



MINUTES

Committee: Parish Council
Date: Tuesday, 4 November 2025
Time: 7:00pm
Venue: Community Club

Present

Cllr Catherine Fileman-Wright (Chair)
Cllr Jan Evans
Cllr Vivienne Hodges
Cllr Mike Jeffery
Cllr Gordy Keep

Cllr Richard Short
Cllr Chris Walden
Cllr David Bridger
Cllr Rob Austin

Also Present

Samantha Parkin (Clerk)

PUBLIC PARTICIPATION

175/2025 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Farrand-Rogers and Cllr Hampton.

176/2025 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

177/2025 MINUTES

It was proposed by Cllr Hodges, seconded by Cllr Evans, and **resolved to accept and sign** the minutes of the meeting held on 4th October 2025 as a correct record. There were two abstentions.
LGA 1972 Sch 12 para 41(1)

178/2025 STANDING ITEM -CLIMATE AND ECOLOGY EMERGENCY

The Council noted its Climate and Ecology Emergency Declaration and committed to embedding it across all services, activities, plans, and decisions, ensuring environmental impacts are considered and a fully integrated approach to climate change mitigation is adopted.

179/2025 COUNCILLOR REPORTS

County Councillor Report

Cllr Keeling's report is attached at appendix 3 on page 66. It was noted that Cllr Keeling had authorised free parking on two dates in Chudleigh to support late-night shopping events. The Clerk has written to Cllr Keeling to request free parking on 29th November to support the Christmas Market.

District Councillor Report

Cllr Farrand-Roger's report is attached at appendix 4 on page 69.

180/2025 MATTERS ARISING

It was noted the casual vacancy had been advertised.

It was noted the Hospital meeting had been arranged for November 5th at 7pm. The chair noted that she had invited Mel Stride MP, Cllr Richard Keeling and Kevin Bishop, DNPA. She expressed disappointment that Mel Stride MP had not acknowledged the invitation.

It was noted Parish Online had been instructed to transfer the domain name and create a new website. The clerk noted the switch is due to take place on the 5th of November.

181/2025 CHAIRMANS DISCRETION

The Chair asked councillors to have their photos taken for the new website. She highlighted a free digital skills course from Wellmoor and asked interested councillors to contact the Clerk. Cllr Hodges asked the clerk to investigate if Wellmoor could run a workshop on the new email system.

The Chair noted the Council's WhatsApp group for urgent messages and invited members to join. She confirmed she will represent the Council on Remembrance Sunday (9 Nov). She also mentioned the Hospital meeting and asked who from the Parish Council planned to attend; six members confirmed their attendance.

182/2025 OPEN SPACES REPORT

The Open Spaces monthly report had been circulated prior to the meeting. The report was noted and is attached at appendix 1 on page 65.

183/2025 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

Cllr Hodges attended the Environment Group meeting on 23 October. A good report was received, which the Chair will circulate to the Working Group. The Chair noted that she and the clerk have arranged a meeting with the Exmouth Climate Officer in December to learn from their initiatives and gain inspiration for future projects.

184/2025 INTERNAL CONTROLS COUNCILLOR REPORT

Cllr Bridger had checked the accounts for September.

185/2025 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Austin, seconded by Cllr Jeffery, and **resolved to increase** the donation to the Royal British Legion from £25 to £50. There was one abstention.

It was proposed by Cllr Austin, seconded by Cllr Fileman-Wright, and **resolved to approve** the schedule of payments at appendix 2 on page 65. *LGA 1972 s150(5)*

186/2025 CORRESPONDENCE

1. Correspondence was received and circulated prior to the meeting from Teignbridge Archaeological Society requesting to work together to deliver community benefits through archaeology, heritage, and education. The clerk will forward the correspondence to the History Society.

2. Correspondence was received and circulated prior to the meeting from Devon Communities Together inviting the council to its AGM. The correspondence was noted.

3. Correspondence was received and circulated prior to the meeting from the Dartmoor Partnership Board inviting the council to its Better for Communities Stakeholder Workshop. The correspondence was noted.

4. Correspondence was received and circulated prior to the meeting from Citizens Advice – Q2 report. The correspondence was noted.

5. Correspondence was received and circulated prior to the meeting from Devon and Somerset Fire and Rescue Service inviting the council to take part in its annual precept survey.

It was proposed by Cllr Short, seconded by Cllr Evans, and **resolved to delegate** the completion of the consultation to Cllr Fileman-Wright to respond as she feels appropriate. There was one abstention.

187/2025 HIGHWAYS WORKING GROUP UPDATE

The Highways working group update had been circulated prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Austin, and **resolved to approve** the draft letter to Cllr Richard Keeling.

It was proposed by Cllr Evans, seconded by Cllr Short, and **resolved to authorise** the use of up to £500 from the councils reserves to fund the vehicle tracking study.

188/2025 CCTV

The clerks report summarising the feasibility of installing CCTV to discourage dog fouling, including GDPR considerations and costs (Min. No. 167/2025.4) had been circulated prior to the meeting. The Council noted that no funding application had been submitted to the Office of the Police and Crime Commissioner due to high installation and maintenance costs, significant GDPR obligations, and doubts that CCTV would be the most effective solution for controlling dog fouling in the Churchyard and Sentry.

189/2025 MEMORIAL INSPECTIONS

The clerk's report regarding memorials that had failed safety testing had been circulated prior to the meeting. Cllr Austin asked whether families needed to be notified. The Clerk explained that, as the memorials pose a public safety risk, they can be made safe (e.g., lying down crosses, digging monolith headstones into the ground) without notifying families. Families may contact the Council to have memorials re-erected at their own cost.

It was proposed by Cllr Evans, seconded by Cllr Austin, and **resolved to approve** F.J. Stevens to make the failed memorials safe, up to a cost of £500.

190/2025 STAFFING COMMITTEE

The Chair explained that the Staffing Committee currently has three members, and the quorum is three. Therefore, if a member sends apologies, the meeting cannot proceed. The Clerk had requested an additional member for the Staffing Committee to ensure that meetings can proceed if a member sends apologies.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to appoint** Cllr Walden to the Staffing committee.

191/2025 TERRORISM (PROTECTION OF PREMISES) ACT 2025

The Clerk's update had been circulated prior to the meeting. The Chair noted that the Clerk had attended a Home Office meeting regarding the Terrorism (Protection of Premises) Act 2025, due to concerns about the potential impact on the Christmas Light Switch-On event. It was noted that the Act would not affect the event as it is not ticketed but it is best practice to include it in Risk Assessments. The Clerk will share the information with relevant groups and organisations that may be impacted.

192/2025 PUBLIC SECTOR DEPOSIT FUND

The Chair noted the CCLA Public Sector Deposit Fund is now open.

It was proposed by Cllr Bridger, seconded by Cllr Hodges, and **resolved to transfer** the funds currently held in the Lloyds savings account to the new account.

The Chair closed the meeting at 7.47pm

TO DO ACTIONS

- Clerk to make payments
- Clerk to respond to correspondence in accordance with min no 186/2025
- Clerk to action mins 187/2025, 189/2025, 191/2025 and 192/2025

MPC Minutes 04.11.2025 Attachment no.1 – Open Spaces Report

Inspection conducted by: S Parkin

Date: November 2025

Area	Comments	Action
The Sentry	Sentry seating area – Further deterioration. Bench and back rest removed. Mow Mow Gardening Services were asked to cut the Sentry on the 14 th of October – still awaiting a cut.	Community Shed quote accepted and instructed to proceed with work.
Churchyard	Memorial Inspections have finished. See item 16. Final grass cut completed. Grass needs cutting again due to mild temperatures.	Failed memorials need making safe. Consider an additional cut in November.
The Play Area	Grass needs cutting.	None.
The Henge	Looks good. See Churchyard grass cutting comments.	None.
The Pound	Looks good. See Churchyard grass cutting comments.	None
Cross Tree	Looks good.	None.
Geneva Island/War Memorial	Looks good.	None.
Wheelwright's wheel	Looks good.	None.
Allotment	Looks good. Hedge work scheduled for w/c 24/11.	None
Seats/benches/ Lamp posts	Looks good.	None.
Gates and railings	Looks good.	None
Bus Shelter	Looks good.	None
Recycling bins	Looks good.	None

MPC Minutes 04.11.2025 Attachment no.2 – List of payments November 2025

Finance

To receive the Finance Report

On 31 October, the Accounts stood at:

Lloyds Current Account	£3,091.91
Lloyds Deposit Account	£83,066.51

65. Signed.....

02 December 2025

Standing Orders		Date Cleared
Moretonhampstead Development Trust Office Rent	£390.45	01/10/2025
EE Limited Mobile	£16.04	02/10/2025
BT Telephone and Broadband	£36.25	15/10/2025
EE Limited Mobile	£15.55	31/10/2025
Direct Debit		
Microsoft 365 subscription	£12.36	27/10/2025
ICO (Data Protection Fee)	£47.00	31/10/2025
Mandatory Payments		
Staffing payments (Salary, pension and quarterly HMRC)	£1,970.80	31/10/2025
Card Payments		
Post Office (postage)	£2.77	16/10/2025
Income		
Bank Interest	£32.66	09/10/2025
Christmas Stall payments	£30.00	Various

Invoices for payment – to consider and approve invoices for payment itemised on the Payment Schedule

Payment Method	Payee and reason	Budget	Power to spend	Net Payment	Payment inc. VAT
Bank Transfer	Community Club <i>September Room Hire</i>	EX5	Local Government Act 1972 s111	£15.00	£15.00
Bank Transfer	Devon Association of Local Councils <i>AGM & Conference</i>	EX11	Local Government Act 1972 s111	£50.00	£60.00
Bank Transfer	AR Rural Solutions <i>Pound & Henge and Verges Cut</i>	EX6	Open Spaces Act 1906 s10	£500.00	£500.00
Bank Transfer	AR Rural Solutions <i>Churchyard Cut</i>	EXCEM1	Open Spaces Act 1906 s10	£850.00	£850.00
Bank Transfer	F.J.Stevens & Son Ltd <i>Memorial Inspections & Warning Signs</i>	EXCEM1	Open Spaces Act 1906 s10	£686.00	£823.20
Bank Transfer	Teign Valley Nursery LTD <i>Court Street Baskets Refills</i>	EX6	Open Spaces Act 1906 s10	£325.00	£390.00
Bank Transfer	RBL Poppy Appeal <i>Wreath donation</i>	EX6	Localism Act 2011 s1	£50.00	£50.00

MPC Minutes 04.11.2025 Attachment no.3 – County Councillor Report (Summary)

Cllr Keeling reported that he continues to visit councils across the division. Key local concerns remain **roadworks and highways maintenance**, with Devon experiencing reduced government funding this year. He is in discussion with Highways about improving coordination of works and supporting local businesses through measures such as temporary free parking during key shopping periods.

On **Local Government Reform**, national reports support Devon's proposal for a single unitary council, highlighting that larger councils are better able to protect care services, maintain quality, and avoid additional costs or staff shortages.

Other updates of relevance to residents include:

- **Women's health strategy:** A refreshed national strategy will address gaps in care, including menopause support through NHS Health Checks.

- **Vaccination uptake:** Public reluctance is mainly due to perception and communication, rather than service quality; NHS Devon will tailor future campaigns accordingly.
- **Citizen Advice Devon:** In Quarter 2, 7,657 residents received support with issues including benefits, debt, housing, and utilities; income gains for clients totalled £7.84m and £1.48m of debt was written off.
- **Children's services:** Planning for a new Atkinson secure children's home in Exeter is underway to meet local and national needs.

Cllr Keeling also highlighted **recent council motions** affirming Teignbridge District Council's commitment to inclusion, diversity, and support for immigrants and refugees.