

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

6th May 2025

To Members of Bridford Parish Council,

You are hereby summoned to attend a Meeting of Bridford Parish Council, to be held **on Monday 12th May 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

ANNUAL COUNCIL MEETING AGENDA

1) Election of Chair

- a) Invite nominations and elect a Chair for the year
- b) Receive the Declaration of Acceptance of Office by the Chair

2) Election of Vice Chair

3) Confirm appointment of signatories for authorisation of internet banking payments

4) Appointment/Confirmation of any Committees (if relevant)

5) Appointment to Groups: Footpath/Snow/Wildlife wardens, allotments, book exchange, clothing bank, consultation, notice board, planning, play park, village garden, website, wildlife warden liaison, VH observer – all to be reviewed and agreed

6) Apologies For Absence:

7) 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.

8) 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

9) Minutes – to approve and sign the Minutes of the meeting held on the **7th April 2025**

10) Review Action Points from previous meeting:

a) Clerk's: Notify TDC of Councillor Vacancy and post notice, post Councillor advert on Facebook and website, carry over incomplete action points to May's agenda, upload comments to DNPA planning portal, update SO for HP ink subscription, edit and circulate final version of financial regulations, edit allotment agreement and put on September agenda, ask Andy Swain for TDC funding for deer fencing, update meeting dates on website, carry over clothing bank and emergency plan to May/June agenda, check Village Hall booked from 6pm for APM and check re. alcohol

b) Councillors': JT - get GD to sign contract and provide insurance certificate, EG to look into cost of deer fencing

11) District and County Councillor Reports

12) Chairman's Report (for information only)

13) Planning

Applications

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

0138/25 - To erect two apex roofs over the existing farmyard at Seven Acre Farm, Bridford, Exeter, EX6 7AR

0150/25 - Siting of a temporary rural workers' mobile home, extension to agricultural building and yard; retention of track; siting of three glamping units and ancillary development (revised proposals) at Coombehead Farm, Bridford, Exeter, Devon, EX6 7LQ

Decisions

0083/25 - Replacement single storey extension on existing footprint plus external repair/alteration work to existing chimney - Higher Neadon, Bridford, Exeter, Devon, EX6 7JE - Withdrawn 04/04/2025

0061/25 - Replacement single storey extension on existing footprint plus external repair/alteration work to existing chimney, Higher Neadon, Bridford, Exeter, Devon, EX6 7JE - Withdrawn 04/04/2025

0035/25 - Erection of extension and terrace, Lower Heltor Farm, Bridford, Exeter, EX6 7EH – Grant of conditional planning permission

0104/25 - Side extension to accommodate domestic lift for accessibility and future-proofing -Barton Lodge, Bridford, Exeter, Devon, EX6 7LD – Grant conditionally

14) Finances

Income

Precept first half payment £6721 from Teignbridge District Council

Income tax for employee to be paid back to BPC each month by Clerk £0.80 from Tamsin Mowat

Rosey Oakes allotment deposit £15 and rent £7.50 (6 months' rent from 1st April) by BACS

Payments of £94+£3 from Cllr. Marriott as refund of payment for roller banner, as to be paid directly to Ashley House who provided the banner (see below) by BACS

£24 cheque from Chilcorn clothing bank received by Cllr. Topley – Clerk to pay in by post

£100 cash donation to Cllr. Topley for Brilliant Bridford from a parishioner; not banked as cash spent on food for the event

Expenditure

Clerk's Salary following annual increment in April – up to £21.52 per hour (Pt 32 on Salary Scale) £645.60 per month before Pension, so after Pension £581.04 by SO

Clerk's employee contribution pension payment to Nest Pensions (taken off salary) DD £64.56

Employer's contribution to Clerk's pension payment to Nest Pensions DD £19.37

National Insurance to HMRC – £35.09 BACS (to be paid monthly from now on)

Clerk's homeworking expenses - £6 per week SO

Clerk's SIM and data plan - £3.99 DD per month to Clerk as paid on Clerk's personal CC

HP Instant Ink £4.49 per month by SO to Clerk as paid on Clerk's personal CC

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

Unity Trust Bank service charge £6 per month by DD

Play park picnic bench from Devon Locality Funding (previously approved and paid in April but cost had increased to £439 so noted here for records) to Oakworld on BPC CC and paid off in full

Alex Weaving Agricultural Contracting Ltd for hedge trimming the outside allotment hedge - £60 (incl. VAT of £10) by BACS

Sean Symons for hedge cutting at the allotments (inside hedge), replacing post at play park and making sign and fitting frame £144 (including VAT of £24) by BACS

Etsy: 2 Signs for verges £15.50 each plus postage £4.95 so total of £35.95 plus VAT - BPC CC

Playsafety for ROSPA play park inspection £129.60 (incl £21.60 VAT) by BACS

VJ Day flag ready for August – Newton Newton flag shop - £24 incl. VAT by BPC CC

Spending for Brilliant Bridford celebration (from DCC Locality funding):

Banner (retrospective as amount already approved but needed to be paid directly to printer rather than Cllr. Marriott) £116.40 incl VAT by BACS

Amazon Invoice from Cllr. Marriott for printing costs of invitations on high quality paper £21.60 including VAT to be paid to Cllr. Marriott by BACS

Drinks from Sainsburys £196.66 paid on BPC CC to be paid off by BACS

Bank Reconciliation and Statement

Council to resolve to accept the accounts

15) Internal Audit Report – to note no issues raised by the internal auditor.

16) Certificate of Exemption – to resolve to agree the Certificate of Exemption.

17) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate.

18) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate.

19) Notice of Public Rights and Publication of Council's accounts – to resolve to agree the dates of publication on the website and notice board from 4th June-15th July, thus covering 30 working days and including the first 14 days of July as required by law.

20) Asset register – review updated version for 2025/6 and resolve to adopt

21) Statement of internal control - review updated version for 2025/6 and resolve to adopt

22) Risk assessment – review updated version and resolve to accept

23) Insurance renewal for 2025/6 – quotes from **Clear Councils £982.75, Gallagher (current insurers) £985.64 and Ansvar £TBC** to resolve which insurer to go with for the year – Clerk to set up/renew by 1st June 2025

24) Play park action plan (circulated ahead of the meeting along with ROSPA play park inspection report) – review and agree to adopt

25) Clothing bank – resolve to agree the future of the clothing bank

26) Bench refurbishment: two of the benches (one in Village Garden and one on Pound Lane) need sanding and treating – Council to resolve to carry out this work

27) Churchyard closure – letter received from PCC asking if any objection to closing the churchyard because there is no room for new graves – Council to decide and inform PCC either way.

Clerk's report (for information only)

Updates on Internal Audit and AGAR, play park bench, Brilliant Bridford, domain name research, churchyard closure and community funding from TDC

Councillor's reports (for information only)

Out and about in the community (for information only)

Items for Information - The next council meeting will be on **Monday 2nd June no later than 7.30pm (or at the end of the Annual Parish Meeting; whichever is earlier)** as it follows the Annual Parish Meeting at **6.30pm** in the Village Hall.

Email information

DALC bulletins - up to #19

NALC bulletins

DNPA Planning applications

DCC Highways updates

Revised Financial Regulations