

22 January 2024 - APPROVED

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 22 January 2024, starting at 7.00 pm, were distributed with the agenda and posted on the website 15 January 2024.

Minutes of the Meeting of Sampford Peverell Parish Council held on 22 January 2024

Present:

Councillors T Burt (Vice-Chair), E Castle, C Cottrell, B O'Connell and S Taylor together with Councillors Lock and Westcott (MDDC Ward Councillors), Councillor Radford (DCC Councillor) and S McGeever (Clerk)

Councillor Burt, in his capacity of Vice-Chair, opened the meeting at 7pm and welcomed those present.

2023/24/018/1 - Open Forum

No members of the public were present.

2023/24/018/2 - Apologies/Co-Options

Following the resignation of Councillor Cutts both as Chairman and as a member of the Parish Council, it was necessary to elect a new Chair and Vice-Chair.

Councillor O'Connell proposed and Councillor Taylor seconded the proposal that Councillor Burt take on the role of Chair. No other candidates were proposed, and Councillor Burt was unanimously elected to the position of Chair.

Councillor Burt proposed and Councillor Castle seconded the proposal that Councillor Taylor take on the role of Vice-Chair. No other candidates were proposed, and Councillor Taylor was unanimously elected to the position of Vice-Chair.

The resignation of Councillor Cutts had been advised to Mid Devon District Council and a Notice of Vacancy would be issued.

It was noted that two applications for co-option onto the parish council had been received. These co-options would be filling vacancies resulting from the un-contested election in May.

The Parish Council reviewed the applications of Angus MacKenzie and Anne Williams and RESOLVED to co-opt both applicants to the parish council with immediate effect. Mr MacKenzie and Mrs Williams signed the 'Declaration of Acceptance' and joined the parish council for the remainder of the meeting. Both noted the requirement to complete the MDDC Register of Interest and return them to the Returning Officer.

Councillor Burt as Chairman moved Item 9 forward on the agenda to allow Councillor Radford to give his report and answer any questions. The minutes for Item 9 are given in the order of the agenda.

2023/24/018/3 - Declarations of Interest

There were no declarations of interest.

2023/24/018/4 - Approval of the Minutes of the meeting of the Parish Council held on 4 December 2023

It was RESOLVED that the minutes of the meeting held on 4 December 2023 were a true record of proceedings and they were duly initialled and signed by the Chairman.

2023/24/018/5 – Planning

a) Consultation requests received since the last full Parish Council meeting:

23/01907/HOUSE

Proposal: Erection of single storey extension
Location: Mayfield 13B Paullet Sampford Peverell
Site Vicinity Grid Ref: 302667 / 114093
Parish: Sampford Peverell 42

Councillor Taylor had reviewed the application and conducted a site visit and recommended to the parish council that a comment of no objection should be made.

The Parish Council RESOLVED to make a comment of 'no objection' on the planning portal.

23/01921/FULL

Proposal: Variation of Condition 2 of 20/00748/FULL - Change of use of land from commercial to residential use, including the demolition of a building and erection of a single storey dwelling - to include revised plans 23/01304/NMA - REFUSED 11/09/23
Location: 22 Lower Town Sampford Peverell Tiverton
Site Vicinity Grid Ref: 303251 / 114343
Parish: Sampford Peverell 42

Given that this was a variation to Condition 2, Councillor Taylor having reviewed the application recommended to the parish council that there was no comment to be made.

The Parish Council RESOLVED to make 'no comment' on the application.

23/01926/FULL

Proposal: Variation of condition 2 of planning permission 19/01897/FULL (Erection of 3 dwellings following demolition of agricultural buildings) to allow for substitute plans relating to the Barn and Cottage
Location: Land and Buildings at NGR 303139 114216 (Morrells Farm) Lower Town Sampford Peverell
Site Vicinity Grid Ref: 303139 / 114216
Parish: Sampford Peverell 42

Given that this was a variation to Condition 2, Councillor Taylor having reviewed the application recommended to the parish council that there was no comment to be made.

The Parish Council RESOLVED to make 'no comment' on the application.

24/00037/HOUSE

Proposal: Conversion of garage to enlarge dwelling (Revised Scheme)
Location: 5 Blackdown View Sampford Peverell Tiverton
Site Vicinity Grid Ref: 302794 / 114186
Parish: Sampford Peverell 42

Councillor Taylor had reviewed the application and conducted a site visit and recommended to the parish council that a comment of no objection should be made.

The Parish Council RESOLVED to make a comment of 'no objection' on the planning portal.

Survey of Rural Services in Mid Devon

The survey is also open to the general public to complete and can be accessed via <https://letstalk.middevon.gov.uk/rural-services>. Following a request to extend the deadline, we would appreciate it if responses could be provided **by Friday 1st March 2024**.

The Parish Council RESOLVED that this survey was for interested individuals to complete and it would be advertised on social media.

Existing applications:

Planning Reference DCC/4358/2023

Planning Application at Land at Greenway, Uplowman, Tiverton

Further information has been requested from the applicant and the Parish Council will be notified when the new information has been received and a consultation period will be held.

b) decisions notified by MDDC

23/00485/LBC – REFUSED – 30 November 2023

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

Location: High Cross House 3 Higher Town Sampford Peverell Tiverton

21/02095/FULL – GRANTED - 1 December 2023

Proposal: Conversion of existing barns to ancillary accommodation to main dwelling and alterations to main dwelling including the installation of a canopy to the front door

Location: East Pitt Farm Whitnage Tiverton Devon

21/02096/LBC – GRANTED – 1 December 2023

Proposal: Listed Building Consent for the conversion of existing barns to ancillary accommodation to main dwelling and alterations to main dwelling including the installation of a canopy to the front door

Location: East Pitt Farm Whitnage Tiverton Devon

23/01654/CAT – GRANTED – 4 December 2023

Proposal: Notification of intention to remove 1 Silver Birch tree within the Conservation Area

Location: 26 Higher Town Sampford Peverell Tiverton Devon

23/01559/FULL – GRANTED - 15 December 2023

Proposal: Erection of 2 dwellings following the demolition of barns utilising the Class Q fallback position (23/00936/PNCOU)

Location: Land at NGR 304560 116846 (Goldsmoor House) Westleigh Devon

23/01809/CAT – GRANTED – 5 January 2024

Proposal: Notification of intention to fell 1 Apple tree, pollard 1 Apple tree and 1 Damson tree and lift the crown of 1 Apple tree within the Conservation Area

Location: Chains Barn 16 Chains Road Sampford Peverell Tiverton

23/01755/TPO – GRANTED – 8 January 2024

Proposal: Application to fell 1 multi-stemmed Sycamore tree protected by Tree Preservation Order 89/00005/TPO

Location: Acer House Blackdown View Sampford Peverell Tiverton

c) enforcement matters

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

Construction of pond

Land off Station Road, Sampford Peverell

The Clerk advised that no update has been received from the MDDC Enforcement Team. It was noted that the adjacent property was being restored following planning permission. Councillor Taylor undertook to visit the property on behalf of the Parish Council.

d) any other planning matters and planning correspondence

Edenstone

The Clerk advised that a meeting had been arranged with Edenstone on 30 January 2024 at 11am to discuss the replacement of the planter.

Councillor O'Connell would accompany the Clerk.

The Clerk advised that the Red Linhay appeal regarding the noise condition was approved by the Inspectorate citing that the one-month timescale was too short. However, the need for a noise assessment was upheld and there is now a three-month timescale.

Red Linhay has several applications awaiting decision. The Inspector did re-iterate all the current conditions in the decision notice such as 500kw, amount of fodder to be brought in etc.

Hartnoll Farm has asked for a judicial review on the Appeal decision in favour of MDDC and refusal of 150 houses.

A decision is also awaited on the Battery Farm at Junction 27.

2023/24/018/6 – Finance

The Clerk advised that the precept application has been submitted and presented the following financial information:

a) Current Financial position – to 31/12/23

The accounts spreadsheet has been circulated to councillors.

Business Reserve Account

Balance 30/9/23 £4009.97

No statement has been received and it is likely that there will have been a slight increase in the amount.

A letter was written asking for the statements to come to the Clerk. A further letter is needed.

Bank reconciliation

Balance at 30 September 23 £ 4009.97

Bank statement needed for further reconciliation.

But £20,000 transferred to this account £24009.97

Current Account

Balance at 31/10/23 £39011.84

Statement to 30/11/23

Receipts: FOTP £ 8.00

Reconciles to bank statement

Payments:

001694 - HMRC (PAYE) £ 90.80

Reconciles to bank statement

Statement to 31/12/23 £38929.04

Receipts: FOTP £ 8.00

Reconciles to bank statement

Payments:

001696 Npower (Electricity)	£ 50.86
001697 Source for Business	£ 93.59
001708 B O'Connell (opening, closing and cleaning of the public conveniences)	£ 1127.00
001700 T J McCabe (Playing Field)	£ 1066.80
001695 S McGeever (wages - November)	£ 363.37
001702 S McGeever (wages - November)	£ 363.37
001699 MDDC (Grass cutting) to 001706	£ 225.00
001698 MDDC (Grass cutting) to 001707	£ 1612.69
001709 Microsoft 365 renewal (re-imbursed to Clerk)	£ 59.99
001703 HMRC (PAYE)	£ 90.80
001701 PCC (Grant)	£ 350.00
001705 Amp Electric (S106 works at playing field)	£ 211.00
001713 Steve Taylor (Christmas Tree)	£ 162.76

Transfer to Reserve Account	£20000.00
	Total
	£25774.13
Balance at 31/12/23	£13162.91

Uncashed cheques

001659 – Village Hall meeting room	£ 15.00
001704 Sampford Peverell Recreation Ground and Village Hall Charity (meeting room)	£ 15.00
001710 Sampford Peverell Recreation Ground and Village Hall Charity (play park donations received to the Parish Council 1/4/22-31/10/23)	£ 167.00
001711 CAB donation	£ 50.00
001712 Outdoor play (swing)	£ 5191.20
001714 Npower (electricity)	£ 48.35

Bank reconciliation

Balance at 31 October 23	£39011.84
Receipts 31/11/23	£ 8.00
Payments 31/11/23	£ 90.80
Balance at 31/11/23	£38929.04
Receipts 31/12/23	£ 8.00
Payments 31/12/23	£25774.13
Balance at 31 December 23	£13162.91
Reconciles to bank statement	

b) Payments made since the last meeting

These payments are recorded in the cheque numbers give above and are shown in bold and relate to agreed expenditure from previous meetings.

c) Authority to pay accounts rendered

The following invoices have been received for payment:

001715 HMRC (PAYE)	£ 90.80
Mrs S McGeever (wages)	£ 363.37
RW Gale Ltd (playing field)	£5163.60

Cheque 001715 had been signed and sent to HMRC to meet the deadline for PAYE payments.

d) S106

i) The first tranche of money has been received for the access improvements at the playing field. An update has been received and a number of invoices had been received for payment.

The second tranche of money would be requested from MDDC.

ii) With regard to the Heathcoat's request in relation to S106 funds, no further information has been received. For the benefit of new councillors, this related to electronic scoreboards.

iii) The application for inclusive play equipment had been received.

The work has been done and the cheque for payment sent - £5191.20.

A letter donating the swing to the Recreation Ground and Village Hall Charity was presented for signature by the new Chairman at the meeting.

e) VAT

The VAT situation regarding receipt of reimbursement of VAT on invoices not paid out of the Parish Council account was ongoing.

The Clerk had written one paper and would circulate this and a further paper to all councillors following the meeting.

f) Banking

The change to the Unity Trust Bank was underway, and it was agreed that the two co-opted councillors should also be added as signatories. The Clerk had sent an email requesting the relevant details.

g) NALC increase/Clerks hours.

The Clerk normally sent time sheets to the Chair and had re-circulated these to the Vice-Chair prior to the meeting. It was agreed that timesheets should be made available to all councillors. The current number of hours (7 per week) was considered sufficient to cover the work required.

The Parish Council RESOLVED to implement the NALC recommended increase with effect from 1 April 2023.

h) Request for a grant from the Methodist Church

Funding for Churches was subject to a different set of criteria and further clarification had been requested from the Clerk who would bring the request to the next meeting.

2023/24/018/7 - Report from Working Groups/Individual Roles

It was noted that Councillor Cutts had been involved in a number of working groups and individual roles and a replacement would be needed.

a) Communications & Engagement

Councillor Burt would replace Councillor Cutts.

Councillor Castle and Councillor Cottrell were administrators on the social media account.

b) Climate Change and environmental issues

Councillor Burt reported on ongoing discussions between Connecting the Culm, Southwest Water and the Environment Agency regarding spillages and water quality within the catchment area. Spillage and water quality was a concern and Southwest Water was currently setting out its 2023-2035 investment programme.

The water quality of the Culm was also affected by agricultural practices and storm run-off.

Councillor Burt was in discussions with Councillor Westcott (MDDC) regarding water quality and the capacity of existing sewage treatment plants to accommodate new housing.

c) Roads, Pavements & Footpaths/Road Safety

Councillor Castle reported that action from the traffic speed survey had dwindled due to lack of numbers but hoped that it could be reinvigorated with new people joining the Parish Council.

Several of the '20 is plenty' signage had disappeared from the village. The Parish Council was registered with the national '20 is plenty' scheme and applications for the Devon County Council funded 20mph speed limit area was open to new bids.

Action: Clerk (to include Turnpike)

Councillor Burt advised that Devon County Council had responded quickly to clear trees which had come down in the recent storms from parish footpaths.

Members of the Parish Council had met with Devon County Council Highways before Christmas to review the concerns being raised regarding the new road layout at Turnpike and had been advised that it was difficult to assess the situation during the construction period as traffic lights were in place and this created abnormal road conditions.

A Safety Audit would be carried out following completion of the works and the Parish Council was advised to monitor the road and take photographs/videos of traffic movements. This information could then be fed through to the Safety Auditors. Councillor Taylor had noted that roads without a bus route should be no narrower than 5.4m whilst those with a bus route should be 7m and, therefore, felt that the road was simply not wide enough. A social media request would go out to call for residents to assist in the monitoring process. At present, there were no plans for double yellow lines to maintain the width of the road.

The Clerk was continuing to work to resolve the issue of the trees on Brendon.

d) Public Convenience Development Group

Councillor Williams would replace Councillor Cutts on the working group given her experience in Environmental Health.

The Development Group and any interested councillors would meet informally on Monday, 26 February 2024 at The Globe to discuss the options available for running the servery including a community run café.

Councillor O'Connell advised that he had nothing to report on the Public Conveniences themselves.

e) Affordable Housing – Community Lands Trust

The Clerk would write to the CLT to ascertain if a Parish Council representative was required on the committee as part of its constitution or, if not, whether minutes could be made available.

Councillors had attended but not expressed an opinion at the recent CLT meeting and it was noted that further meetings were planned regarding the proposal for the CLT to obtain 12 affordable homes through a development of 35 houses behind Mountain Oak Farm. Until the Parish Council was requested to comment on a planning application lodged with MDDC, no comments should be made and the Parish Council would take into consideration any comments made during a Public Forum of a meeting or lodged on the planning portal. If necessary, members of the Parish Council would have to declare an interest if the planning application directly affected their property though in certain circumstances, a dispensation could be applied for and granted.

f) Snow Warden

Councillor Taylor advised there were ongoing issues with the placement of grit bins and Councillor Radford offered to investigate those concerns.

Action: Councillor Taylor to email Councillor Radford

g) Tidiness/Litter-picking

Councillor Burt advised that he had nothing to report other than to thank the individual undertaking their Duke of Edinburgh Silver Award who had litter-picked for six months.

h) Defibrillator maintenance

Councillor Taylor advised that all 3 defibrillators were in service.

2023/24/018/8 – Other Highways and village matters

a) Vandalism/ASB/criminal damage in the village

Councillors advised that there was nothing to report.

b) Other highways matters: road maintenance/Boobery

The new Neighbourhood Highways Officer would be in place shortly and the Clerk had made contact and requested a meeting to discuss the various issues raised by the Parish Council and residents.

The Clerk advised that she was still awaiting costings and criteria for a self-funded 20mph zone.

Action: Clerk to chase

2023/24/018/9 – Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott

Councillor Ray Radford had provided a report which had been circulated to the Parish Council. DCC was undergoing their budget cycle with Adult and Children's Care making up a significant part of spending.

Locality budgets had been increased and he still had some funding available for local projects and groups. Given the cut in funding for the Grand Western Canal, this could include the Community Police Boat at Sampford Peverell. He noted that Devon County Council picked up the maintenance bills for the canal as items such as dredging far exceeded the joint budget provided to the park.

He advised that he had also had complaints about the new pavement and road layout at Turnpike and welcomed the Parish Council's discussions with Devon County Council Highways (see Item 7 above).

Councillor Gill Westcott advised that she was working on inclusion and diversity within the District Council and on the state of the district's rivers.

Both Councillor Westcott and Lock advised that like DCC, MDDC was currently undergoing its budget cycle and cuts were being made. This included a reduction in the funding given to Grand Western Canal (£8000) and a five-year plan was being written. It was likely that funding would be available for youth services including the setting up of youth clubs. Councillors had declined any increase in allowances for two years.

The State of the District debate for Parish and Town Councillors would focus on the support MDDC could offer and agenda items should be sent to Andrew Jarrett.

Enforcement was currently being handled by Planning Officers whilst MDDC went through the process of recruiting two Enforcement Officers.

The impact of Culm Garden village on Junctions 27 and 28 was currently under review and the planning application for a battery storage facility at Junction 27 was awaiting a decision.

2023/24/018/10 – Brief reports from Parish Council representatives on any recent activities

a) Village Hall and Recreation Ground Charity Committee

Councillor O’Connell would provide a report on the Village Hall and Recreation Ground Committee and he felt that they were close to a resolution of the VAT issues.

b) Grand Western Canal Joint Advisory Committee

The Clerk would write to the Advisory Committee to ascertain if a replacement was required from the Parish Council given Councillor Cutts’ resignation. Councillor Taylor indicated his willingness to take on the role if required.

Action: Clerk

c) Sampford Peverell and District Twinning Association

Councillor Castle advised that the twinning trip to France would take place in July 2024.

d) Sampford Peverell Society

The Clerk would write to the Sampford Peverell Society to ascertain if a replacement was required from the Parish Council given Councillor Cutts’ resignation.

Action: Clerk

e) Tree Warden

The Tree Warden’s report was noted and would also appear in the Parish Newsletter.

2023/24/018/11 – Correspondence

a) D-Day 80 Celebrations – June 2024

Councillor Taylor advised that he was unaware of any event being prepared by the British Legion. The Clerk advised that there had been a call for beacons to be lit.

The Clerk would write to the Sampford Peverell Society to see if they were intending to put on a historical display.

Action: Clerk

b) Devon Walking Festival – September 2024

The Clerk would follow up on any information required for the Devon Walking Festival.

c) Cullompton & Tiverton Cycling and Walking Infrastructure Plan (LCWIP)

Councillor Burt advised that no further information had been received.

d) Devon Community Resilience Forum conference on March 22nd 2024

The Parish Council noted the date.

e) Parish maps

The Clerk was in the process of having A3 maps printed.

2023/24/018/12 – Any Other Business

Councillor Williams raised the possibility of a gov.uk website and email addresses and registration with the Information Commissioner’s Office.

The Clerk would obtain quotes for a gov.uk website and had experience of working with Parish Online. Most councils were registered with the ICO at a cost of £35 per year if paid by Direct Debit.

The Clerk was contacting MAAT regarding the Devon Air Ambulance floodlights at the playing field.

The Clerk was in contact with Mid Devon District Council regarding the land opposite the Village Hall.

The Clerk was asked to bring information on who could be a Parish Council member to the next meeting.

2023/24/018/13 – Next meetings of the Parish Council

The dates of the next meetings were:

- 25 March 2024 – Full Council Meeting
- 13 May 2024 – Annual Meeting of the Parish Council)
- 13 May 2024 – Annual Parish Meeting

Councillor Castle gave her apologies for the meeting on 25 March 2024.

The Chair closed the meeting at 9.30pm

Signed _____
Chairman

Date: _____