



MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – Wednesday 6th December 2023, 7.30 pm at Sampford Courtenay Village Hall

Present Cllrs M Wilson (Chair) M Carpenter, C Coleman , P Collins , J McIlwraith , J Moesel and T Squire
Clerk Malcolm Harris and 7 members of the public

1. **Chair's Welcome** Cllr Wilson welcomed everyone to the meeting and thanked all concerned with the recent charitable fundraising efforts – the Pudsey Challenge (Children in Need) and the Charlie Conker Challenge.
2. **New Clerk** Cllr Wilson welcomed Malcolm Harris as the new Clerk to the Parish. Malcolm has a wide range of experience in both local government and in the management of a number of parish councils . He can be contacted on clerk.spc@gmail.com
3. **Apologies** Cllr V Smedley
4. **Public Participation** A parishioner complaint regarding the re-occurring of dog fouling in Chappel Lane was discussed. A number of practical options were considered . A report will come to the January meeting following research into the implementation of the options.
5. **Declarations of Interest** None received.
6. **The minutes of the meeting held on Wednesday 4th October 2023** The minutes were approved and duly signed following the addition to item 16a regarding Election Costs. It was agreed that Cllr McIlwraith would contact WDBC to discuss election costs for small parish councils.
7. **WDBC Report** – no report received . Information available on the WDBC website
8. **Planning** – the following planning applications had been received :
 - a) **3484/23/FUL** – Sampford Cross to Belstone Corner – proposal for a new build 3 bed dwelling & garage with landscaping. The Parish are supportive of this application.
Proposed Cllr Coleman Seconded Cllr McIlwraith All in favour
 - b) **3420/23/ARM** – Furze Down Farm – application for approval of reserved matters following out-line approval 1335/22/OPA including design , layout, landscaping and scale for agricultural workers dwelling – resubmission of 1868/23/ARM – to note only
 - c) **0946/23/FUL** – Readvertisement (revised site location plan) Erection of garage – to note only

Planning Decision

- a) **2802/23/ARC** – Bude Farm Exbourne – discharge of condition – noted application approval

9. Parish Priorities Updates

- a) Safer Roads – Salt Bin for Frankland Hill – Cllr Collins reported that a recent on-line application has been completed to WDBC. Thanks to the Neighbourhood Highways Officer for support in achieving upgrades to the drainage.
- b) Prayer Book -Rebellion – a report was circulated to the meeting (author Marion Pratt) . This will be available on the parish notice boards and website.
- c) Autumn Clean Up – Cllr McIlwraith is arranging a New Year Clean up and details will be published on the website.

10. Village Green - a report had previously been circulated and Cllr Wilson confirmed that there were no outstanding issues arising.

11. P3 Budget Requirement Report – this item moved to agenda item Finance 13 d

12. Councillor and Clerk Reports – no reports to this meeting

13. Finance

a) Reconciliation of Cash Spreadsheet with Bank Statements

Proposed Cllr Wilson Secoded Cllr Carpenter All in favour

b) Previous Budget heading “Hospitality” to be replaced by “ Chairs Allowance”

Proposed Cllr Wilson Secoded Cllr Moesel All in favour

c) Previous Budget heading S137 EMR - renamed EMR Grant funding (incorporating S137)

Proposed Cllr Wilson Secoded Cllr Moesel All in favour

d) P3 Budget Requirement report – Cllr Carpenter

It was proposed to use the existing EMR for completion of upgrade to footpath into the village green

Proposed Cllr Carpenter Secoded Cllr Wilson All in favour

e) Annual Forecast Budget review – Cllr Wilson

Proposal 4.1 - agreed as above 13.d

Proposal 4.2 - It was proposed that the £1250 to be received from the Milton Chase Grant in March 2024 be allocated to the Parish EMR enhancement fund. NB This is a grant that is restricted and cannot be utilised to meet general council expenditure . Discussion took place to clarify that this is a grant made in March at the end of the financial year and the proposed sum had been included in the forecast budget set in Dec 2022 – but not allocated to an EMR at that time. *Proposed Cllr Carpenter Secoded Cllr Wilson Agreed*

Proposal 4.5 - Counter proposals tabled at the meeting were not received in line with standing orders and were therefore not accepted by the Chair.

Proposal 4.3 - the Draft Forecast Budget was considered line by line with counter amendments voted on , where appropriate. The amendments received were:-

Web Administration Proposal £1166 –amendment requested an alternative 1 hour per week.

Proposed Cllr Coleman Secoded Cllr McIlwraith Amendment defeated 2 For and 5 Against

Elections Proposal £3050 – amendment requested an alternative sum of £1500.

Proposed Cllr Coleman Secoded Cllr McIlwraith Amendment defeated 2 For and 5 Against

Annual Forecast Budget Review - Proposal to accept the draft forecast budget calculations

Proposed Cllr Collins Secoded Cllr Carpenter

In favour 5 , Against 1, Abstention 1 Vote carried

f) **2024/25 Precept Proposal**

The proposal , based on calculations in the draft budget review (13 e) proposed an Increase in the Precept to cover obligatory payments or provision. It was acknowledged that the sum calculated was that required to enable the Council to carry out its statutory function and did not include funds for other services or facilities which are carried out through individual fund raising or grant applications.

When comparing the calculation against the current Precept , the cost increase for an average Band D household would be 87p per month

*Proposed Cllr Wilson Seconded Cllr Carpenter
All in favour were Cllr Collins, Wilson, Squire, Carpenter and Moesel
Against were Cllrs Coleman and McIlwraith
There was a request from Cllr Coleman for this recorded vote*

g) **Approve Payments and Transfers as listed in Appendix A**

Please note that the shaded items have been paid using delegated powers

Proposed Cllr Wilson Seconded Cllr Carpenter Agreed

14. Item for next meeting - Independent Arbitration

Cllr Wilson tasked the Clerk to contact DALC to discuss the feasibility of working with an independent arbitrator at a date to be agreed by all Cllrs .

There being no further business , the meeting was closed at 9.45 pm

Dates of future meetings – Wednesday 17th January and Wednesday 27th March 2024

Councillors are respectfully requested to circulate any reports pertaining to meetings with sufficient time for their full consideration and with opportunities to make counter proposals .

Members of the public are cordially invited to attend Parish Council meetings and suggest items for the Agenda item Public Participation - (Please contact the Clerk at least 7 days prior to a scheduled meeting)

SignedCllr M Wilson Chair Date

Appendix A Payments and Transfers

Toilet Cleaner Wages - Oct	£83.36	
Toilet Cleaner Sundries - Oct	£5.00	
SWWA	£52.70	
EDF – 29.10.23	£6.00	
Horrible Histories Speaker	£150.00	EMR – PBR 475
Footpaths Maintenance	£4,561.70	Beacon Cross Plant
Toilet Cleaner Wages – Nov	£104.20	
Toilet Cleaner Sundries - Nov	£18.90	
Locum Clerk's Wage	£102.96	
New Clerk expenses / re-funds	£150.45	Stationery £40.51 Back Up Disc £74.99 Virus Software £34.95
Clerk Back pay Apr – Oct inclusive	£150.00	To take into account new NJC pay increase
Gold Coast Media	£198.00	Security Updates for website
WDBC SCPC September Election	£2224.82	Invoices recd to date - £1174.11 Further invoices to follow as per WDBC breakdown
Income	£25 £13.04	Seamoor Lotto Plant Stall
Total payments	£7808.09	
Transfers between accounts	£6786.52 £38.04	From EMR – P3 Footpaths and Elections to Current Account From Current Account to EMR Account
Current Account	£6250.18	Note – Balances and Reconciliations will not be available at this meeting due to the recent recruitment of the Councils 's new Clerk – Transfer of Banking responsibilities not yet completed.
Reserve Account balance	£28,599.56	