

Minutes of the Annual Meeting of **Beaworthy Parish Council** held at 1930 hours on **Thursday 17th April 2025** in Beaworthy Parish Hall.

Councillors present: Cllr Rendell (Chairman), Cllr Higgins, Cllr Balsdon

Also present: A. Braidwood (Clerk), Cllr Southcott (WDBC)

1. **Chairman's welcome.** Cllr Rendell welcomed attendees to the meeting.
2. **Apologies for absence.** Cllr Coleman, Cllr Sanders, Cllr Wonnacott, Cllr Mott (WDBC),
3. **Public Forum** – one member of the public spoke on a future planning application
4. **Declarations of Interest in items on the agenda** – Nil
5. **Minutes of the previous meeting.** It was unanimously **RESOLVED** that the minutes of the meeting held on the **20th Mar 2025** were a true record and were signed by the Chairman.
6. **Clerk's report** – received, clerk would contact BT and insurance regarding adopting the phone kiosk. **Annex A**
7. **Planning.**

No applications had been received

8. Councillors Reports – reports on meetings attended and matters brought to the attention of councillors.

- 8.1 Highways – received. Noted the drains from the main road had all been unblocked. A meeting was arranged for 2 May with highways liaison officer to assess relevant potholes with a view to completion of works
- 8.2 Parish Hall – received. Clerk to publish events on the website
- 8.3 Crime commissioners – NTR

9. West Devon borough Council Update: Received

10. Finance:

- 10.1 **The RFO** presented the bank rec and End of Year Accounts to **31 Mar 2025**. It was unanimously **RESOLVED** to approve the end of year accounts. **Annex B**
- 10.2 It was unanimously **RESOLVED** to approve the clerks Acer laptop for write off and removal from the asset register.
- 10.3 It was unanimously **RESOLVED** to approve the payment as follows:

Replacement of laptop for clerk (Lenovo)	£165.83 plus £33.17 VAT (LG ^{xvii} 111)
DALC subscription 2025	£100.00 plus £15.28 VAT (LGA ^{xi} 111)
2024-25 internal audit fee on completion	£65.00 (LGA ^{ix} 111)

The public were excluded at **2016 hours**. The Council **RESOLVED** to agree to continue the meeting in **confidential session**, Cllr Southcott was invited to stay for the discussion.

11. Enforcement – Updates received.

The confidential session closed at **2036 hours**

12. Items for the agenda for next meeting – Annual meetings agendas

13. Date of next meeting – 15 May 2025 Annual Parish Meeting 1900 hours and Annual Meeting of the Council 1930 hours

14. Meeting closed at: 2100 hours.

Annex A - Clerk Report April 2025

Finance:

Audit – The audit is underway with documents and information requested by the auditor being collated. The audit will be finalised on 29th April ready for the May meeting to approve the AGAR.

The VAT refund application has been submitted to HMRC and I am waiting for the approval to be confirmed.

We are due the first precept payment in April and will confirm this either on receipt of remittance or the bank statement when received.

To note- End of year finance report - the clerk wages totals are higher than the budget figure as the March payment was not paid until the 2nd April.

Appraisal:

Forms are still outstanding – please can Councillors send these on to Cllr Sanders as soon as possible. Thank you.

Planning

Decisions received:

Planning decisions between 07 Apr 2025 and 13 Apr 2025

The link provided with each application will take you to the webpage for that application

Parish:	Beaworthy	
0730/25/PHH	Prior Approval Householder	
Applicant Name:	Ms Soppet	Officer: Richard Geary
Grid Reference:	(249619, 94421)	Decision Level: Officer Delegated
Site Address:	Chestermoor Broadbury EX20 4NH	Decision: Prior Approval Not Required
Description:	Application to determine if prior approval is required for proposed single storey rear extension 3.61m high x 1.73m to eaves	Decision Date: 09 April 2025

There is another CPRE planning workshop on 20 May 25. £20 per person (non members) 10am to 1pm. It was very informative last time. Please let me know if you would like to attend I can reserve places to be confirmed at Mays meeting.

Resolutions - All resolutions from the March meeting have been actioned.

Outstanding issues are:

- Emergency plan meeting to be arranged.
- Clerks' appraisal meeting to be confirmed.
- Nat West complaint – partially completed - ongoing
- MOU

Correspondence – all correspondence has been forwarded to councillors via email

Annex B – Finance Report & End of year Accounts to 31/3/25

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
5,367.91	4,869.00	200.00	-	48.91	250.00	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
4,535.36	3,024.66	725.00	-	537.71	125.55	-	75.33	47.11

Bank Summary

Cashbook

Balance at	01/04/24	4,959.31
Receipts	to date	5,367.91
Payments	to date	4,535.36
Balance at	31/03/25	5,791.86

Current
Acc

Bank Reconciliation

Balance per statement **31 Mar 2025**

Current
Acc
5,791.86

Outstanding cheques **Chq No** **Amount**

Total Outstanding cheques/DD

-
5,791.86

Difference

-

of which **£3362.80** is
reserves

bank balance remaining after reserves removed 2,429.06

current amount in 12 month working reserve only **4,420.74**
(not including earmarked reserves)

BUDGET	FY Apr 24 to Apr 25				
		Budget	Totals	To Date	
Category	Sub category				
Clerk salary		2878.72	2,878.72	3,024.66	
Donations			300.00	225.00	
	Madworthy	150.00		75	
	St Albans	150.00		150	
Administration and training			250.00	-	
	Admin expenses/mileage	50			
	Training	200			
Input Vat to be recovered				47.11	
Office costs			630.00	537.71	
	Printer toner/stationery	60		18.83	
	Go daddy domain renewal	25		18.99	
	Go Daddy website renewal	140		119.88	
	Village Hall Hire	200		180.00	
	Subscriptions DALC	100		100.01	
	Subscriptions ICO	40		35.00	
	Audit	65		65.00	
	election recharge	75.33			
Insurance		170	170.00	125.55	
Grants		300	300.00	300.00	
	WDBC grant via us to PH			200.00	
Election Costs contingency		100	100.00	75.33	
Reserve/contingency		400	40.00	290.00	
Asset Maint contingency			200.00	200.00	
	2 noticeboards	50			
	laptop and printer	150			
			4,868.72	4,778.25	
			4,528.72	4,535.36	

End of Year Accounts to 31 Mar 2025

	Receipts and Payments account	
Year 2023-24	Receipts	Year 2024-25
£ 4,261.00	Precept	£ 4,869.00
	grants	£ 200.00
£ 44.80	VAT Refund	£ 48.91
	Nat West compensation	£ 250.00
£ 4,505.80	Total receipts	£ 5,367.91
Year 2023-24	Payments	Year 2024-25
Net		Net
£ 2,448.16	Clerk Salary	£ 3,024.66
£ 300.00	General grants paid	£ 575.00
£ 300.00	Grass cutting donations	£ 150.00
£ 125.55	Insurance	£ 125.55
£ 65.00	Audit	£ 65.00
£ 52.44	Misc office costs, printer, stationery	£ 18.83
£ 74.99	Subscriptions - DALC	£ 100.01
£ 20.00	training	£ -
£ 137.85	Website	£ 138.87
£ 60.00	Hire of Parish Hall for meetings	£ 180.00
£ 35.00	Information Commissioners Office	£ 35.00
£ 48.91	VAT paid	£ 47.11
£ 425.16	Asset Maintenance	£ -
	Election costs	£ 75.33
£ 4,093.06	Total payments	£ 4,535.36

There is an overall YoY difference of £-443.07

The admin and training budget was underspent but hope to use it the following year as new courses become available

The grant was paid this year to the Village Hall for redecorating costs of £300 plus additional grant from WDBC for warm hub. The amount of £75 was a virement from donations into Grant for a payment to Okehampton transport.

Clerk salary increased in line with the National Pay Award. The payment for March 24 was paid late so appears in this FY
Office costs appear higher this FY, due to delayed invoice from the Parish Hall, also a large increase in DALC subscription.

Auditor costs remained the same in the FY

VAT is included for information but is reclaimed each year.

no assets were purchased or maintained in this FY but we continue to keep reserves for these

Insurance remained the same due the 3-year LTA

	Funds Held	
Year 2023-24		Year 2024-25
£ 4,746.57	Nat West Current Account Balance 1 Apr 2024	£ 4,959.31
£ 4,305.80	Total receipts	£ 5,367.91
£ 4,093.06	Total Payments	£ 4,535.36
£ 4,959.31	Total balance in cash book	£ 5,791.86
£ 4,959.31	Nat West Bank balance at 31 Mar 2025	£ 5,791.86
£ -	unpresented cheques	
£ -	unpresented credit	
£ 4,959.31	Nat west closing balance 31 Mar 2025	£ 5,791.86
	Total Holdings	£ 5,791.86

	of which is Reserves	
Year 2023-24		Year 2024-25
£ 836.78	election expenses contingency	861.45
£ 1,701.68	general contingency/12 months running costs	1991.68
£ 309.67	asset replacement contingency	509.67

£ 2,848.13	Total	£ 3,362.80
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	Assets	
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Year 2023-24		Year 2024-25
		£ -
£ -	Notice Board - Beaworthy Church Entrance	£ -
£ -	Notice Board Parish Hall entrance	£ -
£ 249.17	New Acer Laptop	£ 249.17
£ 100.00	Epsom XP-432 Printer	£ 100.00
£ 349.17	Total Asset Value	£ 349.17

	Borrowings	
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Year 2023-24		Year 2024-25
£ -	The Parish Council does not have any borrowings	£ -

	Outgoing Grants	
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Year 2023-24		Year 2024-25
£ 8.82	S137 - Allowance per elector	£ 10.81
£ 300.00	Grants available for year to community	£ 375.00
£ -	Total Spent	£ 375.00

Section 137 of the LGA 1972 enables Parish Councils to spend up to the allocated amount per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. This is still subject to terms. This is subject to grant money available.

Grants in line with the Parish councils grant policy are shown in Payments section