

SANDFORD PARISH COUNCIL

Minutes of a Meeting held at Sandford Parish Hall, 8.00pm, on Thursday 4th April 2024.

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

Chair Cllr J Stephens (Vice Chairman)

Parish Councillors P Larcombe, S Miles and L Hooper. J Crooke, B Fyfe, M Snow, R Stoye, David Crosby and P Sandys.

MDDC Cllr M Jenkins Four Members of the Public (two part of the meeting)

Parish Clerk Mr M Vallance

- 1) In the absence of Cllr R Ward Cllr J Stephens (Vice Chairman) took the Chair and welcomed everyone to the Meeting.
- 2) Apologies - MDDC Cllr H Tuffin. DCC Cllr M Squires. Sandford Parish Councillors R Ward and D Hope.
- 3) Declarations of Interest – None
- 4) The MINUTES of the Parish Council meeting held on 7th March 2024, which had been circulated prior to the Meeting, were confirmed and signed as a true record.
Proposed Cllr Sandys, 2nd Cllr Stoye, and carried.
It was agreed to put a file in the Post Office containing paper copies of SPC Minutes MJV
- 5) Open Forum – No matters raised.
- 6) Matters Arising :-
 - a) Annual Parish Meeting 28th March 2024 – This had been a great success.
Thanks were recorded to the Chair Richard Ward for coordinating the Sandford Recognition Awards. At the start of the Meeting Certificates had been presented to those nominated :-

Steve McCulloch	Green work
Di Martin	Green/shop/weeding
Margaret Phillips	200 Club and charity fund raising
Steve Voysey	Sandford AFC
Francis Warren	Sandford AFC
Chris O'Connor	Sandford Scene FC Page
Chris Theedom	Sandford Cricket Club
Strawberry Fair Team	FOSS
Volunteers	Sandford Stores

Not present – Jean Hope Care given (St Swithun's), Seb Pope Quiz night/charity fund raising (at the Lamb Inn)

- b) Update on Sandford Flower Show - Councillor Stephens reported on a very well attended AGM that had taken place on the 22nd March 2024. It had been agreed to revive this Event, with a shortened Schedule, and would take place on Bank Holiday Monday 26th August. Officers Elected Chairman Fredereik Maddock, Secretary Karen Stephens, Treasurer Dave Hope, and Show Secretary Linda Griffin. Cllr Stephens reported that the New Committee were in need of funding to cover expenses e.g. Printing of Schedules. Hall costs etc. At the Meeting it had been suggested that the Sandford Sports Pavilion be used for Flower Show Committee Meetings and this was supported by SPC Councillors present, and the first Meeting was set for 8th April 2024.

Committee and Sub-committee feedback and Review of Committees

- a) Planning Committee – A site meeting had taken place to consider the Planning and LBC applications for Sandford Congregational Church. Following which comments had been agreed, and submitted to MDDC Planning. **SEE APPENDIX 1**

Discussion took place on the issue of how SPC dealt with Planning Applications. Cllr Crosby did not feel there was a need to for these to be discussed by the Full Council. He felt that the Planning Sub Committee should meet mid-month to discuss these, and bring their comments to the Monthly Parish Council Meeting. Members of the Planning Committee felt that there was a need for the Full Council to be Consulted over major applications like Sandford Congregational Church. Also, the arrival of Planning Applications could not be predicted and when they did arrive there was a limited 21-day window to respond when it might be necessary to arrange Site Meetings. There was also a need for the Planning Committee to be Quorate in accordance with their Terms of Reference.

- b) Finance Committee – Meeting to be arranged
- c) Communications Committee Proposal **SEE APPENDIX 2**

Proposal – To accept and implement the suggestions made by Cllr D Crosby.

- i) Microsoft 365 -Sharepoint – This would enable the Parish Council, and the Clerk, to store and share emails, documents etc
- ii) gov.uk email addresses – All Parish Councillors would have the option to have the option of a gov.uk email address
- iii) Proposal for upgrading Parish Council Website Hosting

Councillors Crosby and Sandys had only recently attended a Training Course on the OLD Website at a cost of £300

Vision ICT Ltd were now offering to Upgrade the current Website for a cost of £450. It was felt that they must have known when the Training Event took place this offer was in the pipeline. It was agreed to accept the Upgrade Offer and request a credit towards the cost from the £300 already paid to Vision ICT Ltd.

After discussion it was formally agreed to accept ALL these proposals/suggestions.
Proposed Cllr Snow, 2nd Cllr Hooper, and carried.

A Training Event was suggested to show how Microsoft 365 -Sharepoint worked and this was set for 16th April, 8.15pm, at Sandford Parish Hall.

- c) Play Area Committee – The 2024 ROSPA Report had been received. The recommendations had been discussed and were now being implemented.
Andy at Ministry of Play had been asked to attend to these matters.
It was felt that some of the Equipment that was found to be in need of attention had only been installed in the “last 12 months”.
Cllr Miles pointed out the need for a regular Safety Review of ALL Play Equipment at both Sites.
Cllr Hope had sent details of Updated signage for the Playing Field
- d) Projects Committee - Meeting planned for 23rd April 2024.
- e) Staffing Matters - The meeting set for 25th March 2024 had been postponed and a further date would need to be arranged.t
- f) D Day 80 6TH June 2024 – A Working Party Meeting had taken place on the 26th March 2024 when a draft Programme of Events had been discussed and agreed. **SEE APPENDIX 3**

The Programme and finance were discussed and it had been agreed that once again this would be a Free Event for all Parishioners to attend. The Hog Roast would be sold at Cost.

It was suggested that the Parish Council could pay for the cost of the Band (£300), and the Community Bus (£100) to transport Parishioners from Sandford to Beacon Church and return again at the end of the evening.

It was agreed to put this proposition on the Agenda for the next Meeting.
Proposed Cllr Larcombe, 2nd Cllr Sandys, and carried

7) Planning

24/00483/FULL St Swithin Church Back Lane Sandford

Variation of Condition 2 of planning permission 22/01445/FULL – Alterations to cobbled footpaths and erection of hand rails – to allow additional plans and Schedule to include an additional path

RECOMMEND APPROVAL

24/00226/FULL Sandford Congregational Church
Conversion of Church to Dwelling

SITE MEETING HELD – COMMENTS SUBMITTED TO MDDC - See appendix 1

24/00227/LBC Sandford Congregational Church

LBC for consent for repairs and conversion of church to dwelling

SITE MEETING HELD – COMMENTS SUBMITTED TO MDDC - See appendix 1

24/00335/LBC Little Combe Lancey Sandford – LBC for the replacement of 2 upper windows with same style/finish and double glazing

NO OBJECTION

Revised plans 23/01504/FULL Land and Buildings at Welland Down Farm Sandford
Conversion of 3 redundant barns to dwellings

PREVIOUS COMMENTS TO STAND

My Ref: 24/00448/FULL & 24/00531/FULL (Long Barn) Crediton - Erection of roof to cover manure store

NO OBJECTION

24/00036/FULL “Roxgates” New Buildings- Erection of an agricultural livestock building revised drawing and additional information

PREVIOUS COMMENTS ON “Roxgates” PLANNING APPLICATIONS TO STAND

Refusal of permission

24/00239/NMA St Swithin Church Back Lane Sandford – PROPOSED NON-MATERIAL AMENDMENT Proposal: Non-Material Amendment to 22/01445/FULL to allow addition of part of Path B to scope of works.

8) Items for Discussion / Proposals:

- a) Village Spring Clean date – This was provisionally set for 20th April 2024.
- b) Use of the Sandford Community Sports Pavilion – Issues had arisen, with Sandford AFC, over the use of the Pavilion by Sandford Parish Council.
This was despite an acceptance that SPC would have its use on a Monday evening. Sandford AFC were now saying as the Main User it was at their discretion who used the Pavilion.
Due to a wet Winter, they had Matches to catch up on some of which would take place on Monday evening.
The Clerk had responded to say that SPC were flexible and this was not a problem. Cllr Stephens pointed out that Sandford AFC were not entitled to “Exclusive Use” as funding, from the National Lottery and S106 monies, stipulated that the building was for “Community Use”,
It was resolved to call for a joint meeting with SPC and Sandford AFC to resolve this issue.
At the same time the issue of the “Portable Dugout” remained outstanding and the Clerk was asked to point this out to Sandford AFC. **MV**

9) Council Feedback

- a. Mid Devon District Council – Cllr M Jenkins gave an update on the “Crofts Parking Review.

Mid Devon Housing had written to all Residents at Crofts (28th March 2024) setting out their proposals.

Of the eight options, one that had suggested the installation of “Herring Bone” parking spaces at “St Swithun’s Gardens but this had been dismissed.

Just two of the eight options had been put forward and these were :-

- “Provision of an additional three spaces (1 space on the grassed area in front of number 20. 2 spaces next to number 30 bungalow and opposite number 5”.
- Parking Area at the top of “Crofts” - “Mark up bays” located at the Top of Crofts in line with latest guidelines (2.4m x 4.8m) to allow another approx. 15 spaces”

A Questionnaire was included with the letter and this had to be sent back to MD Housing by 19th April 2024.

It was noted that MDDC were arranging a Parking Review Drop-in Session – 17th April, 4.00pm to 6pm, at Sandford Parish Hall.

Residents Meetings – Cllr Jenkins agreed to arrange this.

- b. Devon County Council - Cllr M Squires not present.

10) Correspondence

- a) PKF Littlejohn LLP had written to give Notice of their appointment as External Auditor for 2023/2024.
- b) Sarah Wheedon from East Village had written with details of their efforts to obtain a Defibrillator.
The Clerk had already made two applications to secure funding.
- c) ROSPA Inspection report 2024 – This had arrived and was already being implemented.

SEE MINUTE Committee and Sub-committee feedback and Review of Committees Item C.

- d) Mr and Mrs Trick had written to advise that although there appeared to be no Legal paper work confirming their responsibility, they were arranging for the footpath wall to be repaired at the entrance to the Furlongs Footpath from Rose and Crown Hill.
The Clerk advised that DCC PROW were already investigating the ownership of the Boundary wall further along the Footpath below “Park House” as the owners said it was not their responsibility.
- e) Mrs S Molesworth had written complaining over the littered area around the Shute Stream.
- f) Nick Silk had enquired over access to the SPC Website Diary of Events ?
As this was part of the refurbishment of the SPC Website this was not yet available yet. Once it was the Communications Committee would need to agree what type of “Events” should be included.

Replies

- a) CAB/Mid Devon Mobility had both sent letters of thanks for their recent Donations.
- b) Colin Clark – East Village planter – SEE ITEM 14

- c) Clare Sutton the MDDC Conservation Area Officer had responded to the issue of the “Weavers Way” Ha Ha. *“I have discussed the matter with Adrian Devereaux MDDC Planning Officer and seen photographs of the current situation and as it was previously. From what I can see, the ha-ha has not been buried or deliberately concealed, but vegetation has grown up around it (as is often the case at the edge of development sites prior to their completion), and the earth has been engineered and raised behind it. I understand this was on the approved plans. While I would rather see the wall repaired rather than removed, it is not a recognised heritage asset, and cannot be seen on the Devon Historic Environment Record. The alteration of the ha-ha to prevent accidents on any publicly accessible right of way appears to be a sensible precaution which the County PROW Officer is happy with. It may be that more significant clearing of vegetation is the developer’s intention at the end of the build, which would be encouraged. At present, I cannot see a breach of planning control or harm occurring to a heritage asset to the extent that the council’s enforcement team could be involved”.*

It was felt that the Parish Council had to accept the position.

- 11) Matters reported to the Clerk** - These included the current Flooding/Blocked drains/Potholes. Dave and Jack Munday had cleared out the drain on Fannys Lane and Dave Munday had cleared out the drain in the Square.
A vote of thanks was recorded to them both.

- 12) Police Matters** – It was reported that a Quad bike had been stolen in the Parish recently.

13) Receipts & Payments

Receipts:

Lloyds Bank Interest (March 2024)	£16.55
Lloyds Bank Compensation	£57.00

Payments:

Community First (Additional insurance cover for play equipment)	£131.23
Cheque Signed mid-month 18 th March by Cllrs Snow and Stoyle	
MDDC – Creedy View car park (Non domestic rate Bill) £823.35	
Less Small business relief £823.35	£0.00
Sandford Millennium Green (Donation for Weeding 2023)	£200.00
Mr M Vallance (Salary) £604.33 Use of Home as Office ¼ £54.00	
Postage £8.40 plus Postage (in advance of price increase) £44.00	£717.86
ROSPA - Play area inspections	£357.60

Cheques signed by Cllrs Miles and Snow

14) Councillors Forum

- a) Cllr Stoyle produced a schedule from residents at East Village, with drawings and costings, for a Gateway Planter proposed to be erected at “Prioriton” at the entrance to East Village.

It was agreed to place this item on the Agenda for the next Meeting.

Next Meeting May 2nd 7.30pm Sandford Community Sports Pavilion.

APPENDIX 1

**24/00226/FULL Sandford Congregational Church
Conversion of Church to Dwelling**

**24/00227/LBC Sandford Congregational Church
LBC for consent for repairs and conversion of church to dwelling**

NO OBJECTION subject to :-

a) **Parking in Chapel Court**

There is concern over the proposed use of the narrow entrance to Chapel Court for parking for two cars. This would involve driving along and across the pedestrian access to the cottages in Chapel Court. There is no turning room and so a vehicle having driven into Chapel Court would of necessity have to reverse back onto the road in so doing crossing the both the pedestrian access and the pavement. There is no splay and the driver and pedestrians using the pavement would have a restricted view of the other. This is a regular pedestrian route for village children to and from the Primary school, many of the children being unaccompanied by an adult. Accordingly, there is concern that reversing a vehicle onto the road would be very hazardous. Although the building has an annexe with a garage door over the last decades it has only been used for storage.

b) **Parking/Stopping of delivery vehicles in the road.**

There is concern over vehicles connected to the conversion works e.g. delivery vehicles, blocking the use of the road for any length of time. The road is very narrow, only one vehicle width and visibility for any driver turning into it from the higher end extremely limited until they are committed to make the turn. Once in the road a driver faced with the road blocked by a stationary vehicle would have zero visibility reversing onto the main road making it a dangerous manoeuvre. Accordingly, it is considered that stopping needs to be restricted to allocated short windows.

Appendix 2

Communications Committee Proposal

To allow the Communications Committee and the Parish Council to operate properly and efficiently, the Communications Committee propose the following are required:

1. One subscription to Microsoft 365. This will be owned and operated by the Parish Council and will provide file storage and sharing capabilities.
2. Purchase x3 (three) Gov.uk email addresses, for Richard Ward, Paul Sandys and David Crosby.
3. Permission to upgrade our website hosting, with Vision ICT, moving the operating platform to WordPress.

Key reasons for each request:

Microsoft 365 – SharePoint

- This will mean all Parish Council information can be centrally stored & easily accessed by all members of the Parish Council. Permissions can be set, controlling file access.
- Individual files will be created to cover all topics within the Parish Council. Each topic, committee or activity having its own file and sub files, so information can easily be accessed, on any topic.
- It will allow for easy collaborative working on projects.
- Moving forward it will leave an ongoing and in-depth record of all activities, which would be accessible to any new members of the Parish Council.

Annual Cost: Office 365 Secure Business Professional annual licence £191.88 (paid monthly) or £107.88 as a one-off payment (2024/25 Precept Budget allowance for “Microsoft 365” of £950).

Gov.uk email addresses.

- To comply with the best practice guidance from NALC & DALC regarding the use of emails addresses.
- To give clarity and reassurance to email recipients, letting them know that any emails received are official.
- For improved security, as the email addresses are the property of the Parish Council and once a councillor leaves the address can no longer be used.
- To allow a Google account to be opened in the name of the Parish Council, which will provide a calendar facility, which will be used on the website.
- To allow the opening of an official Sandford Parish Council Facebook page, to help with community engagement and to drive traffic to our web site.
- To prevent any issues if any freedom of information requested were submitted to the Parish Council.

Annual Cost: £54 (£18 each licence) plus VAT (2024/25 Precept Budget allowance for “development of existing website” of £650).

Website upgrade

- To allow us to develop the web site, in accordance with our earlier agreement.

Annual Cost: £450 plus VAT (2024/25 Precept Budget allowance for “development of existing website” of £650).

Budget

The costs above are all within the precept budget for 2024 / 25 which we agreed at our January meeting and are indicated in brackets.

D. Crosby

APPENDIX 3

SANDFORD PARISH COUNCIL

D DAY 80TH Anniversary Beacon Lighting held at “Cross Barton” Sandford on 6th June 2024

Present John and Angela Crooke, Jim Stephens, Pamela Larcombe, Richard Stoyle, Georgina Ford and Malcolm Vallance.

1) Apologies - Shuana Miles

2) Time and Venue - Gates at Beacon Church open at 6.00pm with free entry
6.30pm - Brian Warren would open the evening by welcoming those attending

Parking – Offers had been received from Jim Stephens, Richard Stoyle and Paul Sandys

7.30 – Kevin Payne the Crediton Town Crier had been invited to read the D Day Proclamation.

3) Lighting of the Beacon 9.15pm

The Lord Lieutenant’s Office had already agreed to send along one of their Deputies.

It was also agreed to invite Dom Dunn as an ex-Service Man

Terry Petherick also to be invited who was allowing use of the Beacon Field

9.00 - Mike Davis to be invited to read the International Tribute and Janet May/Nigel Guthrie to be asked to say a few words followed by a Minutes silence. The end of the Minute to be signalled by Ady playing the Last Post after which the beacon will be lit at 9.15 to coincide with the lightings on the Normandy Coast.

4) Catering

It was agreed to Book a Hog Roast (the same firm as used for the Platinum Jubilee) at a cost of £1300 .This would provide 200 portions sold at Cost £6.50 s portion.

Vegetarian option to be offered.

Like the 2022 Jubilee Celebration there would be free refreshments cakes and traybakes, and hot drinks and Squash.

Sausage rolls were suggested for Sandford School pupils

There would also be a Cider Bar.

5) Entertainment

Sandford School had agreed to provide some musical entertainment.

Ady Nuthall and The Holly Water Stompers would perform twice during the evening

Copplestone Community Choir had been invited to perform

6) Community Bus - The Clerk agreed to book the Community Bus to take passengers from Sandford to Beacon Church early in the evening and take them back at the end of the evening

- 7) Publicity – I was agreed to have a Banner, ask for a page to be included in the Crossing, and send out flyers to all homes in the Parish
- 8) Expenses – These would include the cost of the Band. The banner, flyers, possible hymn sheets for a possible Day 80 Service. Community Bus
- 9) Other Matters
 - a) First Aider needed
 - b) Pamela Tilney Ellis has offered to pay for one of the D Day 80 Commemorative Oil Lamps to be Lit during the evening. Also to be used for future Remembrance Events
 - c) Date of Next Meeting 7th May 7.30pm at “Cross Barton”

Provisional Time line for 6th June 2024

6.00pm - The gates open

6.30 - Brian Warren will open the evening by welcoming and a brief explanation of what is available for the evening, to use the bins around the yard and to introduce the entertainment being the Sandford School children who will sing for us all to be followed by Ady Nuthall and the Holly Water Stompers and the Coplestone Choir.

6.35 - Sandford School children to sing.

6.50 - Ady Nuthall and The Holly Water Stompers

7.30 – The Crediton Town Crier and the D Day Proclamation.

7.40 - Coplestone Community Choir.

8.05 - Ady Nuthall and The Holly Water Stompers including the Community Choir for the beginning of this session.

8.45 - Brian Warren will thank all of the musicians and singers who have given their time this evening to entertain us all and ask for everyone to make their way to the site of the beacon in the field adjacent to the Church.

9.00 - Mike Davis will read the International Tribute and Janet/Nigel Guthrie will say a few words followed by a minute of quietness. The end of the minute will be signalled by Ady playing the Last Post after which the beacon will be lit at 9.15 to coincide with the lightings on the Normandy Coast.