

17 June 2024 – Draft

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 17 June 2024, starting at 7.00 pm, were distributed with the agenda and posted on the website 10 June 2024.

Minutes of the Meeting of Sampford Peverell Parish Council held on 17 June 2024 at the Memorial Hall

Present:

Councillors T Burt (Chair), D Bartin, E Castle (arrived at Item 6), C Cottrell, A Mackenzie and B O’Connell together with S McGeever (Clerk). Councillor Westcott, MDDC Ward Councillor was also present.

Councillor Burt opened the meeting at 7.00pm and welcomed those present.

2024/25/022/1 - Open Forum

Members of the public raised the following item:

- 24/00546/OUT - The applicant advised that the current application was for three properties on the one-acre plot but a revised application for a single bungalow would be submitted to look to alleviate MDDC’s concerns regarding the development being outside the settlement boundary. It was advised that the potential for shepherd huts as holiday let was an alternative option.
- On the same application, another member of the public noted that an adjoining development had not been allowed to extend beyond the settlement boundary and it was believed the site was on the flood plain.

2024/25/022/2 - Apologies

Apologies had been received from Councillors S Taylor (Vice-Chair) and A Williams, Councillor Lock (MDDC Ward Councillor) and Councillor Radford (DCC Councillor). The Parish Council wished Councillor Taylor a speedy recovery.

2024/25/022/3 - Declarations of Interest

Councillor Cottrell declared an interest in planning application 24/00546/OUT.

2024/25/022/4 - Approval of the Minutes of the meeting of the Parish Council held on 13 May 2024

It was RESOLVED that the minutes of the meeting held on 13 May 2024 with annotated corrections were a true record of proceedings and they were duly initialled and signed by the Chairman. The minutes uploaded to the website would contain the corrections to the attendance list and apologies list together with in Item 2 Chair being amended to Vice-Chair.

2024/25/022/5 – Planning

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

24/00546/OUT

Proposal: Outline for the erection of 3 dwellings and associated works with some matters reserved

Location: Land at NGR 303141 114141 (Rear of The Merriemeade) Lower Town

Site Vicinity Grid Ref: 303141 / 114141

Parish: Sampford Peverell 42

The Parish Council noted the comments made in the Public Forum but could only consider the application in front of them.

The Parish Council RESOLVED that it was not content with the application considering the Planning Officer's concerns that the three dwellings were outside the settlement boundary and that previous planning decisions in the same locality had not been allowed to develop outside such boundary.

Existing applications:

Planning Reference DCC/4358/2023

Planning Application at Land at Greenway, Uplowman, Tiverton

The Clerk advised that the application would be going forward to DCC's Planning Committee for decision at the request of the applicant.

A date had not yet been set but it was likely to be 17 July 2024 and once the agenda of the meeting was published the Parish Council would be able to request representation at the meeting.

The Parish Council RESOLVED to request representation at the DCC Planning Committee meeting considering the above application.

24/00557/FULL

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

Location: Venn View Barn Sampford Peverell Tiverton

The Clerk advised that notification had been received that this application was now for Class B (General Industrial).

Whilst not a formal consultee on this revised application, the Parish Council RESOLVED to re-iterate its objection to the revised application.

Action: Clerk to submit comments and advise Parish Council regarding the DCC Planning Committee meeting

b) decisions notified by MDDC

24/00381/LBC – APPROVED – 2 May 2024

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 Tiverton

24/00454/HOUSE – APPROVED – 23 May 2024

Proposal: Erection of side extension

Location: 29 Higher Town Sampford Peverell Tiverton Devon

24/00643/LBC – REFUSED – 31 May 2024

Proposal: Listed Building Consent to enlarge loft hatch

Location: High Cross House 3 Higher 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. It was noted that Enforcement had a backlog of cases.

d) any other planning matters and planning correspondence

No further information on the planter at the Edenstone development had been received.

Action: Clerk to contact

2024/25/022/6 – Finance

a) Accounts for the year ending 31/03/2024

The approved accounts had been forwarded to the internal auditor.

b) Internal audit

The Internal Audit had been completed and a copy of the report had been forwarded to Parish Councillors.

The Parish Council noted the following action points:

i) The Council would need to restate its opening balance on the AGAR form as £28030.

The Clerk advised that this action had been carried out on the signed Accounting Statement for 2023/24 which would be presented at the meeting together with the restating of Boxes 1 and 7.

ii) Recommend that both Standing Orders and Financial Regulations are reviewed following the publication by NALC of revised Financial Regulations. Noted that this is already on the actions list of the Parish Council.

The Clerk advised that as minuted the Financial Regulations were in the process of being revised and would be checked against the Standing Orders.

iii) Recommend that the Council drafts and adopts a Risk Register as a matter of priority. Box C will need to be ticked as a NO on the internal audit.

The Clerk advised that a template of a Risk Register had been emailed to Parish Council following the meeting on 13 May 2024 and the Parish Council's own Risk Register would be available for review at the next meeting.

iv) Recommend that the website be reviewed and updated.

The Clerk advised that the construction of the new website was underway and approved as minuted.

v) Ensure that the dates of the public rights with regard to the AGAR and accounts are recorded in the minutes. Recommend that the start and finish dates are included in the minutes in future.

The Clerk advised that on the start date had been minuted for 2023/24. Both dates would be recorded in the minutes of this meeting.

c) Financial figures for 2024/25

The Parish Council noted the following figures for 2024/25:

Reserve Account

Balance on 15 April 2024	£14100.98
Interest paid in (30/4/24)	£ 18.49
Balance on 15 April 2024	£14119.47

Current Account

Balance on 30 April 2024	£19224.65	
Paid in		
Playpark	£ 8.00	£8.00
Paid out		
1731 MAT Electrics (DAAT Landing site)	£ 934.13	
1732 Heathcoat Cricket Club (S106 benches)	£ 499.20	
1733 HMRC (April PAYE)	£ 90.80	
1734 S McGeever (wages)	£ 775.24	
(March £387.62/April £387.620)		
1735 S McGeever (reimbursements)	£ 136.15	
1736 S McGeever (reimbursements)	£ 53.12	

ICO Membership £40.00/CPRE Membership £60.00/Ink cartridges/paper £78.87/Stamps £10.40)
 1737 – cancelled
 1738 Zurich Insurance £ 1273.51
 1729 Npower (public conveniences) £ 99.03 (£48.56/£50.47)
 1730 DALC membership £ 499.12 £4366.30
 Balance on 31 May 2024 £14866.35

Not cashed
 1739 Royal British Legion £100

To be written
 Methodist Church Grant £ 75.00
 Allsop & Pitts (sink) £499.20

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) £ 53.86
 Source for Business (public conveniences) £ 98.15
 S McGeever (May wages) £387.62
 HMRC (May PAYE) £ 96.80

The Parish Council RESOLVED to approve the payments listed above.
Action: The Clerk would set up the payments noted in c) and e) above.

f) 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.

The Clerk ran through the figures, and it was noted as follows:

	Excluding VAT	VAT	Total
Total cost of the work	£7000.46	£1259.44	£8259.90
S106 funds received	£5628.18		
Total to bill	£1372.28		
Invoices paid	£6044.18	£1166.64	£7210.82
Invoices to pay	£ 956.28	£ 92.80	£1049.08

The Parish Council RESOLVED to pay the sum of £1049.08 to Mr Harding to cover the reimbursement of invoices paid and for the work he had carried on the project.

Action: Clerk to set up the payment and the send the accounts to S106 for the final payment of £1372.28.

g) Change of signatories on the bank account, move to online banking
 This action has now been completed.

It was noted that Councillor Bartin and Mackenzie were not signatories on the account and the Parish Council RESOLVED to add these two councillors to the list of signatories.

Action: Clerk

2024/25/022/7 - Annual Governance and Accountability Return 2023/24 (Annual Governance Statement)

The Parish Council noted that the **Annual Governance Statement** (Section 1) must be approved on the same day or before the **Accounting Statements** (Section 2) and evidenced by the agenda or minute references.

The Clerk presented the Annual Governance Statement to the Parish Council and in the light of the Internal Auditor's report asked if the Parish Councillors wished to indicate 'YES' or 'NO' in Box 5 of the statement.

Given that the Standing Orders and Financial Regulations covered payments and all payments were approved at a meeting, the Parish Council RESOLVED to indicate 'YES' in Box 5 of the statement noting that a proper Risk Register should be approved at the next meeting.

The Annual Governance Statement was duly signed by the Chairman and the Clerk/RFO and it was recorded on the form that it was signed on 17 June 2024 under minute Item 2024/25/022/7.

2024/25/022/8 - Annual Governance and Accountability Return 2023/24 (Accounting Statements)

The Clerk presented the Accounting Statements as verified by the Internal Auditor and signed by the Clerk/RFO prior to the meeting.

The Parish Council RESOLVED to sign the Accounting Statements.

The Accounting Statements was duly signed by the Chairman, and it was recorded on the form that it was signed on 17 June 2024 under minute Item 2024/25/022/8.

The documentation for the AGAR would be sent to the External Auditor before the deadline of 30 June 2024 by email to meet the Parish Council's statutory requirements.

The dates of the period for the Exercise of Public Rights were recorded as being from Monday, 1 July 2024 to Friday, 9 August 2024 to meet the Parish Council's statutory requirements.

2024/25/022/9 – Consideration of an Action Plan and outstanding items

a) Public Conveniences/Servery

The Clerk reported that Councillor Taylor had prepared the plans and the photographs for the Planning application to have a servery within the Public Convenience building.

Following discussions with the Planning Officer, the Clerk advised that a Full Planning application was required with the fees being between £300-£500. The exact figure would not be known until the application had been completed as there was no exact match on the Planning Portal for the works to be undertaken.

The Parish Council RESOLVED to approve the payment of the planning fees for the application and the Clerk would report the exact amount at the next meeting.

Action: Clerk

The Clerk reported that a draft lease had been drawn up for when the planning application had been completed and approved.

b) Trees at the Playing Field

Councillor Mackenzie had raised the matter of a tree with ash dieback on the Recreation Ground.

The Clerk advised that following consultation with the MDDC Tree Officer: If the tree is in a conservation area or has a TPO then a standard notification/application is required. If the tree is dead or possess a high likelihood of failure imminently a 5-day notice may be acceptable. In most cases a tree with ash dieback would not require a 5-day notice unless it is very advanced.

Given that the tree was on the Recreation Ground, the matter would be passed to the Village Hall and Recreation Ground Committee.

c) State of the River Culm/Spratford Stream

The Clerk advised that Southwest Water was undertaking work at Hemyock Treatment Plant during the summer and at the Halberton Treatment Plant in the autumn.

The Parish Council felt it prudent to enquire if any works were due to be carried out at the Sampford Peverell Treatment Plant given the 'overflow' situation.

Councillor Cottrell reported that a blockage in the main pipe had been identified and, as yet, had not been resolved.

Action: Clerk to contact

Councillor Burt advised that it was likely equipment to monitor water quality would be provided at Spratford Stream through Connecting the Culm.

d) Road Safety

Councillor Castle advised that parking opposite the junction to Tiverton Parkway continued to be an issue and some residents had called for double yellow lines. Under the Highway Code, cars should not be parking directly opposite a junction, and it may be a matter for the police.

The Clerk advised that Devon County Council's 'double yellow line' programme was currently on hold. Applications had been due to open in July 2024 for consideration by HATOC at its October meeting.

Applications would now open in July 2025 and approval was unlikely before mid-2027.

Action: Clerk to contact the police

e) Snow Warden

The Clerk reported that some progress was being made on additional grit bins in the village. A further update would be given by Councillor Taylor at the next meeting.

f) Defibrillator maintenance

In the absence of Councillor Taylor, no update was given on lighting for all defibrillators.

g) Road Warden scheme

The Clerk reported that she had once again contacted Highways regarding the Road Warden training for Councillor Williams.

h) Vandalism/ASB/criminal damage in the village

The broken window at the telephone kiosk had been mended.

Councillor Cottrell advised that Jeffs & Son had cleaned the telephone kiosk, and a letter of thanks would be sent.

Action: Clerk

i) Community Show Case

The Parish Council RESOLVED to work with the Village Hall and Recreation Ground Committee to hold a Community Show Case in the village in the autumn. It was not thought that a budget would be needed but this could be considered, if required.

It was RESOLVED that Councillor Castle would be the Parish Council's liaison person regarding the organisation the event and the Parish Council would take a stand.

Action: Councillor Castle

j) Wild About Devon

Councillor Mackenzie advised that there was funding available for nature projects. It appeared that the maximum grant was £500 but most grants were limited to £100.

After discussion, it was agreed that a proposal would be forward for a Nature Walk.

Action: Councillor Mackenzie

k) Village Hall and Recreation Ground Charity Committee (Cllr O'Connell)

The Parish Council noted that Councillor Taylor had been going to look through old minutes and report back to the council.

Action: Bring forward to the next meeting.

l) Tree Wardens

The Parish Council noted that Peter Bowers was retiring from the role of Tree Warden and that Peter Drew would be taking over the position.

The Parish Council RESOLVED to send a letter of thanks to both individuals.

Action: Clerk

m) Review of assets and programme of risk assessments and safety checks

In the absence of Councillor Williams this item would be brought forward to the next meeting.

Action: Clerk

n) Action plan

The Clerk clarified the difference between the Action List that was produced from the minutes (actions of the Clerk and/or individual councillors in preparation for the next meeting) and an Action Plan which identified the projects that the Parish Council wished to be undertaken during an electoral term.

The Parish Council RESOLVED to hold an informal meeting to discuss ideas and to involve the residents in the process. Ideas put forward including producing a Neighbourhood Plan (funding is available) and equipment for teenagers.

A poll would be conducted through social media, the Parish magazine and the school.

o) Emergency Plan

Councillor Bartin and the Clerk had attended the Emergency Plan meeting held by Devon Communities Together and MDDC.

It has been an extremely useful meeting and funding was available - £250 to hold a meeting and engage the community and £1500 to purchase equipment such as Hi-Viz jackets, a generator etc.

The Emergency Plan required a team of people to be able to respond to any type of emergency be it natural causes or man-made.

Councillor Bartin was currently working on the template to identify potential risks and the type of people it would be good to have involved – doctors, nurses, military personnel, farmers etc.

It is also provided information on the ‘Grab Bag’ Government initiative to ensure that people were able to take key equipment with them in the event of evacuation.

To be effective community input would be required hence the funding for a meeting.

Action: Councillor Bartin

2024/25/022/10 Any business items for the next meeting

Councillor Westcott advised that an updated Parish and Town Charter would be circulated by MDDC following suggestions put forward at the State of the District Debate.

Discussions were ongoing with Southwest Water regarding the water quality in local rivers and streams.

Several Cabinet positions and representation on committees had changed.

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

- Further consultation with HMRC over the VAT issue and engagement with the charity team
- Bus stop refurbishment
- Homelessness
- Trees at Brendon
- Grant for the maintenance of the cemetery

2024/25/022/11 – Next meetings of the Parish Council

The date of the next meetings is:

15 July 2024

The Chair closed the meeting at 9.10pm

Signed _____
Chairman

Date: _____