



Doddiscombsleigh Parish Council

Minutes of the Annual Council Meeting held on Tuesday 20 May 2025 at 7.30 pm at Woodah Farm

following the Annual Parish Meeting of the Electors

Present: Cllr W Hole (Chairman), Cllr K Salter, Cllr J Sawyer, District Cllr A Swain, B Green lengthsman and 5 members of the public

Clerk: A Miller

Annual Council Business

1 Election of Chairman

Resolved The Council unanimously re-elected Cllr Hole as chairman.

2 Declaration of Acceptance of Office

Cllr Hole signed the Acceptance of Office Form.

3 Apologies for Absence

Cllr Crocker and County Cllr Keeling sent their apologies.

4 Declarations of Interest / Requests for Dispensations

None.

5 County and District Councillors' Report

District Cllr Swain reported about issues raised in March.

Councillors' Community Fund: the District Council is tightening the rules of funding. Parish councils cannot apply directly for grant anymore, but they can support community groups. Every district councillor has £1,100 per year for community projects.

The District Council is also more careful about what type of expenditures are accepted from Community Infrastructure Levy (CIL) funds.

Unitary councils: the changes in local government structure are in progress. Details will be available later.

6 To Review Governance Documents

Standing Orders and Financial Regulations - **Resolved:** readopted with amendments

Code of Conduct and Statement of Internal Control - **Resolved:** readopted without amendment

7 To Review the Council's Policies and Procedures

Complaints Procedure, Publication Scheme under the Freedom of Information Act, Privacy Notices, Scheme of Delegations, Business Continuity Plan - **Resolved:** readopted without amendment

Website Accessibility Statement: the website provider updated the Statement in line with changing regulations - **Resolved**: readopted with amendments

8 To Adopt an IT Policy

Resolved The Parish Council unanimously decided to adopt the IT Policy.

9 To Review the Memorandum of Understanding with Doddiscombsleigh Primary School Governing Body

Cllr Salter agreed to contact the school about the agreement.

10 To Review Subscriptions to Other Bodies

Resolved The Parish Council unanimously agreed to continue the existing subscriptions to the Devon Association of Local Councils (DALC), the Society of Local Council Clerks (SLCC), the Information Commissioner's Office (ICO) and the Teign Unity Magazine.

11 To Decide about the Time and Place of Next Meetings until the Next Annual Meeting

Resolved The Council unanimously agreed to plan holding meetings on Tuesdays at Woodah Farm on the following dates:

8 July 2025

9 Sep 2025

14 Oct 2025

11 Nov 2025

13 Jan 2026

10 Feb 2026

10 Mar 2026

19 May 2026 annual meeting

12 To Review the Asset Register, Risk Assessment and Insurance

Resolved The Parish Council approved the Asset Register and the Risk Assessment.

The Council agreed to continue with the current insurance, which is in the last year of a three-year agreement. No changes in insured assets.

13 To Approve the Annual Governance and Accountability Return 2024/25

13.1 Internal Auditor's Report

The Clerk reported that the internal auditor had carried out the audit and signed the Annual Internal Audit Report for 2024/25 without comments. The Parish Council noted the result of the internal audit.

13.2 Approval of Governance Statement

Resolved The Annual Governance Statement was unanimously agreed.

13.3 Approval of Statement of Accounts

Resolved The Annual Statement of Accounts was unanimously agreed.

13.4 Decision about Certifying the Parish Council as Exempt from External Audit

The Clerk reported that the Council received an email from the external auditor that for 2024/25 Doddiscombsleigh was selected as part of the 5% sample for intermediate review. But as the Parish meets the criteria, the Council can still certify itself exempt from external audit.

Resolved The Parish Council unanimously agreed to certify the Council as exempt from external audit in 2024/25.

13.5 Agree Dates for Exercise of Public Rights

Resolved The Council unanimously agreed that the public will have a right to inspect the Annual Statements and the related documents between 9 June and 18 July 2025.

14 Councillor Vacancy and Co-option

The Parish Council received three applications for the three existing vacancies.

Resolved The Parish Council unanimously agreed to co-opt Hannah Brook, Catherine Wood and Adam Newton-Humes as councillors.

The new councillors signed the Acceptance of Office Forms.

15 To Appoint Councillors to Dedicated Responsibilities

Resolved The following responsibilities were agreed:

Cllr Hole: Chairman, Telephone Box; Finance; Planning

Cllr Crocker: Parish Path Partnership Co-ordinator; Footpath

Cllr Sawyer: Drains Warden; Highways; Planning

Cllr Salter: Road Warden, School

Cllr Wood: Emergency planning

Cllr Brook: Defibrillator

Further responsibilities will be discussed after the new councillors have attended their training.

The Council agreed to enrol all new councillors to the DALC course for new councillors.

16 To Appoint an Internal Auditor for the 2025/26 Financial Year

Resolved The Council unanimously agreed to appoint Kate Berry as internal auditor for the 2025/26 financial year.

Monthly Council Business

Open Forum

The following topics were raised:

- The Council's communication with the public – this will be an item for the next Parish Council meeting.
- Thank you to volunteers and the community for raising over £500 for local schools, including Doddiscombsleigh School.

17 Ratification of Minutes of Previous Meeting

Resolved The Minutes of the Ordinary Council meeting of 11 March 2025 was unanimously accepted as a true record. The Chairman signed the Minutes.

18 Planning Matters

18.1 To Note Planning Decisions and Delegated Consultation Responses

The following decision and delegated consultation response were noted:

24/02091/HOU Corn and Cobb Cottage - Erection of a single storey side extension and alteration to windows/doors, incorporation of two dwellings into one, including installation of roof-mounted solar panels and air source heat pump, erection of detached garage/carport, greenhouse, timber

field shelter and rainwater harvesting structure, with associated enhancements to vehicular access and parking – permission granted

Delegated consultation response sent by the Clerk between meetings after consultation with councillors:

25/00197/FUL Sheldon - Demolition of an agricultural barn and erection a multi-purpose meeting room, dining room, cafe space and three units of accommodation – no objection

18.2 To Discuss Other Planning Related Issues

None.

19 Finance

19.1 To Receive a Finance Report and to Approve the Bank Reconciliation

Resolved The Council approved the bank reconciliation for 31 March 2025 with £15,291.80 cash book balance and £4,446.41 general reserve.

The Parish Council noted the budget – actual comparison for 31 March 2025.

At the end of April, the total bank balance was £20,448.50. After deducting the amount of grants and earmark reserves, the general reserve was £7,948.97. The first part of the precept, £4,433.50, and £975.14 of CIL money have been credited to the bank account in April.

19.2 To Review the Banking Arrangements

Resolved The Parish Council agreed to update the bank mandate and add all the new councillors - Hannah Brook, Catherine Wood and Adam Newton-Humes - as signatories to the bank account.

19.3 To Note the CIL Report for the 2024/25 Financial Year

- After the March meeting, the Clerk contacted the District Council to obtain approval for expenditures from the Community Infrastructure Levy (CIL) fund. From the payments that were approved by the Parish Council in March, the notice board repair materials and the defibrillator battery and repair have not been accepted by Teignbridge.
The Parish Council noted the modified CIL report for 2024/25.
- The Clerk informed the Council that Doddiscombsleigh received £8,655 of CIL money in April 2022. Only £3,305 has been spent. The Parish Council has two years to spend a further £5,350 for items accepted by the District Council, or the money has to be repaid.

19.4 Approval of Expenditure

Venue hire 20 May 2025 £10.00

Card monthly fee March - April 2025 £6.00

Unity Bank account fee Feb - Mar 2025 £12.00

Microsoft 365 annual subscription £84.99

Information Commissioner fee £47.00

Insurance £355.99

Devon Association of Local Councils membership fee £139.16

Clerk's salary and expenses £937.59

Payroll annual fee £83.16

Office phone top up for two months £10.00

Defibrillator child pads £118.74

VE Day anniversary flag £72.20

Bridle way gates repair £100.00
Cycle rack installation £200.00
Printer ink £37.99

Resolved The Council unanimously approved the expenditures.

The Parish Council approved the direct debit payment to the Information Commissioner's Office (ICO), as the Council gets £5 discount from the fee by paying via direct debit.

20 To Receive Reports and Updates

20.1 To Receive a Highways Update

- Pothole repairs have been discussed at the Annual Parish Meeting.
- Road Warden Scheme: tarmac has been delivered by Devon County Council. The next step is volunteer training, then small potholes can be repaired.
- The Neighbourhood Highways Officer will be in Doddiscombsleigh next Wednesday to meet councillors. The Chairman agreed to meet her and discuss urgent issues.

20.2 To Receive a Parish Path Partnership and Footpath Update

Devon County Council approved a general maintenance grant, but it has not been received yet.

21 Clerk's Correspondence

There will be a community litter pick on Saturday, 7 June at 10am from the Triangle.

22 Chairman's Remarks

The Chairman thanked everybody for their participation.

The Chairman closed the meeting at 9.30 pm.

Signed.....
Chair

Date