

04.05.21

Summonses to the 2021 Annual Parish Meeting and to the 2021/22 Annual Meeting of Sampford Peverell Parish Council to be held on Tuesday 4 May 2021 by 'Zoom', starting at 7.00 pm, were distributed with the agenda by e-mail on 28 April 2021 to Members.

Agenda

As distributed, but with one additional account for payment.

2021 Annual Parish Meeting

2021/22/001

The current Chairman, Cllr David Cutts, opened the meeting at 7.00 pm and greeted all Members present.

2021/22/002

Apologies: Cllr B Perks (will be late). Apologies also received from Cllr R Radford (DCC) (other meetings) and Cllr J Norton (MDDC) (work commitment).

Parish Councillors present:

Cllr D Cutts, Chairman (2020/21)

Cllrs L Taylor, A Mackenzie, H Culpin, S Taylor, T Burt, B O'Connell and H Jackson.

Cllr C Collis (MDDC) was not present.

Mr Lewis Clarke ('Tiverton Gazette') was present.

2021/22/003

Minutes of the 2019 Annual Parish Meeting held on 7 May 2019: it was noted that these Minutes had (on 23 July 2019) been approved by the full Parish Council.

Matters arising – none.

2021/22/004

Chairman's annual report. It was noted that this report had been circulated to Members on 29 April 2021 by Cllr Cutts. It was agreed that it will be published on the website with the minutes of the meeting.

2021/22/005

2020/21 accounts. Discussion was deferred to the Annual Meeting to follow. The report of the Responsible Finance Officer (RFO) had been circulated to Members on 1 May 2021 and will be published on the website with the minutes of the meeting.

2021/22/006

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

2021/22/007

There being no other business, the 2021 Annual Parish Meeting was declared closed at 7.10 pm.

2021/22 Annual Meeting of the Parish Council

2021/22/008

Election of Chairman for 2021/22: Cllr Culpin proposed Cllr Cutts: this was seconded by Cllr Burt. Cllr Cutts agreed to be elected. There were no other nominations. Members unanimously approved the appointment and Cllr Cutts after the meeting signed a Declaration of Acceptance of Office of Chairman, which was witnessed and retained by the Clerk.

2021/22/009

Election of Vice-Chairman for 2021/22: Cllr Cutts proposed Cllr Culpin: this was seconded
continued.....

2021/22/009 continued

by Cllr O'Connell. Cllr Culpin agreed to be elected. There were no other nominations. Members unanimously approved the appointment and Cllr Culpin after the meeting signed a Declaration of Acceptance of Office of Vice-Chairman, which was witnessed and retained by the Clerk.

2021/22/010

Code of Conduct: it was unanimously agreed that the MDDC Code of Conduct will continue to apply to Members of SPPC in 2021/22.

2021/22/011

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 2021/22. It was unanimously agreed that the amendment that permits the Clerk to act as one of the authorised signatories for the signing of cheques will remain in place in order to minimise the need for face-to-face contact with Members during the Covid-19 crisis. Members agreed that it is not necessary for decision making to be delegated to the Clerk. Both the Code of Conduct and the Standing Orders are published on the Parish Council's webpages on the Parish website.

2021/22/012

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

2021/22/013

Apologies: as for the Annual Parish Meeting, minute 2021/22/002, above.

Members present:

Cllr D Cutts (Chairman)

Cllr H Culpin (Vice-Chairman)

Cllrs L Taylor, A Mackenzie, S Taylor, T Burt, B O'Connell and H Jackson. Cllr Perks joined the meeting at 7.25 pm.

2021/22/014

Minutes of the meeting of the Parish Council held on 23 March 2021 unanimously approved and will be signed by the Chairman after the meeting.

- Matters arising: none.

- Declarations of Interest: none.

2021/22/015

Planning matters: applications considered by sub-committee/planning decisions notified by MDDC/Appeals notified/new applications and matters notified after 28 April 2021 /enforcement matters/ planning correspondence: a summary of planning applications circulated to Members on 28 April 2021 was accepted without comment. This will be published on the website with the minutes of the meeting.

2021/22/016

Finance:

a) payments made since last meeting (23 March 2021):

(i) MPJ Drew: timber for additional shelving in telephone kiosk:

£20.27

One payment as above noted.

b) Statement of Accounts: as at 28 April 2021 balances were as follows...

Business Reserve account: £3,967.44

continued.....

2021/22/016 b) continued

Current account: £21,119.36 (which includes the grant from MDDC regarding the surrender of the lease on the toilets in the Play Park, but does not include the 2021/22 precept. It includes £888.24 held in the name of the Parish Plan Group, and £232.00 held in the name of the Sampford Peverell Play Park Appeal).

Accepted unanimously by Members present.

c) Authority to pay accounts rendered:

- (i) M J Aspray: Clerk's salary for April & May 2021: £650.00
- (ii) DALC: membership subscription 2021/22: £299.25
- (iii) Zurich Municipal: insurance premium due 1 June 2021: £395.91
- (iv) Friends of the GW Canal: annual corporate membership fee due 1 April 2021: £25.00
- (v) Sampford Peverell Village Hall Charity: funds received through the 'Giving Scheme' re Play Park fund: £232.00
- (vi) H Culpin: refund re website costs (2 years): £58.80
(this additional item was notified to Members by e-mail on 28.4.21 after circulation of the meeting agenda).

Members unanimously agreed that that all six cheques be issued.

d) Approval of accounts for 2021/21: the accounts statement prepared by the Clerk was accepted unanimously, with no issues raised by Members.

[The complete statement, signed by the Chairman and the Clerk (also by the Internal Auditor) 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. Noted.

f) External audit: the annual governance statement for 2020/21 and the statement of account for 2020/21 (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 2021/22 (AUDIT)(1) and 2021/22 (AUDIT)(2) respectively of 4/5/2021 refer).

With the unanimous agreement of all Members present, both sections of the Annual Return will be 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.]

2021/22/017

Working Groups: reports from outgoing Chairmen:

- Publicity: the Clerk stated that the 2020/21 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.

- Environment: Cllr Burt confirmed that he has walked all footpaths within the Parish and that he is maintaining contact with the DCC Public Rights of Way Officer who now covers the Parish, Richard Spurway.

- Climate change issues: Cllr Burt reported that the demand for free fruit trees has been disappointing. The initiative will be re-launched in the coming autumn and be advertised in the September edition of 'Parish News'. continued.....

2021/22/017 continued

- Public Convenience Development Group: Cllr Cutts stated that, following completion of the transfer of ownership to SPPC, it is vital to seek insurance cover. He suggested a value of £25,000. Cllr Burt will speak to a neighbour, who is a chartered surveyor, to obtain a reasonable figure based on the condition of the building.

Cllr S Taylor is to seek quotations from local builders for the proposed initial works.

- Affordable Housing/Community Land Trust: Cllr Culpin hopes that a board meeting can be arranged soon to consider the implications of the successful Appeal by Placeland to build 60 houses at Higher Town/Turnpike. The board will have to consider if the building of additional affordable houses in the village will still be acceptable to parishioners, or if it might be possible to work with the developer instead.

- Snow Warden: Cllr S Taylor had nothing to report.

- Tidiness/Litter picking: Cllr Burt had nothing to report because of social distancing requirements that have made this group activity impossible, however there is hope that relaxation of the rules after 21 June will allow a litter pick to be organised for the autumn.

- Defibrillators maintenance: Cllr S Taylor confirmed that all three units in the village are OK with no reported use.

2021/22/018

Reports by 2020/21 Parish Council representatives:

a) VH & RG Charity Committee (Cllr Cutts): damage to fencing has been reported to the Community Police Officer. A mobile café in the play park has been authorised by the VH Charity Committee.

b) Canal Advisory Committee: Cllr Cutts stated that Members have received the monthly newsletters of the Friends of the GW Canal which include reports by Mark Baker. The proposed felling of a die-back diseased ash tree opposite the 'Globe Inn' has been postponed until the autumn because of a nesting bird discovered by tree surgeons. An additional picnic bench is to be installed by the rangers near to the fitness trail.

c) Sampford Peverell Society: Cllr Culpin's report dated 3 May has been circulated to Members.

d) SP & District Twinning Association: Cllr L Taylor has nothing to report.

e) Tree Wardens: Peter Bowers has reported that little work has been done recently due to Covid-related restrictions. Fruit trees in the Community Orchard have now been pruned and adjustments made to tree guards. Peter will remain as Tree Wardens' representative on SPPC. The Clerk has passed on the note of appreciation and thanks to the Tree Wardens from Members.

2021/22/019

Appointment of Members to Committees of the Parish Council for 2021/22: 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.

2021/22/020

Working Groups and individual responsibilities for 2021/22 unanimously agreed to be unchanged. Thus..... continued.....

2021/22/020 continued

- Publicity: Cllr Culpin will continue to lead, assisted by Cllr Cutts and the Clerk.
Cllr Jackson will assist with social media publicity.
 - Environment/Climate Change: Cllr Burt to lead. The Clerk will seek periodic reports from the Tree Wardens for presentation at PC meetings.
 - Public Convenience Development: Cllr Cutts to lead, assisted by Cllrs S Taylor, O'Connell and Jackson.
 - Affordable Housing: Cllr Culpin will continue to represent the Community Land Trust.
 - Snow Warden: Cllr S Taylor.
 - Tidiness/Litter-picking: Cllr Burt.
 - Defibrillator maintenance: Cllr S Taylor.
- [Cllr R Radford (DCC) joined the meeting at 8.00 pm]

2021/22/021

Parish Council representatives on external bodies for 2021/22: it was unanimously decided to leave current appointments in place. Thus....

- Village Hall & Recreation Ground Charity Committee - Cllr Cutts.
- Grand Western Canal Joint Advisory Committee - Cllr Cutts.
- Sampford Peverell Society Committee - Cllr Culpin.
- Sampford Peverell & District Twinning Association Committee - Cllr L Taylor
- Tree Wardens - Mr Peter Bowers (see note above (Environment Group)).
- Lands Charity (additional item) - The meeting agreed with the request of Cllr Cutts that the Lands Charity be included on the agenda of future annual meetings of SPPC: Cllr Cutts will act as its representative.

2021/22/022

Highways and other village matters:

a) Road works in Lower Town and Turnpike. A patching operation (ahead of surface dressing) to take place later in May will require partial road closures. The diversion route will not involve other roads in the village. Cllr Radford was thanked for obtaining this further information from DCC Highways staff. Cllr Culpin will place information on the website and notices will be placed around the village.

[Cllr Radford left the meeting at 8.35 pm]

The poor condition of the surface of Boobery, especially at the western and eastern ends, has been reported again to DCC Highways.

- b) Other matters mentioned and to be kept under review:
- i) additional litter/dog bin in Station Road
 - ii) defective dog bins as reported by Cllr L Taylor
 - iii) book swap/telephone kiosk:
 - children's section
 - damage to shelving
 - exterior painting
 - iv) grass cutting for 2021/22 season.

2021/22/023

Discussions with County and District Councillors: none present.

2021/22/024

Appointments for 2021/22:

- Publicity Officers of the Parish Council to remain as Cllrs Cutts and Culpin, also the Clerk, by unanimous agreement. Cllrs Culpin and Jackson will maintain the Facebook page and Cllr Culpin will continue as Website Manager, also unanimously approved.

- Responsible Finance Officer (RFO) of the Parish Council to remain as the Clerk, by unanimous agreement of the Members. continued.....

2021/22/025

Correspondence: all items received by the Clerk have been circulated by e-mail. No matters arising.

2021/22/026

Next bi-monthly business meeting of the Parish Council: Members noted that legislation which enables virtual meetings of local councils to be held ceases to apply after 6 May 2021. The next meeting must therefore be held face-to-face in a public hall, provided that social distancing requirements can be complied with. It will be held on Tuesday 27 July 2021 at 7.00 pm in the Memorial Hall subject to booking and to Covid-19 social distancing restrictions [Date now booked and confirmed]. [Agenda items deadline: 16 July 2021.]

2021/22/027

Dates for other meetings in 2021/22: a) bi-monthly business meetings:

(September 2021, November 2021, January 2022 & March 2022)

b) Finance Committee meeting:

(December 2021) (budget and precept for 2022/23)

c) 2022 Annual Parish Meeting and 2022/23 Annual Meeting of the Parish Council:

(May 2022) (approval of accounts for 2021/22 and preparations for the annual audit).

- to be decided/booked later in the light of the Covid-19 situation.

2021/22/028

Other matters by leave of the Chairman:

Cllr S Taylor, referring to the use of telegraph posts in the village for the placing of event advertisements, spoke of the need for general notice boards.

The Chairman thanked Cllr Culpin for setting up and hosting the 'Zoom' meeting and the Clerk for his work in producing the accounts and audit preparations.

There being no other business, the meeting was closed at 8.50 pm.