



## MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 7<sup>th</sup> Dec 22 7.30 pm at Sampford Courtenay Village Hall

Present: - Cllrs M Wilson, M Morrissey, M Carpenter, J Palmer & P Collins + Clerk M Pratt + 4 members of the public

1. **The Chair welcomed everyone to the meeting**, and thanked those who had helped set up and supported the Christmas Cheer on Saturday which raised £333.00 for the Village Hall and provided a Magical Christmas Experience for 70 + children and their families. Thank you to all who supported this event. Next year's has already been booked for Saturday 2<sup>nd</sup> December, again to coincide with the St Andrews Church Bazaar.
1. **Apologies** – Cllr C Coleman, Cllr B Tucker & Cllr J Friend.
2. **Public Participation** – 2 members of the public commented on Item 14i below, and thanked SCPC for their help which had resulted in the nuisance being greatly alleviated.
4. **Declarations of Interest** – None
5. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Wed 2<sup>nd</sup> Nov (already published on Noticeboards and Website) – Cllr Coleman asked that Item 5 of these Minutes be amended to read “The Sampford Courtenay Community Interest Company Ltd (SC-CIC)”.

With this amendment they were approved and signed by the Chair.

6. **WDBC Report** - None
  7. **Planning** – to consider the following planning applications
    - a) **3748/22/COM** - Telecommunications pole – The Countryman INFO ONLY
    - b) **3815/22/COM** – Telecommunications pole – Culverhayes INFO ONLY
    - c) **3788/22/VAR** – Enchanted Beds – Old Railway Station – variation of condition 3(business hours) of planning consent 2076/22/FUL SUPPORT
    - d) **0151/22/FUL** – 1 Station View – Readvertisement – amended drawings for new extension to provide living room, sun room with bedrooms above SUPPORT
    - e) **3826/22/COM** – Hazelwood EX20 2SH– 6 Telecommunication poles INFO ONLY
- WDBC Planning Decisions:** -
- a) 2968/22/ARC – Bude Farm – Discharge of conditions – SPLIT DECISION
  - b) 3586/22/AGR - Mr Paul Summers – Land at Exbourne - Steel framed agricultural building. PRIOR APPROVAL REQUIRED AND REFUSED.
  - c) 3748/22/COM – The Countryman – PERMITTED DEVELOPMENT
  - d) 3815/22/COM – Culverhayes – PERMITTED DEVELOPMENT
  - e) 3826/22/COM – Hazelwood – PERMITTED DEVELOPMENT

### 8. **Parish Priorities** –

- a) **Dartmoor Line** – Sampford Courtenay Station – The aim of the working group will be to ensure that the opportunity for Sampford Courtenay Station to reopen becomes a reality.  
Full Terms of Reference for this SCPC Working Group can be downloaded from the Website here <https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2021-07/item-13-b-draft-terms-ref-dartmoor-line-wp-1077624143.pdf>

SCPC is pleased to see all the positive publicity regarding the success of the Dartmoor Line, but is still awaiting news of whether WDBC & DCC Application for Levelling Up funding for Okehampton Parkway is successful. This could affect future negotiations for the re-opening of Sampford Courtenay Station.

- b) **Public Toilets** - Cllr Carpenter - a big “thank you” to Dave Viggers & Dave McClement for their voluntary work in scraping and plastering the interior of the toilets. It was agreed that a can of Obliteration paint should be purchased to repaint the interior funds coming from the EMR Enhancement fund if insufficient funds remaining in the EMR – Toilet fund. The Clerk will chase the electrician for his Invoice for the electrical works and then this EMR fund can be closed.
- c) **Safer Roads** – Cllr J Palmer Community Speed Watch Update – Clerk has been approached by both Okehampton & Okehampton Hamlets Clerks regarding a joint Speed Watch group – Clerk to email both neighbouring councils re making this a joint team/resource.

- d) **SCEnSus** - The Plant Stall at the New Inn continues to bring in funds to go towards future projects on the Village Green. Presents at the Christmas Cheer were wrapped in recycled brown paper, and contained books (not plastic toys) + a big "Thank you" to Veronica Mathews who ran 2 successful Willow Craft Days – making sustainable Christmas decorations whilst raising another £400 for the Village Hall.
- e) **Village Hall** – Cllr B Tucker – sent a written report in his absence.  
**Digital Devon:** The V.H. (Lynn) has contacted them with a view to provide computer training. Equipment is provided and there is no cost involved for the courses which vary in type and length. 6 people (minimum) need to be interested for the training to take place.  
 Community **events at the V.H.:** As I understand it the V.H. do not charge for these events although from January a charge of £4.50 per hour will be made to cover the cost of electricity.
- Councillors asked for a clear definition of what constitutes a "Charitable/Community Event"? Is it a non-profit making event? This will be particularly relevant regarding Item 8 g which is intended as a free public service.
- Roof-Ups** – SCPC wished to give a huge congratulations and thanks all those involved in the Roof-Ups project (the scaffolding had been removed in time for this meeting) particularly to Mike Carpenter for doing an excellent job on managing this project to its successful conclusion. THANK YOU.
- f) **Broadband/Mobile**– Cllr M Morrissey - re-iterated how important it is for any parishioner who still considers their MOBILE PHONE SIGNAL &/OR INTERNET CONNECTION poor (or non-existent) to let him or the Clerk know, so that we can try and help rectify this. Despite several months of publicity on this matter on all our Social Media and in the Minutes and Roundabout, no one has contacted SCPC. Connecting Devon and Somerset contract will be soon finishing and will be superseded by a new Project Gigabyte. Cllr Morrissey believes that NO ONE NEEDS TO BE WITHOUT BROADBAND within the next 6 months.
- Cllr Morrissey is currently liaising with WDBC and Airband regarding the cluster of properties in the Clifton Lane area.
  - He hopes to invite the new Airband Agent, Faye Cross, to a public meeting in the new year.
  - Cllr Palmer reported concerns from residents in the Sampford Chapple area regarding the additional communication masts being erected in that area. It is highlighted in Item 7 Planning Decisions – these are all considered "Permitted Development" and SCPC has no say on the matter.
- g) **Digital Skills sessions** – Cllr M Morrissey – SCPC agreed to go ahead with a computer club (as outlined in Cllr Morrissey's paper already circulated) which will be offered as "Computers & Coffee". Initially they will run on the first Wednesday of the month in March (01.03.23), April (05.04.23) and May (03.05.23) - 2 hours from 10am.  
 This Computer Club will be different from the one mentioned at Item 8e, in that it will be an opportunity for those who may need help renewing a license online, or making a doctor's appointment etc. Not Training Sessions.
- h) **Footpaths/ P3** – Cllr M Carpenter – and other Footpath champions have met to put together a "Scope of Work" document for planned footpath projects in the new year. He is also still waiting for a response from WDBC Conservation Office regarding remedial works on the cobbles in the Village Green.
11. **Village Green Report** – Cllr J Friend (circulated to Councillors) – loose slates on the wall still need attention.  
**a) Lime Tree in the Churchyard** – remainder of this tree is being felled (12<sup>th</sup> Dec) the meeting gave permission to stack logs on the Village Green for parishioners to help themselves to. It may mean a work party to tidy up small branches to add to dead hedge at bottom of green.
12. **Up-date Snow Warden Register** – Cllr Wilson has attended the Autumn Resilience Training sessions run by DevonCommunities, she hopes to use some of the Power Points for a Table Top exercise in the new year to test our Resilience Plan in Action. SCPC Resilience Plan is already ahead of most local councils <https://www.sampfordcourtenay-pc.gov.uk/sampford-courtenay-resilience-plan> however, it will be up-dated to prepare for any inclement weather winter.  
**IF YOU WOULD LIKE TO VOLUNTEER AS A SNOW WARDEN for your area of the parish, please contact the Clerk.**
13. **Finance** -
- a) **Reconciliation of Cash Spread sheet with Bank Statements.**
  - b) **National Salary Awards for 2022/23** – The Clerk left the room while councillors discussed this Item. It was agreed that the Clerk's pay at the January meeting should include backpay of £1 per hour to April 22 and the new rate of pay of £16.16 per hour be paid for Dec – Mar inclusive. In addition it was agreed that the Clerk should be paid at SCP 25 at £16.64 ph from 1st April 2023.
  - c) **Annual Budget Review** – the Chair and the Clerk had prepared a comprehensive report on the current finances and predicted requirements for the next financial year. After a full discussion it was agreed to absorb some of the increased expenditure against the precept next year (eg the increase in Clerk's wages as detailed at Item 13 b above) and to maintain next year's precept at the same as this year's = £10,682.00
- Web Administrator's fee** – Julie Carpenter had kindly offered to undertake the Website Administration as a Contribution in Kind. However, after a full discussion, it was agreed that as it is a legal obligation for parish councils to maintain a Website to publicise all the official documents and reports, it would be inadvisable for SCPC not to make provision in the budget to pay a website administrator. It was agreed that should Julie de-

side next year not to Invoice all/some of her hours any savings should be held in Earmarked reserves – rather than remove it from the budget and have to make a 10% increase in a following year.

SCPC wished to thank Julie for her stirring work on the parish website and emailed information which is accessed from across the world. Thank you.

d) HMRC Fine – appeal has been accepted. No Fine to pay.

e) The following payments were agreed.

M. Pratt – Clerk’s Wage	£303.20	25 hrs
HMRC	£75.80	
P. Mallet – Toilet Cleaner	£76.00	
P. Mallet – Toilet Sundries	£31.53	
EDF – Toilet Electric DD	£12.00	
Village Hall Meetings	£216.00	Meetings from April – Dec inclusive
<b>Total Payments</b>	£714.53	
<b>Transfer between accounts</b>	£165.39	From Current Ac to EMR
<b>Income</b>	£33.50 £8,000.00	Seamoor Lotto P3.
<b>Current Account</b>	£1904.37	After above transactions
<b>Reserve Account</b>	£29,048.52	After above transactions
<b>Julie Carpenter</b>	231.66	Web Admin 3/4

### 13. Devon & Cornwall Police Report - Cllr J Palmer update –

- Chris Conway is the new Chief Constable for Devon & Cornwall
- Mike Harrison – Cyber Police – SCPC will try and book him for a public meeting in the new year to advise on how to recognise and deal with scams and phishing etc.

### 14. Clerk’s Report

a) **Carol Singing in the Square 21<sup>st</sup> Dec 7pm** – come and help us Light the Tree in the square and sing some of your favourite carols. There will be light refreshments and a collection for Children’s Hospice South West.

**Carol singing at The Beeches** – Cllr Coleman is still to confirm a date for this event.

b) **Western Power** has surveyed the trees and foliage near to power lines throughout the Village and will authorise necessary pruning.

c) **Street Light Glare** – Highways have arranged for ENERVEO to install a front shield

d) **Poor visibility at The Beeches pull out** – Clerk has liaised with Oak Tree Parks and reported problem to Highways.

e) **Flooding on Willey Lane near Beer Farm** – Clerk and parishioner has reported to Highways.

f) **New Electoral Roll 2023** – has been ordered by Clerk

g) **Additional Dog Poo Bin** – clerk has emailed WDBC with photos of suggested sites in the parish. h) **Safe IT Recycling** – Clerk has found local business who can offer this facility.

i) **Security Lights at Enchanted Beds** – Clerk has liaised with owner regarding actions to reduce the nuisance of these lights to neighbouring properties.

j) **PKF Littlejohn** – has been appointed as External Auditor for Devon for the next 5 Financial years.

k) **Defibrillator Training** – has been booked for 6.30pm on Wed 22<sup>nd</sup> Feb 2023 at the Village Hall

15. **Date of next meeting.** To confirm the date of the next meeting which is scheduled for Wed 4<sup>th</sup> Jan 23 at the Village Hall and via Zoom

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

**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)**