

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 2nd June 2020 on the Virtual Platform Zoom

- 1) Present Cllrs Michele Wilson, Mike Carpenter, Bob & Joy Tucker, Janet Palmer, Sue Svedang, John Friend & Colin Coleman + WDBC Cllrs Barry Ratcliffe (for first part of meeting) & Lois Samuel (joined for later part of meeting)**

Plus 6 members of the public.

- 2) Cllr Wilson welcomed everyone to the meeting and explained the procedure's for this Virtual meeting.**
- 3) Apologies** – had been received from DCC Cllr James McInness
- 4) Public Participation** - None
- 5) Declarations of Interest** – None
- 6) Minutes of – Virtual Meeting held on Tues 5th May** (already circulated to Councillors and published) were agreed and will be signed by the Chair tomorrow.
- 7) WDBC Report - Cllr Samuel reported: -**
- a)** WDBC are making preparations to re-open Okehampton High St. but are awaiting the detailed guidelines from the Government. They have received £50,000 European funding to help finance this, but the fund comes with additional auditing requirements so careful consideration is needed before deciding on how it can be best spent.
 - b)** WDBC have also received just under £1 million discretionary grant available for small businesses who have been unable to get funding from other Covid 19 grants. Details can on how to make an application can be found here <https://www.westdevon.gov.uk/discretionarygrants> . The Clerk has already notified known Local Businesses in the Parish and details have also been uploaded to the Parish Website and Facebook pages.
- 8) Planning** – to consider the following planning applications:
- a) 1142/20/LBC – Mr H Franklin, Little Thatch, 4 Part Harveys** – removal of existing single storey breeze block extension and replacement with single storey extension **COMMENTS BY 11TH JUNE**
 - b) 1142/20/HH0 – See above.**
 - c) 1321/20/CLE – Lawful development certificate for existing building as two-bedroom holiday let & associated land. St Brelades, Sampford Courtenay.**

UNANIMOUSLY SUPPORTED

UNANIMOUSLY SUPPORTED

WDBC Planning Decisions: -

- a) **0595/20/FUL – Mr Francis, Furzedown Farm** – erection of one agricultural building to use as shed.

CONDITIONAL APPROVAL

9) Parish Priorities -

- a) **Parish Climate Emergency plan - Cllr Joy Tucker** – has already received a lot of positive support for this parish priority. The next thing will be to organise a Virtual meeting to talk over ideas and put together a plan to be brought back to a full council meeting. Some parishioners have already suggested a Community Garden on the Village Green (See Item 12) which could form a part of this plan. Plus Cllr Joy Tucker will also get back in touch with WDBC and other local parish councils to see if any of their plans/ideas can be incorporated. If you would like to be involved with this please contact Cllr Tucker at bobandjoytucker@gmail.com or phone the Clerk on 01837 82285 to pass on your contact details.

b) Communication Plan - Website updates -

- i) **Cost to update to WCAG 2.1 compliance by September** – Website administrator Julie Carpenter has been in contact with our Website Designers regarding this new legislation for Parish Council Websites. Their initial quote for completing the necessary work is between £2,500 - £3,000. The meeting decided that the Clerk should contact DALC to see if they have any information on how other small parish councils are going to be able to afford to comply with these regulations. If a more reasonable solution is not found there is likely to be several cases of non-compliance or closure of Websites.

- ii) **Licence required to make website “secure”.** This had been brought to our attention by a parishioner trying to log onto our Website. This has now been made secure. Thank you.

- iii) **Zoom Subscription** – Up until now SCPC has been making use of the Free Zoom Service which allows meetings of up to 40 mins per session. However, a Basic package of 1 host and up to 100 participants costs £120 per annum. Cllr Wilson proposed that SCPC should purchase this package because it would give an opportunity to reach parishioners in all parts of the parish. It would mean that future SCPC meetings in the Village Hall could also be aired on Zoom for parishioners to also attend remotely. It could also be used at other events eg Bingo – with either admittance only allowed to those who had pre-paid, or Free users just playing for fun with no prizes.

A member of the public asked if it would be available for use by other groups eg Book Club in the Parish. The Chair thought this could be possibly arranged for a small fee to help with the annual costs.

It was agreed unanimously that the Clerk should arrange the purchase of the Basic Licence.

- c) **Telecom/internet services in the Parish - Cllr Carpenter** – reported that there has been no real progress on this in the past month. He had heard that a parishioner had been talking to an Openreach engineer regarding fibre coming to the village in the near future – but this has not been confirmed.

Cllr Coleman – said that he has been talking to O2 about a unlimited data Sim only deal for £12.50 per month which is compatible with the South West Mobile Broadband dishes some parishioners have installed. Cllr Wilson asked if Cllr Coleman could write up the details (in layman’s terms) so that it could be circulated to the public for comparison against their current contractual arrangements using the self-assessment tool on the website.

10) Report of Governance & Accountability Meeting held on 27th May. Cllr Bob Tucker reported that as Vice Chair of SCPC he had received a letter of Complaint against SCPC on 18th May. A Draft Complaints Policy was drawn up by the Clerk & Cllr Bob Tucker (using a template of similar policy from WDBC and NALC), this was circulated to all Councillors on 19th May. To be approved by full council at item 10 a below. A meeting of the Governance & Accountability Committee was held on 27th May at which Cllr Bob Tucker was officially elected as Chair of that Committee and then details pertaining to SCPC decisions and procedures raised in by the Complainant were considered. The Complainant was informed that their complaints against named Councillors should be directed to WDBC via the Monitoring Officer and DCC. The G & A are awaiting advice from the insurers regarding the issues in the complaint levelled at the Parish Council.

a) Approval of SCPC Complaints Policy – Supported by 7 Councillors with 1 Abstention.

b) Specific email addresses for Councillors other than their home or business email address. – Cllr Coleman had requested that Cllr Bob & Joy Tucker should have separate email addresses. The Clerk sought advice from DALC and was advised:-

Councillors are not required to have separate email addresses but it is something we would recommend. Members of the public (and other councillors) should ideally be able to approach a councillor confidentially which is not possible if they use a shared email address. Even where both individuals are councillors, it may that their membership of committees occasionally requires one to have confidential information. It is always worth bearing in mind that emails held in private email accounts which are used for council business are subject to FOI, which is why we recommend that councillors have dedicated email addresses for their work as a councillor.

Cllr Wilson suggested that cost and implications of setting up dedicated email addresses for each Councillor should be investigated, and also reported that South Zeal Parish Council has gone a step further by purchasing tablets for each Councillor to use for Council business.

11) Emails from Parishioner at The Beeches re perceived lack of support from SCPC to areas of the parish not directly within the Village.

- **a)** There was a request to consider major action, with a suggestion of putting CCTV cameras up outside of the village even up to the A30 to catch people who litter the area, and prosecuting them. **Cllr Coleman** reported that since he has been visiting The Beeches on Thursday nights to join in the Clap for Carers – he believes that he is building up a relationship with the residents and that his personal representation is having a positive effect. Cllr Coleman said that he will approach the particular parishioner and see what practical actions by SCPC he suggests.
- **Cllr Friend** – commented that over the years SCPC have encouraged residents from different parts of the parish (including The Beeches) to stand as an SCPC Councillor so that they can feel more represented.
- **The Clerk** – questioned if there would be support for holding occasional SCPC meetings at The Countryman. **PARISHIONER FEEDBACK ON THIS IDEA WOULD BE APPRECIATED SO THE NECESSARY ARRANGEMENTS CAN BE MADE.**
- **b) Recent complaints via Cllr Coleman re excessive noise of scramble bikes and digger in fields near The Beeches** - Environmental Health Complaint Number is : 1433363. **Cllr Coleman** reported that he had been able to represent parishioners' views and submit/direct them to the correct department at WDBC.
- **Parishioners** – present at the meeting said that they do hear the bikers who seem to like to race around the corners at Sampford Station, but they personally had not complained.

- **Cllr Joy Tucker** – asked if anyone had, before reporting the incident to WDBC, tried to contact the landowner? Cllr Tucker suggested that in a small community rather than escalate things prematurely, a polite word may have been a more positive route to solution. Again, it was requested that Councillors who are approached by parishioners should report back to the full council before taking unilateral action.

12) Village Garden – request by member of the public for a community garden perhaps on the Village Green. (See Item 9 a above) Cllr Joy Tucker will contact the parishioners who made the request to discuss options for a Community Garden. It was also suggested that she contact the Grass Cutting Contractor to check out cost/time implications of siting such a garden on the Village Green. It was also suggested that excess produce from such a garden could be placed on Plant Stall for donations. Cllr Friend and Svedang – asked Cllr Tucker and Committee to consider who would be responsible for maintenance of such a garden.

- **Village Green Report** – Cllr M Carpenter had circulated this month's report prior to the meeting. Everything is in order (Please note that in line with current guidance the children's play area remains closed).

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

- Currently two applications received for DCC Covid-19 Priority Fund Grants one supported, one not supported.
- Currently no new applications received for DCC Covid-19 Priority Large Fund Grants.

Robin & Jill Bevis – expressed their thanks to SCPC for supporting and helping with their application for funding for materials to supply scrubs to Crisis Care Workers in the Torbay area who are visiting Care Homes where there are Covid 19 patients, with no PPE. Robin & Jill have a band of 10 local sewers all working really hard. Thank you. They have already completed and delivered 12 sets of scrubs with another 8 to be delivered next week.

Cllr Wilson – asked that when Robin & Jill write up their report for DCC to show how the funding has been spent that they also include/show that this project was an extension of their voluntary work before this making masks and scrubs bags.

14) Plant Stall Donations - £203.40 to date Thank you. It was felt that this was a positive sharing experience showing good community spirit that would continue after the conclusion of COVID19 measures and could be used to advertise and sustainability project like the community garden.

15) War memorial update of the agreed joint assessment by Cllr Coleman & Jeremy Chadburn of where liability for the remedial work should lie.

An email – had been received by the Clerk just before the meeting. It had been circulated to Councillors but with little opportunity to consider its contents. Cllr Coleman said that he would prefer to wait until after lock down, so that he could meet Mr Chadburn to consider what to do next. Cllr Wilson felt that this project could not be deferred indefinitely and said she would speak with Cllr Coleman and consider how SCPC will proceed.

16) Defibrillator – is still awaiting details from Western Power re supply of a trickle feed of electricity to maintain the battery if temperatures drop to a certain degree below freezing. Cllr Wilson was also looking into the possibility of a Solar panel for this – to fit in with Item 9 a above. Costings will be sought for next meeting.

17) Dog Bins – Cllr Wilson has received details back from WDBC that any additional bins around the parish will come at a cost plus a cost/monthly fee for them to be emptied. Alternatively, we could re-site a bin from one part of the parish to somewhere else where it was felt it would get more use. It is suggested that like North Tawton – this would be a dual-purpose bin for general waste as well as Dog waste.

18) Devon Highways response to Clerk & resident's notification of road conditions around Willowtree Farm corner.

- Highway Officer had visited the site and rodded the drain that is now functioning properly. But we need to keep an eye on it again when there has been heavy rain.
- Re road markings in centre of the road – as there has been no reported accidents in this location in the last 5 years, and because of the width of the road, it does not meet the criteria for white lines to be replaced.

19) BT Phone Box at Sampford Chapple – Cllr Janet Palmer reported that in response to Cllr Wilson's letter re a place to site the BT phone Box to be moved from Sampford Station, most residents are happy for Sara and Martyn Morgan Broom's offer to site the box on a piece of their garden. (WDBC & Highways have already informed SCPC that it cannot be sited where the old phone box was sited). There are already plans to use it as a "Sampford Chapple Hub" where eggs, produce and cakes can be placed to be bought by other residents or passersby. Cllr Wilson will confirm with WDBC Planning Dept that the location is acceptable and then make the arrangements with BT to resite the phone box. A big thank you to Sara and Martyn for offering their land.

20) Paint for maintenance of BT Phone Box in the square – still waiting for details of where to obtain the paint.

11) Finance the payments below were agreed and cheques will be signed by 2 councillors in the next few days.

i. Clerk salary & Expenses =	= £ 247.80	
ii. HMRC	= £ 17.20	
iii. Tracy Mombeyerara Toilets	= £ 55.81 (4wks x 2 hr - 1.6.20)	x 80% Furlough
iv. N Power DD	= £ 9.63	29.5.20
v. DCC Grant – re Cider Vat Repayment	= £495.00	
vi. Okehampton Accountants – Audit	= £360.00	
vii. Okehampton Accountants – Payroll	= £ 69.12	
viii. Sooz – Material for Scrubs	= £ 832.47	Covid Scrubs
ix. M. Pratt – Printer sundries	= £ 40.90	
x. Total payments this month =	= £2,127.93	
xi. Reserve Account Balance	= £16,522.37	(Calculated)
xii. Current Account – (less expenditure above & Tfrs) =	£721.18	(Calculated)
xiii. INCOME	- Payments from P3 and Covid Grant fund should have been received but cannot be confirmed until new bank statement has arrived.	
xiv. Transfer	to Reserve Account from Current Account = £ ZERO until statements rec (This will make Reserve A/c = Earmarked Reserves to date)	

The meeting approved that the Chair and Clerk could use their Delegated powers to make Transfers as necessary once statements have been received.

12) Agenda item requested by Cllr Coleman that All votes on Finance are by nominated recorded voting (requested by a Parishioner)

- Advice from DALC is that there is no requirement for Nominated votes. It is not done by any other parish council in Devon. Parish Council's work on democratic voting that is a decision by SCPC as a whole. It is advised that if parishioners specifically wish to know how individual councillors vote they are able to attend council meetings
- **Cllr Wilson** also reminded councillors that a request that requires a substantive change to the current Standing Orders. Under item 25(b) Any motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer with at least 7 days' notice.

13) Internal Auditor's report – as circulated.

- a) **Approval of amended Section 2 of AGAR** report. It was agreed by the meeting that Clerk and Chair can sign and return to the Auditor.
- b) **Approval for AGAR Certificate of Exemption** be forwarded to External Auditors. Agreed.

Copies of all Audit forms will be up-loaded for viewing on the Website.

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

- a) **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 £461.50 Plus a big Thank you to a parishioner who has also donated her £25 win on the Lotto this month back to SCPC funds.**
- b) **FACEBOOK this month – 10 New Page Likes 1491 Page reach 1780 Post Engagements**

15) Cllr Wilson concluded the meeting – by thanking the members of the public who had joined the meeting tonight. And added that it has been unusual and different times for us all, but perhaps the use of Zoom will be a positive medium for members of the public to engage in future meetings. If parishioners have an item they would like discussed at a meeting, please let the Clerk know 3 days in advance of a meeting so that it can be scheduled on the Agenda.

Councillors – were reminded that they should notify the Clerk of Agenda items at least 7 days prior to the meeting, together with any relevant papers pertaining to the Agenda that need circulating for consideration by other councillors.

Thanks were given to all those volunteering and supporting the efforts to keeping everyone safe and up to date with information during the COVID19 lockdown, but special thanks to Marion Pratt the Parish Clerk who had not only supported the Parish Councillors through what has been the busiest and most challenging time of the Year but has undertaken the co-ordination of services to Parishioners and volunteers alike since the start of COVID 19.

16) Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues July 7th 2020 Meeting 7.30pm at Sampford Courtenay Village Hall.

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

June 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 3 days prior to scheduled meeting re Agenda items)

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

DR