

# **BRIDFORD PARISH COUNCIL**

Clerk/RFO: Mrs T. Mowat, 2 The Beeches, Wet Lane, Christow, Exeter, Devon, EX6 7NQ  
Email: [clerk@bridfordparishcouncil.gov.uk](mailto:clerk@bridfordparishcouncil.gov.uk) Phone 07768 784978

5<sup>th</sup> May 2026

To Members of Bridford Parish Council,

You are hereby summoned to attend a Meeting of Bridford Parish Council, to be held **on Monday 11<sup>th</sup> May 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

## **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 with Unity Trust Bank

**4) Appointment to Roles/Groups:** Footpath/Snow/Wildlife wardens, allotments, book exchange, clothing bank, consultation, notice board, planning, poster design, play park, village garden, website, wildlife warden liaison, VH observer, Police liaison role, Road Wardens, Data Protection Officer, Safeguarding Lead, Safeguarding Deputy Lead - all to be reviewed and agreed

### **5) 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.

**6) Apologies For Absence** – to vote and agree whether to approve apologies received

**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) Minutes** – to approve and sign the Minutes of the meeting held on the 13<sup>th</sup> April 2026

**9) Review actions from previous meeting:**

**Clerk's:** Post approved minutes to website, request help from Cllr. Keeling re. contacting TDC Legal Team over churchyard closure, check legal position re. churchyard maintenance and reply PCC, put Councillors' full reports at end of minutes and on website, post Chair's full report at end of minutes and on website, make payments in Unity Trust Bank, post policies to website, carry over play park consultation to May meeting, send APM invites out and post agenda for APM to website, report potholes at Cossick Cross to DCC

**Councillors':** EG: QR code for consultation on park gate (carried over), PM: Hedgehog signs to be trialled (carried over), SS: paint fort in play park (carried over), JT: purchase APM nibbles and refreshments and AH: send What Three Words to Clerk for Cossick Cross potholes, SS and JT: visit to playpark to review and plan for identified actions

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

### **11) Chair's Report (for information only)**

## **12) FINANCES**

### **Income**

First half Precept direct credit from TDC £7689.50

### **Expenditure**

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

##### **Paid**

Salary update: Clerk's Salary for April was actually £666 minus income tax £0 and employee's Pension contribution £64.53 so £601.47 - BACS as one week of leave was not unpaid leave but paid annual leave (mistakenly noted in April agenda but paid correctly and entry to HMRC on PAYE Tools correct too)

##### **To be paid**

Clerk's salary May £666 minus any income tax (after running PAYE tools) and Pension contribution of £64.53 so £601.47 – BACS

HMRC tax and NI for May expected to be £37.35 BACS

Clerk's Pension employer contribution to NEST April £4.35 DD

##### **Other items to be paid**

SLCC membership annual renewal – £158 - BACS

Hall hire for Parish Council meetings in upper hall Jan-March 2026 £30 and use of lower hall for Post Office from Jan to end March 2026 £66 - BACS

DALC invoice for Intro to AI Course attended by Clerk £42 incl £7 VAT – BACS

DALC invoice £19.20 incl. £3.20 VAT New Councillor e-training Cllr. Acheson – BACS

Microsoft renewal (one month free) so due to be paid in May £84.99 – BPC CC

##### **Other items paid**

Printer paper from Amazon on BPC CC - £10.99 authorised and paid by Clerk as office supplies

### 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

HP Instant Ink £4.49 - BPC CC

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

Unity Trust Bank service charge £7 (£1 increase April 2026) per month by DD

### **Bank reconciliation and statement and Unity Trust Bank and CC statement for April 2026 supplied**

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

### **13) Planning**

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

#### Applications

0127/26 Full Planning Permission - Side and rear extensions to dwelling at Scator, Bridford

#### Decisions

None

**14) Clerk data handover procedure document** (circulated before meeting) – new for 2026 – resolve to adopt

**15) Asset register** (circulated before meeting) – review updated version for 2026/7 and resolve to adopt

**16) Standing orders** (circulated before meeting) – review updated version for 2026/7 and resolve to adopt

**17) Statement of internal control** (circulated before meeting) - review updated version for 2026/7 and resolve to adopt

**18) Risk assessment** (circulated before meeting) – review updated version for 2026/7 and resolve to accept

**19) Insurance renewal for 2026/7** – second year of three-year fixed term contract with Hiscox through Gallagher, renewal due 1<sup>st</sup> June at £946.57 - resolve to agree to pay renewal amount (small increase on last year of £7.70 due to index linking which adds a percentage to sum insured amounts to protect from inflation increases).

**20) Autumn celebration** plans and DCC Locality Funding application: agree amount to apply for and scope of application – benches in Village Garden and Autumn celebration

**21) Highways as standing item** - discuss latest issues and agree actions

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

Road Warden scheme, DCC Highways, AGAR update

### **Councillor's reports/training/Out and About in the Community (for information only)**

**Items for Information** - The next council meeting will be on **Monday 1<sup>st</sup> June 2026** at 7pm in the Village Hall.

### **Email information**

DALC bulletins - up to #21 and NALC bulletins

DNPA Planning applications

DCC Highways updates

Churchyard closure update