

SANDFORD PARISH COUNCIL DRAFT

Minutes of a Meeting held at Sandford Parish Hall, on Thursday 7th November 2024, at 8.00pm.

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

Vice Chair Cllr J Stephens

Parish Councillors: B Fyfe, J Crooke, D Hope, R Stoye, and S Miles

MDDC Cllr H Tufnell DCC Cllr M Squires

Plus 6 Members of the Public (part of the Meeting)

- 1) The Vice Chair welcomed members of the Public to the Meeting.
- 2) Apologies Cllrs R Ward, L Hooper, D Crosby, P Sandys, S Pope and P Larcombe
- 3) Declarations of Interest - None
- 3) MINUTES of the Parish Council meeting held on 3rd October 2024, which had been circulated ahead of the Meeting, were confirmed and Signed by the Vice Chairman as a true record.
Proposed Cllr Fyfe, 2nd J Crooke, and carried

Cllr B Fyfe proposed, and it was agreed that items 7 (g) and 15 could be dealt with under Private Staffing Matters once the full Parish Council meeting had been closed.

5) Open Forum

Di Martin was present and gave an update on a successful “Autumn Clean Up”. She felt it would be appropriate for the Parish Council to make a Donation, to the Millennium Green, in recognition of the contribution by their Members to the “Weeding of the Village” during 2024. She also requested the provision of hi viz jackets and gloves.

Cllr Stephens congratulated Di Martin, and her Team, and it was confirmed that the suggestion to make a Donation was already on the agenda for discussion at the December Meeting.

DCC Cllr M Squires advised that DCC Enhancement Grant funding was available to support Community Events such as the “Autumn Clean-up”.

6) Matters Arising

- a) Public seats – Update RW not present
- b) Noticeboard bottom of Rose and Crown Hill DC not present

- c) Joint Meeting with Sandford AFC (16th October 2024)

A copy of the notes of the Meeting has been circulated – See Appendix 2

Update on matters to be dealt with :-

- Visitors book – To be purchased.
- Accident book – To be purchased.
- Fire Safety Regs – To be investigated and put in place, also a fire extinguisher to be purchased.
- Electrical Testing – To be implemented.
- Booking – Diary to be purchased.
- Contact details on Pavilion wall to be updated.
- Annual donation to the Pavilion Maintenance Fund to be put in place.
- Copy of Accounts – Still awaited.
- Field gate on “Meadowside” Road – Repair in hand.
- Field drainage issues – Being discussed.
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It was agreed to write to Sandford AFC to request an update on outstanding matters.

- d) Training session for “365 Office” DC not present
- e) New SPC Website DC not present
- f) New gov.uk email addresses for Councillors DC not present
- g) Setting up a Sandford Speed-watch group (See item 9g)

- h) Neighbourhood Planning Public Event

The Chair had sent an email with his proposals for the way forward.

1. Agree that our neighbourhood area is the parish of Sandford.
2. Write to MDDC as described to signal our intentions and confirm the area with them.
3. Give the go-ahead to apply for grant funding to support the process
4. Agree to set up a subcommittee and create terms of reference
5. Funding to be sanctioned to print and circulate the feedback from the first public meeting on 28th September 2024.

Cllr Ward also advised that he now had a contact at MDDC (Tristan Peake)

These points were discussed and it was felt that the way ahead was :-

- i. To establish the approx. cost for the creating the Sandford NHP ?
 - a. Councillors from their research felt that this would need far more financing on top of the £10K from Central Funding.
 - b. Would SPC need to Consult with the Parish over using Precept Funding towards the SPC NH Plan ?
 - c. £1000 had been included in the current years Precept (2024/2025) for administration.
 - d. Discussion would need to take place as to any funding to be included for the next years Precept (2025/2026) ?
- ii. Invite a Speaker from a Parish who had recently produced a NHP to learn of their experience, costs, and any advice. Also to invite the MDDC Officer who had offered his assistance.
- iii. To increase the “Sandford Neighbourhood Area” to include Upton Hellions as their Parishioners were keen to be involved.
- iv. It was agreed to set up a “Steering Group”. “Terms of Reference” would be required.

Proposed Cllr Stephens, 2nd Cllr Fyfe, and carried

The Clerk was asked to obtain advice on the points raised with both DALC and Devon Communities.

Parishioners were already asking “What happens next” ?

e) “Furlongs Footpath” – Cllr Stephens advised that the legal “Gifting” of the land to SPC was slowly drawing to a conclusion. Once this went through the “Footpath Works” the “Footpath improvements” agreed with Jay Northfield could proceed.

Cllr Stephens also reported that the Developers were keen to arrange an “Official Opening of Weavers Way”. It was felt this could take place in the Spring when the Footpath Works had been completed, and to invite Mel Stride MP to attend.

At the same time, it was suggested a location for the “Michael Lee” could be found and this could be installed.

7) Committee feedback from Meetings including any matters to be ratified by the Parish Council :-

- a) Review of Committees – As Cllr S Pope was not present it was agreed this could be discussed at the next Meeting.

- b) Planning Committee – No meeting had taken place.
- c) Finance Committee – Cllr S Miles gave a report of the 30th October 2024 Meeting the Minutes of which were already posted on the SPC Website.
- d) Communications Committee - No meeting had taken place
- e) Play Area Committee Update – Provision of the Basket Ball Hoop area was long overdue.
The site chosen, which had previously been agreed with Sandford AFC, had been queried by Cllrs P Sandy and R Ward, on behalf of Parishioners, in view of its close proximity to the Play Area.
The Field gate, and matters agreed over the entrance and gate entries, were still awaiting attention.

Cllr Hope advised that there was going to be 6-foot fence around the BBH area. He advised that the outstanding matters were still awaiting attention by Ministry of Play who had been having issues over supply of materials, availability. etc.
It was agreed that Cllr Hope should write to the Contractor asking for an update on the completion date.
Also to ask if the Contractor could “Contract this work out” if there were going to be problems bringing matters to an early conclusion.
- f) Projects Committee - No meeting had taken place
- g) Staffing matters Committee – To be discussed in private at end of the Meeting

All Committees had been asked to review any Budget underspend in the current year, and their Budget needs for 2025/2026.

These details would be needed at the next Meeting of the Finance Committee (25th November 2024) when the draft Precept for 2025/2026 would be discussed.

8) Planning

24/01137/HOUSE Old Frogmire Lane Crediton - Erection of single storey extension following demolition of existing garage and store NO OBJECTION

24/01146/HOUSE Burrough Cleave New Buildings Sandford
Erection of a two-storey extension to side of building and single storey extension to rear to replace existing conservatory
CLLR STEPHENS WAS INVESTIGATING THIS APPLICATION

24/01531/HOUSE 6 Weavers Way Sandford – Erection of extension NO OBJECTION

24/015751/LBC “The Old Manse” Sandford
LBC for replacement roof and installation of replacement rooflights NO OBJECTION

24/01102/FULL “Crofts Estate” Sandford Change of description – Creation of 2 parking spaces AWAITING CLARIFICATION FROM THE MDDC PLANNING CASE OFFICER

Planning permission granted :-

24/01038/HOUSE Longacre Barn 4 Beech Tree Court New Building
Enlargement of 3 existing windows and installation of 2 new windows

24/01220 Land at NGR 283712 102335 (Lane Adj. to Thornhedges Lane) Upton Hellions
Erection of an agricultural storage building

9) Items for Discussion / Proposals

- a) Review of Standing Orders RW Not present
- b) Review of Governance Statement RW Not present
- c) Review of the Sandford Emergency Plan RW Not present
- d) “Dog Mess” problems – MDDC Cllr H Tuffin agreed to contact MDDC for advice on this matter.
- e) Review of how SPC deal with Planning Applications

(Cllr Ward was not present to discuss any of his proposals)

The opportunity was taken to discuss this matter in detail.

It was felt that Planning matters were one of the major items to be discussed by the Parish Council given that Councillors were located around the Parish and had local knowledge of their area.

DCC Cllr Squires pointed out that there was an important need for the Parish Council to be transparent when dealing with Planning applications.

Resolved - Planning Applications would continue to be placed on the Agenda for discussion at the monthly meeting.

Those requiring Site Meetings would be discussed by the Planning Committee.

Proposed Cllr D Hope, 2nd Cllr S Miles, and carried unanimously

f) Engagement of a Sandford Parish Lengsthman

It was agreed that there was still a need for the historic Parish Lengsthman.

At the same time the Parish Council were hoping to find a Road Warden who would be trained, provided with tools, and become part of the DCC Road Warden Group.

It was understood that Cllr Ward had identified one if not two potential Volunteers.

At the next Meeting it was agreed to discuss a suggestion that if SPC were able to find a Road Warden/ Road Wardens. to take on this post that their duties could be extended and funded to perform Parish Lengsthman duties ?

g) 20 mph Proposal - It was agreed to pursue a suggestion from Cllr Squires to request a 20mph Speed Limit for Traffic at Meadowside, and in other parts of the Village.

Proposed Cllr Hope, 2nd Cllr Miles and carried

Cllr Stephens had made contact with a member of the Crediton Speed Watch Team and had invited one of their members to the next Meeting SPC.

h) “Shute Stream” – During the recent flooding in the Parish although Shute Stream had not flooded there was still a need for the vegetation. and silt. to be cleared out of the Stream. Cllr Stephens was making enquiries over potential Contractors to carry out this work.

It was also pointed out that there was a need to “Jet” the part of the steam that ran under the road and DCC needed to be pressed to carry this out.

10) Council Feedback

- a) Mid Devon District Council Cllr H Tufnell – The District Council had been discussing Energy issues. Locally there were still ongoing problems with “Illegal Occupancy” matters at New Buildings.
- b) Devon County Council – Cllr M Squires advised that it was National Adoption Week and the County Council were still looking for Foster Parents. In 2027 the Highways Contract came up for renewal and future options were already being discussed.

11) Correspondence

- a) Both Andrew Munday, and Mrs P T Ellis, had written expressing concerns over ongoing speeding traffic issues. Mrs P T Ellis had also had her front porch damaged by a vehicle. (See Item 9g)

- b) CHAT (Churches Housing Action Team) – A request had been made for a Donation and it was agreed to discuss this in January 2025 together with any other requests.
- c) Mrs M S Molesworth had written raising concerns over the “Shute Stream” and the need for it to be cleared out. (See Item 9h).
- d) Lloyds Bank had written to advise of a Change of Account to a “Community Account”. This included details of a monthly administration charge of £4.25, plus other costs applicable from January 2025
It was agreed this matter would be discussed by the Finance Committee.

12) Replies

- a) Sandford AFC - Following the Joint Meeting the Football Club had requested a copy of the Parish Councils Insurance documents to compare with their Insurance cover.
They had also promised to ask their Treasurer to send a copy of their Accounts.
- b) Valuation Agency – The “Creedy View” car park enquiry form had been returned for further information and the Clerk had dealt with this matter.

13) Matters reported to the Clerk / Police matters - Complaints had been made that the large Camper van at the “Shute” was partly parked on the pavement causing an obstruction, and also causing visibility problems for traffic manoeuvring the bend.

14) Receipts and Payments

Receipts

Lloyds Bank (October 2024 Interest)	£21.24
Lloyds Bank (August/September Term Interest on £10K)	£42.41
DCC (Parish Paths Grant)	£570.00
MDDC (Half year Precept 2024/2025)	£16637.50

Payments:

Steve Mc Culloch (Grass cutting)	£96.84
Steve McCulloch (Footpath Warden Honorarium)	£570.00
Poppy Appeal (Poppy wreath)	£27.50
Mr M Vallance Salary £604.33 Hall heating for the winter £10	£614.33
Cheques signed by Cllr Stoyale and Miles.	

14) Annual Review of the Clerk’s Salary and Expenses

Dealt with in a Confidential Staffing Meeting following the closure of the main meeting.
(See Appendix 1 for details of the agreed Salary Review)

16) Councillors Forum No Matters raised

There being no other business the Vice Chair closed the meeting at 9.40pm. he encouraged members to bring along mince pies for the December Meeting.

Next Meeting 5th December 8.00pm at Sandford Parish Hall

Appendix 1

Annual Review of the Clerk's Salary

Annual Salary from 1st April 2024 (Based on an hourly rate of £13.28)

This was discussed and agreed.

Proposed Cllr Miles, 2nd Cllr Hope, and carried

£13.28 x 37 hours

x 52 weeks

£25,550.72

£25,550.72 Divided by 52 weeks

£491.36

Divided by 37 hours

£13.28

Hours

Annual 560 at £13.28

£7,436.80

Salary

Monthly

£619.73

£308.00

Holiday pay

56 hours at £13.28

£743.68

£30.80

Appendix 2

Sandford Parish Council

Notes of a joint meeting between Sandford Parish Council, and Sandford AFC, held on Wednesday 16th October 2024, 7.00pm, at the Pavilion

Present - Sandford AFC – Adam Voisey and Lloyd Phelps

Sandford PC - Richard Ward (Chair), Jim Stephens (Vice Chair) and Malcolm Vallance (Parish Clerk)

1. Current “Agreement” – The current “Agreement” was dated April 2017. Although it was agreed it was very basic it currently served its purpose. It needed to be reviewed annually.

“Data of use” for Sport England. Apart from Football Fixtures these details were not currently being kept. It was agreed that Sandford AFC would purchase a Book for this purpose which could be kept for use in the Pavilion.

2. Annual Inspection – It was agreed this could take place at one of the regular Joint Meetings.

3. Risk Assessments - Covered in the “Agreement” . Lettings discussed at Item 9.

4. Accident Book ? None. Sandford AFC agreed to purchase one

5. Fire Safety Regs – There were NO fire extinguishers. Sandford AFC took up an offer from RW to put them in touch with a local Fire Protection Consultant.

“Electric Testing” of electrical equipment in the Pavilion needed to be updated by Sandford AFC

6. “Dug Outs” - The two portable “Dug Outs” were in use and on the Field. Sandford AFC would store these in the “Tractor Shed” out of Season.

7. Bookings – Lettings for the Field and Pavilion had been modest and it was agreed that Sandford AFC would purchase a diary for this purpose. RW also suggested that there might be an opportunity to incorporate Booking details on the new SPC Website.

8. Insurance – Sandford AFC reported that their current Policy was up for renewal in November 2024. It was agreed to compare their Policy with that of SPC to see whether there was any duplicate cover ? AV agreed to send MV a copy of their Policy so that MV could contact Community First, who dealt with SPC’s Insurance, for advice.

9. Protocol for use/hire of the Field and Pavilion e.g. Millennium Green Event when toilets were open and Field used for Parking. E.g., Insurance, Risk Assessment etc.

It was agreed any potential Hirer of the Pavilion/Field would need to forward a Risk Assessment, and also confirmation that they had 3rd Party Insurance.

Sandford AFC would update the "Contact details" notice on the Pavilion wall.

10. Contribution to the Pavilion Maintenance fund – It was pointed out that SPC set aside an amount of £250 in the Precept each year for this purpose.

It was suggested that Sandford AFC should also be doing the same

11. Finances and need for a set of Sandford AFC Accounts to be submitted annually.

The Sandford AFC financial year ran until the end of June and these details had to be submitted to the Devon Football League in September.

AV agreed to send SPC a copy of their most recent Accounts and arrange for them to be sent Annually.

Sandford AFC use electronic Banking at Lloyds Bank

12. Electricity - Sandford AFC had a Direct Debit with EDF

13. Water Rates – A recent reminder had arrived (3rd October 2024) for an outstanding amount of £152.32 addressed to SPC. The Clerk had phoned SWW and they were adamant that this invoice was still outstanding and there was Direct Debit in place with Sandford AFC.

It was unclear how this matter had been dealt with in the past.

MV agreed to write to SWW to confirm the present position and establish what had happened historically?

14. Availability for "Parish Council Mondays" – Sandford AFC felt that this would work for "Out of the Football Season. MV felt there was a need for a dedicated (flexible) day which would save time wasted on confirming "availability". SPC Committees would then know this was an evening for their use.

JS also mentioned heating during the Winter Months and AV confirmed the current heating was available for use.

15. Basket Ball Hoop – Sandford AFC had met with SPC (Play Area Committee) to discuss and agree the siting

16. Field Gate (Meadowside end) – SPC confirmed that this was receiving attention.

Next year It would be necessary to review the hedge/fence at the rear of the "Tractor Shed".

Discussion took place on the matter of Grass Cutting which it was agreed worked well.

There were ongoing issues over field drainage which had meant the Pitch had been reduced.

JS felt that his matter needed to be reviewed as there may be Grant aid available from DEFRA ? He offered to discuss this matter with the Munday family.

17. Other information / issues

Sandford AFC had a Private Face book page

JS Raised the issue of noise and swearing for “Neighbours in “Meadowside” - It was agreed that this problem was not currently an issue and the Referees dealt with any issues with the Players.

18. Any other issues raised by either party - None

