

Minutes of the Annual Council Meeting of Bridford Parish Council held on Monday 12th May 2025 in the Village Hall.

Present: Cllr. Topley, Cllr. Purser, Cll. Gallagher, Cllr. Marriott, Cllr. Symons, Tamsin Mowat (Clerk) and 1 member of the public

Meeting started at 19:00

Agenda item	Action	Owner
1) Election of Chair a) Invite nominations and elect a Chair for the year: Cllr. Purser proposed and seconded by Cllr. Gallagher and all agreed. Cllr. Topley agreed and signed. b) Receive the Declaration of Acceptance of Office by the Chair. Received.	File declaration of acceptance	Clerk
2) Election of Vice Chair - Cllr. Purser nominated by Cllr. Marriott and all agreed. Cllr. Purser accepted.		
3) Confirm appointment of signatories for authorisation of internet banking payments: all agreed and happy to continue (Cllrs. Topley, Purser and Marriott).		
4) Appointment/Confirmation of any Committees (if relevant): not relevant at this time due to being a small Council – all agreed. Decision that no planning or HR committees needed, as the Parish Council is small enough to work as a team in these areas.		
5) Appointment to Groups: Footpath warden (TBC), Snow warden (Anne Mayes), Wildlife warden (Lucy Smerdon), allotments (Cllr. Topley), book exchange (Cllr. Topley), clothing bank (Karen Gervers), public consultation (Cllr. Gallagher), notice boards (Cllr. Topley), play park (Cllrs. Topley and Symons and Clare Ashenden), village garden (Cllr. Topley), website (Clerk), wildlife warden liaison (Cllr. Marriott), VH observer (Cllr. Topley) and allotments (Cllr. Topley) New appointment – Clare Ashenden as Village Speed Awareness Coordinator. Cllr. Symons arrived at 19.06	Ask Dan Tidball if he is willing to continue as Footpath Warden	Cllr. Topley
6) Apologies For Absence: County Cllr. Keeling; will send a monthly report once he's settled in and District Councillor Swain		
7) Declarations Of Interest: None		
8) Public Discussion: A Parishioner raised the issue of the speed of traffic on New Park and particularly on the corner near the Village Garden and on the way to the play park where there's no pavement. She has confirmed that she has contacted the County Council. Speed limit is 30mph. Parish Council can ask County Council for signs and do a SCARF assessment for the Police to assess the speed. Can also set up a Community Speed Watch group; needs 4 people (police can come out and assess the road and train people to assess speed and send letters; could take place in the layby by the Bridford sign). Neighbourhood Policing Team were positive and supportive: reference 12 th May 341. Police will take registration numbers and doorbell or dash cam footage. Parishioner considering a petition for 20mph speed limit to be submitted to Devon County Council; need 4 people to sign up to it.	Request SCARF assessment and 30mph signs and copy in Ines Pfister from DCC Highways. Put piece in Unity for June as a reminder about driving carefully through the village.	Clerk Clerk

<p>Issue has been discussed previously. Parking an issue as makes it harder for pedestrians to get around the corner safely. New local PCSO for our area and coming on Saturday to Brilliant Bridford; ask her to attend the village to assess the situation. PCSO is Tina Jordan. PC Tom Gage is the new Beat Manager for the local area.</p> <p>Wherever there is a streetlight and housing speed limit is 30mph. Various ideas were discussed to help make the corner safer; they will be talked through when there is a visit from Police. Options were also discussed for parking.</p> <p>Chair thanked Parishioner for coming with ideas and solutions to try and address the problem.</p> <p>Another parishioner contacted the Chair about noise from stone cutting over at the back at Christow opposite Heckland Farm when the wind is blowing in a particular direction. A few other parishioners have mentioned it too as it starts early in the day and can continue all day. Parishioners can contact DNPA and/or Teignbridge environmental health to make complaints. Noise impact assessment undertaken on 20th March 2025 – published by DNPA. Whilst there was a recognition by the Parish Council that noise nuisance impacted some Bridford residents, it was understood that the business did not fall within Bridford Parish.</p>	<p>Find out who owns green area at the top of Butts Close</p> <p>Contact TDC Noise Abatement and cc DNPA and Carol, Clerk at Christow PC. Ask: is there a time limit on usage? Hours of operation?</p>	<p>Clerk</p> <p>Clerk</p>
<p>9) Minutes – to approve and sign the Minutes of the meeting held on the 7th April 2025 – all agreed and signed.</p>		
<p>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 – all in hand b) Councillors': JT - get GD to sign contract and provide insurance certificate – in hand, EG to look into cost of deer fencing – whole allotment needed estimated 300m worth at c. £9000-10000 total. Decision made to postpone plans for this season.</p>		
<p>11) District and County Councillor Reports (summarised here and full report available at the end of the minutes and on the website) Cllr. Purser reported on County Council elections and difficulties within the District Council.</p>	<p>Put new PCSO details in Unity article for July and share with Councillors</p>	<p>Clerk</p>
<p>12) Chairman's Report (for information only - summarised here and full report available at the end of the minutes and on the website) Cllr. Topley covered VE Day celebrations, wildlife and the play park.</p>		

<p>13) Planning Applications</p> <p>Dartmoor National Park has asked for observations from the Parish Council on the following planning applications:</p> <p>0138/25 - To erect two apex roofs over the existing farmyard at Seven Acre Farm, Bridford, Exeter, EX6 7AR – no objections but could solar panels be considered for this type of development?</p> <p>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 – the Parish Council would expect the DNPA to apply the functional and financial criteria for such a proposal.</p> <p>Decisions</p> <p>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</p> <p>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</p> <p>0035/25 - Erection of extension and terrace, Lower Heltor Farm, Bridford, Exeter, EX6 7EH – Grant of conditional planning permission</p> <p>0104/25 - Side extension to accommodate domestic lift for accessibility and future-proofing - Barton Lodge, Bridford, Exeter, Devon, EX6 7LD – Grant conditionally</p>	<p>Submit planning comments to DNPA planning on portal</p>	<p>Clerk</p>
<p>14) Finances</p> <p>Income</p> <p>Precept first half payment £6721 from Teignbridge District Council</p> <p>Income tax for employee to be paid back to BPC each month by Clerk</p> <p>£0.80 from Tamsin Mowat</p> <p>Rosey Oakes allotment deposit £15 and rent £7.50 (6 months' rent from 1st April) by BACS</p> <p>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</p> <p>£24 cheque from Chilcorn clothing bank received by Cllr. Topley – Clerk to pay in by post</p> <p>£100 cash donation to Cllr. Marriott for Brilliant Bridford from a parishioner; not banked as cash spent on food for the event</p> <p>Expenditure</p> <p>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</p> <p>Clerk's employee contribution pension payment to Nest Pensions (taken off salary) DD £64.56</p> <p>Employer's contribution to Clerk's pension payment to Nest Pensions DD £19.37</p>	<p>Set up payments in Unity Trust Bank</p>	<p>Clerk</p>

<p>National Insurance and income tax to HMRC PAYE – £35.29 BACS (to be paid monthly from now on)</p> <p>Clerk's homeworking expenses - £6 per week SO</p> <p>Clerk's SIM and data plan - £3.99 DD per month to Clerk as paid on Clerk's personal CC</p> <p>HP Instant Ink £4.49 per month by SO to Clerk as paid on Clerk's personal CC</p> <p>CC monthly fee £3 by DD to Lloyds Bank (for Unity Trust)</p> <p>Unity Trust Bank service charge £6 per month by DD</p> <p>Play park picnic bench from Devon Locality Funding (previously approved and paid in April but cost had increased by £10 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</p> <p>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</p> <p>Etsy: 2 Signs for verges £15.50 each plus postage £4.95 so total of £35.95 plus VAT - BPC CC</p> <p>Playsafety for ROSPA play park inspection £129.60 (incl £21.60 VAT) by BACS</p> <p>VJ Day flag ready for August – Newton Newton flag shop - £24 incl. VAT by BPC CC</p> <p><u>Spending for Brilliant Bridford celebration (from DCC Locality funding):</u></p> <p>Banner (retrospective as amount already approved but needed to be paid directly to printer rather than Cllr. Marriott) £116.40 incl VAT by BACS</p> <p>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</p> <p>Drinks from Sainsburys £196.96 paid on BPC CC to be paid off by BACS</p> <p>Bank Reconciliation and Statement</p> <p>Council to resolve to accept the accounts – all agreed</p>		
<p>15) Internal Audit Report – to note no issues raised by the internal auditor. Not yet received from Internal Auditor.</p>	<p>Carry over to June meeting</p>	<p>Clerk</p>
<p>16) Certificate of Exemption – to resolve to agree the Certificate of Exemption. All agreed and signed.</p>	<p>Email to PKF Littlejohn external auditors</p>	<p>Clerk</p>
<p>17) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate. Awaiting Internal Auditor's report.</p>	<p>Carry over to June meeting</p>	<p>Clerk</p>
<p>18) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate. Awaiting Internal Auditor's report.</p>	<p>Carry over to June meeting</p>	<p>Clerk</p>

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-15 th July, thus covering 30 working days and including the first 14 days of July as required by law. Awaiting Internal Auditor's report.	Carry over to June meeting	Clerk
20) Asset register – review updated version for 2025/6 and resolve to adopt – all agreed		
21) Statement of internal control - review updated version for 2025/6 and resolve to adopt – all agreed		
22) Risk assessment – review updated version and resolve to accept – all agreed – typo on risk assessment states 'defibrillator' rather than 'defibrillators'. Defibrillator at Venn garage not visible from the road.	<p>Correct typo on risk assessment about defibrillators</p> <p>Check Insurance quotes cover both defibrillators</p> <p>Go to Venn Garage and check and take a label for defibrillator with contact details of Dave Wood who monitors the defibrillators</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Topley</p>
23) Insurance renewal for 2025/6 – quotes from Ecclesiastical Insurance through Clear Councils £982.75 or £960.88 for a three year tie-in, Hiscox through Gallagher (current insurers) £985.64 or £938.87 for a 3-year tie-in and Ansvar through Community Action Suffolk £1012 or £973 with a three-year tie in to resolve which insurer to go with for the year – all agreed to go with Hiscox through Gallagher for 3-year tie in at £938.87 per year.	Contact Gallagher to set up renewal with Hiscox on 3-year tie in basis and pay premium by 1 st June 2025	Clerk
24) Play park action plan (circulated ahead of the meeting along with ROSPA play park inspection report) – review and agree to adopt. Most of the items are a manageable risk. Nothing flagged in red. Fencing – needs assessing to identify what needs to be done by end of July. Plan to be brought back to September meeting. Gate closing mechanism to be prioritised by end of May – Cllr. Symons to repair. Cllr. Topley to support. Fort and slide needs painting, group swing – visual inspection to take place, Junior swing – timber – watching brief for condition of timber. All by September. All agreed to adopt the Action Plan.	<p>Repair gate by end of May</p> <p>Look at work needed in the play park on fencing, painting and other repairs by end July</p> <p>Action Plan to be updated and brought to September meeting</p>	<p>Cllr. Symons</p> <p>Cllrs. Topley and Symons</p> <p>Cllr. Topley</p>
25) Clothing bank – resolve to agree the future of the clothing bank - £24 last time (used to be £60) Cllr. Topley checking fortnightly and	Check donation quantities in summer months	Cllr. Topley

<p>Karen Gervers has to be there to have it emptied. Agreed to monitor for a few months.</p>	<p>Put advert in Unity for July and encourage people to come and drop them off.</p> <p>Poster for Saturday's BB event.</p>	<p>Clerk</p> <p>Cllr. Marriott</p>
<p>26) Bench refurbishment: four of the benches (three in Village Garden and one on Pound Lane) need sanding and treating. Council resolved to carry out this work once costs agreed. One bench has a broken panel that needs repairing as soon as possible.</p>	<p>Look into potential person to carry out this work and explore cost and capacity for doing the work.</p>	<p>Cllr. Gallagher</p>
<p>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: all agreed no objections. Cllr. Symons updated us on latest details of what the closure means.</p>	<p>Reply to Tessa Derby at the PCC to confirm no objections and send TDC an update.</p> <p>Copy over agenda note month to month as may take two years to be granted and keep TDC updated periodically in the meantime.</p>	<p>Clerk</p> <p>Clerk</p>
<p>Clerk's report (for information only) Updates on Internal Audit and AGAR; all in hand but awaiting sign off from Internal Auditor so carry over to June, play park bench ordered and arrived, Brilliant Bridford: all plans in hand, domain name research to be carried over to June or July as AGAR has been priority this month, churchyard closure in hand as per agenda point 27 above and community funding from TDC: agreed we can apply for it</p>		
<p>Councillor's reports (for information only)</p> <p>Cllr. Marriott will report on Brilliant Bridford at June's meeting</p> <p>Pound Lane mentioned by Cllr. Purser – drainage and damage to road surface at the bottom of Pound Lane still an issue</p> <p>Cllr Symons gave a helpful update on Church matters, clarifying what grounds closure meant in real terms. The Church Warden role is now shared between Sean Symons and Mike Garforth. The Friends of Bridford Church Group is up and running and fundraising is beginning</p>	<p>Volunteer drive to be put as agenda item in June</p> <p>Clerk to contact Ines Pfister at DCC Highways about diverter and Pound Lane spring trap</p>	<p>Clerk</p>

Out and about in the community (for information only) – nothing this month		
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.	Provide signed agenda for APM	Cllr. Topley
Email information DALC bulletins - up to #19 NALC bulletins DNPA Planning applications DCC Highways updates Revised Financial Regulations		
Meeting closed at 21:02		

Signed:

Date:

Chair of Bridford Parish Council

District Cllr. Purser's report for May

The big issue has been the County Council elections in Devon this month. Teignbridge quiet in the meantime. Lib Dems largest party in Devon which may influence the decisions on devolution. Meetings recommencing – overview and scrutiny meeting. Transgender issues over Broadmeadow changing rooms so those issues need to be resolved. Issues between Councillors and leaders about a number of issues. Waste transfer station at Newton Abbot needs refurbishing and rebuilding; trying to make it as self sufficient as possible with consideration of solar panels. New leaders to be elected shortly. Police Advocate Scheme – not informed about new PCSO.

CHAIR'S REPORT MAY 12TH 2025

CONGRATULATIONS

Tamsin has passed part 2 of her ILCA course, no mean feat on top of her working commitment to the Parish Council, so well done!

GRITTER

The gritter went off for service in mid – April and we are waiting to hear. Thanks to Andy H who is managing this piece of work.

VE DAY CELEBRATION

The day went off extremely well, so much help and advice and support from so many people. Cakes galore got made, the Village Garden was tidied by volunteers, decorated with flags and bunting loaned by four different parishioners, the urn and pump pots lent, advertising was done, gazebo lent, VE Day flag flown, tea, coffee and cake were prepared and served and cleared up, electricity and hot water provided by neighbours, chairs and tables were lugged and returned, a real village effort. Ray Spurr and Lyra, Ray's granddaughter, together with Cllr Marriot reminded us why we were there. Plus: about 70 parishioners attended, including some young children and a (very nice) dog! A little dancing happened and a LOT of cake was eaten. We were privileged to have in attendance some older residents wearing medals and bringing their war memories with them. Our oldest resident also attended, wearing her Land Girl medal and her late husband's medal also.

BRIDFORD IS BRILLIANT

Plans for Bridford is Brilliant are moving along nicely, more of this in our June Meeting

WILDLIFE UPDATE

Thanks to Lucy Smerdon for watering the play park trees which continue to do well.

Lucy has had a look through the Butts Close verge, taken out some grass and put in a couple of plug ins. She found there are actually quite a lot of good flowers in there now. She intends to go through the Pound Lane verge sometime soon.

PLAYPARK

The new bench has come and thanks must go to Andy, Nige and Lou, who after helping to set up and takedown VE Day, set to to assemble the bench, something we weren't expecting we needed to do. The bench looks very sweet there. Another one the same would be nice sometime.

MEETINGS ATTENDED

I attended the recent VH meeting where the PC was asked to keep the VH updated on Land Registry progress. Tamsin has messaged to say of course we will, but as yet there is no news

I attended a free on – line smaller councils meeting with DALC. To be honest there was nothing new that came out of it. It is obviously a waiting game and at the moment; we have Cllr Purser and Andy Swain to keep us informed