

TEMPLETON PARISH COUNCIL

**Draft Minutes for the meeting of Templeton Parish Council held on
Tuesday 31st March 2026 at 7:30pm - Templeton Village Hall.**

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

<p>Members Present: Cllr. L. O'Brien (Chairman), Cllr. V. Hopley, Cllr. J. O'Brien, Cllr. S. Stone.</p> <p>In attendance: Cllr. S. Lodge, Devon County Councillor for Tiverton West.</p>
<p>1. Apologies received from Cllr. C. Harrower, Mid Devon District Councillor, West Exe and Cllr. A. Stirling, Mid Devon District Councillor, West Exe. - apologies accepted by council.</p>
<p>2. Declarations of Interest:</p> <p>Templeton Village Hall - (SS), (JD), (VH). St Margarets Church - (LOB), (VH)). Deputy Lord Lieutenant for Devon - (JD).</p>
<p>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.</p> <p>No members of the public in attendance.</p>
<p>4. Minutes of the previous meeting: The minutes of the previous meeting of Templeton Parish Council held at Templeton Village Hall on 27th January 2026 had already been circulated prior to the meeting.</p> <p>Proposal: Agreement to the content of the minutes was proposed by (SS) and seconded by (JOB) and was unanimously agreed by the council.</p>
<p>5. Planning:</p> <ul style="list-style-type: none">• Proposal: Retention of change of use of forestry building to agriculture Location: Land at NGR 287169 114552 (Formerly Part Mount Pleasant Farm) Templeton Site Vicinity Grid Ref: 287166 / 114501 Parish: Templeton 49• Proposal: Erection of a self-build dwelling following demolition of an agricultural building utilising the Class Q fallback position (25/01096/PNCOU), to include change of use of

agricultural land to domestic garden. Location: Land and Building at NGR 286984 114478 Mount Pleasant Farm Templeton

No comments recorded by the Council.

6. Highways:

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

Road Warden - **(UPDATE): (LOB)** Birches Cross to Lower North Combe Cross resurfacing work still outstanding and **(LOB)** still in communication and chasing highways as a priority. This road was included in one of the council's priority roads sent to Highways previously. **(ACTION): (Cllr S Lodge)** to check if a scheme is in place for the work to be completed.

Pot hole filler to be delivered under the road warden scheme. This will enable some of the small pot holes to be filled by the road warden and road warden volunteers - dependent on size and depth of the holes. **(UPDATE): (LOB)** in process of surveying potholes. This has been delayed due to the inclement weather that we have experienced recently.

(ACTION): (LOB) to organise a team of volunteers.

Thirty two volunteers have already completed the online training course.

(UPDATE): (LOB) Some road and finger signs in the village were either dirty or in need of repair. This will now be addressed as the weather improves.

Snow Warden - (UPDATE): (SS) Grit bin - The grit box currently in Templeton Village Hall car park has now been taken down to the ford. North Combe grit box at the top of the lane will be looked at later in the year. **(SS)** stated that grit will be decanted into smaller bags to make the distribution easier for people to use. **(SS)** thanked (B....) for assisting with decanting the grit.

Responsibility of gritting roads not on the main gritting routes and possible discussions with other parishes regarding this. **(UPDATE): (BN)** to follow up.

(UPDATE): (BN) Contact parish council insurance company regarding self-help work. Contact has been made with the council's insurance company. The council has a duty of care for volunteers and to ensure their safety - hence the council's risk management and assessment policies which are regularly reviewed. The council's insurance company advised contacting them if volunteers are partaking in council work for advice. This does not apply for volunteers who are engaged with work under the Road Warden and Snow Warden Schemes as volunteers are covered by the Road Warden and Snow Warden insurance.

6.2 Proposal 6 - Upgrading of Footpath No. 3 Tiverton (Titchens Lane) to a Bridleway (GR SS 9010 1414 to 8892 1282) - Templeton Parish Council were in agreement for the proposed upgrading of the footpath to a bridleway but caution was raised against any further development. It was noted that illegal use of vehicular access was currently evident.

(UPDATE): (BN) The council's comments were submitted to Public Rights of Way Officer - Definitive Map Researcher for Mid Devon, Devon County Council. **(BN)** has been informed that reports on proposals 5 and 6 of the Definitive Map Review in Tiverton would be considered at Devon County Council's Public Rights of Way Committee meeting at County Hall, Topsham Road, Exeter on Tuesday 24th March. **(BN)** will inform the council if any further communication is received.

7. Reports.

7.1 County and District Council:

(UPDATE): Report previously circulated to councillors from Cllr Stirling.

Cllr Stone and Cllr Hopley had raised the subject of parking in Tiverton at previous meeting, in particular the meter by the Half Moon Public House/Pannier Market having no lights to enable residents to either read the instructions on the meter or to be able to see the pay displays. Discussions had taken place in the previous meeting regarding the tariff criteria for the change of parking fees just before and after 6pm.

In the MDDC car park near to the Pannier market there is no light near to at least one of the payment machines (possibly more than one). This will be passed to the property services team who can investigate and install additional lighting as required.

The machines have a blocking function that prevents roll over between day and evening tariffs, MDDC are looking to address this; however, MDDC would advise for users intending to use the parking area for the purpose of watching a film to utilise the pay by phone (Ringo) option. This payment method allows users to purchase the evening tariff alongside a day tariff.

7.2 Parish Councillors: - Finance report as shown in item 9.6.

7.3 Village Hall: - No reports received. The Council discussed the village hall urinal project and funding possibilities. **(ACTION): (LOB)** to provide possible funding ideas to **(JD and SS)**.

7.4 Parochial Church: - No reports received. Fabric of church discussed.

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

8.1 DALC Newsletters - noted by councillors

8.2 NALC Newsletters - noted by councillors. Councillors discussed community hubs and the current good network support in the community of Templeton.

8.3 MDDC Press Releases - noted by councillors.

9. Finance:

9.1 To note any receipts since the last meeting and the bank balances - Bank Reconciliation 4th January 202 - 23rd March 2026 to approve and minute - signed by Chairman, Councillor and Clerk.

Bank balances as at 23rd March 2026

- Community Main Account - £1,094.70
 - Earmarked Reserve Account - £1,791.93
 - Reserve Account - £2,811.11
- approve and minute – signed by Chairman, Councillor and Clerk.

Proposed: **(LOB)**.

Seconded: **(SS)**.

9.2 Invoices – to approve any invoices or expense claims presented for payment to 4th January – 27th March 2026.

7 th January 2026	ICO Publication	£47.00
9 th January 2026	Bank Transfer – Earmarked account to reserve account	£1,500.00
14 th January 2026	Landing Lights from Reserve account	£389.76
19 th January 2026	Bank Transfer from community account to Reserve account for Landing lights payment	£389.76
21 st January 2026	IONIS Website	£21.10
30 th January 2026	Clerk Salary	Redacted. Personal data exempt from being disclosed.
2 nd February 2026	Scribe Subscription	£24.00
20 th February 2026	IONIS Website	£21.10
2 nd March 2026	Scribe Subscription	£24.00
2 nd March 2026	Clerk Salary	Redacted. Personal data exempt from being disclosed.
2 nd March 2026	Bank Interest – Reserve Account	£5.60
2 nd March 2026	Bank Interest – Earmarked Account	£5.97
2 nd March 2026	Refund from Barclays Bank to Reserve Account for landing lights payment	£389.76
5 th March 2026	Bank transfer from Reserve Account to Community Account to pay for Landing Lights Payments Westexe Solutions Ltd	£389.76
9 th March 2026	Westexe Solutions Ltd – Landing lights	£389.76
20 th March 2026	IONIS Website	£21.10

27 th March 2026	Clerk Salary	Redacted. Personal data exempt from being disclosed.
8 th September 2025	Bank Interest – Reserve Account	£0.76
8 th September 2025	Bank Interest – Earmarked Account	£12.34

Payments Proposed: **(JD)**
Payments Seconded: **(JOB)**
Receipts Proposed: **(JOB)**
Receipts Seconded: **(SS)**

9.3 Bank change of address. (UPDATE): (LOB) confirmed that all members on the bank mandate had to sign a mandate to action a council change of address instruction. All correspondence has now been actioned to the Chair's details.

Proposed: **(SS)**
Seconded: **(JD)**

9.4 Repairs and remedial work - Templeton Village Hall Repairs and remedial work - Templeton Village Hall. **(UPDATE): (LOB/BN)** Transfer of £1500 funds from the earmarked account to the community account approved and payment to The Village Hall approved.

Transfer

Proposed: **(JOB)**
Seconded: **(LOB)**

Payment

Proposed: **(LOB)**
Seconded: **(JOB)**

9.5 Budget 2025/2026 and Precept. UPDATE: (LOB/BN). Monitoring of budget and precept. To receive a budget v actual in preparation of year end 31st March 2026.

Finance Meeting of Templeton Parish Council Monday 2nd March 2026:

Current TPC Community Account £1,115.80
TPC Reserve Account £3,200.87
TPC Earmarked Reserve Account £1,791.93

The budgeted running cost of the parish council per annum is £6,000.
(As per Memorandum of Sale 4.5) maintenance and repairs Templeton Parish Council should note that as owners of the equipment, ongoing maintenance and repairs of the lighting will be their responsibility and therefore are advised to keep some budget available.

A sum of £70 per annum should be enough to cover the maintenance costs of the landing lights.

We now have two new defibrillators in the village and maintenance costs will need to be set aside as well as a memorandum of understanding to be arranged between Mr R L as the defibrillator is connected to their private electricity at their cottage.

Landing light maintenance - £100 per annum
Electricity costs for defibrillator at Templeton Bridge- £40 per annum
Defibrillator maintenance costs - £100 per annum.

In addition, Mr R L has submitted the bill for the repairs to the Village Hall. The agreed sum of £1500 now needs to be paid from the Earmarked Account. These additions will need to be added to the budget.

(LOB/JOB/SS).

9.6 Budget 2026/27 Forecast - (UPDATE): (LOB). Discussions took place regarding budgeting for landing lights, defibrillator warming boxes and memorandum of understanding - electricity supply for defibrillator running costs per annum.

9.7 Scribe Financial Year and Health Check - (UPDATE): (BN) Health check received.

- Cost codes all correct.
- Bank reconciliation marries up.
- Detailed cost centre report all allocated correctly.
- VAT position claimed and yet to claim all marries up
- Asset register is all correct.
- Annual return all tallies.

9.8 Appointment of Internal Auditor - (UPDATE): (BN) Acceptance of Internal Auditor for Templeton Parish Council audit. Internal Auditor has requested 'read only' remote access to Scribe to action Templeton Parish Council's audit.

Proposed: **(SS)**

Seconded: **(JD)**

10. Matters arising from minutes not covered elsewhere.

None.

11. Correspondence/Items to Discuss:

11.1 Parish Footpaths - Parish Paths P3 Partnership Scheme. Report for work to be carried out in progress. Funding for repairs. 'Footpath Events'. **(UPDATE): (LOB)** A bluebell walk

is now in the diary for Sunday 10th May 2026. This will be a free event – highlighting the use of the Parish footpaths.

Fund raising was discussed - a bingo night to fundraise for the earmarked defibrillator maintenance fund. £250.00 was decided.

11.2 20 mph speed limits - (LOB) confirmed many people in the village were keen for a 20 mph limit. **(UPDATE): (LOB)** Discussions took place regarding the evidence regarding areas for the pro's and con's of signage. Safety of children and pedestrians in the village was also discussed. The 30mph and 20mph limits were also discussed in urban areas.

(ACTION): (Cllr LODGE) To investigate 30 mph signs and requirements in a 20 mph zone. Bikeability courses were also discussed. **(ACTION): (SS)** Looking into road safety.

(ACTION): (BN) to investigate the possibility of bikeability courses.

Cllr Stone had recently patrolled Church View to Templeton Cross early in the morning wearing a hi-viz jacket to encourage traffic to slow down, make visibility a topic of conversation. highlighting road safety for the children on their way to school in the mornings and to encourage conversations regarding safety throughout the village. The Chair thanked Cllr Stone for walking the roads to action the above.

The school bus was discussed **(ACTION): (BN)** to contact the coach company regarding pick up places in the village.

11.3 Ex Valley Market Bus - (LOB) has asked people (who she is aware of) that catch the bus.

UPDATE: (LOB): To organise a group outing on the market bus. **(UPDATE): (LOB)**

Confirmed that the interest is high and now that the weather is improving, she will be arranging.

12. Items raised by Councillors:

12.1 Light at Templeton Village Hall – Night Landing Site for Devon Air Ambulance (LOB).

(LOB) : Proposed a cost of £100 annually for maintenance of the site.

Proposed: **(JD)**

Seconded: **(SS)**

12.2 Devon Wildlife Trust – Saving Devon's Treescapes project – parish/town involved in receiving a free Landmark Tree. (UPDATE): (LOB) The tree chosen was a Devon White Beam. **(ACTION): (LOB)** The council discussed the possibility of the tree being planted in the churchyard of St Margaret's Church. **(LOB)** to contact the church to discuss.

12.3 Screen Devon/filming in Mid Devon - (LOB) Mid Devon District Council - Town and Parish Councils may have land or assets suitable for use as film locations - from village squares and car parks to village halls. **(UPDATE): (LOB)** Interest has been lodged from the company with a view to potentially using our village and **(ACTION): (LOB)** has been requested to forward photographs showing areas of the natural beauty of the village. No photographs of private properties would be taken without the prior consent of those individuals.

12.4 Defibrillator in the telephone box - Discussions took place regarding the feasibility. **(UPDATE): (LOB)** Four defibrillators were now installed in the village and registered on the map. These four areas of the village are now covered by a defibrillator.

Templeton Village Hall, Templeton Bridge (Dart Cottage), St Margarets Church Templeton, Lower North Coombe Farm.

Cllr Hopley discussed the defibrillator courses that were due to take place in the village and encouraged residents to participate if they were able.

UPDATE: (LOB) Budgeting for maintenance costs of the defibrillators -

£100.00 maintenance and £80.00 for electricity supply annually. A Memorandum of understanding between residents and Parish Council for electricity used to be set up.

Proposed: **(JOB)**

Seconded: **(JD)**

12.5 New Assertion 10 reference the 2025-26 Annual Governance Report. **(UPDATE): (BN)** Informed council of new requirements and changes needed to meet the new Assertion 10 on the 2025-26 Annual Governance Statement for parish/town councils, focusing on digital and data compliance. It mandates that councils have a .gov.uk or official domain email, a compliant website (WCAG 2.2 AA), an IT policy, and full compliance with GDPR/data protection.

(BN) also informed council that the AGAR process for parish councils is set to undergo significant changes with the launch of the new AGAR portal in spring 2027. This portal will streamline the submission of the AGAR, making it simpler, more consistent and more accessible for small authorities. The trial for the new AGAR portal is scheduled for May and June 2026.

12.6 Review and Adoption of Policies: All policies had been circulated to council prior to The meetings.

12.7 Data Audit for GDPR

12.8 Internal Controls

12.9 Risk Assessment and Risk Management Policy

12.10 Privacy Policy

12.11 General Reserves Policy

12.12 Standing Orders

12.13 Financial Regulations

12.14 Code of Conduct

12.15 Website Accessibility Statement

It was noted by Cllr Dent that cheques are no longer used by the council and should be recorded as such in the policies - Risk Assessment and Internal Controls. This was agreed by the council and approved below along with the approval of all above policies.

(ACTION): (BN) to amend policies.

Proposed: Policies and amendment to Risk Assessment and Internal Controls **(JD)**

Seconded: Policies and amendment to Risk Assessment and Internal Controls **(JOB)**
Unanimously approved by the council.

12.16 Templeton Parish Council Meeting Dates - (UPDATE): (BN) Stoodleigh Parish Council have agreed to move their meetings to the first Tuesday of the relevant months starting with 03 March 26. **(BN)** thanked Stoodleigh Parish Council for their co-operation regarding the prevention of meeting date clashes.

12.17 Tributes and condolences - (Cllr Stone) reflected on her memories of the parish council and the conversations that had been held over the years with council members since 1998.

Many memories of Val Greenfield and Frank Saunders were remembered and condolences to the families of Val and Frank for their sad losses were expressed. Formal appreciation and gratitude was acknowledged by the council as to Val and Frank's service and dedication during their time on the council.

MEETING CLOSED AT 21.28.

Date of the next meeting is:

TUESDAY 26th May 2026 at Templeton Village Hall

ANNUAL PARISH MEETING AT 7.30 P.M.

ANNUAL MEETING OF THE COUNCIL AT 8.00 P.M.

**Minutes for the meeting of Templeton Parish Council
held on Tuesday 31st March 2026
at 7:30pm - Templeton Village Hall.**

PROPOSED:

SECONDED:

SIGNED: CHAIRMAN:

