

## TEMPLETON PARISH COUNCIL

**Agenda for the meeting of Templeton Parish Council to be held  
Tuesday 25<sup>th</sup> March 2025 - 7:30pm at Templeton Village Hall.**

**Members:** Cllr L O'Brien, (LOB), Cllr D Leeming, (DL), Cllr J Dent, (JD), Cllr S Stone, (SS),  
Cllr J O'Brien, (JOB), Parish Clerk - Beverley Newman (BN).

**Councillors, you are hereby summoned to attend a meeting of Templeton Parish Council, to be held in Templeton Village Hall on Tuesday 25<sup>th</sup> March 2025 for the purpose of transacting the following business.**

**Members of the public and press are invited to attend the meeting.**

**Members: Mrs. L. O'Brien (Chairman), Mr. D. Leeming (Vice-Chairman), Mrs. J. Dent, Mr. J. O'Brien, Mrs. S. Stone.**

**1. Apologies for Absence received from:**

- Cllr. J. Dent - Parish Councillor.
- Cllr. C Harrower - District Councillor.
- Cllr. D. Broom - District Councillor.

**2. Declarations of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, in items to be considered at this meeting.**

**3. Public Forum: An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. No member of the public will speak for more than 3 minutes. The period of time designated for public participation shall not exceed 15 minutes.**

- Email correspondence to MDDC Planning Department from a parishioner regarding Enforcement Notice EP/21/090/AN.

**4. Minutes of the previous meeting: The minutes of the previous meeting of Templeton Parish Council held at Templeton Village Hall on 21<sup>st</sup> January 2025 had been circulated prior to this meeting.**

**To agree the minutes as an accurate record of the parish meeting held on 21<sup>st</sup> January 2025.**

5. **Planning:** To note any planning decisions made by MDDC and comment on any planning applications received before the meeting:

**Proposal:** Prior Notification for the erection of an agricultural storage building/shelter

**Location:** Land at NGR 287491 114526 Broomclose Wood Templeton

**Site Vicinity Grid Ref:** 287335 / 114517.

6. **Highways:**

6.1 Ditch Clearance - Report to be submitted to Cllr. Chesterton. **Update: (JD).**

6.2 Unusable and dangerous passing places on our roads - Contact Highways and report to Cllr. Chesterton regarding outstanding priorities. **Update: (LOB).**

6.3 (LOB) - Road Warden and (SS) - Snow Warden. **Update: (LOB) and (SS).**

7. **Reports:**

7.1 County and District Council: No reports received at time of agenda publication.

7.2 Parish Councillors: No reports received.

7.3 Village Hall: No reports received.

7.4 Parochial Church Council: Report received from (LOB).

**Correspondence to note/comment: (Information previously circulated to councillors prior to the meeting):**

7.5 DALC Newsletters including - All member councils requested to help DALC build an evidence base to help them represent parish councils on devolution matters.

7.6 NALC Newsletters including- NALC launches second edition of The Good Councillor's Guide to Finance and Financial Regulations update on The Procurement Act.

7.7 MDDC Press Releases - The latest set of side waste results which have just been sent through following the most recent survey conducted in the District during mid to late January 2025 (the usual side waste restrictions are relaxed during the post-Christmas collection period but are enforced again immediately afterwards). These again show over a 99% compliance rate achieved by the District with the Bin-It 123 scheme. Pots and Pans Pilot Commencing on the 28<sup>th</sup> February! Mid Devon District Council will commence a three month trial of collecting old and unusable pots and pans on the 28<sup>th</sup> February and this will run until the 23<sup>rd</sup> May. The trial will operate in Willand, Uffculme and the surrounding rural communities.

8. **Finance:**

8.1 Process of reclaiming HRMC/VAT. **Update: (LOB/BN).**

**8.2 Invoices – to approve any invoices or expense claims presented for payment. No Receipts noted.**

Clerk Salary – January 2025	£363.22
Brother MFCL2800DW – reimbursement to (LOB)	£196.20
Clerk Salary – Backpay of spinal increment	£ 36.00
ICO (Information Commissioner’s Office)	£ 35.00 – direct debit in place
Clerk Salary - February 2025	£363.22
Clerk Salary (March) and backpay spinal point increase April 2024 – Dec 24	£363.22 £119.28
IONIS website reimbursement to (LOB) July 2024 – March 2025 inclusive	£162.00
Concertina Folder x 1 Project Files x 5 Typist Chair x 1 Reimbursement to (BN)	£ 2.00 £ 5.00 £ 7.00
Hard Drive – Clerk’s laptop Reimbursement to (LOB)	£24.10
Training - Clerk	£200.00

**8.3 To note any receipts since the last meeting and the bank balances - Bank Reconciliation 1<sup>st</sup> January 2025 - 28<sup>th</sup> February 2025 - to approve and minute - signed by Chairman and Clerk.**

**8.4 Budget 2024/2025 and Precept. Update: (LOB), (BN).**

**8.5 Reserves Policy to be approved.**

**8.6 Bank Reserve Account. Transfer of funds to reserve account. Update: (LOB).**

- £1,455.00 Repairs/refurbishment of telephone box.
- £2,055.33 Templeton Village Hall Repairs/Maintenance balance.
- £ 200.00 Contingencies.

**8.7 Change of bank address record. Update: (LOB).**

**8.8 S137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. Update: (LOB/BN).**

**8.9 Bank Debit Card. Update: (LOB).**

**8.10 Scribe subscription. (LOB).**

**8.11 Finance Committee. (LOB/BN).**

- 8.12 VAT Reclaim. **Update: (LOB/BN).**
- 8.13 Redaction of Clerk's salary. **(LOB).**
- 8.14 Bank Mandate - authorised renewals. **(LOB).**
- 8.15 To agree to adopt the new NALC Model Financial Regulation personalised for Templeton Parish Council. **(LOB).**

9. Matters arising from minutes not covered elsewhere on this agenda:

- 9.1 Public transport for residents of Templeton. Publication of details on parish council website. **Update: (LOB).**
- 9.2 Old School House - Bad state of repair. Contact council again. **Update: (LOB) (SS).**

10. Correspondence/Items to Discuss:

- 10.1 Telephone Box - Templeton Telephone Exchange. **Update: (LOB).**
- 10.2 Noticeboard by the telephone box. To be reviewed again in the spring. **Update: (LOB).**
- 10.3 Investigate Templeton Village sign to be made inhouse. **Update: (LOB).**
- 10.4 Grit Trailer. Possible fundraising. **Update: (LOB).**
- 10.5 Parish Footpaths - Parish Paths P3 Partnership Scheme. **Update: (LOB/BN).**
- 10.6 CPRE - The Countryside Charity - To approve renewal and direct debit mandate. **(LOB).**
- 10.7 Procurement Thresholds. Information circulated to councillors prior to meeting. **(BN).**
- 10.8 Internal Controls. To review the Policy Statement of Internal Control and Annual Review of Effectiveness of Internal Control 2024-25. **(BN).**
- 10.9 Clerk/RFO revised Contract of Employment reflecting backdated pay scale increment.
- 10.10 Litter picking. **(LOB).**
- 10.11 What's Important to our Community? **(LOB).**

11. Items raised by Councillors:

**Agenda for Templeton Parish Council Meeting to be held at Templeton Village Hall on  
Tuesday 25<sup>th</sup> March 2025  
at 7.30 p.m.**

***B Newman***

**PARISH CLERK**

**Any queries, please contact Beverley Newman (Parish Clerk)  
Email: [clerk@templetonparishcouncil.org.uk](mailto:clerk@templetonparishcouncil.org.uk)**