



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 2 September 2025  
**Time:** 7:00pm  
**Venue:** Community Club

## Present

Cllr Catherine Fileman-Wright (Chair)  
Cllr Jan Evans  
Cllr Vivienne Hodges  
Cllr John Farrand-Rogers  
Cllr Mike Jeffery  
Cllr David Bridger  
Cllr Rob Austin  
Cllr Gemma Hampton  
Cllr Chris Walden

## Also Present

Samantha Parkin (Clerk)  
members of the public

## PUBLIC PARTICIPATION

*A member of the public attended in relation to Minute No. 147/2025.7 and was present to answer questions from members. He noted that the traditional phone book is now obsolete and never included mobile numbers. The member of the public left the meeting.*

## 136/2025 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Keep, Cllr Short and Cllr Warner.

## 137/2025 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)*

## 138/2025 MINUTES

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jeffery, and **resolved to accept and sign** the minutes of the meeting held on 1<sup>st</sup> July 2025 as a correct record. There was one abstention. *LGA 1972 Sch 12 para 41(1)*

## 139/2025 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.

## 140/2025 COUNCILLOR REPORTS

### County Councillor Report

Cllr Keeling had sent his apologies, his report is attached at appendix 3 on page 50.

The Chair noted that she and the Vice Chair had met with Cllr Keeling at the recent local government meeting and had expressed the Council's frustrations regarding his lack of attendance. Cllr Keeling

emphasised the importance of his written reports and explained that, rather than spending 10 minutes with each parish individually, he intends to attend full council meetings to hear the issues being discussed.

### **District Councillor Report**

Cllr Farrand-Rogers noted that there was little to report following a quiet August period. He referred to the email he had circulated regarding Exeter City Council's proposals for local government reorganisation. Exeter has now formally agreed to develop a proposal for a new unitary authority, covering Exeter and surrounding areas.

He explained that the Government's preference is for unitary authorities serving around half a million people. Devon could accommodate three such authorities, but if more are created, they may fall short of that target. Exeter's current plan would involve absorbing East Devon and Teignbridge to form a "Greater Exeter" unitary authority. If Plymouth remains a separate unitary authority, this could leave the rest of Devon as either one very large authority or two smaller ones.

Cllr Farrand-Rogers also raised concerns about recent delays in waste collections. He has reported missed collections via the [Teignbridge District Council](#) website and encouraged others to do the same. While TDC attributed the delays to technical or operational issues, he felt the explanation was unsatisfactory.

### **141/2025 MATTERS ARISING**

The Chair noted a working party met on 20th of August to tidy the town ahead of the 100th Carnival and thanked volunteers for attending.

It was noted the council held a successful dedication event on VJ Day to mark the installation of the new memorial stone and bench. The Chair thanked the clerk and the History Society.

It was noted the Clerk is awaiting responses from the Fire Service and Police to the council's letter regarding the co-responder service; MP Mel Stride has written to SWAST.

It was noted the Clerk has asked the Community Shed to proceed with the bench repairs in the Sentry.

### **142/2025 CHAIRMANS DISCRETION**

The Chair extended heartfelt congratulations to all involved in the recent community events, which have been a tremendous success and a source of pride for the town. The Food Festival was well attended, offering a vibrant showcase of produce, and creating a lovely atmosphere throughout. The 100th Carnival was a spectacular and fitting celebration, and the Chair offered special thanks to the Carnival Committee for their outstanding efforts—it was a momentous occasion that truly did the community proud. The 50th twinning anniversary with Betton was also marked with great enthusiasm; forty residents travelled to Betton and enjoyed a wonderful few days filled with celebrations and formalities, strengthening the longstanding relationship between the two towns.

### **143/2025 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 49. Cllr Austin noted the grass on the road must be removed following a grass cut.

### **144/2025 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP**

There was nothing to report.

### **145/2025 INTERNAL CONTROLS COUNCILLOR REPORT**

Cllr Bridger had checked the accounts for June and July.

### 146/2025 SCHEDULE OF PAYMENTS

The payments for August made under delegated powers were noted. The Council considered its monthly schedule of payments.

It was proposed by Cllr Jeffery, seconded by Cllr Farrand-Rogers, and **resolved to approve** the schedule of payments at appendix 2 on page 49. There was one abstention. *LGA 1972 s150(5)*

### 147/2025 CORRESPONDENCE

1. Correspondence was received and circulated prior to the meeting from Teignbridge District Council consulting the council on the draft review of the statement of licensing policy. The consultation was noted.

2. Correspondence was received and circulated from Teignbridge District Council consulting the council on the Teignbridge Local Plan 2020-2040 Main Modifications. The consultation was noted.

3. Correspondence was received and circulated from Devon County Council consulting the council on the draft Traffic Regulation Order at Sawyers Close. The order was noted.

4. Correspondence was received and circulated from HCI Data Ltd informing the council its plan to cease to be a registrar for .gov.uk domain names by 31st December 2025.

The clerk will research alternative registrars and add the item to a future agenda.

5. Correspondence was received and circulated from the organiser of the Dartmoor Devil Cycle Ride advising the council of its upcoming event. The correspondence was noted.

6. Correspondence was received and circulated from Dartmoor National Park regarding their review of the Partnership Plan, which is the Management Plan for the National Park. The consultation was noted.

7. Correspondence was received and circulated from a member of the public regarding a Proposal for a Local Telephone Contact Database.

The Clerk advised the Council on the GDPR implications in her report and suggested that the member of the public explore alternative approaches, such as working with local organisations like MDT. The Council recognised the issue and acknowledged the community interest.

Cllr Fileman-Wright noted that an online directory still exists, searchable by partial postcode and name, with details from those who have consented—though it likely excludes mobile numbers.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans and **resolved to thank** the member of the public for their suggestion of a community phone book; the council recognises the issue but unfortunately the requirements of GDPR mean that the council is unable to endorse the proposal.

8. Correspondence was received and circulated from South West Ambulance Service replying to the council's correspondence regarding the Co-Responder service.

The council noted the correspondence and agreed to chase the Fire Service for a response. The council is still very concerned that there will be greater reliance on volunteers.

### 148/2025 INFORMATION CENTRE

Cllr Jan Evans (PC representative) provided a verbal update following recent meetings. She confirmed that the centre will be closing at the end of September due to a decrease in footfall and sales. Plans for 2026 are not formalised yet.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hampton, and **resolved to record** the councils thanks to the volunteers who have worked in the Information centre over the years and send an appropriate letter.

### **149/2025 FINANCE AND POLICY COMMITTEE RECOMMENDATIONS**

The draft minutes of the Finance and Policy meeting held on 19<sup>th</sup> August had been circulated prior to the meeting.

It was proposed by Cllr Bridger, seconded by Cllr Evans, and **resolved to adopt** the Code of Conduct policy, the Sickness Absence policy, the Training and Development policy and the IT policy.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges, and **resolved to award** the following grants:

Moretonhampstead Parish Hall: £700.00

MED Theatre: £100.00

Moretonhampstead Community Swimming Pool: £100.00

Youth Club: £100.00

Total Awarded £1,000.00

Cllr Farrand-Rogers asked the Clerk to refer organisations who had applied for a grant to additional funding opportunities available through District and County Councils. Relevant schemes include:

- [Teignbridge District Councillors' Community Fund](#) – supporting one-off projects from not-for-profit groups
- [Devon County Council Locality Budgets](#) – grants of up to £8,000 per councillor for community-benefiting projects

The Council endeavoured to obtain three quotes for the fence replacement at Court Street car park. Despite extensive promotion via the Parish Council website, official Facebook page, and local Facebook groups—reaching 2,156 views, 38 document clicks, and 11 application downloads—only one tender was received.

It was proposed by Cllr Evans, seconded by Cllr Jeffery, and **resolved to award** the fence tender to AR Rural Solutions.

### **150/2025 HIGHWAYS WORKING GROUP UPDATE**

The Highways Working Group had met with Devon County Council to discuss traffic issues in Moretonhampstead. Minutes of the meeting, along with the the UKSPF Towns Fund objectives and grant application (submitted under delegated powers), were circulated with the agenda.

The grant application focussed on encouraging visitors to stay longer in Moretonhampstead. The proposal includes collaboration with the History Society to develop a Sparrowhawk Trail—signed walking routes through the town linked to the website—and enhancements to the Sentry, including the installation of adult fitness equipment.

It was proposed by Cllr Austin, seconded by Cllr Hodges, and **resolved to thank the working group and proceed** with the grant application.

### **151/2025 ALLOTMENT**

The draft tender was circulated with the agenda. Cllr Austin confirmed that the shared boundary owner was content with the proposal. The Chair thanked the Clerk and Cllr Austin for their work.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved to approve** the draft Allotment Hedge Tender.

### **152/2025 CHURCHYARD SIGN**

The draft sign and accompanying request to the Archdeacon were circulated with the agenda, along with location photos suggested by the Clerk.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to approve** the design and to locate the sign at the blue cross shown in Appendix 4 on page 52.

### **153/2025 EXTERNAL AUDIT REPORT**

The External Auditor report was circulated prior to the meeting (the report can be found at [www.moretonhampstead-pc.gov.uk](http://www.moretonhampstead-pc.gov.uk)) and was noted.

### **154/2025 BENCH AND MEMORIAL POLICY**

The draft policy was circulated with the agenda. Cllr Walden noted that while the policy requested installation costs, it did not specify an administration fee.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin, and **resolved to approve** the policy with the amendment to include administration costs.

### **155/2025 CHRISTMAS LIGHTS**

The quote for two replacement strips of icicles had been circulated with the agenda.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved to approve** the purchase of the replacement strips.

The Chair closed the meeting at 8.05pm

### **TO DO ACTIONS**

- Clerk to make payments
- Clerk to respond to correspondence in accordance with min no 147/2025
- Clerk to action mins 148/2025, 149/2025, 151/2025, 152/205, 154/2025 & 155/2025

**MPC Minutes 02.09.2025 Attachment no.1 – Open Spaces Report**

Inspection conducted by: S Parkin

Date: August 2025

<b>Area</b>	<b>Comments</b>	<b>Action</b>
<b>The Sentry</b>	Sentry seating area – Further deterioration. Bench and back rest removed.	Community Shed quote accepted and instructed to proceed with work.
<b>Churchyard</b>	Memorial Inspections have commenced.	None.
<b>The Play Area</b>	Looks good.	None.
<b>The Henge</b>	Looks good.	None.
<b>The Pound</b>	Looks good.	None
<b>Cross Tree</b>	Looks good.	None.
<b>Geneva Island/War Memorial</b>	Looks good.	None.
<b>Wheelwright's wheel</b>	Looks good.	None.
<b>Allotment</b>	Looks good.	None
<b>Seats/benches/ Lamp posts</b>	Looks good.	None.
<b>Gates and railings</b>	Looks good.	None
<b>Bus Shelter</b>	Looks good.	None
<b>Recycling bins</b>	Looks good.	None

**MPC Minutes 02.09.2025 Attachment no.2 – List of payments September 2025**

**Finance**

To receive the Finance Report

On 31 August, the Accounts stood at:

Lloyds Current Account	£1,600.21
Lloyds Deposit Account	£68,996.06

**Standing Orders**

		<b>Date Cleared</b>
Moretonhampstead Development Trust Office Rent	£390.45	01/08/2025
BT Telephone and Broadband	£39.26	15/08/2025
EE Limited Mobile	£15.55	19/08/2025

**Direct Debit**

Microsoft 365 subscription	£12.36	26/08/2025
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**Mandatory Payments**

49. Signed.....

06 October 2025

Staffing payments  
(Salary, pension and quarterly HMRC) £2,178.76 29/08/2025

**Card Payments**

**Income**

Bank Interest £46.51 11/08/2025  
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	PKF Littlejohn <i>External Audit</i>	EX8	Local Government Act 1972 s111	£315.00	£378.00
Bank Transfer	Mow Mow Trees and Gardening <i>Sentry Cut</i>	EX6	Open Spaces Act 1906 s10	£150.00	£150.00
Bank Transfer	M P Plumbing <i>Ashes 27/08/25</i>	EXCEM2	Local Government Act 1972 s214	£100.00	£100.00
Bank Transfer	AR Rural Solutions <i>Verges Cut</i>	EX6	Open Spaces Act 1906 s10	£360.00	£360.00
Bank Transfer	AR Rural Solutions <i>Churchyard Cut</i>	EXCEM1	Open Spaces Act 1906 s10	£350.00	£350.00

***MPC Minutes 02.09.2025 Attachment no.3 – County Councillor Report***

Dear Colleagues,

Please share with Councillors and Residents.

Thank you to those Parishes and Councillors who I visited during August.

I have discussed with your District Councillors and hope to be in Tedburn St Mary Parish and Christow Parish meeting in September.

My report is light as August is holiday season for Councils as follows.

**Devon County Council, is calling for a ‘fundamental reform’ of the funding system that decides how much funding councils get from central government.**

This follows the announcement this week that the government’s plans for reform rely heavily on councils raising their council tax precepts by the maximum 5 percent to support ‘core spending’.

According to the [County Council Network](#), the Government’s reform will mean most councils will see an improved funding deal, but that 16 councils – Devon County Council is one of those 16 – will receive a poorer deal that will require council taxpayers to supplement the shortfall.

**Adult learners celebrate GCSE results at Learn Devon**

It wasn't just young people receiving their exam results last week. [Learn Devon's](#) adult learners have also been among those celebrating their GCSE achievements.

Learn Devon, our adult education service, welcomed and congratulated learners collecting their results from its centres last week.

Learn Devon offers free GCSE English and Maths qualifications, with courses starting in September and in January.

### **Join the conversation about Devon's future**

We've been to Chudleigh, Tiverton, and Ivybridge this week talking to members of the public about the government's plans to reorganise local government structures. Chudleigh so far has had the best turnout in numbers of residents including the Mayor of Chudleigh, Councillor Emma Hares, and the Town clerk Amii Shelly.

The government wants to abolish County and District Councils, and instead have single unitary councils, some of them led by Mayors.

People we've spoken to this week have been concerned about their local services being forgotten, or that smaller towns and communities won't have their voices heard in decisions made about them.

We're asking the opinions of people right across Devon to help inform the proposal that we will submit to government in November. Ultimately, it will be the government's choice about what local government structure it sees fit.

This week we're in Morrisons, Bideford, on Tuesday 26 August, 10am to 2pm; and in Axminster Market, Axminster, on Thursday 28 August, 8:30am to 12:30pm

Come along to learn more about what the changes could mean for your community, share your views in our quick survey, and meet your local representatives and ask questions.

[https://devoncountycouncil.commonplace.is/?utm\\_source=connect\\_me\\_newsletters&utm\\_medium=external\\_comms&utm\\_campaign=LGR\\_Engagement\\_2025](https://devoncountycouncil.commonplace.is/?utm_source=connect_me_newsletters&utm_medium=external_comms&utm_campaign=LGR_Engagement_2025)

### **Transformed children's library opens in Exeter**

Exeter's new children's library opened to the public this week and it includes a new dedicated sensory space to support children with ADHD, autism, and sensory processing disorders,

The Clore Children's Library, unveiled by Libraries Unlimited who run Devon's libraries on our behalf, has been designed to be a welcoming and accessible space for all children and families.

### **Our trading standards service is warning motorists to be on their guard against a parking fine text scam doing the rounds.**

Heart of the South West Trading Standards Service issued the warning after some residents reported receiving a scam message.

The message issues a fake 'final reminder' about an 'outstanding toll' and provides a link to make a payment – but it doesn't give any further details of when or where the 'offence' took place or even the council which supposedly issued the fine. Please pass on to your residents.

As always if you have any questions please contact me by email/phone.

Kind regards

*Richard*

Councillor Richard Keeling, MLO  
Cabinet Member for Adults Services  
Devon County Councillor for Chudleigh & Teign Valley  
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*MPC Minutes 02.09.2025 Attachment no.4 – Churchyard Welcome Sign Location*

