

9 June 2025 – Draft

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 16 June 2025, starting at 7.00 pm, were distributed with the agenda and posted on the website 9 June 2025.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 16 June 2025 at the Memorial Hall**

Present:

Councillors T Burt (Chair), D Bartin, C Cottrell, A Fasey, A MacKenzie, S Taylor and A Williams together with Councillors Lock and Westcott (MDDC Ward Councillor), Councillor Clist (DCC District Councillor) and S McGeever (Clerk).

Councillor Burt opened the meeting at 7.00pm and welcomed all present including Councillor Simon Clist who was attending his first meeting.

2025/26/034/1 - Open Forum

Members of the public attended the meeting and raised the following points:

Facilities for teenagers

A teenager from the village gave a presentation on the need for teenage facilities in the village. The presentation included the request for an asphalt pump track and included surrounding facilities and fund raising through car boot sales, cakes sales, discos etc. The cost of the facility was acknowledged together with the possibility of some anti-social behaviour, but signs were posted at other facilities in the area and security cameras could be employed. The area needed to facilities for all ages.

Vegetable planters for the school

A grant request towards three vegetable planters for children at the school was made. Councillor Clist advised that there may be some funding available through the Locality Budget. The Clerk would send a grant application to the PTFA once approved.

Councillor Burt, Chair, bought forward Item 12c and this is duly recorded under minute 2025/26/034/12 Finance c).

2025/26/034/2 - Apologies and Vacancies

No apologies had been received.

It was noted that the Parish Council had two vacancies, and the co-option process could be used.

2025/26/034/3 - Declarations of Interest

There were no declarations of interest.

2025/26/034/4 - Approval of the Minutes of the meeting of the Parish Council held on 13 May 2025

It was RESOLVED that the minutes of the meeting held on 13 May 2025 were a true record of proceedings and they were duly initialled and signed by the Chair.

2025/26/034/5 Discussions with DCC Member Cllr Clist and with MDDC Ward Members, Cllrs Lock and Westcott

Councillor Clist advised that the Liberal Democratic Party had formed a minority control administration with the Green Party and the two independent councillors.

The key decisions made to date were:

- a) Town and Parish Councils should drive the 20s Plenty campaign and
- b) Swift boxes should be installed on all new DCC buildings

- c) Increased funding for foster parents and a reduction in council tax dependent upon the ages of the children being cared for
 - d) Joined the Health and Care Partnership which would allow for independent procurement
- Councillor Clist, as a member of the HATOC committee, was meeting with the Neighbourhood Highways Officer and had received a list of road and traffic issues from the Clerk and this would be discussed and a follow up meeting arranged.

Parish Councillors raised the following items:

- a) The junction at the road to the station
- b) The primary school being over-subscribed
- c) DCC's comments on planning applications which did not reflect the school being over-subscribed
- d) The lack of infrastructure in the village – new doctor's surgery, etc
- e) Canal funding

Councillor Clist advised that most local government bodies were strapped for cash, and he did not know what funding would be made available to the canal. He would also look into the situation with the school and planning application comments.

Councillor Westcott advised that devolution in Devon would abolish the district and the county councils most likely replacing them with two or three unitary bodies of 350-500,000 residents. It was difficult to see how elected members would be able to serve such a large area. It was likely that Town and Parish Councils will be asked to do more.

Councillor Clist agreed that Devon was a difficult case because of Plymouth and Exeter and the large rural area it covered. Plymouth and Exeter would be the hubs of two unitaries with another large rural area.

Following the revision of the National Planning Policy Framework and the increases in the numbers of the houses to be built, MDDC no longer had a 5-year land supply. This meant that the Local Plan could not be used when considering planning applications and national policy took over.

A new Local Plan was being written but would take time and, in the meantime, material planning considerations rested far more on the effect of new building on conservation areas and listed buildings. CLT applications were being invited to in order to ensure the right type of housing was provided.

The lack of infrastructure and impact on the environment were not key considerations and the impact on the environment could be offset by providing biodiversity net gain off site.

It was important that Parish Councils through the Clerk engaged with developers to obtain facilities that would mitigate the potential harm of the development on the community. There was still a possibility to call applications in, and they would be heard at a Planning Committee meeting.

Councillor Lock advised that following the election, several cabinet members elected to Devon County Council had stepped down from their Cabinet roles and, as a result, she had taken over housing and assets.

Progress was being made on the Cullompton Relief Road.

Reduced leisure costs for students and carers were being introduced over the summer holidays and a green enterprise fund had been launched.

2025/26/034/6 Matters Arising from the minutes and actions not included elsewhere on the agenda and/or raised by the Clerk

- a) Review of financial arrangements between Village Hall and Parish Council:
 - DAAT letter
 - Play park equipment
 - SwingSee Finance
- a) Climate change statement
Councillor Burt advised there was nothing to report.
- b) Defibrillator cabinets and lighting
Purchase of lighting for the defibrillators was awaiting the outcome of the bank card application.
- c) Mid Devon Wildlife grant
Councillor Mackenzie advised there was nothing to report
- d) Emergency Plan
Councillor Bartin advised that the Emergency Plan meeting had been very positive with three residents expressing an interest in assisting.
Another public meeting would be held in September/October with a view to setting up a Working Group to write the plan and present it to the Parish Council.
The potential for the narrow road at Turnpike to impact the village was noted.
- e) Neighbourhood Plan
The Clerk was arranging a meeting with a planning consultant in September.
- f) Update on programme of risk assessments and safety checks
Councillor Williams advised that work was ongoing to repair Parish Council assets, and a further assessment would be carried out when the work was completed.

2025/26/034/7 Review of Parish Council documentation for approval:

The Clerk had circulated a vexatious policy and a grant policy.

Councillor Williams proposed and Councillor Mackenzie seconded the proposal that the Vexatious Policy be adopted. The Parish Council unanimously RESOLVED that it would adopt the Vexatious Policy.

Councillor Williams proposed and Councillor Taylor seconded the proposal that the Grant Policy be adopted. The Parish Council unanimously RESOLVED that it would adopt the Grant Policy.

2025/26/034/8 Internal Audit 2024/25

To review the Internal Auditor's Report

The Clerk had circulated the Internal Auditor's report, and the Parish Council noted that it had met the financial objectives detailed in the Annual Governance Statement.

The report would be published on the website together with the signed Internal Audit AGAR paperwork.

Appointment of an Internal Auditor for 2025/26

The Parish Council RESOLVED to appoint Paul Russell as the Internal Auditor.

2025/26/034/9 Annual Governance Statement 2024/25

The Parish Council RESOLVED that the Chair and Clerk should sign the Annual Governance Statement prepared by the Clerk.

2025/26/034/10 Accounting Statements 2024/25

The Parish Council RESOLVED that the Chair should sign the Annual Accounting Statement prepared and signed by the Clerk prior to the meeting.

The Parish Council RESOLVED that the Chair and Clerk should sign the Certificate of Exemption prepared by the Clerk.

2025/26/034/11 Planning

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

25/00660/MFUL

Proposal: Erection of an agricultural livestock building

Location: Land at NGR 300663 112446 Bycott Farm Lower Town Halberton

Grid Ref: 300682 / 112516

Parish: Halberton 25

The Parish Council considered the new building a betterment and would not register any objection to the application. However, it felt that the existing buildings should be demolished and that the herd size should remain as is. An increase in herd size would result in additional HGV and tractor movements through the village.

The Parish Council also considered that adequate provisions be made for clean water run-off and that dirty water should not contaminate the clean water and be disposed off in line with Environmental Agency policies.

Action: Clerk to prepare a response and circulate prior to submission.

The Clerk was asked to check that the Mountain Oak application had been called in.

Action: Clerk

b) decisions notified by MDDC

The Parish Council noted the following decisions:

25/00510/CAT – APPROVAL – 13 May 2025

Proposal: Notification of intention to fell 1 Cherry Tree (T2) in a Conservation Area

Location: 21 Higher Town Sampford Peverell Tiverton Devon

25/00523/HOUSE – REFUSAL – 4 June 2025

Proposal: Erection of workshop

Location: 23 Court Way Sampford Peverell Tiverton Devon

c) enforcement matters

The Clerk advised that no update had been received from Enforcement.

d) any other planning matters and planning correspondence

The Clerk advised that no further information had been received from Edenstone.

2025/26/034/12 Finance

The Clerk provided the following financial figures:

a) Financial figures for 2025/26

Reserve Account (Unity)	
Balance on 30 April 2025	£30962.64
Receipts	
Payments	
Balance on 31 May 2025	£30962.64

Current Account (Unity)		
Balance on 30 April 2025		£ 4688.91
Receipts		
Payments		
Village Hall – room hire	£ 120.00	
Npower (public convenience electricity)	£ 80.90	
S McGeever (April wages)	£ 403.10	
HMRC (April PAYE)	£ 113.60	
Includes National Insurance change (£13.00)		
DALC (50% of training invoice)	£ 173.22	
Insurance	£ 937.26	
B O’Connell (public conveniences)	£1392.51	
S Taylor (public conveniences)	£ 27.18	
Village Hall (meeting rooms)	£ 75.00	
Service Charge	£ 6.00	3328.77
Balance on 31 May 2025	£1360.14	

Payments made since the last meeting:

Npower (public convenience electricity)	£ 56.86
Source for Business (public convenience water)	£ 140.83
S McGeever (May wages)	£ 402.90
HMRC (May PAYE)	£ 113.80

Authority to pay accounts rendered

S Taylor (Public convenience)	£ 50.00
Village Hall (3 x April meetings)	£ 60.00
Npower (electricity)	£ 59.30
S Taylor (keys for Public convenience)	£ 49.85
Village Hall (June meeting)	£ 20.00
Transfer to current account	£2500.00

The Parish Council RESOLVED to make the payments listed above.

The Clerk presented the cumulative bank reconciliation to 31 May 2025, and this was duly signed by the Chair.

A quarterly monitoring budget would be presented to the July meeting.

c) Public convenience lease

Following the receipt of the approval of the planning permission and the tender process to find a tenant, the decision has been made to appoint Kayleigh Gubby to run the unit.

Councillor Mackenzie proposed and Councillor Williams seconded the proposal that the lease be duly signed by the Chair, Clerk and Kayleigh Gubby. The Parish Council unanimously RESOLVED that the lease be signed.

Kayleigh Gubby advised that the unit would be open on 21 June 2025 at 10am and a Waste Management Plan would be submitted to MDDC Planning.

Action: Clerk to scan the signed lease and provide a copy to KB

d) Public convenience improvements to store

Councillor Taylor had received one quotation for the works required to the storeroom.

Following discussion, it was agreed that three quotations should be obtained for the works required and that the quotations should be split to show the cost of a) removal of the plumbing and b) the shelving.

Action: Bring to next meeting.

e) VAT situation

The Parish Council considered the letter received from the Village Hall and the guidance received from the Devon Association of Local Councils.

Councillor Taylor proposed and Councillor Bartin seconded the proposal that the Parish Council should accept the ex-gratia payment of £6000 in full and final settlement of the VAT saga.

A democratic vote resulted in the Parish Council RESOLVING to accept the Councillor Taylor's proposal with one abstention.

Action: Clerk to prepare a letter and circulate for approval.

f) Grant requests

The Parish Council noted the letter received from the Village Hall and from the school regarding vegetable planters.

Following the adoption of the Grant Policy, both requests would require the Grant Application Form to be completed.

The Clerk would also write to the Village Hall advising that there was currently no S106 funding available.

Action: Clerk to circulate letter

Councillor Taylor was obtaining quotes on behalf of the Village Hall.

The grant applications would be considered at the July meeting.

g) Unity Trust Bank

The debit card application had been submitted and acknowledged. The Clerk was given to understand it could take several months.

2025/26/034/9 Reports from Councillors not considered under item 5

a) Communications & Engagement

Social Media

Councillor Cottrell advised that there had not been a great deal on social media, photographs of the bench and pump had been published. Information would be published on the opening of the café.

Councillor Cottrell felt it would be useful to have the defibrillator information on social media and the website.

Action: Councillor Taylor/Cottrell and Clerk

Logo

The Parish Council thanked Councillor Cottrell for her efforts in producing a logo for the Parish Council and RESOLVED that the pictured logo should be adopted.



b) Climate Change and environmental issues

Councillor Burt advised that he had nothing to report.

c) Public Convenience Development Group

Councillors Taylor and Williams advised as follows:

- maintenance issues/costs
This had been covered under Finance.

- cleaning and daily locking
This formed part of the lease.

Mr Bernie O'Connell had been advised that his services were no longer required and his final invoice should be issued. The Parish Council recorded its thanks to Mr O'Connell.

- utility accounts received
Invoice received had been covered under Finance.
It was felt worthwhile to review the electricity provider.

Action: Clerk

- planning permission update
Planning permission received, conditions to be met.

- servery – opening hours, rent agreement etc.
Covered under minute 2025/26/034/12 Finance c).

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

e) Highways

Snow Warden
Councillor Taylor advised he had nothing to report.

Road Warden scheme
Councillors Taylor and Williams advised they were awaiting pothole training.

Joint Traffic Meeting
Councillor Burt had nothing to report.

Roads, Pavements & Footpaths/Road Safety
Councillors Burt, Fasey and Williams had nothing to report

- traffic speed survey
A Community Speedwatch meeting was required.

- '20 is plenty' signage/national '20 is plenty' membership/speed limits
See above

- overgrown hedge in the park
Clerk to send letter to Councillor Mackenzie.

- trees on Brendon
Report awaited from MDCC

- Chains road
Nothing to report

- parking at Tiverton Parkway junction
Nothing to report

- Turnpike audit
The latest information on the intermediate audit had been circulated to Parish Councillors.

f) Footpaths

Councillor Burt advised that there was nothing to report.

g) Defibrillator maintenance

Councillor Taylor was in the process of handing over to Councillor Fasey.

2025/26/034/14 Brief reports from Parish Council representatives on any recent activities

a) Village Hall and Recreation Ground Charity Committee

The Clerk was writing to introduce Councillor Bartin.

b) Grand Western Canal Joint Advisory Committee

Councillor Taylor had circulated Mark Baker's response to the Parish Council's email of congratulations and funding had been discussed under Item 5.

c) Sampford Peverell and District Twinning Association

Given there was no representative, Councillor Taylor would contact the Twinning Association.

2025/26/034/15 Matters for the next meeting

Councillor Taylor raised the matter of SWEB and work at the Public Convenience.

Councillor Mackenzie asked the Clerk to resend him the login details to his gov.uk email.

2025/26/034/16 – Next meetings of the Parish Council

The date of the next meeting is:

21 July 2025 – Full Parish Council meeting

All Parish Councillors were asked to consider if the 2026 Annual Parish Meeting should be on a different date to the Annual Meeting of the Parish Council. This will be discussed at the next meeting.

The Chair closed the meeting at 9.00pm

Signed _____
Chair

Date: _____