



## 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 21<sup>st</sup> 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](http://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 25<sup>th</sup> 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](mailto:ClerkSCPC@gmail.com)*