

Broadwoodkelly Parish Council

Annual Council Meeting of Broadwoodkelly Parish Council

Minutes of the Annual Council Meeting held on Tuesday 27th May 2025 following the Annual Parish Meeting in Broadwoodkelly Village Hall.

Present: Councillors Roger Heggadon (Chairman), R. Gant, Mrs S. Walters, Mrs B. Cook, A. Hawkey, D. Mendus-Edwards and D. Reed.

There were no Borough Councillors present. There was one member of the public present.

- 1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.**

There were no apologies as all the parish councillors were present.

- 2. Elect a Chairman** – Councillor Mrs B Cook nominated Councillor Heggadon. This was seconded by Councillor D. Reed. Councillor Heggadon stated he be chairman for one more year, but he felt it would then be time for someone else to take on the role.
- 3. Elect a Vice-Chairman** – Councillor R. Heggadon nominated Councillor Mrs S Walters. This was seconded by Councillor D Mendus-Edwards. She accepted the nomination and was elected Vice-Chairman.
- 4. Sign Declarations of Acceptance of Office** – Councillors Roger Heggadon and Mrs Sue Walters signed their declarations of acceptance of office forms.
- 5. Nominations for Representatives on other Committees:**
 - 5.1 Broadwoodkelly Village Hall Committee** – the representatives are currently Councillors D Mendus-Edwards and Mrs S Walters. They are happy to continue as representatives on the Village Hall Committee.
 - 5.2 Representative to attend West Devon Matters meetings** – Councillor A Hawkey stated he was happy to be the representative to attend these meeting.
 - 5.3 P3 Co-ordinator** – Councillor Gant stated he wished to step down as the Co-ordinator this year. Councillor D. Reed stated he would take on the role.
- 6. Dates, times and venue of future meetings** - meetings are usually held in the village hall on the fourth Tuesday of every other month (January, March, May, July, September, November) at 7.30pm. The members of the parish council stated they were happy to continue with this arrangement.
- 7. Declaration of Interest from Members:**

Councillors are reminded to declare any personal or prejudicial interest they may have in any agenda items.

 - 7.1 The parish council has delegated the power of granting dispensations to the clerk
 - 7.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - 7.3 To grant any requests for dispensations as appropriate.

There were no declarations of interests.
- 8. To receive and approve the Minutes of the meeting held on Tuesday March 25th 2025.**

Councillor Mrs Cook proposed that the minutes of the last meeting be signed as a true record. This was seconded by Councillor Mrs S Walters. The chairman signed the minutes.
- 9. Public Participation** – the member of the public did not wish to raise any issues.
- 10. Report by Borough Councillor** – no report has been received.
- 11. Past Subject Matters for further discussion:**
 - 11.1 [6.1] Parish Website – nothing to report.

11.1.1 Changes to email guidance in Practitioners Guide 2025. Councils will now need to have a general email account hosted by an authority owned domain (e.g .gov.uk or .org.uk). The change will apply to 2025/26 AGAR. The council will need to decide which they wish to have.

11.2 [6.2] Update on village hall events/improvements

Councillor Mendus-Edwards gave the report. The Annual Accounts have been completed. The AGM is on Thursday. Receipts totalled £10821 and Expenditure was £11071. Applications were made for £60,000 in grants. The village hall was successful in receiving £5000 in grants. The bid for a grant for Solar Panels was unsuccessful. The delay in obtaining planning meant the deadline was missed for the grant. A lot of successful events have been held at the hall. A survey was sent out to Broadwoodkelly residents and there was a 32.2% response. The committee have fulfilled most of the items raised. The hall is structurally sound. All are welcome to the AGM.

11.3 [6.3] Areas of highways requiring work to utilise TAP fund money

- i. Blind bend on road between Four Crossway and Summers Moor Cross
Nothing more has been heard about this highway matter.
The TAP fund money was discussed and it was unanimously agreed to move it across to general reserves. If any highway matters arise in the future, then the funds can be used.
A number of people have mentioned the footpath that goes across Mr Vanstone's ground – it has got overgrown.

11.4 [6.4] Broadband – nothing to report.

11.5 [6.5] Neighbourhood Plan update – Councillor Mrs Walters is regularly liaising with West Devon Borough Council. Initiatives are being implemented, but not currently by WDBC. There are Government delays so nothing to report. South Hams and WDBC may join together to produce a Local Plan.

11.6 [6.6] Problem with gate at south end of Footpath 7 – problem reported to DCC – nothing has been heard.

11.7 [6.7] Defibrillator – the Chairman has tried to speak to Julie, but she didn't get back to him. The clerk will contact Community Heartbeat and ascertain who owns the phone box. It is understood that no fundraising has been done.

12. Clerk's report and correspondence received

12.1 *Request from Broadwoodkelly Village hall committee – would the parish council consider paying the insurance for the village hall (sum of £771.87)?*

Councillor Mendus-Edwards stated the village hall is currently running at a loss because of the structural repairs carried out. He hopes that going forwards the committee may be able to consider paying it themselves. They are now in the final year of a Long Term Agreement with the current insurance company so will be able to shop around next year. Councillor Hawkey proposed that the parish council pay the insurance. This was seconded by Councillor Mrs Cook. Agreed unanimously.

12.2 *Letter from Okehampton District Community Transport Group requesting a grant.*

The clerk informed the council that they have given £50 in 2022 – 2024. The request was discussed and Councillor Mrs Cook proposed giving them £50 again this year as there are a couple of people in the parish that use the Group. This was seconded by Councillor Reed and unanimously agreed.

12.3 *Letter from All Hallow's Church requesting a grant towards the upkeep of the churchyard*

The clerk informed the council that in 2021 and 2022 the church did not receive any grant from the council. In 2023 the council gave £400 and in 2024 the council gave £500. Councillor Mendus-Edwards proposed the council gave them £300 this year. Fundraising events have been held jointly with the village hall so the church has raised some much-

needed funds this year. Councillor Mrs Cook seconded the proposal, which was unanimously agreed.

12.4 Clerks and Councils Direct

13. Planning:

13.1 Application No. 1008/25/FUL Moorhayes, Broadwoodkelly – change of use of building from holiday use to full time residential use. Comment required prior to meeting. No comment submitted.

Councillor Reed stated the application has been withdrawn.

13.2 Application No. 0762/25/FUL Walson Barton, Broadwoodkelly – retrospective application for covering of existing livestock collection yard. Comment required prior to meeting. No comment submitted.

This application has now received conditional approval.

13.3 Application No. 0866/25/HHO Whey Barn, Broadwoodkelly – Householder application for extension to dwelling to form additional living space and associated works. Comment required prior to meeting. No comment submitted.

Councillor Walters stated she had been contacted by the applicants. The dwelling isn't listed, but WDBC are referring to it as a non-designated heritage asset. Councillor Walters asked the council if they would consider asking the Borough Councillors to take the application to committee. This was unanimously agreed. The clerk to email the Borough Councillors and ask that the application is taken to committee.

13.4 Application No. 0656/25/ARC Bramble Brook, Broadwoodkelly – Applications for approval of details reserved by conditions 6 (Materials) and 10 (DEV 32) of planning consent 3723/22/VAR(APP/Q1153/W/23/3315904). Discharge of conditions approval.

13.5 Application No.0831/25/CLE Buildings at Colehouse Farm, Broadwoodkelly – certificate of lawfulness for use of barn as independent dwelling. Comment required prior to meeting. No comment submitted.

13.6 Application No. 3774/24/FUL The Bungalow, Ingleigh Green, Broadwoodkelly – replacement dwelling. Permission refused.

13.7 Application No. 1383/25/FUL Willow Chip Farm, Exbourne – siting of static caravan for temporary farm managers accommodation (consultation as a neighbouring parish). Discuss at meeting.

The council have concerns about the siting of the static caravan (i.e. visual impact) and the increase in traffic. A vote was taken – 3 were neutral and 4 wished to object. The clerk will submit an objection.

14. Finance

14.1 Internal Audit completed and report read out to the council

14.2 Approve the Annual Governance Statement of the Annual Return

The Annual Governance and Accountability Return (AGAR) was circulated to councillors prior to the meeting. Councillor Mrs Cook proposed that the council approves the Annual Governance Statement. This was seconded by Councillor Reed and agreed by all. The chairman and clerk signed it.

14.3 Approve the Accounting Statement of the Annual Return

Councillor Mendus-Edwards proposed that the Accounting Statement be approved. This was seconded by Councillor Mrs Cook and agreed by all. The chairman signed it.

14.4 To approve the Certificate of Exemption contained in the AGAR

Councillor Mrs Cook proposed that the council approves the Certificate of Exemption. This was seconded by Councillor Reed and agreed by all. The chairman and Clerk signed it.

14.5 Received first half of precept - £1360.50

14.6 Invoice from DALC for renewal of membership - £114.98

Councillor Mrs Cook proposed that the council pays this invoice. This was seconded by Councillor Mrs Walters. BACS payment will be made.

14.7 Invoice from clerk for wages/expenses - £246.02

Councillor Hawkey proposed the council pays this invoice. This was seconded by Councillor Mrs Cook. BACS payment will be made.

14.8 Invoice from Internal Auditor - £45.00

Councillor Mrs Cook proposed the council pays this invoice. This was seconded by Councillor Mrs Walters. BACS payment will be made.

14.9 Renewal of insurance – Quote from Gallagher (Hiscox £403.10) and a quote from Zurich (£214.00)

Two other quotes had been obtained one was for £770 and the other was around the £400 mark. The Zurich insurance has all the required items (public liability, employers liability etc). The members of the council decided unanimously to accept the quotation from Zurich. The clerk will arrange insurance ASAP.

14.10 Interest on Business Reserve Account (Mar/Apr) - £19.13

14.11 Balance at Bank – as at 1st May the balance in the Current Account was £2409.93 (which includes the receipt of the precept money, but not the payments agreed above).

As at 1st May the balance in the Business Reserve Account was £12017.02. Councillor Gant stated he had logged onto the account and agreed these figures.

15. Matters for further reporting:

The clerk asked the councillors to check their information is correct on the List of Councillors, which needs to be published in connection with the AGAR.

Councillor Gant stated he had filled in a pothole report and DCC came and filled them in and some that he felt didn't meet the criteria.

Councillor Mrs Walters asked if anything can be done to conserve the 1905 map of Broadwoodkelly, which is currently hanging in the hall. Councillor Gant stated that a conservator had been asked to come and preserve parts of it some years ago. If it is left open it will fade. A parishioner has stated they could repair it with linen on the reverse. Needs to be investigated.

Councillor Mrs Walters commented that the Borough Councillors haven't attended a number of meetings now.

Councillor Reed mentioned that Jacquie Pyle has mentioned that Lizzie Pyle would be interested in joining the parish council if a vacancy arose.

Councillor Mrs Cook stated that there appears to be a trend on Winkleigh Facebook page of people posting photos of people that they think are doing something wrong. She feels this is inappropriate.

16. Confidential discussion:

16.1 Enforcement cases – there are currently two.

12. Date of next meeting:

July 28th 2025

There being no further business the meeting closed at 9.00pm