

Sampford Peverell Parish Council (SSPC)

Annual Meeting of the Parish Council

I hereby give notice that the Annual Meeting of the Parish Council will take place on Monday, 15 May 2023 starting at 7.30pm in the main hall of the Memorial Hall, Lower Town, Sampford Peverell.

All Members of the Parish Council are hereby summoned to take part for the purpose of considering and resolving the business as set out hereunder.

Given the Election on 4 May 2023, all elected Parish Council members must sign the Declaration of Acceptance for Office, Register of Member's Interests and submit their expenses returns unless the Parish Council resolve to do so at a later date.

Dated this 9 May 2023
Susan McGeever
Clerk to the Parish Council

AGENDA

All Members are reminded of the need to make declarations of interest prior to any relevant discussion that may take place during this meeting.

Item		Report Pages
1	Election of Chairman for 2023/24 Elected Chairman to sign Declaration of Acceptance for Office	N/A
2	Election of the Vice Chairman for 2023/24 Elected Vice-Chairman to sign Declaration of Acceptance for Office	N/A
3	Review/Approval of Parish Council documentation including but not limited to Code of Conduct, Standing Orders and Financial Regulations.	Due to the length of these documents they are published separately
4	Public Open Forum Members of the public may speak for a period of 3 minutes on matters they wish to bring to the attention of the Parish Council and these matters may be related to items on the agenda.	N/A
5	Apologies	N/A
6	Declarations of Interest	N/A

7	Approval of the Minutes of the meeting of the Parish Council held on 17 April 2023	2-8
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12	Discussions with DCC Member Cllr Ray Radford and with MDDC Ward Members, Cllrs Lock and Westcott	N/A
13	Brief reports from Parish Council representatives on any recent activities	15
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Susan McGeever
Clerk and Responsible Financial Officer
Sampford Peverell Parish Council

SAMPFORD PEVERELL PARISH COUNCIL

7	Approval of the Minutes of the meeting of the Parish Council held on 17 April 2023	2 to 8
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DRAFT
17/04/23

Summonses to the meeting of Sampford Peverell Parish Council to be held in the committee room at the Memorial Hall, Lower Town on 17 April 2023, starting at 7.00 pm, were distributed with the agenda and posted on the website on 11 April 2023.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 17 April 2023**

Present:

Councillors Cutts (Chairman), Culpin (Vice-Chairman), Burt, O’Connell, Perks and Taylor and S McGeever (Clerk).

Cllr Cutts opened the meeting and welcomed those present. The meeting was an extra meeting to predominantly discuss planning applications received.

2022/23/011/1 - Public Open Forum

Public representation was made relating to application number 22/01209/FULL:

- the application was outside the settlement area of Sampford Peverell
- Q class could be used to provide a residence for those undertaking farming activities
- there was no request for an agricultural tie and the design was essentially for a residential home
- using Q class and an agricultural tie would mean that there would be no need for a planning application
- the new drawings showed that the residence and the associated buildings (garage etc) were outside the original site plan submitted by the applicant’s agent and thus this did not meet legal requirements
- should not be viewed in isolation, there was also an application to move one barn and approval for a second barn
- part of the site was within a conservation area

If a planning application was made subject to an agricultural tie that would remove objections but the route being taken could lead to further development of dwellings outside the settlement area. It was hoped assurances would be given that the dwelling would be used in accordance with an occupancy condition.

The applicant believed the design would have less impact on the surrounding area than a conversion of the existing barn and was essential to the continued farming of the area and it was not felt an agricultural tie was necessary. Assurances were given that no further development would take place at the site or that at Higher Town.

2022/23/011/2 - Apologies

Apologies had been received from Councillor Castle and Councillor Williams was not seeking re-election.

2022/23/011/3 – Declarations of Interest

There were no declarations of interest.

2022/23/011/4 – Approval of the Minutes of the Parish Council Meeting held on 20 March 2023

It was RESOLVED that the minutes of the meeting held on 20 March 2023 were a true record of proceedings and they were duly signed by the Chairman.

Councillor Burt advised that he had not contacted Connecting the Culm regarding sewage overflow.

Further discussion on affordable housing would take place at the next Parish Council meeting.

2022/23/011/5 - Planning matters

a) Consultation requests received:

23/00464/FULL

Proposal: Erection of replacement dwelling to include conversion of outbuilding (Revised Scheme)

Location: 9 Lower Town Sampford Peverell Tiverton

Following a site visit from Councillor Taylor, it was RESOLVED that the Parish Council had no objection to this application.

23/00462/CAT

Proposal: Notification of intention to pollard 1 Willow tree within the Conservation Area

Location: 3 Boobery Sampford Peverell Tiverton

Following a site visit from Councillor Taylor, it was RESOLVED that the Parish Council had no objection to this application. The tree was overly tall and required pollarding.

22/01209/FULL

Proposal: Erection of dwelling following demolition of an agricultural building utilising the Class Q fallback position

Location: Land and Buildings at NGR 302779 113776 (Morrells Farm, South West of Chains Road) Sampford Peverell

Councillors Burt and Taylor had conducted a site visit. The revised drawings assumed that the moving of the second barn would be approved by MDDC to its new location (approval for the barn had been granted but not in its new siting) given that part of revised drawings covered the barn's approved site.

The Parish Council noted the objections raised and one councillor believed an agricultural tie was appropriate. However, following discussion and by a majority vote in favour, it was RESOLVED that the Parish Council had no objection in principle to the application in front of them. However, given the concerns of members of the public present at the meeting, the Parish Council would ask for confirmation that all the paperwork provided to MDDC's planning department met the designated legal requirements and that the proposed build falls within the site plan contained therein.

23/00472/FULL

Proposal: Erection of an agricultural building to house cattle (606 sq. m)

Location: Land and Buildings at NGR 300310 114566 (Widhayes Farm) Uplowman

It was RESOLVED that the Parish Council had no comment to make on this application.

23/00521/HOUSE

Proposal: Erection of extension to porch

Location: 46 The Brendons Sampford Peverell Tiverton

Following a site visit from Councillor Taylor, it was RESOLVED that the Parish Council had no objection to this application.

22/02102/MFUL

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at NGR 300535 112291 (Bycott Farm) Lower Town Halberton

The revised information on MDDC's planning portal provided further concern as to the amount of HGV and agricultural vehicle movements the proposed plant would generate through the village together with the associated increased pollution and road safety issues.

The Parish Council RESOLVED to re-confirm its objection to the application.

23/00485/LBC

Proposal: Listed Building Consent for installation of 16 photovoltaic panels on South facing roof

Location: High Cross House 3 Higher Town Sampford Peverell

Following a site visit from Councillor Taylor, it was RESOLVED that the Parish Council had no objection to this application.

23/00563/HOUSE

Proposal: Erection of single storey rear extension and infill existing porch

Location: 3 Blackdown View Sampford Peverell Tiverton

Following a site visit from Councillor Taylor, it was RESOLVED that the Parish Council had no objection to this application.

Consultation letter from Decharge Ltd

Land at Greenway, Tiverton, Devon Temporary Inert Landfill and Construction Waste Recycling Facility

The Parish Council considered that this proposal would only add to its concerns regarding the amount of HGV vehicle movements through the village together with the associated increased pollution and road safety issues.

The Parish Council RESOLVED to a letter expressing its concerns and its probable objection to any application. **(Action: Clerk)**

b) Decision notices received:

The Parish Council noted the following planning decisions:

23/00140/CLP - SPLIT DECISION

46 The Brendons, Sampford Peverell, Tiverton

Plans would need to be submitted for the extension and porch as they did not fall under permitted development.

23/00138/HOUSE - APPROVED

Proposal: Erection of building for storage of energy/water/heating plant, firewood and recycling following removal of existing mobile home and shipping containers Location: Pitt Cross Barn Sampford Peverell Tiverton Devon Site Vicinity Grid Ref: 303440/11612

22/01688/MOUT – APPROVED

Proposal: Variation of conditions 7, 9, 10 and 11 of planning permission 17/01359/MOUT to amend the requirement for access and highway works from pre-commencement of development to occupation of development (Outline for the erection of 60 dwellings and construction of new vehicular access onto highway to the West of the site)

Location: Land and Buildings at NGR 302469 114078 Higher Town Sampford Peverell Devon

c) Enforcement matters

ENF/22/00302/RURAL - 31/10/22

Construction of pond

Land off Station Road, Sampford Peverell

The new access raised by Parish Councillors has been notified to Enforcement.

d) any other planning matters and planning correspondence

Nothing to report.

2022/23/011/6 - Finance

a) Current Financial position

Business Reserve Account

Balance 31/03/23 £ 3985.36

Receipts

March £ 3.38

Bank reconciliation

Balance at 28 February 2023 £3981.98

Receipts £ 3.38

Balance at 31 March 2023 £3985.36

Reconciled to bank statement and Chairman checked against the statements

Current Account

Balance at 31/03/23 £24076.00

Receipts

Statement to 31 March 23

FOTP	£ 8.00	Reconciles to statement
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Payments

Statement to 31 March 2023

Cheque 1642 (Kingfisher – salt grit bins)	£ 603.00
Cheque 1650 S McGeever (wages)	£ 492.97
Cheque 1652 S McGeever (re-imburement for defibrillator)	£ 348.00
Cheque 1648 Four Seasons Tree Services (pollarding)	£ 828.00
Cheque 1653 B O’Connell (toilet maintenance)	£1120.00
Cheque 1645 Village Hall (meeting room)	£ 15.00
Cheque 1649 Npower (electricity for public conveniences)	£ 31.72
Cheque 1651 HMRC (tax payable)	£ 24.00
Total	£3462.69

Reconciles to bank

Bank reconciliation

Balance at 28 February 23	£27530.69
Receipts	£ 8.00
Payments	£ 3462.69
Balance at 31 March 23	£24076.00

Reconciled to bank statement and Chairman checked against the statements

Outstanding cheques

Cheque 1644 (Source for Business – toilets)	£ 31.51
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b) Payments made since the last meeting

None

c) Authority to pay accounts rendered

The following invoices have been received for payment:

S McGeever (wages after tax)	£430.16
HMRC (tax payable)	£ 24.00

It was RESOLVED that the bank signatories would need to be amended following the election and that Councillor Taylor would become a signatory and that the online banking would be adopted.

d) S106

i) Councillor Cutts advised that a revised application had been received from the cricket club and submitted to MDDC to see if it now met their criteria. The application had been broken down into sections which would provide for a tarmac drive, a wider gate, improved pedestrian path and easier access for wheelchair users.

ii) With regard to the Heathcoat’s request in relation to S106 funds, the following link regarding S106 monies has been received from MDDC.

[17_01359_MOUT-Section_106-1754045.pdf \(middevon.gov.uk\)](https://www.middevon.gov.uk/17_01359_MOUT-Section_106-1754045.pdf)

No official request had been submitted.

e) Membership of DALC

It was RESOLVED that the Parish Council would continue its membership of DALC and a cheque was written and signed to cover the annual cost of £356.03.

The Chairman requested the Clerk comment to DALC on the percentage increase.

f) Precept

The first precept payment of £8725.50 has been received.

g) Budget for the King's Coronation

The events taking place were:

Big screen showing of the coronation.

An event in the play park. (Band present)

Vintage tractor parade.

An evening event in the Village Hall. (Band present)

Work was ongoing to finish the serving area attached to the Public Convenience and, in the meantime, it was RESOLVED that Rowenna's ice creams would be present and it was hoped they would donate to the Village Hall.

It had been arranged for the car park to be closed and notices would be put up in advance.

It was RESOLVED that a budget of £500 would be set to cover the associated costs.

h) Use of Parish Magazine funds

It was RESOLVED that the Parish Magazine fund for 22/23 would be allocated towards the refurbishment of the public convenience and servery. The facility would be a benefit to all residents.

The Parish Council would consider projects for the 223/24 funding of £1100 which had been gratefully acknowledged.

Councillor Taylor suggested the possibility of a new bench at Battons Cross.

Action: Clerk to ascertain if located in Sampford Peverell or Halberton.

2022/23/011/7 - Any business items for the next meeting

There were no items of business for the next meeting.

2022/23/011/8 - Next meeting of the Parish Council

The dates of the next meetings of the Parish Council were:

Annual Parish Meeting – 15 May 2023 at 7pm

Annual Meeting of the Parish Council – 15 May 2023 at 7.30pm

Signed _____ Date _____

SAMPFORD PEVERELL PARISH COUNCIL

8	Planning matters	9 to 10
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a) Consultation requests received:

23/00645/HOUSE

Proposal: Replacement front door and repairs to shopfront Location: 21 Higher Town Sampford Peverell Tiverton

Site Vicinity Grid Ref: 302845 / 114299

Parish: Sampford Peverell 42

Deadline for comments: 11 May 2023

22/01209/FULL

Proposal: Erection of dwelling following demolition of an agricultural building utilising the Class Q fallback position

Location: Land and Buildings at NGR 302779 113776 (Morrells Farm, South West of Chains Road) Sampford Peverell

Devon Grid Ref: 302782 : 113779

Parish: Sampford Peverell 42

Deadline for comments: 16 May 2023

23/00730/CAT

Proposal: Notification of intention to fell 1 Leylandii within the Conservation Area

Location: Quay Head 2 Boobery Sampford Peverell

Site Vicinity Grid Ref: 302940 / 114329

Parish: Sampford Peverell 42

Deadline for comments 30 May 2023

b) decisions notified by MDCC

22/01634/HOUSE – APPROVED

Proposal: Installation of 26 ground mounted solar pv panels

Location: East Pitt Farm Whitnage Tiverton

23/00464/FULL – APPROVED

Proposal: Erection of replacement dwelling to include conversion of outbuilding (Revised Scheme)

Location: 9 Lower Town Sampford Peverell Tiverton

23/00462/CAT - APPROVED

Proposal: Notification of intention to pollard 1 Willow tree within the Conservation Area

Location: 3 Boobery Sampford Peverell Tiverton

23/00563/HOUSE – APPROVED

Proposal: Erection of single storey rear extension and infill existing porch

Location: 3 Blackdown View Sampford Peverell Tiverton Devon

c) enforcement matters

ENF/22/00302/RURAL - 31/10/22

Construction of pond

Land off Station Road, Sampford Peverell

No further response received.

d) any other planning matters and planning correspondence

Correspondence from Clearston Energy

Renewable Energy project proposal in Sampford Peverell PC

Proposal for the development of a renewable energy project on land next to Junction 27 of the M5 (EX16 7EJ). Half of the site sits within the Sampford Peverell PC and half in Burlescombe PC. The project is a Battery Energy Storage facility called the 'Junction 27 Energy Hub'.

Consultation meeting in the Village Hall on 31 May 2023

SAMPFORD PEVERELL PARISH COUNCIL

9	Financial matters	11 to 12
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Following the election, the Parish Council should review its arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

At present, the Parish Council has arrangements with MDDC for grass cutting and rubbish collection.

The Parish Council should also review its subscriptions – this currently includes DALC, Norton and Microsoft 365.

a) Current Financial position

Business Reserve Account

Balance 30/04/23 £3988.47

Receipts

April £ 3.11

Bank reconciliation

Balance at 28 February 2023 £3985.36

Receipts £ 3.11

Balance at 31 March 2023 £3988.47

Reconciles to bank statement

Current Account

Balance at 30/04/23 £32323.82

Receipts

Statement to 30 April 23

FOTP £ 8.00

Precept £8725.50

Total **£8733.50** Reconciles to bank

Payments

Statement to 30 April 2023

Cheque 1644 (Source for Business – toilets) £ 31.51

Cheque 1655 - (S McGeever wages after tax) £ 430.17

Cheque 1656 – (HMRC tax payable) £ 24.00

Total **£ 485.68** Reconciles to bank

Bank reconciliation

Balance at 28 February 23 £24076.00

Receipts £ 8733.50

Payments £ 485.68

Balance at 31 March 23 £32323.82

Outstanding cheques

Cheque 1657 (DALC membership) £356.03

b) Payments made since the last meeting
None

c) Authority to pay accounts rendered

The following invoices have been received for payment:

Npower (electricity)	£ 34.68
Sampford Peverell VH	£ 15.00
H Culpin (Website)	£ 65.87
S McGeever (wages/expenses)	£368.81
HMRC (PAYE)	£ 90.80
Zurich Insurance	£423.07*

Note: The Parish Council should review the inventory of land and other assets and ensure adequate insurance cover is in place. The Parish Council may wish to consider cyber attacks.

The asset register is under review and a decision needs to be taken on whether or not the public conveniences are covered by the Parish Council or Village Hall.

Clerk's recommendation pay the current premium which falls due on 1 June 2023 and then discuss amendments with the insurance company as decisions are made.

d) S106

i) The cricket club has submitted a new application for review by S106.

ii) No further request has been received from Heathcoat's relating to electronic facilities at the cricket ground.

e) Review of accounts for the year 2022-23 including reserves
Presented as a separate paper.

f) Change of signatories on the bank account, move to online banking

The forms for the change of signatories as a result of the election and for the move to online banking for statements will be available at the meeting.

Once this is in place then it will be possible to organise for online payments to be made with dual signatories.

g) AGAR - Signing of the Annual Governance Statement

This document should be signed before the Accounting Statement is signed off. Whilst it can be at the same meeting under different minute items, it is preferred to do it a separate meeting and to this end a short meeting needs to be called in June. The deadline for submission is 3 July which is prior to the next Parish Council meeting.

h) Internal Audit

The internal audit is underway and awaiting completion.

i) The Parish Council should review its expenditure incurred under s.137 of the Local Government Act 1972.

Expenditure for the Jubilee can be incurred under S.137.

SAMPFORD PEVERELL PARISH COUNCIL

10	Reports from Working Groups/Individual Roles	13
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A review of the current working groups and individual roles, including arrangements for reporting back, should take place due to the election of 4 May 2023 and named councillors no longer being on the Parish Council. For ease of the review the listing includes the names of previous councillors.

New councillors should be appointed to fill the vacancies.

The Parish Council does not currently run any formal committees and, therefore, there are no minutes from committees to review, no recommendations to consider and no review of the delegation arrangements required that would not be covered in the Standing Orders and Financial Regulations.

The Parish Council should consider if they wish to appoint any new committees.

a) Communications & Engagement (publicity) (Cllrs Cutts and **Culpin**)

- Social Media (Cllrs **Culpin** and Castle)
- Review of social media policy

b) Climate Change and environmental issues (Cllr Burt)

- SP wastewater treatment and works update

c) Roads, Pavements & Footpaths/Road Safety (Cllrs Burt, **Williams** and Castle)

- traffic speed survey: follow up action

- '20 is plenty' signage/national '20 is plenty' membership/speed limits

Sampford Peverell's membership of the '20 is plenty' scheme has been completed and all information provided to Councillor Castle

- Annual footpath review

d) Public Convenience Development Group (Cllr Cutts, O'Connell & Taylor)

- maintenance issues
- maintenance costs
- cleaning and daily locking (1 March – 31 May 2023)

e) Affordable Housing – Community Lands Trust (Cllr **Culpin**)

f) Snow Warden (Cllr Taylor)

g) Tidiness/Litter-picking (Cllr Burt)

h) Defibrillator maintenance (Cllr Taylor)

i) Phone Box (Cllr **Culpin**)

j) Parish Council website (Cllr **Culpin**/Clerk)

SAMPFORD PEVERELL PARISH COUNCIL

11	Other Highways and village matters	14
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- a) Vandalism/ASB/criminal damage in the village
A notification with regard to graffiti is being dealt with by the Clerk.

- b) Other highways matters: road maintenance/Boobery
The road surface at Boobery remains an issue.

SAMPFORD PEVERELL PARISH COUNCIL

13	Brief reports from Parish Council representatives on any recent activities	15
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A review of the current working groups and individual roles should take place due to the election of 4 May 2023 and named councillors no longer being on the Parish Council. For ease of the review the listing includes the names of previous councillors.

New councillors should be appointed to fill the vacancies.

a) Village Hall and Recreation Ground Charity Committee (Cllr Cutts)

b) Grand Western Canal Joint Advisory Committee (Cllr Cutts)

Newsletter from the Friends of the Grand Western Canal have been circulated to council members.

c) Sampford Peverell and District Twinning Association (Cllr Castle)

d) Sampford Peverell Society (Cllr **Culpin**)

e) Tree Wardens (report from Mr Peter Bowers)

Nothing to report

SAMPFORD PEVERELL PARISH COUNCIL

14	Correspondence	16
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Trees at Brendon

The following email was received from MDDC:

I did pop around to look at the three remaining trees within the green space (western end), which MDDC maintain. Trees appear in good condition with no essential works required. Some crown lifting over the green space could be undertaken but this would be a low priority.

The trees on the eastern aspect (within adopted highway space) do require crown lifting (c.3.6m in height). Also could do with pruning back from the dwelling. Though from the looks of it the resident has undertaken some pruning. There was also one or two poor quality trees that would benefit from removing. Though, not essential.

The Clerk is awaiting a response from DCC.

SAMPFORD PEVERELL PARISH COUNCIL

15	Any business items for the next meeting	17
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The setting up of Parish Council emails should be considered at the next meeting when the names of Parish Councillors are known.

Other actions required

1. Review of the Council's complaints procedure;
2. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
3. Review of the Council's employment policies and procedures;

The Parish Council should consider what is required to hold the General Power of Competence.

SAMPFORD PEVERELL PARISH COUNCIL

16	Next meetings of the Parish Council	18
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The proposed dates for the next meetings are:

24 July 23

25 September 23

27 November 23

4 December (Finance) 23

22 January 24

25 March 24

A short meeting will be required in June to sign the Accounting Statement. Proposed date 5 June 2023.

The Parish Council should also set the date of the next Annual Meeting of the Parish Council. Proposed date 13 May 2024 as 6 May 2024 is a Bank Holiday.