

# **BRIDFORD PARISH COUNCIL**

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

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28<sup>th</sup> 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 2<sup>nd</sup> June 2025 following the end of Annual Parish Meeting and starting no later than 7.30pm, whichever is sooner**, 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 12<sup>th</sup> May 2025**

### **5) Review actions from previous meeting:**

**a) Clerk's action points:** file declaration of acceptance, request SCARF assessment and 30mph signs from DCC Highways, put piece in Unity for June as a reminder about driving carefully through the village, find out who owns green area at the top of Butts Close, contact TDC Noise Abatement and cc DNPA and Carol, Clerk at Christow PC, put new PCSO details in Unity article for July and share with Councillors, submit planning comments to DNPA planning on portal, set up payments in Unity Trust Bank, carry over AGAR paperwork and notice of public rights to June meeting, email certification of exemption to PKF Littlejohn - external auditors, correct typo on risk assessment about defibrillators, check Insurance quotes cover both defibrillators, contact Gallagher to set up Insurance renewal, put advert about Clothing Bank in Unity for July, reply to Tessa Derby at the PCC to confirm no objections to graveyard closure and send TDC an update, copy over agenda note about churchyard closure month to month as may take two years to be granted and keep TDC updated periodically in the meantime, volunteer drive to be put as agenda item in June, contact Ines Pfister at DCC Highways about diverter and Pound Lane spring trap

**b) Councillors' action points:** Cllr. Topley – ask Dan Tidball if he will continue as Footpath Warden, go to Venn Garage and check and take a label for defibrillator with contact details of Dave Wood, check donation quantities in summer months, Play Park Action Plan to be updated and brought to September meeting, provide signed agenda for APM, Cllrs. Topley and Symons: look at work needed in the play park on fencing, painting and other repairs by end July, Cllr. Symons - repair play park gate by end of May, Cllr. Marriott: poster for Saturday's Brilliant Bridford event, Cllr. Gallagher: look into potential person to carry out repair work to benches and explore cost and capacity for doing the work

## **6) District and County Councillor Reports**

## **7) Chairman's Report (for information only)**

## **8. PLANNING**

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

### **Applications**

None this month

### **Decisions**

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

## **9. FINANCES**

### **Income**

Refund of overpayment of Nest Pension employer contributions (see Clerk's report below): £31.20 received in May and further £154.08 to come.

£1 income tax from Clerk as paid directly from BPC to HMRC

### **Expenditure**

Clerk's Salary June £645.60 per month before Pension, so after Pension £581.04 by BACS (Clerk to cancel SO for salary and deduct tax before salary paid then set up BACS payment for salary each month)

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 £3.77

National Insurance and income tax to HMRC – £35.29 for May BACS

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

£47.20 to Clerk for overpaid employee Pension contributions (Dec 2024 when qualifying threshold was not reached due to one week of unpaid leave so employee contribution could not be made and was refunded by Nest to BPC) - BACS

Internal audit fee to Hania Lee – Lee Accounting £120 incl. VAT - BACS

VE Day refreshments – Cllr. Topley £9.06 – BACS

£10 VH hire for VE Day to be invoiced with hall hire later; noted here as a record of agreement

### **Brilliant Bridford expenditure**

Food from Sainsburys £87.62 by BPC CC to be paid off in full  
Lidl cheese and butter to Cllr. Marriott £14.15 BACS  
Bread and milk Lidl - £20.23; Sainsbury's - £12.25 Total: £32.48 to Cllr. Topley BACS  
Maunder Butchers – ham and cheese - £131.23 - £100 cash (donation) and £31.23 on BPC CC  
Cake ingredients £41.56 to Tessa Derby BACS  
Decorations – 3 receipts from Amazon to Cllr. Marriott £26.96 total BACS  
TOTAL: £763.46 spent out of £800 total budget – so £36.54 left

Revised bank rec for March 2025 due to DALC fees being taken from the Precept in 2024/5, as Internal Auditor advised to record in a different way so receipts and payments altered but total remains the same

Bank reconciliation and Unity Trust Bank statement

### **Council to resolve to accept the accounts**

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

**11) Annual Governance Statement** – to resolve to agree the Annual Governance Statement is accurate and sign.

**12) Annual Accounting Statement** – to resolve to agree the Annual Accounting Statement is accurate and sign.

**13) 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-15<sup>th</sup> July, thus covering 30 working days and including the first 14 days of July as required by law.

**14) Asset register** – revised version for adoption re. laptop amount

**15) Amazon Business Account** for ordering office supplies – resolve to set up account

**16) Volunteer drive** – following BB consider and agree next steps to encourage parishioners to volunteer

**17) Emergency plan** – to be agreed and adopted

**18) Closure of churchyard** (if notice received or carry over to July)

### **Clerk's report (for information only)**

Updates on Clerk's pension refund, AGAR and Gov.uk domain

### **Councillor's reports (for information only)**

### **Out and about in the community**

**Items for Information** - The next council meeting will be on **Monday 7<sup>th</sup> July 2025** at 7pm in the Village Hall.

### **Email information**

DALC bulletins - up to #22  
NALC bulletins  
DNPA Planning applications  
DCC Highways updates