



NOTICE OF SAMPFORD COURTENAY PARISH COUNCIL MEETING

To Members of Sampford Courtenay Parish Council You are duly summoned to attend the meeting

Date and Venue – Wednesday 21st January 2026 7.30pm at the Sampford Courtenay Village Hall

AGENDA

1. Chairs Welcome

2. Apologies

3. Declarations of Interest

3.1. Register of Interests – Councillors are reminded of the need to update their register of interests

3.2 To declare any personal interests in items on the agenda and their nature

3.3 To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant item)

4. Approval of Minutes – to resolve that the minutes of the Council meeting held on 5th November 2025 and previously circulated , be signed as an accurate record.

5. 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 at www.sampfordcourtenay-pc.gov.uk or available from the Clerk.

6. Planning

6.1 Decisions

2850/25/VAR East Rowden Farm EX20 2SE – Approval on the application for variation of condition

3124/25/FUL – Summers Barn – Conditional / application - Approved

3445/25/AGR- Mr Taylor – land at S615033 – More details requested prior approval

6.2 Applications

3423/25/LBC – Sunnyside – Rectory Hill – Sampford Courtenay – a listed building application for extension –“No objection ” response submitted to WDBC

3508/25/FUL - Incott Barn EX20 2SW – part retrospective change of use of existing agricultural building –” No comments “ response submitted to WDBC -

6.3 WDBC Enforcement process - verbal update – Cllr Wilson

7. Parish Priorities

7.1 Priority 3 - Village Green Development –verbal update– Cllr Carpenter

7.2 Priority 4 - Sampford Courtenay Station –verbal update – Cllr McIlwraith

8 Reports

8.1 St Andrews Church Yard – verbal update – Cllr Wilson

8.2 Community Grant application –Village Green Benches – verbal report - Cllr Wilson

8.3 Assertion 10 – verbal update report– Cllr Wilson (report circulated to Cllrs)

8.4 IT Policy –proposal to approve and adopt– Cllr Wilson (Policy circulated to Cllrs)

8.5 Sampford Courtenay Website – verbal report – Cllr Wilson

8.6 Wider OKE Cluster Group – verbal update – Cllr Wilson

8.7 Document Retention Policy – proposal to approve and adopt – Cllr Wilson (Policy circulated to Cllrs)

8.8 Vacancy for Parish Clerk – verbal update – Cllr Carpenter

8.9 Village Green Grass Cutting Contract – **proposal to renew existing contract** – Clerk

9. Finance

9.1 Monthly accounts - to note current position – circulated to Councillors

9.2 Payments and Transfers – approval/ratification of published record circulated to Councillors

9.3 Appointment of Auditor

9.4 Grants - Information previously circulated to Cllrs

9.4.1 Grant Requests a) Tor Support , Okehampton b) CAB Torridge. North, Mid & West Devon

9.4.2 Annual Grants for approval - a)St Andrews Churchyard – payment of £350 to assist with Churchyard maintenance

b) Okehampton Community Transport Group – payment of £200 to assist with annual costs

9.5 Precept 2026/2027 – to consider draft proposals for the setting of the 2026/27 precept and the budget 2026/27

10. Village Hall Update – representative from the Village Hall committee

11. Date and timings of the next meeting and Items for the Agendas

Wednesday– March 25th 2026 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.

Parish Clerk ClerkSCPC@gmail.com