

9 March 2026 – Draft

Summonses to the Meeting of Sampford Peverell Parish Council held at the Memorial Hall, Lower Town on 16 March 2026, starting at 7.00 pm, were distributed with the agenda and posted on the website 9 March 2026.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 16 March 2026 at the Memorial Hall**

Present:

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

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

2025/26/040/1 - Open Forum

Two members of the public who were considering joining the Parish Council were present and gave a brief outline of their background and interest in becoming a Parish Councillor.

2025/26/040/2 - Apologies and Vacancies

Apologies had been received from Councillor Williams and Councillor Lock (MDDC Ward Councillor). It was noted that the Parish Council had two vacancies, and the co-option process could be used – one form had been received.

2025/26/040/3 - Declarations of Interest

There were no declarations of interest.

2025/26/040/4 - Approval of the Minutes of the meeting of the Parish Council held on 19 January 2026

It was RESOLVED that the minutes of the meeting held on 19 January 2026 were a true record of proceedings and would be duly initialled and signed by the Chair.

2025/26/040/5 Discussions with DCC Member Councillor Clist and with MDDC Ward Members, Councillors Lock and Westcott

Councillor Westcott reported on the following matters:

- The budget for 2025/26 had been approved and included a 5.38% rise. Under the Fair Funding Review some monies that came to Mid Devon had been re-directed to other areas of the country. An additional amount had been set aside for homelessness.
- Business drop-in days had been held so that business could understand the change in rates.
- Warm Home local grants were still available for eligible household with a view to making homes warmer and greener.
- Green Enterprise grants up to £5000 were still available for businesses wishing to invest in green energy for their buildings.
- The consultation on Local Government Reorganisation was ongoing, and the Government was considering the format this should take. It was known that MDDC would be abolished in 2028.

Councillor Clist reported on the following matters:

- The DCC budget for 2025/26 had been approved and was the first balanced budget for 16 years. The key takeaways were an additional £15m for highways and £4m for ditches and draining. Thereafter, there would be a £10m increase year on year. Protecting SEND services had also been a priority albeit the Government was currently reviewing its delivery.

- The Libraries Consultation had concluded and, whilst it had been agreed to keep libraries open, they would become community hubs offering more services such as warm places, banking, community larders, etc and were likely to be open for shorter periods of time with more volunteers assisting in the running of the venue.
- The locality budget had been retained and would rise from £8k to £10k again with the focus on youth projects.
- Highways had been asked to provide better communications so that parish councils could understand why some works were done whilst others were not.
- Sampford Peverell's request for double yellow lines should be discussed at the next HATOC meeting.

The Parish Council expressed its concern that cones were able to be put out when the Tiverton Parkway bus replacement service was in operation but not at other times. It was understood the cones had been requested and paid for by GWR.

This led to a discussion of the car parking at Tiverton Parkway and the need for GWR to provide more parking so that cars did not park on the adjoining roads.

Councillor Clist advised that he had met with Highways Officers and would be meeting with GWR to discuss the issue.

2025/26/040/6 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:

The letters had been sent to the Chair of Trustees given on the Charity Commission website and the Treasurer.

- DAAT letter

The Village Hall had agreed to give an *ex-gratia* payment of £200 towards the repairs to the DAAT light.

The Parish Council RESOLVED to accept this amount and to take on the financing of the DAAT landing space/lights going forward.

- Swing

The Parish Council noted that a response was awaited on the Village Hall accepting the donation of an inclusive swing.

Councillor Taylor advised that he would raise this at the next Village Hall meeting.

- Meeting on the role of Custodian Trustee

Following on from the meeting between Parish Council members and the Village Hall, the Clerk had provided further information from Devon Communities Together on the relationship between Parish Councils and Village Hall. It was noted that the Village Hall had the option to use the Charity's Commission Custodian Trustee service and Councillor Taylor would raise this at the next Village Hall meeting.

b) Climate change statement

Councillor Burt advised that he had nothing to report.

c) Emergency Plan

Councillor Bartin advised that work was ongoing and that Councillor MacKenzie was preparing the accompanying maps.

The Clerk advised that she had received information from the Grand Western Canal on its Emergency Plan and what to look for when out walking to prevent breaches.

Action: Clerk to forward relevant information to Councillor Bartin

Councillor Bartin advised that she was going to use social media to gain more information for the Emergency Plan and potential parishioner input.

An Emergency Plan open meeting would then be called to review the draft plan.

The Clerk had attended a webinar by Devon Communities Together on Community Hubs and as a result Sampford Peverell Village Hall would be able to apply for an Emergency Hub box.

Action: Councillors Martin, MacKenzie and the Clerk

d) Neighbourhood Plan

The Clerk had forwarded further information relating to Neighbourhood Plans and Priority Statements.

An important part of a Neighbourhood Plan was to have an up-to-date Housing Needs Survey. MDDC and Devon Communities Together had advised that they would fund and run a Housing Needs Survey for Burlescombe, Halberton, Sampford Peverell and Uplowman. Each parish would receive its own data.

The Parish Council thanked MDDC and DCT and RESOLVED to promote the Housing Needs Survey through the website and social media.

A Neighbourhood Plan was a significant piece of work taking between 18 months and two years and would need to be aligned to Mid Devon District Council's Local Plan in its references to Planning Policy. MDDC's plan was currently being worked on but was probably 30 months away and would include a 'call for sites'. In the interim, the Parish Council would work on a Priority Statement. Again, this would require input from residents and a survey would be produced and circulated through the website and social media.

Action: Councillors Martin, Taylor and the Clerk

e) Update on programme of risk assessments and safety checks

In the absence of Councillor Williams no report was given.

Matters brought forward:

- Road Wardens to cut down the sapling tree that was obscuring the Halberton/Exeter sign on Station Road and clean up the SPPC sign at the Tiverton Parkway end of the village.

This work had been completed.

- Beech hedge in Whitnage Road

This work had been highlighted to MDDC's maintenance team. A letter had also been sent to the occupant.

- Purchase of three living Christmas trees

Following discussion, the Parish Council RESOLVED to purchase two living Christmas trees, one for each end of the village.

The 'traditional' joint Village Hall and Parish Council tree would be purchased each year.

- Actions by the Tree Wardens

The Clerk was awaiting further information from Enforcement.

Clerk matters:

Devon Communities Together

See Emergency Plan above.

Devon Community Resilience Form – Thursday, 26 March 2026

The Parish Councillors were unable to attend this event.

Planning Training for Town and Parish Councils - Thursday 26th March 2026 – 1800-2030

Councillor Taylor would be attending this event.

Mid Devon District Council Caravan site and mobile homes policy consultation

The Parish Council noted the importance of small, rural fields being protected from the possibility of being turned into residential sites outside the curtilage of village boundaries.

The Clerk would write a response and circulate to Parish Councillors.

Action: Clerk

Local Government Reorganisation

The Parish Council debated whether it should respond to the Local Government Reorganisation consultation process. The Parish Council RESOLVED that it was likely the Government would make its decision regardless of local views and thus would not respond.

Councillor Clist advised that the Parish Council could be asked to contribute to non-statutory assets and services currently provided by Mid Devon District Council.

The Clerk was speaking to MDDC in respect of MDDC non-statutory assets in the parish and as waiting for information on the procedure for Parish Council taking on assets.

Assertion 10

The Clerk was working on the Parish Council's policies relating to Assertion 10.

The Parish Council used a gov.uk website and email addresses. Information from the provide was given:

The Website

1.47. The PCs use an authority owned domain for email address

1.48. Minutes and AGAR documentation is published on the site meeting legal requirements.

The website uses the GOV.UK domain.

1.49. Parish Online websites meet WCAG 2.2 AA. The accessibility statement states that if there is any non-compliant information on the site then you can provide it to a requester in an accessible format.

1.50 - 1.54 are data compliance and the PC has a data compliance policy which is currently under review to ensure all aspects of Assertion 10 are covered.

If parish councillors are interested in understanding more about getting the site ready for audit, Parish Online have published a guide: [How do I make sure my website is "audit ready"?](#)

Action: Clerk

National Planning Policy Framework

The government had published its draft National Planning Policy Framework (NPPF) – an important document that guides what gets built where and how. The consultation had closed on 10 March 2026.

Action/Parish Plan

The Clerk was working on an Action Plan and asked Parish Councillors to feed in potential projects.

The Clerk had also circulated information on preparing a Parish Plan.

This plan would cover:

- An Executive Summary of Sampford Peverell
- An Introduction
- A Brief History
- Community Amenities
- Economy
- Environment
- Housing

- Leisure
- Traffic
- Table of Issues and Actions

The Parish Plan would require input from residents and a survey would be put together. Given the need for an Emergency Plan and a Planning Priority Statement, the Parish Plan would be the third major protect. Information received from the first two items could be fed into the Parish Plan.

Action: All

2025/26/040/7 Planning

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

26/00019/FULL

Proposal: Change of use of holiday let to residential dwelling with associated garden area

Location: Acorns Mountain Oak Farm Lower Town

Site Vicinity Grid Ref: 303695 / 114417

Parish: Sampford Peverell 42

The Parish Council RESOLVED that it had no objection to this application but would request clarification of the plan area and access.

Lower Town

The Parish Council noted that a public consultation was taking place on 17 March 2026 at the Village Hall on a proposed development in Lower Town.

The Parish Council had promoted the event to residents but will not comment until the planning application has been submitted and the Parish Council has been formally consulted by Mid Devon District Council.

Mountain Oak

The application, 25/00304/MOUT, has not gone to the MDDC (Mid Devon District Council) planning committee as the S106 agreement had not been finalised for contributions to Cullompton and Tiverton LCWIP (Local Cycling and Walking Infrastructure Plan).

b) decisions notified by MDDC

25/01630/ADVERT – GRANTS CONSENT – 14 January 2026

Proposal: Consent to display 3 non-illuminated sponsorship signs

Location: Roundabout at NGR 304045 114568 Lower Town/A61 Southern Slip Sampford Peverell

25/01814/CAT – NO OBJECTION – 30 January 2026

Proposal: Notification of intention to reduce the height of 1 Acacia tree by 5m within the Conservation Area

Location: Pullens House 30 Lower Town Sampford Peverell Tiverton

c) enforcement matters

No update received on enforcement matters raised by the Parish Council.

Enforcement matters raised by residents: Felling of trees in Sampford Peverell conservation area. The Parish Council is awaiting further information from MDDC Enforcement

d) any other planning matters and planning correspondence

Edenstone

Councillor Taylor advised that the village sign and gateway at Higher Town would be installed shortly.

The Parish Council RESOLVED to match the village sign at Higher Town at the entry to the village at the Tiverton Parkway junction.

Action: Clerk to ascertain the provider of the village sign and gateway and report to the next Parish Council meeting

2025/26/040/8 Finance

The Clerk had provided the following financial information which was noted by the council members:

a) Financial figures for 2025/26

The FSCS limit has increased to £120,000.00

Reserve Account (Unity)

Balance on 31 December 2025 **£34015.18**

Receipts

Payments

Balance on 31 January 2026 £34015.18

Balance on 31 January 2026 £34015.16

Receipts

Payments

Transfer

£ 3000.00

Balance on 28 February 2026 £31015.18

Current Account (Unity)

Balance on 31 December 2025 £ 3167.10

Receipts

Little Pantry

£ 150.00

Payments

08-Jan-26	B/P to: MDDC	20041918	-1772.38	
08-Jan-26	B/P to: HMRC	120PF026836642412	-119.82	
08-Jan-26	B/P to: Susan McGeever	WAGES - MONTH 9	-416.93	
08-Jan-26	B/P to: SVR Windows	PARISHCOUNCIL 055	-90.00	
08-Jan-26	B/P to: Steve Taylor	PLANTERS	-50.00	
08-Jan-26	B/P to: Steve Taylor	CHRISTMAS TREE	-25.00	
08-Jan-26	B/P to: RBL	WREATH	-27.50	
16-Jan-26	S W HYGIENE LTD	444844C	-42.63	
31-Jan-26	Service Charge		-6.00	-2550.26

Balance on 31 January 2026 £ 766.84

Balance on 31 January 2026 £ 766.84

Receipts

Transfer

£ 3000.00

Little Pantry

£ 150.00

Payments

03-Feb-26	Mid Devon Mobility	GRANT	-200.00	
03-Feb-26	B/P to: Susan McGeever	WAGES - MONTH 10	-416.93	
03-Feb-26	B/P to: SP Village Hall	INV 533 AND 532	-40.00	
03-Feb-26	B/P to: HMRC	120PF026836642412	-119.82	
03-Feb-26	B/P to: Susan McGeever	EXPENSES X 2	-56.00	
16-Feb-26	S W HYGIENE LTD	444844C	-42.63	
28-Feb-26	Service Charge		-6.00	-881.38

Balance on 28 February 2026 £ 3035.46

Payments made since the last meeting (not recorded above):

Pennon Water (Public Convenience)	£ 76.41
HMRC (PAYE)	£119.82
S McGeever (Wages Feb 26)	£416.93

SW Hygiene (Public Convenience – DD)	£ 42.63
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Authority to pay accounts rendered:

S McGeever (Expenses Jan/Feb)	£ 52.00 (less £4 from previous payment)
Village Hall (meeting room)	£ 15.00

The Information Commissioner's Office subscription would be paid by Direct Debit.

The cumulative bank reconciliations for January and February were presented to Chair and signed at the meeting.

The 11-month budget monitoring document had been circulated to Parish Councillors and there were not questions.

b) Precept

A statement had been provided to Mid Devon District Council on the increase in precept.

c) Public convenience improvements

The shelving had been delivered and installed.

d) Unity Trust Bank

The Parish Council RESOLVED that all Parish Councillors should be signatories to the account.

Action: Clerk to prepare paperwork

e) Grants

Citizens Advice Bureaux (CAB)

The Parish Council considered the application submitted by the CAB and RESOLVED to make a grant of £200.

Village Hall and Recreation Ground Charity (VHRGC)

The Parish Council considered the application submitted by the VHRGC and RESOLVED to make a grant of £500 towards the cost of erecting a new security fence in the Children's Playpark in Lower Town.

CLT

The Parish Council considered the letter circulated by Clerk from the CLT. The Parish Council supports the CLT but felt that the grant application forms should be completed. It also wishes to see annual accounts from the CLT.

Action: Clerk

f) Clerk's email inbox

The Clerk advised that, due the amount of information stored, her inbox was filling up. Parish Online had provided the following information:

- Upgrade a mailbox to 10GB storage - £24 ex vat per year
- Upgrade a mailbox to 30GB storage - £42 ex vat per year. This comes with a Cloud Office package that also gives 10GB of document storage, online document editing and password managers. It is very efficient for clerk mailboxes to protect council documents and keep everything in one place.

- Upgrade a mailbox to 100GB storage - £62 ex vat per year. This is a lot of storage! If this much is needed, the advice is to choose the 30GB storage and clear out large attachments and store them in the document storage space instead.

For all upgrades, the only charge is on the renewal date, so they are free to upgrade now.

Given that Assertion 10 was looking for Parish Councillors not to download information to their own computers, the Clerk would ascertain if the online document storage could also be accessed by Parish Councillors. Otherwise, the advice was that the Microsoft Business package allowed Parish Councillors to work in the cloud.

Action: Clerk

g) Rates – Public Convenience

The Clerk advised that MDDC had confirmed that the building would not qualify for the public toilet relief as it is not a “stand alone” property.

Their Rates Officer will visit the site.

h) Section 137 expenditure limit

The Ministry of Housing, Communities and Local Government has informed NALC of an increase in the [Section 137 expenditure limit](#) for parish and town councils in England for the 2026/27 financial year. The new limit is £11.60 per elector, up from £11.10 in 2025/26. The increase reflects the percentage rise in the retail price index between September 2024 and September 2025, in accordance with Schedule 12B of the Local Government Act 1972.

Section 137 of the Act allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available. Examples would be when community events are held to commemorate special occasions.

2025/26/040/9 Reports from Councillors not considered under Item 6

a) Communications & Engagement (publicity)

Councillor Cottrell advised that the sharing of information on the traffic cones at Tiverton Parkway and the Planning Consultation had generated interest and more residents had become ‘followers’.

b) Climate Change and environmental issues

Councillor Burt advised there was nothing to report.

c) Public Convenience Development Group

Councillors Taylor advised that he would be meeting with Councillor Williams and the current licensee of the servery to discuss the renewal of the contract and report to the next meeting.

The electricity contract would be brought back under the Parish Council when the new lease was signed in March.

d) Affordable Housing – Community Lands Trust

See Finance.

e) Highways

Snow Warden

The Parish Council noted that Councillor Taylor wished to stand down as Snow Warden.

Road Warden scheme

Councillors Taylor and Williams carried out the Road Warden work with Councillor Williams as the lead.

Joint Traffic Meeting

Councillors Burt and Taylor had attended the Joint Traffic Meeting on 23 February 2026. The next meeting would take place on 2 June 2026.

The minutes had been circulated to Parish Councillors and several actions were being brought to each Parish Council.

1. Representatives were to ask their respective Parish Councils to approve the change in the Terms of Reference to include Burlescombe,

The Parish Council RESOLVED to agree to the inclusion of Burlescombe in the group.

2. Devon County Council Councillors Simon Clist and Neale Raleigh should be invited to the meetings together with the Neighbourhood Highways Officers Ed Polding and William Pike.

If required, other Parish/Town Councils could be invited if discussion covered roads within their jurisdiction and, in particular, J27 and J28.

The Parish Council RESOLVED to agree to the invitation to DCC and other Parish/Town Councils as appropriate.

3. Representatives to ask their respective Parish Councils to approve a joint petition for a speed reduction on Uffculme Straight

The Parish Council RESOLVED to approve a joint petition for a speed reduction on Uffculme Straight. Councillor Clist would support this action.

4. Representatives to ask their respective Parish Councils to consider the sharing of VAS units etc.

The Parish Council RESOLVED that this could be a cost-effective way of monitoring traffic speeds in the area.

5. Representatives to ask their respective Parish Councils to consider a joint letter to MPs and the Secretary of State for Transport

The Parish Council RESOLVED to approve a joint letter.

6. Representatives to ask their respective Parish Councils to consider raising awareness of traffic issues and obtaining feedback from residents.

The Parish Council RESOLVED that it would continue to raise awareness of traffic issues.

Roads, Pavements & Footpaths/Road Safety

Councillor Burt noted that there were a number of items outstanding:

- traffic speed survey: follow up action

Can the speed limit be lowered/would VAS units assist

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

The Clerk was still awaiting information on the cost of a parish led 20mph limit.

- overgrown hedge Turnpike

The hedge had been cut.

- Chains road

There was ongoing discussion with DCC.

- Turnpike audit

It was understood all signage had now been completed.

- Dumping of waste

All instances of waste dumping were reported to MDDC.

- Barriers at Blackdown View and warning signage

DCC Footpaths would support the installation of barriers rather than a gate at the end of the Blackdown View footpath. A response on signage was awaited.

- The lamp post opposite Richmond Close has been hit/ bent over.

Lamppost in the park

It was still unclear if the lamppost in the park was the responsibility of MDDC (car park lighting), DCC (highways lighting) or given it was in the park, the Village Hall.

Action: Councillor Taylor/Clerk

Councillor Taylor advised that a car park light was also not working and had been reported.

Boulders on the footpath on Lower Town.

The boulders were not on the footpath and had been placed to stop cars parking.

Dog fouling

MDDC had never been able to identify who the person leaving faeces was despite setting up a few early morning patrols and affixed several notices in the area.

MDDC would look to getting some more signage around as this seemed to stop the issue.

Train Station

Councillor Bartin had written a letter to the MP over parking problems and lack of parking at Tiverton Parkway.

Councillor Clist had reported that he was meeting with Highways and GWR.

Trees on The Brendons

This land has been maintained by MDDC historically but it does not own the land and it is not Highway or other DCC land.

The Tree Officer has looked at the trees and advised minor crown lifting which had been instructed but not believed to have been carried out.

Drains on Turnpike

The Neighbourhood Highways Officer has requested that they be jet-cleared.

Action: Clerk to follow up

Trip Hazard

Location: Lower Town, Sampford Peverell

The Clerk advised that a repair was due to be undertaken.

f) Footpaths

Sampford Peverell Footpath 2 Public Path Order 2025

The Clerk had submitted the Parish Council's response to DCC Footpaths.

Stile at Boobery

The stile on Boobery into Castle field is rotting away and has been reported to DCC.

Rights of Way

Track at Lower Town, Sampford Peverell adjacent to Turberfield House. The track further on meets up with footpath 12.

MDDC does not own the land and responded: Some may have rights written down but much will be historic for access or thoroughfare and now established.

A response awaited from DCC.

g) Defibrillator maintenance

Councillor Cottrell advised that a new cabinet was required for the defibrillator at the Village Hall.

Action: Councillor Cottrell/Clerk to obtain quotations.

2025/26/040/10 Brief reports from Parish Council representatives on any recent activities

a) Village Hall and Recreation Ground Charity Committee
See discussions under Item 6

b) Grand Western Canal Joint Advisory Committee
Councillor Taylor had circulated his report from the meeting on 2 March 2026 and advised that the main concerns had been:

- the Fenacre Water Transfer system
- developments adjacent to the canal and the importance of a green buffer zone
- lack of volunteers associated with Devon Wildlife Trust although the Mid Devon Wildlife Trust did have sufficient volunteers
- how the canal would be funded through the Local Government Reorganisation

The Enforcement Officer had updated the Joint Advisory Committee on her work with enforcement proceedings being issued. The drainage at The Orchard was compliant to the agreed designs.

c) Sampford Peverell and District Twinning Association
The Clerk advised there was nothing to report.

The Clerk would submit an article to the Parish Magazine.

2025/26/040/11 Matters for the next meeting

No matters were raised for the next meeting other than those given in these minutes.

2025/26/040/12 – Next meetings of the Parish Council

The dates for the next meetings were:

9 May 26	Annual Parish Meeting (6pm) and Showcase (4.30pm)
11 May 26	Annual Meeting of the Parish Council.

If required, planning meetings would be called in April.

The Chair closed the meeting at 9.05pm

Signed _____
Chair

Date: _____