

8.05.18

Summonses to the 2018 Annual Parish Meeting and to the 2018/19 Annual Meeting of Sampford Peverell Parish Council to be held on Wednesday 8 May 2018 in the Committee Room at the Memorial Hall, Lower Town, Sampford Peverell, starting at 7.00 pm, were distributed with the agenda to all Members by e-mail on 30 April 2018.

Agenda

As distributed, but with three additional payments to be made.

2018 Annual Parish Meeting

2018/19/001

The current Chairman, Cllr David Cutts, opened the meeting at 7.02 pm and welcomed Cllr Mrs Bainbridge (MDDC) and Members present.

2018/19/002

Apologies: Cllrs Leaman and O'Connell. Also from Cllr R Radford (DCC) (due to a clash of meeting dates) and from the Community Police Officer, PCSO Danielle McNeill (not on duty).

Absent: Cllr B Husbands. Cllr Mrs Collis (MDDC) was also not present.

Parish Councillors present:

Cllr D Cutts, Chairman (2017/18):

Cllr C Holland, Vice-Chairman (2017/18):

Cllrs I Adlington, H Culpin, L Taylor and J Disney.

2018/19/003

Minutes of the 2017 Annual Parish Meeting held on 10 May 2017: noted that these Minutes had already (on 8 August 2017) been approved by the full Parish Council.

Matters arising – none.

2018/19/004

Chairman's annual report.

Cllr Cutts presented his report for 2017/18, which had been circulated to Members on 7 May. He paid tribute to Christine Mason, a Member of the Parish Council for some 8 years and a stalwart of many village organisations, who had recently died. He welcomed new Members, Janet Disney and Bernie O'Connell, both being involved with the new Play Park, and Bernie also with the Tennis Club and Village Hall Committee. The report detailed some of the Parish Council's activities over the past 12 months including the setting up of a Community Land Trust, support given to the building of the new Play Park, and the installation of two defibrillators, made possible by the receipt of a generous grant and by fund-raising by the sports community.

Cllr Cutts thanked all the Council Members for their support and work over the year, also the Clerk for support and guidance given.

The report will be published on the website.

2018/19/005

2017/18 accounts.

The Clerk presented summary income and expenditure accounts for the financial year to 31 March 2018. There were no questions raised.

2018/19/006

Open Forum (for parishioners' questions on Parish matters). No members of the public were present.

2018/19/007

There being no other business, the 2018 Annual Parish Meeting was declared closed at 7.25 pm.

2018/19 Annual Meeting of the Parish Council

2017/18/008

Cllr Cutts opened the meeting and invited Cllr Mrs Bainbridge to conduct the election of Chairman for 2018/19.

a) election of Chairman: Cllr Cutts was proposed by Cllr Culpin, seconded by Cllr Adlington.

Cllr Cutts agreed to stand. There being no other nominations he was duly elected with everyone's approval. Cllr Cutts resumed the Chair. continued.....

2018/19/008 continued.....

b) election of Vice-Chairman:

Cllr Cutts called for nominations for Vice-Chairman. He proposed Cllr Holland, seconded by Cllr Disney. Cllr Holland indicated her willingness to stand. There were no other nominations. All present indicated their agreement and thus Cllr Holland was unanimously elected. Both the Chairman and Vice-Chairman signed Declarations of Acceptance of Office which the Clerk witnessed and retained.

2018/19/009

a) Code of Conduct: it was unanimously agreed that the MDDC Code of Conduct will continue to apply to Members of SPPC. Members have been reminded to ensure that their Registration of Interests is up-to-date.

b) Standing Orders of SPPC: Standing Orders, as drawn up and adopted by the Parish Council in 2016/17, will, by unanimous agreement of Members present, continue to apply.

Both the Code of Conduct and the Standing Orders are published on the Parish Council's webpages on the Parish website.

2018/19/010

Open Forum: there were no members of the public present.

2018/19/011

Apologies: as for the Annual Parish Meeting (see 2018/19/002, above). The Chairman undertook to contact Cllr Husbands to enquire of his health.

2018/19/012

Minutes of the meeting of the Parish Council held on 27 March 2018 unanimously approved and signed by the Chairman.

- Matters arising: Parish Magazine surplus: the proposal of the PC was to fund Ron Holmes' purchase of Kurling equipment (£600) with the balance to start a fund for a third defibrillator (for the Higher Town area). This had been put to the Magazine Committee and a response awaited. It was not known if Ron had obtained funding from elsewhere (Cllr Radford's Locality Budget).

Viridor Legal Charge investigation still on-going.

Lights in Station car park are being left on all night, contrary to planning condition. An e-mail to Cllr Collis seeking local information had remained unanswered. Cllr Holland will speak to the occupier of the adjoining property. Cllr Disney to advise Cllr Holland regarding appropriate contact at Great Western.

The Whitnage Road name sign had been taken up with MDDC and will be given "priority".

- Declarations of Interest: D17/18/002: Cllr Culpin re planning application 18/00469/HOUSE (personal interest): noted, agreed and signed by the Chairman.

2018/19/013

Planning matters: applications considered by sub-committee/planning decisions notified by MDDC/Appeals notified/new applications and matters notified after 30 April 2018/enforcement matters: see attached spreadsheet (Planning Applications – March - May 2018). Noted.

Reference 18/00487/HOUSE: revised drawings had been presented. Cllr Taylor to look at these and determine if a new site visit was required. [No further action deemed to be necessary.]

Concern was expressed at the size of the extension being carried out at 9 Fairfield. To be checked against approved plans. [On checking the approved plans it was observed that the extension to the east side of the property does extend to the boundary, thus no further action taken.]

2018/19/014

Finance:

a) Statement of Accounts: as at 1 May 2018 balances were as follows...

Business Reserve account: £3,953.19

Current account: £18,902.22 (which includes the 2018/19 precept of £9,900.00).

Accepted unanimously by Members present.

b) payments made since last meeting (27.3.18) (as listed on the agenda):

continued.....

2018/19/014 b) continued.....

- (i) 5.4.18: Total Safety Training & Consultancy: defibrillator for Sports Ground (payment 1 of 2): £825.00.
- (ii) 2.5.18: Total Safety Training & Consultancy: defibrillator for Sports Ground (payment 2 of 2). (The cheque in the sum of £825.00 was sent to the supplier on 2 May 2018.)

Two payments noted.

c) Authority to pay accounts rendered:

- (i) M J Aspray: Clerk's salary for April & May 2018: £566.00
 - [(ii) M J Aspray: Clerk's expenses: claim deferred (to be presented at the next meeting)]
 - (iii) Zurich Municipal: Insurance premium due 1 June 2018: £386.14
 - (iv) DALC: membership 2018/19: £278.97
 - (v) The Grand Western Canal Association Ltd: Corporate membership for 2018: £25.00.
- Also three additional payments.....
- (i) SP Tennis Club: agreed contribution to water charges (following agreement made with SW Water): £50.00
 - (ii) SP Village Hall Committee: hall and committee room hire for "Showcase": £54.00
 - (iii) L Taylor: catering supplies per receipts presented for "Showcase": £17.03

Members unanimously agreed that that all seven cheques be issued.

d) Approval of accounts for 2017/18: 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. He had requested sight of several invoices in addition to the other papers, bank statements, etc. with which he had already been supplied.

f) External audit: the annual governance statement for 2017/18 and the statement of account for 2017/18 (pages 4 & 5 of the Annual Return, now called the Annual Governance and Accountability Return (AGAR)) were considered in that order and agreed unanimously by Members (Minute references 2018/19 (AUDIT)(1) and 2018/19 (AUDIT)(2) respectively of 8/5/2018 refer). Both sections of the Annual Return were signed by the Chairman and by the Clerk/RFO. [To be posted on website.]

[Cllr Mrs Bainbridge left the meeting at 8.30 pm]

2018/19/015

Working Groups: reports from outgoing Chairmen:

- Environment: Cllr Holland reported that the Tree Wardens have cleared the stream bed at the Village Hall, removed a dead cherry tree in Boobery, pruned fruit trees in the community orchard and planted three pear trees with guards (paid for by the Composting Group). Grass had been cut by MDDC in mid-March (the last of the 2017 season cuts), and now some verges are extremely long and overgrown. Next cut due on 5 June. Pot holes had been patched and the Station Road improvement scheme is due to start in early June. The abandoned car (Lower Town) has been removed by MDDC.
 - Publicity: Cllr Culpin reported that the "showcase" event on 28 April had been well attended and that stall-holders were content with the afternoon. Charitable donations totalling £44.87 made in lieu of payment for refreshments will be banked. Decision of beneficiary deferred.
- The Clerk stated that 2017/18 accounts details would be posted on the website to comply with current requirements of the Transparency Code.
- Parish Plan/Funding: nothing to report.
 - Affordable Housing: Cllr Culpin stated that the Community Lands Trust is currently seeking suitable sites for development.

continued.....

2018/19/016

Reports by 2017/18 Parish Council representatives:

- a) VH & RG Charity Committee (Cllr Adlington): no report received, but Cllr Adlington was congratulated by the Chairman on being elected the Chairman of the Charity's Committee.
- b) Canal Advisory Committee: Cllr Cutts reported that a seat is to be installed in Memory of Christine Mason. It will be located adjacent to Chains Road. Mark Baker's report had been circulated to Members. The GW Friends' newsletters for April and May have also been circulated to Members.
- c) Sampford Peverell Society: Cllr Culpin outlined the Society's programme. The application to the Heritage Fund to support WW1 commemorations had been successful.
- d) SP & District Twinning Association: Cllr Taylor had circulated the minutes of the April meeting.
- e) Tree Wardens (Cllr Holland): see above (environment issues).
- f) Play Park Committee: Cllr Disney confirmed the intention of the Play Park to erect some form of WW1 memorial in the Park. The Globe Inn had kindly donated all hot food at the fund-raising quiz-night in April.

2018/19/017

Appointment of Members to Committees of the Parish Council for 2018/19: it was unanimously agreed that membership of the Planning Committee and of the Finance Committee will continue to include all Members. Cllr Cutts, being Chairman of SPPC, will Chair both Committees.

It was further agreed that Cllr Taylor will be the lead on planning sub-committee panels that consider planning applications referred to SPPC by MDDC.

2018/19/018

Working Groups and individual responsibilities for 2018/19:

- Community Safety Group: appointment of Chairman deferred (Cllr Disney make take up this role).
- Environment Group: Cllr Holland to continue as Chairman. She will also continue to represent the Tree Wardens at PC meetings.
- Publicity Group: Cllr Culpin will continue to lead, assisted by Cllr Cutts and the Clerk.
- Affordable Housing Group: Cllr Culpin will continue to represent the Community Land Trust.
- Business promotion Group: no appointment made.
- Tidiness/Litter-picking: decision deferred in the absence of Cllr Leaman (the current holder of this portfolio).
- Snow Warden: Cllr Adlington will continue as Parish Snow Warden.
- Data Protection Officer: Cllr Culpin agreed to take on this role. [Since the meeting, Parliament has decided that local councils do not need to appoint Data Protection Officers under the newly enacted Data Protection General Regulation, but the Parish does need to create a Data Protection policy.]

2018/19/019

Parish Council representatives on external bodies for 2018/19: it was unanimously decided to leave current appointments in place: Village Hall & Recreation Ground Charity Committee - Cllr Adlington; Grand Western Canal Joint Advisory Committee - Cllr Cutts; Sampford Peverell Society Committee - Cllr Culpin; Sampford Peverell & District Twinning Association Committee - Cllr Taylor, and the Play Park Committee - Cllr Disney.

2018/19/020

Highways and other village matters:

- a) Station access improvements: Cllr Holland reported that works were due to begin on 13 June.
- b) Footpaths/definitive map revision; it was noted that Cllr Leaman had reported that no footpath forms were completed at the recent "Showcase" event. Cllr Disney is working with Cllr Leaman to get forms completed by actual users.

2018/19/021

Emergency Planning: Cllr Disney believes that the Plan developed by Willand PC could be adapted for SPPC use. She will lead on this project. Air Ambulance landing site: no action taken.

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2018/19/022

Report from the Community Police Officer: none received.

Cllr Disney reported the Neighbourhood Team meeting that she had attended at Cullompton Police Station on 25 April. Further meetings to be arranged. We can no longer expect the Community Police Officer to attend PC meetings. Neighbourhood Watch promotional material required for the "Showcase" event was not made available for Cllr Disney to collect at the meeting. [It was later sent to the Clerk by post.]

2018/19/023

Discussions with County and District Councillors: none present, Cllr Bainbridge having left the meeting earlier.

2018/19/024

Annual walk of Parish footpaths, 2018: P3 scheme membership: decisions to be taken later.

2018/19/025

Appointments for 2018/19:

- Publicity Officers of the Parish Council to be Cllrs Cutts and Culpin, also the Clerk, by unanimous agreement.

- Responsible Finance Officer (RFO) of the Parish Council to be the Clerk by unanimous agreement of the Members.

2018/19/026

Correspondence: all items had been circulated by e-mail.

2018/19/027

Next bi-monthly business meeting of the Parish Council: to be on Tuesday 24 July 2018 at 7.00 pm in the Committee Room of the Memorial Hall subject to booking [Date now confirmed.].

2018/19/028

Dates for other meetings in 2018/19: these will be as listed on the agenda, subject to booking.

Cllr Cutts gave notice of absence on 25 September 2018 and may select an earlier date.

2018/19/029

Other matters by leave of the Chairman:

Cllr Cutts reported that SP Tennis Club had been successful in stage 1 of its application for grant funding for the re-surfacing of the courts, new fencing and improvements to the path leading to the clubhouse from the car park.

There being no other business, the meeting was closed at 9.20 pm.