

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

Tues 5th Feb 2019.

- 1) **Present – Cllrs Coleman, M. Wilson, J. Palmer, J. Friend, M. McIlwraith & H. Smith + 2 members of the public**
- 2) **Apologies** - WDBC Cllr L. Samuel & Cllr J Clatworthy Edwards
- 3) **Public Participation** – None at this point.
- 4) **Declarations of Interest** – None
- 5) **Minutes of Main Council Meeting held on 4th Dec 2018 & Planning Meeting on 15.1.19 were approved and signed.**
- 6) **WDBC Report** - .In the absence of Cllr Samuel, she forwarded an email report which was read out at the meeting:-
 - there had been an allocation of Rural a Service Delivery Grant from £372,638 for 19/20 to £464,365 giving us an increase of £91,727 for this next financial year,
We have been asking the MPs to lobby the government for an increase for rural areas, so it paid off this year, which we are thankful for.
We will be continuing to lobby the government for 20/21 and thereafter.
 - We also granted the new waste contract before Christmas which will be saving approx £250,000 each year,
The council will have a surplus of £73,135 which will go into the earmarked reserve to assist with the budget gap of £500,000 for 20/21

Projects we will be looking to develop

- we will be looking to trial 3 weekly refuse collection which I will keep you updated, but probably won't happen until around September.
 - Coming up on the council agenda next month are the closure of some public toilets, for this area we are looking at closing market place toilets in Okehampton , The town council are going to take on the toilets at Fairplace.
 - Hatherleigh will be taking on the running costs of their toilets over the next 2-3 years.
 - I sit on the invest to earn group, we are looking to increase commercial investments portfolio to help with increasing the councils income
 - You may have seen in the media this week that we will be looking at building a hotel in the Tavistock area which will be leased to a chain, and also the possibilities of retail pod in Okehampton - any updates with this I will let you know,
 - Both projects will create a number of jobs and bring business into the town centres
- 7) **Planning** – to consider the following planning applications:-
- a) **0235/19/TCA – Middletown Farm House – T1 – Norway Spruce – Dismantle to reduce shading and protect adjacent grade 1 listed building.**

SUPPORT

To report on Planning Decisions made at Planning meeting 15th Jan 2019

- a) **4048/18/ARC – Beer Farm, Mr & Mrs Whitford – Application for approval of details reserved by conditions 4, 6, and 7 of listed building consent 3015/18/LBC**

SUPPORT

Planning Decisions –

- b) 2920/18/PAT – Communications mast at Higher Down - Prior Approval required and Given.
- c) 3412/18/PDM – Barn 1 – Beacon Cross- Mr Holman – Change of use of Agricultural Building to Dwelling –Backdated APPROVAL by WDBC due to administrative error by Planning Dept.

8) **Local Plan update** (Cllr Wilson) – From a total Electorate of 504 split between 250 dwellings SCPC has received 81 responses to the Survey. (32% of dwellings) A big thank you to all of you who took the time to submit your thoughts. There has been some really positive ideas and suggestions from parishioners on aspects concerning SCPC, the Village Hall and St Andrew’s Church.

Cllr Wilson will analyse all your responses and give a detailed presentation of the results at the Spring Open Meeting on Tues 21st May.

9) **Just Giving page to raise funds towards Parish Defibrillators** – Cllr Wilson has also set up a Just Giving Page to try and raise funds towards a Defibrillator for the parish. Have a look at the link on the Website <http://www.sampfordcourtenay-pc.gov.uk/news/defibrillators-parish> or on our Facebook page.

10) **Local Resilience Plan** – update – Snow Wardens update list and training & Snow Plan – The SCPC Snow Plan has now been officially adopted and can be found on our Webpage.

It was also agreed that Cllr Wilson could spend up to £50 on Salt Shakers for Wardens to use.

We would like to hold a short “Snow Warden” Training Session at the Village Hall while you are attending the Big Breakfast on Sat March 16th – if you are already a volunteer but need training & a HiViz tabard, or if you would like to be added to the volunteer list below – please come along or get in touch with the Clerk.

NAME	AREA	RESPONSIBILITY	TRAINED
Colin Coleman	Chapple Lane	Co-ordinator	Y
Andy & Michele Wilson	Station Road	Co-ordinator	Y
Bob Tucker	Wellsprings Lane	Salter & snow clearance	Y
Malcolm Craig	Wellsprings Lane	Salter & snow clearance	
Patrick Roberts	The Square	Salter & snow clearance	
John Love	The Beeches	Co-ordinator	
Roger Brentnall	The Countryman	General Support	
Monica Smale	Appledore Hill		
David Boting Page	Sampford Chapple		
Bill Robertson	Chapple Lane		
Arthur Richards	Chapple Lane		

11) **War Memorial - up-date - deferred to next meeting.**

12) **Finance** – Payments below were agreed and cheques signed.

- i) Clerk salary & Expenses = £339.20 (Dec & Jan)
- ii) HMRC = £ 84.80 (Dec & Jan)
- iii) Tracy Mombeyerara Toilets = £ 140.94 (9 weeks to 28.1.19)
- iv) Parish Online Licence = £ 36.00
- v) Bourne Carpentry – Peacegate Lane work = £ 420.00
- vi) Fahey’s Stone – Peacegate Lane Work = £ 462.21
- vii) Marion Pratt – Office sundries = £ 63.50
- viii) SWWA - Toilets = £ 48.35
- ix) Michele Wilson – Postage for Survey/Xmas letter = £ 33.40
- x) N Power DD = £ 9.36
- xi) **Total payments this month = £ 1,637.76**
- xii) Uncleared cheques & transfers from last month = £ 39.15
- xiii) **Balance (12xii +12xiii) = £1,676.91**
- xiv) **Income = £ 20.00 (Seamoor Lotto)**
- xv) Current Balances = Reserve Account = £ .22 (Statement 18.10.18)
- xvi) Current Account (according to Statement) = £18,656.16 (Statement 31.12.18)
- xvii) Total Current Funds less agreed expenditure above = **£16,979.25 (12xvi – 12xii)**
- xviii) **CH Jones – paint for Village Hall railings & gates = £ 102.00 (presented after Agenda posted)**

13) **KS Fencing Furzedown Lane P3** - Outstanding contract payment = £ 3,264.00

- a) **Cllr Coleman** has sort advice from DALC regarding payment of the retained sum above and received the following :-

As with any other transaction a PC makes, they should always ensure they have received the goods/services, at the standard they expected, before agreeing payments. I don’t see why this should be any different with this activity. If your contractor isn’t providing suitable evidence of spend then I quite agree that you should withhold payment.

- b) SCPC agreed that Cllr Coleman should contact KS Fencing again with terms for payment of the retained sum :-
 - i) KS Fencing are to scrape, lay, roll-in, and compact clean stone for the remaining length of path from the Shoalgate Lane gateway at the top of the path to the start of the works already undertaken. Specifically, to complete a total of 410 meters as specified in the ***Request for Quotation (RfQ) - Parish Paths Partnership Bid 1 Dated 13th April 2018.***
 - ii) The additional stone to be 'free issue', but to be quoted in advance and paid by SC-PC against receipted invoices as a ***'Variation to Contract'***.
- c) It was also agreed that if KS Fencing refuse this course of action SCPC should appoint a Professional Quantity Surveyor to assess works completed v original tender. (Cost of up to £400 to be paid for out of P3 Grant) and this survey would be used as evidence if KS Fencing decide to go to Small Claims Court.
- d) A member of the public did comment that the works had left a very uneven surface which is already showing signs of washout and erosion.

14) **Finance – Signatures for up to date Banking Mandate** – a new bank mandate form was signed by Cllrs Coleman, Wilson, Friend and Palmer to be sent to NatWest to establish an up to date and accepted list of signatories.

15) **Progress Reports** for information

- a) **Footpaths – update on posting WDBC posters re Dog fouling** – deferred to next meeting.
- b) **Footpaths up-date** – see item 13 above
- c) **Highways** – Cllr Coleman asked Clerk to email DCC Highways for their speedy and efficient clearing of the local main roads during the recent snow fall.
- d) **P3 Application – needs submitting by 11th Feb** – completed to be submitted
- e) **OkeRail** – next meeting in March
- f) **Playground Report** – Annual Inspection took place on 29.1.19 – findings will be discussed at next meeting.
- g) **Berrydown Plantation Public Access update** – the Clerk has received a response from the Forestry Commission confirming that “that the whole of Berrydown plantation is dedicated for open access under s16 of the Countryside and Rights of Way Act 2000. This entitles the general public to open access for the purposes of running, walking, climbing, sightseeing and birdwatching.”
However, the Clerk to check vehicular access to the carpark marked on their map.

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

- i) **Hatherleigh Community Market CIC – would like SCPC support to try and purchase and reinstate the livestock market.** SCPC agreed that Clerk should write supporting this campaign and ask that SCPC be kept informed of any progress. Councillors and public would prefer site to remain a public space rather than another housing estate; but also noted that the Livestock market has not been viable since the Foot and Mouth Disaster in 2001.
- ii) **Mayoral Awards Nominations** – it was agreed that SCPC should again nominate Ralph Squire who has contributed so much to parish life over the past decades.
- iii) **Invitation to become a member of the Devon Countryside Access Forum – application forms**
www.devon.gov.uk/dcaf Please take a look at the website for details if you wish to apply.
- iv) **South West Water Refill Campaign** – Clerk has been unable to find any details of grants or re-usable bottles currently available.
- v) **W191190936 – Blocked drains at Honeycott – DCC have organised for gulleys in location to be cleaned and jetted.**
Parishioner rang Clerk to thank her for reporting the problem and getting it attended to.
- vi) **Early warning of Diary Dates for May – please make a note in your diaries.**
 - o There will be Local Elections on Thurs 2nd May. If you would like to stand as a Parish Councillor please contact the Clerk for more details.
 - o Tues 7th May will be SCPC AGM & general monthly meeting.
 - o Sat 18th May – annual Village Spring Clean with Pasty and Cider for all volunteers
 - o Tues 21st May – Spring Open Meeting and presentation of Survey Results.
- vii) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at**
<https://www.seamoorlotto.co.uk/support/sampford-courtenay-parish-council> From the 15 draws up to 10th November there have been 2 winners from Sampford Courtenay. Thank you for your support.

17) **Correspondence for information** (To note the attached appendix of items which have been circulated or will be available for inspection at the meeting)

- a) Become a Borough Councillor at West Devon and Change the Future – Meeting at Kilworthy Park, Tavistock 25th Feb 6.30pm
- b) Nominations for a West Devon Hero - : <https://www.westdevon.gov.uk/article/4338/Mayoral-Awards-2018-19>
- c) **Prior Notice of Parish Council and Local Elections on May 2nd 2019. Anyone wishing to stand as a Parish Councillor will need to fill out a nomination form before 4th April. Please contact the Clerk for more details.**

18) **Councillors’ reports and items for future agenda.** (Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

19) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for **Tues Mar 5th** at 7.30pm at Sampford Courtenay Village Hall.

Signed

M. S Pratt

Marion Pratt

Clerk to Sampford Courtenay Parish Council Feb 2019

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)

2018/19 Dates	Apr - 3 rd Sept - 4 th	May - 1 st AGM Oct - 9 th	Jun - 5 th Annual Parish Meeting 1 - Oct 23 rd	Jul - 3 rd Nov - 6 th	Aug - 7 th Dec - 4 th
2019	Jan - 1 st - No meeting in January.	Feb - 5 th	Mar - 5 th	Apr - 2 nd	May - 7 th

Eastern Links Meetings - 1st March - Endacott House, Chagford - 7.30pm
21st June - Sticklepath Village Hall - 7.30pm
13th Sept - TBA
15th Nov - TBA

DRAFT