

**Sampford Courtenay Parish Council**  
**MINUTES OF SAMPFORD COURTENAY PARISH MEETING**

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

**Tuesday 21<sup>st</sup> Nov 2017**

- 1) **Present : Cllrs J Friend, M. Wilson, C. Coleman, D. Boting-Page, J. Clatworthy-Edwards, A. Thorley & M. McIlwraith + WDBC Louise Watts.**
- 2) **Apologies** received and accepted from Cllr J. Palmer.
- 3) **Public Participation** - None
- 4) **Declarations of Interest** – None
- 5) **Minutes of Main Council Meeting held on 17<sup>th</sup> Oct 2017 were agreed and signed.**
- 6) **Playground Report.** (Adrian Thorley) & **Review of Annual Inspection findings.**
  - a) Cllr Thorley’s regular weekly inspection showed no cause for concern.
  - b) The Play Inspection Company conducted the Annual Inspection of the Playground on 2.11.17 and reported some “Moderate Risk” actions required on the Climbing Structure which SCPC will rectify.
  - c) Clerk actioned to send copy of report to our Insurance Company & TK Play for response to Inspection findings regarding new safety surface.
  - d) Clerk actioned to book next year’s Inspection with same company who it was agreed provide a very thorough report with photographic evidence.
- 7) **WDBC Report - Cllr Watts reported on the following:-**
  - a) **One Council Vote :-** WDBC had felt that this was a big, irreversible decision that needed more thought. A merger has not been ruled out completely. A Working group has been set up to see where best to go from here. There is also a Financial scrutiny group set up to look at the budget. The aim is not to reduce staff, and they are looking for cost saving/income generating ideas from the bottom up – not just top down.  
**Cllr Coleman** – expressed SCPC vote of Thanks to our WDBC for their work in the One Council process; and stressed that it was not all negative. Some positive outcomes should come out of it all.
  - b) **Planning Portal** – has been experiencing some issues and quite a backlog. They are busy recruiting both temporary and permanent staff to try and rectify the problems.
  - c) **Enforcement Team** – Cllrs Watts & Samuel have a meeting with the Enforcement Officer regarding local cases in the near future and will report back.
- 8) **Planning** – To report on decisions made at Planning meeting held on 14.11.17.
  - a) **3563/17/HHO – Martinmas Cottage – Mr & Mrs G Evans** – Householder application to convert garage to kitchen diner and to replace existing conservatory with ground floor extension.

**SUPPORT**
  - b) **2985/17/FUL – Langmead Farm – Mr K Bennett** - Barn conversion into 2 no new semi-detached dwellings with associated parking and amenity space.

**SUPPORT**
  - c) **2986/17/LBC – Langmead Farm – Mr K Bennett** - Listed building consent for barn conversion into 2 no new semi-detached dwellings, with associated parking and amenity space.

**SUPPORT**

**WDBC Decisions :-**

  - d) **2373/17/FUL – The Chapel, - Mr D Crudden** **Conditional Approval**
  - e) **2578/17/HHO – Highclere – Miss T Brett** **Refusal**
- 9) **Eastern Links Meeting report** (A Thorley) & Instruction for work on new Notice Board.
  - a) **Police Representative** reported that crime records in the district were more efficient and showed that crimes in our area are mainly remaining static.
  - b) **Skansa** – was confirmed as the new Highways Maintenance contractors and the public are urged to report highway concerns eg pot holes on the website where it is swiftly directed to the right dept.
  - c) **Road re-classification** – Highways will be looking at road re-classification early next year and will be seeking advice from local councils.
  - d) **Road Signs** – DCC are now ordering signs from a company in West Midlands. Cllr Thorley will follow up request for signs at New Inn to show children waiting for bus etc.

- e) **Waste Collection** – new contract to be set up early next year but it was felt the format of weekly recycling & bi-weekly refuse collection would be continued.
- f) **SCPC TAP Fund Application** – was successfully granted £500 towards renewing the Noticeboard in the square.
- g) **Neighbouring Village Footpath Maps** – there are now footpath maps for the villages of South Tawton, Sticklepath, & Winkleigh. The Clerk will try to obtain PDF versions to post on the website.
- h) **Next meeting Mar 31<sup>st</sup> – venue to be arranged.**
- 10) **SCPC Planning policy for coming year** - follow up from Open Meeting. Cllr Wilson, nor the Clerk, had received a rush of volunteers to join a steering committee to work on a Parish Plan; however, Cllr Wilson is happy to continue to put together a household questionnaire to try and establish what parishioners want included in future planning for SC. It was agreed that Cllr Wilson would draft a basic Communication Plan for the year to generate involvement with more parishioners. It was agreed a sum should be included in next year's budget to cover this. Cllr Wilson will start the plan by designing an SCPC Christmas Card to deliver to all households.
- 11) **Local Resilience Plan** – follow up from Open Meeting – Cllr Wilson has arranged to meet with Oke Town Clerk to discuss their Resilience Plan. Cllr Wilson would also like all Cllrs to read/scan the DFRS plan and make comments regarding any parts of it that they feel could be included in SCPC plan.
- 12) **BT Phoneboxes** – follow up from Open Meeting – Cllr D. Boting-Page agreed to draft a letter to BT for approval of SCPC at next meeting.
- 13) **Other actions from Open Meeting.** – Cllr D. Boting-Page wished SCPC Thanks to the Clerk for setting up and arranging Open Meeting to be officially minuted.  
**Cllr Thorley** – agreed to draft a letter to **Police** and **Crime Commissioner** Alison Hernandez re alternative scheme to Speed Watch for SC to participate in.
- 14) **Application from Village Hall Committee for £4,502.38 funding for Audio Visual Equipment** – Cllr Coleman explained that this was a response to his request circa 2 years ago when he had had discussions with CEO WDBC Sophie Hoskings regarding the suggestion that SCPC help implement the WDBC Vision of paperless support to Parish Councils. SCPC was potentially uniquely placed to become an example of Best Practice and a reference site for other PCs in respect to improved consultation and real-time engagement with the WDBC Planning Portal. However, at the time, there were technical constraints that included the lack of High Speed broadband and the necessary audio visual equipment and associated connectivity. Cllr. Coleman agreed to derive a Functional Specification of these proposals in partnership with SC Village Hall for WDBC's further consideration.
- 15) **Highways** – (Cllr A Thorley) – no new issues. Clerk was asked to write to Cllr McInness to thank him, as it appears more repairs were completed on the roads through SC, after the issue was raised with him at the Open Meeting.
- 16) **War Memorial - update from Jeremy Chadburn** – has established that LBC is not required but will be submitting a new Planning Application next month. Clerk will ask WDBC Cllrs to try and put this to top of Planning List as time is of the essence now to ensure completion of the project before 11<sup>th</sup> Nov 2018.

War Memorial Fund - **Balance** Total carried forward = £2010.00 (cost of Plaque deducted)  
 Donations this month. = Oct - Nov = 5 weeks @ £14.40 = £72.00 (incl in above figure)

17) **Finance** were approved and cheques signed.

i) Clerk salary & Expenses =	= £ 135.80	
ii) HMRC	= £ 33.80	
iii) British Legion Poppy Wreath =	= £ 100.00	
iv) SWWA – Toilets =	= £ 35.76	
v) M. Pratt – Frame for Parish Map =	= £ 40.00	
vi) Country Cheeses – Open Meeting =	= £ 41.68	(less £25.00 cheese sold to Cllrs)
vii) C. Coleman – Stamps Chairman's Letter	= £ 42.00	
viii) C. Coleman – Cutlery Open Meeting -	= £ 4.00	
ix) M. Pratt – Wine etc Open Meeting -	= £ 16.81	
x) Bourne Carpentry – Peacegate Lane P3 =	= £ 350.00	
xi) Fahey's 19.18 tonnes subbase – Peacegate Lane	= £ 414.29	
xii) Grant Thornton – External Audit fee	= £ 120.00	
xiii) Play Inspection Company =	= £ 108.00	
xiv) <b>Total payments this month =</b>	<b>= £ 1442.14</b>	
xv) Uncleared cheques & transfers from last month =	= £ 1548.99	
xvi) <b>Balance</b> (16 xiv + 16 xv)	<b>= £ 2991.13</b>	
xvii) <b>Income</b>	<b>= £ 0.28</b>	Interest
xviii) Current Balances = Reserve Account	= £ 11,724.16	(Statement 18.10.17 )
xix) Current Account (according to Statement –31.10.17)	= £ 5,025.08	
xx) Total Current Funds less agreed expenditure above	= <b>£2033.95</b>	(15 xix – Balance)
xxi) To agree transfer of £ ZERO <b>£ To Reserve</b> Account from <b>Current</b> Account		

xxii) **Draft Budget 2018/19 – Thanks to Cllr Coleman** – who presented a very thorough first draft of next year's budget for Cllrs to consider and make comments regarding any alterations for next meeting.

**18) Progress Reports** for information

- a) **OkeRail Forum** – still positive. Hoping to run 2 hourly service from Oke – Exeter next year, with possibly extra service early morning and evening for work commuters. They are also supporting Bude to Holsworthy line and a line all the way to Plymouth.
- b) **Footpaths** – Cllr D Boting Page – had a very positive meeting with Ros Davies – and discussed ideas for exploring some Permissive Footpaths to make a circular route from Weirford and Langmead Lanes. + possibility of siting strategically placed noticeboards with Footpath and other Information maps. Cllr Boting Page, Coleman and Friend arranged a date to discuss P3 application.
- c) **Social Media** – Cllr McIlwraith has set up a SCPC Facebook page. Please search for it and follow us for up-to-date SCPC and other Parish news.
- d) **Toilets** – Clerk was asked to make arrangements for contractor to repair leak in Public Toilets.
- e) **Clerk’s Report** (anything not already covered by Agenda items)
  - i) **Mayor of Okehampton invitation for Cllr Coleman & guest to attend Council Chamber pre Edwardian Evening 7<sup>th</sup> Dec**
  - ii) **Village Hall AGM Wed 6<sup>th</sup> Dec** – SCPC are happy and grateful for Cllr John Palmer to continue to represent them on the Village Hall Committee.

**19) Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues 19<sup>th</sup> Dec at 7.30pm at Sampford Courtenay Village Hall.

Signed  
*M. S Pratt* Marion Pratt  
 Clerk to Sampford Courtenay Parish Council Nov 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 Sept – 19th	May – 16 <sup>th</sup> 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	

Eastern Links Meetings –

Training –