



MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 2nd Aug 2023, 7.30 pm at Sampford Courtenay Village Hall

Present: Cllrs M Carpenter, P Collins, V. Smedley, C. Coleman, J. McIlwraith, T. Squire & Clerk M. Pratt + 13 members of the public

1. **Vice Chair** – Cllr M Carpenter opened the meeting by welcoming everyone and then read out a letter of resignation from the Clerk Marion Pratt.

Dear Councillors,

It is with heavy heart that I have come to the decision that after 13 years as Clerk I must tender my resignation.

As you know, in the past few years a certain councillor has made it very difficult for the Council to operate happily and efficiently and unfortunately now I have more important family priorities to concentrate on.

Thank you for all of your support. Regards Marion

Cllr Carpenter then asked the Clerk if she would be resigning if it were not for the continual challenges from this Councillor. Clerk answered “No”.

Cllr Carpenter then asked the Clerk if she was prepared to name the councillor. Clerk replied that it was Cllr Coleman.

2. **Apologies** – Cllr M Wilson
3. **Public Participation** - Cllr Carpenter then asked if there were any comments from the members of the public present:
 - It is a tragedy for the parish that the Clerk felt there was no alternative but to tender her resignation. The actions of this councillor has also caused tremendous, unnecessary stress to Chair Cllr Wilson.
 - This is a terrible loss to the parish, is there not any steps that can be taken to rectify this situation?
 - Is there a procedure for parishioners to declare a “Vote of No Confidence” in an individual councillor?
 - Many councillors in the past have resigned for the same reason, and others will not stand while this person is a councillor.
 - Was the decision to canvas the parishioners for an election to fill the current vacancy a decision made by the full council or a unilateral decision by this one councillor?

Cllr Carpenter then explained that currently there is no vehicle for removing a councillor from office. The only course of action is to report them to the Monitoring Officer at West Devon for a breach of the Code of Conduct. <https://www.westdevon.gov.uk/article/9425/Councillor-Complaint-Process>

4. **Declarations of Interest** – Cllr. Coleman declared an interest under Items 11 in respect to:

(i) Working with Neighbouring Parishes to collaboratively achieve the environmental and economic benefits of opening Sampford Courtenay Station on the New Dartmoor Line

(ii) SC – CIC Priorities – Note Only

(iii) Cllr. Coleman declares a Prejudicial Interest under Item 13(c) and asked to leave the meeting in advance of this item.

5. **Minutes** to approve and sign the Minutes of – Meeting held on Wed 5th July (already published on Noticeboards and Website)

Proposed Cllr P Collins **Seconded** Cllr Smedley Agreed unanimously.

6. **WDBC Report** - None

7. **Planning** – to consider the following planning applications

a) 2153/23/FUL – Moorview Farm – Bondeigh EX20 2AP - Retention of 3 holiday lets in the form of 2 shepherd huts & conversion of attic space above sculpture school (part retrospective)

No Comment **Proposed** Cllr Collins **Seconded** Cllr Carpenter Approved unanimously

b) 2147/23/AGR – Mr Balsdon - Application to determine if prior approval is required for a proposed extension for an erection of an agricultural storage building (extension to previously approved building 2974/22/AGR) measuring 4.5mtrs (length) x 9mtrs (breadth) x 5.1mtrs (height to ridge) INFO ONLY

c) 2503/23/LBC & 2269/23/FUL – Middle Trecott - Installation of New Air Source heat pump
Support **Proposed** Cllr Collins **Seconded** Cllr Carpenter Approved unanimously

WDBC Planning Decisions: -

a) 1324/23/PDM – Little Incott Farm -	PRIOR APPROVAL REQUIRED & GIVEN
b) 1514/23/HHO – Frankland Farm -	CONDITIONAL APPROVAL
c) 1515/23/LBC - Frankland Farm -	CONDITIONAL APPROVAL
d) 1882/23/AGR – Tor Down Farm -	PRIOR APPROVAL DETAILS REQUIRED
e) 1886/23/AGR – Tor Down Farm -	PRIOR APPROVAL DETAILS REQUIRED
f) 1317/23/CLE - Land At Sx 635 993	CERTIFICATE OF LAWFULNESS (EXISTING) GIVEN
g) 1878/23/HRN - Land Nr Dornaford Cross	TREE WORKS NO OBJECTION RAISED
h) 4453/22/FUL - Land at SX 635 994	CONDITIONAL APPROVAL
i) 2147/23/AGR - Land At Sx 631 959	PRIOR APPROVAL NOT REQUIRED

8. **Japanese Knotweed Report** – Clerk reported to Highways and <https://www.dbrc.org.uk/wildlife-sightings/>

Cllr Collins asked for the council's approval for him to treat the Japanese Knotweed as directed by Highways Officer. He will talk to the new tenants first, and aim to treat the weed in September.

Proposed Cllr Mcllwraith, **Seconded** Cllr Carpenter Approved unanimously

9. **Local Council Award Foundation Stage**

a) **Adoption of Privacy Policy**

Proposed Cllr Mcllwraith **Seconded** Cllr Collins Approved unanimously

b) Review Training Policy - review if necessary at next meeting.

c) Review Training Record – Councillors to inform new Clerk if any of their training is missing from the log.

10. Society of Local Council Clerks Membership – Join £8 Annual Membership £112

Proposed

Seconded

In light of resignation of Clerk – it was agreed that this decision should be made once new Clerk is appointed.

11. Parish Priorities –

Update on any actions:-

I. Safer Roads

a) 20's Plenty Report – already circulated to councillors. Proposal to ask parishioners at Public meeting if they wish to support a local campaign.

Proposed Cllr Carpenter

Seconded Cllr McIlwraith Approved unanimously

b) Purchase of additional Salt Bin for Frankland Hill – already circulated to councillors

Proposed Cllr Collins

Seconded Cllr Coleman Approved unanimously.

II. Prayer Book Rebellion – David Botting-Page attended PCC meeting to update them on progress of the 2024 event. Next meeting 8th Aug. Cllr McIlwraith confirmed that Cider VAT were happy to host Cider Event on 21st Oct 23 for PBR if agreed at this meeting.

III. Development of Village Green – possible meeting with Conservation Officer in August,

IV. Sampford Courtenay Station – Cllr McIlwraith – report on Oke Rail Forum. Cllr McIlwraith spoke to Michael Ireland who said they will actively support the possibility of trains stopping at Sampford Station. However, this will involve a trial day to evaluate how such a stop will impact on the timetable.

V. Public Toilets – internal re-decoration almost complete.

VI. Support for local Agricultural and Rural businesses – nothing to up-date.

11 a – SC – CIC Priorities – for Note Only – Cllr Coleman

(In response to questions from the Clerk – Cllr Coleman says he is still not in a position to publish the names of members of SC – CIC; and that the first Public Meeting of SC -CIC since Cllr Coleman first brought it to an SCPC meeting on 3rd March 2020 “will not be long”.)

12. Village Green Report – J Friend (circulated to Councillors) – No issues. It was agreed that the Hand Sanitiser Unit could now be removed.

13. Councillor & Clerk Reports re meetings attended since last SCPC meeting, or training advice you wish to share. (This can be verbal at the meeting, or a written report circulated to all councillors 7 days prior to meeting)

a) 20's Plenty – M. Pratt – Report circulated to Councillors – See Item 11 i a above.

b) Cllr McIlwraith – Being a Good Councillor Training – well organised and well pitched for both large and small parish councils. Good to interact with councillors from other parishes.

c) Cllr Wilson – Report to PCC re Registration of Church Rooms as a Community Asset – In absence of Cllr Wilson this item was deferred until next meeting.

14. Finance -

- a) **Reconciliation of Cash Spread sheet with Bank Statements.** Approved
- b) **Adding new signatories to Unity Bank account –** Cllr P. Collins
- c) **Approve payments and transfers as listed below.**

Proposed Cllr Coleman **Seconded** Cllr McIlwraith Approved unanimously.

Clerk's Wage	£332.80	
HMRC	£83.20	
Toilet Cleaner Wages	£125.04	
EDF – Toilet Electric DD	£12.00	
Village Hall Rent & Hospitality	£81.00	NOTE NEW BANK DETAILS.
DALC – J McIlwraith Training	£90.00	Being a Good Councillor – change of date to 18 th July.
Gold Coast Media	£192.00	Website Hosting
Total Payments	£916.04	
Transfer between accounts	£138	To Current AC from EMR
Income	£22.00	Seamoor Lotto
Current Account	£ 3,296.61	After above transactions
Reserve Account	£29,513.33	After above transactions
Unity Bank	£250.00	Credited last month by them by mistake. (£8.20 credit was for Coronation Mugs)
EDF	£150.00	Refund still to be credited back to the bank
SWWA	£130.14	Toilets - Water

15. Clerk's Report

a) **Casual Vacancy – has been published** (Resignation of Cllr Morrissey who has left the parish.)

- SCPC wished to express their thanks to Martin Morrissey for his work and commitment during his time on the parish council.
- Parishioners have until 11th August to request an Election to fill this vacancy. Details can be found here on the Website <https://www.sampfordcourtenay-pc.gov.uk/scpc-casual-vacancy>
- If an Election is not requested – the vacancy will be filled by Co-Option – details of this at above link.

- **Review of Co-option policy.** Deferred to next meeting if Election is not requested.

b) **Home Library Service -** <https://www.devonlibraries.org.uk/web/arena/health-homelibraryservice>

c) **Clerk has registered SCPC for Local Council Award – Foundation Stage**

d) **Telephone contacts for the Defibrillator –** SCPC has been advised by SW Ambulance that it is not a normal practice to list telephone numbers of parishioners who may volunteer to take the Defibrillator to other parts of the parish. (It is unlikely that anyone could guarantee to be at home 24/7)

16. Village Hall Report – Bob Tucker – remaining replacement windows are due to be installed.

17. Councillors’ reports and items for future agenda. (Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making)

18. Date of next meeting. To confirm the date of the next meeting which is scheduled for 6th Sept 23 at the Village Hall

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)

2023						
. April 5 th	May 17 th AGM – followed by monthly meeting & Annual parish Meeting	June 7th	July 5th	Aug 2nd	Sept 6th	Oct 4th
Oct 18 th Open Meeting	Nov 1st	Dec 6th	2024	Jan 3rd	Feb 7th	Mar 6th