

DRAFT
18/07/22

Summonses to the meeting of Sampford Peverell Parish Council to be held in the committee room at the Memorial Hall, Lower Town on 18 July 2022, starting at 7.00 pm, were distributed with the agenda and posted on the website 9 July 2022.

Minutes of the Meeting of Sampford Peverell Parish Council held on 18 July 2022

Present:

Councillors H Culpin (Vice-Chairman), T Burt, E Castle, B O'Connell, B. Perks, S Taylor and A Williams together with Councillor J Norton (MDDC) and S McGeever (Clerk).

In the absence of the Chairman, Cllr Cutts, Cllr Culpin opened the meeting and welcomed those present.

2022/23/003/1 -Public Open Forum

No members of the public were present.

2022/23/003/2 - Apologies

Apologies had been received from Councillor Cutts (Chairman) and Councillor Radford (DCC). Cllr C Collis (MDDC) was not present.

2022/23/003/3 - Approval of the Minutes of the Annual Parish Council Meeting held on 16 June 2022

It was RESOLVED that the minutes of the meeting held on 16 June 2022 were a true record of proceedings and they were duly signed by the Vice-Chairman.

2022/23/003/4 - Planning matters

Consultation requests received:

22/0040/MARM

SP2-Higher Town - revised drawings re Reserved matters
(9 May 2022 and 13 July 2022)

The Parish Council Planning Committee had RESOLVED that the revised drawings received on 9 May 2022 did not meet the concerns previously expressed and a further document had be sent to MDDC. These concerns were sustainability (solar panels and electrical capacity), drainage, lighting and the gateway into the new development.

The application had gone forward to the MDDC planning committee (29 June 2022 – SPPC representative Cllr Culpin) and a decision had been deferred pending revised drawings.

The Parish Council RESOLVED to submit a further document in response to the revised drawings received on 13 July 2022 which again did not allay their concerns.

It was important that the conditions regarding the green infrastructure and the non-development of the upper end of the site near the canal was maintained.

It was noted that no progress had been made on the gateway into the new village.

It was further noted that a 30mph limit would be in place within the development but not on the road leading to the entrance and this would be followed up with DCC.

22/00793/HOUSE

Erection of rear extension - 59 Boobery, Sampford Peverell

The Parish Council Planning Committee had RESOLVED that there was no objection to this application.

22/00934/HOUSE

Erection of a dwelling - 53 Boobery, Sampford Peverell

The Parish Council Planning Committee had RESOLVED that there was no objection to this application.

22/01037/HOUSE

Erection of a garden room – 57 Boobery, Sampford Peverell

The Parish Council Planning Committee had RESOLVED that there was no objection to this application.

22/00410/HOUSE

Erection of a first floor extension – 9 Court Way, Sampford Peverell

The Parish Council Planning Committee had RESOLVED that there was no objection to this application.

22/01276/TPO

Removal of one Ash Tree protected by TPO – Elderlea, 25 Higher Town, Sampford Peverell

Due to evidence of Ash dieback, it was RESOLVED that there was no objection to this application.

Decision notices received:

22/00239/FULL - APPROVED

Replacement shed/stable - 1 Middle Pitt Cottages, Whitnage

22/00731/FULL - APPROVED

Variations to conditions 2 and 3, Morrells Farm, Lower Town

22/00802/LBC - APPROVED

Replacement of windows, 2 Middle Pitt Cottages, Whitnage

22/00793/HOUSE - APPROVED

Erection of rear extension - 59 Boobery, Sampford Peverell

22/00934/HOUSE - APPROVED

Erection of a dwelling - 53 Boobery, Sampford Peverell

Permitted development applications (no consultation):

22/00894/CLP – REFUSED

Erection of extension and porch – 36 Higher Town, Sampford Peverell

22/00891/CLP – APPROVED

Single story extension, 11 Court Way, Sampford Peverell

2022/23/003/5 - Finance

a. To note payments made since the last meetings (9/5/22 and 16/5/22)

The following payments had been made:

001602 – Source for Business (Water)	70.46	
001603 – Npower (electricity)	26.08	
001604 – S McGeever (Wages – May 22)	333.33	
001605 – A Williams (Jubilee)	214.00	
001606 – Sampford Peverell MH (Room hire)	36.00	
001607 – cancelled re-written as 001609/001610)		
001608 – D Cutts (Retirement present)	39.75	
001609 – B O’Connell (Gardening/Handyman services)	214.07	
001610 – B O’Connell (Jubilee costs)	303.45	
1611 – A R Brown (Public Convenience)	5,081.00	6,318.14

b. Statement of accounts

Business Reserve Account (13/5/22)

	£
Balance	3,968.84

Current Account (01/6/22)

	£
Previous Balance	33,749.60
New Balance	31,524.84

Receipts

FOTP Payments	17.00
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Cheques presented

001594 – D Cutts (Tree stake)	48.94	
001601 – S Taylor (Bunting – Jubilee)	81.00	
001600 – A R Brown (Public Convenience)	1,043.00	
001596 – Npower (electricity)	33.16	
001599 – Zurich Insurance	399.36	
001598 – DALC Membership	302.97	
001597 - S McGeever (Wages – April 22)	333.33	2,241.76

c. Authority to pay accounts rendered

Approval was given for the following payments to be made:

Npower (electricity)	27.24	
Npower (electricity)	40.80	
S McGeever (Wages – June 22)	333.33	
H Culpin (Paint for telephone box)	77.05	478.42

d. Finance correspondence

No correspondence had been received from the bank regarding changing the correspondence address on the accounts.

Action: Clerk to visit NatWest

Correspondence had been received from the outgoing Clerk regarding the VAT submission which included refunds for monies paid through the Village Hall account.

A review of the governing documents and financial arrangements between the Parish Council and the Village Hall was recommended.

Action: Cllr Cutts/Clerk

e. Clerk's contract

It was RESOLVED to sign the Clerk's contract as presented – this was in line with the job specification published. The contract was signed by Cllr Culpin and the Clerk. One copy would be held by the Clerk and one copy would be held on the Parish Council's files.

f. Purchase of a Parish Council computer

It was RESOLVED that the Parish Council should purchase a computer and printer for the Clerk to use for council business and a budget of £700 was agreed. This would include Microsoft Office and Norton.

Discussion on the best method of back-up – in the cloud via a company such as Vision ICT or an external hard drive would be discussed at the next meeting.

This would provide for continuity in the event of sickness, holiday or a change of clerk.

Action: Clerk to purchase a computer and printer

2022/23/003/6 - Review of Standing Orders and Core Documents

It was RESOLVED that the Clerk would undertake a review of the documentation including the current Standing Orders and circulate the key core documents required by all Parish Councils to councillors prior to the next meeting. Templates existed for many of these documents.

Following the review of the core documents, additional documentation would be reviewed and circulated so that prior to the next internal audit all necessary documentation was in place and had been reviewed in the current year.

Action: Clerk

2022/23/003/7 - Report from Working Groups/Individual Roles

a. Communications & Engagement (publicity)

In the absence Cllr Cutts, Cllr Culpin advised there was nothing to report on communications, engagement and social media.

b. Climate Change and environmental issues

Cllr Burt advised that the Environment agency was taking an interest in the SP wastewater treatment and works.

Connecting the Culm were looking at water quality within the Culm.

It was RESOLVED that Lucy Jefferson would be invited to the September meeting to talk about the work Connecting the Culm is doing with regard to the Culm and potential flooding.

c. Roads, Pavements & Footpaths/Road Safety

CLlr Castle noted that Dan Woods (DCC) had responded regarding the pavement to Tiverton Parkway and that no action would be taken which was a disappointing result.

A list of parishioners willing to put up a '20 is plenty' sign provided by Seddons had been sent to the Clerk and forwarded to Seddons. It was hoped that once the signs were in place more people would come forward.

It was RESOLVED that the Parish would join the National '20 is plenty' campaign.

CLlr Burt advised that there was nothing to report on the footpaths within the parish.

It was noted that follow up action was required regarding the traffic speed survey.

CLlr Williams advised that she was willing to take on the role of Road Warden. Having a trained Road Warden in the parish would facilitate all matters relating to the roads and road safety. The training came in two sections – Road Warden training which took place online and Chapter 8 training which was an in-person course.

Action: Clerk to contact Highways to organise the initial online course. Once this was completed Chapter 8 training could be organised.

d. Public Convenience Development Group

CLlr O'Connell advised that the structural work to public convenience facility had been completed and that he was awaiting a third quote for the electrical work. It was hoped all three quotes would be available for review at the September meeting.

Once the work was completed consideration should be given to the value for insurance purposes.

There were currently no ongoing costs for cleaning etc.

e. Affordable Housing – Community Lands Trust

CLlr Culpin advised there was nothing to report.

f. Snow Warden

CLlr Taylor advised there was nothing to report.

g. Tidiness/Litter-picking

CLlr Burt advised that the village looked clean and tidy with very little rubbish. He did not feel at this time that an autumn litter-pick would be required particularly as the Grand Western Canal group were also litter picking. It was agreed that an autumn litter pick was not required.

h. Defibrillator maintenance

CLlr Taylor advised that the batteries were all in working order.

CLlr Taylor advised that training was not required in their use as the machine gave full instructions once turned on. The important point was to call 999 in an event of an emergency and then start using the unit.

The defibrillators would continue to be monitored to ensure they were in working order.

2022/23/003/8 - Other Highways and village matters

a. Vandalism/ASB/criminal damage in the village

Cllr O'Connell advised that fewer incidents had been reported and they were of a minor nature.

b. Police liaison

It was RESOLVED that police liaison would be taken off the agenda unless there was a specific need.

It was not felt that being part of the Police Advocate Scheme was needed at this moment in time.

c. Book swap kiosk

The works to the book swap kiosk had been completed and was being kept tidied by volunteers.

It was RESOLVED that a thank you gift would be purchased for Richard Horrocks who had done a significant amount of work on the refurbishment.

d. Jubilee celebrations report

Cllr Williams advised that Jubilee celebrations had gone very well and everyone had enjoyed the events.

It was hoped that the finances – monies spent and received – could be presented at the next meeting, the takings from the bar were awaited.

Cllr O'Connell advised that there was a general feeling amongst parishioners that more social events should be held in the Village Hall and this would be considered by the Village Hall committee.

e. Other highways matters

It was noted that the camper van had been moved.

DCC had responded to the concerns regarding the road re-surfacing and remedial work would be undertaken.

DCC had also responded to the concerns regarding the potholes at Boobery and some work would take place but it was a second tier project, the main tier being the re-surfacing of the high street.

2022/23/003/9 - Discussions with Cllr Radford, DCC and also with MDDC Ward Members, Cllrs Collis and Norton

The report provided by Cllr Radford regarding the work of DCC was noted and no questions were raised.

Cllr Norton advised that a number of MDDC staff were taking holiday over the summer and there would be less correspondence.

CLlr Norton advised that she had spoken at the meeting to discuss the Higher Town development and would monitor the planning application on behalf of the Parish Council.

CLlr Norton advised that the roll out of the new refuse collection schedule was taking place with new bins being delivered to parishioners. It was likely that the collection of food waste outside the perimeter of the village might vary to that of the village but it was hoped it would take place weekly. Equally collection times for Boobery may vary. Letters were going out to all households but it was also felt that it would be beneficial to put notices up in public places such as the Spar and the village notice boards.

CLlr Norton reminded the Parish Council that MDDC would recycle smaller electrical equipment.

2022/23/003/10 - Brief reports from Parish Council representatives on any recent activities

a. Village Hall and Recreation Ground Charity Committee

In the absence of CLlr Cutts, CLlr O'Connell advised there was little to report although consideration needed to be given to the finances.

b. Grand Western Canal Joint Advisory Committee

In the absence of CLlr Cutts, the Clerk reported that the most recent newsletter had been circulated to councillors.

c. Sampford Peverell and District Twinning Association

CLlr Castle advised that the Twinning Association organised a Cheese and Wine Evening in June in order to garner interest in the association from members of the village community who hadn't so far been involved with Twinning. It was felt to be well-attended, by new faces and previous twinners, and a very sociable evening. As a result, the Twinning Association decided at their AGM the following week to invite the French for a visit in 2023. They are waiting for a response from the French as to suitable dates.

In order to continue to spread the word about Twinning to younger families, a French breakfast in the Village Hall is being organised for the Autumn of this year and the traditional Jumble Sale will go ahead in January 2023.

d. Sampford Peverell Society

CLlr Culpin advised that there had been two events since her last report.

A guided tour of the village in May looking at its geology, led by Prof Maurice Tucker. A short summary would appear in the Parish News.

A meeting in June where the main speaker gave an entertaining and informative talk on 'Devon Smugglers - the truth behind the fiction' and CLlr Culpin had talked about the major role of women in the alcohol business in the early modern period.

The next meeting would be in October.

Work on transcribing the 1921 census for SP and completing a book on the industries of SP was ongoing.

e. Tree Wardens Report

The Clerk advised that Mr Bowers had nothing to report to this meeting but had raised the issue of the fence around the small grass area opposite the school. It was RESOLVED that once it was established who owned and maintained the fence that the necessary work would be requested and/or quotes obtained to make the necessary repairs.

Action: Clerk

2022/23/003/11 - Correspondence

The Clerk advised that all correspondence received had been reported under the agenda items above.

2022/23/003/12 - Any other matters by leave of the Chairman or the delegate Chair

No other matters were raised.

2022/23/003/13 - Next meeting of the Parish Council

The date of the next full meeting of the Parish Council was confirmed as Monday, 19 September 2022 at 7pm in the Committee Room of the Memorial Hall.

Signed _____ Date _____