

Minutes of Meeting held 19<sup>th</sup> Sept 2017

- 1) **Present : Cllrs J. Friend, C. Coleman, A. Thorley, M. McIlwraith & WDBC Cllr Lois Samuel**
  - 2) **Apologies** were received and accepted from Cllrs Michelle Wilson, David Botting Page, John Palmer & Jon Clatworthy Edwards.
  - 3) **Public Participation** - none
  - 4) **Declarations of Interest** – none
  - 5) **Minutes of Main Council Meeting held on 15<sup>th</sup> Aug 2017 & Planning Meeting on 8<sup>th</sup> Aug 2017 were agreed and signed.**
  - 6) **Playground Report.** (Adrian Thorley) – no serious issues to report except that the lower gate may need replacing in the near future. (SCPC will await result of Playground Inspection next month) & cobbles still prove very slippery when wet. Cllr Thorley to email summary of his monthly inspection to the Clerk.
  - 7) **WDBC Report -**
    - a) **SCPC** congratulated Cllr Lois Samuel on her election as Deputy Leader of WDBC.
    - b) **One Council** – WDBC and Southhams still have £19 million to find before 2020 and Cllr Lois encouraged all Parish Councils to look at the One Council website and submit their views on the proposals. A decision has to be made by Oct 31<sup>st</sup>.
    - c) **Setting of new electoral boundaries** – the clerk asked how it would be decided on which councillors would stay or go. Cllr Lois says that if the merger goes ahead new electoral boundaries would have to be set for an election in 2021. At the moment there are several top heavy councils (eg Tavistock have 7 councillors and realistically only need 3)
    - d) **Planning Depts kept separate** – Cllr Coleman expressed his hope that planning departments would remain separate so that any decisions would be considered by local councillors.
    - e) **Re-opening of Oke – Plymouth railway** – could affect/contribute to success or failure of any merger of councils.
    - f) **Cllr M. McIlwraith** – agreed to email his numerous thoughts on the One Council proposal directly to Cllr Lois.
    - g) **Garden Waste** – Cllr Thorley asked Cllr Lois to check and report back at next meeting re take-up of new Garden Waste scheme.
    - h) **WDBC Planning Check List**- the clerk asked if Cllr Lois could find a more up-to-date WDBC planning check list than the 2013 one on their website.
  - 8) **Planning – to report on the following applications considered at Planning meeting on 12.9.17**
    - a) **2578/17/HHO** - Highclere, Sampford Courtenay – Miss T Brett – Householder application for removal of existing single storey extension and construction of new 2 storey rear extension and associated works.

**SUPPORT**
    - b) **2593/17/AGR** - Hole Hill, Nr Sampford Courtenay – Mr Glynn Jackman – Prior notification of proposed general purpose agricultural building.

**AG DETERMINATION PLANNING PERMISSION REQUIRED**
    - c) **2898/17/VAR** – Land at Brook Close, Sampford Courtenay – Mr L Arscott – Variation of condition #2 following grant of planning permission 03314/2012 to allow for pitched roof.

**SUPPORT**
- WDBC Decisions :- None**
- d) **Delegated powers** – Cllr Coleman asked Cllr Lois to make sure that in instances where planning decisions are delegated to one planning official and not put before the planning committee, **that local parish council comments are not over-ruled. (i.e. Any application which a parish council object to, should automatically go to full WDBC planning committee for final decision)**
  - e) **Notification of WDBC Planning Meetings** – WDBC used to notify local parish councils of forthcoming Planning Meetings with an Agenda. This does not seem to be the case now.
- 9) **SCPC Planning policy for coming year** - comments on using [Woodmancote Policy](#) as a framework – as circulated by Cllr Wilson + review possibility of producing a “Neighbour Hood Plan” which would carry legal weight. **Deferred to next meeting.**
  - 10) **Local Resilience Plan** – comment on draft circulated by Cllr Wilson – **Deferred to next meeting.**
  - 11) **BT Phoneboxes** – Cllr M McIlwraith has confirmed with BT that the phone box at Sampford Station will not be removed in the near future. He has also asked that BT come and ensure all kiosks (especially those at Sampford Station and Sampford Chapel) are operational. (Cllrs Thorley and McIlwraith to keep a regular check on this and report back to next meeting)
    - **Cllr Coleman** – has found details of new Chairman of BT and is prepared to serve a notice on him stating that “SCPC deem you to be unlawfully neglecting a public asset”. If they fail to maintain phone boxes as detailed above.
    - **Cllr McIlwraith** – agreed to check on how to register all 3 kiosks as a Community Asset.
  - 12) **Highways** – (Cllr A Thorley) – Nothing to report, except further accidents on the bends at Sampford Station have been added to the on-going log.
  - 13) **War Memorial** - to review new plans and costings emailed by Jeremy Chadburn.

War Memorial Fund - **Balance** Total carried forward = £1,880.40 (cost of Plaque deducted)  
Donations this month. = Aug-Sept = 5 weeks @ £14.40 = £72.00 (incl in above figure)

SCPC agreed that the Clerk write to Jeremy Chadburn and accept his plans and ask him to Project Manage the War Memorial to its conclusion. Cllr McIlwraith offered to collect granite stone from quarry if this was required.
  - 14) **Finance** payments below were agreed and cheques signed with exception of item 14 v – Cllr Coleman would prefer another councillor to sign the cheque for payment to himself.

- i) Clerk salary & Expenses = = £ 135.80
  - ii) HMRC = £ 33.80
  - iii) SC Village Hall – Rental = = £ 96.00
  - iv) Gold Coast Media – Video option = = £ 84.00
  - v) Toilet Rolls – Toilets = £ 9.75
  - vi) **Total payments this month = = £ 359.35**
  - vii) Uncleared cheques & transfers from last month = = £ 163.16
  - viii) **Balance (14 vi + 14 vii) = = £ 522.51**
  - ix) **Income = = £ 1291.50 (VAT refund) + £9.47 Electricity Wayleave**
  - x) Current Balances = Reserve Account = £10,223.88 (calculated)
  - xi) Current Account (according to Statement –31.8.17) = £ 2,032.84
  - xii) Total Current Funds less agreed expenditure above = = £ **1,510.33** (14 xi – Balance)
- xiii) To agree transfer of ZERO £ To Current Account from Reserve Account
- xiv) **2017- 18 - Updated Budget – Cllr McIlwraith proposed a vote of thanks to Cllr Coleman for all his hard work and effort every year in producing and monitoring the budget for SCPC.** After considering the figures, it was decided to wait until next month, when we should have received Income from TAP fund, Community Fund and P3 to show a more balanced set of figures.

15) Progress Reports for information

- a) **OkeRail Forum – next meeting 27<sup>th</sup> Sept 10am Oke Business Park- Cllr Friend is unable to attend and would like a volunteer to go in his place.**
- b) **Footpaths – (Cllr D Boting Page) – Email report stated that New gate and drainage on the Brightly Road end of Path 4(Chapple Moor) much improved surface through the forest and over the field towards Belstone Corner Road.**
  - **Requested reinstatement of granite post – near Sollard on Path 8 and also arranging a meet up with DC Warden – John Baker to talk about ideas of increasing “footfall” on parish paths and Devonshire Heartland Way.**
  - **Circular Footpath plans – Robin Bevis has passed over his workings on this for SCPC to take forward.**
  - **Peacegate – Cliston Footpath – Contractor has asked Clerk to ascertain when hedges will be cut so that he can complete repairs on the footpath.**
- c) **Social Media – Cll McIlwraith agreed to set up a SCPC Facebook page which could be linked to our Website page. It was suggested that he makes the Clerk and Janice Brown administrators as well as himself.**
- d) **Eastern Links Meeting report -Cllr Thorley – unfortunately Cllr Thorley was unable to attend the latest meeting as he was taken ill en-route. Clerk to send apologies on his behalf.**
- e) **Outstanding Actions report**
  - i) **Cllr McIlwraith – Photo and bio for Website please.**
  - ii) **Cllr Coleman – Covering letter for Welcome pack – Cllr McIlwraith suggested it would be nice to put together a “Welcome Hamper” to be delivered to new residents of the parish. He kindly volunteered a bottle of cider to add to the hamper. **If there are any other businesses or suppliers in the parish who would like to offer a contribution to the Welcome Pack. Please contact the Clerk.****
- f) **Clerk’s Report (anything not already covered by Agenda items)**
  - iii) **Himalayan Balsam control – it had been reported by a parishioner that there is a lot of Himalayan Balsam in the river by the New Inn. The Clerk tried to get the Environmental Agency to come and address this issue but has been informed that it is now the responsibility of the landowner. SCPC would like to politely ask any landowners who have a problem with Himalayan Balsam to check out the following websites on how to deal with it. [www.gov.uk/government/publications/riverside-ownership-rights-and-responsibilities](http://www.gov.uk/government/publications/riverside-ownership-rights-and-responsibilities) and <https://www.gov.uk/guidance/prevent-the-spread-of-harmful-invasive-and-non-native-plants>**
  - iv) **Village Hall Wifi – Cllr Palmer had asked SWMB for a quote to enable the Village Hall for Wifi. This was quoted at £450.00. SCPC will wait further instruction from Village Hall Committee re this item.**
  - v) **Village Hall heaters installed- TAP fund grant of £964.48 claimed from WDBC.**
  - vi) **Open Meeting – 24<sup>th</sup> Oct – SC Village Hall items on the Agenda will include:-**
    - a) **New SCPC Planning Checklist**
    - b) **SCPC Emergency Plan and what it means.**
    - c) **BT Phone boxes**
    - d) **Purchase of Defibrillators for the parish**
    - e) **Community Speed Watch**
    - f) **First Aid Training.**
    - g) **Sponsorship of a Welcome Pack**
    - h) **Update on War Memorial Project.**

16) **Date of next meeting.** To confirm the date of the next meeting which is scheduled for Tues 17<sup>th</sup> Oct at 7.30pm at Sampford Courtenay Village Hall.

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

Training –