

07.05.19

Summonses to the 2019 Annual Parish Meeting and to the 2019/20 Annual Meeting of Sampford Peverell Parish Council to be held on Tuesday 7 May 2019 in the Committee Room at the Memorial Hall, Lower Town, Sampford Peverell, starting at 7.00 pm, were distributed with the agenda by e-mail on 29 April 2019 to those Members who were to be returned unopposed at the Local Government elections being held on 2 May 2019. The agenda, with notice of the meeting, was sent to prospective co-optees on 30 April 2019.

Agenda

As distributed.

2019 Annual Parish Meeting

2019/20/001

The current Chairman, Cllr David Cutts, opened the meeting at 7.00 pm: he welcomed everyone and introduced Mr Steve Taylor to those present.

2019/20/002

Apologies: Cllr L Taylor (on overseas holiday). Apology also received from Cllr R Radford (DCC) (on holiday).

Parish Councillors present:

Cllr D Cutts, Chairman (2018/19):

Cllrs I Adlington and J Disney.

(District Councillors could not be invited to attend due to the timing of the Local Government election, in which the District Ward of Canonsleigh was contested.)

Also present: Prof T Burt, Mr S Taylor, Mr A Mackenzie and Mrs H Culpin.

2019/20/003

Minutes of the 2018 Annual Parish Meeting held on 8 May 2018: read to the meeting by the Clerk. It was noted that these Minutes had already (on 24 July 2018) been approved by the full Parish Council. Matters arising – none.

2019/20/004

Chairman's annual report.

Cllr Cutts presented his report for 2018/19, which had been circulated to Members. He expressed thanks to Basil Husbands, Tracy Leaman and Chrissie Holland who had resigned during the year. He then welcomed new Members, Cllrs Tim Burt and Angus Mackenzie. Cllr Cutts reviewed the main achievements of the Parish Council over the year, and finally he thanked all Members and the Clerk for their support.

The report will be published on the village website.

2019/20/005

2018/19 accounts.

The Clerk presented summary income and expenditure accounts for the financial year to 31 March 2019. There were no questions raised.

2019/20/006

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

2019/20/007

There being no other business, the 2019 Annual Parish Meeting was declared closed at 7.11 pm.

2019/20 Annual Meeting of the Parish Council

2019/20/008

Cllr Cutts opened the meeting. He and Cllrs Ian Adlington and Janet Disney signed Declarations of Acceptance of Office of Parish Councillor, all three having been returned unopposed at the Local Government elections on 2 May 2019. The Declarations were countersigned by the Clerk who will retain these documents.

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2019/20/009

Election of Chairman for 2019/20: Cllr Adlington proposed Cllr Cutts: this was seconded by Cllr Disney. Cllr Cutts agreed to be elected, there being no other nominations. Cllr Cutts signed a Declaration of Acceptance of Office of Chairman, which was witnessed and retained by the Clerk. The meeting agreed to delay the election of Vice-Chairman until the Parish Council is at full strength.

2019/20/010

Co-option of additional Members: Heather Culpin, Angus Mackenzie, Steve Taylor and Tim Burt agreed to be co-opted onto the Parish Council. Cllr Adlington proposed that all four should be co-opted with immediate effect: this was seconded by Cllr Disney and agreed by Cllr Cutts. All four signed Declarations of Acceptance of Office of Parish Councillor, which were countersigned and retained by the Clerk.

2019/20/011

Code of Conduct: it was unanimously agreed that the MDDC Code of Conduct will continue to apply to Members of SPPC in 2019/20. Registration of Declarable Interests forms were given to all seven Members present with the reminder of the necessity of completion within 28 days. Members agreed to take their completed forms to MDDC at Phoenix House within the permitted time.

2019/20/012

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 in 2019/20. It was noted that both the Code of Conduct and the Standing Orders are published on the Parish Council's webpages on the Parish website.

2019/20/013

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

2019/20/014

Apologies: as for the Annual Parish Meeting, minute 2019/20/002, above.

Members present:

Cllr D Cutts (Chairman)

Cllrs I Adlington, J Disney, A Mackenzie, H Culpin, S Taylor and T Burt.

2019/20/015

Minutes of the meeting of the Parish Council held on 26 March 2019 unanimously approved and signed by the Chairman.

- Matters arising: the Clerk reported that DCC Highways has stated that there is no legal requirement for additional 30 mph signage in Lower Town and Station Road following the extension of the 30 mph speed zone. This is because of the spacing of street lights, but where there are no street lights repeater signs have been erected. However, a reminder sign will be erected on a temporary basis in Lower Town.

- Declarations of Interest: none.

2019/20/016

Planning matters: applications considered by sub-committee/planning decisions notified by MDDC/Appeals notified/new applications and matters notified after 29 April 2019/enforcement matters:

i) 19/00512/FULL: formation of tennis court and associated fencing: West Pitt Farm, Whitnaga. No objection by SPPC.

ii) 19/00589/CAT: notification to remove 10 metres from the height of branches overhanging the footpath and by the road from a sycamore tree within the Conservation Area: adjacent to 1 Turnpike, Sampford Peverell. No objections; application supported by SPPC.

iii) 19/00150/HOUSE: erection of front and rear single storey extension following demolition of conservatory: Landside House, Westleigh. Permission granted by MDDC: noted.

iv) The Placelands application (Turnpike/Higher Town) is likely to be considered by MDDC's Planning Committee on 2 July 2019. Noted.

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2019/20/017

Finance:

a) payments made since last meeting (26 March 2019):

- (i) 10.4.19: SP VH Charity: contribution towards the cost of new fencing at Sports Ground: £1,680.00 (being the donation from the Parish Magazine)
- (ii) 23.4.19: A M Lane Ltd: Play Park tree survey costs: £288.00

Two payments as above noted.

b) Statement of Accounts: as at 1 April 2019 balances were as follows...

Business Reserve account: £3,956.67

Current account: £8,015.68 (which does not include the 2019/20 precept, but includes £938.24 held in the name of the Parish Plan Group, and £2,552.61 held in the name of the Sampford Peverell Play Park Appeal). It was noted that income includes Play Park Quiz evening proceeds (£1,166.74) and £55.00 from the Globe Inn collection tin.

Accepted unanimously by Members present.

c) Authority to pay accounts rendered:

- (i) M J Aspray: Clerk's salary for April & May 2019: £566.00
- (ii) Zurich Municipal: Insurance premium due 1 June 2019: £389.30
- (iii) DALC: membership subscription 2019/20: £285.06
- (iv) The Grand Western Canal Association Ltd: Corporate membership for 2019: £25.00
- (v) SP VH Charity: Grant 2019/20: £1,000.00

Members unanimously agreed that that all five cheques be issued.

d) Approval of accounts for 2018/19: the accounts statement prepared by the Clerk was accepted on the proposal of Cllr Culpin, seconded by Cllr Adlington, agreed *nem con* and signed by the Chairman and by the RFO. [The complete statement will be posted on the Parish Council's website.]

e) The Clerk reported that arrangements for the internal audit by Mr Steve Wright, as in past years, 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.

The Clerk reported to the meeting that Mr Wright had informally queried the absence of VAT details for some of the invoices paid (the suppliers concerned are not VAT registered) and the absence of a VAT refund claim in 2018/19 (this is being done in 2019/20 to reduce balances held by SPPC in 2018/19, which in turn has implications for the level of external audit fees.)

f) External audit: the annual governance statement for 2018/19 and the statement of account for 2018/19 (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 2019/20 (AUDIT)(1) and 2019/20 (AUDIT)(2) respectively of 7/5/2019 refer). Both sections of the Annual Return were signed by the Chairman and by the Clerk/RFO. [These sections, together with the Internal Auditor's report, will be posted on the Parish Council's website.]

g) Legal charge by Viridor (Clubhouse on the Sports Field): currently being investigated by Cllr Cutts and Piers Makin (Treasurer to the Village Hall Charity).

h) Play Park funds: the transfer to the Village Hall Charity account has not yet taken place.

2019/20/018

Working Groups: reports from outgoing Chairmen:

- Environment: the Chairman reported a successful litter pick organised by him and Cllr Burt on 13 April.

- Publicity: the Clerk stated that the 2018/19 accounts, together with a list of payments made in excess of £100 would be posted on the website to comply with the requirements of the Transparency Code.

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- Affordable Housing: Cllr Culpin stated that the Community Lands Trust is still seeking suitable sites for development.

2019/20/019

Reports by 2018/19 Parish Council representatives:

a) VH & RG Charity Committee (Cllr Adlington): the AGM of the Charity will be held on 9 May 2019. Cllr Adlington has circulated a summary of accounts for the Charity for the year ending 1 April 2019 as well as the draft minutes of the 6 March 2019 meeting of the Charity Committee. Additionally, he reported that the new fence in the Sports Ground is now completed.

b) Canal Advisory Committee: Cllr Cutts has circulated a report from Mark Baker covering the period from January. Members have also received the monthly reports from the Friends of the GW Canal. The homeless person, who had been sleeping rough on DCC land adjacent to the Play Park, has been re-homed in Honiton.

c) Sampford Peverell Society: Cllr Culpin outlined the Society's programme for June 2019.

d) SP & District Twinning Association: Cllr L Taylor has circulated the draft minutes of the 7 April 2019 meeting.

e) Tree Wardens: by invitation, Peter Bowers has submitted a report which has been circulated by the Clerk. Peter has agreed to deal with the willows alongside the leat, adjacent to the new pathway to the tennis courts. Peter also draws attention to the large willow tree at the entrance to the Lower Town car park. Several branches are showing little sign of coming into leaf, and it is shedding dead branches.

f) Play Park Committee: Cllr Disney confirmed that a Picnic will be held in the Play Park on the last Saturday in June. Cllr Disney stated that the Play Park Committee will become a sub-group of the Village Hall Charity Committee when the finances are transferred to the Village Hall. Janet praised the work of Bernie O'Connell, who is keeping the Play Park very tidy.

The toilet block is being kept locked overnight. The daily task of locking/unlocking falls to a young man (Dale) who assists Bernie on a casual basis. Members felt that this cannot continue without some recompense and on the proposal of Cllr Cutts, seconded by Cllr Disney and agreed *nem con*, a payment of £28.00 per week, paid monthly via Bernie O'Connell will be made by the Parish Council. Cllr Cutts to discuss with Bernie.

If the toilets are to remain open, the Parish Council will need to make provision for their maintenance following transfer to the Parish Council by MDDC. The costs of refurbishment or re-building will need to be met through Section 106 planning contributions from development in the parish. It was agreed that a sub-committee be set up headed by Cllr Disney, and to include Cllr Cutts, to take this forward.

2019/20/020

Appointment of Members to Committees of the Parish Council for 2019/20: 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.

2019/20/021

Working Groups and individual responsibilities for 2019/20 unanimously agreed as follows:

- Community Safety Group: no decision made.

- Environment Group: Cllr Burt to lead. The Clerk will seek periodic reports from the Tree Wardens for presentation 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 decision made.

- Tidiness/Litter-picking: Cllr Burt to take over this portfolio.

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2019/20/021 continued.....

- Snow Warden: Cllr Adlington will continue as Parish Snow Warden. Cllr Burt will deputise as necessary.

2019/20/022

Parish Council representatives on external bodies for 2019/20: 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: now that Cllr Culpin is Secretary of the Society, this Committee would prefer to have an additional representative from SPPC. Cllr S Taylor agreed to understudy this role
- Sampford Peverell & District Twinning Association Committee - Cllr L Taylor
- Play Park Committee - Cllr Disney
- Tree Wardens - see note above (Environment Group)

2019/20/023

Highways and other village matters:

- a) grass cutting: the Chairman suggested that MDDC should do four cuts and that Countrywide should be brought in later to make a further 2 or 3 cuts as necessary.
- b) Play Park trees: in the light of the report by the tree surveyor, no immediate action is necessary.
- c) Toilets: overnight locking (and payment for this): see 2019/20/019 f), above. Other issues (cleaning) to be kept under review.
- d) 30 mph speed limit (warning signs): see 2019/20/015, above. To be kept under review.

2019/20/024

Emergency Planning: action deferred.

2019/20/025

Discussions with County and District Councillors: none present.

2019/20/026

Annual walk of Parish footpaths, 2019: Cllr Burt will undertake to walk all designated footpaths in the parish and report findings.

2019/20/027

Appointments for 2019/20:

- Publicity Officers of the Parish Council to remain as Cllrs Cutts and Culpin, also the Clerk, by unanimous agreement.
- Responsible Finance Officer (RFO) of the Parish Council to remain as the Clerk, by unanimous agreement of the Members.

2019/20/028

Correspondence: all items received by the Clerk have been circulated by e-mail.

2019/20/029

Next bi-monthly business meeting of the Parish Council: to be on Tuesday 23 July 2019 at 7.00 pm in the Committee Room of the Memorial Hall subject to booking [Date now booked and confirmed].

Agenda items deadline: 12 July 2019.

The booking for Tuesday 21 May 2019 (made in case the 7 May meeting was in-quorate, or for spill-over business) will be cancelled by the Clerk.

2019/20/030

Dates for other meetings in 2019/20: the dates listed on the agenda (item 23) were acceptable to Members and are thus confirmed, subject to booking.

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2019/20/030 continued.....

The dates are:

bi-monthly business meetings: Tuesday 24 September 2019
Tuesday 26 November 2019
Tuesday 28 January 2020
Tuesday 24 March 2020
Finance Committee meeting: Tuesday 10 December 2019
(budget and precept for 2020/21)
2020 Annual Parish Meeting and 2020/21 Annual Meeting of the Parish Council:
Tuesday 12 May 2020
(approval of accounts for 2019/20 and preparations for annual audit).

[The above dates are now all booked and thus confirmed]

2019/20/031

Other matters by leave of the Chairman:

Cllr S Taylor asked that it be noted that he works Tuesdays to Fridays inclusive.

There being no other business, the meeting was closed at 9.25 pm.