



DRAFT MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Wednesday June 26th 2024 7.30pm at the Village Hall

Present – Cllrs M Wilson (Chair) M.Carpenter, J McIlwraith , J Moesel , Malcolm Harris (Clerk) Public – 4 members

1.0.06/24 Chairs Welcome – Cllr Wilson welcomed everyone and informed the meeting that there would be a Part 2 – excluding the public at the end of the meeting . Agenda item 11 – the Co-option of a new Parish Councillor would be moved forward to item 5 in order to assist in the running of the meeting.

2.0.06/24 Apologies - Received by Cllr P Collins, Cllr V Smedley and Cllr M Casbolt (WDBC)

3.0.06/24 Declarations of Interest – There were no declarations of interest under personal or prejudicial .

4.0.06/24 Approval of the minutes of meeting held on the 1st May 2024

It was resolved that the minutes of the Council meeting held on 1st May 2024 be signed as an accurate record.

.Proposed Cllr M Wilson Seconded Cllr J McIlwraith All in favour

5.0.06/24 Parish Councillor - Co-option – the Chair thanked the two candidates Andrew Green and Matthew Biddlecombe for their interest in applying to become Councillors and supporting the community of Sampford Community. The Chair noted that both would have been very welcome, had two vacancies been available. The Clerk outlined the process and invited the candidates to speak to their application (previously circulated to Cllrs) Following a vote , Andrew Green was invited to join the Parish Council and to sign the Declaration of Acceptance of Office. It was resolved that Andrew Green be offered the position of Parish Councillor to Sampford Courtenay Parish Council. Proposed Cllr M Wilson Seconded Cllr M Carpenter All in favour

6.0.06/24 Public Participation –one question had been received from the public –the Chair outlined the annual Himalayan Balsam clean up on July 6th . It was proposed that as in previous years, the Parish Council support the necessary paperwork to assist this community event .

Proposed Cllr M Wilson Seconded Cllr J Moesel All in favour

7.0.06/24 Planning – no comments were made on the two planning items – a) Cornerstone for proposals on the Sticklepath radio base station or b) Willow Tree Farm – the appeal was upheld

8.0.06/24 Parish Priorities

8.1.The 2023/24 Parish Council Priorities Update – a report was previously circulated to Cllrs by Cllr M Wilson updating the 2023/24 actions. The report had also been presented at the Annual Parish meeting.

8.2.The 2024/25 Parish Council Priorities –a report was previously circulated to Cllrs by Cllr M Wilson. The report highlighted the 6 priorities with each area having its own actions and timescales. Incorporating feedback from Annual Parish Meeting, it is proposed to hold an Public meeting to discuss the development proposals for the Toilet Block and options for improving the Village Green Play area. It was resolved that the 2024/25 Parish Council Priorities and Action Plan be adopted. Proposed Cllr M Wilson Seconded Cllr M Carpenter – All in favour

8.3. The Prayer Book Rebellion Cllr M Wilson gave a verbal update on the recent successful Prayer Book Rebellion events and gave thanks to the volunteers who had organised and supported the events. The PBR475 Steering group in their debrief of the project have set into place further events to commemorate the final battle. The website – sampfordcourtenay-pc.gov.uk has all the details of the forthcoming events. It was suggested that a public meeting be convened to discuss the use of the funds raised through the events and currently held in the Parish Council earmarked funds account.

8.4 Footpaths – Cllr M Carpenter gave a verbal update. He confirmed that he had circulated details of the specification for the work on the Water Path to Cllrs for comments on June 26th and that comments should be sent via email within 7 days. Following that period of consultation it was agreed that Cllr M Carpenter , having consulted with the PCC be given the authority to seek quotations for the work . On receipt of those quotations, and if required , then an Extraordinary meeting of the Council would be called to consider the quotations. It was resolved that quotations for the work to the Water Path be sought and brought to the 4th September meeting . Proposed Cllr M Wilson . Seconded Cllr J McIlwraith . All in favour

9.0.06/24 Councillor and Clerk Reports

9.1a. Internal Audit 2024 Action Plan – the document had previously been circulated to all Cllrs and the Clerk confirmed that some actions had already been implemented and that any outstanding actions would be completed by the Clerk and the Chair and reported to the next meeting. Following the completion of the Action Plan –the details will be published on the website.

9.1b. Foundation Action Plan 2024 - the document had been previously circulated to all Cllrs and it was agreed that the outstanding actions would be delegated by the Chair to other members of the Council and the Clerk. The deadline for submission is September 2024.

9.2 New gov.uk.domain The report had been previously circulated to all Cllrs. The Clerk confirmed that the external auditors had written to all Parish Councils to inform them that the migration of their Cllr email addresses needed to be completed prior to the next audit in May 2025. It was agreed that the Clerk would draw up a specification and obtain the necessary quotations. The Clerk would report back to the September meeting .

9.3 Standing Orders A special motion had been received from Cllr J McIlwraith for consideration of amendments to the Council's current Standing Orders- the draft had previously been circulated to Cllrs. Based on the need to research the changes and amendments and seek further advice , the special motion was deferred . The proposed revised Standing Orders would be brought to the September meeting for consideration. **It was resolved that the proposed revised Standing Orders for 2024 be brought to the meeting on the 4th September 2024 for further consideration.** Proposed Cllr J McIlwraith Seconded Cllr M Wilson All in favour

9.4 Grants Policy 2024 – the review report had previously been circulated to Cllrs and brought to the meeting for discussion and approval . **It was resolved to adopt the revised Grants Policy 2024**

Proposed Cllr M Wilson Seconded Cllr J McIlwraith All in favour

10.06/24 Finance

10.1 Monthly Accounts – previously circulated to Cllrs to note the current position – there were no comments

10.2 Payments and Transfers – previously circulated to Cllrs for approval . The Clerk informed Cllrs of an additional payment for approval (rc'd 26/06) relating to the Clerk's salary– **It was resolved that the Payments and Transfers be approved .** Proposed Cllr J McIlwraith Seconded Cllr M Carpenter All in favour

10.3 Direct Debits – there were two direct debits to approve – Yu Energy and the IOC (Data Protection) **It was resolved that the two direct debits be approved .**

Proposed Cllr M Wilson Seconded Cllr M Carpenter All in favour

10.4 Certificate of Exemption – the Clerk informed Cllrs that the external auditors had indicated that the Council's 2023/24 income and expenditure levels were below the £25,000 threshold and this entitled the Council to complete a Certificate of Exemption from an external audit review. **It was resolved that the Certificate of Exemption be approved and signed .** Proposed Cllr M Wilson Seconded Cllr M Carpenter All in favour

11.06/24 Village Hall Update – an update from Bob Tucker was received following the meeting , giving details of the Grand Opening of the Hall- a recent event celebrating those who contributed and supported the refurbishment project. The replacement roof and windows were completed successfully.

12. 06/24 Items for Agenda – Meeting on 4th September 2024

Revised Standing Orders

Internal Audit Action Plan update

Foundation Award Action Plan update

The .gov.uk domain update

Footpaths – quotation for works – update

Following Agenda Item 12 , the Chair called for a Part Two. Members of the public were asked to leave the meeting and vacate the Hall. The Clerk was asked to vacate the hall whilst the first item was discussed.

Part Two items may be taken in the absence of the press and public. The Council is recommended to pass the following resolution :- 'Resolved that under section 11(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information.'

The meeting closed at 8.50 pm - the next meeting is Wed 4 September 2024 at 7.30pm at the Village Hall

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