

## Sampford Peverell Parish Council (SPPC)

I hereby give notice that a general business meeting of the Parish Council will take place on Monday, 9 October 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 2 October 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
<b>1</b>	<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
<b>2</b>	<b>Apologies and Co-options (recruitment of new councillors)</b>	N/A
<b>3</b>	<b>Declarations of Interest</b>	N/A
<b>4</b>	<b>Approval of the Minutes of the meeting of the Parish Council held on 24 July 2023</b>	3-11
<b>5</b>	<b>Planning matters</b>	12-14
<b>6</b>	<b>Financial matters</b>	15-18
<b>7</b>	<b>Report from Working Groups/Individual Roles</b>	19
<b>8</b>	<b>Other Highways and village matters</b>	20
<b>9</b>	<b>Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott</b>	N/A
<b>10</b>	<b>Brief reports from Parish Council representatives on any recent activities</b>	21
<b>11</b>	<b>Correspondence</b>	22

<b>12</b>	<b>Any business items for the next meeting</b>	N/A
<b>13</b>	<b>Next meetings of the Parish Council</b>	23

Susan McGeever  
Clerk and Responsible Financial Officer  
Sampford Peverell Parish Council

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>4</b>	<b>Approval of the Minutes of the meeting of the Parish Council held on 24 July 2023</b>	<b>3-11</b>
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24.07.23 - DRAFT

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 24 July 2023, starting at 7.00 pm, were distributed with the agenda and posted on the website 18 July 2023.

**Minutes of the Meeting of Sampford Peverell Parish Council  
held on 24 July 2023**

Present:

Councillors D Cutts (Chair), T Burt, E Castle, B O’Connell and S Taylor and S McGeever (Clerk).  
Councillor Cottrell joined the meeting following the vote in Item 2.

The current Chair, Councillor Cutts, opened the meeting and welcomed those present. Councillor Cutts had invited Harry Sargent to the meeting following an expression of interest to join the Parish Council.

**2023/24/014/1 - Open Forum**

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

**2023/24/014/2 - Apologies/Co-Options**

Apologies had been received from Councillor Westcott, MDDC Ward Councillor.

The application from Clair Cottrell was considered and the Parish Council RESOLVED to co-opt Ms Cottrell to the position of co-opted member with immediate effect.

**2023/24/014/3 - Declarations of Interest**

Any declarations of interest would be made in conjunction with the appropriate agenda item.

**2023/24/014/4 - Approval of the Minutes of the meeting of the Parish Council held on 5 June 2023**

It was RESOLVED that the minutes of the meeting held on 5 June 2023 were a true record of proceedings and they were duly signed by the Chairman.

**2023/24/014/5 – Planning**

a) Consultation requests received since the last full Parish Council 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)  
Sampford Peverell Devon

Grid Ref: 302782 : 113779

Parish: Sampford Peverell 42

It was not considered the revised drawings impacted the decision made at the previous meeting and no comment had been submitted.

The application had been considered by the MDDC Planning Committee on 14 June 2023 and had been approved on a vote of 6:3.

Page 85

**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

Given that the application was for a variation to conditions and did not affect the decision made by Parish Council, no comment had been made.

**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

It was noted that additional information as well as letters of objection continued to be added to this application on the MDDC Planning Portal. It was RESOLVED that the Parish Council would re-iterate its objection to the application and re-emphasise its concerns regarding increased traffic levels, particularly in light of the upward revision of vehicle movements and the report from the Public Health Officer.

**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

The Parish Council RESOLVED that they had no objection to this application and considered the revised drawings would be an improvement given the state of the buildings and the need to preserve the farmhouse.

**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

See comments above.

**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

The Parish Council RESOLVED that they had no objection to this application given there were too many trees in the plot of land and the crowns needed to be reduced.

Page 86

**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

The Parish Council RESOLVED that they had no objection to this application given the state of the tree and its location close to school buildings.

**23/01141/FULL**

Proposal: Removal of condition 13 of planning permission 17/01142/FULL (Variation of Condition 9 of planning permission 16/01180/FULL to change sections i) and ii) of the condition with reference to the location and source of feedstock and the subsequent ultimate destination of digestate from the anaerobic digester) relating to the submission of a noise assessment  
Location: Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton  
Grid Ref: 299621 / 112764  
Parish: Halberton 25

This application had been received after the agenda had been published, however, Councillor Taylor advised that he had looked at the application and considered that there was insufficient information contained therein to allow the Parish Council to comment.

The Parish Council RESOLVED to make these thoughts known to MDDC Planning and a request for clarification would be sent so that the application could be duly considered at the next meeting.

b) the following decisions notified by MDDC were noted

**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

It was noted that no update has been received from the Enforcement Team which numbered two officers.

d) any other planning matters and planning correspondence

### Higher Town

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

Page 87

It was noted that a letter had been received asking if the Parish Council wished to be involved in the design of the new planter following the removal of the planter for works to the site. It was RESOLVED that the Parish Council wished to be involved and it was hoped that a gateway type planter (previously refused) could be installed.

It was noted that there would be road closures in the vicinity for both highways changes (6-10 November 2023) and for South West Water (4-18 December 2023).

### “Meeting Housing Needs Supplementary Planning Document”

It was noted that the Mid Devon Local Plan 2013 – 2033 had been very late in approval (2020) and thus MDDC were looking to start consultations on the next plan as well as consider current housing needs.

Councillor Cutts was concerned that given the amount of new housing development in Tiverton, MDDC might look to the Tiverton-Sampford Peverell corridor for future development. Government policy was that building should not take place on agricultural land and the corridor was made up of agricultural land which fell outside the settlement areas of Tiverton, Halberton and Sampford Peverell. The current road structure was already struggling to cope with the increase in cars, agricultural vehicles and HGVs.

It was RESOLVED that a response to the public consultation would be submitted prior to the deadline of Friday, 25 August 2023.

### Hartnoll Farm Appeal

It was noted that the application for houses and increased business capacity at Hartnoll Farm had gone to Appeal (September 23).

### 2023/24/014/6 - Finance

a) Current Financial position to 30/06/23

The Parish Council noted the current financial position:

#### Business Reserve Account

Balance 31/05/23	£ 3992.34
Balance 30/06/23	£ 3996.11
Receipts:	
May	£ 3.87
June	£ 3.77
<u>Bank reconciliation</u>	
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	
<u>Receipts</u>		
Statement to 31/05/23		
FOTP	£ 8.00	
Sampford Peverell magazine (thank you required)	£ 1100.00	£1108.00
Reconciles to bank statement		

Page 88

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
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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

The Parish Council noted the following payments:

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 Parish Council RESOLVED to make pay the following invoices:

N Power £ 38.81

A new invoice, revised downward, had been received after the agenda had been published.

It was also RESOLVED to pay a further invoice for £30 to the Village Hall for the Twinning Association reception. A total budget of £200 had been agreed and additional invoices were expected.

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.

Page 89

The monies would be received by the Parish Council and all invoices would be paid by the Parish Council.

ii) With regard to the Heathcoat's request in relation to S106 funds, no further information has been received from Heathcoat's.

e) External Audit

The documentation for the External Audit had been submitted before the due date.

f) Exercising of Public Rights

The documentation for the Exercising of Public Rights had been 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 had been received and circulated to Parish Councillors.

It was RESOLVED that the additional premium of £700.02p should be paid to ensure that the Parish Council was adequately insured to meet the costs of any repairs to or replacement of the listed assets.

h) VAT

Councillor Cutts advised that he had been unable to contact the previous Clerk and obtain the documentation to substantiate the VAT claims made from 2017-2022.

The current Clerk reported that she did have some documentation but to arrive at an accurate figure for the over-reclaim, all documentation was required.

The VAT re-claim for 2022/23 would be used to pay off some of the monies due together with a cheque for £5000.

A meeting would be set up with the Treasurer of the Recreation Ground and Village Hall Charity.

i) Banking

Given the increase in interest rates, the Parish Council RESOLVED to transfer £20,000 from the current account to the reserve account.

The application form for online banking was in hand.

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



## 2023/24/014/7 - Report from Working Groups/Individual Roles

### a) Communications & Engagement

Councillor Castle advised that both Mrs Culpin and herself had responded to all enquiries on the social media page.

### b) Climate Change and environmental issues

Cllr Burt advised that there was nothing to report. A log of spillages in 2021 from the SP wastewater treatment plant had been obtained from South West Water under FOI.

Page 90

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

Councillor Castle advised that many of those originally interested in the setting up a working group to reduce traffic speed in the village were no longer involved. She hoped in due course to look to set up a Community Speedwatch group. The concerns of residents with regard to the speed of vehicles was noted.

Correspondence had been received regarding rubbish and weeds around the village. Councillor Burt did not feel there was significantly more rubbish or weeds than in previous years. Litter picking had been undertaken.

Councillor Cutts felt that the demise of the parish linesman had resulted in more weeds appearing on pavements and felt that, perhaps, someone should be hired to undertake the work.

Councillor Castle suggested that the Road Warden scheme would allow the Parish Council and volunteers to keep the village tidier. Part of the scheme provided spraying courses, tarmac for potholes and the funding for the correct attire. The Road Warden scheme would be considered and a notice placed in the Parish magazine.

It was noted that it was the resident's responsibility to ensure that their hedges were cut so as not to intrude onto pavements etc. Again, where it was felt hedgerows required cutting, the Parish Council would either write to speak to the residents concerned. Pedestrian safety took precedent.

### d) Public Convenience Development Group

Councillor Cutts advised that the electrical work had been completed and the invoice settled. It was now a matter of changes to the servery to make it of a standard that would pass a Public Health inspection before it opened to the public.

Anne Williams had undertaken to assist the Parish Council and a working party to clean the facility would be set up.

### e) Affordable Housing – Community Lands Trust

Councillor Cutts reported that members of the Parish Council had met with members of the CLT and the agent proposing the development that would include Community properties.

Councillor Cutts noted an interest as a member of the CLT and Councillors Burt and Taylor noted an interest as residents affected by the development.

It was not felt appropriate to discuss the meeting in detail as the Parish Council would not wish to have been judged to have pre-determined the application. A full discussion would take place once an application had been lodged with MDCC. That said, concern was expressed to its vicinity to the canal and its impact on an already struggling sewage system.

The same concerns on sewage were expressed with regard to Higher Town and it was agreed to write to South West Water and to enquire the capacity of the plant. Councillor Burt would supply a log of spillages in 2021 from the SP wastewater treatment plant had been obtained from South West Water under FOI.

Councillor Cutts advised the meeting that if the CLT members did not approve of the site recommended at their meeting in August or the public were not behind it at the subsequent Public Meeting, then the CLT would not pursue this proposal.

f) Snow Warden

Councillor Taylor advised there was nothing to report.

Page 91

g) Tidiness/Litter-picking

This topic had been covered earlier on the agenda.

h) Defibrillator maintenance

Councillor Taylor advised that the primary school defibrillator had been taken off circuit and this always happened if an ambulance was in the vicinity in an emergency.

He felt that an additional solar powered defibrillator would be of benefit to the village. A decision would be made once it was known if the school was receiving a defibrillator as part of a Government scheme.

On other subjects, it was noted that Tiverton Parkway ticket office was earmarked for closure.

#### **2023/24/014/8 – Other Highways and village matters**

a) Vandalism/ASB/criminal damage in the village

It was noted that there were concerns that youngsters were using the playpark after dark as a meeting place for drugs etc. It was RESOLVED that the Parish Council would contact the police to see if a patrol could stop by during the summer holidays.

It was noted the light for the playpark was situated with Sol's boundary and there were no plans to move the light.

b) Other highways matters: road maintenance/Boobery

The state of the road at Boobery remained an issue.

#### **2023/24/014/9 – Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott**

No members of MDDC or DCC were present.

#### **2023/24/014/10 – Brief reports from Parish Council representatives on any recent activities**

a) Village Hall and Recreation Ground Charity Committee

Councillor Cutts advised that discussions were ongoing regarding the VAT issue and noted that bookings were good.

The wasp issue at the Play Park had been dealt with – there being no nest but wasps feeding on aphids.

Councillor Taylor raised the possibility of inclusive play equipment at the Play Park and given there was S106 funding available, it was RESOLVED to look at possible equipment.

b) Grand Western Canal Joint Advisory Committee  
Councillor Cutts advised that the recent Newsletter had highlighted the work done with regard to re-surfacing, the Green Flag aware etc.

c) Sampford Peverell and District Twinning Association  
Councillor Castle thanked Councillor Cutts for the speech he had made at the Welcome reception.

The weekend had been extremely successful, and it was hoped that the Twinning Association would continue – it now being in its 30<sup>th</sup> year. The Parish Council would be covering bills up to the agreed budget if £200.

Page 92

d) Sampford Peverell Society  
Councillor Burt undertook to take on the role of the designated representative of the Parish Council.

e) Tree Wardens  
It was noted there was nothing to report.

#### **2023/24/014/11 – Correspondence**

a) D-Day 80 Celebrations – June 2024  
It was RESOLVED that the D-Day 80 Celebrations would be put on the agenda of the next issue.

b) Devon Walking Festival – September 2024  
It RESOLVED that the Parish Council would express an interest in the event by the due date 31 July 2023 and would seek to involve the Walking Group/

c) Closure of Ticket Office at Tiverton Parkway  
Reported earlier.

d) Updates have been requested to the MDDC ‘Sampford Peverell Parish Council’ page  
The page had been updated to reflect the current councillors and meeting dates.

#### **2023/24/014/12 – Any Other Business**

No items were raised under Any Other Business.

#### **2023/24/014/13 – Next meetings of the Parish Council**

It was RESOLVED that the next Full Meeting of the Parish Council would take place on Monday, 9 October 2023.

If planning applications were received that required public consultation then a Planning Meeting would be scheduled for 11 September 2023.

The Chairman closed the meeting.

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

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

Page 93

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>5</b>	<b>Planning matters</b>	<b>12</b>
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a) Consultation requests received:

**23/01141/FULL**

Proposal: Removal of condition 13 of planning permission 22/00868/MFUL (Removal of condition 13 of planning permission 17/01142/FULL - further noise assessments) relating to the submission of a noise assessment

Location: Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton

Devon Grid Ref: 299621 : 112764

Parish: Halberton 25

Amended Description and Additional Information

Deadline for comment: 17 August 23

An extension could not be given to work with PC meeting dates. It has, however, come forward to consultation again (see below).

**22/02102/MFUL**

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at Grid Reference 300503 112348 Lower Town Halberton Devon

Grid Ref: 300503 : 112348

Parish: Halberton 25

Revised Information

Deadline for comment: 6 September 23

The revised information did not address the Parish Council's concerns and their objection was re-instated.

**23/01351/MFUL**

Proposal: Construction, operation and maintenance of a Battery Energy Storage System (BESS) facility with associated infrastructure and works including highway access, landscaping and biodiversity enhancements

Location: Land at NGR 304444 114510 North of A361, Junction 27 Westleigh

Site Vicinity Grid Ref: 304444 / 114510

Parish: Burlescombe 06

Deadline for comment: 9 October 2023 extension received to 11 October 2023

**23/01141/FULL**

Proposal: Variation of condition 13 of planning permission 22/00868/MFUL (Removal of condition 13 of planning permission 17/01142/FULL - further noise assessments) relating to the submission of a noise assessment Location:

Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton Devon Grid Ref: 299621 : 112764

Parish: Halberton 25

Amended Description and Additional Information

Deadline for comment: 20 October 2023

And this has also been received:

**22/00868/MFUL**

Proposal: Removal of condition 13 of planning permission 17/01142/FULL - further noise assessments

Location: Land at NGR 299621 112764 (Red Linhay) Crown Hill Halberton

Application No: 22/00868/MFUL

Appeal Ref No. APP/Y1138/W/23/3323381

Existing applications:

**Planning Reference DCC/4358/2023**

Planning Application at Land at Greenway, Uplowman, Tiverton

Report on meeting and follow up on fund raising activities for traffic assessment.

Inert Waste Landfill Position Statement – DCC.

**Public consultation on a Meeting Housing Needs Supplementary Planning Document**

Submission acknowledged.

b) decisions notified by MDDC

**23/01042/CAT – NO OBJECTION – 26 July 23**

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 Devon

**23/00907/FULL – APPROVED – 9 August 23**

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 Devon

**22/01209/FULL – APPROVED – 17 August 23**

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

**23/00145/FULL – APPROVED – 17 August 23**

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 Devon

**23/01109/CAT – NO OBJECTION – 22 August 23**

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 Tiverton

Site Vicinity Grid Ref: 302824/114275

**23/00936/PNCOU – APPROVED – 23 August 23**

Proposal: Prior Notification for change of use of an agricultural building to 3 dwellings under Class Q

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

**23/01304/NMA – REFUSED – 11 September 23**

**PROPOSED NON-MATERIAL AMENDMENT**

Proposal: Non-Material Amendment for 20/00748/FULL to allow alterations to number of rooflights and positions, addition of PV panels, addition of window on the East elevation and removal of window on North elevation

Location: 22 Lower Town 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**

A request has been sent to the developers for a date of first occupancy.

An email has been sent to the developers to chase up the consultation on the planter.

Solar panels on roofs

**Mid Devon Landscape Character Review Workshop**

12 October 23 – at Pheonix House

Councillor Burt cannot attend.

**Q class training**

19 October 23 - online

Councillor Taylor to attend.

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>6</b>	<b>Financial matters</b>	<b>15-18</b>
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a) Close of external audit

The paperwork was added to the website by the due date of 30/9/23.

The revised audit figures should have been re-stated for the year 2021/22.

The figures in 2021/22 should have been re-stated to show actual amounts in the bank.

The figures for 2022/23 will be re-stated in the 2023/24 documentation.

Given that the VAT situation has been agreed and the money in going to be paid back then a full internal audit should probably take place to comply with the external audit

b) Current Financial position – to 30/09/23

Due to there being no meeting in August and September, the financial information includes July, August and September.

**Business Reserve Account**

Balance 30/06/23	£ 3996.11
Balance 31/7/23	£4000.60
Balance 31/8/23	£4005.36
Balance 30/9/23	£4009.97

Receipts:

July	£ 4.49
August	£ 4.76
September	£ 4.61

Bank reconciliation

Balance at 30 June 2023	£3996.11
Receipts July	£ 4.49
Balance at 31 July 2023	£4000.60
Receipts August	£ 4.76
Balance at 31 August 2023	£4005.36
Receipts September	£ 4.61
Balance at 30 September	£4009.97
Reconciles to bank statements	

**Current Account**

Balance at 30/06/23	£31483.09	
Statement to 31/07/23		
Receipts: FOTP	£ 8.00	
MDDC (S106) (ring-fenced)	£4303.00	£4311.00
Reconciles to bank statement		

Payments:

001668 – B O’Connell (public conveniences)	£1140.00
001671 – HMRC (PAYE)	£ 90.80

001670 – S McGeever (wages)	£ 363.37	
001669 – NPower (electricity public conveniences)	£ 37.66	£1631.83
Reconciles to bank statement		
Statement to 31/08/23		
Receipts: FOTP	£ 8.00	£ 8.00
Reconciles to bank statement		
Payments:		
001674 – NPower (electricity - public conveniences)	£ 38.81	
001676 – Zurich insurance (additional premium)	£ 700.02	
<b>001680 – J Worsfold (Twinning Association)</b>	<b>£ 91.78</b>	
001672 – Sol (electrics for servery)	£3949.20	
<b>001679 – S Taylor (Twinning Association)</b>	<b>£ 52.59</b>	
<b>001678 – HMRC (PAYE)</b>	<b>£ 90.80</b>	
<b>010677 – S McGeever (wages/expenses)</b>	<b>£ 389.16</b>	<b>£5312.36</b>
Reconciles to bank statement		
001673 – void		
001675 – cancelled		
Statement to 30/09/23		
Receipts: FOTP	£ 8.00	£ 8.00
Reconciles to bank statement		
Payments:		
<b>001681 – NPower (electricity public conveniences)</b>	<b>£ 42.57</b>	
<b>001684 – S McGeever (wages)</b>	<b>£ 363.37</b>	
<b>001682 – Source for Business (water public conveniences)</b>	<b>£ 193.64</b>	
<b>001683 – HMRC (PAYE)</b>	<b>£ 90.80</b>	
<b>001686 – B O’Connell (public conveniences)</b>	<b>£1175.10</b>	<b>£1865.48</b>
Reconciles to bank statement		
Uncashed cheques		
001659 – Village Hall meeting room	£ 15.00	
<b>001685 – Recreation Ground and Village Hall Charity (meeting room)</b>	<b>£ 30.00</b>	
<u>Bank reconciliation</u>		
Balance at 30 June 23	£31483.09	
Receipts 31/7/23	£ 4311.00	
Payments 31/7/23	£ 1631.83	
Balance at 31/7/23	£34162.26	
Receipts 31/8/23	£ 8.00	
Payments 31/8/23	£ 5312.36	
Balance at 31/8/23	£28857.90	
Receipts 30/9/23	£ 8.00	
Payments 30/9/23	£ 1865.48	
Balance at 30/9/23	£27000.42	
Reconciles to bank statement		



Reserve account	£ 4009.97
Current account	£27000.42
<b>Sub Total</b>	<b>£31009.89</b>
Less VAT obligation	£16000.00
Less S106 monies	£ 4303.00
<b>Sub Total</b>	<b>£10706.89</b>
Plus outstanding precept	£ 8725.50
<b>Total</b>	<b>£19432.39</b>
<b>including earmarked reserves and contingency fund</b>	

c) Payments made since the last meeting  
See bolded payments on b) above

d) Authority to pay accounts rendered  
The following invoices have been received for payment:

Recreation Ground and Village Hall Charity (hire of meeting room)	£ 52.50
PKF External audit fee	£252.00
MDDC (uncontested election fee)	£147.35
Npower (electricity – public conveniences)	£ 43.54
S McGeever (wages/expenses)	£389.95
HMRC (PAYE)	£ 91.00

e) Six-month accounts/budget forecast  
The six-month accounts will be circulated to councillors as a separate item and form part of the minutes.

f) S106

i) The first tranche of money has been received for the access improvements at the playing field.  
Update requested.

ii) With regard to the Heathcoat's request in relation to S106 funds, no further information has been received.

iii) The application for inclusive play equipment been submitted in the name of the Parish Council with approval from both MDDC Councillors Jane Lock and Gill Westcott. Decision awaited.

g) 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 did go back and check with DALC that the Parish Council being a Trustee on the Management Committee altered the situation and the response received was:

The council can only reclaim VAT where the good are ordered by the PC, the PC receives the invoice, and the PC pays the bill with its own funds (or funds given to the PC for PC purposes). It can't reclaim VAT on behalf of other bodies.

h) 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.

i) Grants

Sampford Peverell Parochial Church Council

Contribution towards closed churchyard upkeep - £350.00

CAB – Torrington – North, West and Mid Devon

Contribution towards ongoing costs

Dream A Way

Contribution towards ongoing costs

SAMPFORD PEVERELL PARISH COUNCIL

7	Report from Working Groups/Individual Roles	19
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- a) Communications & Engagement (publicity) (Cllr Cutts)
  - Social Media (Cllr Castle)
  
- b) Climate Change and environmental issues (Cllr Burt)
  - SP wastewater treatment and works update – spillage data was provided following the meeting on 24/7/23
  
- 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)
  - Councillor Taylor has advised there is nothing to report.
  
- g) Tidiness/Litter-picking (Cllr Burt)
  
- h) Defibrillator maintenance (Cllr Taylor)
  - Councillor Taylor has advised that all 3 defibrillators are in service, and there is a new defibrillator outside Tiverton station.

SAMPFORD PEVERELL PARISH COUNCIL

8	Other Highways and village matters	20
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a) Vandalism/ASB/criminal damage in the village

Correspondence from the police:

I have checked incident logs for July and located one report of ASB in Sampford Peverell for the whole of July. That said, if the councillors are aware of a problem I need to establish why/how the Councillors know about a problem, and we don't.

Given it's the summer holidays, all of the play areas/parks/amenities need regular checks, but presence on a 'fairly frequent' basis is not something the police can currently offer, especially given the absence of incidents reported.

Please can I ask that the Councillors bringing this matter to your attention kindly tell us:

What has happened?

When?

To whom?

As a way forward, if the Councillors are being told about this problem **at-the-time** I would kindly ask them to encourage any reporting persons to call the police soonest, directly, themselves.

I am very sorry Justifying our attendance on a 'fairly frequent' basis will rely on more than the request below, especially when the demand elsewhere is so much more acute. That said, I will bring this request to the attention of the rest of our team.

I would like to take this opportunity to remind the Councillors that there is always an opportunity for them to joins us on our patrols, so they can see first-hand the demands the police are under and how we make decisions on deploying our resources.

b) Other highways matters: road maintenance/Boobery

c) DCC decision to allow self-funded 20mph applications

d) Email from a resident:

Residents of Chains Road are increasingly experiencing problems with overlarge lorries delivering to the new trading estate (where the old chicken farm was) most especially to a company called Stan Robinson. They either don't see or ignore the weight restriction sign and it's not until they get up to No. 9 and No.10-12 that they realise they either won't get round the sharp corner past Chains Barn or they can't squeeze through past 9 or 10-12 - then they try to reverse back. The depot manager at Stan Robinson tells me they take no responsibility for any lorries. My own car has been hit recently. No. 9's car has been hit as has their front wall. No one has owned up to causing any of the damage. We residents regularly have to congregate outside to help drivers reverse safely but it is only a matter of time before a pedestrian, a vehicle or a property sustains serious damage. The council have told me previously that they consider the weigh restriction warning sign to be adequate. It clearly isn't. There needs to be a weight & width warning together with a 'sharp bend' warning. I have emailed Highways today after another incident but we would all be very grateful if you could use your influence to help.

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>10</b>	<b>Brief reports from Parish Council representatives on any recent activities</b>	<b>21</b>
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- 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 (Cllr Burt)
- e) Tree Wardens (report from Mr Peter Bowers)

Our team of volunteers worked last Saturday to cut up and remove an apple tree from the Community Orchard that had blown over in a storm. This tree had had canker and we had had to cut limbs off it previously, so its demise was not a surprised. Whilst in the Orchard, we raked up most of the grass and wildflowers that the Canal Rangers had power-scythed a few days earlier.

We will resume our activities later in the autumn.

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>11</b>	<b>Correspondence</b>	<b>22</b>
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- a) D-Day 80 Celebrations – June 2024
- b) Devon Walking Festival – September 2024 (expression of interest by 31 July 2023)
- c) Slow ways
- d) Grant funding workshop
- e) Cullompton & Tiverton Cycling and Walking Infrastructure Plan (LCWIP)
- f) RSN Rural Funding
- g) Let's Talk Mid Devon
- h) South West's Cyber Resilience Centre. Please

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>13</b>	<b>Next meetings of the Parish Council</b>	<b>23</b>
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Date of next meetings:

27 November 23

4 December (Finance) 23