



**DRAFT** Minutes of the Annual Parish Council Meeting held on the 6 May 2026

- 1.** Present : Cllr M Carpenter, Cllr P Collins , Cllr A Green, Cllr J Moesel, Cllr J McIlwraith, Cllr Smedley, Cllr T Squires, Clerk Malcolm Harris 6 members of public  
Apologies : Cllr M Wilson  
**Welcome** : Cllr M Carpenter took the chair and welcomed everyone to the Annual Parish Council Meeting. He thanked the parish councillors for their continued support, hard work, and commitment throughout the past year. Parish councils rely entirely on the willingness of local people to give up their time for the benefit of the community, and he was grateful for the effort and dedication shown by all members. Cllr Carpenter spoke about the past year which had brought both challenges and achievements, and how through joint working with the Community and the Council progress had been made on behalf of the parish. The views, contributions, and community spirit were all greatly appreciated and essential to the future of the village. On behalf of the Parish Council, he thanked everyone for their support over the past year, and looked forward to working together in the year ahead.
- 2. Election of Chair for 2026/27**  
One nomination was received from Cllr M Carpenter that Cllr M Wilson be elected as Chair of the Parish Council for 2026/27 . There were no other nominations.  
2a) *It was resolved to elect Cllr M Wilson as Chair of Sampford Courtenay Parish Council for 2026/27*  
Proposed Cllr M Carpenter                      Seconded Cllr J Moesel                      All in favour  
2b) *Cllr M Wilson being absent, it was further resolved that the Declaration of Acceptance of Office as Chair may be signed before or at the next meeting of the Council.*  
Proposed Cllr M Carpenter                      Seconded Cllr A Green                      All in favour
- 3. Election of Vice- Chair for 2026/27**  
Cllr M Carpenter stood down for this part of the meeting and the Clerk took the item. One nomination was received from Cllr V Smedley that Cllr M Carpenter be elected as Vice Chair of the Parish Council for 2026/27 . *It was resolved to elect Cllr M Carpenter as Vice Chair of Sampford Courtenay Parish Council for 2026/27*  
Proposed Cllr V Smedley                      Seconded Cllr P Collins                      All in favour
- 4. Minutes of SCPC Annual General Meeting 2025 held on 7 May 2025**  
Cllr M Carpenter returned to the chair .  
*It was proposed that the minutes of the meeting be accepted and signed as a true record.*  
Proposed Cllr M Carpenter                      Seconded Cllr J McIlwraith                      All in favour  
The minutes were duly signed

**5. Election of Committees**

The Appendix details the elected members of the Committees and the representatives from the Parish Council who will continue to sit on outside bodies and groups. A working group had evolved during 2025/26 to manage the requirements of the website and email changes recommended under Assertion 10 and this became a 3<sup>rd</sup> sub committee.

**5.1 Governance Committee**

*It was proposed that Cllr M Carpenter( as Chair ) , Cllr J Moesel and Cllr J McIlwraith continue to serve as elected members of the Governance Committee 2026/27 .*

Proposed Cllr M Carpenter                      Seconded Cllr McIlwraith    All in favour

**5.2 Planning Committee**

*It was proposed that, Cllr J McIlwraith ( as Chair ) Cllr P Collins, Cllr M Carpenter , Cllr A Green , Cllr J Moesel and Cllr T Squire continue to serve as elected members of the Planning Committee 2026/27*

Proposed Cllr M Carpenter                      Seconded Cllr McIlwraith    All in favour

**5.3 Website ( Assertion 10 ) sub Committee**

*Cllr M Wilson , Cllr J McIlwraith and Julie Carpenter , the Sampford Courtenay website co-ordinator continue to serve as elected members of the Website sub committee during the project lifetime*

**6. Appointment of other representatives**

A list of outside bodies, community groups and responsibilities are attached at the Appendix. The Councillor representatives attached to these groups maintained their responsibilities for a further year and continue to work in 2026/27.

**7. Adoption of the Parish Council Financial Regulations**

The Parish Clerk introduced this item and confirmed that there no amendments to the current financial regulations.

*It was proposed that the current Parish Council Financial Regulations be approved for 2026/27*

Proposed Cllr P Collins                      Seconded Cllr J McIlwraith    All in favour

**8. Adoption of the Parish Council Standing Orders**

The Parish Clerk confirmed that the Standing Orders had been revised in 2025 and required no further amendments this year

*It was proposed that the current Parish Council Standing Orders be approved for 2026/27*

Proposed Cllr M Carpenter                      Seconded Cllr A Green    All in favour

**9. Approval of Accounts for the 2025/26 Parish Council Year**

Copies of the accounts had been previously circulated to Councillors . The accounts had been reconciled against the bank statements and would be subsequently forwarded to the internal auditor.

*It was proposed that the accounts be approved as an accurate record for the 2025/26 Parish Council Financial Year.*

Proposed Cllr Carpenter                      Seconded Cllr A Green    All in favour

**10. Confirmation of Parish Council Meeting dates for the 2026/2027 year**

24 June 2026 , 16 September 2026 , 18 November 2026 , 6 January 2027 , 31 March 2027 and the APM , PCM and Open Parish meeting - 5 May 2027

Approval of Parish Council Meeting dates for the 2027/2028 year

23 June 2027, 15 September 2027 , 24 November 2027 , 5 January 2028 , 29 March 2028 and the APM, PCM and Open Parish Meeting – 10 May 2028

The meeting ended at 6.50pm and was immediately followed by the Parish Council Meeting.

Clerk . Malcolm Harris [clerk@sampfordcourtenay-pc.gov.uk](mailto:clerk@sampfordcourtenay-pc.gov.uk) 07732174071

## SCPC Officers and Committee Members 2026/27

The Chair does not sit on the Governance Committee but otherwise, both the Chair and Vice Chair are ex-officio members of all committees and free to attend as is considered desirable.

### **The Committees are:**

**Governance Committee:** a sub-committee who consider any grievances or complaints against the Parish Council. The Committee does not consider any complaints or grievances against members of the council. These are made to the West Devon Monitoring Officer; [www.westdevon.gov.uk](http://www.westdevon.gov.uk)  
***Cllr M Carpenter ( sub committee Chair ) Cllr J Moesel , Cllr J Mcllwraith***

**Planning committee:** this is a sub-group of councillors that can be called upon to consider applications that fall outside the council timetable.

***Cllr Mcllwraith (sub committee Chair) with Cllr M Carpenter, Cllr A Green, Cllr P Collins , Cllr T Squire , Cllr J Moesel .***

**Website ( Assertion 10 ) Committee** – a sub committee set up in 2026 to research and act upon the requirements under the Assertion 10 legislation for Parish Councils to manage websites and emails through .gov.uk

***Cllr M Wilson , Cllr J Mcllwraith and Julie Carpenter , the Community website co-ordinator***

## **Representatives on outside community groups and parish responsibilities**

**Footpath Lengthsperson:** A councillor who walks the footpaths within the parish twice yearly and reports to the Council, which forms the basis for P3 funding applications to DCC

***Cllr Carpenter (Lead) with Cllr Green and nominated Parishioners***

**Okerail Representative:** A Councillor who attends the Okerail meetings with reference to the reinstatement of the rail route through Okehampton / Hub

***Cllr Mcllwraith***

**Village Green:** The Clerk undertakes monthly checks and reports on the condition of the Play Equipment and liaises with the contractor, maintaining the Village Green

***Parish Clerk***

**Defibrillator Monitor:** Weekly checks on the Defibrillator and monthly reports to SWAST.

***Cllr Green***

**Eastern Links Representative:** quarterly meetings with local councils to discuss local topics.

***Cllr Wilson***

**Village Hall Representative:** Acts as liaison between Village Hall and the Parish Council.

***Cllr Green.***

**Dartmoor Rail Working Committee.** A group of local councils, agencies and members of the public liaising with GWR and Network Rail with a view to the opening of Sampford Courtney Station

***Cllr Mcllwraith & Cllr Moesel***

