

## MINUTES OF SAMPFORD COURTENAY PARISH MEETING

Date and Venue – Tues 5<sup>th</sup> Jan 2021 – Virtual Zoom Meeting

Following requests for lengthy amendments from an individual Parish Councillor the advice of Arnold-Baker from the Local Council Administration which states -

***‘Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports’***

these minutes record the proceedings in that way and not verbatim as requested

**THIS MEETING WAS RECORDED and if any parishioner wishes to view this recording please contact the Clerk.**

Present – Cllrs M Wilson, M. Carpenter, C.Coleman, B & J Tucker, J. Palmer & J. Friend & WDBC Cllr L. Samuel + 5 members of the public.

1. **Chair Cllr Michele Wilson welcomed everyone to the meeting** and wished everyone a Happy New Year. She also explained that in light of the new Government Lockdown the IMT had been reinstated and Volunteers would be asked if they are still able and willing to support those parishioners who have completed a Request for Assistance form, as in the previous lockdown. A log of actions will be maintained and the Clerk, Marion Pratt will co-ordinate and issue regular Newsletter updates of National and Local guidance and events.
2. **Apologies** – No apologies had been received.
3. **Public Participation** – Brian Aldridge explained that he has reported on several occasions to WDBC the poor state of the pavement from Belstone Corner along to The Beeches. There is considerable debris consisting of leaves, acorns and twigs making it very dangerous to walk on.  
**Cllr Wilson** said that she would follow this up with DCC Highways to try and get it cleared as soon as possible.  
Mr Aldridge has informed Cllr Wilson that this has now been completed satisfactorily and he had thanked the DCC Highways operative.
4. **Declarations of Interest** –  
**Cllr Coleman** declared an interest re Item 9e – Telephone & Broadband Survey; and Item 10 – Network rail plans for Okehampton to Exeter Railway.

**Cllr Coleman** also wished it minuting again that **Cllrs B & J Tucker and M Carpenter** are members of the Village Hall Committee and Trustees and should declare the interest as such

**Cllr B Tucker** also declared a “negative interest” re Item 10.

5. **Minutes** to approve and sign the Minutes of – Virtual Meeting held on Tues 1<sup>st</sup> Dec 20

**Cllr Coleman** has challenged the Minute at item 9c) of these minutes

**Cllr Coleman** wished it recorded that he challenged that he had ever agreed to spending £10,000 on the refurbishment of the toilets other than to be fully compliant with the Disability Discrimination Act (1995).

6. **WDBC Report - Cllr Lois Samuel** wished everyone a Happy New Year, and reiterated that it has been a tough year for all councils and the nation. However, WDBC are getting nearer to bridging the gap in their budget provisions. They will be receiving £240 K from the Government to issue out in 5 new grants (details below)

| Grant Name             | When it applies               | Who can access  | How Much?   | Examples  |
|------------------------|-------------------------------|---|---|---|
| LRGS Closed (addendum) | National lock down only       | Businesses mandated to close  | Per 28 day period:<br>£1,334, £2,000, £3000<br>Depending on rateable value                        | Non-essential shops that had to close.  |
| ARG                    | National lock down and Tier 3 | Business that were severely impacted by lock down, but NOT mandated to close                                | Per 28 day period: £500, £934, £1,400, £2,100<br>Depending on size of business and Rateable value | Food suppliers who are able to trade but who have no trade as lots of pubs / restaurants shut.            |
| LRGS Closed            | Tier 3 & Tier 2               | Business mandated to close  | Per 14 day period:<br>£667, £1,000, £1,500<br>Depending on rateable value                         | In Tier 2, some businesses are still mandated to close (like nightclubs) and they are therefore eligible. |
| LRGS Open              | Tier 2 & Tier 3               | Businesses in certain sectors that can evidence that they have been severely impacted but are able to trade | Per 14 day period: £467, £700, £1,050<br>Depending on size of business and Rateable value         | Most businesses except professional services.   |

|   |               |                   |               |  |
|---|---------------|-------------------|---------------|--|
| Wet led pub grant (Christmas support grant) | December 2020 | Wet led pubs only | £1000 one off | Pubs that generate more than 50% of their revenue from drinks. |
|---|---------------|-------------------|---------------|--|

**Cllr Coleman** asked if Cllr Samuel could send him details of any Small Business Rate grants directly to himself. He also asked if Cllr Samuel knew if the current year’s financial administration would have a negative impact on Council Tax rates; and if there was anything SCPC could do to support WDBC on this issue. (eg by writing to Rt Hon Mel Stride).

Cllr Samuel said that she would enquire from the Financial Officer.

**Cllr Samuel** concluded by reminding us all that we are all in this together, and said how encouraging it was to see how communities had pulled together in the past 9 months.

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

- a) 3495/20/HHO – West Hill House – Single Storey Conservatory - COMMENTS 21.1.21
- b) 3496/20/LBC – Listed Building Consent for above

**Cllr Coleman** stated that he felt the Heritage Statement included in the above application was robust.

SUPPORTED UNANIMOUSLY

- c) 4184/20/FUL - Middle Corscombe – Mr & Mrs Purchase – Conversion of barn to shower block.

This is a resubmission of the planning application 3386/20/FUL which was fully explained by the applicants at a previous meeting and fully supported by SCPC.

SUPPORTED UNANIMOUSLY.  
 COMMENTS BY 8.2.21

**WDBC Planning Decisions: -**

- a) 3386/20/FUL – Mr & Mrs Purchase – Middle Corscombe REFUSAL
- b) 2902/20/FUL – Mr & Mrs O Rourke – Clover Hill Farm CONDITIONAL APPROVAL

8. **Question & Answer meetings** – as suggested at the Open Meeting in October, SCPC would like to hold more informal Q & A sessions, where parishioners can put forward ideas/comments for consideration at subsequent Parish Council meetings. At the moment these will still have to be via Zoom, but if you have any comments you would like to be considered you can telephone or email them to the Clerk.

| Date and Time                 | Topic                       |
|-------------------------------|-----------------------------|
| Tues Jan 19 <sup>th</sup> 7pm | General comments & concerns |
| Tues Feb 16 <sup>th</sup> 7pm | War Memorial                |

|                               |   |
|-------------------------------|---|
| Tues Mar 16 <sup>th</sup> 7pm | Village Green – Community Garden & Skate Ramp |
|-------------------------------|---|

Chronology of “War Memorial” actions and relevant papers together with reports written by Cllr Coleman can be requested from the Clerk and will be published before the February Q & A session.

## 9. Parish Priorities –

### a) Safer Roads – Cllr M Wilson

- i) Community Speed Watch Group – Sampford Chapple – **Cllr Palmer** thought that there had not been any progress on this group over the Christmas period, but she would update at the next meeting.

**Cllr Wilson** said that she had spoken to the parishioner at Sampford Chapple who is happy to co-ordinate a Speed Watch Group, and she will also contact Bow Parish Council Clerk who is also interested in this issue.

### b) Parish Climate Emergency plan - Cllr Joy Tucker

- i) **Cllr J Tucker** asked if there were any questions from her circulated SCEnSus report and Minutes. There were none.
- ii) Communications Hubs – **Cllr Tucker** explained that SCEnSus would like to set up some Noticeboards around the parish, on which useful information, contact details for lead persons on various SCEnSus priorities, plus notice board for swapping items etc. If any parishioner can suggest suitable locations for one of these boards please let us know.
- iii) Priority Post Boxes – it had been brought to **Cllr J Tucker’s** attention that there are none of these post boxes in the Parish (the nearest being at Taw Green or the Post Offices at North Tawton and Exbourne) Priority postboxes are for posting your Covid19 home test kits back after use. They are the only type of post box that is guaranteed to be collected by last post each day.

**Cllr J Tucker** asked for approval for SCEnSus to contact Royal Mail to see if one of the post boxes in Sampford Courtenay could be designated as a Priority Box. It was unanimously agreed.

- c) Refurbishment of the Public Toilets – **Cllr Carpenter** – reported that he is progressing the planning application for replacement windows, doors and roof. Phase 1 has been made possible by a Small Business Rates Relief Grant of £10,000 received in September.

- d) Village Hall – **Cllr M Carpenter** – said there was not a lot to report except for the brilliant Winter Wonderland Event held on 12<sup>th</sup> December, when over 50 children and their families safely experienced a magical visit to see Santa. It was a perfect example of community spirit and co-operation.

- e) Telephone & Broadband Surveys – update **Cllr M Wilson & M Carpenter** over 50 Questionnaires have been returned. Thank you. These are currently being collated by Cllr Wilson. This data will be used to present a full parish picture to the authorities including our MP Mel Stride, whilst stressing the urgency for better mobile and broadband provision in our

area, especially at this time when more families are having to work from home or take part in home schooling.

10. **Network Rail plans for Okehampton to Exeter line – Cllr B Tucker** wanted to make parishioners aware of recent communications from Network Rail regarding erection of various masts along the rail line to aid safety communication between train operatives. At the moment the plans are for 5 tall masts between Okehampton and Exeter, and Cllr B Tucker wondered if more smaller masts would have less impact.  
**Cllr Friend** – wondered if the taller masts could also be used by Mobile Phone and Broadband providers to provide better coverage in that part of the parish.  
**Clerk** will forward letters from Network Rail to all Councillors for further consideration.  
**Cllr Coleman** has reported the broken gate leading down to Railway Track at Sampford Station. Parishioners agreed to assess the current situation and report back to the Clerk.
11. **N Power Contract ends 14.3.21 – Cllr Friend** volunteered to look into alternative contracts and prices before the current contract ends and report back to the next meeting. Cllr J Tucker asked if, as per WDBC directive, Green Energy companies be also compared.
12. **Footpaths/ P3 – Cllr M Carpenter** reported that the local contractor will start work on Cliston Lane next week.
13. **Village Green Report – Cllr M Carpenter** had no issues to report. Clerk (and Bill) has today changed batteries in all 3 Hand Sanitiser Dispensers at the Village Green and both Public Toilets.
14. **Finance** (To consider payments to be made as per list below)

- a) **Covid 19 – Disbursement of Parish Funds Objection arising in response to Minute 16 of the Meeting Held 3<sup>rd</sup> November 2020 – Cllr Coleman (report circulated )**

Due to the content of Cllr Coleman's report above, Chair Michele Wilson and the Clerk felt that the stall should not collect any further contributions and therefore was suspended until the complaints raised by his report were resolved.

**A Discussion on Cllr Colemans paper** took place alongside a report presented by the Clerk also circulated prior to the meeting at b) below.

- b) **Monies raised via Bake Stalls, Produce Stall & Sale of Face Masks – Clerk's Report,**

Following the discussions votes were then taken on the various proposals presented in both papers.

**Proposal 1 – Cllr Coleman – seconded by Cllr Wilson (from Cllr Coleman's paper)**

In order to avoid referral to the West Devon Borough Council Standards Committee, Fellow Councillors were invited to endorse the following resolutions by recorded voting:

Standard Orders are suspended in order that the resolutions made under Minute 16 of the Meeting Held 3<sup>rd</sup> November 2020 may be reconsidered; specifically, the proceeds of Covid

Sampford Courtenay Parish Council Monthly Parish Meeting [www.sampfordcourtenay-pc.gov.uk](http://www.sampfordcourtenay-pc.gov.uk)  
 Clerk – Mrs M Pratt, Higher Town, Sampford Courtenay 01837 82285 [SCPCClerk@aol.com](mailto:SCPCClerk@aol.com)  
 Fundraising (£1,105.49) donated in equal measure to St. Andrews Church and the Village Hall.

**Votes for** – Cllrs Coleman, Wilson, B & J Tucker, Carpenter, Palmer & Friend. –  
**Proposal Carried Unanimous**

**Proposal 2 – Cllr Coleman – seconded by Cllr Friend (from Cllr Coleman’s paper)**

It is explained to the Treasurer and Wardens of St. Andrews Church that the gift made by Sampford Courtenay Parish Council resolution under Minute 16 of the Meeting Held 3rd November 2020 was unlawful and that it is to be returned.

**Votes for** Cllrs Coleman, Friend, Wilson, **Against** B & J Tucker, J Palmer, M Carpenter  
**Proposal defeated 4 – 3**

**Proposal 3 – Cllr Coleman – seconded by Cllr Friend. (from Cllr Coleman’s paper)**

Cllr. J. Tucker in her role as Chairman of the SC Village Hall Committee uses her influence to recover the donation made towards the Village Hall Roof Fund for the purpose for which it was originally intended. **(Cllr Coleman was corrected that Cllr B Tucker is now Chair of VH)**

**Votes for** Cllrs Coleman & Friend **Against** Cllrs Wilson, Carpenter, B & J Tucker, Palmer  
**Proposal defeated 5 -2.**

**Proposal 4 - Cllr Wilson – seconded Cllr Carpenter (from Clerk’s paper)**

On taking advice from Clerk’s Forum – SCPC ask St Andrew’s Church to refund the £564.47 paid to them in Dec; and pay this to St Andrews/Village Hall Fund and ask them to pay it to St Andrew’s Church. (This has previously been unchallenged by the Auditor)

**Votes for** – Cllrs Wilson, J Tucker, M.Carpenter, J. Palmer. **Against** – Cllr B Tucker  
**Abstentions** – Cllrs Coleman & Friend.  
**Proposal carried 4 – 1 with 2 abstentions.**

**Cllr B Tucker** – explained that he had voted against Proposal 4 because he did not consider it SCPC money. Cllr Wilson explained that from an Audit point of view, once money has been put into SCPC account, it is considered council money.

**The normal monthly payments were approved and will be paid.**

|                                  |                |                     |
|----------------------------------|----------------|---------------------|
| Clerk salary & Expenses          | £229.80        |                     |
| HMRC                             | £35.20         |                     |
| Tracy Mombeyarara – Toilets      | £71.76         | 5 weeks to 30.11.20 |
| N Power – DD – Toilets           | £17.31         | 21.12.20            |
| <b>Total Payments this month</b> | <b>£354.07</b> |                     |

|                            |            |                          |
|----------------------------|------------|--------------------------|
| Reserve Account            | £28,567.15 | After these transactions |
| Current Account            | £3,125.71  | After these transactions |
| Income                     |            | .                        |
| Transfers between accounts |            |                          |

20) **Devon & Cornwall Police Report** - Cllr J Palmer reported that the only new reports were to update on the new Lockdown restrictions.

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

- a) Advanced Minute Taking for Clerks Training – Thurs 21st Jan - £445 + VAT – funds not available in current budget.
- b) Requests from residents to Clerk for help on various items – a) Sourcing of Exercise Bike for parishioner unable to get out to exercise; b) Sourcing of emergency engineer to fix leaking boiler.
- c) Phone call from Bow PC Clerk – re how to get Speed Activated Signs for the parish. (They would like some in Bow) As per above, **Cllr Wilson** suggested that SCPC liaise with Bow PC to see if they would like to work with us to purchase mobile Speed guns which could be shared between both parishes.

d) **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 £590.50 by just 4 supporters.

e) **Social Media over the past month.**

|                  |       |
|------------------|-------|
| <b>FACEBOOK</b>  |       |
| New Likes        | 15    |
| Page Reach       | 5,873 |
| Post Engagements | 1,756 |
| <b>Website</b>   |       |
| Users            | 477   |
| Sessions         | 708   |

|                       |   |
|-----------------------|---|
| Pages most viewed     | New Inn Re-opening = 109 views<br>New Inn Closing = 61<br>Calendar = 63<br>Parish Council Minutes/Agenda = 36 |
| <b>Website Emails</b> |   |
| Sent                  | 1.150   |
| Opened                | 561   |
| Links followed        | 33  |

22) **Councillors’ reports and items for future agenda.** (Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

a) Community Interest Company – Cllr Coleman.

23) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues Feb 2<sup>nd</sup> 2021 Meeting 7.30pm - Virtual meeting via Zoom.

**But please try and attend the less formal Q & A session on 19<sup>th</sup> Jan, or let us have your comments to include on your behalf.**

Signed M. S Pratt Marion Pratt, Clerk to Sampford Courtenay Parish Council Jan 2021

**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)**

|                                      |                                     |                                     |                                     |          |                                       |
|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|---------------------------------------|
| <b>2021</b>                          | Jan 5 <sup>th</sup><br>Q & A – 19th | Feb 2 <sup>nd</sup><br>Q & A – 16th | Mar 2 <sup>nd</sup><br>Q & A – 16th | Apr 6th  | Apr 20 <sup>th</sup><br>Open Meeting. |
| May 4 <sup>th</sup><br>AGM           | June 1st                            | July 6th                            | Aug 3rd                             | Sept 7th | Oct 5th                               |
| Oct 19 <sup>th</sup><br>Open Meeting | Nov 2nd                             | Dec 7th                             |                                     |          |                                       |