

MINUTES OF SAMPFORD COURTENAY PARISH MEETING

Date and Venue – Tues 1st June 7.30 pm at Sampford Courtenay Village Hall

Present:- Clerk M. Pratt, Cllrs M Wilson, B. Tucker, M. Morrissey, J. Friend, C. Coleman, J. Palmer, M. Carpenter & P. Collins + Cllr J. McInnes via Zoom. Plus 2 members of the public in person & 5 members of the public via Zoom.

1. Cllr Wilson welcomed everyone back to face-to-face meetings. Following complaints and concerns raised by parishioners to the Clerk, Chair and the Returning Officer at WDBC regarding the material published for the election she felt it was appropriate to counterbalance some of the personal views expressed. Parishioners wanted to show their thanks and support to current Councillors who undertake their role as volunteers, with professionalism, offering both their time and experience to provide a service on behalf of the Parish

She wanted to reassure Parishioners who may have concerns regarding transparency issues raised that in all Parish Council activity there is full compliance with the Standing Orders regarding meetings and records kept. All decisions made take account of the public's views when Councillors have to vote on the issues discussed. It is inevitable that there will be occasions when there are differences of opinion but the democratic decision-making process is always undertaken and recorded.

All relevant documents regarding the finance of the Parish Council have been transparently published on the website. This includes both the forecast budget proposals that are presented to the full council in October in order to set the Precept as well as the actual budgets recorded in the Annual Governance Accountability Return at the year end. For the last two years this has been supported by a very comprehensive budget variance report. If anyone has any questions regarding the finances of the Parish Council, its earmarked reserves or committed annual expenditure which calculates the Parish Precept, then do not hesitate to speak to the Chair or the RFO Marion Pratt.

Finally, she reassured Parishioners that there is democratic means to elect Councillors. Every four years an election is held to replace all Councillors and those wishing to remain Councillors must re-apply for election. These are statutory elections and open to any parishioner. Our next scheduled election is in May 2023. In order to cover the costs of these elections, funds are maintained in an Earmarked reserve. The previous 3 elections in 2019, 2015 and 2011 took place but were uncontested which means there were 8 or less prospective candidates who applied to fill council posts. During the last 10 years, where there have been vacant posts for Councillors these have always been filled through co-option. This was actually the case in the last election where two parishioners came forward after the election and were co-opted onto the Council. The election just held was called when more than 10 parishioners requested that there be an election as per the electoral rules. The estimated costs of £800 for this election are covered by the precept but to reassure Parishioners the Parish Council also has a published Co-option Policy that meets the standards of practice set out by National Association of Local Councils which can be used for all vacancies if required.

2. The Chair then welcomed the two new elected Councillors – Cllr Phillip Collins and Martin Morrissey.

3. Declarations of Acceptance of Office – were received from the two new councillors.
4. Election of councillors to Governance & Accountability Committee and Planning Committee for coming year + representatives to other bodies.

Cllrs put themselves forward to stand on the various SCPC committees and working parties. Full list can be found on the Website. <https://www.sampfordcourtenay-pc.gov.uk/transparency-code-other-official-documents>

Full details of the structure and set up of the Parish Council Emergency Management Team which is a Committee of the Council formed at the time of an emergency or Major Incident is included in the Parish Resilience Plan. As per standing orders, this Committee can comprise non Councillors. The structure set out by the Local Resilience Forum (LRF) is to be followed including the set agenda's so that the Parish response links into the Local Authority and Emergency Services response as required

5. Adoption of new LGA Code of Conduct & up-dated Declarations of Interest from all councillors. – Proposed – Cllr Collins, Seconded – Cllr Palmer Adopted Unanimously. Updated Declarations of interests received by all Cllrs, action for Cllr Coleman to complete and return asap.
6. **Apologies** – had been received from Cllr Lois Samuels & Robin & Jill Bevis.

7. Public Participation

- a) SCPC/SCEnSus and Dartmoor Line Railway. (See Item 13 b below)
- b) Closure of B3215 Crediton Road until end of July. SCPC has been in contact with Devon Highways and Cllr J McInness, who have informed us that there is no alternative to this road closure. Suggestions regarding one-way systems through the key bottleneck areas have been presented to the Devon Highways to consider. Parishioners are asked to monitor any disruption caused and contact the Clerk who will continue to notify Devon Highways.

8. Declarations of Interest – Cllr Coleman declared the following Interests:-

I declare an interest under Item 11(d) Planning - 1739/21/PAT – Network Rail – Prior Approval Telecoms.

I declare an interest under Item 13(b) Working Party for Dartmoor Line (Re-opening of SC Station) and 15(a) Dartmoor Line – Sampford Courtenay Station.

I declare an interest under Item 14 Adoption of BT Kiosk in the Square for installation of the defibrillator.

There were no other declarations of Interest.

9. **Minutes** to approve and sign the Minutes of – Virtual Meeting held on Tues 4th May 21 – minutes were approved and signed by the Chair.

10. **WDBC Report** - None

11. **Planning** – to consider the following planning applications:

- a) 1142/21/HHO – Pecketts Ford Barn – Mrs L Threadgold – Application for enlarged window including access door. **COMMENTS BY 24th June.**
UNANIMOUS SUPPORT.
- b) 1391/21/ARM – Approval of Reserved Matters on Application 2731/15/OPA - Barrett Homes **COMMENTS BY 10TH June.**
Clerk to enquire whether SCPC are entitled to any of the 106 Fund concerning this development.
- c) 1571/21/AGR – Little Youlden, Miss J Robinson - Proposed steel frame agricultural building. **AG DETERMINATION DETAILS NOT REQUIRED.**
- d) 1739/21/PAT – Network Rail – Prior Approval Telecoms **INFORMATION ONLY**

WDBC Planning Decisions: -

- a) 1314/21/COM – Paize Farm – Communications apparatus **PERMITTED**
DEVELOPMENT
- b) 0187/21/NMM – 2 Albury Cottages – Non material minor amendment **REFUSED.**
- c) 2961/20/OPA – The Countryman – Glamping Pods **APPEAL ALLOWED.**

Cllr Coleman gave notice that he intends to write to the Secretary of State regarding the validation criteria exercised by West Devon Borough Council. This will be undertaken as a private individual and not as a member of SCPC.

12. **Parish Priorities 2021-22 – Approval and adoption.** (circulated to councillors and now available on the website) <https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2021-05/parish-priorities-plan20212022-v1-1360201355.pdf>

Proposed Cllr Wilson Seconded Cllr Collins – Approved unanimously.

13. **Approval and Adoption of the following Terms of Reference**

a) **SCEnSus Sub-Committee**

Joy Tucker said that she regretted that she felt she needed to stand down from SCEnSus, but in discussing the Terms of Reference, there were differing views that could not be reconciled.

Cllr Wilson, thanked Joy for all her work in establishing SCEnSus as a response to the National, DCC and WDBC Climate Emergency Initiative. During her time as Chair of SCEnSus, Joy had gained support locally for a bespoke Environmental plan for Sampford Courtenay, with numerous projects and events.

Cllr Collins stated that he felt that the problems within the group were partly due to not being able to meet in person, and suggested that SCEnSus continue to build on the

positive support already established in the parish and with neighbouring parishes and move on slowly to achieve planned objectives.

Proposal to adopt Terms of Reference – Cllr Wilson Seconded – Cllr Palmer Carried by 6 votes with 2 abstentions.

Terms of Reference can be read on the Website. <https://www.sampfordcourtenay-pc.gov.uk/transparency-code-other-official-documents>

b) Working Party for Dartmoor Line (Re-opening of SC Station)

Cllr Wilson had received an email from a parishioner asking why the re-opening of SC Station had only just become an SCPC Parish Priority. Cllr Wilson explained that SCPC has been represented on the OkeRail since 2017. The SC Parish Survey of 2019 did not identify this as a key priority, it was only recently when news of the opening of the Okehampton to Exeter Line became public, and that SC Station was not included in the first phase that it was raised as an issue.

Cllr Friend, SCPC representative on OkeRail, stated that the main priority had been to get trains running first and the Chair of the Forum had advised that it was not in the terms of OkeRail to consider, Track Stations, or Timetables. Now the priority is to open the new Parkway Station at Okehampton and then look at a request stop for SC. Cllr Friend advocated that the working party, via Roundabout, try to establish how many local people were committed to use the station as regular commuters in order to put greater pressure on the Rail Companies to fulfil their commitment in future Phases that have been publicised. Working with other rural communities as part of the Dartmoor Line working party will assist in ensuring every opportunity is taken to support the re-opening of SC Station as well as providing the wider public transport infrastructure that will support the use of the rail line.

Cllr Morrissey said that it would be a shame to miss any opportunity, but SCPC need to manage expectations.

Proposal to adopt Working Party Terms of Reference

Proposed Cllr Wilson Seconded Cllr Friend Carried by 7 votes to 1 Abstention.

These Terms of Reference can be found on the Website.

<https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2021-05/draft-terms-ref-dartmoor-line-wp-864481549.pdf>

Cllr Coleman stated his intention (as a private individual – not as a member of SCPC) to set up a Community Rail Partnership with a mission to deliver:-

- Reinstatement of South Western mainline through to Plymouth.
- A Community Hub at the Station to include shop, gardening projects, fully accessible public conveniences.
- Telephone for “Taxi on Demand”
- Repositioning of Bus Shelter to the station approach
- Establishing safe working route from The Beeches to the Station

Anyone interested in getting involved with this are asked to please contact Colin directly on 01837 54555 or 82941 or by email colin@ischq.com

- c) **Village Green** – The Council acknowledge the detailed document that has been prepared and the Sub Committee will look to prioritise the actions proposed and bring back to a future Parish Council meeting after next meeting of SCEnSus

14. Adoption of BT Kiosk in the Square for installation of the defibrillator.

Through Fund Raising activities during 2019 a Defibrillator was purchased for parish, but has been unable to be sited in the optimum location of The Square. The suppliers South West Ambulance now want us to take possession of the unit.

Proposal to Adopt the BT Kiosk in the square to house the Defibrillator.
Cllr Coleman reiterated his objections to this proposal.

Proposed Cllr Wilson Seconded Cllr Collins – Carried by 7 votes to 1 Against.

Cllr Collins added that in a local parish, the defibrillator has saved more than one life, and felt that this far outweighed the case for maintaining a telephone kiosk that has not been used for telephone calls for over 7 years. Cllr Morrissey echoed this statement, and asked that SCPC organise training in how to use the Defibrillator to raise community skills, confidence and familiarity in operating the unit.

Cllr Coleman Proposed that training be organised. Seconded by Cllr Morrissey.

Cllr Wilson stated that Training on how to use the Defibrillator will be provided as part of the lease scheme and will be arranged as soon as Covid Guidelines permit, after the Defibrillator is sited.

15. Parish Priorities –

- a) Dartmoor Line – Sampford Courtenay Station <https://www.dartmoor-railway-sa.org/> see Item 13 b above.

- b) Refurbishment of the Public Toilets – Cllr Carpenter update including Phase 2.

Cllr Carpenter has today received a “Certificate of Lawfulness” which allows the replacement of the roof, doors and windows of the Public Toilets to proceed.

Cllr Wilson reiterated that it is identified as a priority to obtain plans and funding to progress Phase 2 to make the toilets fully DDA compliant.

- c) Community Plan Village Green – Cllr Wilson reassured councillors and parishioners that the fantastic work already done by Veronica Matthews and Jill Bevis on creating this plan would not be lost, but form the basis of events/workshops that could be organised simply and quickly to drive the project forward.

- d) Safer Roads – Parish Signs - the result of the recent poll for new road signs was overwhelmingly in favour of Sign 3 with it getting 93 out of 125 votes. A big Thank You to everyone who took the time to submit their preference.

- i) Community Speed Watch Training 2nd June – Cllr Palmer and other parishioners from Sampford Chapple will be completing this on behalf of SCPC.

- e) Parish Climate Emergency plan - Joy Tucker (Minutes & reports already circulated) and accepted.
 - ii) Himalayan Balsam Clearance – Sun 13th June.
 Cllr Coleman is actioned to forward contact details for SWWA to advise on Risk Assessment for this event.
 - iii) Next meeting to be arranged.
- f) Village Hall – Cllr M Carpenter – recent Pre-loved/Plant Sale raised £1,420. Thank you. The Roof-Us fund has now reached over £30,000.
- g) Broadband/Mobile Coverage Survey – Cllr Wilson and Carpenter to arrange another meeting with Connecting Devon and Somerset to assess progress.
 Cllr Friend has been assured by BT that he will have Fibre to House Broadband by 6th Aug.
- h) Moving of Telephone Kiosk from Sampford Station to Sampford Chapple is currently being arranged.
- 16. **Footpaths/ P3** – Cllr Wilson is currently liaising with Ros Davies to provide a replacement stile for one of the footpaths in Honeychurch. She has obtained the land owners permission for this to be replaced.
- 17. **Village Green Report** – Cllr M Carpenter (circulated to councillors) Damaged plastic surround for Sanitiser will be replaced.

18. **Internal Auditor Report** (as per documents already circulated to Councillors)

Cllr Coleman indicated that he could not endorse the AGAR even with the change to Item 3 as he felt that Item 2 was also not fulfilled.

- Approval and signing of Section 2 of AGAR documents (Section 1 and Internal Auditor section already approved and signed.)
 Proposed Cllr Wilson Seconded Cllr Carpenter – Carried by 7 votes to 1 against.
- Approval and signing of amended Section 1 of AGAR documents.
 Proposed by Cllr Wilson Seconded Cllr Palmer – Carried by 7 votes to 1 Abstention.
- Approval of Notice dates for publishing Accounts – Approved. All End of Year Financial Documents will be available for public viewing (by request to the Clerk) between 14th June – 23rd July. But will also be available on the Website.
- Appointment of new Internal Auditor for next year. – Cllr Coleman suggested Clerk approach Church Treasurer to see if he would accept this role for SCPC.

Proposals for changes to the SCPC Financial Regulations following legal advice from NALC to be included for agreement at the next meeting.

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

Clerk salary & Expenses	265.00	May hours 34
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Tracy Mombeyarara – Toilets	97.05	89.10 Wages 7.95 Sundries
Pattersons – Soap for Toilets	42.08	Toilets – Sundries.
EDF	8.00 DD	Toilets - Electricity
Okehampton Accountants – Internal Audit	360.00	Audit
Okehampton Accountants – Additional hours re Cllr Coleman’s independent challenge to payments made to the Church.	90.00	Audit
M. Pratt CC – Zoom Renewal	105.64	Parish Communications
Total Payments this month	967.77	
Reserve Account = EMR	26,805.12	After these transactions & transfers
Current Account	4,473.59	
Income	10.00 908.97 200.00	Seamoor Lotto VAT Refund Locality Grant SCEnSus
Transfers between accounts	49.27	From Reserve to equal EMR
Data Protection Fee	35.00	

For Transparency – these payments are raised with SCPC Online Bank, and then payments are authorised by 2 councillors who also cross check payments with Invoices and initial accordingly. Online bank records names of councillors who make authorisations.

20. NALC Star Council Awards 2021- Cllr Wilson has nominated the Clerk for this award.

Cllr Coleman sought to have his own citation included in the nomination. It was explained by the Chair that this item was for information only. As had been reported the nomination was already submitted and could only have 600 words.

21. Devon & Cornwall Police Report - Cllr J Palmer update -

a) Non Emergency Police Contact details

Anyone wishing to contact the police with non-emergency queries or reports can easily access the online options – WebChat, Report Crime Online and Email 101.

WebChat - dc.police.uk/webchat

WebChat allows you to talk online directly with the police contact centre - just the same as

Sampford Courtenay Parish Council Monthly Parish Meeting www.sampfordcourtenay-pc.gov.uk
 Clerk – Mrs M Pratt, Higher Town, Sampford Courtenay 01837 82285 SCPCClerk@aol.com
 calling us. WebChat is available 24 hours a day, 7 days a week and can be used to ask questions, report non-urgent crime, and receive updates on existing crime.

Report Crime Online - dc.police.uk/reportcrime

Report Crime Online is an easy way to report information to us or report an incident or crime. Simply record all the details on the online form then submit the form via the website.

Email 101 - 101@dc.police.uk

Email 101 to ask a question, tell the police something or report non-urgent crime. The email service is monitored daily.

- b) G7 Summit in Cornwall – there will be severe restrictions to travel in and around Cornwall during the G7 Summit – more details can be found here <https://g7.devon-cornwall.police.uk/impact/#>

22. Clerk’s Report (anything not already covered by Agenda item)

- a) **Memorial Bench for Hugh Franklyn** – Hugh’s family wish to make and donate a bench in memory of Hugh. SCPC will support this initiative and siting of the bench when complete.
- b) **Training** – Cllr Morrissey – Being a Good Councillor – 15th June
 Cllr Palmer - Chairing Local Council meetings – 5th July.
- c) **Grass Cutting Contractor** – has been informed of plans for Village Green and is happy with the planned changes.
- d) **DALC New Website** – Clerk has already registered on behalf of SCPC, but Councillors can request their own log-in. These have to be manually approved by DALC so you will not be given immediate access.
- e) **SeaMoor Lotto** – to support SCPC projects – you can sign up for tickets <https://www.seamoortotto.co.uk/support/sampford-courtenay-parish-council> Funds raised to date £643.00

f) Social Media over the past month.

Facebook		Website	
New Likes	4	Users	1,200
Page Reach	3893	Sessions	1,500
Post Engagements	2569	Pages most viewed	Minutes/Agenda – 26 New road signs – 23 Spread Yay 1000k – 22 Calendar – 14 Re-loved sale - 13
		Website emails	Delivered – 4158 Open – 2221 Clicks - 358

23. Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues July 6th at 7.30 pm at the Village Hall and via Zoom.

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