



## MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING – WEDNESDAY 26<sup>th</sup> MARCH 2025

**Present** : Cllrs M Wilson ( Chair ) M Carpenter ,P Collins, A Green, J Moesel, J Mcllwraith, V Smedley, Malcolm Harris ( outgoing Parish Clerk ), Alan Matthewman ( incoming Parish Clerk )

**Apologies** : Cllr L Watts ( WDBC ) **Absent** : T Squire No members of the public

**1.Chairs Welcome** Cllr Wilson welcomed everyone to the meeting. She thanked Malcolm Harris as the outgoing Clerk , for his support and hard work on behalf of the Council and wished him a long and happy retirement. Cllr Wilson sent her condolences to Nicky Craig and her family on the sad news of Malcolm’s passing.

### 2. Declarations of Interest

**2.1** Register of Interests – Cllrs were reminded of the need to update their register on interests

**2.2** There were no declarations of any personal interests in items on the agenda and their nature

**2.3** There were no declarations of any prejudicial interest in items on the agenda and their nature

**3. Appointment of new Parish Clerk / Responsible Finance Officer** - Cllr Wilson welcomed and introduced Alan Matthewman to the meeting, as the incoming Parish Clerk . His appointment was ratified and his contract signed.

### 4. Approval of minutes from the 8<sup>th</sup> January 2025 meeting –

It was resolved that the minutes of the Council meeting held on the 8<sup>th</sup> January 2025 , previously circulated, be signed as an accurate record. Proposed: Cllr Wilson Seconded: Cllr Green Approved . It was noted that due to the severe weather conditions that 4 Cllrs had been able to attend at the village hall, 2 Cllrs and the Clerk had attended by remote access and two Cllrs had been unable to be present, Cllr Carpenter and Mcllwraith. **The latter two Cllrs therefore abstained from this vote.**

**5. Public Participation** – there were no members of public present at the meeting

### 6. Planning

**6.1 0273/25/LBC Westacott** – the support comment previously submitted to WDBC was ratified

**6.2 3314/24/VAR Bude Farm** - the support comment previously submitted to WDBC was ratified

**6.3 0609/25/TCA North Town Farm** –to reduce the size of Wych Elm - **It was resolved that No Comment response be sent to WDBC Proposed Cllr Wilson Seconded Cllr Mcllwraith All agreed**

**6.4 0653/25/FUL Little Incott Farm** – change of use from agricultural equestrian / agricultural to garden/ garage - **it was resolved that a Support No Comment response be sent to WDBC Proposed Cllr Green Seconded Cllr Wilson All agreed**

**6.5 0891/25/ARC Beer Farm – approval of details ( solar panels) - It was resolved that a Support No Comment response be sent to WDBC Proposed Cllr Green Seconded Cllr Wilson All agreed**

**6.6 0607/25/FUL Summers Barn** – an application to construct an agricultural building – **it was resolved that comments be made to WDBC regarding the size of the building in proportion to the area of land it was servicing. Proposer Cllr Wilson Seconded Cllr Carpenter All agreed**

### 7. Parish Priorities

**7.1 Deliver Safer Roads** – Cllr Wilson gave a verbal update. She had spoken to the new local Police Inspector who confirmed that policing the roads remained a priority in the area . There had been no further development on the community speedwatch volunteer programme.

**7.2 Historic Heritage** – This item was deferred to the next meeting.

**7.3 Village Green Development** – Cllr Carpenter circulated a report regarding the resurfacing of the Waterpath. Following the receipt of the P3 grant, a specification had been prepared and tenders requested. The report considered the quotations and implications and asked the Council to consider the following options :

**7.3.1** Based on the need to complete the work as soon as possible and the alterations to the quotes in order to meet the safety and storage requirements and to achieve the best possible outcome taking into account future maintenance, the quote from Mark Hedges be accepted .

**Proposed Cllr Carpenter      Secoded Cllr Smedley      All agreed**

**7.3.2** Cllr Carpenter asked the meeting to note that the total sum for both phases is £17,372 excl VAT and would leave a £3201 deficit in the current P3 EMR account. The information was noted .

**7.3.3** It was proposed that Phase 1 of the work start immediately

**Proposed Cllr Carpenter      Secoded Cllr Wilson      All agreed**

**7.3.4** It was proposed that an application be made to the P3 grants to support the gap/deficit and any remaining shortfall amount - following a grant award - be secured from the Parish Enhancement fund. **Proposed Cllr Carpenter      Secoded Cllr Wilson      All agreed**

Cllr Carpenter wished to place on record his thanks to Cllr Green and Peter Smedley for their assistance with the completion of the Footpath survey and P3 report for 2025/26. The full report is available on the website for further information.

**7.4 Sampford Courtenay Station** – Cllr Mcllwraith gave a verbal update on the maintenance and upkeep of the site and plans for provision of planters in the future. It was requested that future updates be provided in a written report in advance of the meeting.

**7.5 Public Toilets** – Cllr Carpenter told the meeting that following the recent community consultation results, the toilets were not a priority for development at the moment and at the Annual Parish Meeting in May 2025, they will be reviewed alongside all the parish priorities.

**7.6 Rural Affairs** – Cllr Wilson gave a verbal update on local issues. A meeting had been held with the area Police Inspector who had undertaken a review of the sheep attacks. Based on the evidence available he has written to the complainants to apologise for the lack of positive action at the time. Local landowners can request support of the DNA kits held by the Parish Council for future incidents.

## **8. Councillor and Clerk Reports**

**8.1 Thermal Imaging Project** – Cllr Wilson gave a verbal report regarding the Tamar Energy Community partnership initiative. Designed to educate people to understand how to reduce the costs of heating their homes, adapt to climate change and adapt to renewable energy solutions. Initially requested by parishioners, the take up of this free project and possible grants has been minimal but a follow up promotional event is being considered.

**8.2 VE Day Celebrations** – Marion Pratt and Liz Crisp , Village Hall Trustees are planning events to commemorate the 80<sup>th</sup> anniversary of VE Day. Cllrs are requested to support the events and represent the Parish Council : a key event is the Service of Remembrance - 11am 8<sup>th</sup> May 2025.

**8.3 Dog Bin Request** – the Clerk had previously circulated a report following the request from a parishioner for the provision of a Dog Bin at Red Post. The report outlined the information and costs provided by WDBC . A discussion took place regarding the location and use of Council funds and it was agreed that no further action be taken.

**8.4 Appointment of Internal Auditor** – the Clerk sought the approval of the Council to appoint the Internal Auditor for 2025. **It was proposed that Rachel Avery be appointed as Internal Auditor for 2025 : Proposed Cllr Wilson      Secoded Cllr Collins      All Agreed**

**8.5 Annual Play Inspection** – the Clerk had circulated the Annual Play Inspection Report . The contents were noted and any actions will be linked to future developments at the Village Green

**8.6 Tree Planting at Red Post** - this item had been previously discussed and Cllr Collins now requested formal approval for the planting of a tree at the RedPost triangle.

**Proposed Cllr Collins      Secoded Cllr A Green      All Agreed**

**8.7 Annual Village Clean Up** – Cllr Wilson told the meeting that the National Campaign was not going to be a suitable timescale for Sampford Courtenay this year. A proposed date of Saturday April 26<sup>th</sup>

would coincide with parishioners picking up their potato buckets and encourage volunteers A clean up will also take place at the Station. **It was proposed that the Village Clean UP day be Saturday April 26<sup>th</sup> this year. Proposed Cllr Wilson Seconded Cllr A Green All agreed**

## **9. Finance**

**9.1 Monthly Accounts** – the accounts had previously been circulated -no comments were received.

**9.2 End of Year Accounts** – the end of year accounts , once finalised , will be circulated to all Cllrs in April for approval at the May Parish Council meeting

**9.3 Payments and Transfers** – the list previously circulated, was approved with 6 additional payments , listed below:

The Sign Shop – Park signs	£38.32
Phillip Mallet ( Toilet Cleaner )	£102.96
Malcolm Harris ( Clerk ) Salary	£227.64
Malcolm Harris ( Clerk ) Home Allowance , travel	£138.60
GX Accounts – Payroll Services	£63.00
HMRC	£57.00

Additionally it was noted that £250 grant had been applied for the signage of the village green and the remainder was available to support parish enhancement as part of the footpath project that was discussed at 7.3

**Proposed Cllr Wilson Seconded Cllr Carpenter All agreed**

**9.4 Proposal to transfer the Wind Turbine Grant of £1250 to the EMR as agreed in the forecast**

**budget Proposed Cllr Wilson Seconded Cllr Carpenter All agreed**

**10 . Village Hall** – Cllr Andrew Green as the representative for the Village Hall committee gave an update on the half yearly finances which showed a surplus . This was due to the successful organisation of events. The work on the floor awaits estimates .

## **11. Additional Items to the Agenda**

**11.1** Cllr Wilson noted that Defibrillator training will take place at the Village Hall on April 14<sup>th</sup> 2025 at 7pm. Publicity will be organised.

**11.2** Cllr Collins told the meeting that there would be Road Closure notices between Honeychurch and the Rectory on the 7<sup>th</sup> -9<sup>th</sup> April between 9.30am and 3.30pm

**12. The Date and Venue for the May meetings** - May 7<sup>th</sup> 2025 starting at 7 pm in the Village Hall. The meetings are as follows : the Annual Parish Council Meeting 2025 , followed by the Parish Council Meeting May 7<sup>th</sup> + 2025 , followed by the Annual Parish Meeting 2025

**The meeting closed at 8.50 pm**

*Members of the Public are cordially invited to attend all Parish Council meetings – to give their views and to ask a question of the Council on issues relating to the agenda. The Chair will direct any written or verbal responses.*