



## MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 22<sup>nd</sup> Mar 23 7.30 pm at Sampford Courtenay Village Hall

1. **Present** :- Cllrs B Tucker, M. Carpenter, M. Wilson, P. Collins, J. Friend & M. Morrissey + Clerk M Pratt
2. **Apologies** – Cllr Coleman & Cllr J Palmer
3. **Declarations of Interest** – None
4. **Minutes** to approve and sign the Minutes of – Hybrid Meeting held on Wed 1<sup>st</sup> Mar 23 were approved and signed.
5. **Planning** – to consider the following planning applications
  - a) 0743/23/PAT – Proposed Base Station at Willey Farm INFO ONLY
  - b) **0563/23/ARC** – Bude Farm, Exbourne – Approval for discharge of conditions. INFO ONLY
  - c) **0695/23/COM** – The Countryman - Notice of Intent to Install Electronic Communication Apparatus  
INFO ONLY
  - d) **0698/23/COM** – Cliston - Notice of Intent to Install Electronic Communication Apparatus  
INFO ONLY
  - e) **0701/23/COM** – Oakwayes - Notice of Intent to Install Electronic Communication Apparatus  
INFO ONLY
  - f) **0702/23/COM** – Hazelwood - Notice of Intent to Install Electronic Communication Apparatus  
INFO ONLY

### WDBC Planning Decisions: -

- APPROVED
- g) 0111/23/TCA – Langdale – Tree work
  - h) 0491/23/COM – Stonewold – Airband PERMITTED DEVELOPMENT
  - i) 0154/23/ARC – Methodist Chapel - DISCHARGE OF CONDITION REFUSED

6. **SCPC Code of Conduct and the Civility and Respect Pledge** proposals
  - a) Parish Clerk Annual Assessment Review – Cllr Wilson had circulated this review to all councillors which was unanimously approved at this meeting.
  - b) Duty of Care to Employees Report – Cllr Wilson proposed that Councillors consider and adopt the Dignity at work policy Seconded Cllr Morrissey – approved unanimously.
  - c) Cllr Wilson proposed that Councillors agree to incorporate into standing orders as a working practice that where communications are relevant to Full Council that correspondence is copied to all Councillors when details are sent to the Proper Officer (thus

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Clerk – Mrs M Pratt, Higher Town, Sampford Courtenay 01837 82285 ClerkSCPC@gmail.com  
avoiding unnecessary work by the Clerk having to circulate separately) and that independent/unilateral communications circulated outside the Council by Councillors highlighting their individual views are also copied to all Councillors demonstrating clear transparency and respect for fellow Councillors. Seconded by Cllr Carpenter – approved unanimously.

d) Civility and Respect Register of Incidents – Proposed by Cllr Coleman (in absentia) Cllr P Collins counter proposed that a register was not necessary. Seconded by Cllr B Tucker – approved unanimously.

7. 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>

Cllr Wilson has written to Rev D Spence who has proposed that a formal invitation to attend a PCC meeting comes from the whole PCC, and will be sent for attendance at the July PCC meeting.

8. Faulty Street light by Village Hall & Vehicle motion sensor light on Green Hill now working.
9. As a retiring Parish Council, I would ask that Fellow Councillors consider making a recommendation for an award under the UK Honours system. This discussion needs to be held 'in camera' for (hopefully) obvious reasons. – Cllr Coleman – **this item withdrawn by Cllr Coleman**

#### 10. **Parish Priorities –**

- a) **Dartmoor Line** – Sampford Courtenay Station – Nothing to report
- b) **Public Toilets** – Cllr Carpenter – Phase 2.
- i) Problem with Gents cistern in Cubicle 1- Cllr Carpenter is looking into this.
- ii) Sustainable Localities Grant Funding – Our thanks go to WDBC Cllr Lois Samuel who has approved a £1,000 grant towards the costs for the new lighting and electric system at the Public Toilets.
- c) **Safer Roads** – Community Speed Watch Update – Emily Evely has confirmed that she is now able to continue as lead of this group but would welcome any parishioners who have time to volunteer to help.
- d) **SCEnSus** - The Great British Spring Clean 2023  
<https://www.awarenessdays.com/awareness-days-calendar/the-great-british-spring-clean-2023/>

SCPC Litter Pick – Sat 1<sup>st</sup> April – 10am – New Inn Car Park – Risk Assessment is available to view/download on the Website <https://www.sampfordcourtenay-pc.gov.uk/node/794> To save time on the day, could volunteers please read it beforehand. Thank you.

- e) **Village Hall** – Cllr B Tucker –
- i) Village Hall Trustees are still considering providing a storage cupboard in the Committee Room for storage of the screen, projector and other equipment.
- ii) Village Hall Trustees are considering purchasing a portable speaker & microphone system for use at various events eg Quizzes. On behalf of the Trustee Cllr B Tucker asked if SCPC could help with funding for this.

Cllr Wilson explained that whilst previous discussion had taken place regarding sound equipment SCPC had granted the full £2,000.00 in the Ear Marked Reserves for the Village Hall to go towards the refurbishment of the Hall Toilets as requested. As the council had agreed not to increase the Precept for the coming year there is currently no funding available. However, SCPC Councillors would support any fund-raising event by the Village Hall to cover the cost of this new system

**f) Broadband/Mobile**– Cllr M Morrissey – Airband is still active within the parish, and Cllr Morrissey has received no new requests from parishioners for help with their Broadband connection.

**g) Footpaths/ P3** – Cllr M Carpenter – has obtained estimates for work on Parish footpaths for the coming year, but is still awaiting a meeting with the Conservation Officer regarding work on the cobbled path on the Village Green.

The Clerk had been notified that DCC P3 has funds remaining to cover the cost of a Battery Strimmer/Brushcutter & Safety Helmet in this financial year and is currently arranging payment to SCPC.

**11. Finance -**

**a) Reconciliation of Cash Spread sheet with Bank Statements** – approved.

**b) Approval of following payments and transfers** – approved.

M. Pratt – Clerk’s Wage	£ 323.20	
HMRC	£80.80	
P. Mallet – Toilet Cleaner	£95.00	
P. Mallet – Toilet Sundries	£11.05	
EDF – Toilet Electric DD	£12.00	
Annual Playground Inspection	£108.00	
WJ Morris	£1,147.80	Electrical work to Public Toilets
<b>Transfer between accounts</b>	£88.00	From EMR to Current AC
<b>Income</b>	£26.00 £150.00 £1,250.00	Seamoor Lotto EDF Alternative heating payment Chase Milton Wind Turbine payment
<b>Current Account</b>	<b>£135.76</b>	After above transactions
<b>Reserve Account</b>	<b>£27,675.42</b>	After above transactions

**12. End of Year Financial considerations**

a) Approval of Annual Governance Statement 22/23 + SCPC selected as one of 5% for Intermediate review – Approved unanimously

b) Allocation of Chase Milton Grant – Cllr P Collins proposed that the Full £1,250.00 be placed in EMR – Parish Enhancement – Seconded Cllr M Wilson – Approved unanimously

c) Review of Spending v Budget 22-23 – approved

d) Review of Ear Marked Reserves – the following transfers were agreed unanimously.

i) Deficit £48.33 in Village Hall fund be made up from Parish Enhancement Fund & then close this cost heading.

ii) Receipt of the £1,000 Sustainable Localities Grant Funding will leave a credit balance of £551.55 the Toilets EMR. Prior to receipt of this grant £4,000 from Parish Enhancement EMR was transferred to cover cost of Toilet refurbishment – it was unanimously agreed at this meeting that this credit balance be re-allocated to Parish Enhancement fund.

e) EDF – 2 year contract renewal date 14th Mar 2024

f) Approval of Village Green maintenance Quote – Agreed unanimously. Contractor has already provided and fitted padlock to compost heap gate as identified by Annual Playground Inspection.

g) Waste Collection Calendar available to download on our Website here <https://www.sampfordcourtenay-pc.gov.uk/information-leaflets-links>

h) Election Up-date – The Clerk reminded Councillors that Nomination papers had to be hand-delivered to WDBC by 4pm on 4th April 2023 and that we are currently in what is now called “The Pre-Election period and councils and councillors are not allowed to:

- produce publicity on matters which are politically controversial
- make references to individual candidates or parties in press releases
- arrange proactive media or events involving candidates
- issue photographs which include candidates
- supply council photographs or other materials to political group staff unless you have verified that they will not be used for campaigning purposes
- continue hosting third party blogs or e-communications
- help with national political visits

### **13. Devon & Cornwall Police Report - None**

### **14. Clerk’s Report**

a) Cllr M Wilson to attend Devon Community Resilience Forum at Bridestowe on 17th May

b) The BBC has informed the National Association of Local Councils (NALC) that it will allow public events to show the King’s Coronation without needing a TV license.

The special dispensation will apply for the weekend of 6-7 May 2023, which will cover the Coronation Concert and the Coronation itself.

c) ELECTION – reminder that Nomination Papers have to be hand-delivered to WDBC at Kilworthy Park, Tavistock from Thurs 23rd Mar up to 4pm 4th April.

### **15. Councillors’ reports and items for future agenda**

i) Planning required for additional Public notice board at the New Inn

ii) Parish Council Certificate of Excellence

iii) Findings/actions required following Annual Playground Inspection.

**16.** Date of next meeting. To confirm the date of the next meeting which is scheduled for Wed 5th April 23 at the Village Hall and via Zoom

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

Agenda published – 17.3.23

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)**