

SANDFORD PARISH COUNCIL

Minutes of a REMOTE PARISH COUNCIL MEETING (held on Skype) on 16th April 2020, at 7.30pm.

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

Cllr J Stephens (Chairman)

Messrs – G. Griffin J.P, B Fyfe, N Unstead, , S. Haley, D Hope and M. Snow

Mesdame S Miles

MDDC Cllr E Wainwright The Parish Clerk Mr M Vallance

The Meeting commenced with “A moment for quiet contemplation” reflecting on the current Coronavirus Emergency.

1) APOLOGIES – Cllrs M Lee, E Dalton , G Ford, R. Stoye - DCC Cllr M Squires

Declaration of Interests – Cllr D Hope - 20/00481/HOUSE 13 Linhay Park Sandford
Conversion of garage to ancillary accommodation.

2) OPEN FORUM – No one present.

3) PARISH COMMENT BOOK / MATTERS REPORTED ON THE PARISH COUNCIL WEBSITE PLUS MATTERS REPORTED TO THE CLERK AND PARISH COMMENT BOOK – See Item 3(a).

3a) SANDFORD PULLS TOGETHER

(Formed to deal with Parish Needs during the Coronavirus Outbreak).

Also an update as to how this was functioning at the present time.

For the Parish records a report was given of the steps taken by the Council during the Coronavirus Lock Down.

Following news of the Coronavirus Outbreak, a Meeting was called, to be held at St Swithun's Church on Friday 20th March at 7.30pm, “To Plan how the Parish deals with the Coronavirus”.

Between the time the Meeting was called, and the date of the Meeting, issues had started to arise concerning Groups of people Meeting, Socially Distancing etc.

THE MEETING WAS DULY CANCELLED AT SHORT NOTICE DUE TO THESE ISSUES.

However as it was felt some Parishioners would not be aware of the cancellation, and would turn up, a small Group met in in the Churchyard at the appointed time duly “Socially Distanced” and a small number of Parishioners did turn out and the following was agreed :-

PARISH FLYER

Sandford Community Stores had already drafted a Flyer to be sent out to the Parish offering to both supply and deliver good (thanks to the their band of Volunteers).

It was agreed to proceed with this Flyer and on the back page include a letter from the Parish Council appealing for Volunteers to “Help” with phone calls, collecting prescriptions, posting a letter and any other needs to those Vulnerable and Self Isolating in the Parish.

Those with a need were asked to make contact with those listed on the Flyer.

The Flyer was then duly printed off and circulated to all parts of the Parish including Upton Hellions.

The service offered by Sandford Community Stores immediately sprang into action with Deliveries being made by phone and email. The goods offered included not only those sold in the shop but also opened up to Bread and Cake and Meat Deliveries from Crediton and Crediton Pharmacy.

The Orders were then despatched either by one of the Volunteers or collected from the Store.

The Flyer also then brought forward a substantial number of Offers of Assistance in the Parish. Dom Dunn then took up his roll as Parish Emergency Planning Officer and the Parish Clerk acted as contact point for Volunteers assisted by Jackie Theedom.

The Clerk was made aware that North Tawton Town Council had distributed H signs in their Community asking anyone with a need for shopping etc to place the H sign in their window. On the back of the sign were a number of local Contacts to contact for assistance and a request for everyone to keep any eye on their Neighbours. On contacting North Tawton Town Council it was agreed that Sandford could copy this idea and personalise the sign and letter to their needs.

The Sandford H sign, and covering letter, was then sent off to the Printers and within days distributed both in the Parish and Upton Hellions also printed in the Crossing, using Volunteers, taken from the Volunteer List, who had come forward offering help.

The H Signs it was reported had already started to be used for shopping needs, posting letters etc.

ON THE DAY OF THE PARISH COUNCIL MEETING (16th April 2020) IT WAS STATED THAT BOTH SANDFORD STORES, AND SANDFORD PULLS TOGETHER, WERE SERVING WELL THE NEEDS OF THE PARISH (the Village, East Village and New Buildings) and Upton Hellions.

It was agreed to support a suggestion from the Clerk to obtain a “Sandford Pulls Together” banner and place this on the railings outside the Lamb Inn.

(The Clerk would submit an application for the costs of printing etc to DCC under the Covid19 Prompt Action Fund).

Chairman Jim Stephens proposed a Vote of Thanks to all those Volunteers who had come forward to assist and this was fully endorsed by the Parish Council.

3b) PROPOSALS TO DEAL WITH PARISH COUNCIL BUSINESS DURING THE CORONAVISUS OUTBREAK- Planning, finance, etc.

The Clerk had prepared a schedule setting out “Proposals to deal with Parish Council business during the Lock down”.

This had been circulated in advance of the Meeting and was duly Adopted and would be Signed once the Parish Council met again in person.

1. Cheques to be signed by the Chairman and Vice Chairman
2. Planning matters to be looked at by Cllrs Unstead, Lee and Dalton.
3. Whilst it was agreed the Parish Council would not meet again in Person, until distancing was normal, it was felt a regular Remote Meeting by Skype would be beneficial.
4. It was also agreed that the Annual Meeting wouldn't take place until that time and Cllr Stephens agreed to remain as Chairman for the time being.
5. The Parish Clerk would maintain the Parish Council Website, and Facebook page, with assistance from Cllr Haley and Hope.

4) The MINUTES of the Parish Council meeting held on 5th MARCH 2020 were confirmed and would be Signed as a true record once the Council met again in person.

5) To report on MATTERS ARISING FROM THE MINUTES

a) Sandford Play Area – Joint Meeting with Sandford AFC and Meadowside Garage – Postponed.

b) V.E. Bank Holiday Commemoration May 2020 Celebrations – Cancelled. It was hoped a joint VE and VJ Festival could take place later in the year.

c) Celebrations for the 125th Anniversary of Sandford Parish Council :-

- Tree planting, - This had gone off well, assisted by pupils from Sandford School and had been well reported in the Crossing and the Courier. The Clerk had provided a frame, with pictures and this would be hung in the Sports Pavillion.

- Boundary walk - Postponed

d) Annual Parish Meeting - 26th March 2020 – Postponed.

e) Meeting to discuss Facebook Policy – Postponed.

f) New Buildings notice board – In hand.

6) POLICE MATTERS – No new matters reported

7) REPLIES

a) Mr R Carter – It was agreed to accept a Weed spraying estimate for £300 (the same as 2019) Also to ask when it would be convenient for this to be carried out ?

8) CORRESPONDENCE

a) Devon Communities Together – Renewal of membership – The Clerk to review.

b) FOSS had taken over the Sandford Scarecrow Trail and hoped this would take place as usual or if not later in the year when the Lock down had been lifted.

It was agreed to point out that even when the Lock down was lifted there would be Socially Distancing issues for those attending from outside the Parish.

9) SANDFORD COMMUNITY SPORTS PAVILION & PLAY AREA

The Parish Council Meeting were delighted to learn, from Cllr Dave Hope, that there was a possibility of a Grant, from the Calor Gas Rural Fund, for the cost of a Basket Ball Hoop.

If this was successful a suggestion was made for this to be erected on the Tennis Court.

This would be good news for Youngsters of a certain age who currently had no facilities on the Playing Field.

There had previously been a Base Ball Hoop on the end of the old Football Club Hut and this had been used on a regular basis.

It was pointed out that the Tennis Court, apart from times around Wimbledon, was not excessively used.

It was agreed, if the Grant award was successful, the Parish Council would consider allocating some weekly slots for for use of the Base Ball Hoop, with a modest charge going to the Tennis Club, and the Clerk was asked to convey this to the Tennis Club.

10) PLANNING

20/00481/HOUSE 13 Linhay Park Sandford-Conversion of garage to ancillary accommodation
NO OBJECTION

20/00507/FULL Peppercorn House Sandford - Sub division of dwelling into two dwellings to include erection of rear extension (Revised Scheme)

NO OBJECTION

20/00550/HOUSE Downhayne East Village - Erection of ground floor extension to Downhayne and for erection of first floor extension and alterations to adjoining barn

NO OBJECTION

Planning refusal to note

19/01840/FULL 1 Gaters Gardens Sandford
Erection of three dwellings and part demolition of garage to provide access

Permission granted

20/00151/LBC The Lamb Inn Sandford
LBC to remove existing fireplace and surround in main bar and reinstate with original 16th century fireplace with wood burner (Retrospective)

20/00159/FULL Langlands Farm New Buildings
Erection of extension to agricultural building

20/00124/CAT Graveyard St Swithun's Church notification
Notification of intention to fell 1 Oak tree and trim the crown of 1 Oak tree by up to 1m within the Conservation Area

20/00134/HOUSE Bramley East Village
Erection of extension following demolition of existing porch

11) RECEIVE REPORTS FROM COUNCILLORS & SUB COMMITTEE

As both DCC and MDDC were working Remotely there were no reports.

12) RECEIPTS AND PAYMENTS

Receipts

Lloyd's Bank Interest	£0.17
Western Power (Wayleave)	£4.76
MDDC (Half year 2020/2020 Precept)	£9745.00

Payments

Mr M Vallance (Salary) £454.00, H Signs £170.40 Use of Home (3months) £54.00 Postage £23.04, Expenses £32.35	£733.79
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As agreed cheque to be Signed by Cllrs Stephens and Griffin.

13) ROADS AND FOOTPATHS – No new items reported.

14) VILLAGE LITTER PICK – Postponed.

15) ANY OTHER BUSINESS

Cllr Steve Haley reported on a recent incident when Joggers, huffing and puffing as they ran through the Square, very close to a family with children in a push chair, had caused concerns to the Parent's over Social Distancing.

It was agreed that there had been a high increase in the number of cyclists and joggers travelling through the Parish. Also in Upton Hellions where this had been raised as an issue.

This matter has also been reported in the National Press in depth.

The Government guide lines on Exercising remained the same “one form of exercise a day, for example a run, walk, or cycle - alone or with members of your household” - “subject to Social Distancing. Joggers, Walkers, and Cyclists travelling through the area were asked to distance themselves accordingly when in built up areas.

- 16) In closing the Meeting everyone agreed that the the holding of the first Remote Parish Council Meeting had been a great success.

The next Remote Meeting (by Skype) was set for 7th May 2020 at 7.30pm.

Policy for dealing with Parish Council Business during the Coronavirus Outbreak

Meetings: The Parish Council will not hold Face to Face meetings during the Coronavirus Crisis. This decision has been made to protect both the members and the public. Instead the Council would meet Remotely (by Skype).

Scheme of Delegation: Authority is delegated to the Chairman, the Vice Chairman and the Clerk to make decisions on the ordinary business of the Council. All papers will be circulated by email to every member for input, which will be disseminated by the Clerk and signed off by the Chairman and Vice Chairman. These will be signed off at the first available Full Council Meeting.

Planning applications: will be circulated to ALL Members of the Council who shall let the Clerk have any comments ready for submission to MDDC by the agreed date. Delegation for a final decision will be made and Cllrs Unstead, Lee and Dalton will approve the final Parish Council Comments.

Finance: Payments to be made shall be sent as a schedule from the Clerk to the Chair and Vice Chair for approval. Once approved these payments will be submitted online by the Clerk and authorised by TWO Signatories (Chairman and Vice Chairman) and duly recorded in future Minutes with dates of Payments. The Clerk will continue to be paid and to draw his Salary on the usual date (first Thursday in the Month).

Statutory Functions: Statutory dates and functions, e.g. the Annual Parish Council Meeting, may change and the Parish Council will act in accordance with Government guidelines as and when published. At the time of this document, the Annual Parish Meeting will be postponed indefinitely. It is likely that an extension for submission of the AGAR will be granted, and a date of 30th September has been suggested, to enable the Full Council to meet and approve the document.

Website: The Clerk undertakes to maintain the Parish Council website and Facebook page with the support of Cllrs Haley and Hope..

This policy has been agreed and adopted by Sandford Parish Council by Email / Video Conference on 16th April 2020 and will be signed off at the first available Full Council Meeting.

Chairman

Vice Chairman

Date

