

21 July 2026 – Draft

Summonses to the Meeting of Sampford Peverell Parish Council held at the Memorial Hall, Lower Town on 21 July 2026, starting at 7.00 pm, were distributed with the agenda and posted on the website, 13 July 2026.

**Minutes of the Meeting of Sampford Peverell Parish Council
held on 21 July 2026 at the Memorial Hall**

Present:

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

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

2026/27/044/1 - Open Forum

A member of the public raised the following:

- Concerns over changes to the access to the stream by the tennis courts without any consultation with the community.
- Concerns over intimidating behaviour and verbal abuse by individuals relating to children playing in the area by the stream and the orchard.
- The Play England 'National Play Day' will take place on 5 August 2026 and there would be an event in the Play Park.

The Chair noted the comments and the text read out and noted the land in question belonged to the Sampford Peverell Recreation Ground and Village Hall Charity and was for the use of the community. The Parish Council was the Custodian Trustee.

Councillor Taylor as the Parish Council's representative on the Village Hall committee would take the comments to its next meeting.

2026/27/044/2 - Apologies and Vacancies

Apologies had been received from Councillors Harris and Williams together with Councillor Lock (MDDC) and Councillor Clist (DCC).

The Parish Council still had one vacancy.

2026/27/044/3 - Declarations of Interest

There were no declarations of interest.

2026/27/044/4 - Approval of the Minutes of the meeting of the Parish Council held on 21 July 2026

It was RESOLVED that the minutes of the meeting held on 21 July 2026 were a true record of proceedings and they were duly initialled and signed by the Chair.

2026/27/044/5 - Discussions with DCC Member Councillor Clist and with MDDC Ward Members, Councillor Westcott

Councillor Westcott had sent through her report which is given an addendum to these minutes. The key messages were:

- Local Government Reorganisation
- Emergency Planning and Hubs
- Enforcement
- Green Enterprise Grants
- Community Grants

2026/27/044/6 - 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 MacKenzie advised that he still had trees (mainly oaks) available for planting.

c) Emergency Plan

Councillor Burtin continued to work on the Emergency Plan, and a public meeting would be scheduled for the autumn to call for volunteers and members of the Response Team.

Councillor Burtin would attend the next Village Hall committee meeting to talk about Emergency Hubs.

Action: Councillor Burtin/Clerk to liaise on a funding bid for the meeting and leaflets

d) Neighbourhood Plan

The Housing Needs Survey had been completed, and the Parish Council had received the draft results. Details would be published once the report was finalised.

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 Cottrell to put onto the website. All Councillors to provide feedback.

e) Update on programme of risk assessments and safety checks

In the absence of Councillor Williams, no report was given.

Matters brought forward:

- Overgrown hedges

DCC considered the landowners would cut the hedges following the bird season.

- Planting of Christmas trees

New trees would be purchased in the autumn

- Fly tipping – reported to MDDC

Neither MDDC nor DCC could assist as the land was privately owned. Other incidents of fly tipping had been reported and removed.

- Tripping hazard

DCC had not been able to locate any area in Beaufort Close that they would report as a tripping hazard.

Clerk matters:

Action Plan

Parish Councillors were feeding information on potential projects to Councillor Cottrell and the Clerk.

Allotment Survey

Awaiting information from the Allotment Society

MDDC Asset Transfer

The expression of interest form has been submitted. A response is expected following the closing date of 30 June 2026.

Governing AI in the Public Sector

The Parish Council would consider adopting an AI Policy.

Action: Clerk to circulate possible draft

MDDC Mid Devon Local Plan Meeting

The Parish Council would attend the proposed meeting in September. This would include a review of the land put forward in the parish through the Housing and Economic Land Availability Assessment.

2026/27/044/7 - Planning

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

No consultation requests had been received. However, Councillor Taylor was considering attending the MDDC Planning Committee meeting with reference to application 26/00400/PIP.

b) decisions notified by MDDC

The following decision notice was noted:

26/00653/HOUSE – APPROVED – 10 July 2026

Proposal: Erection of a first floor extension

Location: 8 Fairfield Sampford Peverell Tiverton Devon

c) enforcement matters

No update on enforcement matters had been received other than that given in Councillor Westcott's report.

d) any other planning matters and planning correspondence

Edenstone had advised that they would not be supplying picket fencing and any requests had been dismissed by the current management team.

2026/27/044/8 - Finance

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

a) Financial figures for 2026/27

Reserve Account (Unity)

Balance on 31 May 2026	£51180.67
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Receipts

Interest	£ 225.32
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Payments

Balance on 30 June 2026	£51405.99
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Current Account (Unity)

Balance on 31 May 2026	£ 3006.51
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Receipts

01-Jun-26	The Little Park Pantry	Coffee kiosk	150.00	150.00
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Payments

08-Jun-26	B/P to: HMRC	120PF026836642412	-119.82	
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08-Jun-26	B/P to: SP Village Hall	INV 649	-15.00	
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08-Jun-26	B/P to: Susan McGeever	WAGES - MONTH 2	-416.93	
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08-Jun-26	B/P to: Pennon Water	7094258006	-138.90	
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Direct Debit (S W

16-Jun-26	HYGIENE LTD)	444844C	-42.63	
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30-Jun-26	Service Charge		-7.00	
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30-Jun-26	B/P to: Susan McGeever	EXPENSES MONTH 2	-26.00	
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30-Jun-26	B/P to: SVR Windows	PARISH COUNCIL 109	-90.00	
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30-Jun-26	B/P to: Paul Russell	IA/0321/26	-175.00	
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30-Jun-26	B/P to: Steve Taylor	PLANTERS	-36.87	
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30-Jun-26	B/P to: PaperStone	A19151-1	-131.66	-1199.81
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Balance on 30 June 2026			£ 1956.70	
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Payments made in July not shown above:

S McGeever (June wages)	£416.93
HMRC (June PAYE)	£119.82
Village Hall (meeting room – June)	£ 15.00

Authority to pay accounts rendered:

S McGeever (expenses)	£ 26.00
Parish Online (website)	£497.28
Village Hall (meeting room – July)	£ 15.00

SW Hygiene Ltd (public convenience)	£ 42.63 (DD)
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The Parish Council RESOLVED to make the above payments. Given the next meeting was not until 21 September 2026, the Clerk was delegated to make any agreed payments such as wages, PAYE and expenses required prior to that meeting.

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

The budget monitoring report for month 3 had been circulated to Parish Councillors prior to the meeting for review and approval. The Parish Council noted the budget monitoring report and the reserves for 2026/27.

b) VAT

The Parish Council noted that the VAT reclaim for 2026/27 is being undertaken.

c) Annual Clerk Review

Councillor Burt advised that a date would be set for the review in the autumn.

d) Unity Trust Bank

The new debit card application was signed at the meeting.

e) Signatories for Unity Account

The mandate to add signatories would be given to Councillor Burt and the signatures obtained.

f) Taking over responsibility for the planters

Given that there was no longer finance available from the composting group, the Parish Council RESOLVED to take over the cost of planting at a figure of approximately £100 per year.

g) External audit

The paperwork for the external audit had been submitted by the due date and acknowledgement of receipt received.

2026/27/044/9 - Reports from Councillors not considered under Item 6

a) Communications & Engagement (publicity)

Councillors Cottrell advised that there had been many positive responses to the new defibrillator cabinet.

Councillor Bartin advised that an email had been received regarding enhancing the stream area and creating a habitat together with concerns about the new signage. It was important to grow the number of people accessing the parish council Facebook page.

Councillor Bartin together with Councillor Taylor would take this information to the next meeting of the Sampford Peverell Recreation Ground and Village Hall charity.

Councillor Cottrell had circulated information for the website and feedback was requested from all council members.

b) Climate Change and environmental issues

Councillor Burt advised that he had nothing to report.

c) Public Convenience Development Group

The Clerk handed the signed two-year lease for the servery to Councillor Taylor who would have it signed by the lease holder. It could then be scanned, and both parties hold a copy.

Further anti-social behaviour had taken place at the public conveniences and given the nature of such behaviour, the Parish Council RESOLVED to fit CCTV cameras to monitor the entrance to the public convenience and the servery.

A quotation of £450.00 had been obtained and given the cost was under £500, the Parish Council RESOLVED to accept this quotation so that the work could be carried out immediately.

The Clerk advised that a CCTV policy would need to be approved and signage put up that CCTV cameras were in use.

Action: Clerk to circulate a CCTV policy to be adopted at the September meeting

The Parish Council would also look to put in place opening and closing times. Notices to this effect would be posted both at the premises and on social media.

Councillor Cottrell noted that other Parish Councils were experiencing such behaviour and were reported episodes online as well as calling for residents to report incidences online.

[Report antisocial behaviour | Police.uk](#)

It was important to advise the Clerk so a log could be built up and handed to the police.

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. The Clerk had completed the Road Warden survey and requested pothole training and the need for equipment.

- Flood Warden scheme

Councillor Burt was the Flood Warden and there was nothing to report.

- Joint Traffic Meeting

Nothing to report

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

Councillors Burt, Fasey and Williams would continue to monitor roads, pavements and footpaths/road safety.

Highways Matters:

- traffic speed survey: follow up action

Community Speedwatch Group to be set up.

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

The Clerk had contacted Devon County Council Highways regarding the process of introducing Vehicle Activated Signs in the village and a response was awaited.

Councillor Burt had attended the latest 20s Plenty meeting and provided information to the Clerk. An expression of interest would be sent to Devon County Council.

- 'no waiting at any time' Tiverton Parkway junction

The Parish Council awaited the result of the consultation.

f) Footpaths (Councillor Burt)

- map of footpaths in Sampford Peverell (leaflet)

A map of footpaths would be placed on the website.

- barrier/signage at Blackdown Vew

The results of the meeting were awaited.

- Sampford Peverell Footpath 2 Public Path Order Confirmation 2025

The order confirming the re-routing of the path had been received.

g) Defibrillator maintenance

Councillor Cottrell advised that other than the new defibrillator case, there was nothing to report.

The Globe had requested that their defibrillator be added to The Circuit. This was welcomed by councillors.

2026/27/044/13 - Brief reports from Parish Council representatives on any recent activities

a) Village Hall and Recreation Ground Charity Committee

Councillor Bartin asked that she be removed as a representative due to time constraints although she would attend meetings when possible.

Councillor Taylor felt a meeting between the Charity and the Parish Council would be beneficial and should also involve Devon Communities Together. The Clerk had written to Devon Communities Together and was awaiting a response.

b) Grand Western Canal Joint Advisory Committee

Councillor Taylor advised that he had been unable to attend the recent outing with other committee members.

Councillor Taylor advised that Mr R Radford had been put forward to receive the title of Alderman for his work as a Mid Devon District Council and Devon County Council councillor.

c) Sampford Peverell and District Twinning Association

In the absence of Councillor Harris, no report was given.

2026/27/044/14 - Matters for the next meeting

The Parish Council noted the Tree Wardens had taken down branches in MDDC's car park and the correspondence received.

2026/27/044/15 – Next meetings of the Parish Council

The date for the next meetings was:

21 September 2026

A meeting would only be called in August if a major planning applications was received.

The Parish Council RESOLVED that responding to minor applications, if necessary, would be delegated to Councillor Taylor and the Clerk.

Then:	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: _____

Councillor report Gill Westcott July 2026

Emergency Planning

One of the elements of a Parish Emergency Plan is a Community Hub which can be a resource in emergencies. Devon Communities Together has a number of free Emergency Hub kits to give away to the first 100 communities that get in touch across the county. To qualify for a free kit, there are 3 conditions:

- 1) Interested community member(s) need to attend an online workshop (on offer 22nd July 6 – 7 pm and 29th July 1 – 2 pm).
- 2) a location for an emergency hub must be identified
- 3) the community must be told about the location

There are more details here [Community Emergency Hubs | Devon Communities Together](#)

Local Government Reorganisation in Devon:

Alongside an enlarged Plymouth, and enlarged Exeter, and Torbay, all the rest of Devon will be combined in a 'Coast and Rural' unitary authority. Planning for the transition has yet to begin. Elections for the 'shadow' authorities will be held in May 27, with larger wards than district councillors have at present. In my view there would need to be a number of Area Offices so that residents have access to offices that are near to them – in the same way as when Cornwall became unitary, area offices were developed with their own planning teams and officers for local delivery of services.

Strategic Sustainability Grants

Mid Devon District Council has given out grants (£80,000) to community groups who are supporting their residents and neighbourhood to reduce greenhouse gas emissions. The grants have been allocated to a number of exciting projects, including saving species such as harvest mice, rewilding, tree planting, running Share Shops (where people can borrow kit they need occasionally, like electric drills or carpet cleaners, without having to buy them) and many other projects.

There are still **Green Enterprise Grants** for businesses to reduce their emissions.

Enforcement

MDDC has recorded 426 live planning enforcement cases in 2026/7 and has accordingly secured, on a temporary basis, a full time agency enforcement officer, in addition to the recently appointed permanent Enforcement Officer, to try to reduce the backlog. Some of those cases have already had notices served or are awaiting the outcome of appeals.