

## SANDFORD PARISH COUNCIL

Minutes of a Meeting held at Sandford Community Sports Pavilion, on Thursday 5<sup>th</sup> June 2024.

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

Chair: Cllr R Ward (Chair) Parish Councillors: P Larcombe, S Miles, L Hooper, D Hope, B Fyfe, D Crosby (Part meeting) , J Stephens, and P Sandys.

DCC: Cllr M Squires

One Member of the Public (part of the meeting)

- 1) OPENING REMARKS - In his opening remarks Cllr R Ward (the Chair) highlighted concerns over what he described as “a difficult year” and listed some of these issues.

For this reason, he had decided to “Step out from Sandford Parish Council for the time being”.

Cllr R Ward (Chair) then left the Meeting

Cllr J Stephens (Vice Chair) took the Chair and complimented the New Parish Council on its achievements during the last 12 months.

These included the “Parish Volunteer Awards”, progress on updating Parish Council procedures, the introduction of new Committees, and the Working Party helping put together a Beacon Lighting to commemorate DD80. Cllr Stephens stressed the ongoing need for the for the Parish Council to “Work and Pull Together” in true DDAY 80 Spirit.

Discussion on various matters then took place.

A suggestion had been made to contact DALC over the need to update the Parish Council Regulations in accordance with the “SPC Governance Review” that the Chair had produced. At the May meeting it had been agreed to place this item on the Agenda so each month a number of these Regulations could be “Reviewed, added, and updated”. **RW**

Cllrs Fyfe and Larcombe were to arrange a “Staffing Meeting” to bring current matters up to date.

Cllr Miles was concerned that the Staffing Matters Committee were working without any agreed “Terms of Reference”, and had potentially, without authorisation, agreed that SPC incur expenses of £700 in engaging an “HR Consultant”.

She requested that her concerns be recorded.

At this point Cllr D Crosby listed current matters he had with the Parish Council over attitudes, and the reluctance to take on new suggestions and procedures, etc.

After some discussion Cllr D Crosby then left the meeting.

- 2) Apologies – MDDC Cllrs Jenkins and Tuffin Parish. Councillors R Stoye, and J Crooke.

- 3) Declarations of Interest – None

4) MINUTES of the Parish Council meeting held on 2<sup>nd</sup> May 2024.

It appeared the “Draft Draft” Minutes (Agenda Item 16) did not correspond with the circulated “Draft Minutes”.

It was agreed this Minute should read “Cllrs Sandys suggested that the monthly Agenda could include a cash flow report and would give a better understanding of our budgetary situation”.

The Minutes were then agreed, confirmed as a true record, and Signed by the Vice Chairman .

Proposed Cllr Sandys, 2<sup>nd</sup> Cllr Fyfe and Carried.

5) Open Forum - A Parishioner raised issues over the untidy state of the grass verge, at the entrance to “Creedy View”, adjacent to Sandford Parish Hall.

It was agreed to pass these comments on to the Chairman and Secretary of the Sandford Parish Hall.

6) Matters Arising

a) D Day 80 Commemoration – Preparations were going well and the weather forecast for the evening was looking promising.

b) Proposed joint Meeting with Sandford AFC – No response had been received and the Clerk was asked to contact Lloyd Phelps Chairman/Secretary). The issue of the “flickering light” at the Sports Pavilion was still awaiting attention Totterdell.

c) Pothole Petition – This had not attracted as many Signatures as hoped for and it was agreed to extend the deadline for another month.

**Committee and Sub-committee feedback and Review of Committees**

Planning Committee – Current planning applications had been considered and comments on these had been submitted to MDDC Planning.

Terms of Reference to be reviewed at the next Meeting.

Date of next Meeting 8.00pm on 24<sup>th</sup> June.

i) Finance Committee Meeting (28<sup>th</sup> May 2024) Minutes on the Website.

Review of procedures to report Balances to SPC on a monthly basis in line with the suggestion made at the SPC Meeting on 2<sup>nd</sup> May 2024.

The Finance Committee now met FOUR times a year, after the quarter dates 31<sup>st</sup> March, 30<sup>th</sup> June etc (previously TWICE a year). It was felt that this satisfied the current “cash flow” update needs. This had been confirmed by the Internal Auditor when he had Audited the 2023/2024 Accounts on 14<sup>th</sup> June 2024.

In addition, as the Parish Council did not have Electronic Banking it was not possible to produce monthly balances within the needed time frame.

Computer Accounts package – Following discussion with the Internal Auditor it was accepted that the current Receipts and Payments Xcel Spread sheets adequately served the needs of the Parish Council.

It was accepted that if any individual Cllr felt a need to produce a Spreadsheet giving updates to in/ year Precept Expenditure etc they were welcome to do so.

Review of Signatories update - The Clerk was still awaiting a specimen Signature from Cllr R Ward (Chair). **RW**

ii) Communications Committee Meeting – (3<sup>rd</sup> June 2024) Minutes on the Website.

Updated Parish Council Website by Vision ICT Ltd  
The recommendation to pay £350 for the update was ratified.  
Proposed P Sandys, 2<sup>nd</sup> D Hope, and carried. **PS**

It was agreed to accept the recommendation to obtain a gov.uk email address for all Parish Councillors at a cost of £20 per year for each Councillor.  
Proposed L Hooper, 2<sup>nd</sup> P Sandys, and carried. **PS**

Display of Agenda at monthly Parish Council Meetings – For the 4<sup>th</sup> July Meeting it was agreed to trial a suggestion from Cllr Sandys to use a “Paperless Agenda”.  
Instead, Cllr Sandys would provide a projector and screen. **PS**

Training Session for “365 Office” - This was set for 10<sup>th</sup> June 2024 time to be confirmed **PS**

iii) Play Area Committee – The monthly “Safety template” had now received from ROSPA.

Following the resignation of Cllr M Snow this Committee now only had two members Cllrs B Fyfe and D Hope. No Volunteers came forward to join the Committee.  
Cllrs Fyfe and Hope confirmed that they would continue to monitor the play areas and report back to the full Council.

iv) Projects Committee Meeting (3<sup>rd</sup> June 2024) Minutes on the Website.

Terms of Reference – These had been re visited and Adopted  
Proposed Cllr Miles, 2<sup>nd</sup> Cllr Sandys, and carried

East Village Cross (Gateway sign & planters, design & costings)

Costings were being discussed (approx. £600/£800) and a full break down was awaited. (Precept for 2024/2025 included £500 for Village Planters)  
DCC Cllr M Squires advised that the land in question belonged to DCC Highways.  
She was also asking DCC Highway for a new East Village Sign.

Council Documents – The matter of “Council Regulations” was already in hand and was to become a monthly Agenda item. **RW**

Cllr Sandys suggested asking DALC whether they had anyone who’s services could be engaged for this purpose ?

v) Update on Footpath Plans (Furlongs/Snows)

Cllr Ward was pressing the legal situation with Gilbert Stephens with regard to transfer of ownership of the land. It was felt this was in urgent need of being resolved. **RW**

Design and finance being discussed still for the design and finance of the footpath. DCC Cllr M Squires reminded the Parish Council that she had offered to help fund this project from DCC funds.

vi) Neighbourhood Plan Graeme Barnell had offered to meet the project group on either Wednesday 19<sup>th</sup> or Thursday 20<sup>th</sup> June.

The objective of the meeting would be for interested parties to take advice on the process, particularly when engaging a consultant.

vii) Staffing Matters Committee – A Working Party meeting was to be held within the next week.

viii) DDay 80 Working Party Meeting 7<sup>th</sup> May 2024 – All in hand see Minute 6 (a).  
Expenditure - It was agreed to first of all use the Crossing Donation of £400.  
Any further expense incurred would then be taken from the £400 set aside by the Parish Council for this purpose.

## 7) Planning

24/00036/FULL Roxgates New Buildings Sandford Grid Ref: 278664 - Erection of an agricultural livestock building ADDITIONAL DRAWINGS AND INFORMATION

24/00276/FULL Roxgates New Buildings Sandford - Retention of two extensions to general purpose agricultural building and grain bin ADDITIONAL DRAWINGS AND INFORMATION

*The Parish Council have been made aware of inconsistencies regarding the land included stated as owned by the Applicant from the original planning application  
Can we please ask the Planning Officer to check that the Plots are in accordance with the Land Registry entries.*

23/01350/House Burrough Cleave New Building - Erection to 2 storey extension  
**NO OBJECTION**

24/00692/FULL Langlands New Buildings – Variation of condition 2 of planning permission 22/02140/FULL to allow substitution of plans  
**NO OBJECTION**

24/00738/CAT 15 Mill Lane Sanford - Removal of 2 birch trees in the Conservation Area  
**NO OBJECTION SUBJECT TO REPLACEMENT TREES BEING PLANTED**

Removal of condition 16 of planning permission reference DCC/4109/2019 00358 00358/DCC)(Extraction of up 2000 tonnes of Exeter Volcanic Quarries building stone per annum at Knowle Quarry Coppleshone) and the submission of a historical building recording at Exeter Volcanic Quarry, Brandirons, Coppleshone **NO COMMENT**

Grants of permission noted :-

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.

24/00226/FULL and 24/00227/LBC Sandford Congregational Church  
Conversion of Church to Dwelling/LBC for repairs and conversion of church to dwelling  
Additional Drawings and Information/Revised and Additional Drawings

**8) Items for Discussion / Proposals** Review of Standing Orders – Cllr R Ward not present. **RW**  
A suggestion was made to form a Working Party to deal with this matter ?

### **9) Council Feedback**

- a. Mid Devon District Council – MDDC Cllrs Jenkins and Tuffin not present,
- b. Devon County Council – DCC Cllr M Squires advised that John Hart (Leader of DCC Council) was standing down. His replacement would be James McInnes (Hatherleigh and Chagford). She also advised that “free bus shelters” were currently available.

### **10) Correspondence**

- a) Crediton Residents Anne Stobart had proposed a Local Tree Warden Network and Crediton Town Council were in the process of arranging a meeting “with interested parties” to take this forward.
- b) Pamela T Ellis had sent a request for Lines to be painted (white) on the edge of the footpath in the Square to assist wheel chair users. She also offered to cover the costs. DCC Cllr M Squires agreed to follow up this request with Steve Tucker (DCC Highway)
- c) Mike Snow had sent a letter of Resignation as a Parish Councillor which was accepted.  
The Clerk would notify MDDC who would then advertise the Vacancy.  
If TEN Electors submitted written requests an Election would take place to fill the Casual Vacancy.  
Alternatively, the Parish Council would advertise the Casual Vacancy and ask anyone interested to apply.

### **11) Replies - None**

**12) Matters reported to the Clerk** - The usual road and highway issues.

**13) Police Matters** – No new matters raised.

### **14) Receipts & Payments**

a) **Receipts:**

Lloyds Bank	Interest (May 2024)	£31.18
Lloyds Bank	Interest (May 2024) on £10K deposit	£63.77

**b) Payments:**

Mr M Vallance (Salary) £604.33	Ink cartridges £107.35	
DDAY 80 Banners £65.25		£776.93
Community First (Insurance renewal)		£1129.67
Dave Totterdell Electrical (Pavilion light repair)		£72.00
Steve Mc Culloch (Grass cutting)		£263.62

Cheques signed by Cllrs Miles and Stephens

- c) Adoption of Sandford Parish Council Accounts to 31<sup>st</sup> March 2024 following the Internal Audit on 4<sup>th</sup> June 2024  
Proposed Cllr Sandys, 2<sup>nd</sup> Cllr Hope, and carried.

Internal Auditor's report – As reported the Internal Auditor did not feel an Account Package was needed as the use of the Receipts and Payments Xcel spreadsheet served the Parish Council's current needs. There was also the issue of not being able to link any Accounts Package to any Electronic Bank accounts.

Balances – The Current SPC high balances were commented on.

- d) Completion of AGAR (Annual Return 2023/2024)  
In the absence of the Chair, and a correction need to the General Administration Expenditure column, it was agreed to deal with this at the next Finance Committee Meeting on 24<sup>th</sup> June 2024.

**15) Councillors Forum** It was understood that MDDC had called an “Urgent Meeting” to discuss current boundary issue problems at “Crofts”.

**16) Next Meeting** 4<sup>th</sup> July 2024 at Sandford Community Sports Pavilion

There being no other business the Vice- Chairman closed the Meeting at 9.29pm.