

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 thank 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

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	Election 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
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