

MINUTES OF SAMPFORD COURTENAY PARISH MEETING

Date and Venue – Tues 6th July 7.30 pm at Sampford Courtenay Village Hall (public are invited to attend via Zoom link below or in person.)

Present – Clerk M Pratt; Cllrs M. Wilson, J. Palmer, P. Collins, M. Carpenter, M. Morrissey, B. Tucker & J. Friend.

Public – J. Tucker and via Zoom – J. McIlwraith, M. McIlwraith, B & H Aldridge.

1. **Cllr Wilson** welcomed everyone to this our second “Hybrid” Parish Council Meeting – where Councillors attend in person but the public are allowed to attend in person or via Zoom.
2. **Apologies** – Had been received from Cllr Coleman.
3. **Public Participation** Residents are invited to give their views and question the Parish Council on issues on this agenda, or to raise issues for future consideration at the discretion of the Chairman.
 - a) Request from parishioner who tends flower beds in the Square for 2 x replacement flower troughs. – It was proposed that the cost of these replacements be found for consideration at the next meeting.
 - b) James McIlwraith wished to speak regarding NALC Ruling regarding “unlawful” payment to St Andrew’s Church. – Mr McIlwraith had read the above letter on the parish website and felt the substance of the letter was very serious. He asked if councillors had been made aware of this letter and asked why an Extraordinary meeting had not been called.

Cllr Wilson responded that in response to advice from the Internal Auditor, the Clerk sought legal advice through DALC who then forwarded it to NALC solicitors. On receipt of the NALC ruling/letter the Chair then referred herself to the Monitoring Officer as recommended. Although the WDBC website states that such referrals should be dealt with within 10 days, it has now been 7 weeks and we still have not received a response.
 - c) Heavy vehicle use of Brightley to Okehampton road – following a letter from a concerned parishioner regarding the safety of horse and bike riders along the Brightley road during the current diversion for the Okehampton road closure; Cllr Wilson has written to CC Haulage asking whether “the use of this route is sanctioned by the firm, if so whether a permit for vehicles over the weight limit has been obtained, if not what action you they able to take to reassure residents that your vehicles will be used lawfully and safely during the period of the diversion”.
 - d) Cllr Friend also reported that the road closure does not appear on the DCC Interactive Map – but can be found on the AA map.
4. **Declarations of Interests** – Cllr B Tucker declared his interest in Item 7c below.
5. **Minutes** to approve and sign the Minutes of – Hybrid Meeting (partly in public and partly via Zoom) held on Tues 1st June 21 (already published on Noticeboards and Website)
Agreed Unanimously and signed by the Chair

6. **WDBC Report - None**

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

- a) 2117/21/HHO – 2 Albury's – Mrs C Clatworthy Edwards – Rear ground and first floor extensions. Unanimously Supported
- b) 1378/21/FUL – Station Farm – Class Q demolition and replacement of Agricultural building as a dwelling. Unanimously Supported
- c) 1845/21/TCA – Village Hall – T2 Chestnut felling due to rotting bark and fallen branches. Permission already granted.
- d) 2519/21/AGR – Langabeer Farm – Miss K Steed – Prior approval for polytunnel. INFO ONLY.

WDBC Planning Decisions: -

- a) 1987/21/CLP – Sampford Courtenay Public Toilets - Replacement roof, doors & windows. CERTIFICATE OF LAWFUL DEVELOPMENT GIVEN.
- b) 1739/21/PAT – Network Rail – Mr Colin Field - 20m lattice mast for telecommunications. PRIOR APPROVAL REQUIRED AND GIVEN
- Cllr Wilson said that now this has been granted, Network Rail have indicated that there is a possibility that SCPC can piggy back off this telecommunications mast for improved parish connectivity in the future.

8. **Fitting of defibrillator & Training** – Cllr Wilson is still awaiting confirmation from the WD Conservation Officer that as advised by Historic England, SCPC does not require Planning Permission for change of use from phone kiosk to Defibrillator housing.
First Aid Training – With the lifting of Covid Restrictions Training Sessions have been resumed and SCPC will be added to the list for training.

9. **Approval of SCEnSus Terms of Reference** – Cllr Coleman had commented that the Chair of this Sub committee should be a Councillor. However, our Standing Orders clearly state that non-councillors can be a member of a sub-committee; and the sub-committee will elect their own chair from the members.
Proposal to Approve Terms of Reference – Cllr Wilson Seconded – Cllr Tucker Approved unanimously.

10. Approval of Amendments to Standing Orders

Cllr Friend Proposed that as Cllr Coleman had forwarded several comments regarding the following 2 items at Noon today, these items should be deferred to another meeting at which Cllr Coleman could be present.

Following discussion about Cllr Coleman's comments going over previously discussed items; the lack of the required 7 days' notice to consider reports/comments etc. There was no seconder for this proposal and votes on approval of the following items took place.

- a) **Item 3 X** – in line with DALC advice re content of Minutes.
- b) **Item 11** – Management of Information
- c) **Item 18 f & g** – Financial Controls and Procurement – update from NALC

Proposal to approve all 3 amendments listed above – Cllr Wilson Seconded Cllr Morrissey
Approved unanimously with an additional amendment at Item 3 m to be changed to “dress sensibly”.

11. Approval of Amendments to Financial Regulations

- a) Item 1.14 – Additional Grant Making Policy
- b) Item 4.10 & 4.11 – Budgetary Control & Authority to Spend
- c) Item 5.12 – Banking Arrangements and Authorisation of Payments
- d) Item 9.11 – Income

Proposal to approve all 4 amendments listed above – Cllr Wilson Seconded Cllr Collins
Approved unanimously – with the action on Cllr Morrissey to suggest better terminology for “well being” and “good causes” for consideration at the next meeting.

12. Approval of Grant & Donations Policy – as per Item 11 1.14 above plus review of S 137 fund.

Proposed Cllr Wilson Seconded Cllr Carpenter
Approved unanimously.

13. Parish Priorities –

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

Cllr Wilson reported back on the Joint Working Group meeting held yesterday; (Present Clerk – M. Pratt, Cllr Wilson, DCC Cllr J. McInnes, NTTC Cllr S. Whitely & C. Lee and J. Bourne – Bondleigh)

- Positive news that Network rail are in the process of registering the land at Sampford Station Car park.
- The group agreed to conduct a joint survey across all parishes to establish data for the likely usage of this service now and in the future. In order to do this it was suggested that both councils put aside some funds which Cllr McInnes said he would help with a Grant from his Locality Budget.

Proposal to set aside £200 in Ear Marked Fund – Cllr Wilson Seconded Cllr Morrissey.
Approved unanimously.

- OkeRail Meeting Charter Hall, Okehampton on Wednesday 21st of July from 10 -12 noon – Cllr Wilson and Cllr Friend will be attending this meeting and although SC Station is not on this Agenda – it will be on the next one.

- b) Refurbishment of the Public Toilets – Cllr Carpenter update including Phase 2. **£58.50 Refund from WDBC re change of Planning Application to Certificate of Lawfulness.**

- Cllr Carpenter wished it recorded that although he is taking the lead in this project; and using his 35 years’ experience as a Chartered Surveyor, as he is retired, he will not have professional indemnity insurance.

- As with all projects – the contractor will have his own insurance and will have to conduct his own Risk Assessments to reassure those insurers.
- Cllr Wilson proposed that this meeting approve the use of the Ear marked Reserve for Legal Advice – if at any time Cllr Carpenter felt additional Legal Advice was required, and that the Chair of the PC should be consulted should the need for such legal advice arise.

Proposed Cllr Wilson Seconded – Cllr Collins Approved Unanimously.

c) Safer Roads – Cllr J Palmer Community Speed Watch Update

- 159 vehicles to date have been recorded exceeding the 30mph Speed Limit. The main purpose of this group is to EDUCATE drivers into safer use of the roads.
- The Police, together with the group, are looking into additional points within the 40 mph speed area in the parish where the Speed Watch can do some recording.
- Cllr Wilson wished the Thanks of SCPC to be again conveyed to this group of volunteers.
- Faulty Speed Light on Greenhill – Engineer to attend again in July.

d) SCEnSus -

- Himalayan Balsam Clearance – Sun 13th June – was another successful event with new volunteers attending. It was felt that there was a reduction in plants this year due to the success of this event last year.
- Forthcoming Events – please look out for further details on the Website and Face Book regarding these upcoming events. We plan to make materials available for you to make your own seed bombs and small bug hotels to take home (for a donation). Please start saving/collecting Bug Hotel resources – twigs, moss, fir cones, bamboo, holey bricks etc.
 - 7th Aug 11.30 am Village Green – Seed Bomb Workshop
 - 18th Sept 2.30 pm Village Green – Bug Hotel Workshop

e) Village Hall – Cllr M Carpenter

- Come, buy and Chat – raised an additional £150 for the Roof-Us Fund.
- The Lottery Grant and Community Grant have been applied for.
- The 3 new windows are currently being installed and look amazing.
- Keep a look out on the Website and Facebook for more fun fundraising events.

f) Broadband/Mobile Coverage Survey –

- REMINDER – of Road Closure from New Inn to Weirford Lane – 2nd – 6th August for Fibre to House work. **Parishioners are reminded that they may have to make other parking and access arrangements to their property.**
- This Fibre to House will not cover the whole parish, SCPC are arranging another meeting with Broadband providers to discuss wider connectivity for the parish.
- Cllr Friend explained that when you have good connectivity a VOIP phone contract will possibly save you money, and not involve a line rental.

g) Moving of Telephone Kiosk from Sampford Station to Sampford Chapple – planned to be relocated within the next 2 weeks. SCPC are looking for Volunteers to help with necessary refurbishment and re-painting. If you would like to help, please contact the Clerk.

14. **Footpaths/ P3** – Cllr M Carpenter – Thank you to Andy Wilson for clearing a fallen branch from Bulland Lane.

15. **Village Green Report** – Cllr J Friend, (circulated to councillors)

- Batteries etc been checked in hand sanitiser unit and should now be working.
- Cllr Wilson is putting together an application to Devon Communities Small Grant to help fund the SCEnSus plan for the Village Green.

16. **Finance** – agree transfers to Ear marked Reserves as set out in 2021-22 Budget.
 Proposal for Clerk to make these transfers Cllr Wilson Seconded Cllr Palmer
 Approved unanimously.

17. **Finance** approval to make these payments and transfers agreed unanimously.

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| Clerk salary & Expenses | 265.00 | June hours = 33 |
| Tracy Mombeyarara – Toilets | 71.28 | |
| EDF | 8.00 DD | Toilets – Electricity |
| West Country Grounds Maintenance 1/2 | 262.02 | Village Green |
| J Carpenter ¼ Website Administration | 231.66 | Website Administration |
| DALC Being a Good Councillor 1 | 18.00 | EMR – Training – Cllr Morrissey |
| Okehampton Accountants | 72.00 | Payroll Software |
| Total Payments this month | 927.96 | |
| Reserve Account = EMR | 26,848.62 | After these transactions & transfers |
| Current Account | 3,538.13 | |
| Income | 58.50 12.50 | Planning Refund Seamoor Lotto |
| Transfers between accounts | 43.50 | From Current to Reserve |
| Budgeted Transfers @ Item 16 | 2,575.00 | From Current to Reserve |

18. Nomination of Councillor with special responsibility for Health & Safety. – Cllr Coleman
 Proposal is that a Councillor should be appointed with special responsibility for Health and Safety.
Proposed Cllr Coleman Seconded

Cllr Collins proposed that as Cllr Coleman was not present to move this proposal and there was no seconder for this proposal it should be withdrawn as per Standing Orders 1 – Rules of Debate at Meetings.

Cllr Friend asked why a Health and Safety Officer was required if Clerk and Chair already complete and up-date the necessary Risk Assessments for the various SCPC Activities and Events, all of which are available for public viewing on the website or from the Clerk.

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

- a) **PCC’s Community Speed Watch Scrutiny Panel Report -**
<https://devonandcornwall.s3.amazonaws.com/Documents/About%20Us/Scrutiny/CSW%20Scrutiny%20Report%20final.pdf>
- b) **Prime Ministers support for Devon & Cornwall Councillor Advocates Scheme**
<https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/prime-minister-praises-alison-hernandez-for-doing-the-right-thing-with-councillor-advocates-scheme/>
- c) **Police and Crime Plan – Microsoft Teams meeting Mon July 19th & Tues 20th – Cllr Morrissey will attend to represent SCPC.**

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

- a) 9 people contacted re Internal Audit – possibly 1 acceptance from local Parish Clerk who is not an accountant.
- b) Notification of receipt of AGAR 3 from PFK Littlejohn – we are now in a queue to be processed.
- c) Being a Good Councillor Training – Part 2 & 3 – 29th June & 13th July – Cllr Morrissey booked on these courses.
- d) Resilience Forum – 9th July – Cllr Wilson booked on this.
- e) ODCTG -AGM – 26th July 3pm – Charter Hall
- f) Commemorative Bench on Red Post Triangle – Application to DCC Highways has been submitted. PERMISSION HAS BEEN GRANTED.
- g) EDF – Clerk took meter reading on 21.6.21 and DD are increasing to £11 pm from July.
- h) **SeaMoor Lotto** – to support SCPC projects – you can sign up for tickets
<https://www.seamoorlotto.co.uk/support/sampford-courtenay-parish-council>
 Funds raised to date £650.50

i) Social Media over the past month.

| Facebook | | Website | |
|-----------------|------|----------------|-----|
| New Likes | 1 | Users | 519 |
| Page Reach | 1384 | Sessions | 767 |

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| Post Engagements | 765 | Pages most viewed | Calendar = 25 Scarecrow Trail = 15 Parish Minutes/Agenda = 15 Flower & Veg Show = 12 Visitors = 12 |
| | | Website emails | Delivered = 3521 Opened = 1562 Clicks = 59 |

21. Councillors’ reports and items for future agenda –

- Cllr Palmer reported that the Post Box at Sampford Chapple has been removed and not replaced. Clerk will investigate and report at the next meeting.
- Cllr Palmer – also reported that there is a Climate Emergency Meeting at 2pm on 19th July which she hopes to attend.
- Cllr Carpenter asked all parish groups to check their details and any content on the parish website and inform Julie Carpenter of any amendments.

22. Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues Aug 3rd at 7.30 pm at the Village Hall and via Zoom.

Signed M. S Pratt Marion Pratt, Clerk to Sampford Courtenay Parish Council July 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)

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| 2021 | | | | | |
| May 4 th AGM & Normal Monthly meeting. | June 1st | July 6th | Aug 3rd | Sept 7th | Oct 5th |
| Oct 19 th Open Meeting | Nov 2nd | Dec 7th | Jan 4th | Feb 1st | Mar 1 st + Finance Meeting 22 nd Mar |