

BRIDFORD PARISH COUNCIL

Clerk/RFO: Mrs T. Mowat, 2 The Beeches, Wet Lane, Christow, Exeter, Devon, EX6 7NQ

Email: bridfordclerk@gmail.com Phone 07768 784978

1st April 2025

To Members of Bridford Parish Council,

You are hereby summoned to attend a Meeting of Bridford Parish Council, to be held **on Monday 7th April 2025 at 7pm in the Village Hall for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Tamsin Mowat

Tamsin Mowat

Clerk to the Council

AGENDA

1) PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 30 minutes. (Standing Orders 3e and 3f).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

2) Apologies For Absence – to vote and agree on apologies received:

3) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at District Council within 28 days of the change.

4) Minutes – to approve and sign the Minutes of the meeting held on the 3rd March 2025

5) Resignation of Councillor Ashenden-Pearce and thanks for his service

6) Review actions from previous meeting:

a) Clerk's action points: Clothing bank to April agenda, annotate Disciplinary policy, update and publish Publication scheme, contact AC re. VH hire time changes, website and Facebook posts to advertise Volunteers' Celebration, check public liability insurance for Celebration, VJ Day Facebook and website posts and Unity article, fouling article to Unity, contact TDC re. churchyard maintenance

b) Councillors' action points: JT to contact LS re. signs on verges, PM Unity article wording for Volunteers' Celebration, JT liaise with Pip M over VJ Day flag, SS and JT to liaise over Westcott rocks

7) District and County Councillor Reports –

8) Chairman's Report (for information only)

9. PLANNING

Planning Applications - Dartmoor National Park has asked for observations from the Parish Council on the following planning applications:

0083/25 - Higher Neadon, Bridford, Exeter, Devon, EX6 7JE – listed building consent - Replacement single storey extension on existing footprint plus external repair/alteration work to existing chimney

0104/25 - Side extension to accommodate domestic lift for accessibility and future-proofing at Barton Lodge, Bridford, EX6 7LD – full planning permission

Exeter, Devon, EX6 7LD

Planning Decisions

0031/25 – Bridford Woodland Park – Single storey extension to the rear of the information centre - conditional planning permission granted

0019/25 – Poole Farm, EX6 7HY - Retention of agricultural equipment storage shed, Poole Farm, Bridford, Exeter, EX6 7HY – permission refused

10. FINANCES

Income

DCC Locality Funding by BACS:

Play park bench £419

Volunteers' celebration £700

Expenditure

Clerk's salary March - £566.46 (reduced for Pension – see below) SO

Employer's National Insurance payments due to be paid to HMRC from April 2025 at £34.34 per month

Clerk's homeworking expenses - £6 per week SO

Clerk's SIM and data plan - £3.99 DD per month

HP Instant Ink £3.99 by SO per month to Clerk as paid on Clerk's own CC

Increase to HP Instant ink subscription for 50 pages a month from April – from £3.99 to £4.49 per month (Clerk to update SO)

Clerk's employee contribution pension payment to Nest Pensions (taken off salary) DD £62.94

Employer's contribution to Clerk's pension payment to Nest Pensions DD £18.88

CC monthly fee £3 by DD to Lloyds Bank (for Unity Trust)

Clerk's annual increment as per the terms of contract (below) – PT 32 – up to £21.50 and overall salary up to £645.60 (an increase of £16.20 per month) before Pension so £581.04 after Pension – adjust PAYE, SO for salary and Pension from April 2025 if agreed

Subject to satisfactory performance, you will progress automatically through the range LC2 in salary scale 29 – 32 by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2025 and thereafter on the 1st April each year until you reach the maximum of the scale.

Graham Dicker grass cutting invoice – Nov 2023- March 2024 and April 2024- March 2025 – total of £1741.80 by BACS

Gritter service charge to be paid in April to Glasdon once gritter returned (cost of any parts may follow in May) £367.66 BACS

Laptop (retrospective as a replacement asset) one year Microsoft membership and Norton included – CC payment to Box of £164.99 including VAT

Village Hall hire – hire of the upper hall for Parish Council meetings January 2025 to March 2025: £45 and hire of the lower hall for Post Office use November 2024 to March 2025 £114

SLCC membership renewal for 2025/6 due 1st May 2025 £150 by BACS (Clerk to complete renewal form first)

DALC membership renewal for 2025/6 £223.08 incl. VAT by BACS (Clerk to complete renewal form first)

Refund to Frances Leversedge for allotment deposit £15 by BACS

Volunteers' Celebration spending from DCC Locality Funding:

- Roller banner and case – to Pippa Marriott - £97 plus VAT
- Printing costs – invoice from Pippa Marriott: paper 3x100 at £7.99 each so £23.97 total
- Village Hall hire – booked at cost of £81 (invoice to follow as invoiced quarterly)
- Decorations and children's activities to be bought in April on CC – budgets of £20 and £16.50
- Food, drink and flowers to be bought in May by CC - £400 on food and drink
- Exhibition items to be bought in April or May £35 budget
- Total expenditure for event £700

Bench for play park from DCC Locality Funding £429 to Oak World on Credit Card – to be bought in April

Bank Reconciliation and Statement for March 2025.

Q4 expenditure and end of financial year totals.

Council to resolve to accept the accounts.

11. Review updated Financial Regulations (circulated before the meeting) and resolve to accept revised version

12. Renewal of grass cutting contract with Graham Dicker for three more years: April 2025-March 2028 – resolve to renew contract and state reasons.

13. Review and update allotment agreement – agree on changes to be made and resolve to accept updated agreement

14. Agree meeting dates for April 2025-March 2026 – dates agreed until November 2025 so need to agree Jan-March 2026 – Mondays: 5th Jan, 2nd Feb and 2nd March 2026 – resolve to agree and Clerk to publish

15. Clothing bank – review and decide whether to continue or not

16. Emergency plan – discuss and review (to be agreed upon at June 2025 meeting)

17. APM – discuss and agree format

Clerk's report (for information only)

Highways update – back road to Christow, Swannaford turn on B3193

Churchyard closure update

Planning queries update - Poole House

Gritter service update

Clerk's email update

Internal audit and AGAR update

Allotments update

Insurance quotes update

Councillor's reports and External Meetings attended (for information only)

Items for Information - The next council meeting will be on **Monday 12th May 2025** which will be the Annual Meeting of the Council at 7pm in the Village Hall.

Email information

DALC bulletins - up to #14

NALC bulletins

DNPA Planning applications

DCC Highways updates

Revised Financial Regulations