

SANDFORD PARISH COUNCIL

Minutes of a Meeting held at Sandford Parish Hall, 8.00pm, on Thursday 6th July 2023.

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

Chairman – Cllr R Ward

Parish Councillors - L. Hooper, P Larcombe, S Miles, M Snow, P Sandys, D Crosby, D Hope, B Fyfe and J Stephens

DCC Cllr M Squires MDDC Cllr M Jenkins

Parish Clerk Mr M Vallance Two Parishioners

“A moment of quiet reflection”

1) Chair’s opening remarks and “Proposal for future Working”.

Cllr Ward distributed a copy of a schedule setting out his vision and suggestions for the future administration of the Parish Council.

There were three headings and an explanation was given for each of these.

- Where are we Now ?
- Progress
- First Steps – This heading included a proposition that the Parish Council should purchase Microsoft Teams to make communication more effective.
The cost would be approx. £1400, plus a setting up charge of £450, and proposals for funding were considered.
Discussion took place over whether this could be seen in operation in another Parish Council ?
Cllr Ward advised that Crediton Town Council used a similar programme.
It was proposed by Cllr Crosby, 2nd Cllr Hooper, and agreed that the computer package should be purchased (RW)

(Copy of Schedule see Schedule Appendix 1

Details of a proposed suggestion for an “Team Building Away afternoon” came under discussion and Cllr Ward agreed to progress this matter. (RW)

2) APOLOGIES – MDDC Cllr H Tuffin Councillors Crook and Stoye

DECLARATIONS OF INTEREST - None

3) The MINUTES of the Parish Council meeting held on 1st June 2023, which had been circulated prior to the Meeting, were confirmed and signed by Vice Chairman Cllr Stephens who had Chaired the Meeting.

Proposed Cllr Crosby, 2nd Cllr Snow, and carried.

4) To report on MATTERS ARISING FROM THE MINUTES (Not on the Agenda)

a) 20's Plenty Signs – These had now been erected and thanks were recorded to Cllrs Sandys and Crosby for undertaking this task.

b) Sandford Congregational Church – The Clerk had been informed that Contracts had been exchanged, and the sale would go through “within in the next 7 days”.

c) Shute Stream – A start had been made to clear the vegetation at which time it had been found that further work was needed to remove the debris in the stream to bring it back to its correct level to avoid future flooding.

It was agreed to engage machinery to carry out this week and a Budget of £150 was agreed Proposed Cllr Sandys, 2nd Cllr Crosby.

Cllr Stephens agreed to organise this. (JS)

d) Weavers Way – Gifting of Land / S106 / Crediton Clean Air Fund – Dealt with under Planning (Item 9).

e) Donation in memory of Michael Lee – An amount of £45 was agreed and this would be split between Devon Air Ambulance, St Swithun's Church Sandford and Hospiscare.

Proposed Cllr Stephens, 2nd Cllr Snow, and carried. (MJV)

f) Coronation walk certificate – Mike Brett had produced a sample certificate and this was agreed to be used for presentation to the 40 approx. Walkers who had taken part. It was agreed that Cllr Fyfe as Chairman at the time should sign the certificates. (BF)

The Clerk produced a framed print of the Planting of the Coronation tree (frame £6) and it was hoped to find a home for this at St Swithun's. (MJV)

It was noted that the Coronation tree had died and the Clerk agreed to contact the Nursery to ask them to provide a replacement for planting in the Autumn.

Cllr Snow was thanked for planting wild flowers seeds below both the two Royal trees and these were now in flower and receiving many complimentary remarks. (MJV)

5) MATTERS REPORTED TO THE CLERK – The ongoing issue of Dogs on the Playing Field was once again becoming a problem.

It was agreed this was not helped by the lack of up-to-date signage which the Play Area Committee agreed to investigate.

At the same time MDDC would be asked for an update on their 2022 Byelaw to exclude dogs from ALL Playing Fields in the District. There had been the promise to supply the necessary signage. (MJV)

6) OPEN FORUM - No matters raised.

7) WORKING GROUPS / COMMITTEE FEEDBACK

Proposals for adoption of Terms of Reference and status reports.

a) Planning – A Meeting was confirmed for 17th July at the Pavilion at 8.00pm to discuss the Terms of Reference, plus current planning applications.

The agenda would be posted on the SPC Website.

b) Finance – A Meeting had taken place on 3rd July at which the Terms of Reference had been agreed.

These were discussed and formally Adopted by the Parish Council – Proposed Cllr Miles, 2nd Cllr Sandys, and carried.

At the Meeting a review of the SPC List of Assets had been discussed together with the current List of Reserves.

A recommendation had been made to pursue the suggestion for the Parish Council to change to “Online Banking” and this was being discussed with Lloyds Bank.

The Parish Council unanimously agreed to this recommendation. (MJV /SM)

The Minutes had been posted on the SPC Website.

c) Play Area – the Terms of Reference had been agreed, and an update report on current issues had been circulated.

The Terms of Reference were discussed and formally Adopted – Proposed Cllr Fyfe, 2nd Cllr Snow, and carried.

The next phase, subject to funding (approx. £20K), would see the provision of a basketball area adjacent to the Play Area. (DH)

Cllr Hope was making enquiries over possible sources of funding.

As this was a King Georges Field, which had charitable status, it was agreed to ask (KGF) if they could suggest any possible sources of funding ? (DH)

The ROSPA report was being followed up by the Committee..

d) Communications – The Chairman had agreed the Terms of Reference and a Meeting was due to take place.

It was accepted that this was one of the Parish Council Committees that could co-opt extra (non-Parish Council) members.

e) Projects – Meeting still awaited.

f) Staffing matters – A Meeting would be set to discuss the proposal to update the Parish Clerks Contract of Employment.

Cllrs Fyfe and Larcombe had agreed to serve on this Committee. (BF/PL)

STANDING ORDERS – It was pointed out that certain items included in the various Terms of Reference were referred to in the current SPC Standing Orders and these would need to be reviewed and updated.

Cllr D Hope left the meeting after these matters had been discussed.

8) COMMUNICATIONS

i) Nick Unstead had written requesting 20s Plenty Signs (4) for New Buildings.

This was agreed and a further four Signs would be ordered. (MJV)

ii) D. Day Beacons (80th Anniversary) – Notification had been received of this Anniversary on the 6th June 2024 and it was agreed to discuss, in due course, as to whether Sandford would light a Beacon for this event ?

iii) South West Water – Notification had been received of a road closure Signpost Lane corner to Stonehill cross (18-20 September 2023).

iv) DCC – Notification had been received of a road closure 25 August (max of 5 days) – Church Cross to Lamb Inn Sandford.

v) Keith Stanlake had written on “Village matters”.

This included issues over the lighting at Orchard Close which the Clerk had referred to DCC Highways.

Also, ongoing highway issues including potholes, and the Rumble strips at the entrance to the Village.

DCC Cllr M Squires suggested that current highway issues could be discussed with Steve Tucker (DCC Highway) who was due to visit the Village.

A provisional date had been set for 25th July, and the Clerk was asked to submit details of current issues for inclusion. (MJV)

c) Replies

i) PKF Littlejohn (External Auditors) – Acknowledgement of annual return (AGAR) for 2022/2023 had been received.

d) Police matters – No new matters raised.

9) PLANNING

23/00955/FULL Woodparks Barn Copplestone *

Change of use of office building into dwelling with associated access, parking and landscaping

22/00667/HOUSE Mortimores New Buildings *

Erection of shed following demolition of existing sheds

23/01027/FULL Land and buildings Sandford NGR 282353 103682 (Road from Signpost Lane to Stonehill Cross) - Change of use of redundant light industrial building and conversion to a dwelling *

*A Planning Committee meeting was set for 17th July 2023, 8.00pm, at the Sandford Sports Pavilion to discuss these applications plus any others received.

Notice had been received of :-

Certificate of Lawfulness 23/00685/CLP Higher Woolsgrove Sandford

Installation of secondary glazing, 3 sets of French windows and glazing to main front door

21/00276/MFUL Fanny's Lane Sandford Erection of 13 dwellings to include associated landscaping, public open space and infrastructure

Further discussion took place on the current position of this development and DCC Cllr M Squires declared an interest and left the room whilst this was discussed.

S106 / Crediton Clean Air Fund – The S106 agreement had still not been Signed off.

Sandford was NOT included in the area covered by the Crediton Clean Air Fund.
The possibility of Sandford obtaining some of this funding for the proposed Cycle/Pathway from Sandford to “Libetts Grange” was still being pursued. (RW)

Conveyancing of the “Gifting” of the land to Sandford Parish Council – The Chairman had selected one of the three quotations that he had obtained, (Gilbert Stephens in Crediton), and passed these details to Belfield Developments.

(Whilst dealing with this it was agreed to ask Gilbert Stephens to establish ownership of the grass verge at the far end of “Meadowside” ?) (RW)

The current map showing exactly the piece of land being “gifted” was circulated and it was confirmed that this did not include any other parts of the Development. such as the Ha-ha and the Public Space. which would be managed by the Weavers Way Management Committee.

Cllr Stephens was meeting Charlie Werner to discuss the proposal for Sandford Millennium Green to administer the land on behalf of the Parish Council. (JS)

Outstanding planning issues - A Site Meeting was set for the next day 7th July meeting in the Parish Hall car park at 6.00pm.

10) RECEIPTS AND PAYMENTS

Receipts

Lloyds Bank (June Interest)	£20.41
Sandford AFC (Drainage works)	£524.69
MDDC (S106 funding)	£16278.00
DCC (Parish Footpaths)	£570.00
Coronation donations	£30.00
Suez Community Grant (Play area)	£9802.00

Payments

Mr M Vallance (Salary) £557.00, Holiday Pay £669.20, Use of Home £54.00,	
Expenses to include postage, stationery, ink cartridges, and cards £191.74	£1417.94
Steve McCulloch (Grass cutting) £117.88 + £138.38	£256.26
Chris Cole (Internal audit)	£70.00
DALC – (Delegate attendance at Being a good Councillor x 1)	£90.00
Mr M Vallance (Salary due 3 rd August 2023)	£570.00
Mr D Crosby (20 mph signs)	£63.17

Cheques signed by Cllrs Snow and Stephens.

11) Roads and footpaths

a) Cllr P Sandys - Parking off the Square, Rumble strips, and yellow lines. These matters would be discussed at the Meeting set for 25 July with Steve Tucker (DCC Highways)

An update would be given at the 7th September of these items and any others raised.

b) Cllr R Ward - It was agreed to accept a Proposal to Adopt the Benches in Sandford Square. Proposed Cllr Hooper, 2nd Cllr Sandys, and carried. (RW)
Concern was expressed over possible vandalism, also Insurance implications as these were on the cobbled footpath. (MJV)

12) Any other business

a) It was agreed to pursue a proposal put forward by Cllr Ward to commission a Sandford Flood Plan.

It was pointed out that the Parish already had an Emergency Plan (2013) which was in need of updating. (RW)

b) Cllr Ward proposed an annual “Local Awards” scheme to recognise services given by Parishioners.

It was agreed he should explore this idea and if agreed these could be awarded at the Annual Parish Meeting. (RW)

c) The Parish Council would now go into the Summer Recess until September

A possible meeting if needed would be convened, in Mid-August, to discuss any urgent matters.

13) Date of next Meeting – 7th September 2023, 8.00pm, Sandford Parish Hall

There being no other business the Chairman closed the Meeting at 9.59pm.