

MINUTES OF SAMPFORD COURTENAY PARISH MEETING

Date and Venue – Tues 1st December 2020 – Virtual Zoom Meeting

THIS MEETING WAS RECORDED

1. **Present Cllrs – M Wilson, B & J Tucker, C. Coleman, J. Palmer, M. Carpenter, & J Friend + 6 members of the public.**

2. **Apologies – Cllr James McInnes,**

Welcome – Cllr Wilson welcomed everyone to the meeting and explained that whilst the IMT had been reinstated during the November Lockdown, as previously, she had been keeping a log of all actions and parishioners had been kept informed of latest updates from the Government, DCC and WDBC via the Clerk's Newsletters and emails from the Website Administrator. Adding, that the IMT will continue to operate if anyone finds themselves in need of help.

3. **Public Participation - None**

4. **Declarations of Interest –**

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any personal interests in items on the agenda and their nature.
 - Cllr Coleman declared that 'In respect to Item 7g. As a director of a holding company -deriving revenues in competition to BT, I declare a non-prejudicial interest
 - Cllrs B & J Tucker declared that they are members of Village Hall Committee and Trustees.
 - Cllr M Carpenter declared that he is SCPC representative on the Village Hall Committee and also his wife is the current Website Administrator.
- c) 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)

Cllr Coleman – Declared that 'In respect to Item 7g.

As a director of a holding company deriving revenues in competition to BT, I do not regard this interest to be 'prejudicial'.

5. **Minutes** to approve and sign the Minutes of – Virtual Meeting held on Tues 3rd Nov 20

Cllr Coleman commented that item 12 the Minutes above did not reflect to his satisfactions the resolution made regarding whether Councillors with a Declared Interest needed to leave the room before such items were discussed. The Clerk explained that she is currently reviewing both the current Code of Conduct and Standing Orders in light of various amendments that have become legal during Covid 19. These would be circulated to Cllrs

before the next meeting for comments so that they can be adopted at the January meeting.

6. **WDBC Report** - In the absence of Cllr Lois Samuel there was nothing to report. However, earlier today Cllr James McInnes had sent a full and thorough end of year DCC report which had been circulated to all councillors. Cllr Coleman wished that thanks be minuted.

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

- a) 2902/20/FUL - Clover Hill Farm – Readvertisement of Change of use of agricultural building to 2 dwellings
COMMENTS BY 10TH DEC 20
previously SCPC submitted No Comments – but said would have liked to see Environmental and Sustainability report included. Still not included in readvertisement.

It was agreed that the Clerk submit the same comments as previously.

- b) 3523/20/CLE - Lucy D’Auvergne – Beer Farm Cottages – Certificate of lawfulness for existing use of building as a dwelling.
COMMENTS BY 15 DEC 20

Cllrs were unable to confirm the length of time this building has been used as a dwelling and in the light of both objections and supporting statements, none of which had been forwarded directly to SCPC for comment, the Clerk would say as much in her submission to WDBC.

- c) 3087/20/FUL – Mr & Mrs Courage – Middletown – Repair and alteration to existing farm buildings to form additional living accommodation.
COMMENTS BY 31ST DEC 20
- d) 3088/20/FUL – Listed Building Consent for the above application

Re both above applications, Mr & Mrs Courage were present at the meeting to explain that they wished to preserve this dilapidated outbuilding within the curtilage of the Listed building by converting it to a single bedroom accommodation, initially for family use, but additionally extra accommodation for their current successful B & B business.
UNANIMOUS SUPPORT.

WDBC Planning Decisions: -

- e) 2961/20/OPA – The Countryman – Glamping Pods – REFUSED.
f) 2999/20/PDM – The Barns – Great Youldens – Prior Approval Required and REFUSED.

8. **Making the best of your Recycling** – <https://www.westdevon.gov.uk/recyclingwaste>
Useful information on how to recycle more plus dates and special arrangements for Christmas collections.
Cllr J Tucker – explained that this fits in with the December SCEnSus Challenge to reuse your Christmas Decorations; and that it is hoped to get someone to speak about Re-cycling at the meeting early next year.

9. Parish Priorities –

a) Safer Roads – Cllr M Wilson – nothing to report

- i) Community Speed Watch Group – Sampford Chapple – Cllr Palmer reported that the parishioner who is currently trying to form this group is expecting a site visit from the police tomorrow.

b) Parish Climate Emergency plan - Cllr Joy Tucker - the priorities as listed in the leaflet sent out in October are progressing. A site meeting at the Village Hall identified that it was possibly not a suitable place for a community garden and that the Village Green would be more appropriate. SCEnSus is also looking into the use of the current footpaths and possible production of a local Countryside Code to inform walkers and landowners of responsible behaviour regarding the use and maintenance of footpaths.

c) Refurbishment of the Public Toilets – Cllr Carpenter

As agreed unanimously at meeting on Oct 6th 2020, (see Minute 12 d) Cllr Carpenter has submitted a Pre-Planning Application to WDBC and received a favourable response to the proposed refurbishment of windows, doors and roof. Although it is recommended that a Full Planning Application be made due to a change in materials.

He has also obtained the required 3 quotations for the proposed work, subject to Planning Approval.

Cllr Coleman stated that although having previously agreed to the above action, his position now is that spending £10,000 on the toilets without a clear vision or strategy (Phase 2) for how they are to be developed as best-in-class and fully compliant with the Disability Discrimination Act (1995) is misguided and not the best use of Parish funds.

Cllr Coleman stated he intends to issue a paper setting out his own views as a consultation document directly to Parishioners and invite their comments early in the New Year.

Cllr Bob Tucker wished Thanks to be minuted to Cllr Carpenter for all his work on this project so far.

d) Village Hall – Cllr M Carpenter – reported that they are still actively trying to raise necessary funds for the Roof-Us campaign. Donations and grants to date are approximately £18,000 which is a great start especially in a time when fund raising has been severely curtailed by COVID.

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

Due to the November Lockdown this consultation is still to take place. However, Cllr Coleman wished his views minuted that although he does not object to the Defibrillator he does oppose, and has consistently opposed, the decommissioning of public telephones directly with BT Plc including as former Chairmen. Public telephones form part of the national emergency infrastructure and should be respected as such – just as are SOS posts on motorways and Help Points on stations.

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

The Clerk referred Cllrs and the public to the notes made at a public Open Meeting on 24th Oct 2017 - "BT Phoneboxes – Cllr David Botting-Page explained that SCPC are keen to see the iconic red phone boxes maintained however it was agreed by a majority show of hands at this meeting that he should contact BT and ask for the box at Sampford Station/Belstone Corner to be removed – while asking BT to ensure necessary refurbishment and maintenance to the other 2 kiosks in the parish. It was agreed that SCPC would report back on this at the next Open Meeting in the Spring".

The current situation is that SCPC have adopted the Kiosk at Sampford Station, and approval has been obtained for its removal and resiting at Sampford Chapple. Quotes have been obtained for its resiting and SCPC are just awaiting notification from BT of its disconnection to be able to proceed.

Cllr Coleman wished it minuted that he still regards 'The removal of any public telephone box outside the guidance of OFCOM to BT should be regarded as a mistake.'

- g) **Telephone & Broadband Surveys – deadline extended to Tues 8th Dec.** Please return completed Surveys to Clerk at Higher Town by that date or contact Clerk on 01837 82285 if you would like it collected. Thank you to the 33 parishioners who have already returned their survey.

Cllr Coleman commented that as he has properly declared an interest in this matter it is inappropriate for him to participate in the survey. He also passed on his thanks to Cllr Carpenter.

- h) Community Fibre Partnership – email received from parishioner in Broadwoodkelly. Cllr Carpenter will look into this as part of the above Parish Priority.

10. **Footpaths/ P3** – Cllr M Carpenter – reported that Bulland Lane to Weirford Lane has now been scraped. There are a couple of holes that will be compacted with stone in the Spring, after the winter rains to give them time to bed in. The contractor is also going to lay more stone on Cliston Lane and Cllr Coleman asked if the drain between Bulland Lane and Peacegate Lane could also be checked and more stone added if required.

- a) **P3 forms received and need to be completed by 15th Feb 2021** – Cllr Carpenter has this in hand.

- b) **"Don't lose your way" Ramblers Association Project** <https://www.ramblers.org.uk/get-involved/campaign-with-us/dont-lose-your-way-2026.aspx> SCE nSus is researching and prioritizing footpaths which may have been lost in the parish.

Cllr Joy Tucker thanked Cllr J Friend for finding out the old papers that referred to some of the old footpaths and David Botting Page is currently looking through them and liaising with the Ramblers Association.

- c) There was also a request by a parishioner to re-instate the bridle way through Berrydown Woods – Cllr Wilson explained that this has only been a "Permissive Right of Way" for the

Forestry Commission to use, and having spoken to the current land owner, he is currently refusing any sort of access across his land.

- d) Initial research shows costs of approx. £4,000 to “move” a footpath. This is in response to some parishioners’ comments that the footpath across Hatherton Moor has been in very poor condition and sometimes unusable.

11. **Village Green Report** – Cllr M Carpenter – No issues.

- a) Skate Ramp on Village Green – In response to a request by a young parishioner for SCPC to consider installing a Skate Ramp on the Village Green, Cllr M Wilson has been in touch with a neighbouring parish who has such a ramp. The Facilities group of South Tawton PC is responsible for the maintenance and installation of their ramp and stated that they installed their ramp 3 to 4 years ago and they have a £30 to £40 k insurance on it to cover public liability and a rebuild. The Chair has written back to the parishioner and offered to add this to the Agenda for a public Open Meeting.

12. **War memorial update** – Cllr M Carpenter, as actioned at the last meeting, has contacted the Architect, Jeremy Chadburn, to clarify the current situation regarding the War Memorial. Mr Chadburn has now responded to specific questions asked and Cllr Carpenter would like to report more fully at the next meeting. However, Mr Chadburn did confirm that SCPC through Cllr Coleman has not made a Claim against his PPI Insurance.

Cllr Coleman commented that the Chair had not allowed his paper entitled War Memorial Remedial Works Dated 21st August 2020 as presented at the September Meeting, to be properly discussed, and that the minutes made no reference to his proposals contained therein.

As a consequence, he intends to issue the paper outlining his individual views as a consultation document directly to Parishioners and invite their comments early in the New Year.

When questioned by the Clerk and other Councillors re the details of this document Cllr Coleman stated:

- This would not necessarily be distributed to all 300 households in the Parish, but possibly just to a “focus group”.
- He did not intend to circulate a draft to his fellow councillors prior to distribution to check its veracity or accuracy against SCPC records on this matter.
- There would be no cost to SCPC for production or distribution of said paper.

For clarification Parishioners should be aware that once the details received from Mr Chadburn are considered against the SCPC records regarding the War memorial, discussion can take place in the New year and proposals from all Councillors will be considered and fully published inviting all Parishioners to an Open meeting as was agreed at the meeting 3rd November 2020.

13. **Budget Proposals 2021/22** – Cllr M Wilson.

- a) **Funding for Website Administrator** – Cllr M Carpenter was put in the “waiting room” whilst this item was considered. Cllr Wilson summarised her report already circulated to councillors that although the Website Administrator position was originally seen as a small

commitment, a Council Website is now a legal requirement with additional legal requirements/standards to maintain (eg WCAG 2 Accessibility), plus the many additional hours spent up-dating both the website and parishioners over the past 12 months with Covid Guidance etc it is proposed that SCPC now include a modest payment in its annual budget.

Proposal is to incorporate into the budget 2 hours per week for Web Site administrator to fulfil the legal and social communication responsibilities for the future.

This proposal was supported unanimously, and Cllr Colman's proposal that this should be at the "Living Wage" rate was also supported unanimously.

Cllr Friend asked for a supplementary proposal be considered that Local Businesses be invited to make a donation to help reduce any increase this decision may have on the Precept.

It was agreed that this would not be payment for advertising but as sponsorship with sponsors being recognised on the website. This was agreed 4 votes for and 2 abstentions.

Cllr Coleman offered to get the ball rolling by sponsorship the website to a value of £10 per annum *for the remaining term of the current SC-PC.*

b) Budget Proposals and Precept 2021-22 – Cllr Wilson

Cllr Coleman restated that he is still currently preparing a paper to submit to Rt. Hon. Robert Jenrick, Secretary of State for Housing, Communities and Local Government (MHC&LG) consultation in respect to whether to extend the Referendum Principles to Parish Councils. (This is the consultation that closed in Jan 2020, but Cllr Coleman says he believes there are special circumstances for continued representations)

Cllr. Coleman proposes that there is no justification to increase the 2020-21 Parish Precept in order to at least partially redress the previous year's misguided, and unrestrained increase (80%+) as a consequence of the Chairman's flawed rationale in rejection of the Secretary of State's 'principles'. In his view, Parishioners should receive a refund in Council Tax particularly in the face of the hardship suffered by the most vulnerable in the Parish at this difficult time owing to CV-19 pandemic.

The Clerk reminded Councillors and parishioners present, that the current advice from NALC clearly indicates that they (as our representative at Government Level) are clearly arguing for no restriction on the local council levels as in previous years and that Parish Councils should ensure sufficient funds to meet their financial obligations.

Cllr Wilson – then explained her Budget predictions to the end of Mar 2021 report (already circulated to Councillors) and explained that these calculations currently indicate an increase in the Precept for next year of £921.

Cllr Friend stated that if the Covid Fund Raising money had not been distributed between Village Hall and the Church, there would be no need to increase the precept.

Cllr Wilson re-iterated that these funds had been placed in an earmarked fund (which was therefore not available for general expenditure) and that the decision to donate these funds

had been supported at a public Open Meeting and by a majority of parishioners who had responded with suggestions through the Chair’s letter.

This proposal to increase the precept by £921 was seconded by Cllr Carpenter and supported by 5 votes for (Cllrs Wilson, Carpenter, B & J Tucker & J Palmer) with 2 votes against (Cllrs Coleman & Friend)

The budget proposal will be published on the website.

14. **Finance** – the following payments were approved.

Clerk salary & Expenses	£229.80	
HMRC	£35.20	
Tracy Mombayarara – Toilets	87.20	5 weeks to 30.11.20
N Power – DD – Toilets	TBC	
West Country Maintenance	£310.02	Last cut and hedge trimming.
M. Pratt – Ladds of Crediton	£29.95	PC Security software paid by Credit Card
Village Hall Roof-Us Fund	£564.47	50% of Covid Fundraising.
St Andrew’s Church	£564.47	50% of Covid Fundraising.
Village Hall Roof-Us Fund	£100.00	Cheque wrongly made out to SCPC instead of Village Hall.
Pam Owen – Face Mask Material etc	£28.97	
Burridge Printers	14.40	Roof-Us Poster
Total Payments this month	£1,964.48	
Reserve Account	£28,557.68	After these transactions
Current Account	£3,533.64	After these transactions
Income	£15, £12, £100, £23.45	Seamoor Lotto, Village Hall Zoom, Roof Us Fund, Face Masks.
Transfers between accounts	£1.171.42	

CAB & Okehampton Community Transport Group £45 each as agreed at this meeting	£90.00	
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- 20) **Village Hall AGM – Wed Dec 2nd** – Cllr Mike Carpenter happy to continue as SCPC representative.
- 21) **Remembrance Day – 11th Nov** – a socially distanced group of parishioners met to observe 2 mins Silence at 11am on 11th Nov, with the Service also being Zoomed Live to another 12 parishioners who took part from their homes. Thank you to all those who attended, and to those who purchased a crochet poppy. A grand sum of £96 was raised for the British Legion.
- 22) **Christmas Card Design** – Cllr Wilson’s design was approved and will be distributed via the Website, Facebook and Emails and published on the parish Noticeboards.
- 23) **Advent Window Parish Trail and Christmas Cheer combined with St Andrew’s Christmas Bazaar – Sat 12th Dec** – look out for the Advent Windows around the parish throughout December. A Trail map can be downloaded from the Website. Thank you to Bob and Joy Tucker for producing this map.
Unfortunately, the St Andrew’s Bazaar has had to be cancelled due to Covid guidance, however the Santa’s Grotto in the Village Hall is still going ahead with over 50 children booked for private slots to see Santa. The Village Hall will also be providing takeaway refreshments during this event and promoting the Roof-Us appeal.
Parishioners are also invited to come and “Walk through Winter wonderland” on Sunday 13th Dec between 10 am – 12 noon. No need to book, face masks must be worn, you may have to wait outside for your turn.
- 24) **Devon & Cornwall Police Report** - Cllr J Palmer has now received a back log of information from the Police that she is currently sifting through, all useful links and information will be posted on the website and Facebook. A particular information leaflet relevant to Christmas is on the rules surrounding E Scooters!
- 25) **Clerk’s Report (anything not already covered by Agenda item)**
- a) **May Elections** – WDBC are making additional plans to ensure the Elections for next May will be conducted safely. For more details or to register for a Postal Vote go to the WDBC website <https://www.westdevon.gov.uk/elections>
- b) **Citizens Advice Bureau** – letter requesting a donation from SCPC. It was agreed that of the £100 currently remaining in the Earmarked Reserves for Other Charitable Funding £45 should be donated to both the CAB and Okehampton Community Transport Group for this year. (It was already agreed that in future £200 be added to the Annual Precept to donate to Okehampton Community Transport Group for future years)
- c) Defective Flashing Speed Light on Greenhill – email recieved 26.11.20 that this has now been passed to non-safety defect signs department.

- d) **Local Restrictions Business Grant (LRSG)** - The LRSG scheme is still open to all eligible businesses affected by the current set of national restrictions. Businesses can apply for the grant through the council’s website – www.southhams.gov.uk or www.westdevon.gov.uk
- e) **Online Training** - Clerk booked on Devon Resilience Community Forum Courses Wed 2nd Dec – Keynote speakers re Unique Winter & Highways – Preparing for winter. Plus Clerk and Chair booked on DRCF Course – Thurs 3rd Dec – No Room in the Shelter – Covid Secure emergency rest centres.

Thurs 17th Dec – Chair booked on DCC Annual Budget Meeting.

- 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 £578.00 by just 4 supporters.

- g) **FACEBOOK this month** –24 New Page Likes 4,391 Page reach 1,493 Post Engagements
Website Email subscribers – 142 Visits to Website this month - 633

Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues Jan 5th 2021 Meeting 7.30pm – this will be a Virtual Meeting.

Signed M. S Pratt Marion Pratt, Clerk to Sampford Courtenay Parish Council Dec 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 1 st VIRTUAL	Dec 12 th Christmas Cheer	2021	Jan 5th