

## SANDFORD PARISH COUNCIL

Minutes of a Meeting held at Sandford Community Sports Pavilion, on Thursday 4<sup>th</sup> July 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 (arrived and left during the meeting)

Four Member of the Public (part of the meeting)

- 1) Chairs opening remarks – The Chairman welcomed everyone including the members of Public.
- 2) Apologies MDDC Cllrs H Tuffin and M Jenkins SPC Cllrs L Hooper and P Sandys.
- 3) Declarations of Interest - None

4) MINUTES of the Parish Council meeting held on 6<sup>th</sup> June 2024.

The draft Minutes, which had been circulated ahead of the Meeting, were agreed and Signed by Cllr J Stephens (Vice Chair) who had Chaired the Meeting.

Proposed Cllr Fyfe, 2<sup>nd</sup> Cllr Larcombe, and carried.

At this point Cllr D Crosby confirmed that he still had outstanding issues concerning the Staffing Matters Committee.

These included recording of the Clerk's hours, duties etc.

It was suggested that Cllr Crosby list these “outstanding matters” to share with the Parish Council.

After further comments Cllr D Crosby then departed the meeting.

The Clerk pointed out that under the SPC Standing Orders these “personal issues” should have been discussed in “private” and not been part of the main Parish Council Meeting.

DCC Cllr M Squires arrived at this point.

- 5) Open Forum – Concern was expressed over the sad state of the public seats in the Village. The Chair confirmed that the Parish Council were aware of this and were hoping to tackle this matter.
- 6) Matters Arising
  - a) DDAY 80 Celebrations – See Minute 6 vii.

The Chair congratulated the Organisers on a successful event.

b) Proposed joint Meeting with Sandford AFC

Disappointment was expressed that this meeting had still not taken place.

The planned Sandford AFC AGM had been postponed.

It was understood that this had been rescheduled for “the end of July” after which time the Joint Meeting would take place.

It was agreed that once a date had been set SPC would set up a “Working Party” to discuss matters in need of being addressed

The Clerk had already started to put together a list of items for discussion. **MV**

c) Neighbourhood Plan – In the absence of any responses from Councillors to the Chair, to the proposed two suggested dates for a Meeting, this had been postponed. A further date would be arranged. **RW**

d) Training session for “365 Office” – Cllr Sandys had needed to postpone the planned Meeting. **PS**

**Committee feedback from Meetings including matters to be ratified by the Parish Council**

**i** Planning Committee Meeting 24<sup>th</sup> June 2024  
(Minutes on the Sandford Parish Council Website)

Items discussed had included current Planning Applications and Decisions.

The “Terms of Reference” were reviewed, and agreed, for ratification at the next Parish Council Meeting on 4<sup>th</sup> July 2024 \*

At the Parish Council Meeting (4<sup>th</sup> July 2024) it was agreed to Co-opt Cllr B Fyfe to the Planning Committee.

**ii** Finance Committee Meeting 24<sup>th</sup> June 2024  
(Minutes on the Sandford Parish Council Website)

The “Terms of Reference” were reviewed, and agreed, for ratification at the next Parish Council Meeting on 5<sup>th</sup> July 2024.

The Annual Return (AGAR 3) for 2023/2024 was agreed and signed by the Vice Chairman Cllr J Stephens for onward submission to the External Auditor.

This also needed to be posted on the SPC Website and the Clerk had forwarded this document to Cllr D Crosby and as this was still outstanding the Chair offered to deal with this issue.

Other matters discussed had included :-

- “Financial Regulations”
- Change of Signatories at Lloyds Bank
- The current Agreement between the Parish Council and Sandford AFC for the use of the Sandford Community Sports Pavilion. It was agreed this needed to be reviewed and updated.

The recommendation from the Finance Committee was for the £20K to be re invested for another 3 months from 19<sup>th</sup> July 2024.

This action was discussed and agreed by the Parish Council.

Proposed Cllr Larcombe, 2<sup>nd</sup> Cllr Stephens, and carried unanimously.

iii Communications Committee - No actions reported.

iv Play Area Committee – Discussion place over “Regular Safety Inspection” of the Parish Play areas at “Creedy View” and the King George’s Field. Whilst it was accepted that this could be done “in house” concern was noted over the legal implications in the events if an incident was to occur. It was agreed before making any decision to approach MDDC to cost out the possibility of one of their Play Area Officers to carry out this task on a regular basis.

v Projects Committee - Adoption of Terms of Reference \*

vi Staffing matters Committee – Update and the need for “Terms of Reference”/ Protocol for Meetings

Cllr B Fyfe gave a report on the first informal Meeting to address Staffing matters.

Items discussed had included :-

- Contract of employment,
- Job description
- Hours
- Recording of hours (It had been agreed the Clerk would record his hours for 6 months)
- Grievance procedure
- Good Practises

It was accepted all this would take time including liaising with Local Parish Clerks, also SLCC DALC if necessary,

Once this was concluded the Staffing Committee would present their findings/recommendations to the Parish Council.

vii DDay 80 Beacon Event – Notes on the Sandford Parish Council Website

This event had been a great success both thanks to the weather and to Angela Crooke and her “Beacon Church Team”.

Over 300 people had turned out for the even for what was agreed was a “tried and tested formula”.

It had received much coverage in the Media including a Lighting of the Beacon, by John Lee OBE DL, on the front page of the Gazette.

A vote of thanks was proposed to Mike Brett (Editor Sandford Crossing) for his assistance over the production of the final Flyer which he had supplied, also for the great coverage in the July Crossing,

During the evening “DAY 80 Shuttle Bus” had transported passengers from Sandford Square to and from the Beacon Free of charge.

Expenditure had been covered by the £400 donation from Sandford Crossing, plus another £117.77 from the £400 set aside by Sandford Parish Council for this event.

Both John Lee, and the Devon Lieutenancy Office, had written Congratulating Sandford for putting on “...another great Community Event”.

The Clerk had already made a start on the DDAY 80 Scrapbook.

## 7) Planning

24/00925/FULL “Roxgates” New Buildings  
Erection of roof over existing dung midden  
**NO COMMENT**

Planning permission granted :-

Knowle Quarry Copplestone –  
Removal of condition 16 of planning permission reference DCC/4109/2019 9/00  
(Extraction of up to 2000 tonnes of Exeter Volcanic Quarries building stone per annum)

24/00833/PNCOU      Lot 4 Bawdenhayes - Prior notification for the change of use of an agricultural building to 1 dwelling under Class Q

Withdrawn      23/01350/House “Burrough Cleave” New Building Erection of two storey side and rear extension

Grants of permission :-

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

24/00738/CAT 15 Mill Lane Sandford – Removal of 2 birch trees in the Conservation Area

## 7) Items for Discussion / Proposals

- a) Review of Standing Orders - Still awaiting attention. Cllr Miles volunteered to assist to enable this to move forward. **RW/SM**
- b) Review of Governance Statement - Still awaiting attention and the Clerk offered to assist to enable this to move forward. **RW/MJV**
- c) Back up and support to the Parish Clerk - Working with the Staffing Committee.
- d) Review of the Sandford Emergency Plan - The Chair agreed to contact Dom Dunn (Parish Emergency Officer) to ask for his input. **RW**
- e) Engagement with the Media over SPC matters (e.g. planning) – It was agreed. when needed. the Parish Council would issue a “Press Report”. **MV**
- f) 2024 Best Kept Garden contest – Cllr Stephens was in the process of arranging a Judge. **JS**
- g) Play areas Safety Inspection – Consider using MDDC to carry out regular inspections ? It was agreed the Clerk would contact MDDC to enquire over costs. See (Minute 6iv) **MV**
- h) Footpath Project Scope and finance update.

Cllr J Stephens gave details of his Proposal to “Make £15K of Parish Council funds available for the “Furlong/Snows Footpath Project”.

It was pointed out that the Land to be “Gifted to Sandford Parish Council” by the Developers of “Weavers Way” was still awaiting a conclusion to the “legal paper work”.

It was envisaged the “Footpath Project” would take place in two parts :-

Stage 1 – The updating of the “Furlongs Footpath”.

This was currently being dealt with by Richard Spurway (DCC Footpaths Officer) and details of the action he planned was awaited in the next few days.

A map had been requested of the actual part of the Footpath included.

Stage 2 – The Path down to “Snows”.

It was formally agreed to “Make £15K of Parish Council funds available for the “Furlong/Snows Footpath Project”.

Proposed Cllr Stoye, 2<sup>nd</sup> Cllr Stephens, and carried unanimously.

DCC Cllr M Squires reminded the Parish Council that she still had £2K “Locality Funding” earmarked for the proposed Footpath Works.

This would need to be spent by the end of the current financial year.

i) A Proposal to “Record Meetings” had been submitted by Cllr P Larcombe. This would enable SPC to have a record of Meetings which could also include an option to produce a “text version”

It was agreed to accept the Proposal and investigate what systems were available for this purpose.

Proposed Cllr Larcombe, 2<sup>nd</sup> Cllr Stephens, and carried.

**PL**

## **9) Council Feedback**

- a. Mid Devon District Council – MDDC Cllrs not present.
- b. Devon County Council – No Meetings had taken place.

## **10) Correspondence**

- a) Mrs P Tilney Ellis had written for an update on the suggestion for White lines on the pavement in the Square (on the top side along from Sandford Stores) ?  
(Discussed at Minute 11a)

She also requested an update on the proposed Michael Lee memorial seat ?

It was pointed out that the suggestion to place the seat on land at “Weavers Way” was a matter for the Developer, or the to be formed “Management Committee”.

A suggestion had been put forward to instal the seat on the soon to be refurbished “Furlongs Footpath” where it would be seen, and used, by far more Parishioners ?

Discuss options at the next Meeting.

**MV**

- b) Various Parishioners had written saying a “Thank you” to the Organisers for running the DDAY80 shuttle Bus to the Beacon.

- c) Mrs S Wheedon had written giving an update on the project for an East Village Defibrillator setting out details of Funding, location etc.  
A funding raising Cream Tea Was being run later in July.

- c) Mrs J Hope had written asking for an update on the Parish Welcome Pack ?

The Chair explained that the “Covering letter” had been updated and copies of this, plus the other contents included in the Pack, had been passed to Di Martin who had kindly agreed to distribute them for the time being.

A central storage point for the Packs, plus a Volunteer to take on their Distribution was still needed.

- d) Mrs D Webber had written from “Stream Banks” to advice that the overhanging branches from a tree on the playing field would be pruned back later in July.

## 11) REPLIES

- a) Cllr M Squires/Steve Tucker DCC Highways  
White lines in the Square – DCC (Highways) were unable to grant a request for “White Lines” (on the top pavement in the Square) as this would set a precedent. Suggestions were made for SPC to arrange for “white lines” to be painted. There would be a need to address issues such as road safety, insurance, and also the Sandford Conservation Area status  
The Clerk was asked to put the matter on the agenda for the 6<sup>th</sup> September 2024 Meeting. MV
- b) MDDC had sent confirmation that sufficient “Written Requests” (10) had been received to request an Election to fill the vacant seat.  
An Election would take place later in the year.

## 12) Matters reported to the Clerk

Comments had been received over Weeds on the Lynch.

**Police Matters** - No new matters raised.

## 13) Receipts & Payments

### Receipts:

Lloyds Bank Interest	£33.23
Lloyds Bank TERM Interest (£19.95, £23.19, £21.39)	£64.53

### Payments:

Mr M Vallance (Salary) £604.33	Use of Home as Office £54	Stationery £40.91
Holiday Pay £712.88		£1412.12
Mrs A Crook (Reimbursement of the DDAY80 Band)		£320.00
Salary due 1 <sup>st</sup> August 2024		£604.33
Vision ICT Ltd Website Hosting		£185.26
Mr C Cole (Internal Audit 2023/2024)		£70.00
Cheques Signed by Cllrs Stoyale and Stephens		

- 14) **Councillors Forum** - Cllr Stephens gave advance notice of the Sandford School Strawberry Fair to take place on Saturday 6<sup>th</sup> July 2024.