



## MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 1<sup>st</sup> Mar 23 7.30 pm at Sampford Courtenay Village

Present – Cllrs M Carpenter, C. Coleman, M. Wilson, M. Morrissey, P. Collins, & B. Tucker & Clerk M. Pratt  
+ 6 members of the public.

1. **Chair Cllr M Wilson** – welcomed everyone to the meeting.
2. **Apologies** – Cllr J Palmer & Cllr J Friend
3. **Public Participation**
  - a) **Request by member of the public that SCPC** support campaign for the re-opening of Okehampton Hospital. Supported unanimously. Clerk will email local councillors and MP with statement of support.
  - b) **2 members of the Parochial Church Council** asked Chair M Wilson to attend the next PCC meeting on Wed 19<sup>th</sup> April at 7pm to explain the ongoing process of Registering the Church Rooms as a Community Asset.
  - c) **Devon Oil Collective** – it was suggested by a member of the public that SCPC encourage parishioners to join the Devon Oil Collective - <https://www.devoncommunities.org.uk/services/devon-oil-collective> to help prevent multiple deliveries to the parish by multiple oil companies on the same day. More details will be made available on the Website and via the email subscription list.
4. **Declarations of Interest** – Cllr Coleman declared his interest in Item 14 a below.
5. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Wed 1<sup>st</sup> Feb 23 (already published on Noticeboards and Website) These were approved by a majority of councillors with Cllr Coleman objecting that his comments at the last meeting had not been included.

The Clerk and other councillors, reassured the members of the public present and all parishioners that all SCPC Minutes as published are correct and accurate and comply to Parish Council legislation as below:

***"Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need only be recorded if the decision cannot be clearly expressed in any other way."***

In line with SCPC Code of Conduct and the Civility and Respect Pledge, following actions and behaviour towards the Clerk and other Council members, Cllr M Wilson is to prepare a report which makes proposals on how the Council can discharge its duty of care to employees for consideration at the next meeting.

6. **WDBC Report** - None
7. **Planning** – to consider the following planning applications
  - a) 4453/22/FUL – Cloverhill Farm - Steel frame, metal clad building (retrospective) **SUPPORT**

- b) 0369/23/VAR - Application for variation of a condition 8 following grant of planning permission 1391/21/ARM - Land North of Crediton Road **OBJECT**
- c) 0491/23/COM – Stonewold - Ms Tina Barrett - Airband Community InteNotice of Intent to Install Electronic Communication Apparatus Comprising One Pole at 10.5 metres high (9 mtrs above ground) **INFO ONLY**

**WDBC Planning Decisions: -**

- d) 3788/22/VAR – Enchanted Beds – Variation in business hours **REFUSAL**

8. **Up-date on Request from Parishioner to list Church Rooms as a Community Asset.** <https://www.westdevon.gov.uk/article/9250/Guidance-for-Local-Communities> - the registration documents are being prepared and Cllr Wilson will attend the PCC meeting on April 19<sup>th</sup> as per 3b above.

9. **ELECTIONS MAY 4<sup>TH</sup> 2023**

- a) The Clerk has a limited number of printed Candidate Nomination packs available which can be collected from her by arrangement.
- b) Alternatively, Election packs can be requested from WDBC here ([elections@westdevon.gov.uk](mailto:elections@westdevon.gov.uk) / 01822 813604) or downloaded here <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england>

**The nomination papers must be hand delivered between the hours of 10am and 4pm from Thursday, 23 March and Tuesday, 04 April (to the reception area, West Devon Borough Council offices, Kilworthy Park, Tavistock, PL19 0BZ) an appointment may be required.**

- c) **Voters will need a Photo-ID this year to be able to vote.** If you do not have a Driving Licence, Bus Pass, Passport etc you can apply for a photo-id certificate here <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> **If you need help to apply please contact the Clerk.**

10. CAB – Funding Request – councillors agreed to grant £50 from the S137 EMR Fund
11. Defibrillator Training – 23 Attendees found this a very informative and instructional evening.
12. Pot-hole Warden Course – Cllr M Carpenter agreed to enroll for this training.
13. Faulty Street light by Village Hall – (Expect to attend on or before 7<sup>th</sup> Mar)

14. **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>

Next OkeRail Meeting Thursday 20<sup>th</sup> April.

- b) **Public Toilets** – Cllr Carpenter – Phase 2 – Cllr Carpenter is currently in consultation with a local architect to consider plans to make the Public Toilets fully accessible. He will update the council at a future meeting.

- c) **Safer Roads** – Cllr J Palmer Community Speed Watch Update – Nothing to report this month. SCPC are still looking for a new volunteer to take over the running of the Speed Watch Group, and the Clerk will write to Okehampton Town Council Clerk to check on the progress of a local register of Speed Watch volunteers.
- d) **SCEnSus - The Great British Spring Clean 2023**  
<https://www.awarenessdays.com/awareness-days-calendar/the-great-british-spring-clean-2023/>
- **Sat 25<sup>th</sup> March 10am – In the Square Seed & Plant Swap together with Flower Show Seed Potato and Bucket Distribution together with Bell Ringers Coffee Morning.**
  - **Sat 1<sup>st</sup> April 10am – Meet in the Square Volunteers to tidy the Village and Litter Pick around the parish.**
  - **Mon 8<sup>th</sup> May 10am – The Big Help Out – Volunteers to help address issues raised by the Annual Inspection of the Village Green and Play Area.**
- e) **Village Hall** – Cllr B Tucker –
- i) Coronation Celebrations – Sun 7<sup>th</sup> May – BYO Picnic, Children’s Races, Presentation of Coronation Mugs.
  - ii) Airband Free Broadband for Village Hall offer extended - <https://rsnonline.org.uk/free-broadband-offer-for-village-halls-extended>
  - iii) Julie and Joy have been to speak to Belstone Parish Council to assess how to integrate a Google Calendar with our Website so that all parish events can be published and accessible.
- f) **Broadband/Mobile**– Cllr M Morrissey is still liaising with WDBC and Broadband providers to try and enable some outlying areas close to the current roll out of Fibre to Property to get connected. WDBC has just launched a new website for those still experiencing poor Broadband connectivity to check what is available for them.  
<https://www.westdevon.gov.uk/article/8269/Explore-Options-for-Faster-Broadband>
- g) **Footpaths/ P3** – Cllr M Carpenter – has submitted this year’s application which includes the purchase of an Electric Strimmer and has volunteered to attend the necessary DCC training.
- 15. Village Green Report** – Cllr J Friend (circulated to Councillors) – The Annual Inspection has also been completed by The Play Inspection Company which has highlighted various things that need addressing before the next inspection. **If you and your family use the Village Green and Play Area please come and volunteer to help out on Mon 8<sup>th</sup> May for The Big Help Out.**

**16. Finance -**

- a) **Reconciliation of Cash Spread sheet with Bank Statements.** - approved
- b) **Approval to transfer £1,000 from EMR – Unearmarked Reserves to allow for payments to end of year and before 23-24 Precept payment is received.** - approved
- c) **Review of Financial Risk Assessment** - approved
- d) **Approval of following payments and transfers** - approved

M. Pratt – Clerk’s Wage	£323.20	
HMRC	£80.80	
P. Mallet – Toilet Cleaner	£76.00	
EDF – Toilet Electric DD	£12.00	Refund of £47.91 to be made to Bank
SWWA – Toilets	£76.54	7 <sup>th</sup> Oct 22 – 31 Jan 23
Village Hall meetings	£72.00	4 <sup>th</sup> Jan – 22 <sup>nd</sup> Mar
DALC -	£36.00	VAT 126 Training

<b>Total Payments</b>	£676.54	
<b>Transfer between accounts</b>	£971.50	From EMR to Current AC
<b>Income</b>	£32.50 £47.91	Seamoor Lotto EDF Refund
<b>Current Account</b>	<b>£950.94</b>	After above transactions
<b>Reserve Account</b>	<b>£27,742.92</b>	After above transactions
<b>Citizens Advice Bureau</b>	<b>£50.00</b>	S137 Fund
<b>2 Boxes Coronation Mugs</b>	<b>£584.40</b>	EMR – Coronation Fund.

#### 17. Devon & Cornwall Police Report - Cllr J Palmer update – None

#### 18. Clerk's Report

##### a) Confirm meeting dates to accommodate End of Financial Year and Election.

- Wed 22<sup>nd</sup> Mar – End of Year Finance Meeting.
- Wed 5<sup>th</sup> April – SCPC Meeting
- Wed 17<sup>th</sup> May – SCPC Annual General Meeting and Election of Officers
- - Followed by SCPC monthly meeting
- - Followed by Annual Parish Meeting to meet the new Councillors

##### b) Coronation Mugs – available to order. Minimum order 36 mugs (£8.20 per mug) 61 ordered to date (33 children) = 2 boxes =£584.40)

##### c) S137 rate for this year £9.93 per elector – current Electoral roll = 531 (S137 could be £5,272.83)

##### d) Clerk has completed a DALC Survey looking at the possibility of a Resillience Website for Devon similar to the one in North Yorkshire <https://www.emergencynorthyorks.gov.uk/>

##### e) Frankland Hill – email message from Highways to all councillors.

##### f) New Visit West Devon Website – content for Sampford Courtenay. – Clerk to submit information on Prayer Book Rebellion and 475<sup>th</sup> Anniversary next year.

#### 19. Date of next meeting. To confirm the date of the next meeting which is scheduled for **Wed 22<sup>nd</sup> Mar 23** at the Village Hall and via Zoom

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

Agenda published – 23.2.23

**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)**