

MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – Tues 7TH JUNE 22 7.30 pm at Sampford Courtenay Village Hall (public are invited to attend via Zoom or in person.)

Present: Cllrs M Wilson, P. Collins, J. Palmer, M. Carpenter, M. Morrissey, C. Coleman, B. Tucker, J. Friend & WDBC Cllr B. Ratcliffe + Clerk M. Pratt + 16 members of the public

1. **Chair** Cllr Wilson welcomed everyone to the meeting and also added thanks to everyone who had sent such lovely comments and support in regard to herself and Marion Pratt being nominated to attend the Platinum Jubilee Party at the Palace, by the Lord Lieutenant of Devon. It was an unforgettable experience.
2. **Apologies** – None
3. **Public Participation** – None at this point.
4. **Declarations of Interest** – Cllr Coleman declared an interest at Item 8a below.
5. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Tues 3RD May; and SCEnSus meeting 10th May (**already published on Noticeboards and Website**) were approved and signed.
6. **WDBC Report** - Cllr B Ratcliffe explained that WDBC have already paid out £150 Rate Rebate to 13,000 households who pay by Direct Debit. However, if you pay your Council Tax direct you may not have received it yet and you are urged to contact WDBC. For more details check out the website here <https://www.westdevon.gov.uk/energy-rebate>
7. **Planning** – to consider the following planning applications:
 - a) **1509/22/ARC** – Land at Exbourne – Mr P Summers – Approval of reserved conditions.

INFORMATION ONLY
 - b) **0006/22/FUL** – Berrydown Farm, - Change of use of land to provide an extension to existing Gypsy & Traveller site.

COMMENTS BY 16TH JUNE

Representations were made by 2 parishioners representing the applicant and by several other parishioners expressing their concerns. SCPC Councilors also put forward comments and asked questions for clarification. The Chair worked through the SCPC Planning Check List used for all Planning Applications, and it was proposed that at this stage of the Application SCPC would neither Support or Object but submit comments reflecting points raised at this meeting.
 - c) **1567/22/PDM** – Bude Farm, - Prior approval for change of use of agricultural building to dwelling house.

INFORMATION ONLY
 - d) **1597/22/ARC** – Mr Alisdair Linn – Methodist Chapel – Approval of Reserved conditions.

INFORMATION ONLY
 - e) **1652/22/NMM** – Mr Alisdair Linn – Methodist Chapel – Non Material minor amendment.

WDBC Planning Decisions: -

f) 0095/22/PDM – The Barn, Cricket Farm – Prior Approval Required and Refused

g) 1169/22/FUL – Rowden Farm – Bull Pens – Conditional Approval

8. Parish Priorities –

- a) **Dartmoor Line – Sampford Courtenay Station** <https://www.dartmoor-railway-sa.org/> -
- Keys to the Station Platform have been received by M. Pratt
 - Application been made to GWR Community Fund for money to buy items for the Station.
 - Jane Jones, the Head of Public Relations for GWR Trains, has been awarded the MBE
 - Christian Irwin, NWR – OBE. It was agreed that the Clerk send a letter of Congratulations to both Jane and Christian on behalf of SCPC
- b) **Refurbishment of the Public Toilets** – Cllr Carpenter update
- Up-date on costings – Cllr Carpenter confirmed that the new windows and doors should be completed within the next 4 weeks.
 - Volunteers needed please – it was agreed that SCPC would refresh interior of the Toilets once maintenance work is completed. If you can offer a couple of hours to help paint etc please contact the Clerk.
 - Cleaner hours – re-assessment of hours per week to be discussed with Cleaner once the Toilets are re-opened.
- c) **Safer Roads** – Cllr J Palmer Community Speed Watch Update
- There have been 2 Speed Watch sessions this month.
 - Liaison with British Horse Society – Cllr Wilson has been in touch with Alan Hiscox – Road Safety Officer for advice on possible safety controls at Sampford Chapple Cross.
 - Cllr Carpenter asked if we could look into “20 is Plenty” signs for the parish.
 - Cllr Wilson and Clerk will chase Highways again for the Parish Signs which now include “Please Drive Safely through our Village”.
- d) **SCEnSus** -
- Himalayan Balsam Clearance Sat 11th June all volunteers are asked to meet in the Car Park at the New Inn at 10am on Saturday. If you could read the Risk Assessment on the website here <https://www.sampfordcourtenay-pc.gov.uk/node/744> prior to arrival it will save you time. Please wear appropriate footwear and PPE.
- e) **Village Hall** – Cllr P Collins & Cllr B Tucker
- SCPC congratulated all members of Village Hall Committee for their successful National Lottery bid, securing £150,000 to replace the roof.
 - Toilet Electricity Proposal to Village Hall – Cllr Collins is still waiting to meet with Trustees to discuss this proposal.
- f) **Broadband/Mobile**– Cllr M Morrissey – is slightly concerned that there has been little communication of late from Connecting Devon and Somerset, West Devon Broadband, or Airband. He is fearful that Airband may go to another parish before connecting us. He and Clerk will chase this before the next meeting.
- g) **Footpaths/ P3** – Cllr M Carpenter – Contractor has completed scheduled work on the footpaths. Remaining funds will be reviewed at next meeting.
- h) **Defibrillator Training** – Cllr Wilson – **26th May 6.30pm – Church Rooms.** 35 parishioners present. This was a very successful evening and will be repeated on a regular basis.

9. **Village Green Report** – Cllr J Friend (**circulated to Councillors**) no issues to report.

10. **Internal Audit Report** – was approved by all councillors and following actions agreed:-
- Set up separate S137 column in Cash Spread sheet.
 - Training Policy – Councillors were asked by the Clerk to check their own Training Records & inform her of any omissions on her list. Plus to consider future DALC Training sessions.
 - Statement of Control is recommended – Policy presented by the Clerk was approved.
 - Clerk to add date of publication on future Agenda
 - Publication Scheme and Anti-Fraud & Corruption Policy recommended – Policy presented by the Clerk was approved.
 - Staff appraisals should take place annually.
 - Bank Authorised Signature numbers should be reviewed annually.
11. **Approval of Internal Audit and signing of Section 2 – Accounting Statements 2021/22**
 This was approved and signed by the Chair and Clerk.
12. **Finance** - following payments were approved. Cllr Coleman objected to payment to Bourne Carpentry for work on the Toilet

M. Pratt – Clerk’s Wage	£303.20	25 hrs
HMRC	£ 75.80	
P. Mallet – Toilet Cleaner	£76.00	
EDF – Toilet Electric DD	£12.00	
Rachel Avery	£80.00	Internal Audit.
M. Pratt – Zoom Subscription	£143.88	Communications
Total Payments	£690.88	
Bourne Carpentry	£12822.05	Toilet Roof – Invoice received after Agenda publication
Transfer between accounts	£9917.04	From EMR to Current Account
Income	£ 34.00 £700.00	Seamoor Lotto Parishioner donation to Toilet EMR.
Current Account	£2,344.13	
Reserve Account	£26,116.13	

- 12 b – **Reconciliation of Cash Spread sheet with Bank Statements.** Councillors approved bank reconciliation.
13. **Parish Footpaths Leaflet reprint costs** – Cllr Carpenter & Morrissey would like to review wording and maps on the leaflet before any reprint is instigated.
14. **Councillor Training Courses** – as per Item 10 b above.
15. **Devon & Cornwall Police Report** - Cllr J Palmer update – hopes to be able to attend the upcoming “Serious Violent Crime Prevention” seminar.

16. **Clerk's Report** (anything not already covered by Agenda items)

a) Frankland Hill Water Leak follow up : W221508949

Flooding & Blocked Drains, Standing Water

Location: Road over Frankland Ford Bridge, Honeychurch

Further to your communication received on 01-May-2022 the record was completed on the 12-May-2022.

The following information is now available;

Dear Marion Pratt Thanks for your enquiry I attended site last week and as you say it appears that it is a spring flowing down towards the bridge opp the field gateway at top of hill I'm pretty certain we have installed a spring box in the area previously but am taking advice on this as I haven't seen one before It could also be a SWW leaking pipe and again i will follow this up I have r added the channel up to the spring box and cleared some ditches in the vicinity to try and get a s much water off the road as poss I will investigate further Kind Regards

SCPC will continue to monitor this and try to get SWWA and Highways to attend a site meeting at the same time to resolve the issue.

b) P3 Strimmer/Bush Cutter courses – 9th June, 7th July, 21st July – 9am – 4pm South Brent – all SCPC councillors were fully committed elsewhere and unable to attend these sessions.

c) Jubilee Weekend and order of more Sampford Courtenay Mugs – Minimum re-order of 36 at a cost of £266.02

The initial order of 72 mugs has all been distributed with 24 going to children of the parish.

Thank you to Shirley Reddaway and Vice Chair Philip Collins for presenting them at the Jubilee Picnic on Sunday 5th June 22.

The Clerk has had requests from parishioners for additional mugs and will advertise to see if there is enough up-take to warrant ordering a further 36 mugs

17. **Councillors' reports and items for future agenda.**

- a) Cllr Collins asked Clerk to research ownership of layby opposite the Barton. (It historically belonged to Highways)
- b) A Parishioner has also asked Clerk to confirm who owns the bus shelter at Sampford Station.

Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues 5th July 22 at the Village Hall and via Zoom

Signed M. S Pratt

Marion Pratt, Clerk to Sampford Courtenay Parish Council June 22