



MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – WED 7th June 23 7.30 pm at Sampford Courtenay Village Hall

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

1. **The Chair welcomed everyone to the meeting.**
2. **Apologies** – Cllr V Smedley
3. **Public Participation** - None
4. **Declarations of Interest** – Cllr Coleman declared (NRIs) for Items 12b and 15f.

All Councillors Register of Interests have been completed and are available to view on the parish website here <https://www.sampfordcourtenay-pc.gov.uk/register-interests-councillors> . They are also available on the WDBC website.

5. **Minutes** to approve and sign the Minutes of – Meeting held on Wed 17th May (already published on Noticeboards and Website)
Proposed Cllr Collins **Seconded Cllr Wilson, Approved Unanimously**
6. **WDBC Report** - Cllrs Watts & Casbolt reported that the first meeting of WDBC had consisted mainly of appointing the new council officials.
Mayor – Lynn Daniel, Deputy Mayor – Debo Sellis, Council leader – Mandy Ewings, Deputy Council Leader – Mark Renders.
Decision on the various committee members has been deferred until after the remaining ward elections.
7. **Planning** – to consider the following planning applications
 - a) **1514/23/HHO & 1514/23/LBC** - Frankland Farm - Householder application for single-storey extension to replace existing walled courtyard to rear of farmhouse plus replacement rooflights & reinstatement of external door to adjoining barn. **SUPPORT UNANIMOUSLY**
 - b) **1324/23/PDM** - Little Incott Farm - Application to determine if prior approval is required for a proposed change of use of agricultural buildings/barns to 1No dwellinghouse (class C3) & associate development (Class Q (a+b)) **INFO ONLY**

WDBC Planning Decisions: -

- a) 0688/23/FUL – Willow Tree Farm
- b) 1174/23/ARC – Oxenpark Barn
- c) 1264/23/CCN - Middle Corscombe Farm
- d) 1419/23/COM – Road past Sanders Park
- e) 0408/23/HHO – Crosslands

CONDITIONAL APPROVAL
DISCHARGE OF CONDITION APPROVED
NO OBJECTION RECOMMEND APPROVAL
PERMITTED DEVELOPMENT
CONDITIONAL APPROVAL

8. **Review of Parish Priorities** – following on from comments received at the Parish Open Meeting the following Parish Priorities were agreed.
- i) **Safer Roads within the parish** - Proposed Cllr Collins Seconded Cllr Wilson – Approved Unanimously
 - ii) **Village Green** – Proposed Cllr Carpenter, Seconded Cllr Wilson – Approved Unanimously
 - iii) **475th Anniversary of Prayer Book Rebellion** – Proposed Cllr Wilson, Seconded Cllr Carpenter – Approved unanimously
 - iv) **Sampford Courtenay Station and Dartmoor Line** – Proposed Cllr McIlwraith, Seconded Cllr Coleman – Approved unanimously
 - v) **Public Toilets** – Proposed Cllr Carpenter, Seconded Cllr McIlwraith – Approved Unanimously

It was felt that the previous SCENSus priority should be absorbed as the Environmental conscience of the council in all SCPC decisions/actions made.

Cllr McIlwraith also asked if a Priority that looked at ways of supporting the Agricultural and Rural Business needs of the parish.

Following on from this discussion regarding the priorities for the coming year/4 year term of SCPC

a) Public Conveniences – Cllr Carpenter asked for Volunteers to complete internal decoration. More details will be publicised via the Webmail list and Face Book – but anyone willing to help please contact Cllr Carpenter on 07973 271923 for more details.

b) Sampford Courtenay Station & Dartmoor Line – it was agreed that Cllr McIlwraith (as SCPC representative on Dartmoor Line Group) should write to GWR and NWR to ask about the possibility of a Sunday Service stopping at Sampford Courtenay Station during the summer.

c) 475th Anniversary of Prayer Book Rebellion Event next year.

i) For Councillors to Agree that the Parish Council takes the role of Lead Organisation to underwrite the event. With a responsibility of the Organising Committee to update at Full Council meetings at agreed milestones.

Proposed Cllr McIlwraith **Seconded** Cllr Carpenter – Approved unanimously

ii) That a specific EMR is set up to transparently manage the financial transactions but with a clear agreement that the event will **not** be underwritten by any monies collected as part of the Parish Precept.

Proposed Cllr Morrissey **Seconded** Cllr Wilson – Approved unanimously

iii) At the conclusion of the event any financial surplus in the EMR should be used to support the historic legacy for our parish for future generations.

Proposed Cllr Wilson **Seconded** Cllr McIlwraith – Approved unanimously

9. **Water Path Maintenance and Responsibility** – Cllr Carpenter still waiting to meet with Conservation Officer.

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

11. **Himalayan Balsam Clearance – Sat 1st July – 10am – New Inn Car park.** All volunteers welcome.

12. **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 – Devon Communities Resilience Day – 17th May 23 – Please see updated Overarching Resilience Plan & Snow Plan on the website here** <https://www.sampfordcourtenay-pc.gov.uk/sampford-courtenay-resilience-plan>
Please see updated Road Safety Plan on the website here <https://www.sampfordcourtenay-pc.gov.uk/scpc-parish-resilience-emergency-plans>

b) **Cllr Mcllwraith – Oke Rail Coffee Morning – Sat 27th May 23 –** Event was well attended and very positive about future funding for the railway. There should be a new report to circulate after the next meeting.

c) **Clerk M. Pratt – Prayer Book Rebellion meeting – 1st June 23 –** very positive and well supported meeting. Details of ideas suggested for this event next year can be found on the Website here <https://www.sampfordcourtenay-pc.gov.uk/node/802>

13. **Training –** Cllr Wilson enrolled for e-learning Civility & Respect Module = £16
Clerk will re-circulate list of up-coming training dates to all councillors.

14. **Finance -**

- a) **Reconciliation of Cash Spread sheet with Bank Statements.** - Approved
b) **Internal Audit Completed** (Circulated to all councillors)
i) **Approval of Statement of Control** **Proposed** Cllr Coleman **Seconded** Cllr Wilson, Approved unanimously.
ii) **Approval of Publication Scheme** **Proposed** Cllr Coleman, **Seconded** Cllr Carpenter, Approved unanimously.
iii) **Approval of AGAR and signing of page 5 of the return for External Auditor.**

Cllr Coleman proposed that the Internal Auditor be invited to attend the next SCPC meeting to address the following concerns:-

- a) SCPC should have stronger safe guards against making “unlawful” gifts in the future.
[The Chair reminded the public present that this issue had been addressed in July 2021 and changes made to Financial Regulations.](#)
b) Cllr Coleman thinks that SCPC should be registered for VAT.
[After attending a DALC Training course for VAT 126 for small Parish Councils. SCPC agreed to accept the Clerk’s report in January 23.](#)
c) Cllr Coleman felt that his unilateral decision to contact an accountant regarding his VAT concerns should have been minuted to show his legitimate concern to discharge his duty of care.
[Cllr Coleman was not present at the meeting on 22.3.23 and therefore not able to present his paper on VAT – hence it was not included in the Minutes.](#)

After a discussion of these points raised – Cllr Coleman’s proposal to invite the Internal Auditor to the next meeting was not seconded.

Approval of AGAR and signing of page 5 of the return for External Auditor.

Proposed Cllr Collins, **Seconded** Cllr Carpenter – Approved with 1 objection.

- iv) **Confirmation of the dates of the period for the exercise of public rights** (to view the Annual Account documents) 5th June – 14th July.

Proposed Cllr Morrissey, **Seconded** Cllr Wilson – Approved unanimously

- v) **Approval to appoint same Internal Auditor for next financial year.**

Proposed Cllr Carpenter, **Seconded** Cllr Wilson – Approved unanimously

vi) Variance v Budget for 2022-23 – Cllr Wilson has prepared a comprehensive document to show the variances of the actual payments and receipts against last year’s budget. This can be found along with the other End of Year Financial documents here on the Parish Website <https://www.sampfordcourtenay-pc.gov.uk/transparency-code-other-official-documents>

vii) Approved payments and transfers as listed below.

Proposed Cllr Wilson **Seconded** Cllr Collins – Approved unanimously.

Clerk’s Wage	£332.80	
HMRC	£83.20	
Toilet Cleaner - Wages	£93.78	
Toilet- Sundries	£9.90	
EDF – Toilet Electric DD	£12.00	
Internal Audit	£120.00	
Total Payments	£651.68	
Transfer between accounts	£312.06	From Current AC to EMR
Income	£22.00 £290.00	Seamoor Lotto P3
Current Account	£5,554.41	After above transactions
Reserve Account	£29,157.27	After above transactions
Gold Coast Media	£99.00	Security updates and Embedding Google Calendar.

15. Clerk’s Report

a) SCPC Adoption of SC Station platform renewed.

b) Emails from Monitoring Officer regarding – (circulated to all councillors)

No1 – Declaring interests at meetings;

No2 – Use of social media; and

No3 – Access to information.

No4 – In defence of Parish Clerks

Cllr Coleman asked that Clerk write and thank the Monitoring Officer for these helpful documents.

c) SCPC Insurance documents received for 23-24. Clerk confirmed that she has also had confirmation from the Insurers that the current Policy will cover the events planned for the 475th Anniversary of Prayer Book Rebellion.

d) DALC – Councillor Development Framework.

e) Up-dated Countryside Code with Shaun the Sheep.

https://www.nationaltrail.co.uk/en_GB/countryside-code-and-shaun-the-sheep/

f) Increase in Swarms of bees due to hot weather – find a local beekeeper to come and safely take them away here <https://www.bbka.org.uk/pages/category/swarm-removal>

g) Reminder to councillors to provide or up-date their biography and photo on the Website.

h) Google Calendar now live on the Website page. <https://www.sampfordcourtenay-pc.gov.uk/events-calendar>

i) Prevalence of Ticks in the countryside this year – Please beware when walking through the countryside this year. There seems to be a prevalence of Ticks. More information of what they look like and how to deal with them can be found here <https://www.nhsinform.scot/illnesses-and-conditions/injuries/skin-injuries/tick-bites>

16. 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)

- a) Update on Registration for Council Award
- b) Adoption of Email Policy

17. Date of next meeting. To confirm the date of the next meeting which is scheduled for 5th July 23 at the Village Hall

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

Agenda published – 1st June 2023

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