

**Minutes of the meeting of Bridford Parish Council held on Monday 2<sup>nd</sup> June 2025 at 7.30pm in the Village Hall.**

Present: Cllr. Topley (Chair), Cllr. Purser (Vice Chair), Cllr. Marriott, Cll. Gallagher, Cllr. Symons, Tamsin Mowat (Clerk), 0 members of the Public and Andy Swain, District Councillor

**Meeting opened at 19.38**

Agenda item	Action	Owner
<b>1) Public Discussion:</b> Nothing raised as covered in Annual Parish Meeting		
<b>2) Apologies For Absence:</b> County Councillor Richard Keeling		
<b>3) Declarations Of Interest:</b> None		
<b>4) Minutes</b> – to approve and sign the Minutes of the meeting held on the 12 <sup>th</sup> May 2025. All in agreement – approved and signed.	Post minutes to website	Clerk
<p><b>5) Review action points from previous meeting</b></p> <p><b>a) Clerk’s action points:</b> 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. All points in hand.</p> <p>Updates given on parking, noise abatement and diverter. Discussion about the diverter issue. Rainwater harvesting would help to divert some of the rainwater away from the diverter for use for wash down. Farming practices mean the amount of water to the diverter will only increase.</p> <p><b>b) Councillors’ action points:</b> 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. Cllr. Gallagher has asked</p>	<p>Contact Teign Housing: parking spaces on the top of Butts Close – parking permits to be sold for residents only – ask if possible.</p> <p>Look into sign for defibrillator at Venn Park Garage to put above it so it’s visible from the road.</p> <p>Put article in Unity to let them know where the two defibrillators are.</p> <p>Ask Dave Wood how often he</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>a young parishioner to carry out the repairs. A parishioner's grandson will repair the bench by the Bridford sign. All in hand. Dan confirmed he will continue as Footpath Warden.</p>	<p>checks the defibs.</p>	
<p><b>6) District and County Councillor Reports</b> District Councillor Swain: pleasure to work with us for the past year and look forward to the next one. Brilliant to see the feedback from the parishioners at the APM; good community engagement. Teignbridge annual meeting – new committees for the year have been agreed. Devolution is progressing in the background - more news in November. Councillors' community fund – moving towards publishing how the fund is used. Don't want Parish Councils to apply for it. Argument is that PCs have a Precept and should raise money through that instead. Any community group can apply for it – they don't have to have a bank account – Parish Council can broker the application if needs be. £1000 per Councillor and 8 parishes to split it between.</p>	<p>Consider Twinning sign funding – let Trudy Cronin and Friends of the Church know.</p>	<p>Cllr. Topley</p>
<p><b>7) Chair's Report (for information only)</b> - Summarised here and full report available at the end of the minutes and on the website. Chair reported on the Clerk's Pension and contract which has been updated and signed off, the Play Park inspection and plan with huge thanks to Cllr. Symons for repairs to the play park, the success of Brilliant Bridford and new volunteers coming forward.</p>	<p>Ask Alex Weaving if the sheep getting into the park belong to them.</p>	<p>Cllr. Topley -</p>
<p><b>8) PLANNING</b> <b>Planning Applications</b> - Dartmoor National Park has asked for observations from the Parish Council on the following planning applications:</p> <p><b>Applications</b> None this month</p> <p><b>Decisions</b> 0138/25 - To erect two apex roofs over the existing farmyard, Seven Acre Farm, Bridford, Exeter, EX6 7AR – granted conditionally – Cllr. Symons asked what the conditions were; available to view on the DNPA Portal.</p>		
<p><b>9) FINANCE</b></p> <p><b>Income</b> Refund of overpayment of Nest Pension employer contributions (see Clerk's report below): £31.20 and further £154.08 received in May. £1 income tax from Clerk as paid directly from BPC to HMRC.</p> <p><b>Expenditure</b> 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</p>	<p>Set up payments in Unity Trust Bank</p>	<p>Clerk</p>

<p>Employer's contribution to Clerk's pension payment to Nest Pensions DD £3.77</p> <p>National Insurance and income tax to HMRC – £35.29 for May BACS</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>£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</p> <p>Internal audit fee to Hania Lee – Lee Accounting £120 incl. VAT - BACS</p> <p>VE Day refreshments – Cllr. Topley £9.06 – BACS</p> <p>£10 VH hire for VE Day to be invoiced with hall hire later; noted here as a record of agreement</p> <p><u>Brilliant Bridford expenditure</u></p> <p>Food from Sainsburys £87.62 by BPC CC to be paid off in full</p> <p>Lidl cheese and butter to Cllr. Marriott £14.15 BACS</p> <p>Bread and milk Lidl - £20.23; Sainsbury's - £12.25 Total: £32.48 to Cllr. Topley BACS</p> <p>Maunder's Butchers – ham and cheese - £131.23 - £100 cash (donation) and £31.23 on BPC CC</p> <p>Cake ingredients £41.56 to Tessa Derby BACS</p> <p>Decorations – 3 receipts from Amazon to Cllr. Marriott £26.96 total BACS</p> <p>TOTAL: £763.46 spent out of £800 total budget – so £36.54 left</p> <p>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</p> <p>Bank reconciliation and Unity Trust Bank statement for May</p> <p><b>Council to resolve to accept the accounts – all agreed and resolved to accept accounts.</b></p>		
<p><b>10) Internal Audit Report</b> – to note no issues raised by the internal auditor. Noted. Chair thanked Clerk for her work on the AGAR.</p>		
<p><b>11) Annual Governance Statement</b> – to resolve to agree the Annual Governance Statement is accurate and sign. All resolved to agree and signed.</p>		
<p><b>12) Annual Accounting Statement</b> – to resolve to agree the Annual Accounting Statement is accurate and sign – resolve to agree – all in agreement and signed.</p>		

<b>13) Notice of Public Rights and Publication of Council's accounts</b> – 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. All resolved to agree.	Publish notice of public rights and AGAR documents to website	Clerk
<b>14) Asset register</b> – revised version for adoption re. laptop amount. Agreed by all and adopted.	Post updated version to website	Clerk
<b>15) Amazon Business Account</b> for ordering office supplies – resolve to set up account – resolved to agree.	Set up Amazon Business Account	Clerk
<b>16) Volunteer drive</b> – following Brilliant Bridford volunteers celebration, consider and agree next steps to encourage parishioners to volunteer. A number of parishioners have volunteered to various roles in the village. WhatsApp community group to be set up using a QR code.	Unity article – thank people for Brilliant Bridford  Lead on Community WhatsApp  Ask Matt Bakall to co admin the new WhatsApp group	Clerk  Cllr. Gallagher  Cllr. Topley
<b>17) Emergency plan</b> – to be agreed and adopted – all in agreement and adopted. Agreed to update annually.		
<b>18) Closure of churchyard</b> (if notice received or carry over to July) – carry over to July	Carry over to July's agenda	Clerk
<b>Clerk's report (for information only)</b> Updates on Clerk's pension employer's contribution refund and AGAR. Gov.uk domain to be carried over to July.	Carry gov.uk domain over to July's agenda	Clerk
<b>Councillor's reports and out and about in the community (for information only)</b> None this month		
<b>Email information</b> DALC bulletins - up to #22 NALC bulletins DNPA Planning applications DCC Highways updates		

<p><b>Items for Information</b> - The next council meeting will be on <b>Monday 7<sup>th</sup> July 2025</b> at 7pm in the Village Hall.</p> <p><b>Meeting finished at 21.05</b></p>		
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Signed:

Date:

Chair of Bridford Parish Council

**County Cllr Richard Keeling's report June 2025**  
**Your County & District Councillors: working together, here to help**

Following 1<sup>st</sup> 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 22<sup>nd</sup> May, where Cllr Julian Brazil (Kingsbridge) has become Leader of the Council and Cllr Paul Arnott (Seaton & Colyton) is Deputy Leader. There is a Cabinet of 9 Councilors formed around the same themes as the previous Council. I have accepted a position on the Cabinet and have a responsibility for Adult Social Care. I will be going through induction training over the next two months. Green Party member Jacqi 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:

**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) 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** – 28<sup>th</sup> 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.

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## **CHAIR'S REPORT JUNE 2<sup>ND</sup> 2025**

### Clerk's contract

The auditor noticed an alteration was needed to the Clerk's pension arrangements. The Parish Council was slightly overpaying through a misunderstanding of the term 'qualifying pay level'. Vice Chair and myself had an HR meeting and with the agreement of the Clerk have amended the pension contribution and updated her contract accordingly.

### Playpark Inspection

Following the annual RoSPA Inspection, the Parish Council agreed an Action Plan (May 2025). Cllrs Symons and Topley subsequently made a visit to survey the recommendations and to prioritise the work required. A 'work to be done' plan has now been made and circulated to colleagues. Many thanks to Cllr Symons for bringing his considerable expertise to the plan: it was reassuring to have him there and to take on board his advice. I can confirm that all actions on the plan have been completed, with the exception of the fort which still needs to be treated. Thanks to Cllr Symons for doing the work.

### ACORN - carers offer

I just wanted to say that there has been take up and good feedback for the carers offer from ACORN, made possible by the grant that the Parish Council facilitated following support from our then Devon County Councillor, Jerry Brook, through the Devon Locality Fund.

### Brilliant Bridford

The sun shone on us, bunting flew, and our flag man Pip flew the flag of St George. So many parishioners from different walks of life came for a ploughman's and a glass of wine, courtesy of Devon County Council's

Locality Fund: many thanks to Jerry Brook (now retired as a County Councillor) for facilitating the finances to enable our day.

We ate a wonderful Brilliant Bridford cake made by Tessa our village cake queen: it produced a cascade of smarties and other sweet treats (yes really!)

Music was very kindly provided by some of our most musical parishioners, The Wayward Pynes and the Teign River Singing group, lead by Marie.

Outside, Lucy lead a children's activity, while the fete kindly lent a fishing game and a nerf gun activity. Families set themselves up around and about on the grass outside the Village Hall; a lovely space.

There were displays for people to explore, including The Church, Friends of the Church, Twinning, the Fete, Yoga, The Scouts, ACORN, Cricket Club, Wildlife Wardens, Bridford Trust, and the Teign Valley Larder. There were opportunities to sign up for volunteering to give some time.

Thanks are so many, but especially to Andy, Chrissie, Emma B, Grania, Kathryn, Lou, Nige, Phil, Pip, Sean and Tessa. From the Parish Council, Pippa, Emma and Tamsin our Clerk who not only helped but did such a sterling job of keeping us within budget!!

The day was everything I hoped for and more when I joined the Parish Council. Thank you to all parishioners who came and enjoyed themselves.

#### Volunteers

We had a few people who signed up as volunteers, one of whom has already been converted on to the Book Exchange rota; another has been put in touch with fete organisers; one is thinking again about the possibility of becoming a parish councillor; and one other person has agreed to support our soon to be live community WhatsApp group.

One person when thanked for helping with the washing up said something like, 'Well Judy, isn't that why we're here to volunteer and celebrate volunteers!'