

12.05.15

Summonses to the 2015 Annual Parish Meeting and to the 2015/16 Annual Meeting of Sampford Peverell Parish Council to be held on Tuesday 12 May 2015 in the Memorial Hall, Lower Town, Sampford Peverell, starting at 7.00 pm, were distributed with the agenda and supporting papers to all Members on 1 May 2015.

Agenda

As distributed.

2015 Annual Parish Meeting

2015/16/001

The Chairman, Cllr Colin Passey, opened the meeting at 7.03 pm and welcomed Cllr Mrs Bainbridge (MDDC) also returned members of the Parish Council. He also welcomed parishioners Mr David Sweatman, Mr Simon Bartlett, Mr Andrew Brown, Mr Robin Hazelton, Mrs Chrissie Holland and Mrs Christine Mason. Cllr Passey noted the election of Cllr Bainbridge and Mrs Christine Collis as MDDC Ward Members.

2015/16/002

Apologies: none received.

Parish Councillors (returned unopposed at May 2015 elections) present:

Cllr C Passey, Chairman (2014/15):

Cllrs I Adlington, H Culpin and D Cutts.

2015/16/003

Minutes of the 2014 Annual Parish Meeting held on 13 May 2014 were read by the Clerk. It was noted that these Minutes had already (on 22 July 2014) been approved by the full Parish Council.

Matters arising - none.

2015/16/004

Chairman's annual report.

Cllr Passey presented his report for 2014/15. He expressed thanks to the Clerk, to the District and County Members, Cllrs Lucas, Bainbridge and Radford, to the Vice-Chairman, Cllr C Port, and to all Members for their support throughout the year. He noted that the year had been mostly free of contentious planning issues, however the proposal to construct a cattle transfer station had been opposed by many, but had received permission by MDDC Planning Committee. Proposals for development at J27 had been discussed at a public meeting: no actual planning application has yet been made by the developers. Another application that has caused much interest is the proposal by First Great Western to make permanent the temporary coach park on Station Road for use as an additional car park: it is hoped to incorporate a safe route to the station for pedestrians and 'cyclists in this development.

The establishment of Working Groups within the Parish Council has enabled attention to be paid to matters such as hedge and tree maintenance, the state of roads, and the problem of litter.

Cllr Passey explained that because of funding cuts imposed on County and District Councils, alternative ways of paying for some services have to be found. The contribution now required towards the upkeep of the public conveniences in Lower Town is but one example. It is anticipated that contributions towards grass cutting will be necessary in the future. For this reason there had had to be an increase in the Parish precept for 2015/16.

Cllr Passey paid tribute to Mel Lucas who had retired his seat on MDDC in the recent elections: he has contributed many years of service to both the Parish and District Councils. Also Charlie Port was thanked for his years of service as a Parish Councillor following his retirement from the Council. The full text of the Chairman's report will be published in "Parish News".

2015/16/005

2014/15 accounts. The Clerk presented a summary income and expenditure account for the financial year to 31 March 2015 and then answered questions on the precept and the effect of Council Tax Support Grant, also on Section 137 payments. The accounts were noted.

2015/16/006

Open Forum (for parishioners' questions on Parish matters):

continued.....

2015/16/006 continued.....

Mr Brown reported his concerns regarding the visual obstruction caused by bushes where the A361 meets the roundabout at J27. This will be reported to Cllr Radford.

Mr Brown also spoke about the parking problems on Whitnage Road and of the increasing presence of dog muck in the village. Cllr Passey explained the involvement of the PC in these matters.

Mr Bartlett asked if MDDC is to close the amenity car park in Lower Town. There followed discussions on the problem of over-night parking and how this might be resolved.

Mr Hazelton referred to the new access to the 'Old Cattle Shed' in Lower Town. Its unfinished state has made the use of the grass verge by pedestrians rather hazardous. The involvement of MDDC's Enforcement Officer was explained and completion of the work will be urged.

2015/16/007

There being no other business, the 2015 Annual Parish Meeting was declared closed at 7.40 pm.

2015/16 Annual Meeting of the Parish Council

2015/16/008

Declarations of Acceptance of Office by returned Members:

Cllrs C Passey, I Adlington, H Culpin and D Cutts signed Declarations which were countersigned and retained by the Clerk.

2015/16/009

Co-option of additional Members:

Mrs Christine Holland, Mrs Christine Mason and Mr David Sweatman indicated their willingness to accept co-option onto the Parish Council. Their co-option was proposed by Cllr Cutts, seconded by Cllr Adlington and agreed by the other two Members. They each signed Declarations of Acceptance of Office, which were countersigned and retained by the Clerk.

Expressions of interest from two parishioners are to be followed-up by Cllrs Culpin and Sweatman. Letter from Charlie Port, confirming his wish to retire, read to the meeting.

2015/16/010

Copies of the Code of Conduct for Members were distributed together with forms for the Declaration of Registrable Interests for Members' completion, the latter to be taken to MDDC offices in Tiverton for checking within 28 days of this meeting.

2015/16/011

Election of Chairman and Vice-Chairman for 2015/16:

Cllr Bainbridge was invited to conduct the election of Chairman.

Cllr Passey was proposed by Cllr Culpin, seconded by Cllr Mason and agreed *nem con*. Cllr Passey accepted the nomination and resumed the Chair, there being no other nominations.

Cllr Passey called for nominations for Vice-Chairman. Cllr Cutts was proposed by the Chairman and seconded by Cllr Sweatman. Cllr Cutts indicated his willingness to stand. There were no other nominations. All present indicated their agreement and thus Cllr Cutts was unanimously elected.

Both the Chairman and Vice-Chairman signed Declarations of Acceptance of Office which the Clerk witnessed and retained.

2015/16/012

Open Forum: there were no matters to be raised.

2015/16/013

Apologies: none.

Members present:

Cllr C Passey, Chairman

Cllr D Cutts, Vice-Chairman

Cllrs I Adlington, H Culpin, C Holland, C Mason and D Sweatman.

2015/16/014

Minutes of the meeting of the Parish Council held on 24 March 2015 approved on the proposal of continued.....

2015/16/014 continued.....

Cllr Holland, seconded by Cllr Culpin, agreed *nem con* and signed by the Chairman.

- Matters arising: none.
- Declarations of Interest: none made.

2015/16/015

Planning matters:

a) applications considered by sub-committee:

i) 15/00448/FULL: Mr M Johnson: erection of a dwelling: adj to Jersey Cottage, SP. Outside of settlement limit: not supported: noted.

ii) 15/00507/MFUL: First Great Western: new surface car park with associated lighting: land near Tiverton Parkway, SP. Supported in principle, but the extra traffic movements require mitigating measures to ensure safety of pedestrians and 'cyclists (footpath with lighting and 30/40 mph speed limit on Station Road): noted.

iii) 15/00460/FULL: Mr P Netherway: erection of an agricultural livestock building: Great Landside, Westleigh. No objection: noted.

iv) 15/00521/CAT: SPPC: notification of intention to fell 1 white beam and 1 silver birch, and to carry out works on 5 silver birch and 1 chestnut tree: recreation ground, Lower Town, SP. This is the Parish Council's application. The Clerk reported that MDDC is minded to impose a Tree Preservation Order on some of the trees concerned. Cllr Bainbridge to investigate.

v) 15/00333/FULL: erection of a two storey extension with porch/utility and garage: 53 Boobery, SP. No objection: noted. (Note: this is the first electronic consultation received by SPPC.)

vi) 15/00454/FULL: erection of an agricultural livestock building: Bycott Farm, Halberton. No comment.

vii) 15/00382/FULL: erection of an agricultural livestock building: land at Red Linhay, Crown Hill, Halberton. No comment.

b) planning decisions notified:

i) 15/00227/FULL: Mrs E Hawden: erection of a two storey extension to form replacement garage and utility room, with additional living accommodation over (revised scheme): 27 Court Way, SP. Permission granted: noted.

ii) 15/00422/PNAG: Mr A Branton: prior notification for the construction of an agricultural track: land at Locks Farm, Whitnage. Noted.

iii) 15/00419/PNAG: Mr P Netherway: prior notification for the erection of an extension to an agricultural storage building: Great Landside Farm, Westleigh. Noted.

c) Appeals notified: none.

d) new applications notified by 1 May 2015: none.

e) matters notified after 1 May 2015: none.

f) enforcement matters: none.

g) Planning correspondence:

Section 106 Agreement Pooling Restrictions amendments as circulated 12.4.15: noted.

Pre-application consultation by York Green Renewables: single wind turbine at Westleigh Poultry Farm. Noted.

2015/16/016

Report from the Community Police Officer for 1.4.14 to 31.3.15 received and circulated 11.5.15.

Figures show an increase of 41.9% on the previous year. PCSO J Sims sends apologies for his absence.

Community Speed Watch: Cllr Sweatman states that the equipment has gone and that permits have expired. He will investigate.

NHW: Cllr Mason reported nuisance from cold callers. The meeting felt that the person affected *should contact the Police at the time of the incident.*

continued.....

2015/16/017

Reports from County and District Councillors:

No County report in the absence of Cllr Radford.

Cllr Bainbridge spoke of the departure of several District Members at the recent elections. The first full council meeting has not yet taken place. MDDC Committee structures will then be determined.

2015/16/018

Working Groups: reports:

Community Safety: Cllr Sweatman had nothing to report. Papers concerning the Raddon Hills group of parishes (meeting held on 24 February 2015) had been circulated on 30.4.15.

Environment: Cllr Holland gave an update on proposed work on the Station Road triangle. The trees in the Recreation Ground are subject to a Conservation Area Consent application (see Planning matters, above). Cllr Mason told the meeting that the offer made for the 22 Lower Town property had been rejected by the vendor's agents.

Publicity: Cllr Culpin gave an update on the website.

Parish Plan/Funding: Cllr Cutts reported that two applications to the TAP Fund made in 2014/15 had been successful (Pavilion furnishings and Recreation Ground improvement). It is understood that the scheme will operate again in 2015/16.

It was agreed that the Working Groups will continue as in 2014/15 under the Chairmanship of

Cllr Sweatman: Community Safety

Cllr Holland: Environment

Cllr Passey: Publicity

Cllr Cutts: Parish Plan/Funding.

2015/16/019

It was agreed to defer agenda items 12 (Sampford Lands Charity: appointment of PC Trustees) and 14 (Annual walk of Parish footpaths, 2015) until a later date. The Chairman will devise a set of walks.

2015/16/020

Highways and other village matters:

a) Spring litter-pick: Cllr Passey expressed appreciation to all who took part. There had been appreciable quantities of litter found, and depressingly, more was seen after only a few days. It was suggested that the PC should purchase several sets of pickers, hi-viz jackets, bags and rings.

Cllr Holland to obtain quotes for 5 sets. This would enable a team of volunteers to pick on a continuing basis: volunteers to be sought via the website and "Parish News". The twice-yearly litter-picks will be retained. The School could be involved with an awareness campaign.

b) Housing Needs survey report: deferred to next meeting.

c) Footpath (amenity car park to Lower Town). Believed to be owned by MDDC. Action to be chased by Clerk.

2015/16/021

Finance:

a) Statement of Accounts: as at 2 May 2015 balances were as follows...

Business Reserve account: £3,948.34

Current account: £14,238.04 (which includes the 2015/16 precept of £8,700.00, also £1,491.39 held in the name of the Parish Plan Group and £nil belonging to the Sports Pavilion Fund (the previous balance of £788.39 having been paid to Mr F Harding to cover receipted invoices re the pavilion paid from his personal funds)). The payment of Devon Communities Together (Housing Needs survey fee of £300.00) has not yet been presented: payment will be made from the Parish Plan Group balance).

Accepted on the proposal of Cllr Holland, seconded by Cllr Culpin and agreed *nem con*.

b) Authority to pay accounts rendered:

i) M J Aspray: Clerk's salary for April 2015: £283.00.

ii) M J Aspray: Clerk's salary for May 2015: £283.00.

iii) M J Aspray: Clerk's expenses to 2 May 2015 as presented to the meeting: £48.09.

continued.....

2015/16/021 b) continued.....

- iv) Sampford Peverell Magazine Fund: agreed donation for 2015/16: £200.00: (cheque amended to make payable to S Bartlett, who acknowledged with thanks this donation to the magazine).
- v) Sampford Peverell Village Hall & Recreation Ground Charity: agreed grant for 2015/16: £2,000.00.
- vi) D Sweatman: expenses re Spring litter pick as claimed: £14.35.

In addition two cheques were issued for grants from the 2014/15 TAP Fund

- £670.00 to the VH Charity for works to improve the Recreation Ground, and
- £550.00 to F Harding for equipment already purchased for the sports clubhouse/pavilion.

Eight cheques issued with the unanimous approval of Members.

Note: the annual insurance premium is due on 1.6.15. The present insurers, Aon Ltd, have quoted £553.83. A quotation in the sum of £358.81 for a comparable policy has been received from Zurich Municipal. Cllr Adlington will examine both policies and a cheque will be issued and sent ahead of the renewal date to Aon or Zurich as appropriate.

[Cllr Bainbridge left the meeting at 9.20 pm]

- c) Approval of accounts for 2014/15: the accounts statement was accepted on the proposal of Cllr Holland, seconded by Cllr Culpin, agreed *nem con* and signed by the Chairman and by the RFO.
- d) The arrangements for the internal audit and the appointment of Mr Steve Wright as Internal Auditor were approved on the proposal of Cllr Passey, seconded by Cllr Cutts and agreed *nem con*.
- e) External audit: approval of the statement of account and of the annual governance statement for 2014/15 (pages 2&3 of the Annual Return): proposed by Cllr Holland, seconded by Cllr Sweatman and agreed *nem con*.
Both sections of the Annual Return were signed by the Chairman and by the Clerk/RFO.
- f) Bank mandate: the Clerk stated that changes to the authorised signatories for the PC's bank accounts would be made following co-options to fill the two vacant seats.

At 9.40 pm the Chairman announced that the meeting would be adjourned until Tuesday 2 June 2015 (subject to booking of the Committee Room) for completion of the business of the Annual Meeting of the Parish Council.

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The 2015/16 Annual Meeting of the Parish Council was continued on Tuesday 2 June 2015 at 7.00 pm in the Committee Room of the Memorial Hall. A reminder was sent to all Members on 25 May 2015 and invitations to attend sent to Lynda Taylor and Martin Stott through Cllrs Culpin and Sweatman.

2015/16/022

The Chairman, Cllr C Passey, opened the meeting at 7.00 pm.

2015/16 023

Apologies received from Cllr C Holland (who will be late).

Members present:

Cllr C Passey, Chairman

Cllr D Cutts, Vice-Chairman

Cllrs I Adlington, H Culpin, C Mason and D Sweatman.

In addition the following were present: Mr Martin Stott, Mrs Lynda Taylor and Mr Stuart Brooks.

2015/16/024

MUGA funding: Stuart Brooks was invited to address the meeting. Stuart explained that he is the Chairman of the Youth Football Team and that following the merger of Uffculme and Sampford Peverell youth teams there is a total membership of about 160. They only have three pitches available for matches and training: there is a need for training facilities. The redundant tennis court in the sports field in Whitnag Road could be made into a multi-use games area (MUGA) and an application for continued.....

2015/16/024 continued.....

funding has been made to Viridor for £97,000. It is necessary for 10% to be raised locally: they already have £8,000. That 10% goes to Viridor who then release the grant. Stuart sought guidance on how the Parish Council will handle payments for work and re-claim the VAT element.

Stuart confirmed that £97k + VAT was the best and lowest of three tenders.

The Parish Council will set up a MUGA Committee comprising Cllrs Passey, Cutts and Adlington, to which Fred Harding and Stuart Brooks will be co-opted.

Ideal construction time is September and should take 3 weeks.

Stuart Brooks left the meeting at 7.30 pm.

2015/16/025

Sampford Lands Charity: appointment of Parish Council Trustees.

By letters the Charity has advised that it wishes to appoint, subject to PC approval, Mrs L Turner and Mrs E Sanderson (whose 3-year terms of office end in 2015), also Mrs P Harding and Mrs H Hirst (as Trustees to replace Mr G Conn). Appointment of all four will create more Trustees than the original Scheme adopted by the Charity Commission in 1895 allows, the other PC co-optees being Mrs J Wright and Mr D Sweatman. Clerk to write to the Charity's new Secretary, Mr L Jackson, for clarification.

2015/16/026

Annual walk of Parish footpaths, 2015.

Cllr Passey stated that the 2014 walks had not been a success, attracting very few participants. He feels that the walks need to have a more informal approach, perhaps ending at a pub. Cllr Passey will devise a revised series of walks to cover all footpaths in the Parish. Copies of the definitive map are available for all Members.

The Clerk spoke of a matter reported to him by Mrs Joan Baker (12 Boobery): the footpath from the Village Hall to Chains Road has three field gates: each gate has dropped on its hinges, making it very difficult to close properly. Mrs Baker is concerned because if a gate is not properly closed stock could stray. Cllr Passey to investigate, and with Cllr Sweatman's help, to contact the relevant farmers or owners to advise and to seek repairs.

2015/16/027

Reports by 2014/15 Parish Council representatives:

a) VH & RG Charity Committee: Charlie Port has retired from the Parish Council and from the VH & RG Charity Committee: no report available.

b) Canal Advisory Committee: Cllr Cutts had already circulated his report.

c) Sampford Peverell Society: Cllr Culpin's report included details of forthcoming visits and talks: it had already been circulated.

d) SP & District Twinning Association: the minutes of the meetings held on 12 April and 3 May 2015 had already been circulated.

e) Tree Wardens: Cllr Mason spoke to the report from Peter Bowers which had been circulated on 20.4.15. Peter referred to the grassed area adjacent to the car park entrance and the wish of the Tree Wardens to plant bulbs there. He raised the question of future maintenance of the area. The possible work to improve drainage of the adjacent footway would need to be done before any bulb planting. Cllr Mason also raised the possibility of changes to the car park with the possible introduction of a charging scheme by MDDC. The Chairman has already raised this with Cllr Collis (MDDC) seeking clarification and to ensure that local consultation takes place prior to the introduction of charging.

2015/16/028

Appointment of Members to Committees of the Parish Council for 2015/16: it was unanimously agreed that membership of the Planning Committee and of the Finance Committee will continue to include all Members.

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2015/16/028 continued.....

It was also agreed that the Pavilion Committee be disbanded now that the pavilion is constructed and in regular use.

The newly created MUGA Committee....see 2015/16/024, above.

2015/16/029

Appointment for 2015/16 of Parish Council representatives:

It was unanimously agreed that the following Members would act as Parish Council representatives:

- Village Hall & Recreation Ground Charity Committee: Cllrs Adlington/Passey.
(The Clerk to write to Christopher Chesney to ensure that both are advised of the date of the next meeting).
- Canal Advisory Committee: Cllr D Cutts.
- Sampford Peverell Society: Cllr H Culpin
- Sampford Peverell & District Twinning Association: Cllr H Culpin will cover this temporarily. It is hoped that one of the new Members will take on this role.
[Cllr Holland joined the meeting at 7.55 pm]
- Tree Wardens: Cllr C Mason will liaise with Peter Bowers.

2015/16/030

Appointments for 2015/16:

- Publicity Officers of the PC (Cllr Passey and the Clerk) by unanimous agreement.
- Responsible Finance Officer (RFO) of the PC (the Clerk, by unanimous agreement of the Members).

2015/16/031

Correspondence:

- a) DALC: invitation to join (cost £262.43 pa). No further action.
- b) SP C of E Primary School: letter to Chairman re new foundation stage unit opening in September 2015. In response Cllr Passey hopes to visit the School and to meet the Head, Lyn Brimson.
- c) DCC Highways re road closure in High Street, Halberton at the time of local government and the General elections: noted.
- d) PCSO Dion Howells (Tiverton) re funding for a community police boat for use on the Canal. Possible use of TAP funds by Parishes along the Canal.
- e) Holcombe Rogus PC: invitation to presentation on projectors.

2015/16/032

Next bi-monthly business meeting: to be on Tuesday 28 July 2015 at 7.00 pm in the Committee Room of the Memorial Hall subject to confirmation: agenda items deadline - Friday 17 July 2015.

The dates for other meetings for 2015/16 to be as listed on the agenda, subject to booking, with the exception that the 2016 Annual Parish Meeting and the 2016/17 Annual Meeting of the Parish Council will be on Wednesday 11 May to avoid a clash with other Hall users.

[The dates have since been confirmed, but note please that the September meeting will take place on Tuesday 6 October 2015.]

The Chairman hopes to reinstate the Social Evening: it should not be combined with the Annual Parish Meeting. The Publicity Working Group will meet to discuss options and timing.

2015/16/033

Other matters by leave of the Chairman:

- a) Cllr Mason reported an incident when Chains Road was blocked by careless parking of a car: Graeme Cottrell had been unable to get a tractor and trailer passed. The meeting advised that the Police should have been immediately involved.

It was also emphasised that pot-holes and other highways defects should be reported to the DCC help desk and followed up as appropriate if action is not taken.

- b) Housing Needs survey: agreed that Cllrs Passey, Culpin and Mason will meet to consider the report, with further action to be decided at a future meeting of the PC.

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2015/16/033 continued.....

c) Cllr Holland gave an update on the work on the Station Road triangle. She reported that John Hewitt may need a hired jack-hammer to assist with the erection of gate posts. Agreed that the Parish Plan fund monies could be used as necessary for this project.

[Martin Stott and Lynda Taylor left the meeting at 9.00 pm]

d) Planning matters:

i) The Chairman will e-mail Cllr Bainbridge re the Station Road car park application which is with MDDC's Planning Committee on 3 June (nobody able to attend).

ii) Tree works in Recreation Ground: the Clerk gave an update on the PC's application for Conservation Area Consent. Disquiet was expressed that the personal views of the MDDC Tree Officer should determine the application, contrary to the views of a qualified tree surgeon. Suggested that a letter of complaint be sent to the CEO of MDDC objecting to a decision taken apparently on personal preference. [After the meeting further correspondence was exchanged with MDDC and a formal objection to the ratification of the Tree Preservation Order was made on behalf of SPPC by the Clerk. It is also known that the adjacent occupier has objected.]

There being no other business, the meeting was closed at 9.15 pm.