



MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 5th July 2023, 7.30 pm at Sampford Courtenay Village Hall

Present: Cllrs M. Carpenter, M. Wilson, C. Coleman, P. Collins, V. Smedley, J. McIlwraith, T. Squire & M. Morrissey + WDBC Cllr M. Casbolt & Clerk M. Pratt + 6 members of the public.

1. **Chair's welcome** – Councilors and members of the public were welcomed to the meeting by Cllr M Wilson
2. **Apologies** – None
3. **Public Participation** - None
4. **Declarations of Interest** – Cllr Coleman declared his NRI for Item 11 iv.
5. **Minutes** to approve and sign the Minutes of – Meeting held on Wed 7th June (already published on Noticeboards and Website)
6. **WDBC Report** - Cllr Mike Casbolt reported that all 31 WDBC Councillors had now been elected. A West Devon Alliance of 20 cross party members hold the power for WDBC with the 11 Conservative members agreeing to work together with them for the benefit of all residents of the borough. Details of the new committees can be found here <https://www.westdevon.gov.uk/Committees>
7. **Planning** – to consider the following planning applications
 - a. **1878/23/HRN** – Dornaford Cross - Application for Hedgerow Removal Notice to remove 5 metres of hedgerow to enable improved access so that large vehicles can safely enter the site
SUPPORT
 - b. **4149/22/HHO – Mr & Mrs Vallance** - Chapple Orchard - Householder application for extensions & alterations to existing dwelling
SUPPORT (with 1 Abstention)
 - c. **1868/23/ARM** - Furze Down Farm - Application for approval of reserved matters following outline approval of 1335/22/OPA for appearance, landscaping & layout.
SUPPORT
 - d. **2042/23/PDM – Ms J Armstrong** – East Rowden Farm - Application to determine if prior approval is required for a proposed change of use of agricultural buildings/barns to 1No dwellinghouse (class C3) & for associated development (Class Q (a+b))
INFO ONLY
 - e. **1614/23/ARC – Alisdair Linn** – Methodist Chapel - Application for retrospective approval of details reserved by condition 3 (Boundary Treatment) of planning consent 2373/17/FUL
INFO ONLY
 - f. **1882/23/AGR – Mr P Taylor** – Tor Down Farm - Application to determine if prior approval is required for a proposed agricultural storage building and workshop measuring 18.2 mtrs (length) x 12 mtrs (breadth) x 6.2 mtrs (height to ridge) **Full Grid Reference (261519, 103402)**
INFO ONLY

- g. **1886/23/AGR – Mr P Taylor** – Tor Down Farm - Application to determine if prior approval is required for a proposed agricultural storage building measuring 18.2 mtrs (length) x 12 mtrs (breadth) x 6.2 mtrs (height to ridge) **Full Grid Reference (261519, 103402)**

INFO ONLY

- h. **1742/23/ARC** – Willow Tree Farm - Application for approval of details reserved by condition 3 (Landscaping Scheme) of planning consent 0688/23/FUL

INFO ONLY

WDBC Planning Decisions: -

- a) 0085/23/FUL - Land At Sx 637991 Sampford Courtenay Rothamsted Research
Construction of hydro logically isolated plots, fence, sampling pits and internal vehicular track (track applied for retrospectively) **CONDITIONAL APPROVAL**

8. Adoption of Email policy

Proposed Cllr Wilson **Seconded** Cllr Carpenter. Approved unanimously.

Cllr Mcllwraith asked if acknowledgements of receipt of emails from Clerk could just be replied to Clerk not to all councillors.

Cllr Morrissey suggested Clerk look into cost of Gmail Professional which offers a “read receipt”.

Cllr Wilson proposed that should the cost be £50 or less, the Clerk go ahead and order it.

9. Adoption of the Heatwave Plan

Proposed - Cllr Wilson **Seconded** - Cllr Mcllwraith. Approved unanimously.

10. a) General Power of Competence Accreditation & necessary increase to next year’s precept of £4,000 +

After discussion it was agreed that this additional cost on parishioners via the precept far outweighed any additional powers/authority it afforded SCPC. It was agreed unanimously not to pursue this qualification.

b) Update on Registration for Council Award & Approval of Registration costs of £50

Proposed Cllr Wilson **Seconded** Cllr Mcllwraith. Approved unanimously.

11. Parish Priorities –

- a) Agree Actions against each Priority.

The Parish Priority Plan was agreed by councillors and will be updated as actions are completed and reviewed quarterly.

Cllr Coleman suggested a column was included for costs and sources of funding.

Cllr Mcllwraith suggested that as part of the Resilience Plan connected to the Heat Wave plan a register of local farmers with bore holes on their land be created, as a resource for the parish in extreme drought conditions.

- b) Footpaths – Quotation for P3 work on Peacegate Cross – Cliston Lane.

Proposed – Cllr Carpenter **Seconded** – Cllr Morrissey. Approved unanimously.

Update on any actions:-

- I. Safer Roads – Cllr Collins said that he will have a report regarding an additional Grit Bin for Frankland Hill for the next meeting. Cllr Casbolt said that he may have funds that could be used for this.
- II. Prayer Book Rebellion – Steering Group has been established and have received a lot support locally and further afield. Up-dates will be posted on the parish website. <https://www.sampfordcourtenay-pc.gov.uk/node/802>
- III. Development of Village Green – still waiting for Conservation Officer to visit the site.

- IV. Sampford Courtenay Station – Cllr Mcllwraith has written to Matt Barnes of GWR regarding a Sunday Service for SC for this summer and is still awaiting a reply.
- V. Public Toilets – still some painting to be done to finish refurbishment. If you can spare some time please contact Cllr Carpenter. 07973 271923
- VI. Support for local Agricultural and Rural businesses – Cllr Mcllwraith suggested a register of properties with bore holes as a local resource during extreme drought conditions to be included in the Resillience Plan.

12. **Village Green Report** – J Friend (circulated to Councillors) – No issues to report.

13. **Request from Parishioner for SCPC Support for the planting of 1 hectare of native broadleaf trees in the parish.** – Fully supported by SCPC.

14. **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) Cllr Wilson Civility and Respect – E Learning – **Completed and cascaded to Clerk**
- b) Cllr Mcllwraith – Being a Good Councillor – **Need to book an alternative date.**

15. **Training – list of training dates circulated to councillors.** – Cllrs are please asked to let Clerk know if they wish to be registered on any up-coming training as places fill up fast.

16. **Finance -**

- a) **Reconciliation of Cash Spread sheet with Bank Statements.** - Approved
- b) **Adding new signatories to Unity Bank account** – Cllr V Smedley + Cllr P Collins
- c) **Reconciliation of Coronation Mugs spreadsheet.**
Proposal that £156.89 is transferred from S137 fund to make up the deficit in the Coronation EMR. **Proposed** Cllr Wilson **Seconded** Cllr Mcllwraith. Approved unanimously

d) **For noting only - Cllr Coleman has circulated a letter he has sent to HMRC regarding VAT, to all councillors.** This is an independant action on Cllr Coleman’s behalf, not a proposal supported by the full council.

Cllr Collins, commenting on the unilateral actions by Cllr Coleman, proposed that Cllr Coleman should be reported to the Monitoring Officer for misuse of his position as councillor & misrepresentation. It is the responsibility of the Monitoring Officer to recieve complaints made against elected members of the Parish Council where it is believed that the Councillor has breached the Code of Conduct
 This proposal was seconded by Cllr Morrissey and carried by 6 votes and 2 Abstentions.

e) **Approve payments and transfers as listed below.**

Proposed Cllr Wilson **Seconded** Cllr Carpenter. Approved unanimously.

Clerk’s Wage	£332.80	
HMRC	£83.20	
Toilet Cleaner Wages	£125.04	
Toilet Sundries	£16.00	
EDF – Toilet Electric DD	£12.00	
Moneysoft Licence	£98.40	
DALC - Training	£19.20	Civility and Respect
Total Payments	£686.64	
Transfer between accounts	£331.50	From Current AC to EMR
Income	£27.50 £320.00 £250.00	Seamoor Lotto Sale of Coronation Mugs Unidentified Credit – Clerk is seeking clarification

	£162.56	Bank Interest on EMR Account
Current Account	£ 4410.65	After above transactions
Reserve Account	£29,488.77	After above transactions
Barkwell	£102.00	Plumbing repairs for Public Toilets
Bank Charges	£ 18.00	

17. Clerk’s Report

- a) **Himalayan Balsam Clearance 1st July.** – 14 Volunteers tackled this year’s crop of Balsam. Thank you. Cllr Collins reported that he has also seen patches of Japanese Knotweed around the parish. The Clerk asked that he takes photos so that she can report it to DCC.
- b) **Clerk attending 20’s Plenty Webinar – Thurs 6th July**
- c) **DALC – Farming in Protected Landscapes funding - <https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes>**

18. Village Hall Report – Bob Tucker – entertainments licences for events at the Village Hall has been amended to state that Music Events outside must stop at 10pm and inside amplified music events at Midnight. Bookings for use of the hall are good.

19. Councillors’ reports and items for future agenda.

- Cllr Collins – Additional Grit Bin for Frankland Hill

20. Date of next meeting. To confirm the date of the next meeting which is scheduled for 2nd Aug 23 at the Village Hall

Meeting closed at 20.18

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