

MINUTES OF SAMPFORD COURTENAY PARISH MEETING

Date and Venue – Tues 3RD November 2020 – Virtual Zoom Meeting

THIS MEETING WAS RECORDED.

Present:- Cllrs M Wilson, M.Carpenter, B& J Tucker, J. Friend & J. Palmer + 4 members of the public.

1. **Cllr Wilson** welcomed everyone to the meeting and gave thanks to all parishioners who had attended last week's Open Meeting or who had given feedback to her Autumn Chair's letter. She also wanted to encourage parishioners to get in touch with SCPC at any time, there is no need to wait for one of the Chair's letters or a meeting Agenda is posted.
With regard to the new Covid 19 restrictions – Cllr Wilson wished to assure parishioners that if we all stick to the advice and comply with the guidelines we should all come out of this safely in time to enjoy a more normal December.
2. **Apologies** – had been received from Cllr Coleman who is self-isolating.
3. **Reinstatement of the Incident Management Team** – in light of latest Government Lock down.

Proposed Aim - To support Parishioners to cope with the effects of the current Covid-19 Lockdown

Proposed Objectives

- a. To co-ordinate community resources and volunteers to support those impacted by the pandemic
- b. Identify and help vulnerable members of the community
- c. To engage the local resources and community volunteers to deliver support as required
- d. To communicate effectively with all residents publishing advice, warnings and messages throughout the current lockdown and support the community to be more self-resilient
- e. To ensure the health and safety of Parish Council personnel and community Volunteers
- f. To keep records of the actions taken and decision made during the response to current Covid-19 lockdown

These proposals were agreed unanimously. The Clerk has already contacted Volunteers of which 21 have so far responded that they are happy to continue to help in any way. Thank you. The Clerk has also contacted local businesses to check their up to date operating procedures – this up-dated list will be posted on the Noticeboards, Website and Facebook and emailed out to those parishioners who have submitted Requests for Assistance. If there are any other parishioners who wish to be added to this list, please contact the Clerk.

4. Public Participation

- a) Request from young parishioner for SCPC to consider building a Skate Ramp on the Village Green.

Cllr Wilson has responded to the young parishioner, and is in the process of contacting another local parish council who has a Skate Ramp, to discuss cost and insurance implications. Once SCPC has these details, and because the Village Green is a public space, this proposal will go out for public consultation with all parishioners.

- b) Request to partake in Ramblers Association “Don’t lose your way” Project to re-establish old/currently unused parish footpaths.

Clerk to forward this request to SCE nSus group for consideration at next week’s meeting.

5. **Declarations of Interest – None**

5. **Minutes to approve and sign the Minutes of – Virtual Meeting held on Tues 6th Oct 20 (circulated 7.10.20)**

Cllr Coleman had requested several changes to the Minutes published last month. Although unable to attend tonight’s meeting Cllr Coleman requested that although ***“Fellow Councillors have rejected this request in advance of the meeting, I would still like the requested changes made a record under this item; even if rejected.”***

Amendments requested by Cllr Coleman –

3a - Cllr Colman requested changes to indicate that he was unable to confirm he had received all the emails. He requested a further copy which he wished recorded that the Chair refused. As was clarified by the Chair - a full copy had already been sent to all Councillors prior to the meeting.

3e - Cllr Coleman has requested inclusion of his comments regarding taking of fly tipped waste to the tip without involving the WDBC as being more cost effective. However, there is a request from the Specialist Services Manager for Specialist Waste at WDBC to reiterate that all Parishioners use the circulated details on how to deal with fly tipping, in order to ensure that all incidents of Fly Tipping are a) recorded to ensure a clear picture is recorded b) items are safely removed and disposed of under Government guidelines for H & S.

It needs to be understood that only after an accurate analysis of the data including type, location and risks can they undertake multi agency enforcement action. The WDBC Manager reported that the co-ordinated response to multiple reports of fly tipping across parish boundaries, based on threats and risks ensures that efficient & effective taskings, are undertaken by trained staff which maximise both financial and ecological performance in line with the Councils Environmental Policies.

9. Cllr Coleman again requested substantial changes to the recorded minutes regarding this item requesting removal of any implied criticism of his conduct regarding the late submission of proposals regarding this item and further proposals relating to the planned election for May 2021. These were circulated and have not been accepted by other Councillors. Full confidence is afforded in the Clerk to record the minutes of Public meetings but for the prevention of future challenge to every meeting a policy is now in place to record all meetings for reference.

12b ii) Cllr Coleman requested that this not be recorded but this is what was requested at the meeting

12b iii) Cllr Coleman requested the Clerk to list everything submitted by him prior to the meeting in the minutes, this would not be appropriate. The minutes are simply a summary of the meeting and

as all Cllr Colemans suggestions were remitted to the SCEnSus meeting there is no need to list them in the main meeting

12d Cllr Coleman requested that to avoid any implied criticism of his conduct that the minute be changed to read “Cllr Coleman said that he was fine with this decision, despite his alternative recommendations made in his constructive email sent to Cllr. Carpenter 28th August in advance of the last meeting

Cllr Friend asked if Item 3e above also related to the dropped recycling items. Cllr Wilson re-affirmed that it was just Fly-tipping she was referring to. The Chair has already reported the recycling issue to WDBC (with photos) But asked Clerk to add item to next month’s Agenda regarding how parishioners can help reduce spilled recycling at next meeting.

Cllr Joy Tucker said that Cllr Tony Leech of WDBC had also commented on this issue at last SCEnSus meeting that this was not just a problem in Sampford Courtenay and is partly due to increased amount of recycling, and time constraints on contractors.

6. **WDBC Report - None**

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

- a) 2961/20/OPA - Mr Roger Brentnall – The Countryman – outline planning for 7 glamping pods. INFORMATION ONLY (7TH NOV)

Cllr Wilson has spoken to Mr & Mrs Brentnall and this sounds like this is going to be a fantastic set up. It will not be visible from the road, parking will use current car park, and involves a significant investment in high-specification, couples only, glamping pods.

- b) 3386/20/FUL – Middle Corscombe – Conversion of barn to shower block/store and change of land for seasonal camping and permanent siting of 2 shepherd huts.

COMMENTS 26TH NOV

Mr & Mrs Purchase attended the meeting and gave a very thorough and informative Explanation of their planned development of 5 camping (tents not caravans) sites, and 2 shepherds huts, plus development of existing barn to shower block/store. They already have significant enquiries for this type of holiday, and have submitted plans with Sustainability, ecology and use of local tradespersons given consideration.

This application was SUPPORTED unanimously.

WDBC Planning Decisions: -

- a) 2569/20/FUL – Mr Vallance – Chapple Orchard CONDITIONAL APPROVAL
- b) 0442/20/ARC – Mr C Rowley, Solland Barn DISCHARGE OF CONDITIONS – SPLIT DECISION

8. **Proposal for full council Election** as requested by Cllr Coleman at last meeting. (paper circulated from Chair 28.10.20)

In the absence of Cllr Coleman, he submitted the following comments re this item.

“I did not actually request a full election and would ask that my position is clarified as follows.

‘As none of the existing Councillors (including myself) have contested an election, I invite them to stand down and present themselves to be re-elected. Following strong interest by prospective new candidates, this is the ideal opportunity for the electorate to affirm their endorsement/approval of existing Councillors whilst giving an equal opportunity to all those who may wish to challenge the current leadership and take the Parish Council in a new direction.

I have previously given my commitment to withdraw from a contested election and retire from the SCPC at the earliest opportunity.’

In the paper circulated by the Chair, the DALC response was “Once councillors are elected, they serve a term of 4 years unless they are disqualified (s.80 of the Local Government Act 1972) or choose to resign.”

Cllr Wilson stated that in relation to Cllr Coleman’s comment above regarding “all those who wish to challenge the current leadership and take the Parish Council in a new direction”; to date SCPC is unaware of any proposals from parishioners to change their direction. But reminded parishioners that comments and suggestions are welcome at any time.

Cllr Joy Tucker confirmed that SCPC has received a great number of positive comments from the public, both within the parish and further afield, over recent months and wished to record support for Cllr Wilson’s leadership.

9. **Adoption of Co-option Policy** (circulated 3.9.20 & additional paper circulated 28.10.20)

Cllr Coleman’s comments on this item is recorded below:

“I repeat my position which is: ‘The only criterion for the selection of Councillors is by secret ballot subject to eligibility. At the time of a full election, this will be by secret ballot of the Electors.

At the time of an appointment; this should be by secret ballot of Councillors eligible to vote.’

Please would you ensure the minutes attribute the above in parenthesis to me”

With these comments noted, the Clerk asked that although the current Casual Vacancy is now subject to an Election in May 2021, having researched and prepared this Co-option Policy, that SCPC Councillors please consider its adoption at this time so that it is already in place for future vacancies.

This policy was agreed unanimously.

10. Open Meeting feedback 27th Oct 2020 – Cllr M Wilson (notes circulated 28.10.20)

Cllr Wilson reiterated her Thanks for the large number of parishioners who attended the Open Meeting; and thanked Veronica Mathews for presenting her ideas re the History of the parish. It is hoped that SCPC will continue to use Zoom for more open Q & A sessions, plus physical meetings (when safe again to do so) on timely topics, to encourage more dialogue and understanding of peoples wants and concerns.

11. Christmas Card – Cllr Coleman – it was agreed that SCPC Christmas Greetings would be published via the Website, Face Book and published on the Noticeboards. Cllr Wilson also asked that Councillors and parishioners spread this message to anyone they know who does not access social media.

The decision not to send actual Christmas cards was in consideration of cost and environmental implications.

12. Councillor Conduct in Respect of Planning Applications – Cllr Wilson (paper circulated 3.11.20 for consideration but proposal can be deferred to December meeting)

Cllr Wilson's paper confirmed that the legal advice is that Planning Applications are considered a Disclosable Pecuniary Interest on Appendix A, and therefore, if a Councillor is submitting a Planning Application they will be permitted, (as all parishioners), to give a short presentation and answer questions, but then must leave the room while voting takes place. The Clerk will check and make amendments to current SCPC Standing Orders as necessary.

13. Parish Priorities –

a) Safer Roads – Cllr M Wilson

i) Community Speed Watch Group – Sampford Chapple – this may currently be paused due to Covid 19, but Cllr Palmer will check with her neighbour and report back at next meeting.

b) Parish Climate Emergency plan - Cllr Joy Tucker (Minutes and Report circulated 28.10.20)

ii) Autumn Clean Up report – Again, Thank you, to the 22 Volunteers turned out for this event to clean and tidy the parish and then take the bags of litter home to recycle.

iii) SCEnSus – everyone should have received a leaflet along with the Chair's letter and the next meeting is on Tues 10th Nov and is open to all. (Joining details will be on the website) A member of Chagford Recycling group will be joining to share their experience.

c) Refurbishment of the Public Toilets – Cllr Carpenter

Cllr Coleman's comments are included below:-

“Securing a £10,000 is commendable.

My proposal is that this is invested as an ‘Invest to Save’ project as advised by the Ministry of Housing, Communities and Local Government whilst 100% funding is secured for full accessibility toilets compliant with the Disability Discrimination Act 1995.

I have also developed my statement made at the last meeting into a full paper for Councillors consideration. This will be made available for consultation at the earliest opportunity upon completion.”

Cllr Carpenter stated that this item was voted on at the October meeting and it was agreed unanimously that the £10,000 already secured would be spent on Phase 1 of the necessary repairs to the Public Toilets. Cllr Carpenter has already received quotes and is currently seeking planning advice to progress this project.

Cllr Colman’s proposals for CIC or Public Works Board Loan may be considered for Phase 2 of renovations to make the Toilets DDA compliant.

- d) Village Hall – Cllr M Carpenter – The Pumpkin Trail at the weekend was a great success and raised approx. £360 towards the Roof Fund. Thanks to all the Village Hall committee and Veronica Mathews, and all parishioners who supported and donated cakes and soup etc. It also proved that the Village Hall can be used safely in the current Covid 19 situation.

Cllr Friend asked if the Village Hall were reclaiming Gift Aid on donations, and this was confirmed. Anyone wishing to make a donation please make your cheques out to Sampford Courtenay Village Hall, and complete donation slip sent out with Chair’s letter to reclaim Gift Aid.

- e) Defibrillator positioning in the BT kiosk in the square – consultation with parishioners.

Cllr Coleman’s comments are listed below:

“Please minute that I oppose the decommissioning of the BT kiosk in the square as a functional pay-phone.”

It was agreed that this outstanding consultation with parishioners will now, hopefully, take place in early December when Government guidelines allow.

- f) Adoption of BT kiosk at Sampford Station and removal to Sampford Chapple.

Cllr Coleman’s comments are listed below: -

“Please minute that I oppose the removal of the BT kiosk at Sampford Station. Also that it should be re-instated as a pay-phone for the assistance of passengers when train services are re-instated next year; noting that this is an area of poor mobile coverage.”

As has been previously recorded at several meetings, the decision to remove the BT Kiosk at Sampford Station was made by public vote at an Open Meeting several years ago. Cllr Wilson has put in a considerable amount of time and effort to secure approval to Adopt the kiosk at Sampford Station and arrange for it to be resited at Sampford Chapple to replace the Kiosk that has been removed against parishioners wishes.

- Currently the Adoption papers have been submitted to BT to action disconnection of Kiosk at Sampford Station.
- Quotes are being sought to move this kiosk to Sampford Chapple.
- Cllr Palmer agreed to consult with Sampford Chapple residents re maintenance of Kiosk once it is moved.

- g) Railway – Cllr Tucker commented that there has been a lot of activity on the railway through Sampford Courtenay over past weeks. Cllr Friend confirmed that Great Western Railway are checking what work needs to be done at Sampford Station and to build a new station at Okehampton Parkway in order to reopen line from Okehampton to Exeter, hopefully in the not too distant future.
- h) Broadband/Internet Questionnaires – Collection 21st/22nd Nov – in current situation this will be deferred until early December. However, if you wish to hand completed questionnaires to the Clerk that would be appreciated. Alternatively, there is an online version that can be completed on the Website. <https://www.sampfordcourtenay-pc.gov.uk/news/have-your-say-sampford-courtenays-internet-and-telephone-services>
14. **Footpaths/ P3** – Cllr M Carpenter has arranged for the work to be done on Bulland Lane to Weirford Lane with an additional 40 tonne of stone laid on Cliston Lane.
It was agreed unanimously that this work should go ahead as soon as practicable.
15. **Village Green Report** – Cllr M Carpenter (report already circulated) No problems to report. However, Clerk had received a phone call from a parishioner who felt the grass was currently too long for children to play on; and suggested that perhaps SCPC could borrow some sheep to put on the green to eat the grass. It was suggested that this be put to next week's SCEnSus meeting.
16. **Covid Fundraising.** - £1,105.49 Plant Sale, Bake Stall & Face Masks combined.
Proposal that Covid Fundraising EMR should be distributed between Village Hall Roof Fund and St Andrew's Church.
At the recent Open Meeting a poll was held to consider how to use the money raised during Covid.
- a) Save for "Freedom" party
 - b) Share between Village Hall Roof Fund and St Andrew's Church
 - c) Other
- At the meeting the majority vote supported Option b, and no "Other" suggestions were proposed. Since the meeting a couple of parishioners have suggested that the money should be saved for other SCPC Projects, whilst others have supported the decision made at the meeting.
- It was felt that as this initiative was not specifically an SCPC project, but an attempt by a few parishioners and Volunteers to arrange some social activities during Covid, in place of the many usual events organised by the Church and Village Hall that had to be cancelled, that the majority decision would be supported and funds divided between Village Hall Roof Fund and St Andrew's Church. This was agreed 5:1
17. **War memorial update** – Cllr Coleman comments listed below:-

"I presented the paper War Memorial Remedial Works Dated 21st August 2020 at the last meeting, but was not discussed. My recommendations remain as stated. Specifically:

'Fellow Councillors are invited to endorse the following proposals:

(1) Invite Mr. Chadburn to manage the remedial works, and have the opportunity to limit any financial loss for which he may be responsible.

(2) Accept that the design intent of the stainless plinth cannot be achieved without the realignment and improvement of the cobbled path as proposed by Mr, Chadburn.

(3) Requests for Tender (RfQ) are put out to at least three appropriately qualified professionals to undertake the extended works for improvement as advised by Mr. Chadburn. Mr. Chadburn being included in the RfQ.

(4) The terms of reference to include provision for the managing professional to identify the funding source to cover the cost of the works

(5) The terms of reference to include provision for the managing professional to compare and contrast the cost-effectiveness of a PWLB Loan against other sources of funding including the Parish Precept and advise Fellow Councillors accordingly.”

Cllr Wilson stated that the above comments and emails recieved from Cllr Coleman still fail to answer the questions listed in the Minutes of the last meeting.

It was agreed at the meeting that SCPC needs a fully transparent report of where we are now, what actual negotiations have taken place between Cllr Coleman and Architect Jeremy Chadburn; and how we have got to where we are now, as reported by Cllr Coleman. Specifically, why had Cllr Coleman’s proposed claim against Mr Chadburn’s PPI Insurance seemingly been removed from consideration.

Cllr Palmer – asked how had the errors arisen re the Bronze Plaque. The Clerk explained that there had been many additons and amendments to original inscription. This final version had been submitted to the War Graves Commission and had been approved. The Clerk and parishioner who had been involved in all the research regarding those listed, ensured that all the names, dates, and place were correct and had relied on War Graves as military experts for all other spellings etc. Cllr Joy Tucker confirmed that this was the position when the inscription was approved by full SCPC.

Cllr Friend commented that since all names, places and dates are correct the current plaque shows no disrespect to any of the soldiers listed and asked if, after all this time, does more money need to be spent on re-casting the plaque.

Cllr Bob Tucker commented that another concern from parishioners were the bolts at the back of the stone, which could cut children’s fingers. However, this could be rectified by a simple surround and stones to cover them.

After this discussion it was agreed 5:1 that Cllr M Carpenter should speak to Jeremy Chadburn to get some clarity on current position to present to parishioners at a Public Meeting when all potential proposals and costs could be considered.

Cllr Friend asked that Cllr Wilson inform Cllr Coleman of this decision.

18. **Finance** the following payments were approved and will be made by the Clerk.

Clerk salary & Expenses	229.80	
HMRC	35.20	
Tracy Mombeyarara – Toilets	69.76	4 weeks to 26.10.20
N Power – DD – Toilets	9.77	26.10.20
Burridge Printers	217.60	Chair's letter etc
Marion Pratt - Postage	11.70	Chair's letter etc.
Royal British Legion	100.00	Poppy Wreath
SWWA - Toilets	58.39	
Total Payments this month	£732.22	
Reserve Account	£30,050.27	As per online statement
Current Account	£4,528.91	As per online statement
Income	20.00	Seamoor Lotto
Transfers between accounts	£311.70	From EMR to Current
Current Account (less expenditure & transfers above)	£4,176.25	

20) Devon & Cornwall Police Report - Cllr J Palmer has received no communication this month. Clerk to check with DALC that she is still on mailing list.

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

- a) Highways Reports – a) Flooding at Willow Tree Farm – Clerk has received feedback from DCC that they have attended and done work on drains at side of roads. More work is planned on drain that runs beneath the road. Residents have expressed their thanks to SCPC for chasing this up. b) Clerk has also reported missing manhole cover at side of road near Churchill Cross on Tongue End road.

- b) Armistice Service arrangements – No service on Sunday 8th – short open-air service starting at 10.50am in the Square on Wed 11th Nov 2020. The Chair and Clerk will also see if it is possible to Zoom this service live for any parishioners wishing to partake safely from their own homes.
- c) BHIB Insurance advice re presenting Risk Assessments before any event/activity - **We do not require sight of any risk assessment nor do the insurers.**
- d) BHIB Insurance advice regarding Councillors going to other councillors homes in order to Zoom –
 - i) Parish Council should keep a log of times and dates when this occurred in order to fulfil “Track and Trace” guidelines.

a) **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 £568.00 by just 4 supporters.

b) **FACEBOOK this month** –10 New Page Likes 13,523 Page reach 2,054 Post Engagements
Website Email subscribers – 142 Visits to Website this month – 633

Cllr Carpenter asked if Goldcoast could be asked for a price to put index of main parish groups on left hand side of Website page to help make them more visible. It was agreed that this could be done, but Cllr Wilson said that we must also encourage use of the Search facility, and if parish groups submit regular new items they will automatically feature on Home page.

22)Councillors’ reports and items for future agenda. Cllr Wilson reminded Councillors that she is currently preparing the Budget for 2021/22 and would like any requests for consideration as soon as possible so that it can be circulated with plenty of time before the next meeting.

23)Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues Dec 1st 2020 Meeting 7.30pm via Zoom.

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 st Open Meeting CANC	April 7 th - No Meeting Easter
May 5 th AGM VIRTUAL	June 2 nd VIRTUAL	July 7 th VIRTUAL	Aug 4 th VIRTUAL	Sept 1 st VIRTUAL	Oct 6 th VIRTUAL
Oct 27 th Open Meeting VIRTUAL	Nov 3 rd VIRTUAL	Dec 1st	Dec 12 th Christmas Cheer	2021	Jan 5th