



Doddiscombsleigh Parish Council

Draft Minutes of the Annual Council Meeting held on Tuesday 19 May 2026 at 7.30 pm at Woodah Farm

following the Annual Parish Meeting of the Electors

The meeting started at 8.27pm, following the Annual Parish Meeting of the Electors.

Present: Cllr Cathrine Wood (Chairman), Cllr K Salter, Cllr R Crocker, Cllr H Brook, Cllr J Sawyer, District Cllrs A Swain and S Purser (until item 10) and A Miller (Clerk)

Annual Council Business

1 Election of Chairman and Vice-Chairman

Resolved The Council unanimously elected Cllr Wood as Chairman.

Resolved The Council unanimously elected Cllr Newton-Humes as Vice-Chairman.

2 Declaration of Acceptance of Office

Cllr Wood signed the Acceptance of Office form.

3 Apologies for Absence

Cllr Newton-Humes sent his apologies.

4 Declarations of Interest / Requests for Dispensations

None.

The Clerk reminded councillors to check that their Register of Interests (ROI) are up to date. Councillors stated that their Register of Interests are correct. The legislation has changed; councillors' home addresses will be redacted from their published ROI forms.

5 County and District Councillors' Report

Cllrs Swain and Purser gave an update on the changing housing numbers for the District, although there is a huge uncertainty as a result of the Local Government Reorganization. It is possible that there will not be parish council elections in 2027, but the local elections will be postponed to 2028 when representatives for the new unitary authority will be elected as well.

6 To Review Governance Documents

Resolved The Standing Orders, Code of Conduct, Financial Regulations and Statement of Internal Control were re-adopted without amendments.

7 To Review the Council's Policies and Procedures

Resolved The Complaints Procedure, Publication Scheme under the Freedom of Information Act, Privacy Notices, Scheme of Delegations, Business Continuity Plan, Website Accessibility Statement and IT Policy were re-adopted without amendments.

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

The Parish Council discussed the changes that happened in the school governing structure since the agreement was signed with the school and Devon County Council as the third party. The Parish Council has not received a written notification about the termination of the Agreement, but it is clear that the Agreement has not been functioning for years. The Parish Council noted the end of the Agreement.

9 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) and the Information Commissioner's Office (ICO).

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

Resolved The Council unanimously agreed to plan to hold meetings at Woodah Farm on the following dates which are generally the second Tuesday of the month:

14 Jul 2026

15 Sep 2026 (3rd Tuesday)

13 Oct 2026

10 Nov 2026

12 Jan 2027

9 Feb 2027

9 Mar 2027

18 May 2027 (3rd Tuesday)

If there will be parish council elections in May 2027, an additional meeting will be held on 27 April 2027 to approve the Annual Return.

11 To Review the Asset Register, Risk Assessment and Decide about Insurance Provider

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

The Parish Council considered the received insurance quotes.

Resolved The Parish Council agreed to enter into a new three-year agreement with the current insurance provider, Community First/Zurich.

12 To Approve the Annual Governance and Accountability Return 2025/26

12.1 Internal Auditor's Report

The Clerk reported that the internal auditor had carried out the audit and signed the Annual Internal Audit Report for 2025/26 without comments. The Parish Council noted the result of the internal audit.

12.2 Approval of Governance Statement

Resolved The Annual Governance Statement was unanimously agreed.

12.3 Approval of Statement of Accounts

Resolved The Annual Statement of Accounts was unanimously agreed.

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

Resolved The Parish Council unanimously agreed to certify the Council as exempt from external audit in 2025/26.

12.5 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 8 June and 17 July 2025.

13 To Appoint an Internal Auditor for the 2026/27 Financial Year

Resolved The Parish Council appointed Kate Berry as internal auditor for the 2026/27 financial year.

The Chairman signed the Letter of Engagement.

The Clerk indicated that there might be a consultation in June regarding audit requirements. The Parish Council agreed that the Clerk can respond to the consultation recommending proportionally less expensive and simpler audit requirements for smaller parishes.

14 Councillor Vacancy and Co-option

No applications were received.

15 To Appoint Councillors to Dedicated Responsibilities

Resolved The following responsibilities were agreed:

Cllr Wood: Chairman, Admin, Emergency Planning, Snow Warden

Cllr Newton-Humes: Vice-Chairman; Finance

Cllr Salter: Road Warden, Contact with School

Cllr Crocker: Parish Path Partnership Co-ordinator; Footpath; Planning

Cllr Brook: Drains Warden; Highways; Defibrillator

16 To Elect Representatives to Other Bodies

Resolved The Parish Council agreed to elect Cllr Sawyer as representative to the Cranbrook Charity, which provides financial help for residents in need.

Monthly Council Business

Open Forum

None.

17 Ratification of Minutes of Previous Meeting

Resolved The Minutes of the Ordinary Council meeting of 10 March 2026 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 Parish Council noted the following decisions:

- 25/02114/FUL Spynishlake - Replacement dwelling and reconstruction of former coach house – permission granted

- 26/00808/CLDP Coombe Park Farm - Certificate of Lawfulness for proposed extension to detached dwelling with associated works – permission granted

The Clerk sent the following delegated consultation responses after consulting councillors:

- Revised plans were consulted on again 25/02082/HOU and 25/02083/LBC Duckspool Cottage - Erection of ancillary outbuilding to accommodate Music Room and new carport with associated landscaping works - support
- 26/00660/HOU Shire Cottage - Part extension to existing raised decking to east elevation – no objection

18.2 To Discuss a Planning Application

26/00808/CLDP Coombe Park Farm

The application had been approved by Teignbridge District Council by the time of the meeting.

18.3 Teignbridge Local Plan Update and to Discuss How to Prepare for Possible Planning Applications Regarding the New Development in the Local Plan

The topic has been discussed at the Annual Parish Meeting of the Electors, prior to the Annual Council Meeting.

Resolved The Parish Council agreed to set up a Local Plan Working Group to discuss the implications of the approved development in Doddiscombsleigh, to involve residents with expertise in the area, to try to discuss open questions with the developer and to prepare for an outline planning application.

Cllrs Wood and Brook agreed to be members of the working group and to report to the Parish Council about the progress.

19 To Receive an Update About a Bus Shelter Incident in September 2025

The repair work has been finished by Ruby Heritage. The insurer has been notified and invoices were submitted.

The solicitor has been in contact regarding the recovery of the excess of £100. They accepted a part-recovery of £90.18.

The Parish Council had the undamaged part of the bus shelter painted. The work was funded from the Parish Council's Community Infrastructure Levy (CIL) fund.

20 To Receive a Highways Update

20.1 To Receive an Update about the Road Warden Scheme

Cllrs Brook and Wood organized a volunteer party at the end of March to fill in potholes with the tarmac received within the Road Warden Scheme. The Parish Council would like to thank all the volunteers who helped with the work and showed real community spirit.

Case study, which is the condition of the grant, has been sent to Devon Highways at the end of March.

Resolved The Parish Council agreed to continue with the scheme and to apply for more tarmac.

20.2 To Agree to a Work Schedule for the Lengthsman

Resolved The Parish Council agreed to order monthly grass cutting at the Triangle, at the raised footpath between the church and the pub and at the gateway signs between March and Remembrance Day.

The Council decided to return to the details of the drain clearing schedule at the next meeting.

20.3 To Discuss Other Highways Issues

The Parish Council discussed the issue of eroding banks at Windy Cross, and agreed that it was the responsibility of Devon County Council to solve the problem.

21 To Receive a Parish Path Partnership and Footpath Update

Minor grant application was sent to Devon County Council at the end of March.

Footpaths 1, 2, 3 and 5 were walked by councillors and they were in a good condition.

22 To Discuss Finance**22.1 To Receive a Finance Report, to Approve the Bank Reconciliation and to Note the Budget-Actual Receipts and Payments Comparison**

Resolved The Council approved the bank reconciliation for 31 March 2026 with £15,644.97 cash book balance and £5,074.30 general reserve.

The Parish Council noted the budget – actual comparison for 31 March 2026.

At the end of April, the total bank balance was £18,440.13. After deducting the amount of grants and earmark reserves, the general reserve was £7,554.32.

The District Council paid the first part of the precept £4,670.00 and CIL money of £975.14 in April. An interest of £83.91 was credited to the savings account at the end of March.

22.2 To Review the Banking Arrangements

The Clerk asked Cllrs Wood, Brook and Salter to contact Unity Trust Bank, as their access to online banking have been revoked. The bank only liaises with councillors regarding their access.

22.3 To Approve the Community Infrastructure Levy(CIL) Report for the 2025/26 Financial Year

Resolved The Parish Council approved the CIL Report for the 2025/26 financial year.

22.4 Approval of Payments

Card monthly fee March - April 2026 £6.00

Unity Bank account fee Feb - Mar 2026 £14.00

Microsoft 365 annual subscription £84.99

Information Commissioner fee £47.00

Office phone top up for two months £10.00

Ruby Heritage – second payment for bus shelter repair £997.99

Ruby Heritage – final payment for bus shelter repair £997.99

Ruby Heritage – painting the undamaged part of the bus shelter £792.00

Venue hire 19 May 2026 £10.00

Insurance £454.64

Clerk's salary and expenses £948.45

Payroll annual fee £83.16

Devon Association of Local Councils annual membership fee £139.18

Lengthsman £84.00

DAC Beachcroft Claims Limited – VAT of legal fees re bus shelter incident £46.98

Resolved The Parish Council approved the payments.

23 To Discuss Insurance Cover for the Village Fete on 20th June 2026

Resolved The Parish Council agreed to provide insurance cover for the village fete.

24 To Discuss Possible Dates and Locations for Defibrillator Training

The Parish Council agreed to ask the Teign Valley Community First Responder, who is checking the defibrillators in the village, when he is available to hold a training session at the end of June – beginning of July.

25 Clerk’s Correspondence

Mr Fairs from the Teign Valley Facilitation Fund asked for a letter of support for holding deer awareness sessions. The Council agreed to support the initiative and to publicize events on the parish website.

The Clerk reported that the expected legislation about holding remote/hybrid meetings did not make to the agenda of the Parliament in this session. Councillors still need to be present personally to participate in debates and to vote.

26 Chairman’s and Members’ Remarks

The Chairman thanked everybody for their participation. She expressed a special thanks to Cllr Sawyer for his work on the Council, who resigned from his councillor position at the end of the meeting.

The Chairman closed the meeting at 9.55 pm.

Signed.....

Chair

Date

