



NOTICE OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

Date and Venue – Wednesday 3rd September 2025 7.30pm at the Sampford Courtenay Village Hall

DRAFT MINUTES

1. **Chair** welcomed members to the meeting
2. **Present** - Cllrs - Wilson, Carpenter, Collins, Smedley, Moesel, Green & Squire - Mr Matthewman (Parish Clerk) no members of the public were present
3. **Apologies** - Cllr McIlwraith
4. **Declarations of Interest**
 - 4.1. No Declarations made
5. **Approval of Minutes** – minutes of the Council meeting held 25th June 2025 , Proposed by Cllr Wilson Seconded by Cllr Carpenter agreed and signed without amendment.
6. **Public Participation** – this item is limited to a maximum of 20 minutes and will be conducted in accordance with the Standing Orders of the Parish Council. These are available to read in full on the website or available from the Clerk.
No Items presented
7. **Planning**
 - 7.1: **Update on previous applications, appeals, enforcement notices** noted by Cllrs. Clerk advised that no notification of the decision regarding the New Inn had been received
 - 7.2: **New Applications 2283/25/FUL - Enchanted Beds - Single storey rear (south west) extension** to existing factory. Cllrs were in support of the application and noted that this was within the existing boundaries and sited on existing curtilage. It was hoped that opportunity for local employment would be boosted by the development. Proposed by Cllr Wilson and Seconded by Cllr Moesel agreed unanimously
 - 7.3: **Invitation to site visit** - Cllrs were invited to make arrangements individually if interested.
8. **Parish Priorities**
 - 8.1 **Review 2025/26 priorities** - No updates other than 8.2
 - 8.2 **Update on Village Green Footpath contract** - Cllr Carpenter indicated that work should start in the next two weeks. Residents to be advised that gates will be removed and to ask to patience regarding any inconvenience or disruption whilst the work is taking place.
9. **Councillor and Clerk Reports to consider:**
 - 9.1 **New National guidance** on email communication by Parish Council to meet Assertion 10 for the 2025/26 AGAR - Item has been deferred to seek written clarification and assurance on the implementation from the current Internal Auditor in order to understand the costs to ensure compliance.
 - 9.2 **Update on P3 Funding** - Item Deferred Response awaited from the Rights of Way Team.
 - 9.3: **Local Government Review event:** How to prepare for new unitary structure - Clerk to circulate details for individual Cllrs to consider
 - 9.4: **Acquisition of Poppy wreath from RBL** Proposal to use grant funding for donation under S137 to RBL Proposed by Cllr Wilson Seconded by Cllr Moesel Agreed unanimously
 - 9.5: **Hedge Cutting:** Following concerns from residents Responsible landowners are reminded of the rules that sit within the Wildlife and Countryside Act 1981 regarding the cutting and trimming of roadside hedges. This link provides the current guidance from the Highways team at Devon County Council. [Guidance for maintaining and managing roadside hedges and trees responsibly](#)

9.6: **Update on Wider Okehampton Cluster Group of Councils** - It was agreed that working cooperatively with other Councils would be supported by SCPC going forward

9.7 **Survey regarding use of Okehampton Hospital** - Council supports the survey and work of the North Dartmoor Health Initiative and Parishioners are encouraged to use the link on the website to have their say and support with the relevant information needed for the campaign.

9.8 **Collection of household waste and Recycling at the Beaches** - Thanks to WDBC Mike Casbolt for supporting residents and reversing the decision to stop individual collection due to the Beeches being a private road.

10. Finance

10.1 Monthly accounts – Noted by Councillors

10.2 Payments and Transfers – updated version approved to be circulated with the minutes

*10.3, 10.4 & 10.5 were removed from the Agenda having been published in error

10.6 **National Pay settlement for Clerk** - Proposed for back payment of £44.80 April to August and new rate for September onwards Proposed by Cllr Wilson Seconded by Cllr Smedley agreed unanimously

11. Village Hall Update

No meeting since the last Parish Council meeting, August had been a quieter month but September was busier with the Fruit and Veg Show & Community lunches recommencing. The VH are now part of the Cluster of Halls in Devon and Cornwall

12. Open Meeting was suspended - All members of the public and the Parish Clerk left the meeting

Part 2 Meeting to be held 'in Camera' excluding the public.

13. It was proposed by Cllr Wilson seconded by Cllr Collins and unanimously agreed to hold a closed meeting to consider the 6 month probationary review of the Clerk

Advice to be obtained through DALC and a formal review meeting to take place.

The full meeting of the council resumed at 20.30 - With no other business the meeting was concluded at 20:33hrs.

Date of Next meeting - Wednesday 5th November 2025 @ 19:30 Sampford Courtenay Village Hall

Members of the Public are cordially invited to attend all Parish Council Meetings - to give their views and to ask a question of the Council on issues relating to the agenda. The Chair will direct any written or verbal responses.

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