

Sampford Peverell Parish Council (SPPC)

I hereby give notice that a general business meeting of the Parish Council will take place on Monday, 24 July 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 18 July 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	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
2	Apologies and Co-options	N/A
3	Declarations of Interest	N/A
4	Approval of the Minutes of the meeting of the Parish Council held on 5 June 2023	3-5
5	Planning matters	6-7
6	Financial matters	8-10
7	Report from Working Groups/Individual Roles	11
8	Other Highways and village matters	12
9	Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott	N/A
10	Brief reports from Parish Council representatives on any recent activities	13
11	Correspondence	14
12	Any business items for the next meeting	N/A

13	Next meetings of the Parish Council	15
-----------	--	-----------

Susan McGeever
Clerk and Responsible Financial Officer
Sampford Peverell Parish Council

SAMPFORD PEVERELL PARISH COUNCIL

4	Approval of the Minutes of the meeting of the Parish Council held on 5 June 2023	3-5
---	---	-----

05.06.23 - DRAFT

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 5 June 2023, starting at 7.00 pm, were distributed with the agenda and posted on the website 30 May 2023.

Minutes of the Meeting of Sampford Peverell Parish Council held on 5 June 2023

Present:

Councillors D Cutts (Chair), T Burt, E Castle, B O'Connell and S Taylor and S McGeever (Clerk).

The current Chair, Councillor Cutts, opened the meeting and welcomed those present including Clair Cottrell who had submitted her co-option form to become a Parish Councillor.

2023/24/013/1 - Open Forum

No comments were raised during the Public Forum section of the meeting.

2023/24/013/2 - Apologies

No apologies had been received.

2023/24/013/3 - Declarations of Interest

Councillor Cutts and O'Connell declared an interest in the upcoming discussions regarding VAT given that they sat on both the Parish Council and the Village Hall committee.

2023/24/013/4 - Approval of the Minutes of the meeting of the Parish Council held on 15 May 2023

It was RESOLVED that the minutes of the meeting held on 15 May 2023 were a true record of proceedings and they were duly signed by the Chairman.

2023/24/013/5 - Approval of Parish Council's Standing Orders as amended on 15 May 2023

It was RESOLVED that the Standing Orders as amended on 15 May 2023 should be approved by the Parish Council and they were duly signed by the Chairman.

2023/24/013/6 - Correspondence with HMRC (VAT)

HMRC had confirmed that the Parish Council was only allowed to claim VAT refunds on monies expended out of its own account and any refunds claimed on monies paid out of A N Other's account should be refunded to HMRC.

Under HMRC rules, this would apply to VAT refund applications made in the last four years. Given that there had been two VAT refund applications received in that period which had been forwarded by HMRC to the Clerk. The applications covered the years 2017 to 2022 and involved sums of around £20,000 - £16,000 of which had been claimed on behalf of others.

The Clerk only had the information provided by the previous Clerk and this did not cover all the invoices in question. This included invoices that appeared to be for the hire of the Village Hall which had a VAT element even though the Village Hall was not VAT registered.

The Clerk felt it would be possible to identify most invoices through the accounts she had downloaded off on the Parish Council website in as much as there was a list of cheques paid out of the Parish Council's bank account.

Page 82

The previous Clerk should have handed all the Parish Council paperwork over to the new Clerk and every endeavour would be made to retrieve the information.

It was RESOLVED that when the Clerk submitted the VAT paperwork for the year 2022/23 any funds due would be allocated to the monies owed to HMRC together with a cheque for £5000.

The Parish Council would look to have the organisations concerned refund the money to the Parish Council for onward payment to HMRC.

2023/24/013/7 – Internal Auditor's Report

The Parish Council noted the Internal Auditor's report and the comments relating to VAT which were retrospective.

The Clerk advised that the Parish Council that there was still work to be done to put all the Core Documents in place, but they now had a Code of Conduct, Standing Orders and Financial Regulations as well as an up-to-date Asset Register. This asset register would be used to update the insurance policy.

2023/24/013/8 - AGAR – Signing of the Annual Governance Statement 2022/23

It was RESOLVED for the Chairman and Clerk to sign the Annual Governance Statement making a note of the Internal Auditor's comments.

2023/24/013/9 – AGAR – Signing of the Accounting Statement 2022/23

The accounts had been signed of by the Internal Auditor and the Parish Council as its last meeting.

The Clerk had completed the Accounting Statement based on the accounts prior to this meeting.

It was RESOLVED for the Chairman to sign the Accounting Statement.

The relevant documentation would be sent to the External Auditor by the due date and the information to be published on the website for the period for the exercise of public rights would be provided. This period would commence on 19 June 2023.

2023/24/013/10 - Finance

Full financial information had been provided at the meeting on 15 May 2023 and would be provided for the meeting on 24 July 2023.

In the meantime, the following payments were presented to the Parish Council for approval and it was RESOLVED that such payments should be made:

In the meantime, the following payments are due:

Sampford Peverell Village Hall	held as incorrect amount submitted		
S McGeever (May 23)	£ 363.37 plus expenses	£20.99	Total £384.36
HMRC (Paye)	£ 90.80		
Source for Business	£ 82.92		
B O'Connell (maintenance of toilets)	£1140.00		

On other matters:

- the Clerk would respond to a query raised on the re-funding of VAT by an individual.
- work was ongoing to set up online banking and new signatories

Page 83

2023/24/014/11 - Any business items for the next meeting

The application for co-option by C Cottrell would be considered at the next meeting.

Parish Council members had met with Clearstone Energy regarding the proposed battery farm at Junction 27. Mindful of the rules on pre-determination, no action or comments would be made until a formal planning application was received but the question was raised as to community benefit and the use of agricultural land rather than a brownfield site.

The Chairman closed the meeting.

Signed _____
Chairman

Date: _____

Page 84

SAMPFORD PEVERELL PARISH COUNCIL

5	Planning matters	6-8
----------	-------------------------	------------

a) Consultation requests received:

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

Revised Drawings

Deadline for comments: 25 May 2023.

It was not considered the revised drawings impacted the decision made at the previous meeting.

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)

Considered by the Planning Committee on 14 June 2023

Report from Councillor Taylor who attending the meeting.

23/00907/FULL

Proposal: Variation of conditions 2 of planning permission 19/01897/FULL (Erection of 3 dwellings following demolition of agricultural buildings) to allow substitute plans relating to the internal and external layout of the 'Cottage' and 'Barn'

Location: Land and Buildings at NGR 303139 114216 (Morrells Farm) Lower Town Sampford Peverell

Site Vicinity Grid Ref: 303139 / 114216

Parish: Sampford Peverell 42

Deadline for comments: 4 July 2023

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 Devon

Grid Ref: 300503 : 112348

Parish: Halberton 25

Additional Information

Deadline for comments: 7 July 2023

Sampford Peverell can put forward further comments as information is going up on a regular basis – the most recent being the Public Health Officer's report.

21/02095/FULL

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

Grid Ref: 303531 : 116198

Parish: Sampford Peverell 42

Revised Drawings and Revised Information

Deadline for comments: 25 July 2023

21/02096/LBC

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

Grid Ref: 303531 : 116198

Parish: Sampford Peverell 42

Revised Drawings and Revised Information

Deadline for comments: 25 July 2023

23/01042/CAT

Proposal: Notification of intention to pollard one Alder tree (T1) to previous points and one Lime tree (T2) at main trunk break approx. 5m within a Conservation Area

Location: 25 Higher Town Sampford Peverell Tiverton

Site Vicinity Grid Ref: 302740 / 114300

Parish: Sampford Peverell 42

Deadline for comments: 25 July 2023

23/01109/CAT

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

Location: Sampford Peverell Church of England Primary School Higher Town Sampford Peverell

Site Vicinity Grid Ref: 302824 / 114275

Parish: Sampford Peverell 42

Deadline for comments: 3 August 2023

b) decisions notified by MDDC

23/00521/HOUSE - APPROVED

Proposal: Erection of extension to porch

Location: 46 The Brendons Sampford Peverell Tiverton Devon

23/00645/HOUSE - APPROVED

Proposal: Replacement front door and repairs to shopfront

Location: 21 Higher Town Sampford Peverell Tiverton Devon

23/00730/CAT – NO OBJECTION

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

Location: Quay Head 2 Boobery Sampford Peverell Tiverton

c) enforcement matters

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

Construction of pond

Land off Station Road, Sampford Peverell

No update has been received.

d) any other planning matters and planning correspondence

Higher Town

Noise and dust at the Higher Town development has been reported.

Removal of planter for works and then installing a new one – Parish Council involvement.

Notification of road closure for highways changes – 5-10 November 2023

“Meeting Housing Needs Supplementary Planning Document”

Mid Devon District Council has prepared a new draft planning document about providing suitable and affordable housing through new development. They are now inviting comments on this document.

The Meeting Housing Needs Supplementary Planning Document (SPD) has been prepared to guide planning applications submitted to the Council for determination and also help inform the decisions made on these. It has a number of purposes which aim to:

- Support relevant policies in the adopted Mid Devon Local Plan 2013 – 2033 in relation to housing and communities
- Engage with developers early in the planning process to include affordable and social rent properties in new development
- Set out a clear process for communities to lead on delivering new homes
- Encourage a wider range of approaches to delivery, including self-build and Modern Methods of Construction (MMC)
- Support design of low carbon, accessible and adaptable homes

A public consultation will run from Monday 17 July to Friday 25 August 2023.

SAMPFORD PEVERELL PARISH COUNCIL

6	Financial matters	9-10
----------	--------------------------	-------------

a) Current Financial position – to 30/06/23

Business Reserve Account

Balance 31/05/23 £ 3992.34

Balance 30/06/23 £ 3996.11

Receipts:

May £ 3.87

June £ 3.77

Bank reconciliation

Balance at 30 April 2023 £ 3988.47

Receipts May £ 3.87

Balance at 31 May 2023 £ 3992.34

Receipts June £ 3.77

Balance at 30 June 2023 £ 3996.11

Reconciles to bank statements

Current Account

Balance at 31/05/23 £32323.82

Receipts

Statement to 31/05/23

FOTP £ 8.00

Sampford Peverell magazine (thank you required) £ 1100.00 £1108.00

Reconciles to bank statement

Payments

Cheque 001657 (DALC membership) £ 356.03

Cheque 001660 (H Culpin – website) £ 65.87

Cheque 001661 (S McGeever – wages/expenses) £ 368.81

Cheque 001658 (N-Power) £ 34.68

Cheque 001662 (HMRC – PAYE) £ 90.80

Cheque 001664 (N-Power) £ 44.39

Cheque 001663 (Zurich – insurance) £ 423.07 £1383.65

Reconciles to bank statement

Statement to 31/06/23

FOTP £ 8.00

Reconciles to bank statement

Payments

Cheque 001654 (Village Hall) £ 15.00

Cheque 001665 (S McGeever – wages/expenses) £ 384.36

Cheque 001667 (Source for Business) £ 82.92

Cheque 001666 (HMRC – PAYE) £ 90.80 £ 573.08

Reconciles to bank statement

Outstanding cheques:
001668 (B O'Connell – toilets) £ 1140.00

Bank reconciliation

Balance at 30 April 23	£32323.82
Receipts May	£ 1108.00
Payments May	£ 1383.65
Balance at 31 May 23	£32048.17
Receipts June	£ 8.00
Payments June	£ 573.08
Balance at 30 June 23	£31483.09

Reconciles to bank statement

b) Payments made since the last meeting

001669 N-Power	£ 37.66
001670 S McGeever (wages/expenses)	£ 363.37
001671 HMRC (PAYE)	£ 90.80
001672 Sol Electrical (Toilets)	£3949.20

c) Authority to pay accounts rendered

The following invoices have been received for payment:

N Power £ 41.30

d) S106

i) The application has been submitted in the name of the Parish Council with approval from both MDDC Councillors Jane Lock and Gill Westcott.

ii) With regard to the Heathcoat's request in relation to S106 funds, the following link regarding S106 monies has been received from MDDC. No further information has been received from Heathcoat's.
[17_01359_MOUT-Section_106-1754045.pdf \(middevon.gov.uk\)](https://www.middevon.gov.uk/17_01359_MOUT-Section_106-1754045.pdf)

e) External Audit

The documentation for the External Audit was submitted before the due date.

f) Exercising of Public Rights

The documentation for the Exercising of Public Rights was put up onto the website in the timescales required.

g) Insurance

A revised insurance quote to cover all items listed on the asset register for 2022/23 has been received and circulated to Parish Councillors and is to be approved at the meeting.

h) VAT

Report on efforts to retrieve the Parish Council records from the previous Clerk.
The documentation is required to accurately assess the Parish Council's VAT liability.

i) Banking

Given the increase in interest rates it might be prudent to transfer funds to the Business Reserve Account.

The application form for online banking has been handed to NatWest.

Work is ongoing to change the signatories now that the application for online banking has been completed.

SAMPFORD PEVERELL PARISH COUNCIL

7	Report from Working Groups/Individual Roles	11
----------	--	-----------

- a) Communications & Engagement (publicity) (Cllr Cutts)
 - Social Media (Cllrs Culpin and Castle)

- b) Climate Change and environmental issues (Cllr Burt)
 - SP wastewater treatment and works update

- c) Roads, Pavements & Footpaths/Road Safety (Cllrs Burt and Castle)
 - traffic speed survey: follow up action
 - '20 is plenty' signage/national '20 is plenty' membership/speed limits
 - Annual footpath review
 - complaint about rubbish/weeds
 - potholes problem seriously in Court Way

- d) Public Convenience Development Group (Cllr Cutts, O'Connell & Taylor)
 - maintenance issues
 - utility accounts received
 - proposed remodelling works update
 - cleaning and daily locking (1 September 2022 – 30 November 2022)
 - maintenance costs

- e) Affordable Housing – Community Lands Trust (Cllr Cutts)
 - report on meeting with members of the CLT (Mountain Oak Farm)

- f) Snow Warden (Cllr Taylor)

- g) Tidiness/Litter-picking (Cllr Burt)

- h) Defibrillator maintenance (Cllr Taylor)

SAMPFORD PEVERELL PARISH COUNCIL

8	Other Highways and village matters	12
----------	---	-----------

- a) Vandalism/ASB/criminal damage in the village
- b) Other highways matters: road maintenance/Boobery

SAMPFORD PEVERELL PARISH COUNCIL

10	Brief reports from Parish Council representatives on any recent activities	13
-----------	---	-----------

- a) Village Hall and Recreation Ground Charity Committee (Cllr Cutts)
- b) Grand Western Canal Joint Advisory Committee (Cllr Cutts)
 - Newsletters circulated
- c) Sampford Peverell and District Twinning Association (Cllr Castle)
- d) Sampford Peverell Society (to be delegated)
- e) Tree Wardens (report from Mr Peter Bowers)

SAMPFORD PEVERELL PARISH COUNCIL

11	Correspondence	14
-----------	-----------------------	-----------

- a) D-Day 80 Celebrations – June 2024
- b) Devon Walking Festival – September 2024 (expression of interest by 31 July 2023)
- c) Closure of Ticket Office at Tiverton Parkway
- d) Updates have been requested to the MDDC ‘Sampford Peverell Parish Council’ page

SAMPFORD PEVERELL PARISH COUNCIL

13	Next meetings of the Parish Council	15
-----------	--	-----------

The Chairman has requested that the next Full Meeting of the Parish Council be put back to 9 October 2023.

Should planning applications be received then a Planning Meeting can be called in the interim period.