

Sampfords Courtenay Parish Council

MINUTES OF SAMPFORD COURTENAY PARISH MEETING 20TH FEB 2018 www.sampfordscourtenay-pc.gov.uk

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

- 1) **Present :-** Cllrs C Coleman, D. Botting-Page, J. Friend, J. Palmer, M McIlwraith, J. Clatworthy-Edwards & 2 members of the public
- 2) **Apologies** were received and accepted from Cllr M Wilson & WDBC Cllr L Samuel
- 3) **Public Participation** – there were no matters raised.
- 4) **Declarations of Interest** – there were no declarations of interest.
- 5) **Minutes of the Main Council Meeting held on 16th Jan 2018** were agreed and signed.
- 6) **Playground Report.** (Adrian Thorley) **In absence of Cllr Thorley these items were deferred to next meeting.**
 - a) **Organise working party to review repairs to climbing frame.**
- 7) **WDBC Report** - including report on Brownfield sites registered for SC. **In absence of both WDBC Cllrs there was nothing to report.**
- 8) **Planning** – to consider the following applications:-
 - a) **0319/18/COM - Higher Down, SC** – Airband Community Internet Ltd – Notification of proposed 14m timber pole and power cabinet mounted at the base. This planning application comes under “permitted development”.
 - b) **0320/18/FUL – Hayrish Farm** - Mr Ellis – Change of use of agricultural barn to residential.
Although SCPC had objected to the previous application (Item 9 h below) due to insufficient information; After hearing from the applicant & his Uncle at this meeting SCPC unanimously **SUPPORTED** this application. However, Cllr Coleman expressed that more transparent information that the development was always intended for residential use at the first application would have been preferable and may have prevented the earlier refusal.
- 9) **WDBC Decisions**
 - a) **0015/17/FUL – Mr Francis – Land at Appledore Hill – Conditional Approval**
 - b) **1208/17/FUL - Mr & Mrs Tucker – Wellsprings Lane – Conditional Approval**
 - c) **2221/17/COM – EE – Paize Farm – Permitted Development**
 - d) **1095/17/HHO – Mr R Turner – Springfield – Conditional Approval**
 - e) **2373/17/FUL – Mr D Cruden – The Chapel – Conditional Approval**
 - f) **2578/17/HHO – Miss T Brett & James Camiller – Highclere – Refusal**
 - g) **2593/17/AGR – Mr Glynn Jackman – Hole Hill – Ag Determination Planning required**
 - h) **3203/17/FUL – Mr Walton – Hayrish Farn – Conditional Approval**
 - i) **3563/17/HHO – Mr & Mrs Evans – Martinmas – Conditional Approval**
 - j) **3824/17/FUL – Mr Eves & Miss Mathews – Frankland Farm – Conditional Approval**
 - k) **4040/17/FUL – Mr Glynn Jackman – Hole Hill – Conditional Approval**
- 10) **Future Banking Arrangements** – the Clerk explained that after discussion with DALC and NatWest she felt the best way forward was to open an Online banking account with NatWest and presented necessary forms to be authorised by the councillors.
- 11) **Adoption of Amendment to Standing Orders re Internal & External Audits** – **Deferred to next meeting to take into account Item 10 above. Clerk to seek endorsement by Internal Auditor for changes made.**
- 12) **Toilets – Annual deep clean & general refurbishment/modernisation** - The Clerk had received 2 quotations for a deep clean of the toilets - £120 & £160. Cllr. Coleman agreed to write a specification for the cleaner. Clerk to contact and arrange for work to be done – as cost-effectively as possible to 'specification' for less than £160 .
- 13) **Open Meeting – Mar 27th at Sampford Courtenay Village Hall 7.30 pm.** Chairman will be circulating a letter of invitation to all parishioners in the next few weeks giving more details.
- 14) **SCPC Planning policy update** – **In absence of Cllr Wilson this is deferred to next meeting.**
- 15) **Local Resilience Plan** – update - **In absence of Cllr Wilson this is deferred to next meeting.**
 - a) **Adoption of up-dated Snow Plan**
- 16) **Highways** – (Cllr A Thorley) – Draft letter to Alison Hernandez for approval by SCPC – **In absence of Cllr Thorley this item is deferred to next meeting.**

- 17) **War Memorial - update from Jeremy Chadburn.** Cllr Coleman has spoken to Mr Chadburn who has explained that the Mason, Mr Piper, fears that the piece of granite SCPC had been offered by the Duchy of Cornwall will not be big enough to inset the bronze plaque. But Mr Piper has said that he can provide a piece of granite that is suitable and inset the plaque for the same cost as originally quoted. Cllr Coleman has agreed to liaise with the foundry and get plaque delivered to mason. Mr Chadburn stated that there will be a 6 week wait for the steel fixing rods to be fabricated but could see no reason why a Dead line of 30th June 2018 could not be set. Cllr Coleman agreed to project manage to ensure this date is met.

War Memorial Fund - **Balance** Total carried forward = £2223.60 (cost of Plaque deducted)
 Donations this month. = Jan - Feb = 5 weeks @ £15.00 = £75.00 (incl in above figure)

- 18) **Finance** – The payments below were agreed and cheques signed.

i) Clerk salary & Expenses =	= £ 135.80
ii) HMRC	= £ 33.80
iii) CAB grant	= £ 50.00
iv) Parish Online	= £ 18.00
v) SWWA – Toilets	= £ 45.19
vi) Total payments this month =	= £ 282.79
vii) Uncleared cheques & transfers from last month =	= £ 26.40
viii) Balance (18 vi + 18vii)	= £ 309.19
ix) Income	= £ 0.96 (Interest on Reserve Account)
x) Current Balances = Reserve Account	= £11,725.12 (Statement 18.1.18)
xi) Current Account (according to Statement –31.1.18)	= £ 1,226.52
xii) Total Current Funds less agreed expenditure above	= £ 917.33 (18 xi – Balance)

xiii) To agree transfer of £ Zero **£ To Reserve** Account from **Current** Account (P3 money should have been credited)

xiv) Cllr Coleman requested that the Clerk close this year's books at receipt of next bank statement so that end of year accounts can be calculated.

xv) Cllr Coleman also requested that the Clerk arrange for a separate Reserve Account to hold the Earmarked Reserves be set up with the new Online Banking. (As recommended by Internal Auditor)

- 19) **Reclaiming of VAT from proposed purchase of AVA equipment for Sampford Courtenay Village Hall.**

Cllr. Palmer had distributed Information Sheets 6 and 18 from Action with Communities in Rural England (ACRE) which confirmed that there are no impediments to the Village Hall registering for VAT. The Chairman repeated his remarks made at the previous meeting that it was a matter for the VH Trustees that *'professional advice should be sought whether to register for VAT voluntarily'* (ACRE Info Sheet 6) in order to reclaim the estimated £20,000 of VAT on the VHC building works' .

Cllr. Palmer had also distributed NALC Legal Topic Note LTN 21 which states the Local Government (Miscellaneous Provisions) Act 1979 makes special provision under Section 33 for a local council (SC-PC) to reclaim VAT on purchases of equipment, building materials, or buildings works provided certain conditions are met. This advice countered the Chairman's understanding stated at the previous meeting that *'re-claiming VAT for a third party is unlawful.'* As a consequence, SC-PC seemed to be in a position to purchase AVA equipment for the Village Hall and reclaim the VAT lawfully. Cllr. McIlwraith proposed (seconded Chairman) that the Clerk send NALC LTN21 and a copy of the Village Hall Covenant to the Internal Auditor to ensure that reclaiming VAT for this purchase would be "lawful" and that "councillors discharged their Duty of Care and could not be held individually or severally liable in respect to implementing the NALC advice given".

It was then agreed to set up a working party to draw up a Functional Specification for the AVA requirements of both SCPC and Village Hall. Cllrs Coleman, McIlwraith, Palmer and Friend agreed to stand on this Working Party. The Clerk was asked to invite Cllr. Wilson also to participate and extend the invitation to anyone else from Village Hall committee who would like to be involved.

- 20) Response from BT re our letter to the chairman. – The Clerk had received a positive response from BT who have agreed to send an engineer to undertake a review of all 3 phone boxes and report back to us..
- 21) Request for grant to help with Village Fete – 16th June Culverhayes – next meeting 28th Feb. SCPC had received a request for financial help towards the Parish Fete. It was agreed that there is £500 earmarked as "Inclusivity Fund" in the budget. Cllr Coleman asked if Fete Committee would be amenable to allowing small local groups/charities (or those clubs/charities used by SC parishioners) eg Tap Dancing Class, Reading Group, Local Scout, Cricket Clubs or Okehampton Ring and Ride to have a promotional/fund raising stall at the Fete. Fees for these stalls to be taken from any donation made by SCPC.

- 22) **Progress Reports** for information

- a) **OkeRail Forum** report of latest meeting & letter from concerned Parishioner re increased road usage through village. **Cllr Friend** was unable to report much from the recent meeting as it is still confidential. However he did report that a letter from Rt Hon Chris Grayling MP – Secretary of State for Transport had stated **"In addition we have instructed GWR to prepare plans to introduce regular train services to Okehampton, with the objective of securing a credible and costed plan for delivering an all-week, all-year train service between Exeter and Okehampton as soon as reasonably practicable."**
 Cllr Friend also agreed to present the concerns of our parishioner to the next Forum meeting.

b) **Footpaths** – (Cllr D Boting Page) P3 forms & New Tenders for work to Furzedon Cross & Abbeyford & Berrydown Woods Planning Proposals. **Cllr Boting Page** presented a very thorough report on the recent P3 application (a summary diagram of which will be posted on the website). He also reported that all the work done in previous years by SCPC councillors was highly regarded by DCC.

Cllr Boting Page – has also arranged a meeting with neighbouring parishes at SC Village Hall on Thurs March 15th – 7.30pm to discuss further footpath networking.

Village Stroll – he is also organising 2 parish walks (dates to be confirmed) – 1 short walk suitable for all ages and abilities, and another longer approx. 5 mile walk in the South of the Parish.

Forestry Commission – Is currently undertaking a 50 year plan with regard to Berrydown and Abbeyford Woods which is very comprehensive. Cllr Boting Page feels we should support this initiative and ask them to support public access to these woods by providing better signage. He will also ask them if they could consider additional paths to join with existing footpaths.

Shoalgate – Furzedown Cross - SCPC, after several years of applying for substantial sums via P3, for major repairs to this footpath have just received £10,000 for the work. Cllr Boting Page is working with DCC to draw up specifications of work required to send out for tender. **If you feel you would be interested in undertaking this sort of work, please contact the Clerk for a Tender Pack.**

Bulland Lane – Peacegate Cross – as this is the most central parish footpath, maintenance will be continued and ongoing. Cllr Coleman asked that the possibility of a Service Agreement for this footpath be considered at the next meeting.

c) **Highways** – (Cllr A Thorley) **In the absence of Cllr Thorley this item was deferred.**

d) **First Aid Course** – (Cllr J Clatworthy Edwards) – 7th April – Cllr Clatworthy Edwards has arranged for a Non Certified First Aid Course to be held at Village Hall on 7th April 2018. **Places will be limited to the first 15 persons to register an interest with the Clerk.** More details will be given at the Open Meeting 27th March.

e) **Councils Together Report** – (Cllr C Coleman) – **Cllr Coleman was unable to attend the meeting.**

f) **Outstanding Actions report** – **Cllrs were reminded to check their outstanding actions and try and complete before the next meeting please.**

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

i) Archive Storage – joint venture with PCC in the Churchrooms. – **Your thoughts on this will be sort at the Open Meeting.**

ii) Mayoral Awards – Deadline 28th Feb – Chairman and Clerk to complete and submit this.

iii) Annual Civic Dinner Invitation Mar 2nd – Deadline Midday Wed 21st Feb – **Cllr Friend volunteered to attend this event.**

iv) PCC – Thank you for contribution to grass cutting of burial ground – please can they request same amount for this year.

v) Royal Garden Party – SC were not successful again this year.

vi) N Power – renewal of contract. **Clerk was authorised to obtain best deal from N Power.**

vii) **Keep Britain Tidy** – SCPC hope to arrange another Village Spring Clean this year (possibly May Bank holiday). Clerk to register with Keep Britain Tidy.

viii) **PCC Grass Cutting** – PCC had written to thank SCPC for the contribution towards cutting of grass in Grave yard and asked if a similar donation could be made this year. Cllr Coleman confirmed that funds have been allocated in the budget.

23) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues Mar 20th at 7.30pm at Sampford Courtenay Village Hall.

Signed

M. S Pratt

Marion Pratt

Clerk to Sampford Courtenay Parish Council Feb 2018

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 Sept – 19th	May – 16 th AGM Oct – 17th	Jun – 20th Annual Parish Meeting 1 - Oct 24th	Jul – 18th Nov – 21st	Aug – 15th Dec – 19th
2018	Jan – 16th	Feb – 20th	Mar – 20th	Annual Parish Meeting 2 Mar 27th	

Eastern Links Meetings – 1st Mar, 21st June, 13th Sept, 15th Nov