

MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

TUES 7TH DECEMBER 2021

Present : - Cllrs M. Wilson, J. Friend, P. Collins, C. Coleman, B. Tucker & M. Carpenter + M. Morrissey via Zoom + 5 members of the public.

1. **Chair Cllr Wilson** welcomed everyone to the meeting but explained that the first item had to be held « in camera » due to its confidential nature.

Part 2 for Item 2 – (Members of public & Clerk to leave the room)

2. **Consideration of Clerk's Payscale** - Review to take place of the current salary structure and scale for the Parish Clerk in line with the current NALC guidelines. (papers circulated to councillors)

It was agreed to increase the Clerk's pay Scale to SCP 24 in the LC2 Substantive range, and hours to remain at 25 per month. This increase will take effect from 1st April 2022 and will be reviewed annually or upon the issue of a new contract

3. **Apologies** – Cllrs J Palmer and M. Morrissey
4. **Public Participation** – there was no items for Public Participation other than at Item 8 – Planning Applications.
5. **Declarations of Interest** – Cllr Coleman declared his interests under Item 15 a, b and f.
6. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Tues 2nd Nov 21 (already published on Noticeboards and Website) were approved and signed by Chair after the meeting.
7. **WDBC Report** - None
8. **Planning** – to consider the following planning applications:
 - a) **4133/21/CLE - Certificate of Lawfulness for existing use to confirm material commencement relating to application reference 2902/20/FUL - Clover Hill Farm**

Email confirmation had been received by the Clerk that this was just to confirm commencement of work.

- b) **3895/21/FUL - Improvements to existing access, construction of new dwelling and associated drainage infrastructure – Ventown Sampford Courtenay**

The applicant explained that this was to provide accommodation for a young local family on their home farm land, to enable them not only to assist parents with work on the farm but also their other work locally.

SUPPORT UNANIMOUSLY.

c) 4198/21/FUL - Conversion and change of use of three traditional agricultural buildings to three dwellings and associated works - Barns at Reddaway Farm

d) 4199/21/LBC – Listed Building Consent for the above application.

The applicant explained that this was a revised Planning Application after advice from WDBC.

SUPPORT UNANIMOUSLY

e) 4379/21/COL – Circular 14/90 overhead line – Land from Greenhill Cross to Peckington Cross **INFO ONLY**

WDBC Planning Decisions: -

- a) 2795/21/HHO – West Hill House – Timber Conservatory - CONDITIONAL APPROVAL
- b) 2796/21/LBC – West Hill House – Timber Conservatory – CONDITIONAL APPROVAL
- c) 2941/21/LCB – Kiosk in the Square adoption for Defibrillator- CONDITIONAL APPROVAL
- d) 3087/20/FUL & 3088/20/LBC – Middletown – Repair and alteration of existing farm building to dwelling. REFUSAL

Legislation that all new buildings should include Electric Vehicle Charging Point from 2022 - Cllr Coleman

Proposal that this is added to SCPC Planning Check List.

Although any legislation regarding this would have to be administered by WDBC, SCPC agreed to add it to their own Planning Check List for applicants to be aware of.

9. **Monitoring Officer Code of Conduct Self Referral by Chair M. Wilson regarding payment to St Andrew's Church** – SCPC are pleased to report that the Monitoring Officer's decision is that there has been no breach of the Code. Full response will be published on the Website. **(report circulated to councillors)**

10. **Reprint of Parish Leaflet - 3,000 = £343 –**

Proposal 1 that this sum be taken from P3 EMR.

Proposal 2 to defer purchase of new leaflets and trial QR code at prominent locations – Cllr Morrissey Seconded Cllr Collins

It was agreed that a QR Code would be trialled in the New Year. If necessary with a redesigned layout to make it easier to read, and for local B&B businesses to be able to print in A4 size to distribute to their guests with no additional cost to SCPC.

11. **Fitting of defibrillator & Training** – Confirmation email that “BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply”

12. Children in Need Ramble report – 15 participants + various canines. £155 raised for Children In Need. Letter of thanks received from MP Mel Stride.

13. Jubilee Meeting Report – 19th Nov. (notes from meeting circulated to Councillors)

Proposal that SCPC purchase Platinum Jubilee Commemorative Mugs to present Free of Charge to any parishioner 16 or under who would like to receive one. This will be paid for from the S137 Fund. Additional mugs can be ordered via the Clerk and purchased for the price of £6 per mug.

Proposed Cllr Wilson Seconded Cllr Carpenter - carried unanimously.

14. New Sampford Courtenay Road Signs. – this is on order, but due to current shortage of Highways staff is delayed.

15. Parish Priorities –

- a) Dartmoor Line – Sampford Courtenay Station <https://www.dartmoor-railway-sa.org/>
 - Opening of Line 20th November + VIP Trip 17.11.21 attended by Chair Michele Wilson.
- b) Refurbishment of the Public Toilets – Cllr Carpenter still on course to be done in Feb 22.
- c) Safer Roads – Cllr J Palmer Community Speed Watch Update – no speed watches this month.
- d) SCEnSus - Donation of Cherry Tree in memory of Tim Edwards – SCEnSus has liaised with the lady who has kindly donated the tree and the garden centre and arrangements will be made to collect and plant the tree early in the New Year.
- e) Village Hall – Cllr P Collins
 - Storage for Toilet Cleaning Equipment – this has been arranged.
 - Purchase of Sound Equipment – has been deferred until after a trial film evening in the New Year.
 - Village Hall AGM was held on 1st Dec 21 – Roger Thompson is now the Chair, Lynn Robinson remains Secretary, Joy Tucker is Booking Secretary – however there is still a vacancy for a Treasurer. SCPC would also like to offer their thanks to outgoing Treasurer Marilyn Weeks for her hard work and support over many years.
 - Cost of the Roof Repairs have risen to £150,000.
 - Recent gale damage to roof has been temporarily repaired.
 - Post Box – there is now a Post Box at the hall for Village Hall correspondence.
- f) **Broadband/Mobile**– Cllr M Morrissey
 - Volunteers meeting – Tues 30th Nov – 7pm
 - WDBC Zoom Meeting – 6th Dec – Clerk & Cllr Morrissey attended. Both felt it was a very positive meeting. (Slides and recording will be made available for other councillors) Most other attendees were there as individuals, SC seemed to be the only ones who were representing their whole parish. **SCPC would like to respectfully remind all parishioners to return the recent Broadband Survey so that data can be collated and used to try and improve connectivity across the whole parish.**

- g) **Footpaths/ P3** – Cllr M Carpenter – has obtained the necessary quotes for the maintenance work to the parish footpaths as detailed in the P3 funding application. The tender from C Lethbridge was considered best value. Work to be completed early Spring 22.

Cllr Wilson proposed C. Lethbridge be appointed Seconded Cllr Tucker and carried unanimously.

16. Village Green Report – Cllr J Friend (circulated to Councillors) + Tender documents that has been emailed to local tradespersons and advertised via Facebook, Website and emails. Some interest shown but Clerk will re-advertise.

17. Housing Association Bungalows – Harvey’s Close – up-date re overgrown vegetation encroaching on neighbouring properties. Some maintenance has been carried out – but Cllr Coleman suggested the parishioner be advised to contact the Environmental Agency about encroaching vegetation.

18. SCPC Assets & Insurance Cover Review. – Cllrs Collins & Morrissey – deferred to next meeting.

19. Financial Risk Assessment – Dropbox storage. It was agreed that Clerk should look into payment options for this service. Preferably via DD from SCPC Bank.

20. Budget Review – Cllr M Wilson (papers already circulated to councillors) after a full explanation of the Budget Review the following proposals were made:

- 1) Cllr Coleman proposed there should be No Increase to the Precept for the year 22/23. This was seconded by Cllr Friend. Votes for CC & JF Votes against MW, MC, PC & BT This proposal was not carried.
- 2) Cllr Wilson proposed that there should be a 2% Increase to the Precept Seconded by Cllr Carpenter. Votes for MW, MC, BT & PC Votes against CC & JF. This proposal was carried.

21 - Finance the following payments and transfers were agreed.

Clerk salary & Expenses	265.00	Nov hours = 23
Tracy Mombayarara – Toilets	89.10	Toilets – Wages
EDF	11.00 DD	Toilets – Electricity
M.Pratt – Ladds Avast Software	29.95	Clerk’s Office
British Legion Donation	100.00	S137
Colin Lethbridge – Weirford Lane	392.40	P3

Burridge Printers – Broadband Survey	15.00	Communications
M. Pratt – Paper & Laminator pouches	40.89	Clerk’s Office
Total Payments this month	943.34	
Reserve Account = EMR	37,269.59	After these transactions & transfers
Current Account	2,691.25	
Income	10,000.00	Seamoor Lotto P3
Transfers between accounts	402.00	From Reserve to Current
Annual internal transfer Church Clock	25.00	From Current to Reserve

22. Devon & Cornwall Police Report - Cllr J Palmer update - No update.

23. Devon and Somerset Fire and Rescue Consultation – Cllr M Morrissey will respond on behalf of SCPC

25. Highways Conferences – up date – Cllr Wilson will circulate the meeting slides when they are received.

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

a) WDBC Super Links meeting – via Teams – 7th Dec 6pm – 7pm – Cllr Wilson attended and reported back to SCPC

b) Christmas Card Banner – 1.5m x .5m = £30 + VAT – it was agreed to defer this until perhaps next Christmas.

c) Accountant update – the Clerk has been trying since April to find another Accountant to take on the Internal Audit for SCPC without success. Other Parish Councils use Parish or Town Council Clerks to conduct their Internal Audit; and Crediton Town Clerk has agreed to take on SCPC.

Proposed by Cllr Collins and Seconded by Cllr Wilson that Crediton Town Clerk be asked to conduct our Internal Audit next April. Carried unanimously. (Clerk will add addendum to Financial Regulation #)

d) Toilet Cleaner required – Clerk to advertise this vacancy. SCPC expressed their thanks to Tracy Mombayarara for undertaking this role over the past few years.

e) Grant Request from Village Hall for £2,000 to refurbish Village Hall Toilets. (EMR – Village Hall = £1951.67 – S19 – Local Government (Miscellaneous Provisions) Act 1976 – Powers to provide and equip building for use of clubs having athletic, social and educational objectives)

This item was deferred until next meeting.

27. Councillors' reports and items for future agenda. Cllr Coleman has prepared an update regarding his CIC proposals which will be circulated to all Councillors for their information.

28. Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues Jan 4th at 7.30 pm at the Village Hall and via Zoom.

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