

# **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> January 2026

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> February 2026 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 3<sup>rd</sup> November 2025 (no meeting in December as usual and no meeting in January 2026 due to weather conditions)**

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

**a) Clerk's:** Put play park costings on agenda for March 2026, Set up payments in Unity Trust Bank, Add piece to Unity magazine article about budget setting and considerations, Request Precept from TDC, Scan in signatures for Code of Conduct, Carry over speeding campaign to January agenda, Report Westcott stones to DCC Highways, Ask DCC to remove superfluous signs

**b) Councillors':** SS: Fort in play park to be painted action point carried over from previous meeting, Send photos to Clerk of Westcott rocks, JT: Let Southwood residents know that neighbours have booked a date for hedge cutting, All: Remind all parishioners whose properties border Pound Lane about hedge cutting

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

## 7) Chair's Report (for information only)

### 8) FINANCES

#### Income

£46.35 compensation from Gilbert Stephens Solicitors to cover Clerk's time on wasted trip to Exeter to collect old deeds and documents for Village Hall due to clerical error by Solicitors (later sent by courier to Clerk)

Payment from Clerk to BPC account for overpayment of employee contributions for Oct and Nov due to fixed payment schedule £10.48 per month so £20.96 total by BACS

£3 payment from Clerk to make up shortfall in Income Tax paid directly from BPC account to HMRC after running PAYE tools

£3.66 from Clerk to BPC Account for accidental overpayment to Nest for backdated Pension contributions

#### Expenditure

##### Clerk's salary, pension and other expenses

##### Paid

Clerk's salary for December (agreed with Chair as no meeting in December) minus one week of unpaid Carer's leave and Pension employee contribution of £64.56 per month so £434.94 paid by BACS

No employer pension payment due for December due to reduced earnings coming in under qualifying earnings level

No income tax to pay for December and refund applicable: -£8 as salary reduced due to unpaid leave (£8 refund paid to Clerk by BACS)

Employer NI payment for Dec £2.69 but deducted from refund above so in credit by £5.31 and carried over to January

Clerk's salary for January £666 minus Pension employee contribution of £64.56 (no Income tax to be deducted for January as in credit) = £601.44 BACS

Employer's NI contribution to HMRC for January £37.35 by BACS

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

Employer's contribution to Clerk's pension payment for January to Nest Pensions DD £4.38 per month

Fuel and car park fee from Clerk's trip to Solicitors to collect historical deeds for Village Hall: £4.50 car park fee and travel expenses of 9.5 miles x2 = 19miles @45p per mile so £8.55 (according to the Bridford Parish Council expenses policy, which follows rates from Teignbridge District Council's expenses policy 2025) Total of £13.05 BACS

January's salary, Pension, NI and travel expenses authorised by Clerk and Chair under Financial regs as meeting cancelled in January 2026 due to bad weather

##### To be paid

Clerk's salary for February £666 minus Pension employee contribution of £64.53 minus Income tax for February of c.£5 = £596.41 BACS

Clerk's employee contribution pension payment for February to Nest Pensions (taken off salary) DD £64.53  
Employer's contribution to Clerk's pension payment for February to Nest Pensions DD £4.38 per month

Employer's NI contribution to HMRC for February £36.41 for November by BACS

Village Hall hire invoices: PC meeting hire from Oct and Nov 2025 £30 and Post Office weekly hire Oct-Dec 2025 £72 Total of £102 BACS

Microsoft 365 annual subscription renewal for 6/3/2026 £84.99

Gritting volunteers drinks £46.30 to Judy Topley by BACS – invoice received and receipt supplied at meeting

#### Recurring payments

Clerk's homeworking expenses - £6 per week SO

Clerk's SIM and data plan - £3.99 per month recurring payment on BPC CC (previous SO to Clerk's own account cancelled as payment now direct from BPC CC)

HP Instant Ink £4.49 now by BPC CC (previous SO to Clerk's own account cancelled as payment now direct from BPC CC)

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

Unity Trust Bank service charge £6 per month by DD

#### Other items paid

Employer Pension payment for increased contributions due to back pay April-Sept 2025 £3.66 by DD in November

DALC training - Chair's finance course (authorised and paid by the Clerk as due 11/12/25 and under £200 and in training budget in line with the Financial Regulations) £35 plus £7 VAT so £42 total – BACS

DALC training attended by Cllr. Hollingsworth - New Councillor condensed training - £40 plus £8 VAT so £48 total – BACS (payment set up and authorised by Clerk for 6/1/26 to meet 30-day payment terms and under £200 and in training budget in line with the Financial Regulations)

NALC training attended by Chair: beyond the Precept: Funding solutions for smaller Parish and Town Councils £42 – BACS (authorised and paid by the Clerk as due 27/12/25 and under £200 and in training budget in line with the Financial Regulations)

£30 deposit and rent for 2025/6 refund for half plot in allotments as two half plots paid for but giving up a half plot – BACS (authorised and paid by Clerk as in budget line and under £200 in line with the Financial Regulations)

Diary for 2026 for Clerk £8.49 from Amazon by BPC CC (authorised by Clerk as office supplies)

**Bank reconciliations and statements and Unity Trust Bank and CC statements for Nov and Dec 2025 and Jan 2026 supplied**

**Third quarter finance report supplied in January 2026**

**Council to resolve to accept the accounts**

## **9) Planning**

### Applications

0375/25 Certificate of lawfulness application for existing use of building for short-term holiday lets at The Shippon, Copplestone Farm, Bridford

DOC/0308/25 4 – Application for discharge of conditions: Retention of field shelter, tape fencing, use of land and building in connection with horse training including hard surface area for horse walker, manure trailer, welfare caravan and parking for vehicle/horse trailer or box - Barn at Swanaford House, Bridford

### Decisions

0308/25 - Grant of Conditional Planning Permission: Retention of field shelter, tape fencing, use of land and building in connection with horse training including hard surface area for horse walker, manure trailer, welfare caravan and parking for vehicle/horse trailer or box, Barn at Swanaford House, Bridford

0321/25 - Erection of single storey rear extension, Barnstone, Bridford – certificate of lawfulness issued

0349/25 - Replacement and enlargement of existing and construction of additional roof dormer at Barnstone, Bridford – Grant Conditionally

0244/25 – Grant of Listed Building consent for retrospective external alteration and repair works to existing chimney, Higher Neadon, Bridford

0245/25 - Grant of Conditional Planning Permission: Retrospective external alteration and repair works to existing chimney, Higher Neadon, Bridford

0338/25 - Regularisation works for alterations to an internal wall and change of use of internal rooms as previously approved under planning ref: 5/36/278/97/07 at Higher Neadon, Bridford, Grant Conditionally

0150/25 Grant Conditionally - Siting of a temporary rural workers' mobile home, extension to agricultural building; retention of track (retrospective) and yard (revised proposals) at Coombehead Farm, Bridford

**10) Policy updates:** Civility and Respect statement and Dignity at Work policy revised (circulated before meeting) - resolve to adopt updated versions

**11) IT Policy and Data policy** (circulated before the meeting) - resolve to adopt – publish to website and Clerk to keep paper copy in case of IT failure

**12) Parish Plan meeting date** – to be discussed and agreed

**13) Annual Parish Meeting (APM) date** – agree date and format for meeting (to take place by 1<sup>st</sup> June 2026)

**14) 20's plenty signs** – discuss and agree whether to replace old signs with new versions from school children and where funding will come from

**15) Verges plan for approval** (circulated prior to meeting) – resolve to accept Verges Plan for 2026

**16) Annual Audit** – discuss appointing an auditor and contact agreed auditor to arrange for April

**17) Road Warden scheme** – discuss and resolve to agree whether to take part in the Devon County Council scheme

**18) Meeting dates** – discuss and agree meeting dates for 2026/7 April to March

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

Updates on Churchyard closure, Highways repairs, Westcott HGVs signs, DCC Locality Funding, TDC community funding, Data Protection training and related work on policies and procedures, Road Warden scheme and ROIs

**Councillor's reports (for information only) from December and January and Out and About in the Community**

**Items for Information** - The next council meeting will be on **Monday 3<sup>rd</sup> March 2026** at 7pm in the Village Hall.

**Email information**

DALC bulletins - up to #5 (2026) and NALC bulletins

DNPA Planning applications

DCC Highways updates

Village Hall registration updates

Churchyard closure updates

Policies for updating