

# Sourton Parish Council

## Minutes of the Sourton Parish Council meeting held at 7pm on the 8<sup>th</sup> July 2024 at Sourton Village Hall.

### Council Member Present:

Cllr S Firth (Chair)  
Cllr S Eberle  
Cllr Jefferies  
Cllr Jewell

### In Attendance:

Mrs A Horn (Clerk), Cllrs Mott and Southcott WDBC, 2 members of the public

- 33 Chair's Welcome** Cllr S Firth welcomed everyone
- 34 Apologies for Absence** On the proposition of Cllr S Firth and seconded by Cllr Jefferies it was **RESOLVED** to accept the apologies of Cllr D Firth for medical reasons
- 35 Public Forum** No public spoke
- 36 Declarations of Interest** Cllr Jewell declared an interest in item 29.1 due to being a neighbour of the applicant
- 27 WDBC, DCC, DNP and Sourton Hall Reports** WDBC update circulated by emailed  
DNP update circulated by emailed
- 28.1 Minutes of the previous meeting** It was **RESOLVED** to approve and sign the minutes of the Parish Council meeting held on proposed by Cllr Eberle and seconded by Cllr S Firth with the following amendments:  
26.1 The finance report was noted. Cllr Jefferies said that she had come up with alternative layouts for the finance report but did not realise that they had not all been sent to the Clerk....  
27.6 ..... Cllr Eberle felt the Parish Council felt this was a sensible option
- 28.2 Minute 164** It was noted that, contrary to previous belief, some houses were missed from the consultation
- 28.3 Minute 182** It was noted that the reference on minute should have been ...(z) not ... (bb)
- 29 Planning**
- 29.1 APP/Q1153/W/24/3 341918 East Bowerland** On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to not submit a further response the appeal as the original responses have been comprehensive.

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- 29.2 1442/23/FUL - APP/Q1153/W/24/3 346095**  
Rosemary Cottage,  
Thorndon Cross,  
OKEHAMPTON,  
EX20 4NF
- On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to submit a further written response when the appeal start date is known. The response would state that it was an isolated development in the countryside which TTV26 of the Joint Local Plan states will be avoided and only permitted in exceptional circumstance criteria for which this site does not meet.  
The proposal has not been supported by a locationally specific proven need for tourist accommodation in this isolated rural location, where travel to and from the site is most likely to be via the private car, thus undermining the aims of policy DEV32, which seeks to deliver a low carbon future. This harm is not outweighed by the economic benefits of the proposal. In this regard, the proposal does not represent sustainable development.
- 30 Finance**
- 30.1 Finance Report**
- It was noted that a cheque for £589 had been received from the Commoners towards grass cutting. The new Unity Reserve account had paid £18 interest at the end of June which is a higher rate than the NatWest account was paying.
- 30.2 Payments**
- On the proposition of Cllr Jefferies and seconded Cllr Jewell it was **RESOLVED** to approve the schedule of payments.
- 30.3 Delegated authority**
- On the proposed by Cllr Jefferies and seconded by Cllr S Firth it was **RESOLVED** to give the Clerk delegated authority to add the payments to the bank for approval for:
- HMRC  
Clerks Wages  
August grass cutting
- 30.4 NatWest**
- It was noted the bank accounts have now been closed and the funds transferred to the Unity Account
- 31 Policies**
- 31.1 Grants Policy and application form**
- On the proposition of Cllr S Firth and seconded by Cllr Jewell it was **RESOLVED** to adopt the policy.
- 31.2 Environmental Policy**
- On the proposition of Cllr Jefferies and seconded by Cllr S Firth it was **RESOLVED** to adopt the policy.
- 31.3 Green Policy Objectives**
- On the proposition of Cllr Eberle and seconded by Cllr Jefferies it was **RESOLVED** to adopt the policy.
- 31.4 Code of Conduct**
- On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to adopt the policy.
- 31.5 Death of a senior figure**
- On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to adopt the policy.

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- 31.6 Training Policy** On the proposition of Cllr Eberle and seconded by Cllr S Firth it was **RESOLVED** to adopt the policy.
- 31.7 Unreasonably Persistent or Vexatious Complaints policy** On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to adopt the policy.
- 32 Projects**
- 32.1 Churchyard Plan** It was proposed by Cllr S Firth that the Green Working Group take the initial draft plan and work on a full draft for the September meeting. The plan if agreed by the Council in September would be used as part of the tender documentation for the 2025 grass cutting season. The plan would also include the initial cut in April being completed by volunteers from the Church and Parish Council to set the standard for the rest of the grass cutting season. The plan would be shared with the PCC before the tender process started. A letter received by the Parish Council regarding this matter was considered, and it was felt that the Parish Council did value the work done by the volunteers.
- 32.2 Community Grant Wildlife Scheme** It was agreed to apply for compost bags and rakes for the joint effort in the Churchyard in April. It was suggested that the Clerk contact the Church volunteers to see if there was anything they needed that could be applied for.
- 32.3 Events** It was agreed that the Events Working Group would look at dates for the Firework Night event and the Christmas event. It was suggested that the Christmas event could be more of a Craft Fair than a party but that as it would be funded by the warm spaces grant that there would still be free refreshments available. The Village Hall Committee would be asked if they would like to help with the event. The Green Working Group and the Events Working Group would both agree a date for the volunteer day in the Churchyard in April and free refreshments would be provided for the volunteers under the Warm Spaces funding.
- 32.4 Rural Village Service Group** It was agreed to defer this item until September's meeting as the Council required more information on the Rural Villages Service Group to see if it was value for money.
- 32.5 Bins** The Clerk reported that at the time of the meeting she had received 9 responses to the Trescote Way consultation and Cllr Eberle had also received a response. Of these 10 responses 7 were for near the Bus Stop, one by the post box, one opposite the entrance to Trescote Way and one between the Bus Stop and Bridestowe turning. West Devon Borough Council had confirmed that their waste contractor was able to collect from by the Bus Stop.
- The second bin at Sourton Down location was revised as West Devon Borough Council's contractor has indicated that assuming the bin was

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on the cycle path, the distance to transfer the bags is too far with the weight of the bags, and suggested a smaller capacity bin could be installed where the track to Sourton Down meets the cycle path.

On the proposition of Cllr S Firth and seconded by Cllr Eberle it was **RESOLVED** to purchase a dog bin for Trescote Way and located it near the bus stop and a similar size bin to the one at the Church on the cycle track for Sourton Down. It was agreed that the Clerk would order the bins and the payment for the invoice would be on the August payments list circulated to councillors.

- 32.6 Quality council award** On the proposition of Cllr Jewell and seconded by Cllr S Firth it was **RESOLVED** to submit the application form for the Quality Council award as it was agreed that the council had met the criteria.
- 32.7 Website Accessibility** The Council noted that the website host will be upgrading the website before October as the Web Content Accessibility Guidelines (WCAG) 2.2 introduce new requirements which would ensure that the website is inclusive and compliant with legal standards and will cost a maximum of £45. This involves making the menu buttons wider apart- at least 24 pixels, making a new page with the accessibility statement, and uploading a new plug in that will make the page easier to use with a text reader.
- 32.8 Defibrillator** On the proposition of Cllr Jefferies and seconded by Cllr Eberle, all in favour it was **RESOLVED** to apply for grants to purchase a defibrillator and heated cabinet to be installed on the outside of the Village Hall. Cllr Mott had agreed to give £50 of her localities budget towards the project, Cllr Southcott said his £50 could be used either towards the defibrillator or the purchase of the bin.
- 33 Election/co-option**
- 33.1 Vacancy One** To note the Notice of Vacancy for Debbie Ford's seat expired on 3rd July and no request for an election has been received. The council can advertise for co-option at the September meeting. The advertisement will be put on the website along with the application form as well as the noticeboard and in the BASE magazine.
- 33.2 Vacancy Two** To note the Notice of Vacancy for Sally Gibson's seat expires on 17<sup>th</sup> July and if no request for an election has been received the council can advertise for co-option at the September meeting. The advertisement will be put on the website along with the application form as well as the noticeboard and in the BASE magazine.
- 34 Correspondence**

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- 34.1 Clerks Pay** The Council noted the report relating to correspondence asking how much tax and insurance the Clerk paid. The report detailed how the Clerk's monthly salary figure was arrived at and the response from the ICO stating that parishioners aren't entitled to receive the clerk's personal data under Section 40(2) of the FOIA as it is part of the exempt list.
- 34.2 Vacancies** The Council reviewed the minutes from 4<sup>th</sup> December minute number 102 and 8<sup>th</sup> January minute number 120 which detailed the vacancy as well as the Sourton Parish Council article in the January BASE magazine which started with "Vacancy for a Parish Councillor" and page 6 of the BASE magazine contained a poster advertising the vacancy. The co-option agenda item was deferred in February as the potential candidate was not in attendance at the meeting and the Clerk was asked to confirm that they still wished to be considered for the position.
- On the proposition of Cllr S Firth and seconded Cllr Eberle it was agreed that having reviewed the report the co-option procedure had been followed.
- Members of the public left 8:50pm
- 34.3 20mph in Dartmoor National Park towns and villages** It was agreed that the Clerk would reply to the letter sharing what the council had done so far and was hoping to do. It was felt that the traffic problems in Moretonhampstead were different to Sourton's.
- 35 Items Brought Forward for next agenda** Verge by bus stop  
Invite highways officer to September's meeting  
Traffic plan  
Working group reports  
defib
- 36 EXCLUSION OF PRESS & PUBLIC**  
PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the Meeting for the following items of business.
- (**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)  
**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**
- 37. WDBC Enforcement** An update was noted.
- 38. Grass cutting** It was noted that the council has received a verbal tender
- 39** On the proposition of Cllr and seconded by it was **RESOLVED** to exit part 2 of the meeting and ratify the decisions made.

The meeting closed at 9.06 pm