

## Sampford Peverell Parish Council (SPPC)

I hereby give notice that a general business meeting of the Parish Council will take place on Thursday, 16 February 2023 starting at 7.00pm in the Committee Room 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.

Dated this 10 February 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	<b>Public Open Forum</b> 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
2	<b>Apologies</b>	N/A
3	<b>Declarations of Interest</b>	N/A
4	<b>Approval of the Minutes of the meeting of the Parish Council held on 16 January 2023</b>	2 - 9
5	<b>Planning matters</b>	10 - 11
6	<b>Financial matters</b>	12
7	<b>Next meetings of the Parish Council</b>	N/A

SAMPFORD PEVERELL PARISH COUNCIL

4	Approval of the Minutes of the meeting of the Parish Council held on 16 January 2023	2-9
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**DRAFT MINUTES FOR APPROVAL**  
**Minutes of the Meeting of Sampford Peverell Parish Council**  
**held on 16 January 2023**

Present:

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

Cllr Cutts opened the meeting and welcomed those present.

**2022/23/008/1 - Public Open Forum**

**Connecting the Culm**

Lucy Jefferson from Connecting the Culm gave a presentation to the Parish Council on the work being done to slow down run-off rainwater to prevent flooding, through nature based solutions, in parishes within the Mid Devon area. Tree planting, hedgerows, leaky dams and buffers were examples.

The Halberton/Sampford Peverell area was one of six target areas. Her role was to speak to landowners and farmers to see what work they might undertake on their land to help prevent flooding and the funding available covered a four year period.

There was also funding available to protect buildings and the Village Hall, shop and hairdressers had been designated as an area that could obtain funding to prevent flooding. It was noted that the area did not normally flood.

The projects were too small for the Environment Agency to fund hence the setting up of Connecting the Culm. The Parish Council could contact her if they had additional questions.

**Mid Devon Wildlife Warden Scheme**

Jess Carter from Mid Devon Wildlife Warden Scheme gave a presentation to the Parish Council on the work being done to encourage parishes to appoint a voluntary Wildlife Warden to oversee wildlife projects. The projects could be related to nature, farming, gardens or public spaces.

Training was available together with assistance with risk assessments, advice on the countryside code together with monthly talks and social meetings. The Parish Council could contact her if they had additional questions.

**Comments from the public**

Members of the public raised questions regarding the potholes along Boobery and the danger they posed to pedestrians. There was no pavement and thus pedestrians walked in the road with the ratio of pedestrians to cars being around 4:1. The key questions were:

1. When was it going to be resurfaced?
2. What could be done to provide a pavement if anything?
3. What action could be taken to speed up Devon County Council’s response times?

The representative from Sampford Peverell Primary School apologised for the inconvenience and potential damage caused to the defibrillator during building works. The defibrillator would be protected in the future.

#### **2022/23/008/2 - Apologies**

Apologies had been received from Councillor Radford (DCC).  
Councillors Collis and Norton (MDDC) were not present.

#### **2022/23/008/3 – Declarations of Interest**

There were no declarations of interest.

#### **2022/23/008/4 – Approval of the Minutes of the Parish Council Meeting held on 5 December 2022**

It was RESOLVED that the minutes of the meeting held on 5 December 2022 were a true record of proceedings and they were duly signed by the Chairman. There were no matters arising from those minutes.

#### **2022/23/008/5 - Planning matters**

a) Consultation requests received:

##### **22/02384/HOUSE – 19/12/22**

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

The application had been reviewed by the sub-committee who concluded that there were no material planning considerations that would prevent the application from being approved by MDDC Planning. The Parish Council, therefore, had made no comment.

##### **22/02374/MFUL – 5/1/23**

Proposal: Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment and infrastructure  
Location: Land at NGR 301974 110937 Dean Hill Road Willand  
Grid Ref: 301974 / 110937  
Parish: Halberton 25

Given this application was some distance from Sampford Peverell, it was RESOLVED that no comment would be made. If individuals wished to comment, then they were able to do so.

b) Decision notices received:

##### **22/02060/CAT – APPROVED (28/11/22)**

Proposal: Notification of intention to fell one Liquidamber tree within a Conservation Area  
Location: High Cross House 3 Higher Town Sampford Peverell Tiverton

##### **22/02029/CAT – APPROVED (28/11/22)**

Proposal: Notification of intention to reduce the height of 1 Yew tree by 12m within the Conservation Area  
Location: Methodist Church Higher Town Sampford Peverell Devon

##### **22/01797/HOUSE – APPROVED (12/12/22)**

Proposal: Erection of a replacement rear extension  
Location: 28 Higher Town Sampford Peverell Tiverton Devon

c) Enforcement matters

**ENF/22/00163/ENCAT – 29/7/22**

Works to trees in a conservation area  
Sunny View 14 Boobery Sampford Peverell

The Parish Clerk had been notified that no action would be taken.

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

Construction of pond  
Land off Station Road, Sampford Peverell

The Parish Clerk had been notified that the case continued to be under review.

d) any other planning matters and planning correspondence

**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

Current status: extension on decision date to 2/3/23.

No amended plans had been received by MDDC Planning.

**2022/23/008/6 - Finance**

a) Financial position

The financial position was as follows:

Business Reserve Account

Balance 31/10/22 £ 3,971.55

The Clerk had visited the bank to obtain the statements. The Business Reserve Account was at £3976.44 on 31/12/22.

Current Account

Balance 30/11/22 £40,527.78

The Clerk had visited the bank to obtain the statements. The Current Account was at £28,396.08 on 31/12/22 following cheques cashed in December 2022.

Receipts

Statement to 30 November 22

FOTP £ 8.00

Statement to 31 December 22

FOTP £ 8.00

These payments represented donations to the Play Park.

Cheques presented

Statement to 30 November 22

001606 – SP Village Hall (meetings) 36.00

001623 - Npower (electricity) 40.04

001624 - Closed cemetery at SP 350.00

001627 - S McGeever (Oct Wages) 375.30

001630 - S McGeever (Parish Council PC) 293.77

Statement to 31 December 22

001629 – Source for Business	100.36
001628 – Npower (electricity)	37.56
001625 - MDDC (grass cutting)	1500.97
001626 – MDDC (grass cutting)	208.33
001634 – S McGeever (Nov Wages)	333.33
001631 - B O’Connell (public convenience)	1143.00
001633 – SP Village Hall (meetings)	30.00
001619 – SP Village Hall (meetings)	15.00
001638 - Village Hall (VAT reimbursement)	7647.37
001635 - Npower (electricity)	34.64

Cheques not cashed

001632 – P Bowers (Xmas Tree)	22.50
001637 - F Harding (VAT reimbursement)	160.00

b) Payments made since the last meeting

The payments made at the Finance Meeting 5/12/22 were noted as follows:

001631 - B O’Connell (public convenience)	1143.00
001632 – P Bowers (Xmas Tree)	22.50
001633 – SP Village Hall (meetings)	30.00
001634 – S McGeever (Nov Wages)	333.33

The payments made since the Finance Meeting were noted at follows:

001635 - Npower (electricity)	34.64
001638 - Village Hall (VAT reimbursement)	7647.37*
001637 - F Harding (VAT reimbursement)	160.00*

\* As authorised by the Parish Council 5/12/22

c) Authority to pay accounts rendered

It was RESOLVED to pay the following invoice:

S McGeever (Dec Wages)	416.67 (inc Tax 16.40 paid by card)
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The Clerk had received a further request for payment for the contracted services relating to power and it was RESOLVED to pay the following invoice:

Npower (electricity)	40.31
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d) Online banking

The Clerk reported that it should now be possible to request online banking access which would allow up to date information on the account and, if decided upon, dual access online payments.

**Action:** Clerk

e) S106 funding and applications

The Clerk had circulated details of the funding amounts that were available to Sampford Peverell and Uplowman. It was noted that three sums of money were available to Sampford Peverell.

General Fund (Pre 2015)	£12,756.29
Accessibility Improvements at Whitnage Road Sports Ground	£ 7,018.00
Improvements to the Lower Town Play Area	£ 4,326.00

Such sums could be accessed by the Parish Council or a community-based organisation operating on a not-for-profit basis.

An application on behalf of the Parish Council had been prepared for the use of funding for accessibility improvements at Whitnage Road Sports Ground.

The application only provided for one quotation for the works to be undertaken and it was RESOLVED to ask the Clerk to contact S106 to see if the information provided was sufficient before a formal application was submitted. If insufficient (normally three quotes are required), further work would need to be undertaken.

**Action:** Clerk

### **2022/23/008/7 - Review of Standing Orders and Core Documents**

#### a) Financial Regulations

A second draft of the proposed Financial Regulations had been circulated. The Clerk advised that the document was currently in conflict with the current Standing Orders (2016).

It was RESOLVED to update the Standing Orders to reflect changes made in April 2022 and a draft would be prepared for the March 2023 meeting.

Once the Standing Orders had been updated, the proposed Financial Regulations could reflect the information in the Standing Orders.

#### b) Asset register

The Clerk had undertaken further work on the Asset Register, and it was noted that the Parish Council actually owned more assets than previously believed. Work was ongoing to ensure that the Asset Register was correct.

#### c) Publication Scheme

A draft publication scheme had been circulated to all councillors. It was noted that a further number of core documents needed to be in place before the document could be uploaded to the website.

It was noted that the new Clerk had been working to bring the Parish Council documentation up to the required standard and it was hoped that such documentation could be circulated prior to the March meeting for approval at the meeting.

**Action:** Clerk

### **2022/23/008/8 - Report from Working Groups/Individual Roles**

#### a. Communications & Engagement (publicity)

Councillor Cutts advised that there was nothing to report.

#### b. Climate Change and environmental issues

Councillor Burt advised that he had nothing to report. He had not felt it appropriate to raise the sewage treatment works with Lucy Jefferson.

#### c. Roads, Pavements & Footpaths/Road Safety

The Parish Council noted the comments made regarding Boobery in the Public Forum and the Clerk was asked to follow up the matters raised with Devon County Council Highways Department. It was noted that a petition and report presented at a DCC Cabinet meeting might be appropriate.

**Action:** Clerk

Councillor Castle advised that she had attended the Halberton Traffic Committee meeting where a talk had been given by the Willand Community Speed Watch who had indicated they would assist Sampford Peverell in setting up a scheme.

Councillor Castle noted the work being undertaken in Halberton and believed that the setting up of a Working Group in Sampford Peverell would assist in looking to lower speed limits in the village and the setting up of Community Speed Watch.

It was RESOLVED to set up a Sampford Peverell Traffic Working Group with two Parish Councillors and members of the parish. The Working Group would provide regular reports to the Parish Council who would pay the costs of the meeting room for meetings. A call for volunteers for the working group would be included in the Newsletter.

**Action:** Councillor Castle/Perks

Councillor Castle advised that there would be another Joint Parish meeting to look at the key traffic problems affecting the parishes with a view to uniformity across the area of Halberton, Sampford Peverell, Uffculme and Willand. There had been an indication that other local parish councils may wish to join the group.

d. Public Convenience Development Group

It was RESOLVED to accept the revised quote from Sol for the electrically work to be carried out at the public convenience. This work was needed and three quotes had been considered.

Once the work on the Public Convenience had been complete the possibility of letting out the adjoining area could be considered.

e. Affordable Housing – Community Lands Trust

Councillor Culpin had advised there was nothing to report.

f. Snow Warden

Councillor Taylor advised that there would be a requirement to purchase grit bins to cover the parish of Sampford Peverell. Devon County Council did not provide grit bins but would fill them up once purchased. The cost of grit bins was £166 each including VAT.

It was RESOLVED to purchase two grit bins and use would be made of the Parish Magazine fund.

**Action:** Councillor Taylor/Clerk

One grit bin would be in the car park and the Clerk was asked to contact Mid Devon District Council in this regard.

**Action:** Clerk

g. Tidiness/Litter-picking

Councillor Burt advised that there was nothing to report.

h. Defibrillator maintenance

Councillor Taylor advised that he wished to purchase two defibrillator packs of batteries and pads for the defibrillators.

It was RESOLVED to purchase two Zol packs at a cost of £150 each plus VAT.

**Action:** Clerk

An application had been made to Devon County Council for the sum of £300 from the Locality Budget and this had been approved by Councillor Radford.

Councillor Taylor raised the subject of purchasing a fourth defibrillator for the village and considered that the Church might be a suitable location. It was noted that the Church was only open at certain times and the defibrillator needed to be available 24 hours a day and thus a cover would be required. Another possibility would be a location on Boobery. Further investigation would be carried out.

A defibrillator awareness session had been booked into the Village Hall for Saturday, 25 February 2023 from 9.30 to 11.30. A maximum of 20 parishioners could attend the session. There was no charge from the person delivering the course and it was RESOLVED that the Parish Council would meet the cost of hiring the hall and providing tea and coffee. If take-up was good, then a second awareness session could be organised. The date would be included in the Parish Magazine.

#### **2022/23/008/9 - Other Highways and village matters**

##### **a. Vandalism/ASB/criminal damage in the village**

It was noted there was nothing to report.

##### **b. Other highways matters**

It was noted that there had been some flooding in the village and this was being followed up the Clerk.

**Action:** Clerk

#### **2022/23/008/10 - Discussions with Cllr Radford, DCC and also with MDDC Ward Members, Cllrs Collis and Norton**

Councillor Radford had sent through a report that had been circulated to Parish Councillors.

Councillors Collis and Norton were not present.

It was noted that the possibility of development at Junction 27 had been raised again but the plans would be significantly revised.

#### **2022/23/008/11 - Brief reports from Parish Council representatives on any recent activities**

##### **a. Village Hall and Recreation Ground Charity Committee**

Councillor Cutts advised that the Village Hall were grateful to have received the VAT monies reclaimed on their behalf by the Parish Council.

##### **b. Grand Western Canal Joint Advisory Committee**

Councillor Cutts advised that he had no news other than that reported in the Newsletter which had been circulated by the Clerk.

##### **c. Sampford Peverell and District Twinning Association**

Councillor Castle advised the jumble sale had raised £600. A French Breakfast had been organised for 5 February and it was hoped this would be well attended. Guests from France would be visiting from 20-24 July 2023 and it was RESOLVED that the Parish Council would contribute to a reception during their visit.

##### **d. Sampford Peverell Society**

Councillor Culpin advised events would start up again in March 2023.

##### **e. Tree Warden's Report**

The Tree Warden had advised that there was nothing to report due to the wet weather. It was hoped that work on the community orchard would begin on 21 January.



**2022/23/008/12 - Correspondence**

Request to pollard the trees between the playpark and tennis courts

The Clerk advised that the notification of the intent to pollard the trees had been submitted to MDDC planning and the resultant CAT application had been circulated to the Parish Council. There was now a consultation period of six weeks. Provided there was no objections, the work would then take place.

**Action:** Clerk

Gas boilers at the new development at Higher Town

The Clerk advised a response was awaited.

Collection card at the post box in Boobery

The Clerk advised a response was awaited.

Archaeological project at Battens Farm

The Clerk advised that a letter of support had been sent and acknowledged.

**2022/23/008/13 - Any other matters by leave of the Chairman or the delegate Chair**

King's Coronation

It was noted that the King's Coronation would take place on Saturday, 6 May 2023 with a Bank Holiday on Monday, 8 May 2023. An event would be organised in the Village Hall.

Setting of the new date for the Annual Meeting of the Parish Council and the Annual Parish Meeting due to the Bank Holiday on 8 May 2023 for the King's Coronation

It was noted that MDDC had booked the Village Hall for the election on 4 May 2023.

The Bank Holiday on Monday, 8 May 2023 meant that the dates of Parish meetings needed to be changed. It was RESOLVED that the meetings would take place on Monday, 15 May at 7pm.

Hedges

It was noted that two hedges were obstructing pavements within the village and Councillor Taylor undertook to speak to the owners involved.

**2022/23/008/14 - Next meeting of the Parish Council**

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

Council Meeting – 20 March 2023 at 7pm in the Committee Room of the Memorial Hall

Signed \_\_\_\_\_ Date \_\_\_\_\_

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>5</b>	<b>Planning matters</b>	<b>10 - 11</b>
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a) Consultation requests received:

**23/00055/CAT – 11 January 2023**

Proposal: Notification of intention to pollard 4 Willow trees and reduce the height and sides of 2 Alder trees by 2m within the Conservation Area  
Location: Land between Recreation Ground & Tennis Courts Lower Town Sampford Peverell  
Site Vicinity Grid Ref: 303218 / 114350  
Parish: Sampford Peverell 42

Deadline for comments: 1 February 2023

Given this was the Parish Council's own application, no comment was made.

**23/00076/CAT – 13 January 2023**

Proposal: Notification of intention to fell 1 Ash tree within the Conservation Area  
Location: Hillview 38 Higher Town Sampford Peverell  
Site Vicinity Grid Ref: 302619 / 114191  
Parish: Sampford Peverell 42

Deadline for comments: 3 February 2023

Given this was an Ash tree and the prevalence of Ash dieback, no comment was made.

**23/00116/HOUSE – 20 January 2023**

Proposal: Erection of replacement porch, reinstatement of chimney, installation of flue and solar PV panels to rear valley roof slope  
Location: 21-23 Lower Town Sampford Peverell Tiverton  
Site Vicinity Grid Ref: 303226 / 114269  
Parish: Sampford Peverell 42

Deadline for comments: 10 February 2023 – extension requested

**23/00117/LBC – 20 January 2023**

Proposal: Listed Building Consent for insertion of fire and sound resistant party wall; removal of staircase and reinstatement of first floor structure; erection of replacement porch; replacement of 2 doors with windows on front elevation, windows and doors to front, rear and side elevations, rear stairs and landing; living room floor with new insulated structure; alterations to bedroom and bathroom partitions; reinstatement of dining room chimney; insertion of wood burners and flue liners to three fireplaces; replacement of front and rear elevation cement render with lime render and installation of solar PV panels to rear valley roof slope  
Location: 21-23 Lower Town Sampford Peverell Tiverton  
Site Vicinity Grid Ref: 303226 / 114269  
Parish: Sampford Peverell 42

Deadline for comments: 10 February 2023 – extension requested

**22/01209/FULL – 25 January 2023**

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 4

Revised Drawings and Additional Information

Deadline for comments: 8 February 2023 – extension to 22 February 2023

**23/00145/FULL – 25 January 2023**

Proposal: Erection of an agricultural building (revised siting of Barn 2 previously approved under 21/01685/FULL

Location: Land at NGR 302812 113818 (Morrells Farm, South West of Chains Road) Sampford Peverell

Site Vicinity Grid Ref: 302898 / 113919

Parish: Sampford Peverell 42

Deadline for comments: 15 February 2023 – extension to 22 February 2023

**23/00147/CAT – 25 January 2023**

Proposal: Notification of intention to remove 1 Alder tree and coppice 3 Hazel within a Conservation Area

Location: Land at NGR 302905 114352 Boobery Sampford Peverell

Site Vicinity Grid Ref: 302905 / 114352

Parish: Sampford Peverell 42

Deadline for comments: 15 February 2023

**23/00138/HOUSE – 27 January 2023**

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

Site Vicinity Grid Ref: 303440 / 116122

Parish: Sampford Peverell 42

Deadline for comments: 17 February 2023

b) decisions notified by MDDC

**23/00055/CAT – 11 January 2023 – APPROVED 10 February 2023**

Proposal: Notification of intention to pollard 4 Willow trees and reduce the height and sides of 2 Alder trees by 2m within the Conservation Area

Location: Land between Recreation Ground & Tennis Courts Lower Town Sampford Peverell

c) enforcement matters

No further updated have been received on Enforcement matters.

d) any other planning matters and planning correspondence

Correspondence from members of the public have been circulated to the Parish Council.

Higher Town

The development of the site has started. Matters raised by local residents and the Parish Council have been followed up with MDDC planning and responses circulated.

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>6</b>	<b>Financial matters</b>	<b>12</b>
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a) Current Financial position

The financial report will be provided for the meeting on 20 March 2023.

b) Payments made since the last meeting

The following financial expenditure had been agreed:

Purchase of defibrillator pads	£348.00
Purchase of grit bins	£611.96

c) Authority to pay accounts rendered

The following invoices have been received for payment:

Npower (public convenience – electricity)	£ 35.30
Source for business (public convenience – water)	£ 31.51
S McGeever (January wages, December shortfall and expenses)	£476.21
HMRC (January PAYE)	£ 30.40

d) Precept

The application for the 2023/24 Precept in accordance with the budget agreed on 5/12/22 has been submitted and received.

e) S106

The following request for support with regard to S106 funding has been received:

I am the current chairman of the newly formed Heathcoat cricket club incorporating Sampford Peverell playing at Whitnage Road. As a club we are very keen to improve the current facilities at Whitnage road and wanted to enquire if you would potentially support a Section 106 application to enable us to install an electronic scoreboard and new sight screens at Whitnage road.