

11 May 2026 – Draft

Summonses to the Meeting of Sampford Peverell Parish Council held at the Memorial Hall, Lower Town on 11 May 2026, starting at 7.00 pm, were distributed with the agenda and posted on the website, 4 May 2026.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 11 May 2026 at the Memorial Hall**

Present:

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

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

2026/27/042/1 - Election of Chair for 2026/27

Councillor Williams called for nominations for the position of Chair.

Councillor Mackenzie proposed Councillor Burt for the position of Chair and this was seconded by Councillor Fasey. All voting Parish Councillors were in favour and Councillor Burt accepted the position and duly signed the acceptance form.

2026/27/042/2 - Election of Vice-Chair for 2026/27

Councillor Burt proposed Councillor Taylor for the position of Vice-Chair noting that Councillor Taylor had advised he was willing to continue in the position. This proposal was seconded by Councillor Mackenzie. All Parish Councillors were in favour.

Councillor Taylor would sign the acceptance form at the next meeting.

2026/27/042/3 - Open Forum

Members of the public raised the following:

- A thank you for being supportive of teenage facilities subject to the identification and potential purchase of land
- Interest in supporting a wildlife haven at the stream by the play park subject to consent from all landowners

2026/27/042/4 - Apologies and Vacancies

Apologies had been received from Councillor Taylor.

It was noted that the Parish Council had two vacancies, and the co-option process could be used. An application form had been submitted by Jo Harris.

Councillor Burt proposed that Jo Harris be co-opted onto the Parish Council and this was seconded by Councillor Burtin. All Parish Councillors were in favour. Jo Harris accepted the appointment and duly signed the acceptance form.

2026/27/042/5 - Declarations of Interest

There were no declarations of interest.

2026/27/042/6 - Approval of the Minutes of the meeting of the Parish Council held on 20 April 2026

It was RESOLVED that the minutes of the meeting held on 20 April 2026 were a true record of proceedings with a minor amendment due to a typographical error and they were duly initialled and signed by the Chair.

2026/27/042/7 – Review/Approval of Parish Council documentation including but not limited to Code of Conduct, Standing Orders and Financial Regulations.

The Parish Council noted that the Standing Orders and Financial Regulations had been updated during 2025 and that of the current documentation no others required changes.

Councillor Williams proposed that all the current documentation be approved and this was seconded by Councillor Mackenzie. All Parish Councillors were in favour.

The Clerk had circulated the NALC recommended IT Policy duly amended to reflect the Parish Council's working practices given that there is no office and no servers or networks.

Councillor Williams proposed that all the IT Policy be approved and this was seconded by Councillor Mackenzie. All Parish Councillors were in favour.

2026/27/042/8 - Discussions with DCC Member Councillor Clist and with MDDC Ward Members, Councillors Lock and Westcott

Councillor Lock reported on the following matters:

- Councillor Luke Taylor had stepped down as Leader and been replaced by Councillor David Wulfft
- Solar panels were going on the roof at the multi-storey car park to provide energy to Pheonix House
- The old vet building in Tiverton was being converted to six temporary accommodation units using government grants
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Councillor Westcott reported on the Mountain Oak application:

- The social housing would be delivered through the Community Land Trust
- Southwest Water had indicated that the sewage plant could cope with the addition of further houses despite the known storm overflow levels. In February this had reached 16 hours per day which was outside acceptable limits. It was hoped pressure could be applied for further investment.
- The Parish Council would be able to comment again at the Reserved Matters stage and concern again expressed about the sewage treatment plant. There was an expert in the village who had also raised concerns.
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Councillor Clist reported on the following matters:

- It was hoped the envisaged underspend could be invested into a rapid response highway unit to deal with immediate problems caused by flooding. 9600 potholes had been reported in February which was on top of the normal 6600 potholes reported and 52 teams had been out working to mend them
- There was likely to be a SEND overspend
- Government had advised that Local Government Reorganisation would need to be paid for from Devon County Council's reserves. It was believed a decision would be reached by mid-July on the proposed format. A senior local government official would be appointed to work with the Whitehouse Civil Servant, and this could either be the leader of Devon County Council or the leader of Plymouth. The legal and administration systems had to be in place before LGR was adopted and timescales were short.

2026/27/042/9 - Matters Arising from the minutes and actions not included elsewhere on the agenda and/or raised by the Clerk

a) Climate change statement

Councillor Burt advised that he had nothing to report

b) Biodiversity and enhancing wildlife

Councillor McKenzie advised that he had several trees growing that could be planted including 25 oaks. The Grand Western Canal were taking some to plant into the hedgerows but further landowners would be required.

Action: Councillor Cottrell would put a post on social media

c) Emergency Plan

Councillor Burtin advised that she had divided the parish into sectors and proposed that each councillor take on a section and the map would be circulated.

Councillor Burtin would obtain quotations for posters and leaflets to advertise the public meeting and funding was available from Devon Communities Together.

Action: Councillor Burtin/Clerk

d) Neighbourhood Plan

The Housing Needs Survey was ongoing, and the Parish Council awaited the results.

Councillor Burt had drafted a Neighbourhood Priority Statement, and this would be posted on the website with a link to a questionnaire so that community input could be obtained.

Action: Councillor Burtin to create a questionnaire/Clerk to send draft to Councillor Harris and put onto the website

e) Update on programme of risk assessments and safety checks

Councillor Williams advised that there were no changes to report.

A meeting with DCC Footpaths was awaited.

Matters brought forward:

- Beech hedge in Whitnage Road

Still required cutting

- Planting of two living Christmas trees

DCC had responded and given advice on location the east end planting could take place but the west end planting required further action

- Actions by Tree Wardens

Nothing to report

- Fly tipping

Awaiting response from DCC as on Highway-maintained land

Clerk matters:

Assertion 10

The revised IT policy had been adopted at the meeting and covered the Bring Your Own Device policy.

Action Plan

The Clerk asked that Parish Councillors to feed potential projects to her.

Devon Local Council Weed Management Survey 2026

The Clerk had completed the survey noting that the Parish Council does not normally get involved in weed management.

Allotment Survey

The Clerk was awaiting information from the Allotment Society to be able to complete the survey.

MDDC Asset Transfer

The expression of interest form has been submitted.

Devon Communities Together

The Parish Council noted that grants were available through their *Connecting People and Landscapes* project to support biodiversity, help people to engage with nature friendly farming and support people to connect with their local landscapes. This could potentially cover work at the stream, bat boxes, bird nets and hedgehogs.

Civility and Respect Pledge

The Parish Council noted the wording of the Civility and Respect Pledge as given below.

Councillor Williams proposed that the Parish Council sign the Civility and Respect Pledge and this was seconded by Councillor Mackenzie. All Parish Councillors were in favour. The information would be placed on the website.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

It was agreed that members of the public attending meetings should be asked to act with civility and respect.

2026/27/042/10 - Planning

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

26/00502/FULL

Proposal: Change of use of part of paddock to tennis court

Location: Land and Buildings at NGR 304064 114510 Ayshmeade Sampford Peverell

Site Vicinity Grid Ref: 304073 / 114487

Parish: Sampford Peverell 42

The Parish Council RESOLVED that it had no objections to this application.

26/00472/TDC

Proposal: Consent for the erection of 1 self-build dwelling and detached garage

Location: Land at NGR 303141 114141 The Merriemeade 1 Lower Town

Site Vicinity Grid Ref: 303141 / 114141

Parish: Sampford Peverell 42

The Parish Council noted the information regarding this application and the annotation TDC (Technical Details Consent) which following the PIP (Planning in Principle) application provided the Parish Council with the ability to comment on the detailed design, materials, and impacts of the development.

The Parish Council noted the comments from the Conservation Officer and RESOLVED to object to the application. In doing so, the Parish Council concurred with the Conservation Officer that the proposal would have a significant effect on the Grade II listed Merrimeade Hotel due to the scale and

massing of the proposed dwelling. The recently approved Permission in Principle application, 25/01190/PIP, referenced that the proposed dwelling would be a chalet style bungalow.

The proposed dwelling features a 9.6 metre ridge height and would be a prominent structure within the immediate setting of the listed building and would compete with, and distract from, the listed building. Given the height there would be little opportunity for mitigation and the proposals would detract from the setting and significance of the listed building.

A garage is also proposed, and this would have a ridge height of approximately 5.3 metres, which is also a prominent structure. A garage of a lesser ridge height could be achieved.

Overall, this application is significantly larger than the bungalow outlined in the original PIP application and would adversely affect the character and appearance of the Sampford Peverell Conservation Area and fail to preserve the special interest of the listed building.

b) decisions notified by MDDC

The Parish Council noted that no decisions have been received.

c) enforcement matters

The Parish Council noted that no updates had been received.

d) any other planning matters and planning correspondence

The Parish Council noted that installation of the planters and picket fencing at either end of the village was ongoing.

2026/27/042/11 - Finance

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

a) Financial figures for 2025/26

The Financial figures were circulated to Parish Councillors prior to the April meeting.

The Parish Council RESOLVED to sign off the accounts and reserve figures.

b) AGAR - Signing of the Annual Governance Statement and the Accounting Statement

The Parish Council noted that the Internal Audit was currently being undertaken and that this required completion before the Annual Governance Statement and the Accounting Statement could be signed off.

A special meeting would be held either on 26 May or 29 June depending on the completion of the internal audit given the Chair was away for some of June.

c) Financial figures for 2026/27

Reserve Account (Unity)

Balance on 31 March 2026	£31180.67
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Receipts	
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Transfer (precept)	£20000.00
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Payments	
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Balance on 30 April 2026	£51180.67
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Current Account (Unity)

Balance on 31 March 2026

£ 1759.67

Receipts

07-Apr-26	The Little Park Pantry	Coffee Kiosk	150.00	
13-Apr-26	SAMPFORD PEVERELL	SPVH DAAT Lights	200.00	
15-Apr-26	MDDC CREDITORS	REF - 00023	24000.00	24350.00

Payments

07-Apr-26	B/P to: Susan McGeever	WAGES MONTH 12	-416.93	
07-Apr-26	B/P to: HMRC	120PF026836642412	-119.82	
16-Apr-26	Direct Debit (S W HYGIENE LTD)	444844C	-42.63	
23-Apr-26	Transfer to 20504366		-20000.00	
23-Apr-26	B/P to: Steve Taylor	TOILET LOCK	-6.99	
23-Apr-26	B/P to: DALC	7526	-545.71	
23-Apr-26	B/P to: Susan McGeever	EXPENSES MAR 26	-26.00	
28-Apr-26	INFORMATION COMMIS	ZB673604	-47.00	
30-Apr-26	Service Charge		-7.00	-21212.08

Balance on 30 April 2026

£ 4897.59

Authority to pay accounts rendered:

S McGeever (April wages)	£416.93
HMRC (April PAYE)	£119.82
S McGeever (expenses)	£ 26.00
Insurance	£961.70
Village Hall (room hire)	£ 25.00

The Parish Council RESOLVED to make the above payments.

Furthermore, the Parish Council RESOLVED to give the Clerk the authority to set up statutory payments and for these to be authorised by two signatories by the required deadlines in the absence of a meeting.

The cumulative bank reconciliation statement had been circulated to Parish Councillors prior to the meeting for review and the Chair duly signed the reconciliation at the meeting.

The budget monitoring report for month 1 had been circulated to Parish Councillors prior to the meeting for review and was duly approved at the meeting.

The financial information for each Parish Council meeting was uploaded to the website as apart of the meeting documentation.

d) VAT

The Clerk advised that the VAT reclaim for 2026/27 was being undertaken.

e) Annual Clerk Review

Councillors Burt and Taylor and would organise the annual clerk review.

f) Unity Trust Bank

The new debit card application was being prepared.

g) Signatories for Unity Account

The mandate to add signatories was being prepared.

2026/27/042/12 - Reports from Councillors not considered under Item 6

As part of Item 12, the Parish Council reviewed the current appointments:

a) Communications & Engagement (publicity)

The Parish Council RESOLVED to appoint Councillors Cottrell and Burtin to carry out communications and engagement.

There was nothing of note to report.

b) Climate Change and environmental issues

The Parish Council RESOLVED to appoint Councillor Burt to carry out work on climate change and environment issues.

Councillor Burt advised that the wastewater treatment plant had been covered under planning.

The Parish Council noted the article about wastewater treatment in the Parish magazine.

The Parish Council noted the information on 'What can parish and town councils do to help nature and tackle climate change?' provided by the Clerk in the agenda and this would form part of the future discussion on climate change and environment issues, including what the Parish Council could do with respect to energy, nature and transport.

c) Public Convenience Development Group

The Parish Council RESOLVED to appoint Councillors Taylor and Williams to be the Public Convenience Development Group.

Councillor Williams advised that new locks had been fitted and the shelving was in place.

The new contract for the servery was being negotiated.

d) Affordable Housing – Community Lands Trust

The Parish Council did not have a representative on the CLT but noted the proposed affordable housing at Mountain Oak.

e) Highways

- Snow Warden

Councillor Fasey was in the process of taking over from Councillor Taylor.

- Road Warden scheme

Councillors Taylor and Williams were the Road Wardens.

- Flood Warden scheme

Councillor Burt advised that Devon County Council had initiated a Flood Warden Scheme.

The Parish Council RESOLVED that Councillor Burt would take on the role of Flood Warden.

- Joint Traffic Meeting

The Parish Council RESOLVED that Councillors Burt and Taylor would represent Sampford Peverell on the Joint Traffic Working Group and the next meeting was on 2 June 2026.

- Roads, Pavements & Footpaths/Road Safety (Councillors Burt, Fasey and Williams)

The Parish Council RESOLVED that Councillors Burt, Fasey and Williams would continue to monitor roads, pavements and footpaths/road safety.

Highways Matters:

- traffic speed survey: follow up action

The Parish Council RESOLVED to set up a Community Speedwatch Group

Action: Clerk to send information to Councillor Williams

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

The Parish Council RESOLVED to start the process of introducing Vehicle Activated Signs in the village.

Action: Clerk to contact Devon County Council Highways

- 'no waiting at any time' Tiverton Parkway junction

The Parish Council noted that the consultation on 'no waiting at any time' was underway.

The Parish Council supported this action.

- Road surfacing from Lowman Cross to Higher Town, Sampford Peverell

The Parish Council noted that road surfacing would be taking place in the parish.

f) Footpaths

Councillors Burt and Williams held a map of the footpaths in Sampford Peverell. The Parish Council RESOLVED that all parish councillors should have a copy of the map and if possible, a digital version should be on the website together with information on each footpath.

Action: Clerk

Devon County Council Footpaths has agreed that the barrier at Blackdown Vew should be replaced, and the Clerk was organising a site meeting with Councillors Taylor and Williams. Devon County Council Highways had not yet responded on the need for signage at the exit onto the road.

The stile at Boobery had been reported to DCC Footpaths.

g) Defibrillator maintenance

Councillor Cottrell advised that the defibrillator case was currently on offer.

The Parish Council RESOLVED to purchase the defibrillator case, noting that Councillor Taylor had indicated that part funding from a village group may be possible.

2026/27/042/13 - Brief reports from Parish Council representatives on any recent activities

The Parish Council noted that a review of the current representative roles should take place.

a) Village Hall and Recreation Ground Charity Committee

The Parish Council RESOLVED that Councillors Burtin and Taylor should represent the Parish Council

b) Grand Western Canal Joint Advisory Committee

The Parish Council RESOLVED that Councillor Taylor should represent the Parish Council

c) Sampford Peverell and District Twinning Association

The Parish Council RESOLVED that Councillor Harris should represent the Parish Council

d) Sampford Peverell Society

The Parish Council RESOLVED that the Sampford Peverell Society could come off the agenda.

2026/27/042/14 - Matters for the next meeting

No matters were raised other than those on the agenda.

2026/27/042/15 – Next meetings of the Parish Council

The dates for the next meetings were:

26 May or 29 June

then

20 July	17 August*	21 September	19 October*	16 November
21 December*	18 January	15 February*	15 March	19 April*

8 May Annual Parish Meeting

17 May Annual Meeting of the Parish Council

* Denotes if required.

The Chair closed the meeting at 8.30pm

Signed _____
Chair

Date: _____