

24.09.19

Summonses to the bi-monthly business Meeting of Sampford Peverell Parish Council to be held on Tuesday 24 September 2019 in the Committee Room of the Memorial Hall, Lower Town, Sampford Peverell, starting at 7.00 pm, were distributed with the agenda to all Members by e-mail on 18 September 2019.

Agenda

As distributed.

2019/20/047

In the absence of Cllr David Cutts, the Members present unanimously agreed that the meeting should be chaired by Cllr Heather Culpin. She took the Chair and declared the meeting open at 7.00 pm, welcoming Cllr Jo Norton (MDDC) and Members present.

2019/20/048

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

2019/20/049

Apologies: Cllrs D Cutts and I Adlington (both on holiday overseas)

Parish Councillors present:

Cllr H Culpin in the Chair.

Also: Cllrs L Taylor, J Disney, A Mackenzie, S Taylor, T Burt and B O'Connell.

Also present: Cllr J Norton (MDDC).

Cllr Radford (DCC) joined the meeting later. Cllr C Collis (MDDC) was not present.

2019/20/050

Minutes of the bimonthly business Meeting of the Parish Council held on 23 July 2019 were unanimously approved as a true record and signed by the Chair.

- Matters arising: at the suggestion of the Clerk, the subject of grass cutting (which had been omitted from the agenda as a specific item) was, with the Chair's permission, discussed.

Members agreed that the cut of verges in the village due on 12 September 2019 had not been done. The Clerk undertook to ensure that MDDC would carry out this work by the middle of October.

- Declarations of Interests: none made.

2019/20/051

Planning matters: applications considered by sub-committee/planning decisions notified by MDDC/Appeals notified/new applications and matters notified after 18 September 2019 and enforcement matters: see attached spreadsheet (Planning Applications - July 2019 to September 2019). Details noted. Cllr Disney pointed out that the Hitchcocks Business Park application had been withdrawn.

There were no other current planning matters.

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2019/20/052

Finance

a) Payments made since last business meeting (23.7.19): none.

b) Statement of Accounts: as at 30 August 2019 balances were as follows...

Business Reserve account: £3,960.60 (sheet 116)

Current account: £8,231.77 (sheet 330): Members noted that this balance now includes £938.24 (unchanged) held in the name of the former Parish Plan Group and £2,788.55 held in the name of the Sampford Peverell Play Park Appeal.

Reconciliation to bank statements was demonstrated and the Clerk's statement unanimously accepted.

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2019/20/052 Finance continued.....

c) Authority to pay accounts rendered:

- (i) M J Aspray: Clerk's salary for August and September 2019: £566.00
- (ii) M J Aspray: Clerk's expenses (claim to be deferred to a later meeting)
- (iii) SPPCC: annual grant to assist with maintenance of closed churchyard: £300.00
- (iv) SP Methodist Church: annual grant to assist with maintenance of closed churchyard: £70.00 (both (iii) and (iv) being for 2019/20)
- (v) PKF Littlejohn LLP: 2018/19 external audit fee: £240.00
- (vi) B O'Connell: toilets locking costs (two 4-week periods @ £112.00 each, namely 29/7/19 to 25/8/19 and 26/8/19 to 22/9/19): £224.00

Five cheques issued with the unanimous agreement of Members.

d) Finance correspondence: none.

e) External audit (2018/19 accounts): the audit is now concluded. PKF Littlejohn LLP has stated that information supplied is in accordance with proper practices: there are no matters giving cause for concern that relevant legislation and regulatory requirements have not been met. Further, there were no other matters affecting that opinion. The Notice of Conclusion of Audit and accompanying papers will be posted on the Parish Council's notice board and on the website before 30 September 2019.

f) Play Park finances: not yet transferred to the Village Hall Charity: payments made each month by Standing Order under the Giving Scheme to the Play Park Appeal are still being paid to the Parish Council. Cllr Disney explained that the Charity is awaiting the appointment of a new Treasurer.

g) Viridor legal charge: in hand.

h) Authorised signatories: Cllr S Taylor indicated his willingness to be added to the list. The Clerk explained that no further action has yet been taken.

2019/20/053

Public Convenience Development Group: Cllr Disney had nothing to report.

The Clerk emphasised the need to have a costed proposal for the works to the existing toilet block in the Play Park so that a Section 106 claim for funds can be made with MDDC.

Cllr Mackenzie spoke of difficulties accessing his property because of cars inappropriately parked near to the sports field entrance. S106 funds are available to improve access to the sports field.

2019/20/054

Declaration of a Climate Change Emergency

The meeting broadly supported the development and implementation of an environmental policy. Cllr Burt's paper that was circulated on 7 September listed past and continuing involvements of the Parish Council that can be identified as having environmental consequences: support for the sports ground and play park, support for the Canal, the litter picks, the community compost scheme, the improved access to the station and support for the bus service through the village. The work of the Tree Wardens in planting many trees in and around the village and the use of electronic communication provide further examples. Cllr Burt suggested additional tree planting and the reduction of the speed limit through the village as a means of reducing carbon emissions.

Cllr Radford joined the meeting at 7.40 pm having attended a meeting of MDDC's Environment Policy Committee. He was able to state that MDDC is to set up a working group which will make recommendations for combatting climate change locally.

Cllr Disney suggested that the Parish Council should call a public meeting in the Spring as a means of engaging with the parish community. Other suggestions made included involvement of the School, possibly by arranging a suitable talk to the pupils and staff, also an article for publication in 'Parish News'.

Cllr Burt will draw up a draft policy for the Parish Council to consider.

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2019/20/055

Reports from Working Group (WG) Chairmen and holders of individual portfolios:

- a) Communications and Engagement WG: it was noted that the publication in 'Parish News' of the date of this meeting (which the Clerk had arranged) had failed to increase the number of parishioners attending.
- b) Roads, Pavements and Paths WG: Cllr Burt had nothing to report, other than the fact that the Chains Road fence still has not been repaired.
- c) Affordable Housing WG: Cllr Culpin reported that the new survey forms had all been distributed. The survey will produce up-to-date details of local housing requirements at no cost to the Parish Council. A summary report will be sent to CLT members.
- d) Snow Warden: no report received.
- e) Tidiness: the autumn litter pick will take place on Saturday 19 October 2019, starting at 9.30 am from the village car park as usual. Cllr Burt confirmed that 'Parish News' will publish an appropriate notice of the event, that arrangements had been made with Phoenix House (MDDC) for the loan and collection of the necessary equipment and with 'The Globe Inn' for provision of coffee/tea for the pickers after the event.

2019/20/056

Other highways and village matters:

- a) Public toilets: Cllr O'Connell confirmed that arrangements for night-time locking remain in place and that no vandalism problems have arisen. Cleaning by Bernie O'Connell also continues, but there is a problem regarding payment at the agreed rate by MDDC for this work. Bernie has invoiced MDDC for June, July and August (a total of £600.00), only to be told that SPPC should raise the invoice, receive payment and pass this to Bernie. The Clerk will investigate and ensure that Bernie is paid as quickly as possible. Sluggish drainage may need to be investigated by MDDC: Bernie has satisfactory communications with MDDC regarding the supply of materials and maintenance problems.
- b) Emergency Plan development: Cllr Disney has not taken this forward yet.
- c) willow tree at car park entrance: still no leaf emergence this year. Peter Bowers has written to express his concerns about possible danger to pedestrians and vehicles in winter gales with falling branches from what appears to be a dead tree. MDDC is aware, but the Clerk will pass on the Tree Warden's comments as a reminder for action.
- d) Public Rights of Way: Cllr Burt had nothing to report. Now that crops have been removed from the fields he will walk the paths again and contact the PRoW Officer, Stuart Howell (DCC), as necessary.
- e) Sampford Lands Charity: Cllr Cutts is in contact with the Charity's Chairman, David Sweatman.
- f) Devon Air Ambulance: seeking to establish a network of night landing sites, SPPC is asked to consider establishing a site on the Whitnage Road playing field. A preliminary examination suggests the far football pitch is promising: two existing redundant lighting columns could be used with light fittings and remote switching. The meeting asked the Clerk to contact Toby Russell (Community Landing Sites Development Officer) to establish costs involved and the possibility of grant aid.

2019/20/057

Discussions with DCC and MDDC Members: Cllr Radford has written a report on County issues for Parishes within the Willand and Uffculme Division which the Clerk has circulated to Members. He reminded the meeting of the Parish and Town Councils' Conference on 3 October (details of which had already been circulated).

Cllr Jo Norton (MDDC) reminded Members of the current review of Ward boundaries and asked if SPPC is content with present boundaries.

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2019/20/058

Reports by Parish Council representatives:

a) VH & RG Charity Committee: Cllr Adlington had circulated the draft minutes of the Charity's meeting held on 25 July 2019. In an accompanying letter, Cllr Adlington gave information about a request to licence the sports ground for the sale of alcohol. The cancer charity, CLIC Sargent, has held a very successful fund-raising event in each of the last two years employing the sports field for activities including music and the sale of food and of alcohol requiring a licence which is restricted to 499 people, a number that will be exceeded in future years. The Committee wishes to obtain a full licence to include the sale of alcohol and the Parish Council is asked to consider this proposal.

The Clerk advised the meeting that because this request for discussion was circulated to Members on Saturday 21 September 2019 it could not be discussed at this meeting. The matter was not included in the published agenda on the website and notice board, further the required notice of a minimum of three clear working days' notice had not been given.

b) Canal Advisory Committee: Cllr Cutts had not received a report from Mark Baker. The Clerk reminded Members that Mark's reports are published in the Friends' monthly newsletters which are circulated by the Clerk as soon as received.

c) Sampford Peverell Society: Cllr Culpin had circulated notes on the latest Committee meeting. It had been hoped that Cllr S Taylor could in future act as the Parish Council's representative on the Committee and thus make these reports to PC meetings, but family-related commitments will prevent this.

d) SP & District Twinning Association: Cllr L Taylor had circulated a report on the latest Committee meeting (1.9.19) because the draft minutes are not yet available.

e) Tree Wardens: no report was requested.

f) Play Park Committee: Cllr Disney reported that holes had been discovered in some of the equipment leading to speculation that lasers may have been involved.

2019/20/059

Correspondence has been circulated by e-mail: noted.

2019/20/060

Other matters by leave of the Chairman:

Recent outbuilding break-ins in the village: the Police have no vehicle descriptions to aid their investigation.

2019/20/061

Next meeting of the Parish Council will be on Tuesday 26 November 2019 starting at 7.00 pm in the Committee Room of the Memorial Hall.

There being no other business, the meeting was closed at 8.40 pm.