

11.05.16

Summonses to the 2016 Annual Parish Meeting and to the 2016/17 Annual Meeting of Sampford Peverell Parish Council to be held on Wednesday 11 May 2016 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 4 May 2016.

Agenda

As distributed.

2016 Annual Parish Meeting

2016/17/001

The 2015/16 Chairman, Cllr Colin Passey, opened the meeting at 7.00 pm and welcomed parishioners Mr David Sweatman, Mr Basil Husbands, Mr David and Mrs Mary Hennings and Mr Bruce Brown, also two ladies involved in the playground re-development scheme, Alix and Katie, as well as Members present.

2016/17/002

Apologies: Cllr H Bainbridge (MDDC) expects to be late due to Committee Meeting. PCSO J Sims. Parish Councillors present:

Cllr C Passey, Chairman (2015/16):

Cllr D Cutts, Vice-Chairman (2015/16):

Cllrs I Adlington, H Culpin, C Holland, C Mason, L Taylor and T Leaman.

2016/17/003

Minutes of the 2015 Annual Parish Meeting held on 12 May 2015: noted that these Minutes had already (on 28 July 2015) been approved by the full Parish Council. Copies given to all present and circulated to Members.

Matters arising – the Clerk advised the meeting that matters raised by parishioners (including visual obstruction on approach to J27 roundabout and the unfinished access to the Old Cattle Shed in Lower Town) had been resolved.

2016/17/004

Chairman's annual report.

Cllr Passey presented his report for 2015/16. He expressed thanks to the Clerk, to the District and County Members, and to all Members for their support throughout the year. The report included planning issues, highways improvements, the Station Road triangle, the new disabled pedestrian access to the Sports Field, a housing needs survey, litter picks, the community "Showcase" event and the new village website. Cllr Passey ended by paying tribute to David Sweatman, thanking him for his many years of service to the Parish Council and to many other village organisations. [The full report is posted on the Parish Council's pages on the village website]. Finally, David was presented with a gift as a token of the Council's appreciation.

2016/17/005

2015/16 accounts.

The Clerk presented summary income and expenditure accounts for the financial year to 31 March 2016. There were no questions raised. The accounts were noted.

2016/17/006

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

The Chairman invited Alix and Katie to talk about their proposals for improvement of the playground in Lower Town. A paper outlining the proposals and including the results of a survey of views of parents of children at the village primary school as well as a fund-raising timetable, had already been circulated to Members. Quotations are being sought (it is thought that the project will cost in the order of £80,000) and funding sources investigated. On the proposal of Cllr Passey, seconded by Cllr Cutts and agreed *nem con* a sub-committee will be set up when required. In the meantime, Alix and Katie will work with Cllr Culpin who in turn will act as the contact with the Parish Council.

Mr Bruce Brown asked about arrangements for grass cutting for verges within the village, in particular around the planters in Turnpike and Lower Town. He stated that he would be happy to look after both areas, although he would not wish to cut these areas only for the council team to do the job again a few

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2016/17/006 continued.....

days later. Cllr Holland will try to establish the schedule of work for the council's team so that Bruce can make intermediate cuts.

2016/17/007

There being no other business, the 2016 Annual Parish Meeting was declared closed at 7.28 pm.

2016/17 Annual Meeting of the Parish Council

2016/17/008

Election of Chairman and Vice-Chairman for 2016/17:

a) 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.

b) election of Vice-Chairman:

Cllr Passey called for nominations for Vice-Chairman. Cllr Cutts was proposed by Cllr Holland and seconded by Cllr Adlington. 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.

2016/17/009

a) Code of Conduct: on the proposal of the Chairman, seconded by Cllr Cutts and agreed *nem con*, the MDDC Code of Conduct will continue to apply to Members of SPPC.

b) Standing Orders of SPPC: Standing Orders had been drafted by the Chairman and circulated to Members ahead of the meeting. On the proposal of Cllr Cutts, seconded by Cllr Holland and agreed *nem con*, these are adopted for future use.

The Code of Conduct and the Standing Orders will be included in the Parish Council's webpages.

2016/17/010

Open Forum: there were no matters to be raised.

2016/17/011

Apologies: as for the Annual Parish Meeting (see above).

2016/17/012

Minutes of the meeting of the Parish Council held on 22 March 2016 approved on the proposal of Cllr Culpin, seconded by Cllr Leaman, agreed *nem con* and signed by the Chairman.

- Matters arising: the Chairman will seek to establish if the TAP Fund will be available during the fiscal year of 2016/17 as in previous years.

- Declarations of Interest: none made.

[Cllr Mrs Bainbridge (MDDC) joined the meeting at 7.40 pm]

2016/17/013

Planning matters: applications considered by sub-committee/planning decisions notified by MDDC/Appeals notified/new applications and matters notified after 4 May 2016/enforcement matters: see attached spreadsheet (Planning Applications – April - May 2016). Noted with one amendment: application 16/00398/HOUSE: extension at 59 Boobery, SP has been refused permission.

Planning correspondence: comments made by some Members that the MDDC website is difficult to access for planning details. Noted.

North West Cullompton Masterplan Supplementary Planning Document already circulated: noted.

J27 development Scoping Report: comments required regarding the completeness of the list of matters to be included. Members consider that, considering the proximity of the site and the fact that the village looks down on it, more viewing points from the village should be included. The Chairman offered to circulate his comments on the Report.

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2016/17/014

Finance:

a) Statement of Accounts: as at 18 April 2016 balances were as follows...

Business Reserve account: £3,950.31

Current account: £32,006.62 (which includes the 2016/17 precept of £9,700.00, the £20,000.00 private loan re the MUGA VAT payment, also £1,191.39 held in the name of the Parish Plan Group).

Accepted on the proposal of Cllr Passey, seconded by Cllr Cutts and agreed *nem con*.

b) payments made since last meeting (as listed on the agenda):

i) A R Brown: bus shelter repair: £160.00 (as per accepted quotation)

ii) C Passey: "Showcase" expenses as per presented receipts: £113.66

iii) SPVH&RG Charity: hall hire 16 April 2016 as per invoice: £45.50

(thus "Showcase" cost was £159.16 in total. Budget was £250.00 with a further £150.00 unspent allocation from 2013/14 available)

All agreed and noted.

c) Authority to pay accounts rendered:

i) M J Aspray: Clerk's salary for April & May 2016: £566.00

ii) M J Aspray: Clerk's expenses to 4 May 2016 as presented to the meeting: £52.01

iii) Sampford Peverell Parish Magazine: agreed donation for 2016/17: £200.00: (cheque to be sent to Treasurer, Gerald Dinnage)

iv) Zurich Municipal: insurance premium due 1 June 2016 as invoiced: £371.63

v) Sampford Peverell Village Hall & Recreation Ground Charity: agreed grant for 2016/17: £2,000.00

vi) DALC: membership fee (Members unanimously agreed on the proposal of Cllr Passey, seconded by Cllr Holland that the Parish Council should join, provisionally for one year) as per invoice: £261.26 (incl VAT)

Also two additional payments.....

vii) C Passey: gift card for David Sweatman (gift) per receipt: £25.00

viii) SPVH&RG Charity: hall hire for APM/AGM 11 May 2016 per invoice: £17.00

Members unanimously agreed that all eight cheques be issued.

d) Approval of accounts for 2015/16: the accounts statement was unanimously accepted and signed by the Chairman and by the RFO. [To be posted on website.]

e) The Clerk reported that arrangements for the internal audit by Mr Steve Wright were already in place. In order to comply with the timetable imposed by the external auditors, and to meet the requirement for the internal audit to be done before the Members complete the annual governance statement, Mr Wright has already conducted the majority of his examination of the accounts.

f) External audit: approval of the annual governance statement for 2015/16 and of the statement of account (pages 2&3 of the Annual Return) by the unanimous agreement of Members..

Both sections of the Annual Return were signed by the Chairman and by the Clerk/RFO. [To be posted on website.]

g) Bank mandate: the Clerk stated that changes to the authorised signatories for the PC's bank accounts had now been actioned as confirmed by NatWest. All Members except Cllrs Holland and Leaman are now able to sign cheques. Cllr Leaman will be added, together with the new Member, following co-option to fill the remaining vacant seat.

2016/17/015

2015/16 Working Groups: reports from outgoing Chairmen:

- Community Safety: nothing to report (David Sweatman).

- Environment: report by Cllr Holland summarised completed projects (Station Road triangle enhancement, drop kerbs in Richmond Close, resurfacing of Higher Town, Richmond Close bus shelter repair, installation (and later repair) of a surface water drain on footway leading from car park to Lower Town adjacent to the Leat, jetting of drains in Chains Road, repair of steps and hand-rail at

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2016/17/015 continued.....

Chains Road and repair of railings at Sampford Bridge, many of which were done following a meeting with DCC Highways staff in February 2015. A new disabled pedestrian access to the Sports Field had been constructed following the closure of the existing access. Cllr Holland also referred to the work of the Tree Wardens in the car park and other locations, also to tree works carried out in the Recreation Ground. Various pot-holes had been filled by DCC staff and Richmond Close had been re-surfaced. Outstanding matters include re-surfacing of The Brendons, general care and maintenance of parish footpaths, repair to fencing next to the Leat by the tennis courts and repairs to steps by the Methodist Chapel.

- Publicity: the Parish "Showcase" event (Saturday 16 April) will be reviewed at a meeting to be arranged and comments from participating organisations considered. Generally agreed to have been successful.

Parish Council website: the Clerk advised the meeting that the Transparency Code requires, in addition to the publication on the website of the agenda of the next meeting, meeting minutes, names and contact details of all Members, the Code of Conduct and the Council's Standing Orders, there now needs to be posted the annual accounts, the Annual Return and a list of all items of expenditure exceeding £100.

- Parish Plan/Funding: the TAP Fund grant for 2015/16 had been received.

2016/17/016

Reports by 2015/16 Parish Council representatives:

a) VH & RG Charity Committee: Cllr Adlington had already circulated the minutes of the 1 March 2016 meeting of the Committee, the Chairman's report for the AGM (4 May 2016) and the 2015/16 financial report. AGM minutes to follow. Noted that proposals to re-site the Village Hall on the Recreation Ground, and to incorporate a new play area, doctors' surgery and associated parking are abandoned due to insufficiency of space. Proposed improvements to lighting by DS Electrical to go ahead subject to receipt of a firm estimate. VAT to be recovered and refunded by the Parish Council after full payment by the Committee from 200 Club funds.

b) Canal Advisory Committee: Cllr Cutts had already circulated his report. Mark Baker's team is to install a gate and fence to close a gap between Minnows Caravan park and the NDLR and investigate moorhen deaths. The Visitor Guide has been re-written and is now available locally at the 'Globe Inn', the shop and at Minnows. Annual vegetation management works are now being undertaken. The GW Friends' newsletter (March 2016) has been circulated to Members.

c) Sampford Peverell Society: Cllr Culpin had nothing to report.

d) SP & District Twinning Association: Cllr Taylor had already circulated the minutes of the meeting held on 1 May 2016. The programme for the French visitors in July is almost complete. Noted that the Welcome Reception provided by the Parish Council is before the next meeting of SPPC. Cllr Culpin will stand in for Cllr Passey (who will be away) and that Cllrs Taylor and Leaman will assist with refreshments. The Clerk holds biscuits and orange cordial left over from the "Showcase" event.

e) Tree Wardens: Cllr Mason reported concerns over the post and rail fence by the tennis courts. Confirmed that this path is not a designated footpath and thus maintenance is outside the P3 scheme.

2016/17/017

Appointment of Members to Committees of the Parish Council for 2016/17: it was unanimously agreed that membership of the Planning Committee and of the Finance Committee will continue to include all Members. It was also agreed that the MUGA Committee (Cllrs Passey, Cutts and Adlington, Fred Harding and Stuart Brooks) will remain unchanged.

2016/17/018

Working Groups for 2016/17: Parish Council representatives on external bodies for 2016/17:

Cllr Passey had already circulated a paper and his proposed list of Working Groups and Individual Roles for 2016/17, seeking Members' preferences for involvement. The following was formally agreed and adopted (the list includes main Committees of the Parish Council – see 2016/17/017 above):

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2016/17/018 continued.....

Individual roles

Snow Warden: Cllr Adlington

Grand Western Canal Joint Advisory Committee representative: Cllr Cutts

Sampford Peverell & District Twinning Association Committee representative: Cllr Taylor

Village Hall & Recreation Ground Charity Committee representative: Cllr Adlington

Sampford Peverell Society Committee representative: Cllr Culpin

Tree Wardens Group representative: Cllr Mason

Tidiness: Cllr Leaman

Neighbourhood Watch and Speed Watch: Cllr Passey

Business promotion...to be decided

Working Groups

Planning: Chairman Cllr Passey plus all Members

Finance: Chairman Cllr Passey plus all Members

Communications & Engagement: Chairman Cllr Passey plus Cllr Culpin and the Clerk

Roads, pavements and paths: Chairman Cllr Holland plus Cllrs Mason and Passey, also David
Sweatman

Affordable Housing: Chairman Cllr Mason plus Cllrs Culpin and Adlington

MUGA: Chairman Cllr Passey plus Cllrs Cutts and Adlington, also Fred Harding and Stuart Brooks

Recreation Ground development: Chairman Cllr Culpin plus Cllr Mason

2016/17/019

Highways and other village matters:

a) Spring litter-pick: to take place on Saturday 14 May: David Sweatman to organise equipment/collection of filled bags, etc. David explained that the Parish Council will need to purchase equipment for Litter Wardens' to use: he will liaise with Cllr Leaman. Also pointed out the importance of getting the correct high viz jackets suitable for working in 40 mph areas.

b) Richmond Close bus shelter: now the missing panel has been replaced, the shelter requires cleaning.

c) Footpath adjacent to tennis courts: the existing post and rail fence requires to be replaced and the chain-link fence, which serves no useful purpose, should be removed. It was agreed that the Roads, Pavements and Paths (formerly Environmental) Working Group will seek 2 or 3 quotations from local tradesmen to get this work done as soon as possible. Cllr Holland to action.

d) Grass cutting: it has been agreed with MDDC that SPPC will pay for 4 cuts during the year. It may not be possible to get a timetable for these cuts, but they will be at approximately 6-weekly intervals. Cllr Mason, whose home overlooks an area of grass that is included, will get a note of cutting dates in her diary.

e) Wall on Chains Road (report on a dangerous lean towards the highway by Mrs Angela Cottrell (via Cllr Mason): the Clerk has written to Mr Simon Townley, land owner, to seek confirmation of ownership of the wall. In reply, Mr Townley stated that the wall, in his opinion, is not his responsibility. An opinion of the risk of collapse and of ownership is now being sought from DCC.

f) Vehicle parking in Higher Town: Cllr Mason reported a complaint made by Mr Graeme Cottrell who has experienced difficulties in getting to his field with agricultural equipment along Higher Town due to parked cars and protruding steps to dwellings just above the School. Members wondered why Mr Cottrell needed to use this route, particularly as Upplowman traffic is signposted via Battens Cross to avoid the School area. No further action.

g) Highways matters generally – poor road surface: concerns especially about The Brendons and the part of Higher Town not resurfaced last summer. Left on the table in the absence of Cllr Radford.

h) Affordable housing: PassivHaus open day on 14 May noted. It is known that Gary Millar wishes to construct a new village hall, surgery and affordable low-energy homes in the village. In the meantime, the sites identified for affordable housing in the village require further investigation involving land-owners.

i) Recreation Ground wild flower area: a complaint from a Court Way resident, whose rear garden overlooks this land, about its littered state. Reported to Dr Chesney who cleared the area.

2016/17/020

Report from the Community Police Officer for 1.5.15 to 30.4.16 received and circulated on 7.5.16.

The extent of the area KU2F is not defined, but is thought to include the Station and the MOTO service area.

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2016/17/021

Reports from County and District Councillors:

No County report in the absence of Cllr Radford.

Cllr Bainbridge spoke of her concerns over the unauthorised use as a dwelling of a caravan in which the occupier had been found dead.

2016/17/022

Vacancy on the Parish Council: the Clerk reported that MDDC had not yet conveyed the result of the advertisement of the vacancy. He was asked to seek the result. [It was later confirmed that there had been no call for election and that therefore the Parish Council was free to co-opt a member. Following the advertisement of an earlier vacancy there had been two responses: one candidate had filled the initial vacancy, the other, Mr Basil Husbands, was invited to accept co-option to fill this second vacancy: Mr Husbands has accepted and will be installed at the July meeting of the Parish Council.]

[Cllr Bainbridge and Mr Husbands left the meeting at 9.20 pm]

2016/17/023

Annual walk of Parish footpaths, 2016: P3 scheme membership: decisions to be taken later.

2016/17/024

Appointments for 2016/17:

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

2016/17/025

Correspondence:

- a) MDDC re publication of the weekly planning list
 - b) MDDC re "Mid Devon Talk" website version
 - c) MDDC re Devon Youth Games 2016
 - d) DCC re flood risk management
 - e) MDDC re State of District debate
-all noted.

2016/17/026

Next bi-monthly business meeting of the Parish Council: to be on Tuesday 26 July 2016 at 7.00 pm in the Committee Room of the Memorial Hall subject to confirmation: agenda items deadline - Friday 15 July 2016.

The dates for other meetings for 2016/17 to be as listed on the agenda, subject to booking. The preferred date for the September meeting is 11 October 2016.

Cllr Holland offered apologies for the 26 July meeting.

2016/17/027

Other matters by leave of the Chairman:

- a) Cllr Culpin questioned the use of "Chairman" in Parish Council business: agreed to discuss at a later meeting.
- b) David Sweatman thanked the Parish Council for his gift and words of appreciation.

There being no other business, the meeting was closed at 9.32 pm.