

## MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – Tues 2<sup>nd</sup> Nov 7.30 pm at Sampford Courtenay Village Hall (public are invited to attend via Zoom link below or in person.)

1. **Present** : - Cllrs M. Wilson, J. Palmer, P. Collins, M. Morrissey, J. Friend & B. Tucker + 2 members of the public.
2. **Apologies** – Cllr C Coleman & WDBC Cllr B Ratcliffe & Cllr M. Carpenter who joined via Zoom.
3. **Public Participation**
  - a) **Renewed complaints of dog fouling on Bulland Lane to Weirford Lane, and dogs off the lead and being allowed to enter adjacent fields containing livestock.**

The Clerk directed Councillors and members of the public to the following WDBC sites which explains the current ruling re dogs.

<https://westdevon.gov.uk/article/4117/Dog-Fouling>

It is an offence to fail to remove the faeces from the land and to correctly dispose of it (bag it and dispose of in a waste or dedicated dog poo bin; or double bag it and take it home for disposal in your household waste)

<https://westdevon.gov.uk/article/7910/Dogs-on-Leads>

**It is an offence if you do not keep your dog on a lead in an area which has been designated as a 'Dogs on Leads area.'**

1. This article applies to all areas covered by Rule 56 of the Highway Code i.e., on the road, or on the pavement, or on a path shared with cyclists or horse riders within 30 mph speed zones.

### **b) Concern that Bow/North Tawton Surgeries will not be conducting Covid Booster vaccines.**

Patients aged 75 and over will receive a letter inviting you to attend our next clinic at Crediton vaccination centre on Saturday 13<sup>th</sup> or Saturday 20<sup>th</sup> November. For more details please check out their website <https://bowmedicalpractice.co.uk/covid-booster-vaccines/>

4. **Declarations of Interest** – Cllr Collins declared an interest in Item 8 c below.
5. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Tues 5<sup>th</sup> Oct 21 (already published on Noticeboards and Website) - were agreed and signed.
6. **Apologies and Correction to last month's meetings** – after contacting DCC Highways – SCPC has been informed that the vehicle registration reported as having verbally abused the Community Speed Watch volunteers last month is not a Highways vehicle.
7. **WDBC Report** - None
8. **Planning** – to consider the following planning applications:
  - a) 3620/21/CLE - Certificate of lawfulness for existing use of building as a dwelling (resubmission of 3523/20/CLE) COMMENTS BY 10<sup>TH</sup> NOV  

As councillors have no personal knowledge of this site, it was agreed that the Clerk submit no comment for this application.
  - b) 3087/20/FUL and 3088/20/LBC. – Middletown Farm – Site Meeting – Chair M. Wilson has been invited to attend.

- c) 3614/21/AGR - Mr Reginald Squire APPLICATION TYPE : Agricultural Determination GRID REFERENCE : (263152, 102288) PROPOSAL : Application to determine if prior approval is required for a proposed erection of a split ring portal timber barn to store feed stuff and machinery

**Ag Determination Details required**

- d) 3779/19/OPA – Mr Miles Ash - Outline application with some matters reserved for new dwelling at former builder's yard. CASE OFFICER : Cris Lancaster DECISION DATE : 06-October-2021

**Withdrawn**

- e) 2941/21/LBC – Mrs M Wilson - Listed Building consent to replace telephone equipment with defibrillator and amend external signage

**Conditional Approval.**

8. **Fitting of defibrillator & Training** – LBC Planning Approved. Clerk now applying to adopt the kiosk.

9. **Planning Memo of Understanding** – the Chair has been assured that this document in no way diminishes SCPC powers regarding Planning Applications; rather it affirms that SCPC consider all applications fairly and transparently. When the final version of this document is received it will be placed on a future Agenda.

#### 10. **Open Meeting up-date/actions**

- Organise meeting for Jubilee Celebrations. – Fri 19<sup>th</sup> Nov 2.30pm – venue to be confirmed.
- Set up Broadband Sub-Committee – see Item 13 f below.
- Arrange Q & A on Lost Footpaths Project – add to Action list to set a date for the New Year.
- Children in Need Ramble – 13<sup>th</sup> November 10am – encourage as many councillors and parishioners as possible to attend this event. Cllr Collins to ask V Hall if they will arrange refreshments, costs to be covered from SCEnSus EMR.
- Order Queens Commemorative Bench & Benches for Village Green – Cllr P. Collins proposed that these benches be purchased from Parish Enhancement EMR and that VE Day EMR be vired to Jubilee Fund. Seconded Cllr M Morrissey. Passed unanimously.
- Additional Recycling Litter Bin for Parish – as discussed at SCEnSus meeting it was agreed that public opinion is not to purchase further bins for the parish at the current time, but to encourage people to take their litter home or use the 2 bins sited at Public Toilets and opposite New Inn. Cllr Coleman to be thanked for his offer that SC Community Interest/Asset Company would provide 50% funding for this.

#### 11. **Points of Light 2021**

**NALC have published the 2021 edition of Points of Light, which highlights just some of the fantastic work that parish and town councils have done to support their communities. We're delighted to see some of Devon's councils featured including:**

Sampford Courtenay and their subcommittee the Sampford Courtenay Environmental and Sustainable Living Group which aims to tackle climate change at a local level.

12. **Snow Plan Review & Over Arching Emergency Resillience Plan** – has been up-dated by Cllr M Wilson and is available to download on the Website. <https://www.sampfordcourtenay-pc.gov.uk/sampford-courtenay-resilience-plan> If any parishioners would like to add their name to the list of Snow Wardens please contact the Clerk.

#### 13. **Parish Priorities** –

- a) Dartmoor Line – Sampford Courtenay Station <https://www.dartmoor-railway-sa.org/> Cllr M Wilson presented the Dartmoor Line Survey Report to the recent OkeRail meeting where it was favourably received and fully supported. The next actions will be to work with DCC & WDBC to improve local transport/bus links and to lobby NWR to complete their feasibility study on re-opening SC Station.

- b) Refurbishment of the Public Toilets – Cllr Carpenter update – still on course for roof to be completed in February. Cllr Collins to check with VHall re storage of Cleaners equipment at the hall during closure of Ladies Toilet.
- c) Safer Roads – Cllr J Palmer **Community Speed Watch Update** – Recent early morning Speed Watch at Sampford Chapple – counted 71 cars of which 13 (18%) were exceeding the speed limit. The fastest was monitored at 58mph.
  - i) Proposal to purchase a Headcam for volunteers safety. - £35.00 [https://www.amazon.co.uk/HD1080P-Recorder-Wearable-Enforcement-Security/dp/B08CY4RR9X/ref=sr\\_1\\_4?dchild=1&keywords=Wearable+Camera&qid=1634970218&sr=8-4](https://www.amazon.co.uk/HD1080P-Recorder-Wearable-Enforcement-Security/dp/B08CY4RR9X/ref=sr_1_4?dchild=1&keywords=Wearable+Camera&qid=1634970218&sr=8-4)

Cllr Palmer proposed purchase of Headcam as above - Seconded by Cllr Collins – agreed unanimously.

- d) SCEnSus - please see Minutes of SCEnSus meeting for full details.
  - i) Plant Stall – will be removed over the winter and relaunched in the Spring. Location to be decided.
- e) Village Hall – Cllr P Collins – Cllr Friend asked Cllr Collins to ask if V Hall are considering registering for FTTP to improve Broadband connectivity for future events. Clerk will email details of current WDBC Grant to be considered by VHall.
- f) **Broadband/Mobile**– as per Item 10 above – Clerk already receiving some responses from parishioners who have registered as per information sheet on the Website. <https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2021-10/broadband-mw-mp-1941867261.pdf>

It was proposed that a Working Group be set up to action notifying all households of current routes to obtain better broadband connectivity, and current grants available.

Cllr Wilson proposed that Cllr Morrissey be elected Chair of this Working Party. Seconded Cllr Collins. Agreed unanimously.

Clerk will work with Cllr Morrissey and other parishioners who have expressed an interest; a list of all households will be prepared and split into groups of 15/20 properties for volunteers to go house to house and explain options in person. (This will be coupled with VHall questionnaire to aid Lottery Funding)

- g) **Footpaths/ P3** – Cllr M Carpenter – is still chasing quotes for work to footpaths. P3 money has been applied for but not received as yet.

#### 14. **Village Green Report** – Cllr J Friend (circulated to Councillors)

- Review of External Playground Inspection Document (circulated to Councillors)

Cllr Wilson proposed that a list of issues be drawn up from the last Annual Inspection and quotes sought to complete work before next Inspection in February.

- 15. **Housing Association Bungalows – Harvey’s Close** – up-date re overgrown vegetation encroaching on neighbouring properties. Photos have been forwarded to LiveWest and WDBC and asked for essential ground works to be actioned. Thanks to Cllr B Ratcliffe for following this up for SCPC – LiveWest have said they will do an initial cut back of garden vegetation and then speak to residents to maintain after that.
- 16. **SCPC Assets & Insurance Cover Review.** – Cllrs Collins & Morrissey – deferred to next meeting.
- 17. **Financial Risk Assessment** – circulated by the Clerk
  - Purchase of Cloud Storage – Standard Dropbox package £120 pa. – Clerk to check for comparative prices and forward to councillors, in order to make a decision to purchase to manage the current risks
  - DALC/NALC membership increase of 4% for 22/23 – will be included in next year’s budget.
  - Internal Auditor still to be appointed. – Financial Regulations may have to be amended to allow neighbouring Parish Clerk to undertake next year’s Internal Audit. (Most other local councils have their Internal Audit completed by a Parish Clerk)

- Review of Insurance cover and whether to include Cyber Crime Cover – as per Item 16 above to be deferred to next meeting.

18. **Finance** following payments were approved.

Clerk salary & Expenses	265.00	Oct hours = 49
Tracy Mombeyarara – Toilets	71.28	Toilets - Wages
EDF	11.00 DD	Toilets – Electricity
M Pratt – Microphone & Camera	122.23	Clerk’s Office
M Pratt – Postage & Envelopes	42.56	Chair’s Letter
M. Wilson – Sooz Material for screen	20.00	Clerk’s Office
M. Wilson – Padlocks for Screen	11.75	Clerk’s Office
SWWA - Toilets	44.74	Toilets Water
DALC - Conference	40.00	Training
Burridge Printers – Open Meeting Letter	64.00	Communication
St Andrew’s Church – Church Yard	350.00	Church Yard
Village Hall – Refreshments Open Meeting.	30.00	Hospitality.
<b>Total Payments this month</b>	<b>1072.56</b>	
Reserve Account = EMR	28,664.27	After these transactions & transfers
Current Account	3,058.76	
Income	10,000.00	Seamoor Lotto P3
Transfers between accounts	1196.52	From Reserve to Current
Bug Hotel Event - £80.40 cash + Plant Stall £5.25 = £85.65 – Bulbs - £83.85	1.80	Petty Cash carried forward as Plant Stall money.
<b>WDBC – Share of May Election costs</b>	<b>824.86</b>	<b>Which equates to 8% of the current Precept.</b>

**19. Village Hall request for funding to cover Sound Equipment for Film Shows & Meetings - £1, 648.00 – (Village Hall EMR - £1,951.67)**

Cllr Collins proposed that rather than using Village Hall EMR, this sound equipment be purchased by SCPC from Parish Enhancement EMR and listed as SCPC Asset. This would mean the VAT could be reclaimed. It would form part of Screen & Projector equipment as a Community Asset that other groups could also use.

Seconded by Cllr Wilson. Agreed unanimously. Cllr Collins will take this proposal to VHall Meeting.

**20. Devon & Cornwall Police Report - Cllr J Palmer** update - there has been a reduction in fatalities on the road in 2020, but not sure how much this is due to Covid.

Devon & Cornwall Police also working with communities to reassure them, building trust and respect and help them feel safer.

i) Clerk in contact with Cyber Crime Unit to do a Zoom Q & A Session in the New Year. Approved.

**21. Christmas Card – Cllr Colman** – although SCPC sent a paper Christmas Card to every household previously, it was agreed that in view of environmental considerations, this year we would send Christmas Greetings virtually via FB, Website, and Emails and published on Parish Noticeboards. (Clerk will try and get quotes for a “Merry Christmas from Sampford Courtenay” banner that can be re-used each year)

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

a) **Parish Leaflet** – we are down to about last 200. Do we need a reprint? Does it need up-dating? – Clerk will get quotes for a reprint. Cllr Morrissey will try and produce a digital version of Leaflet with QR code.

b) **Highways Officer** – DCC currently trying to re-appoint a Highways Officer for our area.

c) **NALC – new Website Accessibility Guide** – to be reviewed by Clerk and Website Administrator

d) **DALC Conference – Notes prepared from the three day conference and circulated by the Clerk**

Following the report from the Clerk who had attended the meeting and reported to the Council it was agreed that

- Suitable budget should continue to be placed into the General EMR to allow CPD for staff and Councillors via e-learning as necessary for 2022 forecast budget
- Currently it was not felt that Scribe accounting is necessary for the Parish Council budget set up although we would await feedback from the Village Hall and Church on their potential use of the booking and cemetery modules
- As there have been a number of unilateral and independent communications sent by Councillors through the year which have led to confusion of Parishioners. Following the DALC advice at the conference it was agreed that PC Standing Orders should be revised to ensure that a process is available that ensures that the democratic decisions made through the full Council are not undermined
- It was decided that following all the work that has already been achieved SCPC is in a position to work towards the Foundation award of the Local Council Award Scheme

e) **Armistice Day Service** – 11<sup>th</sup> November – Parishioners and Councillors are reminded of this annual event. 10.45 am in front of the War Memorial. Cllr Friend volunteered to present the wreath on behalf of SCPC.

**23. Councillors’ reports and items for future agenda.**

- Review to take place of the current salary structure and scale for the Parish Clerk in line with the current NALC guidelines and reported to the next meeting

**24. Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues Dec 7<sup>th</sup> at 7.30 pm at the Village Hall and via Zoom.

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