

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

7.30 pm on Tuesday 7th July 2020 on the Virtual Platform Zoom

- 1) **Present :-** Cllrs M Wilson, B & J Tucker, J. Palmer, J. Friend, C. Coleman, S. Svedang & M. Carpenter & 2 members of the public
- 2) **Apologies –** Cllr James McInnes, Cllr Lois Samuel and Cllr Barry Ratcliffe
- 3) **Public Participation –** Mr Aldridge asked if Cllr Carpenter had received his email re Broadband coverage at Sampford Station to refer to at Item 9 e below. This was confirmed.
- 4) **Declarations of Interest –**
 - a) Cllr J Palmer declared that she was a neighbour to applicant in Planning Item 8 a below.
 - b) Cllr M Wilson declared that she grazes sheep in land adjacent to applicant in Planning Item 8 b below.
- 5) **Minutes of – Virtual Meeting held on Tues 2nd June** were agreed and will be signed by Chair tomorrow.

Correction to Minutes of 2nd June Item 11 b – parishioner has rung the Clerk to explain that there had been noise over a few weeks, excessive on two of those, which caused the family distress and anxiety. The parishioner was very grateful to Cllr Coleman and WDBC Officers for acting so swiftly and effectively in this instance.

- 6) **Cllr Coleman’s self-referral to Standard’s Committee** - in respect to an unsubstantiated allegation of undisclosed Prejudicial Interest.

Cllr Coleman stated that he was unable to make a referral without confirmation from Cllr B Tucker as to what his “interests” in matter raised at Governance and Accountability meeting held on 27th May were.

- 7) **WDBC Report** - Cllr Samuel had circulated her report along with her apologies
 - a) This week Devon has launched its COVID-19 Economy and Business Recovery Prospectus. In which it sets out its plans to rebuild the county’s economy to be stronger, more inclusive and sustainable and which outlines a range of programmes and projects aimed to create new jobs and training places and to secure substantial investment into the local economy
<https://www.devonnewscentre.info/economic-recovery-plan-to-build-a-stronger-devon/>
 - b) Waste collections - FCC have now moved to summer collection, this has been moved forward as it was not scheduled to start until the 16th July in the contract. FCC will start the additional litter bin collections this week which will increase from the two collections (morning and afternoon) a day to include an additional late 4.00 p.m. to 8.00 p.m. emptying, aiming to cover the busier areas as late as possible, catching the fast food establishments and the visitors coming off the Moor.
 - c) We now have our additional summer bottle bank collection vehicle up and running.

- d) Toilet cleaners (who have to spray and then wait 15 minutes before commencing cleaning have been asked to inspect and report full litter bins within the immediate vicinity back to supervisors for action.
- e) We are in the process of putting new enforcement stickers on all 850 litter bins
- f) Additional cover from localities every weekend over summer period, this will be to cover the high risk areas i.e. tourist hotspots. Management will direct. MLO's will be able to provide intelligence on what they have encountered and we can use this to report back to local members and to design future year's service requirements.
- g) DCC has published its plans for Local Impact of Covid 19
<https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/>
- h) **Discretionary Grant Scheme** for businesses affected by Covid closes on Friday 10th – all businesses on IMT Local Business list has already been made aware of this by the Clerk.

8) Planning – to consider the following planning applications:

- a) **1470/20/CLE – Chapple Orchard, Sampford Courtenay – Mr Vallance** – Lawful development certificate for existing use of building as independent unit and accommodation

SUPPORT

- b) **1580/20/FUL – Riverstone Farm, Exbourne – Retrospective change of use of agricultural building to include equine.**

SUPPORT

- c) **1813/20/ARC – The Yard, Four Acres – Fleur Horton – Approval of details of reserved conditions**

INFORMATION ONLY.

- d) **Parishioner's email regarding new development on Marshall Joinery site.** – a parishioner had emailed the Clerk regarding apparent new developments at the Marshall Joinery site at Sampford Station. He had also contacted the new owners direct, and had been invited over for a tour of the premises and to meet the new owner who was able to allay any of his queries.

Cllr Wilson – also visited and spoke to the owner and was informed that the new business, Enchanted Beds, is a bespoke, hand made bed company who plans to use sustainable local materials and is keen to involve and collaborate with local farmers and rural businesses and to get involved with Parish life as much as possible. He has been invited to join and work along side Cllr J Tuckers Sustainability Group.

WDBC Planning Decisions: -

- e) **1108/20/LBC – Mr Kent – Glebe House – Radio Receiver** **CONDITIONAL APPROVAL**

- f) **1158/20/FUL – Mr & Mrs Jones – Near Apple Cottage – Erection of stables**
CONDITIONAL APPROVAL

- g) **1141/20/HHO AND LBC – Mr Franklin – Little Thatch – replacement single storey extension.**
CONDITIONAL APPROVAL

Condolences to Dan and Tom Franklin, sons of Hugh who sadly passed away last week 2 days after this planning was approved.

9) Parish Priorities -

- a) **Delivering safer roads - Cllr Wilson** – is still in communication with Darryl Jagger of the Highways Dept but due to postponement of planned SCARF meeting due to Covid 19 there is nothing to up-date at present.
- b) **Parish Climate Emergency plan - Cllr Joy Tucker** – reported that the initial meeting had good, positive support and subsequently additional support from members of Okehampton and North Tawton Climate Emergency groups who hope to attend the next meeting on 14th July. (Joining details can be found on the Website)

Cllr J. Friend – commented that he was fully in support of all suggestions listed in Minutes of the meeting except the idea of Electric Car Charging Points for the parish. He referred Councillors to the Black Lakes in China <https://www.bbc.com/future/article/20150402-the-worst-place-on-earth> incidents of pollution from the world's technology.

- c) **Communication from resident of The Beeches re excessive Litter** – Cllr Joy Tucker had received an email from a resident of the Beeches complaining about the amount of discarded litter he had counted on the road from Belstone Corner towards Belstone. He indicated that he was not interested in “Litter Clearing parties” but he wanted culprits to be prosecuted. Cllr Joy Tucker had also invited the resident to attend the meeting to discuss his concerns in person.
- The meeting was reminded of Cllr Samuel's Report that WDBC are aware of the increased litter problem and their current plan includes increased collections etc (See Item 7 above)
 - **SW Devon recently emailed** - Post COVID 19 we are keen to maintain vigilance in the battle to prevent environmental crime and are asking for your support in alerting your Parishioners to the opportunity to observe and report.
 - **Parishioners are reminded that SW Devon and WDBC** will investigate all reports of fly tipping, littering and dog control offences? The link is <https://apps.westdevon.gov.uk/webreportit>
 - The process will prompt reporter to supply information that will help us to focus our investigations most effectively and we appreciate reporters taking the time to provide as much information as possible.
 - Where offences are witnessed first-hand, we may ask if the reporter is prepared to provide us with a Witness Statement to add to our case file
 - **SW Devon & WDBC would welcome your support and would be most interested in your views which should be addressed to: Environmentalprotectionauto@swdevon.gov.uk**
 - **Cllr Wilson** – will also research/investigate the roles and responsibilities of Local Authorities, and potential cost and implications to SCPC undertaking the prosecution aspect as suggested by the parishioner. Details of what this may involve can be found at this link <https://www.gov.uk/guidance/parish-councils-fixed-penalty-notices> Her report will include feasibility of gathering appropriate evidence which might involve the purchase of CCTV cameras as suggested by the parishioner and/or recruiting staff to work as enforcement officers.

- d) **Communication Plan - Website updates accessibility statement for Sept 2020** – Clerk and Chair attended Online SLCC course as recommended by DALC and will circulate findings to Councillors and Julie Carpenter (Website Administrator). There are certain improvements that Chair, Clerk and Website Admin will be able to complete themselves – other items will have to be referred back to Gold Coast our Website Developers who have indicated that for them to ensure our Website was compliant would cost between £2,500 - £3,000. A full report, draft statement and action plan for the Parish will be prepared for next meeting to ensure compliance for September 2020 deadline. If any parishioner/users has any accessibility issues with the current website format we would be very interested to hear from you and seek your support on how to improve our compliance. Please contact the Web Administrator or the Parish Clerk.
- **Cllr Coleman** – kindly offered £2,000 towards these costs.
- e) **Telecom/internet services in the Parish - Cllr Carpenter** – had received an email from residents at Sampford Station who had contacted Mel Stride – the MP had replied that according to the Connecting Devon and Somerset Website – Sampford Station should have Superfast Broadband enabled. Cllr Carpenter and residents will investigate further and report back to the next meeting.
- **Cllr Friend** - advised that BT are offering a 50GB dongle – that provides 10-30mbs for £9.

10) Footpaths/ P3 –

- a) John Baker and contractor, John Butt, has done some maintenance work on Shoalgate Lane. This has been organised and paid for by DCC.
- b) Funds for work on Bulland Lane to Granary Barn has been awarded via P3 this year. Cllr Svedang and Carpenter to produce specification of works and circulate to local contractors. Cllr Svedang had been informed by DCC that there may be limited additional capital funds still available, and it was suggested that an application be made for funds to cover cost of additional maintenance to Bulland Lane to Peacegate Cross to be completed at same time as work to Weirford Lane.
- c) Parishioner asked whether stile between Glebe and Bude Farm, Honeychurch can be upgraded to a kissing gate while they are up-grading their farm fencing. Cllr Svedang will liaise with parishioner and advise that DCC will provide metal gate to replace stile free of charge.

11) Village Green Report – Cllr M Carpenter

- a) **Re-opening of Public Toilets & Playground Equipment** – send notices & Risk Assessment to Insurers.
- b) The Clerk reported that a group of people had already torn down the “No Access” Tape from the play equipment at the weekend, and it had been used by a large group of adults and children and they were accompanied by their dogs. **Parishioners are reminded that Sampford Courtenay Village Green is officially a NO DOG AREA.**
- c) **Play Area** – has been sanitized and Guidance Notices and a Non-touch Hand Sanitiser Dispenser have been fitted for users prior and after use. SCPC would respectfully request that all users be alert to the safety of themselves and other users, and to please report inappropriate use or behaviour to the Clerk or a Councillor at that time in order that appropriate action can be taken.
- d) **Public Toilets** – have also been sanitized and Guidance Notices published, plus non-touch hand sanitizer dispensers. Again SCPC respectfully requests that all users make themselves familiar with safety guidance for themselves and other users and report any inappropriate use.

12) Incident Management Team – up-date - 53 RFA’s returned (6 phone contact only) & 34 Volunteer forms returned.

- a) DCC Covid-19 Priority Fund Grants now closed for applications - Evaluation report for Robin and Jill Bevis Scrubs project now completed and returned to DCC surplus grant of £380.89 to be returned to DCC
- b) Nominal fee for other Parish Groups to use SCPC Zoom. If any groups in the parish would like the Clerk to set up a Zoom meeting for them, it has been suggested that a fee of £10 per annum per group would be a reasonable charge.

13) Plant Stall Donations - £288.30 to date Thank you.

14) Certificate of Thanks – awarded to Underdown Dairy for contributions to Nicky & Kevin Courage’s Cream Tea Fund Raising for Village Hall Roof Fund. Parishioners are reminded that they can nominate anyone that they feel deserves recognition for their contributions and support for the Parish.

- **Additional Certificate of thanks** – will be awarded to Nicky & Kevin Courage and their team of deliverers for raising over £700 towards the Village Hall Roof Fund.

15) War memorial update – Cllr Coleman is still awaiting a response from the Architect (and his insurers) and will prepare a report with proposals for circulation to Councillors prior to the next meeting to enable discussion and to make decisions at the next meeting.

16) Office of the Police and Crime Commissioner Councillor Advocate Scheme – Cllr J Palmer has agreed to be SCPC Representative on this forum and will report back at future meetings if there is anything relevant to Sampford Courtenay.

17) Defibrillator – quotations for establishing an electricity connection to supply a trickle charge to protect the Defibrillator if temperatures drop below a certain degree in winter have been in excess of £2,000 (more than the cost for leasing the unit for 4 years) Cllr Wilson is currently liaising with BT to see if it can be connected via the telephone kiosk.

18) Dog Bins – update – Charge for emptying by WDBC = £1.15 + VAT per lift Cost of 110 lt bin £285 + VAT- It was agreed 6:2 to purchase a new general waste bin that can also be also used for bagged dog waste. It was suggested that this should be sited possibly by the Public Toilets/Village Hall area, however, parishioner feedback on the best location to site this bin would be appreciated.

Cllr Coleman - made a proposal that there be a survey of all parishioners on the siting of rubbish bins across the Parish. This proposal was rejected 6:2

19) BT Phone Box at Sampford Chapple – it was agreed that the Clerk proceed with “Adopting” the phone box at Sampford Station that would then be moved to Sampford Chapple and sited on land owned by Mr & Mrs Morgan Broom. As this is on private land the Chair has been assured that it will not need planning permission. This will then remain as a Landmark at Sampford Chapple and become a “Community Hub” for that area.

20) Paint for maintenance of BT Phone Box in the square – BT have kindly supplied 2 boxes of materials to repair and repaint the 2 phone boxes. Any volunteers offering to undertake this essential maintenance please get in touch.

- **Cllr Coleman** – requested that the Chair get confirmation in writing from the Conservation Officer that it was OK to carry out this maintenance to the listed kiosk in the square.

21) Finance unanimously agreed that following payments could be made. Cheques will be signed by 2 Councillors tomorrow.

i. Clerk salary & Expenses =	= £ 229.80
ii. HMRC	= £ 35.20
iii. Tracy Mombeyerara Toilets	= £ 69.76 (5 wks x 2 hr - 29.6.20) x 80% Furlough
iv. N Power DD	= £ 18.68 20.6.20
v. M Pratt – Zoom Subscription	= £ 143.88
vi. M Wilson – Face Mask Filters	= £ 10.99 Covid IMT
vii. Mr & Mrs Bevis – Scrubs costs	= £ 80.00 Covid Scrubs
viii. Shirley McClement – Face Masks	= £ 27.00 Covid IMT
ix. Zoe Day – Mileage	= £ 23.40 Covid IMT
x. WDBC – Election pack costs	= £ 65.77 Election
xi. SLCC – Website Accessibility Course	= £156.00 Training
xii. M Pratt – Ladds Eco Printer	= £ 279.80 Capital Asset
xiii. M Wilson – Hand Sanitiser Dispensers	= £109.96 Covid IMT
xiv. Total payments this month	= £1250.24

xv. Reserve Account Balance = **£ 8,951.15** (Calculated)

xvi. Current Account – (less expenditure above) = **£12,682.49** (Statement 30.6.20)

xvii. **INCOME** -

- Covid 19 Grant – Bevis Scrubs = £1,293.36
- Seamoor Lotto = £45.00
- DCC P3 Bulland Lane = £2,750.00
- VAT refund on 2nd half 2019/20 = £1,531.97

xviii. **Transfer** to Reserve Account from Current Account = **£10,447.74**

(This will make Reserve A/c = Earmarked Reserves to date £19,398.89 and leave £2,234.75 in current account for general expenditure) **This was deferred in light of Item 22 below.**

[Monthly Expenditure v Budget Monitoring](#)

22) Natwest Bank update – Cllr Wilson had circulated a paper detailing how SCPC could update current banking arrangements so that SCPC Finances could be conducted online. It was unanimously agreed at the meeting that arrangements be made to Switch from NatWest to Unity Bank by the next meeting. Amendments will be made to the Financial Regulations for ratification and signature at the next meeting.

23) Clerk's Report (anything not already covered by Agenda item)

- Suspected Fly Tipping** – parishioners in Honeychurch area have noticed extra black bags being placed with their rubbish for collection. This could be a case of people trying to get rid of trade waste. If anyone else has had this happen to them. Please contact the Clerk or WDBC. There had been no other reports of this kind of fly tipping.
- Dropped Litter by Dustbin men** – some Councillors reported that they had witnessed incidents of waste collectors rushing to collect waste and not managing to get it all in the lorry. Hence, leaving litter on the road. If you have also witnessed this, please contact WDBC or the Clerk.

- c) **Himalayan Balsam Clearance Teams** – Cllr Bob Tucker expressed his Thanks to all the volunteers who turned out to pull up the Himalayan Balsam from the river bank from the New Inn to Honeychurch. There will be another concerted effort to get it under control next year.
- d) **SeaMoor Lotto – to support SCPC projects – you can sign up for tickets at <https://www.seamoorlotto.co.uk/support/sampford-courtenay-parish-council> Funds raised to date £486.00**
- e) **FACEBOOK this month – 9 New Page Likes 1677 Page reach 970 Post Engagements**

24) 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.

25) Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues Aug 4th 2020 Meeting 7.30pm at Sampford Courtenay Village Hall.

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

July 2020

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)

2020	Jan 7 th	Feb 4 th	Mar 3 rd	Mar 31 st Open Meeting CANC	April 7 th - No Meeting Easter
May 5 th AGM VIRTUAL	June 2 nd VIRTUAL	July 7 th VIRTUAL	Aug 4 th	Sept 1 st	Oct 6 th
Oct 27 th Open Meeting	Nov 3 rd No Meeting	Dec 1 st	Dec 12 th Christmas Cheer	2021	Jan 5 th