

TEMPLETON PARISH COUNCIL

**Draft Minutes for the meeting of Templeton Parish Council held on
Tuesday 26th August 2025 at 7:30pm - Templeton Village Hall.**

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

Members Present: Cllr. L. O'Brien (Chairman), Cllr. J. Dent, Cllr. S. Stone, Cllr. J. O'Brien,

In attendance: Cllr. A. Stirling, District Councillor, Tiverton West. Cllr. S. Lodge, Devon
County Councillor for Tiverton West.

1. Apologies: None.

2. Declarations of Interest:

Templeton Village Hall - (SS), (JD).
St Margarets Church - (LOB).
Old School House - (SS).

3. Resignation from Templeton Parish Council : Mr D Leeming

It was agreed that the council would formally write to Mr Leeming to convey their
gratitude for his endeavours and hard work whilst serving on the parish council.

(ACTION): (LOB)

The clerk confirmed that a vacancy notice had been displayed on the website,
noticeboards and via MDDC. The deadline for election requests via MDDC was
22nd August 2025. Templeton Parish Council awaits advice from MDDC.

4. 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. Several emails
ensued from Cllr Stirling which were previously circulated to the council regarding
planning and environmental departments - ongoing.

(UPDATE): (BN) had contacted member of the public to provide contact details of South West Water, Environmental Health Department.

(ACTION): Cllr. Stirling to investigate further and report back with any updates.

(ACTION): (BN) To supply Cllr. Stirling with any further correspondence.

5. Minutes of the previous meeting: The minutes of the previous meeting of Templeton Parish Council held at Templeton Village Hall on 27th May 2025 had already been circulated prior to the meeting.

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

6. Planning:

- Proposal: Certificate of Lawfulness for the existing use of log cabin for use as office
Location: The Cabin Cob Barn Templeton. Site Vicinity Grid Ref: 288493 / 115865
- Proposal: Prior notification for the change of use of agricultural building to 2 dwellings under Class Q Location: Land and Building at NGR 286984 114478 Mount Pleasant Farm Templeton Site Vicinity Grid Ref: 286984 / 1

No comments recorded by Council.

7. Highways:

7.1 (LOB) - Road Warden and (SS) - Snow Warden.

Road Warden - (UPDATE): (LOB) Resurfacing work at Temple Bridge has been completed. Birches Cross to Lower North Combe Cross still outstanding. **(ACTION): (LOB)** to contact Highways for an update. The road by the Ford has been resurfaced. Highways are looking into the flow of the river and the high level. Road Warden Scheme will commence again in Autumn - ditches need to be clear to allow water to flow to help prevent potholes.

Snow Warden - (UPDATE): (SS) - (SS) proposed Snow Warden/Emergency plan. Discussions took place by the council regarding four proposed zones for Templeton, access routes in and out of Templeton, methods of distributing the information to the village which were GDPR compliant and the website page. **(ACTION): (SS):** Contact Village Hall regarding communication strategy. Discussions also took place regarding the snow spreader, grit and public liability insurance. **(ACTION): (SS):** To investigate further. **(UPDATE): (BN)** Forward plan to Cllr Harrower, District Councilor once approved.

8. Reports.

8.1 County and District Council - Written report from Cllr. Lodge, County Councillor for Tiverton West was circulated prior to the meeting. The report included information relating to fundamental reform in council funding; CQC inspection of DCC w/c 29th September. Outcome likely early 2026; education - a new strategy aiming to increase the number of young people in education employment or training; employment - a reminder that Devons network of Employment Hubs and Youth Hubs offer free support to anyone aged 16 and over; education/training backed by Brighter Futures; transport; DCC

calling on the Government to recognise the unique challenges faced by rural areas; roads - medium term works to roads, locality; supporting a number of projects within Tiverton West. Cllr. Stirling reported on Mid Devon winning national praise as it slashes costs and boosts green goals; wellbeing walks; planning for towns and parishes 28th July event; The Planning and infrastructure Bill; MHCLG consultations; housing land supply; local plans for the district legal requirement; waste depot remodelling; MDDC working with Devon and Cornwall Police and the Office of the Police and Crime Commissioner to provide additional foot patrols in Tiverton.

8.2 Parish Councillors: - No reports received. Discussions took place regarding bus routes, lack of coach provision for children attending secondary education in Templeton.

8.3 Village Hall: - No reports received

8.4 Parochial Church: - No reports received.

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

8.5 DALC Newsletters - introduction of IT Policy for parish councils, Martyn's Law - noted by council who then discussed and considered the risk of terrorism with a view to updating the council's risk assessment policy. **(ACTION): (SS)** To pass information to Templeton Village Hall. **(ACTION): (BN/LOB):** Review Risk Assessment.

8.6 NALC Newsletters - noted by councillors.

8.7 MDDC Press Releases - noted by councillors. 'Pots and Pans Pilot' discussed. **(UPDATE): Cllr. Stirling** report confirmed that cabinet has approved the permanent future collection of unwanted metal pots and pans across the district from a specific date in October.

9. Finance:

9.1 To note any receipts since the last meeting and the bank balances – Bank Reconciliation 1st May – 31st July 2025 – to approve and minute – signed by Chairman, Councilor and Clerk.

Bank balances as at 31st July 2025 - Community Main Account - £7,041.12, Earmarked Reserve Account - £3,718.63 – signed by Chairman, Councillor and Clerk.

Proposed: (JOB).

Seconded: (JD).

9.2 Invoices – to approve any invoices or expense claims presented for payment to 1st May – 31st July 2025.

15 May 2025	Ionis Website	£ 18.00
22 May 2025	Auditor	£ 72.50
30 May 2025	Zurich Insurance	£214.00
30 May 2025	Clerk Salary - May 2025	Redacted. Personal data exempt from being disclosed
02 June 2025	PTC Earmarked Reserve account - interest	£ 8.30

12 June 2025	Scribe set up and membership fee	£297.60
15 June 2025	Ionis Website	£ 18.00
18 June 2025	HMRC VAT Refund	£ 73.32
27 June 2025	Clerk Salary - June 2025	Redacted. Personal data exempt from being disclosed
30 June 2025	Amazon Ink Cartridge	£ 24.21
15 July 2025	Ionis Website	£ 18.00
15 July 2025	Scribe monthly subscription	£ 24.00
25 July 2025	Clerk Salary - July 2025	Redacted. Personal data exempt from being disclosed

Proposed: (JOB).

Seconded: (DL).

9.3 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. The Notice of the Period for the Exercise of Public Rights and other Information for the year ended 31st March 2025 required by Local Audit and Accountability Act 2014 Sections 25, 26 and 27. The Accounts and Audit Regulations 2015 (SI 2015/234). (UPDATE): (BN). No requests made. The external auditor, PKF Littlejohn LLP confirmed notification of exempt status for Templeton Parish Council - 2024/25 on 19th August 2025..

9.4 Process of claiming HMRC VAT. UPDATE: (BN) Confirmed that VAT to the total of £73.32 was claimed in March 2025 and reimbursed to the council. VAT will be claimed again in March 2026.

9.5 Budget 2025/2026 and Precept. UPDATE: (LOB/BN). Monitoring of budget and precept. To receive a budget v actual report for quarter 1 of 2025-26. The report was discussed. Potential rise of 30% precept to be discussed further at the next meeting in more detail to cover the running costs of the parish council.

Monies totalling £2,000 earmarked for the repair of the village hall were previously minuted as not being required - Minutes 26th November 2024, point 9.7 refers.

(ACTION): (SS) To make contact with Templeton Village Hall to obtain written confirmation that funds of £2,000 not required. This would enable £2,000 to be moved to the reserve bank account.

Templeton Village Hall requested (8th July 2025) a contribution towards the cost of much needed and essential repairs and remedial work to the village hall to the amount of £3,406.00. Councillors discussed and it was proposed to grant £1,000 towards the repairs.

Transfer of £2,300 into Reserve Account from Community Account.

PROPOSED: (JOB)

SECONDED: (LOB)

Unanimously agreed by the Council.

9.6 Change of bank address record. UPDATE: (LOB). Address now actioned to record Chairman's address as main contact. Mr. Leeming will be removed from the bank account. **(ACTION): (LOB/BN).**

9.7 Scribe subscription. UPDATE: (BN) Scribe account all running well. Good potential for budgeting reports.

9.8 Grant requests. – Grant Policy (UPDATE): (LOB/JD): The draft Grant Policy had already been circulated prior to the meeting. Cllr. Dent discussed the merits of The Grants Policy and shared the proposed Grant Policy with the council. It was agreed that the policy be adopted and published on Templeton Parish Council website. **(ACTION): (BN)** To publish on Templeton Parish Council website.

PROPOSED: (SS).

SECONDED: (JOB).

Unanimously agreed by the council.

9.9 Local Government Services Pay Agreement 2025/26 - Parish Clerk Spinal point increase backdated April 2025. Report submitted by Clerk prior to the meeting. **UPDATE: (LOB).**

The clerk left the room at 8.50 p.m. Council discussed the pay agreement.

PROPOSED: (SS).

SECONDED: (JOB).

Unanimously agreed by the council.

The clerk returned to the room at 8.56p.m.

10. Matters arising from minutes not covered elsewhere.

10.1 Old School House - Bad state of repair. UPDATE: (Cllr. Stirling/LOB). The Old School House has now been sold and undergoing renovations.

11. Correspondence/Items to Discuss:

11.1 Telephone Box - Templeton Telephone Exchange. UPDATE: (LOB). Telephone box is now completed. A 'Telephone Box Exchange' page will be published on the website showing further details regarding exchanges. A 'Grand Opening' was suggested by (LOB) which the council discussed. **(ACTION): (LOB)** Publish page on website and discuss feasibility of a 'Grand Opening'

11.2 Investigate Templeton Village sign to be made inhouse. UPDATE: (LOB). This will not proceed at the moment due to money constraints.

11.3 Parish Footpaths - Parish Paths P3 Partnership Scheme. Report for work to be carried out in progress. Funding for repairs. 'Footpath Events'. (UPDATE): (LOB) Some pathways have been cleared. Lane by Barton Corner cleared. One more sign has to be erected. As most paths have been cleared, we would encourage people to use the pathways. The council discussed the possibility of 'beating the bounds' on the

pathways as a village event. Risk assessment and insurance cover discussed. **(ACTION): (SS)** Make contact with Templeton Village Hall.

11.4 What's Important to our Community? What would people like to see in their Community? Councillors to report their findings. (UPDATE): (LOB/JD) Cllr. Dent confirmed that accessibility to the village hall was available in the winter months by telephoning village hall 'contacts'. Snooker, table tennis and golf available for children (with parental supervision).

11.5 Discussions took place with councillors regarding children's safety whilst walking along Temple Cross to St. Margaret's Church to catch the school bus. District Councillor had previously 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 cars driving too fast through the village and safety, children wearing reflectors. **(ACTION) : (LOB)** To make contact with the village hall.

11.6 Freedom of Information Publication Scheme Draft – Clerk discussed scheme with the Council. **(ACTION) : (BN)** Continue working on the draft for the next council meeting.

11.7 IT Policy (UPDATE) : (BN) The clerk had circulated the draft IT Policy prior to the meeting. Policy was proposed and seconded.

PROPOSED: (LOB).

SECONDED: (SS).

Unanimously agreed by the council.

12.Items raised by Councillors : -

12.1 Hunts in Templeton – (UPDATE) : (LOB) Unable to locate a previous map that had been mentioned showing landowners properties who were allowing the hunt to use their land and contact details for alerting landowners about hunt days. (LOB) confirmed that she has had an informal conversation with the hunt organisers who reiterated that they would endeavour to contact landowners of forthcoming hunts and to not go on land without permission.

MEETING CLOSED AT 21.10 P.M.

Date of the next meeting is:

**Tuesday 30th September 2025 at 7.30 p.m.
Templeton Village Hall.**

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Council
held on Tuesday 26th August 2025
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PROPOSED:

SECONDED:

SIGNED: CHAIRMAN:

DATE: