

## TEMPLETON PARISH COUNCIL

Minutes for the ANNUAL MEETING OF THE COUNCIL held on  
Tuesday 27<sup>th</sup> May 2025 at 7:30pm - 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).

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

**In attendance:** Cllr. Claudette Harrower, District Councillor, Tiverton West, Cllr. Adam Stirling, District Councillor, Tiverton West.

Cllr. Steve Lodge, Devon County Council for Tiverton West, joined the meeting at 7.50 p.m.

### **1. Election of Chair and Vice-Chair:**

The council proposed and seconded elections of the Chair and Vice-chair.

Chair - Mrs. L. O'Brien - Proposed: Cllr. J. Dent, Seconded: Cllr. S. Stone.

Vice- chair - Mr. D. Leeming - Proposed: Cllr. S. Stone, Seconded: Cllr. J. Dent.

Unanimously agreed by the council.

Chair and Vice-chair signed the Declaration of Acceptance of Office as Chairman and Vice-chairman of the Parish Council.

### **2. Declarations of Interest:**

Templeton Village Hall - (DL), (SS), (JD).

St Margarets Church - (LOB).

The Old School House - (SS).

**3. The Public – 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.

No members of the public in attendance.

**Parishioner's previous email correspondence to MDDC Planning Department regarding Enforcement Notice EP/21/090/AN.**

Discussions took place between District Councillors and Councillors and it was suggested that the member of the public contact South West Water, Environmental Health Department.

**(ACTION): (BN)** to contact member of the public concerning this.

**(ACTION): Cllr. Stirling** to contact MDDC Planning and Environmental health and report back with an update.

**4. Minutes of the previous meeting: The minutes of the previous meeting of Templeton Parish Council held at Templeton Village Hall on 25<sup>th</sup> March 2025 had already been circulated prior to the meeting.**

**Proposal:** Agreement to the content of the minutes was proposed by (SS) and seconded by (JD) and was unanimously agreed by the council.

**5. Planning:**

- **Prior Notification for the erection of an agricultural storage building**
- **Location: Land at NGR 287065 115100 Deerhaven Farm Nomansland.**
- Council - no comments recorded.
- **25/00487/FULL - West of Hill View, Withleigh - Erection of 2 holiday lets with associated works.**
- **(UPDATE):** Cllr. Stirling confirmed not applicable to Templeton parish.
- **Erection of an agricultural storage building/shelter.**
- **Location: Land at NGR 287491 114526 Broomclose Wood Templeton -**
- **Determined 16<sup>th</sup> May 2025.**

Council – no comments recorded.

**6. Highways:**

**6.1 Ditch Clearance. (UPDATE): (LOB)** Most ditches have now been cleared by landowners. It is the landowners responsibility to clear their ditches. All looking good.

**6.2 Unusable and dangerous passing places on our roads. (UPDATE): (LOB)** confirmed that some places have been cleared and that (LOB) is still in contact with the Neighbourhood Highway Officer, (North) Devon County Council, regarding this. There are now more passing places opened up for passing. Hedges were overgrown and have now been cut back.

**6.3 Road Warden and Snow Warden. (UPDATE): (LOB),** Road Warden. Good response from the parishioners for volunteers. **(LOB)** confirmed that 'pot hole filler' has been offered for the Road Warden Scheme to enable the volunteers to commence pot hole filling. Clearing gullies should be looked at in the Autumn. MDDC Highway Officer confirmed that some re-surfacing and road repair work had been passed to the contractors for a programme of works at Templeton Bridge. (Shell Lane has been re-surfaced), Birches Cross to Lower North Combe Cross is also due to be re-surfaced. **(LOB)** to flag up the road by the Ford.

**(UPDATE): (SS),** Snow Warden, has finalised the emergency 'Snow Plan'. This will be discussed for approval at the next council meeting. **(SS)** noted that distributing the

grit would be challenging. The 5 ton grit has been covered to protect from the elements. **(ACTION) : (SS)** to forward Emergency Snow Plan to (LOB) Chair. Cllr. Harrower requested a copy of the plan. **(ACTION) : (BN)** to forward to Cllr. Harrower after approval by the council at the next meeting.

## **7. Reports.**

**7.1 County and District Council** – Cllr. Stirling provided a report re West of Hill View, Withleigh – Erection of 2 holiday lets with associated works as per section 5 – 3tw as agreed as not applicable to Templeton parish. Report also received regarding ‘The Old School House’ which was minuted in point 10.1. Discussions took place regarding information from Cllr. Harrower regarding reports and information on winter fuel allowance situation, WASP, South West Water, VE Day, housing pods potentially for people who were listed as higher up on the housing list and people coming out of care, air cadets disbandment in Barnstaple and the investigation of re-cycling nappy and sanitary products to make roads.

**7.2 Parish Councillors** – **(UPDATE): (SS)**, Emergency Snow Plan to forward to Chair.

**7.3 Village Hall** – No reports received.

**7.4 Parochial Church** – No reports received.

**Newsletters, Bulletins, Press Releases circulated to councilors prior to the meeting.**

**7.5 DALC Newsletters** – noted by councillors.

**7 6 NALC Newsletters** – noted by councillors.

**7.7 MDDC Press Releases** – noted by councillors. Side waste (non-recyclable waste), the ‘Bin-it 123 Scheme’ waste and recycling collection service implemented by MDDC to increase recycling and reduce wasted and the ‘Pots and Pans Pilot’ discussed. **(UPDATE): Cllr. Stirling** confirmed that the pilot scheme appeared to have gone well and will hopefully be expanded. Cllr. Stirling will provide results at the next meeting.

## **8. Finance:**

**8.1 To note any receipts since the last meeting and the bank balances – Bank Reconciliation 1<sup>st</sup> March – 31<sup>st</sup> March 2025 – to approve and minute – signed by Chairman. And Clerk.**

Proposed: (LOB).

Seconded: (JD).

**8.2 Invoices – to approve any invoices or expense claims presented for payment to 1<sup>st</sup> March – 31<sup>st</sup> March 2025.**

Clerk Salary – Backpay	RE-DACTED – Personal data exempt from being disclosed
HMRC VTR Payment	£39.20
CPRE, The Countryside Charity	£36.00
Receipts	Nil

Proposed: (JOB).  
Seconded: (DL).

**8.3 End of Year Accounts 2024/2025** - Approved and signed by Chairman, RFO/Clerk and (SS). Unanimously agreed by Council.

**8.4 To receive the Internal Audit Report.** The report was noted and councillors commented on a very satisfactory and positive report. Internal control objectives were met. No points to consider.

Proposed: (JD).  
Seconded: (SS).  
Unanimously agreed by council.

**8.5 To agree the Annual Governance Statement for 2024-2025**

It was agreed that all boxes could be ticked 'yes' and the statement was duly signed by the Chair of the meeting and Clerk.

PROPOSED: (JOB).  
SECONDED: (JD).  
Unanimously agreed by the council.

**8.6 To agree the Accounting Statement for 2024-2025.**

The Accounting Statement was agreed and having already been signed by the RFO it was duly signed by the Chair of the meeting.

PROPOSED: (JD).  
SECONDED: (SS).  
Unanimously agreed by the council.

**8.7 To agree that the Parish Council wishes to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015.**

It was agreed that the Council would declare itself exempt and the form was duly signed by the Chair of the meeting and the RFO/Clerk.

PROPOSED: (DL).  
SECONDED: (SS).  
Unanimously agreed by the council.

**8.8 To agree The Notice of the Period for the Exercise of Public Rights and other information for the year ended 31<sup>st</sup> March 2025 required by Local Audit and Accountability Act 2014 Sections 25, 26 and 27. The Accounts and Audit Regulations 2015 (SI 2015/234).**

It was agreed that the council would publish the The Notice of the Period for the page 4

Exercise of Public Rights and other information for the year ended 31<sup>st</sup> March 2025 required by Local Audit and Accountability Act 2014, Sections 25, 26 and 277. The Audit Regulations 2015 (S1 2015/234).

PROPOSED: (SS).

SECONDED: (JD).

Unanimously agreed by the council.

**8.9 Invoices – to approve any invoices or expense claims presented for payment 1<sup>st</sup> April to 30<sup>th</sup> April 2025.**

	Date	Amount Debit	Amount Credit
Transfer to Earmarked TPC Reserve Account	1 <sup>st</sup> April 2025	£3,710.33	
IONIS Website	22 <sup>nd</sup> April 2025	£18.00	
Clerk Salary - Personal data exempt from being disclosed	29 <sup>th</sup> April 2025		
<u>Receipts</u>			
<u>MDDC Precept</u>	9 <sup>th</sup> April 2025		£4,459.39
HMRC VTR	10 <sup>th</sup> April 2025		£ 43.39

PROPOSED: (JD).

SECONDED: (JOB).

**8.10 To note any receipts since the last meeting and the bank balances – Bank Reconciliation 1<sup>st</sup> April 2025 - 30<sup>th</sup> April 2025 - to approve and minute - signed by Chairman and Clerk.**

PROPOSED: (SS).

SECONDED: (DL).

**8.11 Process of claiming HMRC VAT. UPDATE: (LOB/BN).** Ongoing.

**8.12 Budget 2025/2026 and Precept. UPDATE: (LOB/BN).** Monitoring of budget and precept. Budget monitoring papers were circulated to councillors prior to meeting. Scribe accounting discussed in point 8.16.

**8.13 Bank Reserve Account. Transfer of residual funds to reserve account. UPDATE: (LOB).**

Main account for Templeton Parish Council would continue to be maintained for the running costs of the council. Residual monies would be transferred to reserve accounts when appropriate.

PROPOSED: (SS)

SECONDED: (DL)

**8.14 Change of bank address record. UPDATE: (LOB).**

Still under review.

**8.15 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).** Balance - £200.00 in bank account.

**8.16 Scribe subscription. UPDATE: (LOB).** It was proposed that the council enter into an agreement with Scribe accounting programme. The cost incurred would be £248.00 initially with a monthly subscription of £20.00. **(ACTION): (BN/LOB)** to initiate.

PROPOSED: (LOB).

SECONDED: (SS).

**8.17 Finance Committee. UPDATE: (LOB/BN). (LOB)** put forward the motion to delegate the performance of its statutory and legal responsibilities to a sub committee. A council cannot delegate responsibility for the performance of all its statutory functions as financial decisions have to be made by the full council at a full council meeting.

1. The Council to agree a Sub Finance Committee and to agree a Sub Finance Committee is formed.
2. Agree how many councillors and which councillors are on the committee.
3. Agree the Chair for this committee.
4. Agree terms that it is only an advisory committee and NOT a decision-making committee.

Resolution agreed by council.

- It was agreed that a Sub Finance Committee be formed.
- It was agreed that there would be three councillors on the Sub Finance Committee.
- It was agreed that (LOB) would Chair the Sub Committee and (SS) and (JOB) would act as the remaining councillors on the committee.
- It was agreed that this would be an advisory committee only and NOT a decision-making committee. Discussions of financial opportunities to be taken to the full council meetings.

PROPOSED: (JD).

SECONDED: (JOB).

Unanimously agreed by council.

**8.18 Insurance Renewal for Templeton Parish Council. (LOB/BN).**

Three insurance quotations were submitted to the council and it was agreed that the council would accept Zurich Municipal Insurance.

The council discussed the renewal of the insurance. The clerk had obtained 3 quotes and had discussed the relative merits of each quote with DALC and other Parish clerks. Councillor Dent raised the issue of previous claims and liabilities and was informed that because the claims were more than 3 years ago any future insurer was content to proceed. In any event if there was ever anything arising from the previous claim this would be a matter for the insurance company who was responsible for the claim

at the time. The saving and the cover provided by Zurich insurance provided the best over and came highly recommended by other councils and DALC. The council was informed that the auditor had raised the cost of insurance and had also recommended Zurich. As this quote offered the best value for money offering a saving of £540.30 after best value for money and the best cover this was approved unanimously by the council.

**(ACTION): (BN)** to action.

PROPOSED: (JD).

SECONDED: (SS).

#### **8.19 Grant requests. (LOB).**

The council agreed to set up a Grant Policy. **(ACTION): (LOB/BN).**

PROPOSED: (LOB).

SECONDED: (JD).

### **9. Matters arising from minutes not covered elsewhere.**

#### **9.1 Old School House - Bad state of repair. UPDATE: (LOB) (SS).**

**UPDATE: (Cllr. Stirling).** Report from Building Control and updated report circulated prior to meeting. **(ACTION):** Cllr. Stirling to keep council updated with any information from Building Control and report any findings. Site is still fenced off. Sellers still having ongoing conversations with potential purchasers and neighbours.

### **10. Correspondence/Items to Discuss:**

**10.1 Telephone Box - Templeton Telephone Exchange. UPDATE: (LOB).** Telephone box is nearly completed. A 'Telephone Box Exchange' page will be published on the website once the telephone box has been completed showing further details regarding exchanges.

**10.2 Noticeboard by the telephone box. UPDATE: (LOB).** Possibility of re-using materials and restoring the noticeboard next spring by the original builder.

**10.3 Investigate Templeton Village sign to be made inhouse. UPDATE: (LOB).** Ongoing.

**10.4 Pull along gritter. (UPDATE): (LOB).** This will be discussed at a future Sub Finance Committee and with the Snow Warden.

**10.5 Parish Footpaths - Parish Paths P3 Partnership Scheme. Report for work to be carried out in progress. Funding for repairs. 'Footpath Events'. (ACTION): (LOB)** to 'chase up' potential for some repair work. It has been suggested to plan events, such as, a village walk/a coffee 'get together' to raise awareness of the pathways.

**10.6 What's Important to our Community? What would people like to see in their**

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## **Community? Councillors to report their findings.**

**(LOB)** has spoken to many people in the parish.

1. Potential pond in the village. Discussions took place regarding health and safety.
2. Place for children to go to.
3. Play equipment for the children.
4. Wildlife.

**ACTION: (LOB/JD)** Make contact with village hall regarding point 2 above.

### **10.7 Discussions took place with councillors regarding children's safety whilst walking along Temple Cross to St. Margaret's Church to catch the school bus.**

- Possibility of 'slow down' signs. **(ACTION): (LOB)** approach County Highways regarding the potential of 'drive with due care and attention' signs.
- District Councillor commented that the school bus should have flashing lights on whilst stationary waiting for the children. **(ACTION): (BN)** to make contact.
- Discussions took place regarding the potential of police attendance for monitoring Temple Cross to St. Margaret's Church. **(ACTION): Cllr Stirling** to provide details regarding this. Also details of an initiative called 'Vision Zero'. **(ACTION): (BN)**. To investigate when information received.

## **11. Items raised by Councillors : -**

### **11.1 Hunts in Templeton – (DL) raised the subject of 'advance' notice of hunt dates to enable parishioners to tend to livestock, animals and property prior to the hunt.**

**(UPDATE) : (LOB)** has unofficially spoken to the hunt who were very amicable and stated that they would try to adhere. They will also speak to the hunt followers about being more respectful of the village lanes when driving through the village. It was suggested that a previous map had been in circulation showing landowners properties who were allowing the hunt to use their land and contact details for alerting landowners about hunt days. **(ACTION) : (DL)** to try to locate and forward to (LOB).

**MEETING CLOSED AT 21.10 P.M.**

**Date of the next meeting is:**

**Tuesday 29<sup>th</sup> July 2025 at 7.30 p.m.  
pleton Village Hall.**



**Minutes of the Annual Meeting of the Council held on  
Tuesday 27<sup>th</sup> May 2025  
at Templeton Village Hall - 7.30 p.m.**

**PROPOSED:**

**SECONDED:**

**SIGNED: CHAIRMAN:**

**DATE:**