



MINUTES

Committee: Parish Council
Date: Tuesday, 3 June 2025
Time: 7:00pm
Venue: Community Club

Present

Cllr Catherine Fileman-Wright (Chairman)
Cllr John Farrand-Rogers
Cllr Gemma Hampton
Cllr Mike Jeffery
Cllr David Bridger
Cllr Jan Evans (arrived at 19.20pm)

Also Present

Samantha Parkin (Clerk)

PUBLIC PARTICIPATION

94/2025 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Austin, Cllr Hodges, Cllr Short, Cllr Walden and Cllr Warner.

95/2025 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)*

96/2025 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 6th May 2025 as a correct record. *LGA 1972 Sch 12 para 41(1)*

97/2025 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.

98/2025 COUNCILLOR REPORTS

County Councillor Report

Cllr Keeling had sent his apologies, his report is attached at appendix 3 on page 31.

District Councillor Report

Cllr Farrand-Rogers reported that Cllr Keeling has been elected to Devon County Council and has been appointed to the Cabinet with the portfolio for Adult Social Services. He remains the Leader of Teignbridge District Council (TDC). While his dual-hatted role brings the advantage of being well-briefed on issues at both district and county levels—including the ongoing reorganisation of local government—Cllr Farrand-Rogers expressed concern that he may become overstretched.

TDC has appointed Cllr Farrand-Rogers to the Dartmoor National Park Authority Community Forum Committee. At the recent TDC meeting, portfolio holders were confirmed, although it is unclear

whether portfolio responsibilities have changed. Cllr Farrand-Rogers will pursue the matter of charges for removing waste from The Sentry with the relevant portfolio holder.

Cllr Fileman-Wright asked Cllr Farrand-Rogers to pass on a message to Cllr Keeling. The Parish Council sent a welcome and congratulations email following his election but has not yet received a reply. Members would warmly welcome Cllr Keeling's attendance at a future meeting, particularly as there are important matters concerning road safety and highways that the Council is keen to discuss with Devon County Council.

99/2025 MATTERS ARISING

It was noted the Clerk has reminded the grass cutter to clear grass from the road and display warning signs.

It was noted the Council's insurance has been renewed with Clear Councils.

100/2025 CHAIRMANS DISCRETION

The Chairman congratulated the Clerk, the VE Day Working Group, and all organisations and volunteers involved in the celebrations, noting that the event was absolutely wonderful.

101/2025 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 30.

102/2025 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

The Chair noted the recent Churchyard Biodiversity Report, produced with the assistance of the Scouts, and commended the quality of the work, particularly given the weather conditions. It is hoped that a similar project can be repeated in future. The Chair also reported that an application has been submitted to Devon Wildlife Trust for a bat detector to be installed in the churchyard as part of the Devon Treescapes Project.

The Chair reported a positive meeting with ACT Climate Wardens, the Parish Council, members of the public, and the DCC Public Rights of Way Warden regarding the Wray Valley Trail cutting regime. It was agreed to adopt a hard winter cut, with minimal cuts in May and September to support insect life during summer growth.

The Warden noted good plant diversity but low insect and bird numbers, potentially due to previous cutting practices. While DCC cannot collect cuttings, he supports volunteers raking and heaping vegetation.

103/2025 INTERNAL CONTROLS COUNCILLOR REPORT

Cllr Bridger had checked the accounts for April.

104/2025 SCHEDULE OF PAYMENTS

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 30. *LGA 1972 s150(5)*

105/2025 CORRESPONDENCE

1. Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust inviting the council to a meeting to discuss the office service charge.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrand-Rogers, and **resolved** to take up MDT's offer of a meeting and agree representation later.

106/2025 INTERNAL AUDIT REPORT

The Internal Auditor, Mrs Penny Clapham had completed her report on the council's accounts, and it had been circulated prior to the meeting. The clerk noted that she is investigating the recommendation to invest reserves better.

107/2025 ANNUAL GOVERNANCE STATEMENT

A copy of the Annual Governance Statement had been circulated prior to the meeting. It was proposed by Cllr Bridger, seconded by Cllr Jeffery and **resolved** that the Annual Governance Statement for the financial year 1 April 2024 – 31 March 2025 be approved.

108/2025 ACCOUNTING STATEMENTS

A copy of the Accounting Statements had been circulated prior to the meeting. It was proposed by Cllr Farrand-Rogers, seconded by Cllr Bridger and **resolved** that the Accounting Statements for the financial year 1 April 2024 – 31 March 2025 be approved.

109/2025 PERIOD OF PUBLIC RIGHTS

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hampton and **resolved** that the dates for the period for the exercise of public rights be set as Monday 09 June to Friday 18 July 2025.

110/2025 FINANCE AND POLICY RECOMMENDATIONS

The clerk had circulated the draft minutes of the meeting of the Finance and Policy committee held on 20th May 2025 prior to the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrands-Roger, and **resolved to approve** the Health and Safety policy.

Cllr Evans arrived at 19.20pm.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Bridger, and **resolved to approve** the Retention and Disposal policy.

111/2025 OPEN SPACES RECOMMENDATIONS

The clerk had circulated the draft minutes of the meeting of the Open committee held on 20th May 2025 prior to the meeting.

It was noted that Cllrs Keep and Austin will provide specifications for the Allotment boundary works so that the Clerk can prepare a tender. The tender will be shared with the shared boundary owner prior to being advertised. Cllrs Evans and Hampton, along with the Clerk, will research potential grant funding to support the works.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to purchase** ground anchors to secure the sentry picnic bench.

112/2025 SUMMER BASH

The clerk's report had been circulated prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Hampton, and **resolved to organise** a Fun Day in aid of Hospiscare on Saturday 19th July.

Cllr Fileman-Wright will check the Risk Assessment for the Fun Day, to ensure it complies with health and safety legislation and insurance requirements.

113/2025 CHURCHYARD WELCOME SIGN

The clerk's report had been circulated prior to the meeting. In response to a query from Cllr Walden regarding a guarantee, the Clerk reported that while the supplier does not provide a written

guarantee, they have confirmed they will investigate and rectify any defects as necessary. The supplier uses high-quality materials and laminate to ensure the sign's longevity.

It was proposed by Cllr Evans, seconded by Cllr Hampton, and **resolved to proceed** with a Churchyard Sign in the style of a Lectern.

The Clerk will request a final draft from the supplier, which will be subject to approval by the Church, the Parochial Church Council (PCC), and the Parish Council.

114/2025 OFFICE

The clerk's report had been circulated prior to the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to purchase** the following office equipment: HP Envy 17.3", Apple 11" iPad, and iPhone 13.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hampton, and **resolved to investigate** printer specifications and **authorise** the purchase of a printer up to the value of £300.

115/2025 PHONE AND BROADBAND

The clerk's report had been circulated prior to the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hampton, and **resolved to renew** the council's broadband contract with BT for a period of 24 months.

The Chairman closed the meeting at 7.36pm

TO DO ACTIONS

- Clerk to make payments
- Clerk to respond to correspondence in accordance with min no. 105/2025
- Clerk to action min no. 110/2025 and 111/2025
- Clerk to purchase the office equipment and investigate printer specifications
- Clerk to renew the council's broadband contract

MPC Minutes 03.06.2025 Attachment no.1 – Open Spaces Report

Inspection carried out by: S Parkin

Date: May 2025

Area	Comments	Action
The Sentry	Sentry seating area – Further deterioration. Bench and back rest removed.	Obtain quotes to replace seating.
Churchyard	Memorial Inspections have commenced.	None.
The Play Area	Looks good.	None.
The Henge	Looks good.	None.
The Pound	Looks good.	None
Cross Tree	Looks good.	None.
Geneva Island/War Memorial	Looks good. Volunteer is repointing the bench area.	None.
Wheelwright's wheel	Needs weeding.	None.
Allotment	Looks good. Site Visit 20/05/25	See Open Spaces cttee' minutes.
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 03.06.2025 Attachment no.2 – List of payments June 2025

Finance Report

To receive the Finance Report

On 31 May, the Accounts stood at:

Lloyds Current Account	£4,297.51
Lloyds Deposit Account	£84,847.94

Standing Orders

Moretonhampstead Development Trust Office Rent	£390.45	Date Cleared 01/05/2025
BT Telephone and Broadband	£40.27	15/05/2025

Direct Debit

Norton Antivirus subscription	£99.99	23/05/2025
Microsoft 365 subscription	£12.36	27/05/2025

Mandatory Payments

30. Signed.....

01 July 2025

Staffing payments
(Salary, pension and quarterly HMRC) £1,918.91 30/05/2025

Card Payments

Tesco (VE Tea Party Refreshments) £59.01 07/05/2025
Lidl (VE Tea Party Refreshments) £40.27 08/05/2025

Transfers £27,970.00 07/05/2025

Income

Bank Interest £40.49 09/05/2025
VE Day Quiz £362.70 13/05/2025

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>Room Hire</i>	EX5	Local Government Act 1972 s111	£60.00	£60.00
Bank Transfer	MED Theatre <i>VE Day drama workshops</i>	VE	Local Government Act 1972 s145	£490.00	£490.00
Bank Transfer	Clear Councils <i>Insurance Renewal</i>	EX9	Local Government Act 1972 s111	£953.32	£953.32
Bank Transfer	Bradfords <i>Materials</i>	EX6	Open Spaces Act 1906 s10	£24.45	£24.45
Bank Transfer	AR Rural Solutions <i>Sentry and Pound & Henge Cut</i>	EX6	Open Spaces Act 1906 s10	£300.00	£300.00
Bank Transfer	AR Rural Solutions <i>Churchyard Cut x 2</i>	EXCEM1	Open Spaces Act 1906 s10	£1,150.00	£1,150.00
Bank Transfer	S Parkin <i>Purchase of VE Day Flag</i>	VE	Localism Act 2011 s1	£7.99	£7.99

MPC Minutes 03.06.2025 Attachment no.3 – County Councillor Report

Dear Colleagues, I would like to introduce myself as your County Councillor, I have already attended County Hall for training and talking with the highly motivated staff on issues in our area and how we can solve them, from potholes to adult social care and children’s services. I want to hear your views, so I have put my contact details below. Richard.Keeling@Devon.gov.uk 07958500783

Following 1st May 2025 County elections this report covers Devon County Council. While I look forward to working with all the different town/parish communities in my Chudleigh and Teign Valley County Division, it does mean that with so many parish council meetings happening most months at the same time, it will be physically impossible for me to attend all meetings. I shall endeavor to keep your parish council informed through regular written reports.

It is an honor to be elected, and it is my intention to serve everyone in our community, and I shall keep to my election priorities of ‘children, adult services, potholes, and communities.’

Devon County Council - there is a new Liberal Democrat led administration formed at the first Council meeting on 22nd May, where Cllr Julian Brazil (Kingsbridge) has become Leader of the Council and Cllr Paul Arnott (Seaton & Colyton) as Deputy Leader. There is a Cabinet of 9 Councillors formed around the same themes as the previous Council. I have accepted a position on the Cabinet and have responsibility for Adult Social Care. I will be going through induction training over the next two months. Green Party member Jacqui Hodgson has been given a role in the Liberal Democrat cabinet’s new Cabinet on Devon. County Council County Committee positions have been determined as the political groups become more organized. More information: <https://www.devon.gov.uk/democracy/councillors-info/>

The political composition of the Council is as follows:

- Liberal Democrat: 27
- Reform UK: 18
- Conservative: 7
- Green: 6
- Independent: 2

Potholes - the most talked about issue and this will receive a great deal of attention. I have met with Ines Scillitoe (Neighbourhood Highway Officer • Neighbourhood Highway Teams) Ines.Scillitoe@devon.gov.uk 01392388485 and we will have regular meetings as will the Clerk of your town/parish.

Children's services - after months of delay OFSTED publish their long awaited judgment on Children's Services in Devon <https://files.ofsted.gov.uk/v1/file/50276862>. The 5-point grading of 4 x inadequate and 1 x requires improvement is not good!

Twenty-five schools in Devon were among the first in the country to offer free, daily breakfast clubs.

All primary aged children in schools identified in the first phase of a government programme are able to access a free breakfast and at least 30 minutes of free childcare every day. One school in the area is Dunsford Community Academy which is new to the programme.

The free breakfast clubs are available for half an hour before the start of the school day. It's thought that they will support parents getting into work by enabling them to drop their children off half an hour earlier.

Schools in the first phase were chosen from across England, in locations where there aren't currently breakfast clubs.

All the schools will receive Government funding towards food and staffing costs.

[Night buses return to Devon and Cornwall](#)

Night buses will continue to be available in Newquay, North Devon and Torquay, plus on new routes in Plymouth and Exeter on Saturday nights until the end of the year. The services have been set up by Devon & Cornwall Police and funded by the Office of the Police and Crime Commissioner (OPCC) with support from Devon County Council.

Devolution & Local Government Reorganisation – 28th November is the deadline for submissions to Government. Devon and District Councils are pooling resources to work through joint consultants on 1:4:5. DCC has put forward 5 options: these will be considered by the new Council.

Adult social care – I have added information with this report.