

Sampford Peverell Parish Council (SPPC)

Annual Meeting of the Parish Council

I hereby give notice that the Annual Meeting of the Parish Council will take place on Monday, 13 May 2024 starting at 7.30pm in the main hall 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 1 May 2024

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	Election of Chairman for 2024/25 Elected Chairman to sign Declaration of Acceptance for Office	N/A
2	Election of the Vice Chairman for 2024/25 Elected Vice-Chairman to sign Declaration of Acceptance for Office	N/A
3	Review/Approval of Parish Council documentation including but not limited to Code of Conduct, Standing Orders and Financial Regulations.	Due to the length of these documents they are published separately
4	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
5	Apologies	N/A
6	Declarations of Interest	N/A
7	Approval of the Minutes of the meeting of the Parish Council held on 25 March 2024	3-12
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Susan McGeever
Clerk and Responsible Financial Officer
Sampford Peverell Parish Council

SAMPFORD PEVERELL PARISH COUNCIL

7	Approval of the Minutes of the meeting of the Parish Council held on 25 March 2024	3 to 12
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25 March 2024 - DRAFT

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 25 March 2024, starting at 7.00 pm, were distributed with the agenda and posted on the website 18 March 2024.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 25 March 2024**

Present:

Councillors T Burt (Chair), C Cottrell, A Mackenzie, B O’Connell, S Taylor (Vice-Chair) and A Williams together with S McGeever (Clerk). Councillor Lock (MDDC Ward Councillor was also present.) Councillor Bartin (co-opted at the meeting) joined the Parish Council after Item 2.

Councillor Burt opened the meeting at 7pm and welcomed those present.

2023/24/020/1 - Open Forum

Members of the public raised the following items:

- a) Turnpike and the road width that would not allow tractors or two other large vehicles to pass each other. A car and HGV/Tractor could just pass each other and with harvesting approaching, it would present significant problems.
- b) Greenway and the proposed landfill site. An action group was in place and all the affected parishes were writing to object to the application given concerns over traffic, noise, dust, etc. The estimate was that there would be a 35-ton lorry travelling to/from the site every 7 minutes. Posters had been prepared and the question was raised if they be put around the village.

2023/24/020/2 - Apologies and Co-options

Apologies had been received from Councillor E Castle, Councillor Westcott (MDDC Ward Councillor) and Councillor Radford (DCC Councillor).

An application for co-option onto the Parish Council had been received from Dawn Bartin and had been circulated to all councillors. The Parish Council RESOLVED to co-opt Dawn Bartin and she signed the acceptance form.

2023/24/020/3 - Declarations of Interest

There were no declarations of interest.

2023/24/020/4 - Approval of the Minutes of the meeting of the Parish Council held on 26 February 2024

It was RESOLVED that the minutes of the meeting held on 26 February 2024 were a true record of proceedings and they were duly initialled and signed by the Chairman.

2023/24/020/5 – Planning

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

22/02102/MFUL

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

Location: Land at Grid Reference 300503 112348 (Bycott Farm) Lower Town Halberton

Grid Ref: 300503:112348

Parish: Halberton 25

The Parish Council RESOLVED to continue its objection to this application.

24/00407/HOUSE

Proposal: Erection of single-storey rear extension following demolition of conservatory, greenhouse and outbuilding

Location: 8 Chains Road Sampford Peverell Tiverton

Site Vicinity Grid Ref: 302981 / 114133

Parish: Sampford Peverell 42

The Parish Council RESOLVED that it had no objection to this application. The proposed works were considered an enhancement.

24/00381/LBC

Proposal: Listed Building Consent for replacement front door and repair and decoration of sash windows on front elevation

Location: Marron Cottage Chains Road Sampford Peverell

Site Vicinity Grid Ref: 303024 / 114166

Parish: Sampford Peverell 42

The Parish Council RESOLVED that it had no objection to this application.

APPEALS:**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

The Parish Council RESOLVED to re-iterate its objection to this application.

Existing applications:

Planning Reference DCC/4358/2023

Planning Application for Land at Greenway, Uplowman, Tiverton

The Public Meeting in the Sampford Peverell village hall (20 March 2024) had allowed residents to understand that they needed to put in individual objections to the proposed landfill site. The Parish Council understood that a march was going to be organised by the action group.

Concern was expressed that children walked part of the route to school and there was a known link between increased emissions and respiratory issues. MDDC is responsible for testing air quality.

It was noted that an Environment Agency public consultation on the application closed on 15 March 2024. There had been no notification of the consultation and an extension had been requested.

The Parish Council had made submissions to Devon County Council on 22 August 2023 and 7 March 2024 as part of the consultation process.

It was understood that the application would not be going to the County Council's Development Management Committee on 24th April 2024 and was more likely to be heard in June 2024.

It was noted from the information provided in the Public Forum that the proposed number of vehicles could have a serious impact on the structure of the roads. Given the narrowness of the roads, it was felt that they would not be safe for walkers and cyclists. It would impact the Grand Western Canal which was an asset to the region.

Concerns were also expressed for the potential of pollution to the water courses and water for agricultural animals given the watercourse which travelled down the valley across agricultural and under the Grand Western Canal.

It was understood one of the contractors had recently been fined by the Environment Agency for illegal dumping whilst the applicant had also received fines from the Environment Agency.

The Parish Council would call upon Councillor Radford for his support given that a redundant quarry near Junction 27 had been turned down as a landfill site.

Councillor Lock advised that MDDC would be submitting its response shortly.

The Clerk would write the responses to the planning applications and contact Councillor Radford.

Action: Clerk

b) Decisions notified by MDDC

24/00097/CAT – 26/2/24 – NO OBJECTION – 26/2/24

Proposal: Notification of intention to pollard one Ash tree within a Conservation Area

Location: 19 Higher Town Sampford Peverell Tiverton Devon

24/00163/CAT – NO OBJECTION – 26/2/24

Proposal: Notification of intention to carry out works to 8 Hazel trees to thin out the largest trunks, re-
coppice and lay to form a hedge within a Conservation Area

Location: Chains Farmhouse 10 - 12 Chains Road Sampford Peverell Tiverton

24/00180/CAT – NO OBJECTION – 28/2/24

Proposal: Notification of intention to fell 1 Fir tree, 1 Amber tree and 2 Rowan trees within the
Conservation Area

Location: 4 Boobery Sampford Peverell Tiverton Devon

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

Councillor O'Connell had spoken to the site manager who had looked to identify which SP2 contractors were using Higher Town, but other contractors may be using the route.

The Parish Council was CONTENT to see a sign directing contractors through Turnpike.

2023/24/020/6 – Finance

The Clerk presented the accounts as follows:

a) Current Financial position – to 29/2/2024

The accounts spreadsheet has been circulated to councillors.

Business Reserve Account

Balance on 29/9/23		£ 4009.97	
Payments in			
31/10/23	Interest	£ 5.10	£ 4015.07
30/11/23	Interest	£ 4.79	£ 4109.86
15/12/23	Transfer in	£20000.00	£24109.86
29/12/23	Interest	£ 15.75	£24035.61
31/01/24	Interest	£ 31.51	£24067.12
05/02/24	Transfer out	£10000.00	£14067.12
Balance 05/02/24			£14067.12

Bank reconciliation

Balance on 30 September 23		£ 4009.97	
Monies in		£20025.15	
Monies out		£10000.00	
Balance on 05 February 24			£14067.12

Current Account

Balance on 31 December 23			£13162.91
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Statement to 31/01/24

Receipts: FOTP		£ 8.00	
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Reconciles to bank statement.

Payments:

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	
001714 Npower (electricity)		£ 48.35	
001712 Outdoor play (swing)		£ 5191.20	
001715 HMRC (PAYE)		£ 90.80	
001718 Npower (electricity)		£ 51.81	

Bank reconciliation

Balance on 31 December 23		£13162.91	
Receipts 31/01/24		£ 8.00	
Payments 31/01/24		£ 5564.16	
Balance on 31 January 24			£ 7606.75

Statement to 29/02/24

Receipts: FOTP		£ 8.00	
Transfer		£10000.00	
S106 funding		£ 1325.18	£11333.18

Payments:

001719 RGB Building supplies (Playing field)		£ 270.22	
001717 RW Gale Ltd (Playing field)		£5163.60	
001720 HMRC (PAYE)		£ 90.80	
001722 Npower (electricity)		£ 55.94	
001716 Mrs McGeever (wages)		£ 363.37	

Bank reconciliation

Balance on 31 January 2024	£ 7606.75
Receipts 29/02/24	£11333.18
Payments 29/02/24	£ 5943.93
Balance on 29 February 24	£12996.00

Uncashed cheques

001659 – Village Hall meeting room	£ 15.00
001711 CAB donation	£ 50.00*

* resent

b) Payments made since the last meeting

HMRC (PAYE)	£ 157.60
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c) Authority to pay accounts rendered

The following invoices have been received for payment:

S McGeever (wages inc NALC increase)	£630.16
Source for Business	£151.18
Npower	£ 51.63

Councillor Williams advised that she had cancelled the order for the sink and payment was not required.

Councillor O’Connell presented his invoice in the sum of £1929.00 for opening, closing, and cleaning the public conveniences for a four-month period.

The Parish Council RESOLVED that the invoices presented would be settled.

d) S106

i) The second tranche of money had been received for the access improvements at the playing field and works were drawing to an end; a final account would be presented at the next meeting.

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

iii) Inclusive play equipment

The Parish Council RESOLVED that a meeting with the Village Hall to ascertain the ownership of the play equipment would be beneficial.

e) VAT

The Clerk had circulated full documentation to the Parish Council identifying each payment put forward for reimbursement and its origins. The process had identified that the Parish Council could claim £1200 of expenditure previously allocated to the Village Hall as the invoices had been paid by the Parish Council.

The Parish Council had taken advice from the Devon Association of Local Councils and spoken to HMRC and payments by instalment were permitted.

It was noted that the Village Hall was pursuing its investigations with the Charity Commission and paying back any of the funds received from the Parish Council to the Parish Council would require the Charity Commission’s permission. The VAT refunds had been claimed on behalf of the Village Hall, the Tennis Club and Recreation Ground.

The Parish Council RESOLVED to make a final decision on the schedule of payments at the next meeting.

f) Banking

The application had been submitted to the Unity Trust Bank. The application was awaiting one Parish Councillor proof of identity.

g) Request for a grant from the Methodist Church

Following advice received from the Devon Association of Local Councils, the Parish Council RESOLVED to approve a grant of £75.00.

Action: Clerk

h) Approval of funding of £1000 to complete the works need for the servery, additional keys cut, possible pollarding of trees and review of business plan

The Parish Council RESOLVED to approve a budget of £1000 to complete the works needed for the servery.

i) Thank you from CAB

The Parish Council noted the thank you from the CAB.

2023/24/020/7 - Report from Working Groups/Individual Roles

a) Communications & Engagement (publicity)

Information on the broken railings had been sought via Facebook but the vehicle responsible had not been identified.

b) Climate Change and environmental issues (Cllr Burt)

Councillor Burt advised that Councillor Westcott (MDDC) had reported that MDDC was taking an increased interest in water quality and concerns over the Spratford Stream, and meetings were ongoing with South West Water and the Environment Agency. Councillor Lock (MDDC) advised that councillors were going to receive a presentation from the Environment Agency.

c) Roads, Pavements & Footpaths/Road Safety (Cllrs Burt and Castle)

Turnpike

Councillor Cottrell raised concerns over the school buses which were now having to pick and drop off children at the car park which then required them walking through Lower Town and Higher Town to school.

Councillor Taylor raised concerns over the width of the road at Turnpike; he believed that the current width of 5.4m did not meet DCC's own specifications for a bus route.

Buses were mounting the pavement at Turnpike to pass other vehicles and a lorry had hit the railings at the end of the pavement leading into Turnpike. Fortunately, pedestrians had not been present.

Councillor Burt believed that traffic-calming schemes needed to be introduced to increase road safety.

Councillor Mackenzie felt the current road situation could work against the Greenway application.

The Clerk advised that the Parish Council had not heard if the safety audit had been carried out.

Tiverton Parkway Turning

The Parish Council noted that a bus had been forced onto the verge to avoid a lorry passing cars parked opposite the Tiverton Parkway turning. There had been other incidents.

Councillor Taylor would contact Great Western Railways.

Action: Councillor Taylor

d) Public Convenience Development Group (Cllrs O'Connell & Taylor)
Councillor Williams name would be added to the Development Group.

The servery had been scrubbed and the paint scraped. The sink had been ordered but cancelled due to concerns over the legitimacy of the company. Once a new sink had been purchased and fitted, photographs would be taken, and the servery would be offered to rent.

The Development Group would contact Mid Devon District Council regarding rental costs in the Pannier Market and the Grand Western Canal.

Action: Development Group

The Clerk would contact DALC regarding leases and Councillor Williams would draw up the contract. The Clerk would also contact MDDC regarding rates.

Action: Councillor Williams/Clerk

e) Affordable Housing – Community Lands Trust
Nothing to report.

f) Snow Warden

Councillor Taylor advised that he was still awaiting an answer from Councillor Radford.

The Parish Council had one spare grit bin which could be located at a farm where ice was a particular problem and grit could be delivered to the school. Some of that grit could go to the farm.

g) Tidiness/Litter-picking

Councillor Burt advised he had nothing to report.

h) Defibrillator maintenance

Councillor Taylor advised that he was looking at laminators that sat on the cabinets and were powered by solar and would report back with costings and three quotations to the next meeting.

Action: Councillor Taylor

The school now had two defibrillators.

i) Road Warden scheme

Councillor Williams would be undertaking the training.

Action: Councillor Williams/Clerk

j) DAAT

Councillor Taylor advised that the faulty landing lights had been replaced. These lights had failed at many other sites and MAT electrics were investigating compensation. In the meantime, the cost would be met by the Parish Council and the Village Hall jointly.

2023/24/020/8 – Other Highways and village matters

a) Vandalism/ASB/criminal damage in the village

There had been a broken window at the telephone kiosk, but it was not thought to be criminal damage and would be repaired using a spare plastic window.

Councillor Williams and Taylor were concerned that there might be a drug issue in the village, and this would be reported to the police.

Action: Clerk

b) Other highways matters: road maintenance/Boobery

The flooding at Turnpike had been addressed by the Neighbourhood Highways Officer who was also looking at the ditch opposite numbers 25a, 27 and 29 in Higher Town. The culvert on Whitnage Road had also been addressed.

The Clerk had contacted the new Neighbourhood Highways Officer who would be look at the trees on Brendon. DCC view trees as the responsibility of the landowner.

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

The Clerk reported that information on cost was still awaited.

Councillor Burt felt a 20mph limit would be essential if the Greenway application was approved.

d) Joint Traffic Meeting

Councillor Burt advised he had attended another meeting of the group and felt that the Parish Council should send two representatives and asked for volunteers.

The petition to reduce the speed limit on the Uffculme Straight was being prepared.

The joint march regarding Greenway had been discussed with groups from all parishes concerned meeting at the site.

2023/24/020/9 - Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott

Councillor Radford had hoped to attend the meeting and give his report.

The Parish Council noted Councillor Westcott's report.

Councillor Lock advised that the State of the District Debate had been well attended and a report would be circulated to Parish Councils and topics for 2025 were being sought. The precept being value for money had been raised particularly by rural areas and whether it represented value for money. Transparency was the key and information on MDDC's activities was important.

Councillor Burt advised that fewer topics with more detail could be preferential, and he had been particularly interested in the option to create a Neighbourhood Plan. On the topic of transparency, more information from the Parish Council to residents would be beneficial and a brief report could be included in the Parish magazine.

2023/24/020/10 - Brief reports from Parish Council representatives on any recent activities

a) Village Hall and Recreation Ground Charity Committee

Councillor O'Connell noted that this topic had been covered under Item 6.

b) Grand Western Canal Joint Advisory Committee

Councillor Taylor had attended the recent committee meeting with the next meeting being in six months' time. Concern had been raised over the depth of nearby quarries and the impact on the canal and this was being monitored by the Environment Agency and was designated Category 2.

Councillor Taylor had met the MDDC Enforcement Officer regarding dog fouling and action was being taken.

MDDC had reduced the amount of the grant allocated to the GWC and a private email had been received requesting that Parish Councils consider using part of their precept to help fund the canal.

Councillor Lock advised that the grant was discretionary and owned by Devon County Council. Funding had been guaranteed for 2 years but could not be sustained going forward.

Discussion took place on funding for the canal such as QR code donating by those visiting the canal, input from Parish Councils, for example Tiverton Town Council currently contributed £4000, fishing licence fees went to the Government, businesses around the canal, etc. No decision was taken by the Parish Council which had set the precept prior to the grant reduction. The shortfall for this year was £6000.

c) Sampford Peverell and District Twinning Association
In the absence of Councillor Castle, no report was given.

d) Sampford Peverell Society
Councillor Burt advised he had nothing to report.

e) Tree Warden
The Tree Wardens' report as given in the agenda was noted.

The Parish Council was pleased to see the cutting back of hedges.
Action: Clerk to advise

f) State of the District Debate
Councillor Burt reported that the evening had provided information that would be taken forward under different agenda items such as an emergency plan and a neighbourhood plan. Cllrs Burt and Taylor had attended the meeting on behalf of the Parish Council.

2023/24/020/11 - Clerk Update

a) D-Day 80 Celebrations – June 2024
Councillor Taylor advised that the British Legion was not organising an event.

b) Devon Walking Festival – September 2024
Councillor Burt advised that he had nothing to report.

c) Cullompton & Tiverton Cycling and Walking Infrastructure Plan (LCWIP)
Councillor Burt advised that the public consultation was now open.

d) Devon Community Resilience – DCT attendance at meeting
The Clerk would organise for a representative of Devon Communities Together to attend an upcoming meeting to provide information on emergency plans.

e) Membership of the CPRE
The Parish Council RESOLVED to join the CPRE.

f) Review of assets and programme of risk assessments and safety checks
Councillor Williams was working on producing a format for risk assessments and safety checks and called for councillors to provide information on the assets for which they were responsible.

g) Action plan
Councillor Taylor noted the list actions from each meeting.

The Clerk advised that the Parish Council might wish to meet to discuss a forward action plan to cover such items as an emergency plan, a neighbourhood plan, an asset maintenance programme as well as possible future projects.

h) Public space protection order for Mid Devon
This covered the play park.

i) Website

The Clerk had provided quotations from three companies that produced parish council websites with gov.uk emails.

Of the three companies, the Clerk had worked with two companies. All sites were Wordpress-based but the level of support varied and ongoing accessibility checks for the sites varied.

The Parish Council RESOLVED to provide utilise Parish Online to establish and host the new website and email addresses.

Action: Clerk

2023/24/020/12 Any business items for the next meeting

The following items would be put on the agenda for the next meeting:

- a) A second co-option application had been received and the individual concerned would be invited to the next meeting.
- b) Direct debit for the Information Commissioners Office.
- c) It was noted that an iron-age settlement had been found on the proposed BESS site and a further archaeological dig was required. An early application for a smaller site was due to expire in 2025.

2023/24/020/13 – Next meetings of the Parish Council

The dates of the next meetings were:

13 May 2024 – Annual Meeting of the Parish Council

13 May 2024 – Annual Parish Meeting

The Annual Meeting of the Parish Council would set the dates for the upcoming year.

If necessary, a meeting would be held on 29 April 2024 to discuss any planning applications received or actions required regarding the servery.

The Chair closed the meeting at 9.15pm

Signed _____
Chairman

Date: _____

SAMPFORD PEVERELL PARISH COUNCIL

8	Review of Actions from the previous meeting	13
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The list of actions from the previous meeting was circulated to Parish Councillors with the minutes.

Parish Councillors to report on actions assigned to them.

Clerk to report on actions assigned to the Clerk.

SAMPFORD PEVERELL PARISH COUNCIL

9	Planning matters	14 to 15
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a) Consultation requests received:

24/00454/HOUSE

Proposal: Erection of side extension

Location: 29 Higher Town Sampford Peverell Tiverton

Site Vicinity Grid Ref: 302698 / 114273

Parish: Sampford Peverell 42

Deadline for comments: 24 April 2024 – extension given to 14 May 2024

24/00643/LBC

Proposal: Listed Building Consent to enlarge loft hatch

Location: High Cross House 3 Higher Town Sampford Peverell

Site Vicinity Grid Ref: 302942 / 114284

Parish: Sampford Peverell 42

Deadline for comments: 14 May 2024

24/00557/FULL

Proposal: Change of use of agricultural building to Use Class E (General Industrial)

Location: Venn View Barn Sampford Peverell Tiverton

Site Vicinity Grid Ref: 303331 / 113503

Parish: Halberton 25

Deadline for comments: 14 May 2024

MDDC Planning Committee Meeting for
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

Approved by Planning Committee. Emails re Community Benefit when operational.

Existing applications:

Planning Reference DCC/4358/2023

Planning Application at Land at Greenway, Uplowman, Tiverton

No new information received – full transport assessment awaited.

DCC Planning Committee in June 2024 if all additional information received.

Councillor Radford's response.

b) decisions notified by MDDC

24/00407/HOUSE – APPROVED – 2/34/2024

Proposal: Erection of single storey rear extension following demolition of conservatory, greenhouse and outbuilding

Location: 8 Chains Road Sampford Peverell Tiverton Devon

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

First occupation date of Higher Town.

Edenstone planter.

SAMPFORD PEVERELL PARISH COUNCIL

10	Financial matters	16 to 17
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a) Draft accounts for the year ending 31/03/2024

Due to the change in banks, the accounts presented (separate document) are in draft awaiting the final statements.

b) Internal audit

The Internal audit will be carried out by Paul Russell for the sum of £125.00.

The documentation required:

- Copy of income and expenditure accounts with all transactions;
- Bank statements – I will need a copy of all of them including March 2023 and April 2024;
- Bank reconciliations;
- Budget monitoring reports;
- Asset register;
- Insurance documentation;
- Salary/wage information and proof of payment plus any minuted increase agreements.
- Standing Orders
- Financial Regs
- Risk Management Plan
- Data backup processes

will be provided following as soon as the accounts are finalised.

c) Financial figures for 2024/25

The April statements were not available when the agenda was being prepared.

Financial information will be reported at the meeting.

The first precept payment of £9646.50 has been received.

The cheques dated 28/3/24 were not shown on the March statements.

d) Payments made since the last meeting

None

e) Authority to pay accounts rendered

The following invoices have been received for payment:

Npower (public conveniences)	£ 54.78	
DALC membership	£499.12	
MAT Electrics (DAAT Landing site)	£934.13*	
Heathcoat Cricket Club (S106 benches)	£499.20	
Methodist Church Grant	£ 75.00	
S McGeever (March wages)	£387.62	
S McGeever (April wages)	£387.62	
HMRC (April PAYE)	£ 90.80	
ICO Membership	£ 40.00**	(reimburse to Clerk)
CPRE Membership	£ 60.00**	(reimburse to Clerk)
Ink cartridges/paper	£ 78.87	(reimburse to Clerk)
Stamps	£ 10.40	(reimburse to Clerk)
Allsop & Pitts (sink)	£499.20	

*50% contribution to be received from the Village Hall

** Direct debits to be set up for 2025

f) Insurance

The insurance falls due on 1 June 2024 at a premium of £1273.51.

The Parish Council asset register has been updated to include the equipment purchased using S106 funds pending a decision on whether or not they should be donated to the Recreation Ground and Village Hall Charity.

The current premium does not reflect the updated asset register and consideration should be given as to whether additional insurance is required to cover the servery.

g) S106

An account of the S106 monies spent on the access improvements to the recreation ground has been circulated to members of the Parish Council.

h) Change of signatories on the bank account, move to online banking

The opening of the new bank accounts has been completed.

Due to only one signatory being the same on Natwest and Unity Trust Bank, funds are being transferred via letter rather than the Switch system.

The online authorisation is Clerk to set up payments, two Parish Councillors to authorise.

i) AGAR - Signing of the Annual Governance Statement and the Accounting Statement

The Internal Audit and finalised accounts will be presented to the June meeting.

The Annual Governance Statement should be signed before the Accounting Statement is signed off and this includes considering any actions resulting from the Internal Audit.

j) The Parish Council should review its expenditure incurred under s.137 of the Local Government Act 1972.

There was no expenditure under S.137.

k) VAT

The VAT reimbursements for 2022/23 and 2023/24 have been circulated to members of the Parish Council and will appear in the final accounts.

The VAT reports regarding the over-payment have been circulated to members of the Parish Council.

Decision required on re-payment.

l) Grant requests

To consider a grant of £100.00 to the SPPC British Legion for D-Day 80 celebrations.

SAMPFORD PEVERELL PARISH COUNCIL

11	Reports from Working Groups/Individual Roles	18
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A review of the current working groups and individual roles, including arrangements for reporting back, should take place. For ease of the review the listing includes the names of previous councillors. New councillors should be appointed to fill the vacancies.

The Parish Council does not currently run any formal committees and, therefore, there are no minutes from committees to review, no recommendations to consider and no review of the delegation arrangements required that would not be covered in the Standing Orders and Financial Regulations.

The Parish Council should consider if they wish to appoint any new committees.

- a) Communications & Engagement (publicity)
 - Social Media (Cllr Castle/Cotrell)

- 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
 - overgrown hedge in the park
 - trees on Brendon=

- d) Public Convenience Development Group (Cllr O'Connell & Taylor)
 - maintenance issues/costs
 - cleaning and daily locking
 - utility accounts received
 - servery update – opening hours, rent agreement etc.

- e) Affordable Housing – Community Lands Trust
 - update

- f) Snow Warden (Cllr Taylor)

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

- h) Defibrillator maintenance (Cllr Taylor)
 - Lighting for all defibrillators

- i) Road Warden scheme (Cllr Williams)

- k) DAAT (Cllr Taylor)

SAMPFORD PEVERELL PARISH COUNCIL

12	Other Highways and village matters	19
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- a) Vandalism/ASB/criminal damage in the village
Report from Councillors Taylor/Williams

- b) Other highways matters: road maintenance
Turnpike – support from Councillor Radford

- c) DCC decision to allow self-funded 20mph applications
- Information is awaited on cost

- d) Joint Traffic Meeting (Cllr Burt)

SAMPFORD PEVERELL PARISH COUNCIL

14	Brief reports from Parish Council representatives on any recent activities	20
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A review of the current representative roles should take place. For ease of the review the listing includes the names of previous councillors.

New councillors should be appointed to fill the vacancies.

a) Village Hall and Recreation Ground Charity Committee (Cllr O’Connell)

b) Grand Western Canal Joint Advisory Committee (Cllr Taylor)

Newsletter from the Friends of the Grand Western Canal have been circulated to council members.

c) Sampford Peverell and District Twinning Association (Cllr Castle)

d) Sampford Peverell Society (Not required)

e) Tree Wardens (report from Mr Peter Bowers)

SAMPFORD PEVERELL PARISH COUNCIL

15	Correspondence/Clerk Update	21
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Trees at Brendon

The Clerk is awaiting a response from DCC.

Waste Visit

Councillor attendance organised.

CPRE Membership

Actioned.

ICO Membership

Actioned.

MDDC information

Guides and information circulated to members of the Parish Council.

Action List/Plan

Information circulated.

Emergency Plan

There will be a meeting at Uffculme hosted by Devon Communities Together and MDDC on 12 June 2024 from 7-9pm.

Neighbourhood Plan

Decision needed if the Parish Council wish to start the process.

SAMPFORD PEVERELL PARISH COUNCIL

17	Next meetings of the Parish Council	22
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The proposed dates for the next meetings are:

- 17 June 24
- 22 July 24
- 23 September 24
- 4 November 24
- 18 November (Finance) 24
- 20 January 25
- 24 March 25

The Parish Council should also set the date of the next Annual Meeting of the Parish Council.
Proposed date 12 May 2025.

Additional meetings can be added, if required.