

Sampford Courtenay Parish Council
MINUTES OF SAMPFORD COURTENAY PARISH MEETING

www.sampfordcourtenay-pc.gov.uk

Clerk to the Council: M.Pratt, Higher Town, Sampford Courtenay. 01837 82285

Tuesday 15th Aug

- 1) **Present** : Cllrs C. Coleman, M. Wilson, J. Friend, J. Palmer, J. Clatworthy-Edwards, A. Thorley, & D. Botting-Page + 1 member of the public.
- 2) **Public Participation** – the member of the public present raised the following points:
 - a) Village Green grass in need of a cut.
 - b) Concern over the pot holes on Chapel Lane
 - c) Concern that the re-surfacing of the road in the square is already breaking up
 - d) Grave concern over the news that Okehampton Hospital closed un-expectedly last Friday. **Cllr Coleman said that he would write to NHS Trust (copies to Cllr J. McInness & Jan Goffey) to ask about the sudden closure and find out what facilities have been put in place for SC residents hospital care.** There has also been a report in [Okehampton Today](#) if you wish to check out more details.
- 3) **Apologies** - Cllr M McIlwraith.
- 4) **Declarations of Interest** – None
- 5) **Minutes** were agreed and signed.
 - a) – **Main Council Meeting held on 18th July 2017**
 - b) – **Minutes of Planning Meeting held on 8th Aug 2017**
- 6) **Playground Report.** Cllr A Thorley has kindly volunteered to take over the responsibility for compiling this report from Mrs Jill Bevis. His findings this month:
 - a) The Grass is long and needs cutting asap.
 - b) There is slight movement on lower hinge of bottom gate access to village green.
 - c) Cobbled path, although fine when dry, is very slippery in the rain. **Suggest SCPC obtain sign to warn users of this.**
 - d) There was no litter
 - e) Play Equipment all in good order.
- 7) **WDBC Report** - in absence of both WDBC Cllrs there was nothing to report.
 - i) **Garden Waste Scheme – Village Bag from DCC** – The Clerk had made enquiries to Cllr McInness and DCC and was told that they do not provide Waste bags.
 - ii) **New Garden Waste Recycling scheme** – Cllr Coleman proposed that WDBC be asked to provide figures when the new scheme has been running for 12 months, to show Cost analysis, carbon footprint analysis + whether fly tipping incidents & garden waste added to general waste for land fill has increased due to new scheme.
- 8) **Planning – the following applications were considered at a Planning meeting held on 8.8.17**
 - i) **2345/17/FUL** - 3 dwellings on former (brownfield) builders' merchant site – Land to south of 3 Shores Cottages – Mr C Ash Miles. **OBJECT**
 - ii) **2373/17/FUL** - Change of use of buildings to form 2 dwellings and associated works (resubmission of consent 3687/16/FUL) – The Chapel, Sampford Courtenay – Mr David Cruden **OBJECT**
 - iii) **2374/17/LBC** – Listed building consent for reconstruction of south elevation of building. Replacement of asbestos slates above first floor bathroom, works to slate roof above kitchen area and repairs. Glebe House – Mrs Morgan Edwards **SUPPORT**

WDBC Decisions :-

- iv) **1823/17/ARC** – Glebe House - **Discharge of Conditional approval**
- v) **1914/17/ARC** – Glebe House – **Discharge of Conditional approval**
- vi) **0015/17/FUL** - Land at Appledore Hill – Mr Francis – **Conditional approval**
- vii) **2221/17/com** – Communication Station – Paize Farm – **Permitted Development**

Clerk actioned to investigate reported incidents of new developments in the parish that do not appear to have planning applications submitted.

- 9) **SCPC Planning policy for coming year.** (R. Bevis draft) & Cllr Wilson – SCPC expressed a unanimous vote of Thanks to Robin Bevis for his work in producing this draft Planning Policy . Which everyone agreed was excellent. Cllr Wilson had researched similar Planning Policies in other Parish Councils comprising parishes of a similar size and historic significance as SC. Proposals at this meeting were as follows:
 - a) **Robin Bevis' Draft policy would be used as an excellent basis to expand on for SCPC Planning Policy, with the overall purpose being to provide a structure to show fairness and consistency in all planning considerations.**

- b) Cllr Wilson would circulate other parish council policy (referred to above) for consideration of possible points to include.
- c) WDBC Cllrs would be asked to provide current Planning checklist used by WDBC for SCPC Policy to work in conjunction with it.
- d) SCPC Policy should cover the following particular areas – Listed Buildings, Conservation Area, Change of Use of Buildings & Any other planning.
- e) Parishioners be canvassed for their views on planning considerations for the parish.
- f) Clerk to arrange meeting with Enforcement officer & both WDBC Cllrs and SCPC for an “in camera” meeting to discuss rules on Barn conversions.

10) **Local Resilience Plan** – In the light of the aftermath of the horrific disaster at Grenfell Towers, Cllr M Wilson has been researching how to set up a plan should a disaster befall SC. It would highlight persons responsible to liaise with Emergency Services etc; Emergency Shelter provision etc. This plan could then be publicised and hopefully act as reassurance to our parishioners should an emergency occur. She agreed to draft a plan and circulate to all councillors.

SCPC First Aid Course – as part of this plan SCPC are hoping to arrange a First Aid Course if enough parishioners are interested. Details of Resilience Plan and Course will be discussed at the Open Meeting.

11) **BT Phoneboxes** – Cllr Botting Page has been informed by a parishioner that a charge of £9 was made when using a Credit Card to ring London from the BT phonebox in the square. Cllr Botting-Page checked this out with the Telephone exchange and was told that there is a Standard Charge of 60p if you use your Debit Card, but Credit cards charge different rates depending on whether the call is local or long distance.

Cllr Coleman – agreed to write to Chairman of BT for official rates of charges for using the BT phoneboxes in our parish and will report at the Open Meeting.

Possible purchase of Defibrillators for phone boxes – in absence of Cllr McIlwraith there are no details to report at this meeting. But it was suggested that “Use of Defibrillators” could be included in any First Aid Course SCPC organise.

12) **Highways** – Cllr A Thorley – nothing new to report. Cllr Thorley will report parishioners concerns regarding pot holes in Chapel Lane and surface of Village Square. It was also reported that there had been a slight fuel spillage in the square recently which could react with surface of road.

There had also been another road accident reported at West Hill Farm.

13) **War Memorial** - Cllr Coleman has been in contact with the Architect, Jeremy Chadburn – who due to illness and holidays has been unable to produce an up-to-date design for this project. He has promised to supply one in time for the Sept meeting. It was agreed that we should ask him to Project Manage the project and as such provide evidence of his Professional Indemnity Insurance.

War Memorial Fund - **Balance** Total carried forward = £1,808.40 (cost of Plaque deducted)

Donations this month. = July- Aug = 4 weeks @ £14.40 = £57.60 (incl in above figure)

14) **Finance** the following payments were agreed and cheques signed.

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| i) Clerk salary & Expenses = | = £ 135.60 |
| ii) HMRC | = £ 34.00 |
| iii) DALC – Training Cllr D. Botting Page | = £ 30.00 |
| iv) M.Pratt – Postage | = £ 15.76 |
| v) DALC – Membership | = £ 133.16 |
| vi) SWWA – Toilets | = £ 59.66 |
| vii) Total payments this month = | = £ 408.18 |
| viii) Uncleared cheques & transfers from last month = | = £4,522.20 |
| ix) Balance (10 vii + 10 viii) | = £ 4,930.38 |
| x) Income | = £ Zero |
| xi) Current Balances = Reserve Account | = £13,223.88 (as per 18.7.17) |
| xii) Current Account (according to Statement –31.7.17) | = £ 2,509.16 |
| xiii) Total Current Funds less agreed expenditure above | = £ 2,421.22 (10 xii – Balance) but transfer of £3,000.00 not accounted for + VAT reclaim of £1,291.50) |
| xiv) To agree transfer of ZERO £ To Current Account from Reserve Account | |
| xv) 2017- 18 - Updated Budget and allocation of “unbudgeted” surplus from last year. Deferred until we know the remaining cost of the War Memorial project. | |

15) **Progress Reports** for information

- a) **OkeRail Forum** – Cllr J Friend reported that the special train has been cancelled due to engineering work outside Paddington. It is hopefully to be replaced with a trip to Oxford next Spring.
- b) **Footpaths** – Cllr D Botting Page reported that Cllr Palmer has handed the footpath file to him, and that he has arranged to meet John Baker our DCC Footpaths contact.
Cllr Botting-Page is keen to get greater publicity for our parish footpaths and will start thinking of ideas for this year’s parish walk.
South Zeal & South Tawton – have produced a new Parish Walks leaflet which is available to download from our Website or copies will be available from the Church and New Inn.
Clerk – was asked to chase Ashley Fewings re completion of work on Peacegate Cross to Cliston Lane.

- Cllr Coleman** – suggested SCPC next priority would be lane from Village Hall to Weirford Lane.
- c) **Social Media** – (Cllr McIlwraith) potential for SCPC to engage with the community. – Deferred to next meeting.
- d) **Outstanding Actions report**
- i) **Land Registry of SC Station Carpark** – Cllr M Wilson was advised that it would best to obtain legal advice on how best to proceed. She was actioned to get 3 quotes for this service.
 - ii) **Granite post at Solland** – Cllr Botting Page to discuss when meeting John Baker.
- e) **Clerk's Report** (anything not already covered by Agenda items)
- iii) **Set date for Autumn Open Meeting – Tues Oct 24th – Clerk to check if Countryman is available for this meeting.**
 - iv) **Taxi Licencing Policy Consultation** – Clerk to re-circulate to councillors to make comments if they wish to.
 - v) **Videos on Website** – Gold Coast have quoted £70 (one off fee) to be able to embed videos on our Website. It was agreed to go ahead with this.
 - vi) **Changes to our AON Insurance policy** – we have been notified that our insurance broker has changed to BHIB Ltd. These changes have no impact on our existing policy.
 - vii) **One Council – Have your say – WDBC & South Hams are currently seeking your opinion on the merger to one council. More details can be found at www.onecouncil.org.uk and you can help spread the news via your own social media by clicking on [West Devon Thunder Clap](#)**
 - viii) **West Devon Community Housing Briefing and Workshop** – will be held on 5th Sept at Kilworthy Park.
 - ix) **Broadband up-date** – news for anyone who used their CDS Voucher with SWMB and EE Data only SIM Card - They are offering a deal of £37.50 a month for 100GB a month, on a 12 month contract. It cannot be upgraded from an existing contract, (as it is for new customers), however it still applies if you are on a 30 day contract (as this can be cancelled at any time). At the moment it is only available in EE stores, but I am waiting when it will be available online, so customer do not have to travel

16) Open Meeting – the following items will be discussed at the Open Meeting. – BT Phone boxes; Purchase of Defibrillators for the parish; Community Speed Watch; First Aid Training; War Memorial; Local Resilience Plan; Local Planning Policy; & Use your Footpaths. **If you would like any other items to be considered for inclusion please let us know in time for our Sept meeting.**

17) Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues 19th Sept at 7.30pm at Sampford Courtenay Village Hall.

Signed
M. S Pratt Marion Pratt
 Clerk to Sampford Courtenay Parish Council Aug 2017.

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)

2017/18 Dates	Apr – 18th	May – 16 th AGM	Jun – 20th	Jul – 18th	Aug – 15th
	Sept – 19th	Oct – 17th	Annual Parish Meeting 1 -	Nov – 21st	Dec – 19th
2018	Jan – 16th	Feb – 20th	Mar – 20th	Annual Parish Meeting 2 Mar	

Eastern Links Meetings – Thurs 14th Sept – Throwleigh; Thurs 16th Nov – Sampford Courtenay.

Training –
 Michelle Wilson – New Councillor's Course – South Molten – 21.9.17