



DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 JUNE 2026

Present : Cllr M Wilson (Chair) Cllr M Carpenter ,Cllr A Green , Cllr J Moesel , Malcolm Harris- Clerk

- 1 Chairs Welcome** – The Chair welcomed the Councillors to the meeting on a record hot day and hoped that parishioners were staying cool and hydrated. She highlighted that as part of the Parish Resilience Plan, Councillors are monitoring the advice given by the UKHSA. As with all extreme weather, the current conditions can have an adverse effect on the vulnerable and being a good neighbour to support those living within the community is essential. Parishioners who require support should register on the Priority Services Register with Western Power to ensure extra support during outages caused by the heat.
 - 2 Apologies:** Apologies were received from Cllr V Smedley, Cllr P Collins , Cllr J McIlwraith , Cllr S. Davies (DCC) Absent: Cllr T Squire
 - 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. Cllr J Moesel declared a personal interest in the St Andrews Church Planning item 1669/26/TPA. **Noted.**
 - 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). **None**
 - 4 Approval of Minutes** – It was resolved to sign the minutes of the Council meeting held on 6 May 2026 and previously circulated ,as an accurate record.
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| Proposed Cllr Wilson | Seconded Cllr Green | All in favour |
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- 5 Public Participation** – There were no members of the public present. However, a parishioner Julieann Evans had asked for an item to be put forward, regarding the upkeep of the planter box situated underneath the main notice board in the square. Julieann has volunteered to maintain the planter. Her offer of help was gratefully accepted and she would be asked to liaise with the current volunteer to ensure a smooth handover. **Clerk to action.**
 - 6 Planning**
 - 6.1 Planning Decisions by WDBC**
0489/26/FUL- replacement agricultural building to residential use –noted that WDBC were at the consideration stage
 - 6.2 Planning Applications**
 - a)3484/23/FUL Application for approval of details/ surface water – noted that WDBC required no public consultation
 - b)1669/26/TPA St Andrews Church – TI Sycamore – application to fell tree due to overhanging branches on neighbours property and cemetery graves - Cllrs Wilson, Carpenter and Green elected to send a No Comment response to WDBC
 - 7 Parish Priorities**
Cllr Wilson presented a report on the priorities and issues which had arisen from the Open Parish Meeting on 6 May 2026 . The Cllrs discussed the key priorities set out for the Parish Council for 2026/27 and proposed that the Parish Council adopt them for further action. A copy of the approved Parish Priorities will be available at www.sampfordcourtenay-pc.gov.uk

Proposed Cllr Wilson

Seconded Cllr Moesel

All in favour

8 Councillor and Clerk Items and Reports

8.1 Chairs Report – to include recent *Community Projects* (Village Green Picnic) *Training* (Defib/SWAST ; Cluster Day) , *Fund Raising Projects* (British Heart Foundation , Parish Enhancement from Dog Show,) *Local Issues* (Fly tipping) Cllr Wilson highlighted the active work that the community and the Parish Council had been involved with ,in recent months. She thanked the community for their support in celebrating the Village Green Picnic in June, which would now become an annual event. There had been some excellent fundraising through the Defibrillator training locally which had raised over £80 for the British Heart Foundation and the Dog Show which raised £750 thanks to Julie and Cllr Mike Carpenter for organising another successful event and donating the proceeds to the Village Green Project.

8.2 Internal Audit Report 2025/26 – the Clerk presented the Internal Audit report, a copy of which had previously been circulated to Councillors for information. The Chair spoke of the Parish Council's gratitude to Rachel Avery, the appointed Internal Auditor, for her support in this year's Annual Internal Audit. Her comments and observations have shown that the Council continue to demonstrate good governance and meet all legal requirements of a competent Council working effectively for its Parishioners.

8.3 Internal Audit Action Plan 2025/26 – the Clerk presented the Internal Audit Action Plan for approval. The actions were based upon the recommendations of the internal auditor, following the internal audit, and the Plan had been previously circulated to all Councillors.

It was proposed that the Action Plan based on the recommendations of the Internal Audit 2025/26 be approved

Proposed Cllr Wilson

Seconded Cllr Carpenter

All in favour

8.4 External Audit 2025/26 a) approval of the Assets Register 2026/27 and b) the Exercise of Public Rights Dates

It was proposed that a) the updates to the Assets Register were approved as a true record of the Council's current Assets and b) the Exercise of Public Rights dates for publication be agreed as from 29 June 2026 to 07 August 2026.

Proposed Cllr Wilson

Seconded Cllr Moesel

All in favour

8.5 Road Warden Scheme and Speed Awareness Project – the Clerk updated the meeting on the research and project development to date. A volunteer had come forward at the May Open Parish Meeting. The Clerk had met the Road warden at Sticklepath Parish Council in order to understand the implications of signing up to the DCC Road Warden Scheme. All road wardens require DCC training and the Public Liability must be covered by the Parish Council. The insurance for any work necessary, and the cost implications such as materials are covered by DCC. The Parish Council considered that the Road Warden in Sampford Courtenay would be asked to organise pot hole filling on a local basis.

It was noted that a volunteer had come forward at Open Parish Meeting, to undertake Speed Awareness Training. Cllr M. Wilson agreed to contact the Devon and Cornwall Police to obtain details of the training programme.

It was proposed that the Parish Council contact the County Council, with a view to progressing the Scheme.

Proposed Cllr Wilson

Seconded Cllr Carpenter

All in favour.

8.6 Increase in mileage allowance – HMRC have indicated that the standard mileage allowance will increase from 45p per mile to 55p per mile as from 1st April 2026. In line with the Clerk's contract of employment, the new mileage will start from 1st April 2026. The financial implications will be an £30 increase to the budget over the financial year 2026/27.

It was proposed that the mileage increase set by HMRC would be accepted and backdated from April 1st 2026.

Proposed Cllr Wilson

Seconded Cllr Moesel

All in favour

8.7 Fibre broadband in Sampford Chapple Hamlets -Cllr Wilson updated the meeting on the issues surrounding lack of connectivity. Bush Broadband have approached the Council to outline their potential contract to connect fibre broadband to areas in the Parish currently unsupported by existing contractors. The Chair will continue to liaise with the company and report back to the September meeting.

8.8 Website Development – Cllr Wilson told the meeting that the work has now been completed by Goldcoast to rectify a number of the accessibility issues following the review. The website is fully functioning but will require ongoing work to continue to meet the standards required.

8.9 Register of Interests - a recent change in legislation (Section 32A of the Localism Act 2011) has meant that Councillors home addresses are no longer required on their Register of Interests information , which is publicised by the local authority. Changes come into effect at the end of June 2026. The Clerk will be completing all Register of Interest form changes on behalf of Councillors and submitting them to West Devon Borough Council.

9 Finance

9.1 Monthly Accounts –the report had previously been circulated to Councillors and was duly noted.

9.2 Payments and Transfers – the approval and ratification of the published record (Appendix A)
It was noted that the Yu-Energy amount was £13.07 and not £13.50 as stated.
It was noted that there was a £7 bank charge for May.
Additional payments for approval were as follows: Clerks Salary June £227.84 , and HMRC tax 1st quarter £170.60
It was proposed that June 2026/ 2027 Payments and Transfers be approved and ratified as a correct record.

Proposed Cllr Wilson

Seconded Cllr Moesel

All in favour

9.3 Bank Mandates – approval of bank mandates for 26/27 -

There are currently 2 direct debits in place. 1) Yu Energy for electricity at the toilet block (monthly @ £13.50) and 2) the Information Commissioners Office for the Data Protection fee (annually – this 2026/27 year @£47)
It was proposed that the Bank mandates for 2026/27 be approved.

Proposed Cllr Wilson

Seconded Cllr Moesel

All in favour

9.4 Unity Trust Bank Signatories – updating to the, gov.uk e-mail addresses

Those Councillors who acted as signatories were asked to log into the Unity Trust Bank and follow instructions for the “change of email address” process.

10 Village Hall Update – Cllr Green gave an update as the Village Hall representative. The recent successful Open Gardens event had attracted in the region of 190 people and the profits had been divided between the Village Hall and St Andrews Church. Other events planned in forthcoming months included a Quiz night, and a Skittles evening. The committee had recent changes. The Chair was Anthony Morris and Vice Chair, Cllr Andrew Green

11 Date of the next meeting – 16th September – Item for Agenda - Project Plan for the Village Green

There being no further public business, Part A of the meeting closed at **8.40pm**, and the Council took a Part B to discuss a confidential item. There were no members of the public or press present to exclude.

PART B

Confidential items – In consideration of the Public Bodies (Admission to Meetings) Act 1960 – to agree any items to be dealt with after the public and press have been excluded .

B1) Clerk’s Incremental pay scale Cllr M. Wilson had previously circulated the Parish Clerk’s interim assessment report to all Councillors.

Councillors confirmed that the Clerk be employed on an incremental pay scale. Following the probationary review, it was agreed to confirm the Clerk’s contract with an increment to be confirmed on the date of appointment, and following a positive annual appraisal.

Malcolm Harris : contact : Clerk@sampfordcourtenay-pc.gov.uk mob.. 07732 174071

Appendix A

Payments and Transfers and Receipts for approval/ratification – 24 June, 2026

Payments			
Details	Amount	Notes	Status
Unity Bank	£7.00	Bank service charge – April	Paid
South West Water	£76.44	Water – Toilets	Paid
Clear Councils	£545.29	Annual Parish Council Insurance	Paid
M.Wilson	£10.33	Expenses – Open Parish Meeting.	Paid
T.Davey	£250.00	Village Green – Maintenance	Paid
Information Commissioners Office.	£47.00	Annual data protection direct debit.	Paid
M.Harris	£227.64 £10.65	Parish Clerk – Salary – May Clerks expenses – stationary	Paid
P. Mallet	£114.00	Toilet Cleaner – Wages – May	Paid
Gold Coast Media	£74.40	Web site – development 1 hour every 2 months at £62.00 per hour.	Paid
Bourne Carpentry	£140.40	New handles for toilets	Paid
Yu-Energy	£13.07	Electricity - Toilets	Paid
R. Avery	£200.00	Internal Audit fee 25/26	Approved
M.Harris	£90.00	Home allowance – 1 st quarter April – June.	Approved
M. Wilson	£36.02	New padlock for Village Green gate.	Approved
M. Wilson	£14.99	Picnic on the Village Green.	Approved
Yu-Energy	£13.50	Electricity - Toilets	Paid
Unity Trust Bank	£7.00	Bank – Charges May	Paid
M.Harris	£227.84	Clerks Salary - June	Approved

HMRC	£170.60	Clerks salary – Tax 1 st Quarter	Approved
Total Payments	£2,283.17		
Income			
Pub Quiz	£124.00	Funds raised Quiz	Transferred into EMR.
Dog Show	£750.00	Funds raised	Paid direct into EMR – Village Green Project.
SeaMoor Lotto	£17.50	Lotto win	Paid direct into EMR.
Total Income	£891.50		
Transfers between accounts			
Transfers from EMR to Current 1			
EMR Toilet Maintenance.	£117.00	New handles for toilets	Approved
Total transfers to Current 1	£117.00		
Transfers from Current to EMR			
EMR - Parish Enhancement	£124.00	To EMR – Village Green Project.	Transferred
Total transfers to Reserve Account.	£124.00		
Account Balance before the pending transactions. @ 17.06.26			
Current account	£3,918.37		
Reserve account balance	£21,810.57		

Note payments in red were put forward for approval at the meeting