

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 16th Oct 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 18th Sep 2025.** To approve as a true record and be signed by the Chairman.
6. **Co-option** – to consider applications from candidates for the position of councillor or Beaworthy East Ward and resolve to appoint by co-option.
7. **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.
8. **Policy Review** – To review the following policies and agree any amendments:
 - 8.1 Accessible Documents Policy
 - 8.2 Communications Policy
9. **Planning** – To review and respond to applications received on WDBC planning portal.
 - 9.1 **2752/25/PDM** - Proposal: Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No dwellinghouse (class C3) & for associated development (Class Q (a+b)) Location: Barn 1 at High Hayne Patchacott - **INFORMATION ONLY**
 - 9.2 **2751/25/PDM** - Proposal: Application to determine if prior approval is required for a proposed change of use of agricultural building to 1No dwellinghouse (class C3) & for associated development (Class Q (a+b)) Location: Barn 2 at High Hayne Patchacott – **INFORMATION ONLY**
10. **Councillor Reports** –reports on meetings attended and matters brought to the attention of councillors.
 - 10.1 Highways
 - 10.2 Parish Hall Report
 - 10.3 Crime commissioners Report
11. **West Devon borough Council report.** To be received from representative present.
12. **BT Phone Box** – To consider the future use of the BT phone box now it is owned by the PC and the possibility of a public meeting prior to decision.
13. **Finances**
 - 13.1 **RFO to present the Bank reconciliation and budget update to 29 Sep 2025**
 - 13.2 **To resolve to approve the payments as follows:**

Go Daddy website renewal – reimburse clerk for payment

£155.88 + £31.18 VAT

13.3 **Training** – to consider attendance at DALCs ‘Being a good councillor’ training – costs to be confirmed. (£100 for up to 5 attendees)

13.4 **Draft Budget** – To review the initial draft budget and make recommendations for amendments.

14. West Devon Enforcements – Updates

15. Items for the agenda for next meeting.

16. Date of next meeting –

17. Close of meeting.

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
5,448.11	5,401.00	-	-	47.11	-	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
2,409.93	1,445.60	300.00	-	319.99	125.26	166.83	-	52.25

Bank Summary

Cashbook

Balance at	01/04/24	Current Acc	5,791.86
Receipts	to date		5,448.11
Payments	to date		2,409.93
Balance at	30/09/25		8,830.04

Bank Reconciliation

Balance per statement 30 Sep 2025		Current Acc	8,830.04
Outstanding cheques	Chq No	Amount	
Total Outstanding cheques/DD			-
			8,830.04

Difference		-
of which is earmarked reserves	3895.97	
balance remaining after reserves	4,934.07	
expected additional income	0	
expected additional expenditure	2291.07	
estimated y/e balance	2,643.00	
total in working reserves (should equal 1 year costs)	5034.68	

Beaworthy Parish Council - Accessible Document Policy

Adopted October 2020

MIN0092020

To be reviewed every 2 years.

Last reviewed Oct 2023,

This policy explains how accessible the documents are that Beaworthy Parish Council publishes on beaworthyparish.com

Using our documents

Beaworthy Parish Council can publish documents in a range of formats but primarily uses pdf.

We want as many people as possible to be able to use those documents. For example, when we produce a document, we make sure to:

- provide a pdf as all browsers can display and download it, they are small and so make accessibility over slow service offerings possible and Acrobat reader is free of charge
- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they are there for
- avoid using tables, except when we are presenting data
- write in plain English

How accessible are our documents?

New documents we publish and documents you need to download should be fully accessible. We do not offer any services requiring an online submission.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

- are just scans of documents and are not marked up in a way that allows screen reader users to understand them
- are not tagged up properly - for example, they do not contain proper headings
- are not written in plain English

This mostly applies to our audit and accounting documents that have been issued by another organisation and to documents in office file formats, such as Microsoft Office, that are presented as PDF files. These types of documents are exempt from the regulations, so we do not currently have any plans to make them accessible.

But if you need to access information in one of these document types, you can contact us and ask for an alternative format.

What to do if you cannot use one of our documents

If you need a document in a different format:

Email: beaworthyparishclerk@gmail.com

call 07990712484

We will consider the request and get back to you in 5 days.

Reporting accessibility problems with one of our documents

We are constantly looking to improve the accessibility of our documents. If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact:

Angela Braidwood, Clerk to the Council

Email: beaworthyparishclerk@gmail.com

Call: 07990712484

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about the accessibility of our documents

Beaworthy Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The documents Beaworthy Parish Council publishes should be fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Content that is not within the scope of the accessibility regulations

Many of our older PDFs and Word documents may not meet accessibility standards - for example, they may not be structured so they are accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services. For example, we do not plan to fix Minutes, agendas and associated reports, accounting documents and other forms of historical information.

Any new PDFs or Word documents we publish will meet accessibility standards.

The accessibility regulations do not require us to fix third party content that is under someone else's control as we did not pay for it or develop it. For example, newsletters, information, or guidance prepared by other organisations that we include on our website to share the information with the wider public.

How we test our documents

A test is carried out by us.

We test:

Policy documents

Agenda documents

Minutes

All new documents are created with the Microsoft Accessibility checker running in tandem to ensure that all new documents meet Accessibility Standards. These documents are converted to 'Read Out Loud' tool.

What we're doing to improve accessibility

Policy documents, downloadable forms and information documents created before September 2018 and are held on our website are checked for compliance and will be replaced with a more accessible version if required.

Beaworthy Parish Council

Communications Policy

Beaworthy Parish Council (BPC) articulates and represents the views and needs of the local community. It provides information on important parish matters affecting the community and encourages comment from interested individuals and groups.

The overall aim is to make Council communications a two-way process: to give people the information to understand accurately what BPC does, whilst also enabling BPC to make informed decisions using information received from residents and partners.

The principles of these Guidelines apply to Parish Councillors and the Clerk to BPC. It is also intended for guidance for others communicating with the Parish Council.

Methods of Communication

The Council will use a variety of methods of communication based on what reaches its intended audience most effectively and efficiently. Over 80% of the population generally use electronic communication now (Office for National Statistics), so this is the Council's preferred and primary method of communication. However, we recognise that not all people are able to, or wish to use electronic methods of communication, so we will continue to utilise different media and approaches in order to reach our communities, including notice boards at St Albans Church and the new Village Hall.

Who is Communicating?

The **Parish Clerk** has overall responsibility for overseeing all communication with members of the community and outside bodies.

The Parish Clerk is provided with a council email address which is to be used solely for the purpose of conducting council business. The Clerk's duties require both oral and written communication with the community. These communications need to be conducted with courtesy and professionalism at all times.

Elected members will be approached by members of the community as part of their role.

- a) How enquiries from the public are dealt with by Councillors will reflect on BPC. Enquiries may be in person, by telephone, letter or email.
- b) When in doubt about how to respond to an enquiry, the guidance of the Parish Clerk will be sought.
- c) Councillors should avoid making any promises to the public about any matter raised with them other than to say they will investigate the matter. All manner of issues may be raised, many of which may not be relevant to BPC or its responsibilities.
- d) Depending on the issue, it may be appropriate to deal with the matter in the following ways:
 - give factual information and refer the member of the public to the relevant minutes on the Parish website.
 - refer the matter to the Parish Clerk who will then deal with it as appropriate.
 - request, through the Parish Clerk, that an item is placed on a relevant agenda.

- investigate the matter personally, having sought the guidance of the Parish Clerk, including the wording of any response.
- e) Councillors must ensure that all communication with the public on council related matters reflects the decisions and policies of BPC regardless of the councillor's individual views on any subject.
- f) The content of the Council's website is managed by the Clerk. However, it is the responsibility of all Councillors to check it regularly for any issues of inaccuracy or omissions and inform the Clerk if issues arise.

Councillor Correspondence to Other Agencies

- a) If expressing personal views in their private capacity, Councillors are not permitted to use their title "Councillor" and staff are not permitted to use their job title. This would imply that you are stating Council policy.
- b) A copy of all outgoing correspondence relating to the Parish Council or one's role within it should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.
- c) Councillors and Staff cannot disclose information which is confidential or where disclosure of information is prohibited by law.
- d) Councillors must act with integrity and observe the Members' Code of Conduct at all times when representing or acting on behalf of the Council.

Communications with Parish Council Staff

- a) Councillors must not give instructions to any member of staff, unless authorised to do so (this would be two or more members sitting as a committee or sub-committee with appropriate delegated powers from the council and not an individual, regardless of whether or not they are the Chairman of the Council, committee or other meeting).
- b) E-mails to other agencies should be copied to the Clerk
- c) Members should acknowledge their e-mails when requested to do so

Correspondence/Information to the Parish Council

- a) The point of contact for the Parish Council is the Clerk, and it is to the Clerk that all correspondence for the Parish Council should be addressed.
- b) The Clerk should deal with all correspondence following a meeting.
- c) No individual Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council, a committee, sub-committee or working party.

Vexatious Conduct and Communication

- a) The Parish Council's adopted definition of vexatious correspondence is "...correspondence that is, by nature, manifestly unjustified, inappropriate or improper" (adapted from the ICO, dealing

with vexatious requests, section 14, page 6, FOI *see*: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>).

b) It shall be for the Parish Clerk, where necessary in conjunction with the Chairman, to determine any individual correspondence as being “vexatious”. The Clerk will use the indicators found in the above ICO document on pages 7 and 8 as a point of reference when considering email traffic that is potentially vexatious and consider any legal or statutory obligations placed upon the Council to respond.

c) If an individual is determined by the Clerk to have requested information vexatiously, then the Clerk shall issue the individual with a formal refusal notice in line with the Freedom of Information Act. If an individual is entering into more general vexatious correspondence with the Parish Council, then the Clerk shall notify them that their correspondence is considered vexatious, and the Parish will not entertain any further correspondence with them on that issue

d) If an individual continues to engage with the Council on matters where the Clerk has already indicated they are acting vexatiously or is repeatedly raising a range of issues with the Council that appear to have no serious purpose or value, then the Clerk may refer the matter to the next Parish Council meeting. The Parish Council can then determine whether any additional measures can and should be taken.

Date approved	March 2020
Reviewed	19 Oct 23
Date of review	Oct 2025

BUDGET	FY Apr 26 to Apr 27			
Category	Sub category	Budget	Totals	
Clerk salary		3016.00	3,016.00	
Donations			300.00	
	other requests	150.00		
	St Albans	150.00		
Administration and training			250.00	
	Admin expenses/mileage	50		
	Training	200		
Input Vat to be recovered				
Office costs			665.00	
	Printer toner/stationery	60		
	Go daddy domain renewal	30		
	Go Daddy website renewal	150		
	Village Hall Hire	200		
	Subscriptions DALC	120		
	Subscriptions ICO	40		
	Subscription to CPRE	0		
	Audit	65		
Insurance		170	170.00	
Grants		300	300.00	
Election Costs contingency		100	100.00	
Reserve/contingency		400	400.00	
Asset Maint contingency			200.00	
	2 noticeboards	50		
	laptop and printer	150		
	BT phone Box			
		5401.00	5,401.00	
Totals without contingencies		4701.00	4,701.00	0.00

Further notes: may need to consider bus shelter costs and defib costs (batteries and pads and elec supply etc)

Consider any future projects and costs

BUDGET	FY Apr 25 to Apr 26				
Category	Sub category	Budget	Totals	To date	over/under spend
Clerk salary		3016.00	3,016.00	1445.6	
Donations			300.00	300	0.00
	other requests	150.00		150	
	St Albans	150.00		150	
Administration and training			250.00		250.00
	Admin expenses/mileage	50			
	Training	200			
Input Vat to be recovered				52.25	
Office costs			665.00	319.99	345.01
	Printer toner/stationery	60			60
	Go daddy domain renewal	30		18.99	11.01
	Go Daddy website renewal	150			150
	Village Hall Hire	200			200
	Subscriptions DALC	120		100	20
	Subscriptions ICO	40		47	-7
	Subscription to CPRE	0		84	-84
	Audit	65		70	-5
Insurance		170	170.00	125.26	44.74
Grants		300	300.00		300.00
Election Costs contingency		100	100.00	100	
Reserve/contingency		400	400.00	400	
Asset Maint contingency			200.00	166.83	
	2 noticeboards	50			
	laptop and printer	150		165.83	
	BT Phone Bo			1.00	
		5401.00	5,401.00	2909.93	
totals without contingencies		4701.00	4,701.00	2409.93	