

## Sampford Peverell Parish Council (SPPC)

I hereby give notice that a general business meeting of the Parish Council will take place on Monday, 17 June 2024 starting at 7.00pm in the Committee Room of the Memorial Hall, Lower Town, Sampford Peverell.

All Members of the Parish Council are hereby summoned to take part for the purpose of considering and resolving the business as set out hereunder.

Dated this 10 June 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
<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 13 May 2024</b>	2-10
<b>5</b>	<b>Planning matters</b>	11
<b>6</b>	<b>Financial matters and internal audit</b>	12-13
<b>7</b>	<b>Annual Governance and Accountability Return 2023/24</b> The <b>Annual Governance Statement</b> (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references	N/A
<b>8</b>	<b>Annual Governance and Accountability Return 2023/24</b> The Annual Governance Statement (Section 1) must be approved on the same day or before the <b>Accounting Statements</b> (Section 2) and evidenced by the agenda or minute references	N/A
<b>9</b>	<b>Consideration of an Action Plan and outstanding items</b>	14
<b>11</b>	<b>Any business items for the next meeting</b>	N/A
<b>12</b>	<b>Next meetings of the Parish Council</b>	15

Susan McGeever  
Clerk and Responsible Financial Officer  
Sampford Peverell Parish Council

**SAMPFORD PEVERELL PARISH COUNCIL**

4	<b>Approval of the Minutes of the meeting of the Parish Council held on 13 May 2024</b>	2-10
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13 May 2024 - DRAFT

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 13 May 2024, starting at 7.00 pm, were distributed with the agenda and posted on the website 1 May 2024.

## **Minutes of the Annual Meeting of Sampford Peverell Parish Council held on 13 May 2024**

Present:

Councillors T Burt (Chair), D Bartin, E Castle, C Cottrell, A Mackenzie, S Taylor (Vice-Chair) and A Williams together with S McGeever (Clerk). Councillor Lock, MDDC Ward Councillor, was also present.

Councillor Burt opened the meeting at 7.30pm and welcomed those present.

### **2024/25/021/1 Election of Chairman for 2024/25**

Councillor Williams proposed that Councillor Burt continue as Chairman.

**PROPOSER:** Councillor Williams

**SECONDER:** Councillor Castle

**DECISION:** unanimous

Councillor Burt accepted the position of Chairman.

### **2024/25/021/2 Election of Chairman for 2024/25**

Councillor Mackenzie proposed that Councillor Taylor continue as Chairman.

**PROPOSER:** Councillor Mackenzie

**SECONDER:** Councillor Williams

**DECISION:** unanimous

Councillor Taylor accepted the position of Vice-Chairman.

### **2024/25/021/3 Review/Approval of Parish Council documentation including but not limited to Code of Conduct, Standing Orders and Financial Regulations.**

The documentation had been circulated to Parish Councillors and was available on the website.

The Clerk advised that NALC had recently published revised Financial Regulations and the current document would require updating.

The Parish Council RESOLVED to approve the:

Code of Conduct

Standing Orders and

Financial Regulations (until updated).

### **2024/25/021/4 - Open Forum**

Members of the public raised the following items:

Planning Application 24/00557/FULL

Residents considered that the planning application did not meet several planning policies.

The Transport/Air Quality report was incorrect – there were limited passing places which could impact road safety. The figures for the movement of vehicles appeared to be understated. The Transport statement used information logged for a previous application for light industrial use in the area.

Pollution – no base line survey had been conducted regarding air quality, noise and lighting and no mitigation measures were provided.

Class E – the proposed use was B2 general industrial not suitable for residential areas

Water Pollution – there was no mains drainage.

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Whilst Rural Employment was important, the road network could not cope with the proposed application and the rural surroundings would be detrimentally affected. There were several industrial units with spare capacity in close proximity. Chains Road was a small rural lane. There had been no notice posted on the building and local residents had not been informed. It was noted that the application was located in Halberton parish.

#### **2024/25/021/5 - Apologies**

Apologies had been received from Councillor O’Connell, Councillor Westcott (MDDC Ward Councillor) and Councillor Radford (DCC Councillor).

#### **2024/25/021/6 - Declarations of Interest**

There were no declarations of interest.

#### **2024/25/021/7 - Approval of the Minutes of the meeting of the Parish Council held on 25 March 2024**

It was RESOLVED that the minutes of the meeting held on 25 March 2024 were a true record of proceedings and they were duly initialled and signed by the Chairman.

#### **2024/25/021/8 – Review of Actions from the previous meeting**

The Clerk advised that information was still awaited on the PSPO for Corlands. Any remaining actions appeared under the appropriate agenda item.

#### **2024/25/021/9 – Planning**

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

##### **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

The Parish Council RESOLVED that it had no objection to this application which was for a side extension.

##### **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

The Parish Council RESOLVED that it had no objection to this application which was for internal works in a Grade 1 listed building.

##### **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

The Parish Council considered the comments made in the open forum and Councillor Taylor concurred that the application conflicted with several planning policies and the information within the application appeared to be inaccurate.

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The Parish Council RESOLVED to object to the application. The objection would cover the relevant DM policies and concerns over road safety.

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

Councillors Taylor and Williams had attended the MDDC Planning Committee.

The Parish Council recorded its disappointment at the application being approved.

It was noted that reference had been made to a Community Benefit when the BESS facility was operational.

Existing applications:

**Planning Reference DCC/4358/2023**

Planning Application for Land at Greenway, Uplowman, Tiverton

No date for the application being heard by the County Council's Development Management Committee. Halberton Parish Council had called in the application.

The Clerk advised that Councillor Radford would support the Parish Council's objection to the application.

b) Decisions notified by MDDC

**24/00407/HOUSE – APPROVED – 2/4/2024**

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

The first occupation date of Higher Town was in February 2024 when 3 houses were occupied.

No information had been received regarding the planter at the entrance.

**2024/25/021/10 – Finance**

a) Draft accounts for the year ending 31/03/2024

The Clerk advised that the final statements had been received and that the accounts circulated were the final version that would be sent to the Internal Auditor.

b) Internal audit

The Clerk advised that the Internal audit would be carried out by Paul Russell for the sum of £125.00. The documentation required:

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- Copy of income and expenditure accounts with all transactions;
- Bank statements – all statements from March 2023 to 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 Regulations
- Risk Management Plan
- Data backup processes

The Clerk would now send the information so that the Internal Audit and External Audit forms could be presented at the June meeting.

c) Financial figures for 2024/25

The Clerk presented the financial figures:

Reserve Account

Balance on 15 March 2024	£14085.31	
Interest paid in (28/3/24)	£ 15.67	
Balance on 15 April 2024	£14100.98	

Current Account

Balance on 29 March 2024	£12428.92	
Paid in		
Playpark donations	£ 8.00	
Precept	£ 9646.50	£9654.50
Paid out		
1727 S McGeever (wages/NALC increase)	£ 630.16	
1728 B O'Connell (Toilets)	£ 1929.00	
1724 HMRC (PAYE)	£ 96.80	
1726 Npower (Toilets)	£ 51.63	
1725 Source for Business (Toilets)	£ 151.18	£2858.77
Balance on 30 April 2024	£19224.65	

c) Payments made since the last meeting

None

d) 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)

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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

The Parish Council RESOLVED to make the payments listed above.

#### e) Insurance

The Clerk advised that 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 it 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.

The Parish Council RESOLVED to make the payment for the insurance with the current asset register. The premium could be updated prior to the servery being operational.

#### f) S106

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

#### g) 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.

#### h) AGAR - Signing of the Annual Governance Statement and the Accounting Statement

The Internal Audit would 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 and would be prepared for signature in that order.

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

There was no expenditure under S.137.

#### j) VAT

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

The VAT reports regarding the over-payment on previous reimbursements had been circulated to members of the Parish Council.

It was RESOLVED that the 2022/23 and 2023/24 reimbursements would be allocated to paying off the over-payment.

k) Grant requests

The Parish Council RESOLVED to provide a grant of £100.00 to the SPPC British Legion for D-Day 80 celebrations which included the dipping of the flag at 11am on 6 June 2024 and a quiz, history exhibition etc.

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**2024/25/021/11 - Report from Working Groups/Individual Roles**

The Parish Council reviewed the current working groups, individual roles and arrangements for reporting back and Ann Williams joined the Public Convenience Development Group.

It was noted that the Parish Council did not 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.

a) Communications & Engagement (publicity)

Councillors Castle and Cottrell reported that communications through social media were working well.

b) Climate Change and environmental issues

Councillor Burt reports that he had been working with Connecting the Culm regarding climate change and the state of the Spratford Stream and it was hoped to set up equipment to monitor the water quality.

c) Roads, Pavements & Footpaths/Road Safety

Councillors Castle requested that the traffic speed survey and '20 is plenty' signage come off the agenda. As both were now covered by the '20 is plenty' scheme.

Councillor Burt advised that the annual footpath review was ongoing, and information was being relayed to Devon County Council.

It was RESOLVED that information on resident responsibility for overgrown hedges would be published in the next parish magazine.

The Parish Clerk was awaiting a response on the trees on Brendon.

d) Public Convenience Development Group

Councillors Taylor and Williams reported, in the absence of Councillor O'Connell that the public conveniences were in good working order and work was progressing on the potential servery. A draft contract was being drawn up for the servery regarding the possibility of renting out the servery. A sink had been ordered and the electrics/appliances were being tested and certificates obtained.

e) Affordable Housing – Community Lands Trust

There was nothing to report.

f) Snow Warden

Councillor Taylor reported that negotiations for a potential grit bin were being pursued with Councillor Radford (DCC).

g) Tidiness/Litter-picking

Councillor Burt advised that there was nothing to report.

h) Defibrillator maintenance

Councillor Taylor reported that all the defibrillators were operational.

**Action:** Night lighting for all defibrillators

i) Road Warden scheme

The Parish Council had signed up for the Road Warden Scheme and Councillor Williams would start the training programme.

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j) DAAT

Councillor Taylor reported that the lights were in working order but a response on whether or not the lights had been defective was awaited.

**2024/25/021/12 – Other Highways and village matters**

a) Vandalism/ASB/criminal damage in the village

The Clerk had reported the potential drug issue and the police had requested further information from Councillor Taylor and Williams and Police Officers were now aware of the situation.

b) Other highways matters: road maintenance/Boobery

The Clerk reported that Councillor Radford would support any action by the Parish Council to improve traffic movement on Turnpike.

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

The Clerk reported that information on cost was still awaited.

d) Joint Traffic Meeting

Councillor Burt advised that he would be attending the next meeting.

**2024/25/021/13- Discussions with Cllr Ray Radford, DCC and also with MDDC Ward Members, Cllrs Jane Lock and Gill Westcott**

Councillor Radford (DCC) reported that Councillor Hart was standing down as the leader of the Devon County Council and would take up the position of Chairman.

An additional £72 million had been allocated to highways for road repairs. The combination of rainwater and frosts had caused numerous potholes and urged the Parish Council and residents to report potholes online.

It was noted Boobery had been re-surfaced.

Councillor Radford advised that he could fund a grit bin through the Locality Budget.

Councillor Lock (MDDC) reported that she had attended the Quarry Liaison Committee and raised the matter of Greenway. The quarries had not been aware of the Greenway application and were now taking an interest.

A petition had been delivered to County Hall regarding resident's objections to the Greenway application which was ongoing.

Councillor Lock advised that she now had the role of Deputy Leader of the Cabinet and hoped to produce a written report for the next meeting.

**2024/25/021/14 - Brief reports from Parish Council representatives on any recent activities**

a) Village Hall and Recreation Ground Charity Committee

In the absence of Councillor O'Connell, no report was given.

b) Grand Western Canal Joint Advisory Committee

Councillor Taylor advised that he would be attending a summer meeting on the canal.



c) Sampford Peverell and District Twinning Association  
Councillor Castle advised that a report had been given to the Annual Parish Meeting and that a group were going to France in July.

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

e) Tree Warden  
The Tree Warden continued work around the village.

### **2024/25/021/15 - Clerk Updates**

The Clerk reported as follows:

#### MDDC Waste Visit

Councillor attendance organised.

#### CPRE Membership

The Parish Council was not a member of the CPRE.

#### ICO Registration

The Parish Council was now registered with the ICO.

#### MDDC information

Guides and information received from MDDC had been circulated to members of the Parish Council.

#### Emergency Plan

There would be a meeting at Uffculme hosted by Devon Communities Together and MDDC on 12 June 2024 from 7-9pm to discuss setting up an emergency plan and the funding available.

**Action:** Councillor Bartin/Clerk to attend

#### Neighbourhood Plan

Councillor Burt noted that the last Neighbourhood Plan was dated 2008 and it was agreed to have a special meeting to discuss the matter.

**Action:** Clerk

#### Website

It was RESOLVED that the website would be green and a header picture would be taken.

### **2024/25/021/16 Any business items for the next meeting**

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

- Councillor Taylor raised the matter of rubble being dumped on land in Higher Town
- Bus stop refurbishment
- Broken pane of glass at the telephone kiosk

### **2024/25/021/17 – Next meetings of the Parish Council**

The dates of the next meetings were:

17 June 2024

15 July 2024

19 August 2024 (if required)

16 September 2024

21 October 2024

18 November 2024 (Finance)  
16 December 2024 (if required)  
20 January 2025  
17 February 2025 (if required)  
17 March 2025

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21 April 2025  
12 May 2025 – Annual Meeting of the Parish Council  
12 May 2025 – Annual Parish Meeting

The Chair closed the meeting at 9.30pm

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

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

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**SAMPFORD PEVERELL PARISH COUNCIL**

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

**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

Deadline for comments: 24 June 2024

Existing applications:

**Planning Reference DCC/4358/2023**

Planning Application at Land at Greenway, Uplowman, Tiverton

Further information has been requested from the applicant and the Parish Council will be notified when the new information has been received and a consultation period will be held. It is understood DCC Highways have recommended refusal.

**24/00557/FULL**

Proposal: Change of use of agricultural building to Use Class E (General Industrial)  
Location: Venn View Barn Sampford Peverell Tiverton

Notification has been received that this is now Class B and a further consultation is underway.

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.

d) any other planning matters and planning correspondence

Planter at Edenstone

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>6</b>	<b>Financial matters</b>	<b>12-13</b>
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a) Accounts for the year ending 31/03/2024

The accounts have been completed and are with the internal auditor.

b) Internal audit

The Internal audit is underway, and it is hoped the documentation will be available for the meeting.

c) Financial 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	
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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	

**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**

This action is now complete.

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>7</b>	<b>Consideration of an Action Plan and outstanding items</b>	<b>14</b>
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a) Public Conveniences/Servery

- Planning application
- Lease

b) Trees at the Playing Field

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 advance.

c) State of the River Culm/Spratford Stream

d) Road Safety

e) Snow Warden

- Update on grit bins

f) Defibrillator maintenance (Cllr Taylor)

- Lighting for all defibrillators

g) Road Warden scheme

- Training for Councillor Williams

h) Vandalism/ASB/criminal damage in the village

- broken window at the telephone kiosk

i) Community Show Case

j) Wild About Devon

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

- Ownership/responsibility for the play park equipment/wooden fitness equipment

l) Tree Wardens

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

n) Action plan

o) Emergency Plan

**SAMPFORD PEVERELL PARISH COUNCIL**

<b>13</b>	<b>Next meetings of the Parish Council</b>	<b>15</b>
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Date of next meeting:

15 July 2024