing to use the hall should contact the booking secretary Deborah Taylor Morris. It is up for users to assess if their planned use will adhere to the current Covid rules and risk assessment prepared by the VH Trustees.

- The Village Hall leaflet that will accompany the Chair's letter will highlight their active fund-raising plans for replacing the Village Hall Roof.
- Parishioners are invited to buy roof tiles.
- Buy badges featuring "Rufus" the new mascot/logo
- A scale model of the Village Hall will illustrate the progress of the fund raising.
- A promotional video is being planned.
- And there is a team looking at other grant funding opportunities.
- Plus Cllr J Tucker expressed the thanks of the Village Hall to parishioners who have already made donations to the fund Details of all donations will be held in a register.
  
- Cllr J Tucker also asked if SCPC would allow the Village Hall to use their Zoom subscription so that their meetings could go on longer than 40 mins. This was agreed at a cost of £12 per annum.

f) **Defibrillator** - positioning in the BT kiosk in the square – consultation with parishioners will take place soon.

13. **Footpaths/ P3** – Cllr M Carpenter (**Bulland Lane report circulated 26.9.20**)

Proposal to accept quotation and proceed with work to Bulland Lane.

This was agreed unanimously.

14. **Village Green Report** – Cllr M Carpenter – following inspection no issues were reported.

15. **Covid Fundraising.** - £1.105.49 Plant Sale, Bake Stall & Face Masks combined. Cllr Wilson explained that originally the plan was to hold an event to celebrate/mark the end of Covid and our ability to meet together again. As this is unlikely to happen in the near future, suggestions of how parishioners would like this fund spent are welcomed.

16. **War memorial update** – Cllr C Coleman –(**circulated 28.9.20**) Cllr Wilson requested that until Cllr Coleman provided reasonable answers to the following questions that he has been asked to answer on previous occasions, his proposals as circulated under this item should not be considered by SCPC.

These questions are duly minuted at the request of Cllr Coleman:

- a) What is misleading in Cllr Wilson’s background report that impeded Cllr Coleman’s completion of the action to negotiate with the Architect?
- b) What actual negotiations were undertaken with the Architect on behalf of SCPC?
- c) Why has Cllr Coleman’s view (put forward over the past 2 years) that the costs of remedial action to the War Memorial would be in whole or partly paid for by a claim against a Professional Indemnity Insurance, now changed to being entirely the responsibility of SCPC?
- d) What ‘potentially serious liability issues are at stake’ for the Parish Council which requires ‘exercise of due caution’ when disclosing or discussing issues between Councillors related to the War memorial?

Cllr Wilson therefore requested that Cllr Coleman provide a full and transparent report explaining the answers to all the above questions. Until then, this agenda item will be deferred.

Cllr Coleman requested that these questions be submitted more clearly.

Cllr Joy Tucker also commented that the issues pertaining to herself & Cllr Bob Tucker, especially concerning the reasons for their resignation at the time, are misleading in Cllr Coleman’s circulated report and urged Councillors and parishioners to refer to the published minutes of that period.

17. **6 months Budget Review** – Cllr Wilson (**circulated 1.10.20**) the Clerk shared Cllr Wilson’s budget review that had been circulated to councillors, and Cllr Wilson talked through and explained the details.

The Clerk asked for comments on this item. There were none, therefore, Cllr Wilson’s review was accepted.

18. **Request for Annual Grant for Okehampton & District Transport Group to be included in the Precept.**(**circulated 26.9.20**) SCPC has tried to support this local group in previous years, but this year (and in future years) they are requesting that our donation form part of the precept as a committed sum each year to enable them to plan and budget more efficiently. 55 parishioners use this service regularly.

It was proposed that SCPC include an amount (to be decided when Precept calculations are made) annually in the SCPC Precept.

Proposed – Cllr Carpenter    Seconded – Cllr Friend    Agreed unanimously.

19. **Finance** the following payments were approved.

Clerk salary & Expenses	£229.80	
HMRC	£35.20	
Tracy Mombeyarara – Toilets	£78.26	4 weeks to 28/9/20
N Power – DD – Toilets	£9.48	21.9.20

SCPCC	£30.00	Use of Church Rooms for Bake Sales.
Marion Pratt – re Team Commando Spirit	£260.00	
<b>Total Payments this month</b>	<b>£642.74</b>	
Reserve Account	£28,167.50	As per online statement
Current Account	£6,788.06	As per online statement
Income	£24.50 £4,998	Seamoor Lotto Precept 2
Transfers between accounts	£1873.30	.To EMR Account <b>Additional £952.60 in line with 6 month review.</b>
Current Account (less expenditure & transfers above)	£5,509.12	
Burial Ground Grant	£350.00	<b>Request from SCPCC since publication of Agenda</b>
Help for repairs to Church Clock		<b>Request from SCPCC since publication of Agenda Church Clock EMR £200 – this year's £25 still to be added.</b>

**Church Clock** – It was agreed unanimously that this fund could be used to cover a request by SCPCC for their current repairs.

**20)Devon & Cornwall Police Report** - Cllr J Palmer - Nothing to report this month.

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

- a) **Death of Mark Quick – Fire Officer North Tawton** – SCPC are sad to hear of the death of Mark Quick. Our sympathies go out to his wife Marion and daughters, and colleagues.
- b) **Request for Assistance** – Clerk has recieved another RFA from a son who would like a Volunteer to keep an eye on his elderly mother in the parish. This was promptly resolved by 2 Volunteers offering their help.

- c) **Mayoral Recognition Award** – awarded to Sampford Courtenay Bell Ringers for their great achievements over the last season.
- d) **Thanks and Recognition Certificate** – awarded to Dave Viggers for his fantastic model of the Village Hall to aid in their Roof Fund Raising campaign and to Cllr B Tucker for painting it.
- e) Clerk attended **Virtual Effective Communications course** – Fri 11th Sept  
 Chair attended **Virtual Local Outbreak Management Plan & Your Community** – Mon 28th Sept  
 Clerk & Chair to attend **BHIB Seminar** – Wed 7th Oct  
 Clerk to attend **Data Protection Webinar** – Tues 13th Oct
- 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 £543.00 by just 4 supporters.
- g) **FACEBOOK this month** – 4 New Page Likes 807 Page reach 626 Post Engagements

Councillors were reminded again that items for the Agenda and related reports should be notified at least 7 days prior to a meeting.

**22) Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues Nov 3<sup>rd</sup> 2020 Meeting 7.30pm at Sampford Courtenay Village Hall. Covid restrictions and advice will apply.

Signed M. S Pratt Marion Pratt, Clerk to Sampford Courtenay Parish Council Oct 2020

**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)**

2020	Jan 7th	Feb 4th	Mar 3rd	Mar 31 <sup>st</sup> Open Meeting CANC	April 7 <sup>th</sup> - No Meeting Easter
May 5 <sup>th</sup> AGM VIRTUAL	June 2 <sup>nd</sup> VIRTUAL	July 7 <sup>th</sup> VIRTUAL	Aug 4 <sup>th</sup> VIRTUAL	Sept 1 <sup>st</sup> VIRTUAL	Oct 6 <sup>th</sup> VIRTUAL
Oct 27 <sup>th</sup> Open Meeting	Nov 3 <sup>rd</sup> No Meeting	Dec 1st	Dec 12 <sup>th</sup> Christmas Cheer	<b>2021</b>	Jan 5th