

SANDFORD PARISH COUNCIL

Minutes of a Meeting held at Sandford Community Sports Pavilion, 7.30pm, on Thursday 18th May 2023.

At a meeting of the Council held this day those present were :-

Chairman – Cllr B Fyfe

Parish Councillors - Messrs - R Stoye, J Stephens. M Snow (Left during the Meeting), R Ward, P Sandys, D Crosbie

Mesdames – E Dalton, L. Hooper, P Larcombe and S Miles

DCC Cllr M Squires

Parish Clerk Mr M Vallance

Five Parishioners

1) Election of Chairman for 2023/2024

Cllr Fyfe explained that he would not be standing again for Chairman.

Cllr Stephens was nominated by Cllr Crooke but declined the Nomination.

Richard Ward was nominated as Chairman by Cllr Sandys, 2nd Cllr Hooper, and duly elected unanimously.

He then took the Chair and completed the Acceptance of Office form both as a Parish Councillor and as Chairman.

The Chairman asked those present to take a minute's silence to remember former Parish Councillor, Mid Devon Councillor, and Devon County Councillor Michael Lee who had passed away earlier in the week.

All members of the Parish Council then completed their Acceptance of Office forms as Parish Councillors.

The Clerk reminded all of the need to complete and return their Register of Interest form, plus their election expenses declaration (Nil if appropriate), to MDDC within 14 days of becoming a Parish Councillor.

(It was agreed completed forms could be passed on to the Clerk for sending on to MDDC at Tiverton).

Neil Butterfield proposed a vote of thanks, on behalf of the Parish, to all Parish Councillors (past and present) for their service to the community.

1b) Election of Vice Chairman

Cllr J Stephens was proposed by Cllr Miles, 2nd P Sandys, and duly elected

Cllr M Snow then left the Meeting.

- Sandford Parish Council protocol – The Clerk set out the basic details including the need to submit apologies (with a reason) if unable to attend meeting, the need to Declare any Interests etc
- Standing Orders – These had been reviewed and updated in 2021 and formed the basis as to how Council Meetings were conducted.
The Clerk would send an electronic copy to all Parish Councils
- Use of emails - At the start of the meeting all Councillors had completed an electronic “Service of Summons Consent Form”.
- The recommendation for the use of emails was that Parish Councillors use a dedicated email address for Council business.
This would be discussed by the Communications subcommittee.
Alternatively, if they used their own personal email address, they should delete all emails once read.
Under DATA Protection Parish Council emails should not be forwarded on to another party.
- Training for Parish Councillors – Training Courses, including those for “Being a Good Councillor”, were provided by the Devon Association of Parish Council with the Parish Council paying the fee, plus any travelling costs. The Clerk had circulated a list of all forthcoming training courses and new Councillors were requested to choose a date, and location, and inform the Clerk who would then make the booking.
- Accessibility to the Parish Clerk – The Clerk was employed for two hours a day
- Banking arrangements/change of Signatories – Following the resignation of Cllr E Dalton the Bank Mandate would need to be amended to remove her as a Signatory.
. The Council had recently been discussing the need for a Bank Card to pay for financial transactions and had been told one of the four Signatories would need to sanction any payment by using the Lloyds Bank App.
A new Signatory, plus any updates to Parish Council banking needs, to be discussed by the Finance Subcommittee
- Communications – The Clerk for many years had voluntarily produced the News report, and updated the SPC Website and felt it was time to pass these duties on to a member of the Parish Council.
It was agreed that the Communication subcommittee would consider this matter and any other connected issues

- I. Day and venue for future meetings – It was agreed to return to the “first Thursday of the month” meeting at the Pavilion during the summer months. The previous winter Meetings had taken place at the Scout Hut and although this was a central location it did lack heating needs. It was felt any meeting point should be somewhere centrally located in the village.
- II. Election of Play Area subcommittee – Cllrs - D Hope, B Fyfe and M Snow
- III. Election of Planning subcommittee – Cllrs – D Crosbie, S Miles, P Larcombe, J Stephens and P Sandys.
- IV. Election of Finance sub-Committee – Cllrs - Miles, Hope, and Chairman (Ex officio).
- V. Projects subcommittee – Cllrs Crooke, Crosbie, Sandys. Ward, Larcombe. and Stephens with power to co-opt.
- VI. Communications subcommittee – Cllrs Hooper, Crosbie, Sandys. Ward and Stephens.

2) APOLOGIES - There were no apologies.

As they had not been inducted, as MDDC Cllrs, both Mark Jenkins. and Helen Tuffin were not present. The Clerk had been in contact and they both hoped to attend the next meeting.

DECLARATIONS OF INTEREST - None

3) To confirm MINUTES of the Parish Council meeting held on 5th April 2023

It was agreed that clarification was needed at Minute 10 (3rd paragraph).

It was agreed to replace “being diverted” with “to prevent it from being diverted”.

Once this had been recorded the Minutes were agreed and signed by the Chairman as a correct record.

Proposed Cllr Miles, 2nd Cllr Stephens, and carried.

4) To report on MATTERS ARISING FROM THE MINUTES

a) 20's Plenty Signs – Further discussion took place over the suggestions for locations, and the Signs (4) that had been selected for purchase.

It was agreed to order the signs, and in the meantime the Project Group would meet to choose locations for the signs.

b) Sandford Congregational Church – The potential purchaser of the Church, and buildings, had been in touch over their proposal to turn the Church in to a home for their retirement and had sent the following message :-

“Yes, I am in the process of buying both buildings. We don't anticipate selling the Hall in the foreseeable future, but will look to refurbish it & then share it with the Community. I fear it could be a year to 18 months though before Planning Permission & Listed Building Consent are secured, the works are completed.”

Cllr Crosbie agreed to contact the agents (Winkworths in Crediton) to clarify the position.

c) 2023 Coronation of HM King Charles – (Report of final working party meeting).

Judging by the feedback from the Parish the 2023 Coronation Celebrations had been a huge success.

Prior to the weekend the Chairman (Brian Fyfe) and the Clerk had visited Sandford School, had been met by Ed Nicholls (Head), and had toured the classrooms handing out the wild flower seed packets for planting.

Saturday 6th May - Coronation Day “Ring for the King” at St Swithun's.

Sunday 7th May 9.30am Coronation Church Service at St Swithun's followed by Tree Planting.

Monday 8th May 1.00pm Boundary Walk and Coronation Beating the Bounds (Part 1) followed by Coronation Tea with musical entertainment.

It was agreed to donate £60 to Beacon Church towards the Celebration cake, and £50 to St Swithun's towards the printing of the Coronation hymn sheets.

Proposed Cllr Miles, 2nd Cllr Stephens, and carried.

Cllr Crooke proposed a vote of thanks to all who had helped make the Celebrations such a success.

d) Shute Stream - DCC Cllr M Squires advised that the task of clearing the stream was already on the list of items to be dealt with by DCC.

Cllr Stephens and other members of the Parish Council agreed to undertake the much needed clearing out of the Stream.

e) Weavers Way – Gifting of Land, ownership of the new path from Furlong’s footpath to Weavers Way.

Cllr Stephens had been in contact with Belfield Developments over the gifting and conveyancing. This was an ongoing process and an update would be given at the next Meeting.

Discussion turned to who the land should be “gifted to”.

Cllr Stephens has been discussing this matter with Charlie Werner (Chairman Sandford Millennium Green).

Steve Mc Culloch was also present and gave a short report on his dealing over this matter

After discussion it was felt that it would be more beneficial for the land to be “gifted” to the Parish Council and for it to be Managed by the Millennium Green.

It was reported that the Open Space at the top of the site would be managed by the future Weavers Way Management Committee.

Discussion then turned to the construction of the promised path from Snows up to the Furlongs footpath.

Cllr Stephens felt these costs could be covered by S106 funding or money taken from this development already ear marked for the Crediton Clean Air Fund.

The Parish Council felt that it had already been established and agreed that Belfield Developments would pay the cost of the footpath construction as part of the S106 agreement.

It was understood that the S106 agreement was still waiting to be signed off.

It was agreed that the Clerk would contact both Adrian Devereaux (MDDC Planning). and also, the MDDC S106 funding team for clarification of the current position.

Once this was established a joint meeting with Sandford Millennium Green could be held to discuss the way ahead.

5) MATTERS REPORTED ON THE PARISH COUNCIL WEBSITE PLUS MATTERS REPORTED TO THE PARISH CLERK Matters reported included pot holes West Sandford to the New Buildings Road (as previously reported), water still running down the hill into the Village from Bawdenhayes (as previously reported), road surface at Lodge Corner and on the rumble strips at the entrance to the Village.

6) OPEN FORUM – No matters were raised.

7) POLICE MATTERS – No new matters reported

8) REPLIES

- a) Belfield Developments – “Gifting of land” - 8 (b) from Belfield Developments had emailed the Clerk with the following message. **Discussed at item 4 (e).**
- b) St Swithun’s PCC – A letter of thanks for the donation towards Sandford 500 Celebration costs had been received.
- c) Richard Spurway (DCC Footpaths) had sent an update on the Weavers Way footpath future ownership. The Path can be dedicated and adopted by DCC as a PROW.

Tania Weekes (PROW) was dealing with the legal paper work and would contact the Parish Council in the near future.

9) CORRESPONDENCE

- a) DCC Highways – Notice had been received of a Road closure Signpost corner to Stonehill Cross (29 May to 2nd June 2023)
- b) Vision ICT Ltd – A “Website MOT” was being offered at a cost of £100.
It was agreed that Website matters could be discussed by the Communications Subcommittee when they met.
- c) Valuation Agency – A request for information Sandford Community Sports Pavilion and the Clerk had responded.
- d) K Lanyard had sent a copy email regarding planning issues in New Buildings.

10) SANDFORD COMMUNITY SPORTS PAVILION & PLAY AREA

- a) Litter bin at Creedy View – A suggestion had been made for the removal of the current bin (Percy Penguin). ROSPA had already advised that it was located in the wrong location. Discussion took place over the design of any bin replacement. Currently the bin is not emptied by MDDC a Volunteer was suggested to take on this task.
- b) ROSPA review

It was agreed that these matters could be discussed by the Play area Subcommittee when they met.

11) RECEIVE REPORTS FROM COUNCILLORS & WORKING GROUPS

DCC Cllr M Squires advised that County Council had been awarded Funding to support walking and cycling routes. She hoped that Sandford might be able to obtain some of this funding.

The County Council were also discussing poor Broad Band and were hoping to arrange a meeting locally to discuss this matter.

12) PLANNING

23/00358/NMA The Cobbles Church Street Sandford

Non material amendment to allow changes in window, door and change rood covering to corrugated sheeting

22/01240/FULL Langland's Farm New Buildings

Erection of 5 dwellings following demolition of existing barns (Revised scheme)

Following Refusal this application had gone to appeal.

13) RECEIPTS AND PAYMENTS

Receipts

MDDC Half year precept payment	£16586.00
Lloyds Bank Interest (April 2023)	£15.69
National Grid Wayleave	£4.76
Coronation Mugs, donations etc	£70.00
HMRC (Vat refund)	£4.00

Payments

Mr M Vallance (Salary) £557.00. Coronation expenses £165.37 (Selfie frame, banner, flags. Bunting, scrapbook, photos etc)	£722.37
Beacon Church (Donation towards Coronation cake)	£60.00
St Swithun's Church (Donation towards printing Coronation hymn sheets)	£50.00
Mr B Fyfe (Coronation tree planting) reception)	£18.00
Devon Association of Local Council (Renewal of Membership)	£343.69
Vision ICT Ltd (Renewal of Hosting SPC Website)	£182.86
Steve McCulloch (Grass cutting)	£133.25
Sandford Scouts (Hut hire)	£50.00
Cheques signed by Cllrs Miles and Stephens	

14) Presentation of Sandford Parish Council to 31st March 2023 /Completion of Annual Return (AGAR).

The Clerk presented the Accounts for the year ended 31st March 2023 showing a year-end balance of £25,657.20.

Following questions, the accounts were then Adopted by the Meeting.

Proposed Cllr Fyfe, 2nd Cllr Stephens, and carried.

The Chairman and Clerk then signed off the accounts and the Annual Return for 2022/2023 (AGAR).

The Accounts would now be Audited both internally and externally.

16) Any other business

a) 2023 Best Garden contest

b) The Chairman made a suggestion for a Sandford Awards scheme be introduced to recognise service to the Parish by individuals.

17) Date of next Meeting – 1st June 2023 (Sandford Community Sports Pavilion)

There being no other business the Chairman closed the meeting at 9.45pm.

Sandford Coronation Celebrations 2023

Income

Sandford PC Activities
funds £312.62

Sandford Parish Council
funds £147.76

Donations £50.00

Mugs Sold £20.00
Shop x
6 £42.00

Expenditure

Banner & selfie frame £64.40

Seed packets £142.95

Hymn Sheets £50.00

Donation towards cake £60.00

Tree £70.76
(Paid from main Parish Council funds)

Plaque £77.00
(Paid from main Parish Council funds)

General expenses £57.57
Flags, bunting, cards, etc
etc

Fizz for tree planting £18.00

Scrapbook £19.39

Photos £12.31

Mugs Nil

Parish Clerk hours 43.5 No charge

TOTAL £572.38

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