

Beaworthy Parish Council

Clerk to the Council Mrs A M Braidwood, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB. Tel 07990712484

I hereby give notice of **a meeting of the Beaworthy Parish Council** and summon Members to attend on **Thursday 26th June 2025 at Beaworthy Parish Hall at 1930 hours.**



Members of the public are most welcome to attend and to make representations, ask or answer questions and give evidence on any item on the agenda, during the Public Forum, for a maximum time of 10 minutes.

Agenda

1. **Chairman's welcome.**
2. **Apologies**
3. **Public Forum**
4. **Declarations of interest.** Councillors are reminded to declare any personal interest in an item on the agenda and its nature and to declare any pecuniary interest in an item on the agenda. Councillors with pecuniary interests should remove themselves from the meeting for the relevant items.
5. **Minutes of the meeting on 15th May 2025.** To approve as a true record and be signed by the Chairman.
6. **Clerks report** – including correspondence and any other item which has been brought up to the attention of the clerk, which is not on the agenda.
7. **Planning** – To review and respond to applications received on WDBC planning portal.
 - 7.1 **1352/25/FUL** – Trew Farm, Beaworthy – Roof over existing yard EX21 5AT
 - 7.2 **1451/25/ARM** - Former Site of Astra Salvage Yard Patchacott. - Application for approval of reserved matters following outline approval reference (3441/21/OPA) relating to access, appearance, landscaping, layout & scale for a development of 17 holiday chalets and 1 reception building with associated car parking and amenities
 - 7.3 **1704/25/FUL** – Ravenswood, Broadmoor Farm, Beaworthy, EX21 5AA- Erection of 3 bedroom detached dwelling as betterment for previously approved Part Q barn conversion
 - 7.4 **1715/25/FUL** – Land at SX451996 (Broadmoor Farm) Beaworthy – Erection of 3-bedroom detached dwelling and garage as betterment of previously approved Part Q barn conversion.
8. **CPRE** – To consider membership.
9. **IT Policy** – To consider adoption of draft IT Policy
10. **BT phone Box** – to confirm signing of contract with BT to adopt the phone kiosk.
11. **Councillor Reports** –reports on meetings attended and matters brought to the attention of councillors.
 - 11.1 Highways
 - 11.2 Parish Hall Report
 - 11.3 Crime commissioners Report
12. **West Devon borough Council report.** To be received from representative present.
13. **Finances**
 - 13.1 **RFO to present the Bank reconciliation and budget quarterly update to 30 May 2025**
 - 13.2 **To resolve to approve the payments as follows:**
14. **West Devon Enforcements** – Updates
15. **Items for the agenda for next meeting**
16. **Date of next meeting – 17 July 2025**
17. **Close of meeting.**

Minutes of the Annual Meeting of **Beaworthy Parish Council** held at 1930 hours on **Thursday 15th May 2025** in Beaworthy Parish Hall.

Councillors present: Cllr Rendell (Chairman), Cllr Higgins, Cllr Wonnacott, Cllr Sanders, Cllr Coleman, Cllr Johnstone

Also present: A. Braidwood (Clerk), Cllr Mott (WDBC) and 4 members of the public

1. **Chairman's welcome.** Cllr Rendell welcomed attendees to the meeting.

2. **Election of Chair.**

2.1 It was proposed, seconded and unanimously **RESOLVED** to elect Cllr Rendell as Chair for the forthcoming year 2025.

2.2. The Chairman signed the Acceptance of Office Form.

3. **Election of Vice Chair** - It was proposed, seconded and unanimously **RESOLVED** to elect Cllr Sanders as Vice Chair.

4. **Apologies for absence.** Cllr Balsdon, Cllr Southcott (WDBC),

5. **Public Forum** – one member of the public spoke thanked the council for the grant to the Parish Hall. Other members of the public spoke regarding the retention of the phone box and the possible installation of a defibrillator.

6. **Declarations of Interest in items on the agenda** – Nil, councillors were reminded to complete an amendment form if anything had changed.

7. **Minutes of the previous meeting.** It was unanimously **RESOLVED** that the minutes of the meeting held on the **17th April 2025** were a true record and were signed by the Chairman.

8. **Clerk's report** – received. **Annex A**

9. **BT Phone Box Removal** – The PC reviewed the proposed removal of the BT phone box in Beaworthy, and unanimously **RESOLVED** to a representation to WDBC and to keep the phone box, but not the phone, with a view to adoption and installation of a defibrillator.

10. **Planning.**

No applications had been received

11. It was unanimously **RESOLVED** to nominate representatives (to investigate, research and report to full council) for the following roles:

11.1 Police and Crime Commissioner Advocate – Cllr Coleman

11.2 Highways – Cllr Johnstone

11.3 Village Hall – Cllr Wonnacott

12. **Meetings** – It was **RESOLVED** to continue with monthly meetings in the Parish Hall on the 3rd Thursday of each month, with a break in August.

13. **Policy Review** – The **Financial Regulations** and the **Standing Orders** for the PC were reviewed, amended and it was **RESOLVED** to adopt the revised policies.

14. **Councillor reports, including West Devon borough Council Updates:** Received

15. **Finance:**

15.1 **The RFO** presented the bank reconciliation and End of Year Accounts to **30 April 2025. Annex B**

15.2 The Annual Internal Audit Report was received and noted.

15.3 **The Annual Governance and Accountability Return** was presented and unanimously **RESOLVED** to approve and sign it in the following order:

- Section 1 the Annual Governance Statement,
- Section 2 Accounting Statements,
- Exemption Certificate

15.4 The RFO set the commencement date for the Exercise of Public Rights for 3 June 2025.

15.5 It was **RESOLVED** to approve the payments as follows:

Insurance 2024(3-year LTA)	£125.26
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15.6 It was **RESOLVED** to approve the draft 2025 payments schedule. **Annex C**

15.7 It was **RESOLVED** to appoint Penny Clapham as the internal auditor for 2025-26

The public were excluded at **2023 hours**. The Council **RESOLVED** to agree to continue the meeting in **confidential session**, Cllr Mott was invited to stay for the discussion.

16. Enforcement – Updates received.

The confidential session closed at **2100** hours

17. Items for the agenda for next meeting - nil

18. Date of next meeting – 26 June 2025

19. Meeting closed at: 2121 hours.

Annex A - Clerk Report May 2025

Finance:

Audit – The audit was completed on 5th May and is ready for the May meeting to approve the AGAR.

Please note – The cost for the audit was actually £70 and not £65 as previously advised.

The VAT refund application has been submitted to HMRC and I can confirm it has been paid into the PC account.

We have also received the first precept payment in April.

Appraisal:

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

Planning

Decisions received:

West Devon Borough Council

Planning decisions between 05 May 2025 and 11 May 2025

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

Parish:	Beaworthy	
0638/25/ARC	Approval of Details Reserved by Conditions	
Applicant Name:	Mr & Mrs Cook	Officer: Molly Northmore
Grid Reference:	(245448, 99896)	
Site Address:	Tumley Lofts, Beaworthy, EX21 5AA	Decision: Discharge of Conditions - Split Decision
Description:	Application for approval of details reserved by conditions 3 (Surface Water Drainage Scheme), 4 (Foul Drainage), 5 (BNG), 6 (Materials), 7 (Solar Panels), 8 (External Lighting) and 9 (Carbon Reduction) of planning consent 1397/23/FUL (APP/Q1153/W/24/3341365)	Decision Date: 06 May 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. It will cover recent changes to the planning process.

Resolutions - All resolutions from the April 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 & Bank Rec to 30 Apr 25

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
2,747.61	2,700.50	-	-	47.11	-	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Electio n Costs	VAT
847.76	233.48	300.00	-	100.00	-	165.83	-	48.45

Bank Summary

Cashbook

Balance at	01/04/24	5,791.86
Receipts	to date	2,747.61
Payments	to date	847.76
Balance at	30/04/25	7,691.71

Bank Reconciliation

Balance per statement 30 Apr 2025	8,106.99
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Outstanding cheques	Chq No	Amount
Total Outstanding cheques/DD	389	300.00
	391	115.28
		(415.28)
		7,691.71

Difference	-
of which £3896.97 is reserves	

Annex C - Draft Payment Schedule for 2025

Item	Max amount to be approved	Date of Payment
Clerk Salary	£ 3016 pa	Monthly payments based on a nominal 4 hours per week by standing order.
DALC – membership	£ 100.00	Annual subscription due in April 2025 – payment on receipt of invoice
Community First Trading - Insurance	£ 170.00	Annual payment due June 2025 – Payment on receipt of invoice year 3 of LTA
Beaworthy Church – Donation for Grass Cutting	£ 300.00	Usually paid in May – on receipt of application
Go Daddy - Website	£ 180.00	Annual payment due in September – to be paid by clerk on credit card and reimbursed on production of receipt
Village Hall booking	£200.00	Cost estimated – max amount budgeted in category. Payment on receipt of invoice – usually 6 monthly
Data Protection Fee	£40.00	DD debit has been set up. Due to be taken October 2025
Audit Fee	£65.00	Due on completion of Audit in May 2025

Please reply to: Business Support Team (DM)
South Hams - Follaton House, Plymouth Road, Totnes, TQ9 5NE
West Devon - Kilworthy Park, Tavistock, PL19 0BZ

Email: dm@swdevon.gov.uk

Working together



Our ref: 1352/25/FUL
Date: 29 May 2025

Reference:	1352/25/FUL
Proposal:	Roof over existing yard
Site Address:	Trew Farm Beaworthy EX21 5AT

We have received the above application, which we would like your comments on. Please submit any comments you wish to make by 3 July 2025.

Please use the following link to view the application and submit your comments.

<https://westdevon.planning-register.co.uk/Planning/Display/1352/25/FUL?cuuid=B35B8CBD-B2CA-4DB2-9B80-1810C328AC3A>

Yours faithfully

West Devon Borough Council

*If you have any queries regarding this application, you can email us at planning@swdevon.gov.uk; please make sure that you quote <1352/25/FUL> in the subject line to make sure it gets to the right person.

[South Hams and West Devon Planning Guide](#)

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Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

DX 300050 TOTNES 2

Please be aware that telephone calls to and from may be recorded for training and monitoring purposes

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South Hams - Follaton House, Plymouth Road, Totnes, TQ9 5NE
West Devon - Kilworthy Park, Tavistock, PL19 0BZ

Email: dm@swdevon.gov.uk

Working together



Our ref: 1451/25/ARM
Date: 27 May 2025

Reference:	1451/25/ARM
Proposal:	Application for approval of reserved matters following outline approval reference (3441/21/OPA) relating to access, appearance, landscaping, layout & scale for a development of 17no holiday chalets and 1no reception building with associated car parking and amenities
Site Address:	Former Site of Astra Salvage Yard Patchacott

We have received the above application, which we would like your comments on. Please submit any comments you wish to make by 3 July 2025.

Please use the following link to view the application and submit your comments.

<https://westdevon.planning-register.co.uk/Planning/Display/1451/25/ARM?cuuid=90923E12-206A-4C71-873E-C85D0389398C>

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West Devon - Kilworthy Park, Tavistock, PL19 0BZ

Email: dm@swdevon.gov.uk

Working together



Our ref: 1704/25/FUL
Date: 10 June 2025

Reference:	1704/25/FUL
Proposal:	Erection of 3 Bedroom Detached Dwelling as betterment for previously approved Part Q Barn Conversion.
Site Address:	Ravenswood Broadmoor Farm Beaworthy EX21 5AA

We have received the above application, which we would like your comments on. Please submit any comments you wish to make by 15 July 2025.

Please use the following link to view the application and submit your comments.

<https://westdevon.planning-register.co.uk/Planning/Display/1704/25/FUL?cuuid=C4119855-C015-46F4-B229-949FC269437D>

Yours faithfully

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Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
2,747.61	2,700.50	-	-	47.11	-	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
1,276.50	466.96	300.00	-	170.00	125.26	165.83	-	48.45

Bank Summary

Cashbook

Balance at	01/04/24	5,791.86
Receipts	to date	2,747.61
Payments	to date	1,276.50
Balance at	30/05/25	7,262.97

Bank Reconciliation

Balance per statement **30 May 25** **7,458.23**

Outstanding cheques	Chq No	Amount
Total Outstanding cheques/DD	393	70.00
	394	125.26
		(195.26)
		7,262.97

Difference

-

of which £**3896.97** is reserves

BUDGET	FY Apr 25 to Apr 26			
		Budget	Totals	To date
Category	Sub category			
Clerk salary		3016.00	3,016.00	466.96
Donations			300.00	300
	other requests	150.00		150
	St Albans	150.00		150
Administration and training			250.00	
	Admin expenses/mileage	50		
	Training	200		
Input Vat to be recovered				48.45
Office costs			665.00	170
	Printer toner/stationery	60		
	Go daddy domain renewal	30		
	Go Daddy website renewal	150		
	Village Hall Hire	200		
	Subscriptions DALC	120		100
	Subscriptions ICO	40		
	Audit	65		70
Insurance		170	170.00	125.26
Grants		300	300.00	
Election Costs contingency		100	100.00	100
Reserve/contingency		400	400.00	400
Asset Maint contingency			200.00	165.83
	2 noticeboards	50		
	laptop and printer	150		165.83
Totals including contingencies		5401.00	5,401.00	1776.50
totals without contingencies		4701.00	4,701.00	1276.50

DRAFT Beaworthy Parish Council IT Policy

1. Introduction

Beaworthy Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Beaworthy parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Beaworthy parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Beaworthy parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Beaworthy parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Beaworthy parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Beaworthy parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Beaworthy parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Beaworthy parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Beaworthy parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Beaworthy parish council will provide training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk

All staff and councillors are responsible for the safety and security of Beaworthy parish council's IT and email systems. By adhering to this IT and Email Policy, Beaworthy parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____

Adopted on

To be reviewed every 2 years

Date of next review 2027