



chase a response .

7.3 Sampford Courtenay Station – Cllr Mcllwraith told the meeting that work continued with the Okehampton Hub and was due for a Spring 2026 opening. Issues that relate to the local Sampford Courtenay Station will then be considered at a later date.

8. Councillor and Clerk Reports

8.1 Vacancy for Parish Clerk – Cllr Wilson presented a report regarding a vacancy that had arisen for a new Parish Clerk . It was agreed that the closing date for applications would be the 31st December 2025 with interviews taking place in January 2026. The report included a draft Working from Home policy for consideration. It was agreed that Cllr Carpenter would manage the recruitment process and chair the interview panel. **It was resolved that (1) the Clerk /RFO be appointed in line with the current budget and within the LC2 salary scale range and employed for 16 hours per month, and (2) the draft Working from Home Policy be adopted. Proposed Cllr Wilson Seconded Cllr Carpenter All agreed**

8.2 Update of the website and emails – Cllr Wilson informed the meeting that she had communicated with the current Website.gov provider and Parish Online regarding the update of the Sampford Courtenay Parish website and the migration of PC emails to gov.uk. Quotations have been requested in time for the January meeting of the Council in order to be part of the budget setting process for 2026.

8.3 Wider Oke Cluster Group – Cllr Wilson attended a recent meeting of this group, attended by 5 parishes within the cluster – each highlighting their respective key issues. One general issue was the concern over the imminent closure of the last remaining bank in Okehampton and the need to plan for a community hub, providing support for those unable to bank online. There was discussion around the Government proposals for Local Government re-organisation and challenges around the efficacy of the plans suggested by West Devon BC. Cllr Wilson offered to host the next meeting in January at Sampford Courtenay.

8.4 Parish Christmas Cheer – Cllr Wilson proposed that a grant be made to support the Christmas carol and tree lighting event in Sampford Courtenay. **It was resolved that a £50 grant be made from the Chair's Allowance budget to support the annual Tree Lighting and Carol event, Friday 5th December 2025. Proposed Cllr Wilson Seconded Cllr Collins All agreed**

8.5 Parish Christmas Message – Cllr Wilson had previously circulated the Chair's Christmas message and suggested it be sent electronically and within the Roundabout magazine. The meeting agreed. In addition, the Christmas Banner will be displayed - across from the New Inn Pub.

8.6 DCC Update – Cllr Davies presented a report that highlighted the following issues: Local Government Re-organisation, Pothole trials , Fire Service Co-responder scheme , Okehampton Interchange. In addition, she informed the meeting that her Locality Budget had funds still available for anyone seeking finance for small projects / bids. Full details of the report can be found on the Sampford Courtenay website – [Link](#)

9. Finance

9.1 Monthly Accounts – the accounts had previously been circulated for Cllr information. The Chair informed the meeting that there would be additional income coming in , following a VAT claim in November and subsequent refund.

9.2 Payments, Receipts and Transfers – Appendix A - The list of payments, receipts and transfers made since the last meeting was presented to the meeting .

It was resolved that the payments, receipts and transfers be approved.

Proposed Cllr Wilson Seconded Cllr Mcllwraith All agreed

9.3 Unity Bank Interest Rate reduction – the rate has reduced from 2.27 % to 2.12% - for note

10. **Village Hall Update** – Cllr Green reported that the stone wall repairs had been completed. Financially - the end of financial year figures have shown an interest in income of 21% and a reduction in costs by 65%. The accounts continue to show a small surplus.

11. **Date and Times of the next meeting and Items for Agenda** – **the next Parish Council meeting will take place on Wednesday 21st January 2026 at Sampford Courtenay Village hall at will commence at 7.30pm Agenda items will include, the setting of the Precept for 2026/2027**

There being no further business the meeting closed at 9.00pm



Signed

Dated

APPENDIX A

Payments, Receipts and Transfers

Payments			
Details	Amount	Notes	Status
High Bickington Centre	£10.00	Meeting Room	Paid
A D Matthewman	£284.64	Clerks Wages	Paid
A D Matthewman	£60.00	Home Work Allowance	Paid
A D Matthewman	£143.10	Clerk Mileage @ 45p	Paid
P Mallett	£85.47	Toilets - Wages	Paid
P Mallett	£5.95	Toilets - Sundries	Paid
Unity Bank	£6.00	Bank Charges	Paid
Trevor Davey	£200.00	Village Green maintenance	Paid
SC Village Hall	£40.50	Room Hire	Paid
A D Matthewman	£53.76	Clerks Backpay	Paid
Yu Energy	£8.50	Toilets - Electricity	Paid
GX Accounting	£63.00	Clerk Payroll Admin	Paid
Goldcoast Media	£246.00	Website hosting	Paid
SWW	£73.02	Toilets - Water	Paid
P Mallett	£122.1	Toilets - Wages	Pending
Yu Energy	£8.98	Toilets - Electricity	Pending
Unity Bank	£6.00	Bank Charges	Pending
Total Payments			
Income			
West Devon BC	£6315.50	2nd Payment of Precept	Paid
Unity Bank	£189.43	Reserve Acc Interest	Paid
Seamoor Lotto	£21.00	EMR Seamoor Lotto	Paid
Total Income			
Transfers between accounts			
Total transfers to current T1			



Total transfers to Reserve Acc			
Seamoor Lotto	£21.00	To EMR Seamoor Lotto	Pending
<i>Account Balance before the pending transactions. @ 29/10/2025</i>			
Current account	£7767.94		
Reserve account balance	£32315.86		