

09.05.22

Summonses to the Annual Meeting of Sampford Peverell Parish Council to be held in the main hall at the Memorial Hall, Lower Town on 9 May 2022, starting at 7.30 pm, were distributed with the agenda and posted on the website 1 May 2022.

## **Minutes of the Annual Meeting of Sampford Peverell Parish Council held on 9 May 2022**

Present:

Councillors D Cutts (Chair), H Culpin (Vice-Chair), T Burt, B O'Connell, S Taylor and A Williams and S McGeever (Clerk).

The current Chair, Cllr Cutts, opened the meeting and welcomed those present.

### **2022/23/001/1 - Election of Chairman for 2022/23**

Cllr Culpin proposed that Cllr Cutts continue in the role of Chair. The proposal was seconded by Cllr O'Connell and unanimously approved.

### **2022/23/001/2 - Election of the Vice Chairman for 2022/23**

Cllr Cutts proposed that Cllr Culpin continue in the role of Vice-Chair. The proposal was seconded by Cllr Williams and unanimously approved.

### **2022/23/001/3 - Review/Approval of the Code of Conduct**

It was noted that the SPPC website currently referred to the current MDDC Code of Conduct. The Clerk recommended that SPPC have its own Code of Conduct published on its website.

It was RESOLVED that a stand-alone SPPC Code of Conduct would be presented to the next meeting for approval.

**Action:** Cllr Culpin/Clerk

### **2022/23/001/4 - Review/Approval of the Standing Orders of SPCC**

It was noted that the current SPPC Standing Orders had been adopted in 2016 and approved each year thereafter. It was RESOLVED that the Clerk would review the current Standing Orders and put forward any recommendations to the next meeting for approval.

**Action:** Clerk

### **2022/23/001/5 - Open Forum**

Ruth Harrison and Christopher Rowley presented information on ECOE (Exeter Community Energy), a not-for-profit organisation focussing on assisting families and communities to become more energy efficient through the use of solar panels on public buildings, reducing carbon emissions, improving housing insulation and electrical appliances. Focus was centred on those at risk of fuel poverty and free advice was on offer to ensure healthy homes for well-being. Grants were available for available for energy related home improvements. Further information was available on their website <https://www.ecoe.org.uk>.

Cllr Cutts thanked them for their presentation and felt the information would be valuable to parishioners and it was suggested that they attend Parish events and posters were placed on the noticeboards.

Cllrs E Castle and B Perks.

Apologies also received from Cllr R Radford (DCC) prior to the meeting.

Cllr C Collis and J Norton (MDDC) were not present.

**2022/23/001/7 - Approval of the Minutes of the meeting of the Parish Council held on  
21 March 2022**

It was RESOLVED that the minutes of the meeting held on 21 March 2022 were a true record of proceedings and they were duly signed by the Chairman.

**2022/23/001/8 - Planning matters: applications considered by sub-committee/decisions notified  
by MDDC/Appeals notified/new applications and matters notified after  
1 May 2022/enforcement matters:**

It was noted that planning applications were considered by the Planning Committee made up of three councillors and that, where felt necessary, the whole Parish Council discussed applications at its meetings.

It was RESOLVED that if Terms of Reference were not held by the previous Clerk, such Terms of Reference would be written and approved by the Parish Council at its next meeting.

**Action:** Clerk

The updated list of Planning Applications was reviewed, and it was agreed that additional information such as the deadline dates for comments to MDDC would be added.

The new Clerk had advised MDDC Planning of the new contact details and registered to be able to submit the Parish Council's responses online.

22/00040/MARM

SP2-Higher Town - revised drawings re Reserved matters – response submitted  
Correspondence had been received regarding the planter and a response submitted.

22/00731/FULL

Variation to conditions 2 and 3 - Morells Farm, Lower Town – original comments apply.

22/00493/HOUSE

Erection of first floor rear extension - Wickets, Lower Town – no objection

22/00802/LBC

Replacement of windows - 2 Middle Pitt Cottages, Whitnage – no objection

22/00239/FULL – APPROVED by MDDC

Replacement shed/stable - 1 Middle Pitt Cottages, Whitnage – no objection

**2022/23/001/9 - Finance**

a. To note payments made since the last meeting

No additional payments had been made since 22 March 2022.

b. Statement of accounts

It was noted that the statement of accounts prepared by Clerk reflected known payments and receipts.

For the new Clerk to have access to the bank accounts authorisation was required by two signatories and it was, therefore, RESOLVED that the appropriate paperwork should be signed by the Chair and Vice-Chair.

Current Account	£25,968.60	
Receipts in April - Precept	£ 7,932.50	
Sub-total	£33,901.10	
Less expenditure		
Unpresented cheques as per Year End accounts	£ 211.44	
		£33,689.66
Combined accounts		£37,656.90

It was RESOLVED that once the new Clerk had access to the bank accounts that an online facility should be set up so that statements could be downloaded and real-time access to financial information would be available and that the previous clerk, Mike Aspray, should be removed.

The option to allow for the current signatories to be able to make online two-signatory authorised payments would be investigated.

**Action:** Clerk

It was noted that incoming standing orders relating to donations to the play area came into the Parish Council account and it was RESOLVED that over the coming months, donators would be asked to adjust their payment so that they went directly to the Village Hall (Play Area) account.

**Action:** Village Hall Committee

c. Authority to pay accounts rendered

It was RESOLVED that the following payments should be made:

Npower	£ 33.16
Zurich Insurance	£399.36
S McGeever (Clerk) – April 2022	£333.33
DALC membership	£302.97

It was noted that all building insurance (Village Hall, Public Conveniences, Tennis Club/Courts etc) whilst owned by the Parish Council all fell under the insurance put in place by the Village Hall Committee.

It was RESOLVED that two further payments should be made:

S Taylor (purchase of Jubilee bunting)	£ 81.00
A R Brown (refurbishment of public conveniences to 2/5/22)	£1043.00

d. Finance correspondence

There had been a letter from Npower advising that electricity costs would be rising.

e. Internal audit (Approval of 2021/22 Accounts)

The 2021/22 accounts prepared by the previous Clerk and Responsible Financial Officer had been reviewed, approved and signed by the Internal Auditor.

The Internal Auditor had raised three points:

1 VAT balance. There appeared to be a discrepancy in the brought forward and carried forward VAT figures. The most likely explanation is an error in the brought forward figure. I would advise making a VAT repayment claim as soon as is reasonable to confirm the correct figure.

It was RESOLVED that the PAYE box on the Internal Audit form for 2021/22 should not be ticked given that the correct procedure was not in place.

It was RESOLVED that the new Clerk should implement the correct procedure for 2022/23 and information on access to Government Gateway required to set up PAYE would be obtained from the outgoing Clerk.

**Action:** Clerk

3 If any tax credits can be claimed for the regular donations to the play area.

It was noted that neither the Parish Council nor the Village Hall were registered for Gift Aid.

It was RESOLVED that the Parish Council would continue to submit Form 3 to the External Auditor and the Internal Auditor would sign such form following the meeting in accordance with the decision taken above.

It was RESOLVED that the 2021/22 accounts as prepared by the outgoing Clerk be approved as a correct financial record for that year.

The new Clerk advised that an Internal Audit generally covered the working of the Parish Council as a whole and not just the financial accounts. The appointment of the Internal Auditor for 2022/23 would be actioned following a review of Parish Council documentation given that the majority of the documentation remained with the outgoing clerk.

**Action:** Clerk

e. External audit (Annual Governance and Accountability Return (AGAR))

It was RESOLVED that the financial figures approved by the Internal Auditor would be used to complete the Accounting Statement for 2021/22 for the External Audit following a review of the previous year's VAT figure and that the Chair and new Clerk were duly authorised to sign the paperwork.

It was RESOLVED that the Chair and new Clerk were duly authorised to sign the Annual Governance Statement 2021/22 with due attention to the correct procedures for PAYE.

**Action:** Chair/Clerk

### **2022/23001/10 Report from Working Groups/Individual Roles**

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

Cllrs Cutts and Culpin advised that there was nothing to report.

Social Media (Cllrs Culpin and Castle)

Cllrs Culpin and Castle advised that there was nothing to report.

b. Climate Change and environmental issues (Cllr Burt)

Cllr Burt advised that he remained concerned over the possibility of sewage spills. He had attended a Connecting the Culm seminar and there was increasing concern over dry weather spills and water quality in the Culm. He added that there was increasing concern more widely about microplastic discharge from sewage treatment works.

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

- traffic speed survey: follow up action

Cllr Williams advised that no further action had been taken since the last meeting on the traffic speed survey.

It was noted that speed camera training was required.

The Clerk advised that the boards were ready and Seddons had offered to put the signs up as required around the village free of charge.

Cllr Castle was co-ordinating the locations. It was felt that Seddons should ensure the board was placed at a location agreed by the owner of each property.

- Annual footpath review

Cllr Burt advised that he had two more paths to walk and was reporting any concerns to Richard Spurway (DCC).

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

- maintenance issues

Given the public convenience was closed, there were not maintenance issues.

- utility accounts received

As reported under finance.

- proposed remodelling works update

Cllr O'Connell advised that the refurbishment was a work in progress and no opening date was known. It was hoped they would be open for the Jubilee celebrations. Given the rising cost of electricity, Cllr Williams suggested that the lights be automatically controlled.

- cleaning and daily locking (14 March 2022 – 1 May 2022)

Not applicable given the renovation works.

- maintenance costs

To be assessed once the public convenience was operational.

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

Cllr Culpin advised that work was ongoing with respect to affordable housing and the Community Land Trust.

Edenstone had a planning condition to provide affordable housing within the build. The problem arose if the homes were then sold off and could be sold on at market prices which would mean there would be no permanent affordable housing in the village.

A local landowner had proposed to provide a site for 6-10 affordable dwellings.

Cllr Burt declared an interest given its location.

It was noted that any affordable housing would have to be connected to mains sewerage and this could mean that any build was not cost-effective.

A further report would be given at the next meeting.

f. Snow Warden (Cllr Taylor)

Cllr Taylor advised that there was nothing to report.

g. Tidiness/Litter-picking (Cllr Burt)

Cllr Burt advised that a litter picking event had occurred in the spring with very limited take up. Generally speaking, volunteers kept the village in a reasonable state throughout the year. He would organise another event in the autumn and then decide if formal events should continue depending on turnout.

h. Defibrillator maintenance (Cllr Taylor)

Cllr Taylor advised that he was going to replace the batteries in the unit that was five years old. The unit was in good order and replacing the batteries was significantly cheaper than replacing the unit. He also noted that the cabinet needed refurbishment.

**2022/23/001/11 Other Highways and village matters**

a. Vandalism/ASB/criminal damage in the village

Vandalism had eased off over the past months. However, it was reported that the rowan tree had been taken and that children had been damming up the leat resulting in a significant amount of silt that would need to be removed.

b. Police liaison

Cllr Cutts advised he had contacted PC Adrian Legg regarding the camper van. Given it was taxed and MOT, it was not possible to move the vehicle.

c) Book swap kiosk

Cllr Culpin advised plans were in place to repaint the book swap kiosk.

d. Jubilee celebrations planning (Cllr Williams)

Cllr Williams advised that plans were continuing regarding the Jubilee celebrations. A further meeting of the organising group would take place on Tuesday, 10 May 2022.

A bouncy castle, face painter, daytime and evening bands were being arranged.

A banner and laminated posters would be made up to advertise the event.

e. Other highways matters: camper van; pavement at Tiverton Parkway

The Clerk reported that DCC would be reviewing the pavement at Tiverton Parkway.

**2022/23/001/12 Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Christine Collis and Jo Norton**

Cllrs Radford, Collis and Norton were not present.

**2022/23/001/13 Brief reports from Parish Council representatives on any recent activities:**

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

Cllr Cutts advised that a new notice board would be erected at the recreation ground.

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

Cllr Cutts advised that there was nothing to report.

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

Cllr Castle had provided a report advising that a twinning evening was being arranged in the Jubilee Hall.

d. Sampford Peverell Society (Cllr Culpin)

Cllr Culpin advised that there was nothing to report.

e. Tree Wardens (report from Mr Peter Bowers)

The Clerk had circulated that Tree Wardens report and no issues were raised.

The Clerk advised that a full hand over had not occurred prior to the previous Clerk going on holiday for a month. Only those items which had been forwarded to the new Clerk prior to his departure were known - these included emails, given that a private email address was used, and the Parish Council did not have its own computer. Where known a change of correspondence or email address had been given.

Two pieces of correspondence that had been received related

a. the notification of a proposed upgrade of an antennae by WHP Telecoms Ltd at Higher Boehill Farm. Cllr Taylor did not believe this represented any concerns.

b. an email from Tiverton Pannier Market inviting Sampford Peverell to take a stand at one of their events. It was RESOLVED that this offer would not be taken up.

#### **2022/23/001/15 Dates for 2022/23 Parish Council Meetings**

a. bi-monthly business meetings

The following dates were agreed:

Monday, 18 July 2022

Monday, 19 September 2022

Monday, 21 November 2022

Monday, 16 January 2023

Monday, 20 March 2023

b. Finance Committee meeting

The following date was agreed:

Monday, 5 December 2022

c. 2023 Annual Parish Meeting and 2022/23 Annual Meeting of the Parish Council

The following date was agreed for both meetings:

Monday, 8 May 2022

#### **2022/23/001/16 Any other matters by leave of the Chairman**

Cllr Williams raised the issue of the potholes in Boobery Lane which had been reported.

**Action:** Clerk to follow up

It was noted a number of enterprises were interested in running a refreshment kiosk in the car park. Decisions would need to be taken on the way forward and formal tender document written.

Cllr Taylor raised the issue of the letter box in Boobery Lane which did not have a door.

**Action:** Clerk to follow up

Cllr Taylor advised that he would be the Parish Council representative for the British Legion.

Cllr Taylor had been asked by a parishioner if there were some way the Parish Council could speed up the process of Ukrainian refugees coming to the village.

**Action:** Clerk to ask other Parish Clerks

There being no further business the Chairman closed the meeting.

Signed \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_