

Broadwoodkelly Parish Council

Annual Council Meeting of Broadwoodkelly Parish Council

Minutes of the Annual Council meeting held on Wednesday May 27th 2026 following the Annual Parish Meeting in Broadwoodkelly Village Hall.

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

The Borough Councillor Mike Casbolt left after the Annual Parish Meeting. There were no members of the public present.

- 1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.**
Councillors Reed and Hawkey had not sent any apologies.
- 2. Elect a chairman** – Councillor Mrs Cook proposed that Councillor Heggadon remain as Chairman. This was seconded by Councillor Mendus-Edwards. Councillor Heggadon has stated that he would step aside to allow someone else to be chairman. If the council are still in agreement for him to be chairman then he accepted the nomination.
- 3. Elect a Vice-Chairman** – Councillor Mrs Cook proposed that Councillor Mrs S Walters be Vice Chairman. This was seconded by Councillor Gant. Councillor Mrs Walters accepted the nomination.
- 4. Sign Declarations of Acceptance of Office** - Councillors Heggadon and Mrs Walters signed their declarations of acceptance of office.
- 5. Nominations for Representatives on other Committees:**
 - 5.1 Broadwoodkelly Village Hall Committee** – Councillors Mendus-Edwards and Mrs Walters stated they were happy to continue as Village Hall representatives.
 - 5.2 Representative to attend West Devon Matters meetings** – Councillor Hawkey was voted in as the representative unless he states any different.
 - 5.3 P3 Co-ordinator** – Councillor Reed was voted in to continue in this role.
 - 5.4 Snow Warden** – the clerk to write to Jon Clark and ascertain whether he wishes to continue.
- 6. Dates, times and venue of future meetings** – the meetings are currently held on the fourth Wednesday of every other month (January, March, May, July, September and November) at 7.30pm. The members of the parish council stated they were happy to continue with this arrangement.
It was noted that this evenings meeting had clashed with the meeting at Winkleigh Parish Council.
- 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 interest.**
- 8. To receive and approve the Minutes of the meeting held on Wednesday March 25th 2026:**
Councillor Mrs Cook proposed that the minutes of the last meeting be signed as a true record. This was seconded by Councillor Mrs Walters. The Chairman signed the minutes.
- 9. Public Participation** – there were no members of the public.

10. Report by Borough Councillor – the Borough Councillor had left, but had given a brief report at the Annual Parish Meeting.

11. Past Subject Matters for further discussion:

11.1 [6.1] Parish Website – Councillor Mrs Cook had nothing to report.

11.1.1 New email clerk@bwk-pc.gov.uk is now operational

11.2 [6.2] Update on village hall events/improvements – both Devon County Council has awarded a grant of £650 and West Devon Borough Council Locality Budget has given a grant for arts and activities. The pointing on the stonework has been completed. The smart meter is now working.

It is the Village Hall AGM tomorrow evening – all are invited.

11.3 [6.3] Neighbourhood Plan update – South Hams and West Devon are working together to form a new plan for November 2029. Neighbourhood Planning is in much the same situation. Councillor Mrs Walters suggested that perhaps at the next meeting a discussion is held to see what the appetite is for a priority statement.

11.4 [6.7] Defibrillator – registration required on a new website 'The Circuit'. Councillor Mendus-Edwards stated there is a defibrillator event on July 4th. If Councillor Mendus-Edwards see Julie he will give her a print out regarding the new website. The clerk has sent her a WhatsApp, but received no response.

12. Clerk's report and correspondence received

12.1 Review Registers of Interests – all councillors have now reviewed their register of interests.

12.2 Community Self Delivery of minor highway improvements – possible passing place between Four Cross Ways and Barn Town Cross. The parish council has contacted Devon County Council and has been advised that it is unsuitable as a passing place. There is a back ditch in some of the section and the passing place would have to be constructed to maintain the flow of water. They have also stated they don't advise replacing mud with hardcore as it can be a skidding risk.

The clerk has emailed the parishioner who made the suggestion.

12.3 Risk Assessment – repair on bench carried out? The bench has been taken for repair, but has not been put back yet.

12.4 Adopt IT policy – it was proposed by Councillor Mrs Cook that the IT policy be adopted. This was seconded by Councillor Mrs Walters. Unanimously agreed. It was also agreed to review it in a year's time.

12.5 Road Closure Order Park Farm to Shoresgate Cross, Broadwoodkelly Outside Moor Park to Outside Grattons – 27 April to 1 May – to lay duct, install chamber and clear blockage.

12.6 Parish Paths Partnership – any issues with any of the footpaths.

The footpath between the village and Walson Barton has a number of stiles along its length. The second one travelling from the village towards Walson Barton has become twisted.

12.7 Woodland Federation Governing Board – seeking a governor

12.8 Clerks and Councils Direct

12.9 NBB Recycled Furniture

13. Planning:

13.1 Application No. 0872/26/FUL Land at SS 613 080 – proposed roof over existing dung store. No comment submitted.

13.2 Application No. 0787/26/CLE The Barn, Southdown Farm, Broadwoodkelly – Certificate of Lawfulness for existing use of converted barn as a single dwelling house rather than annex or holiday dwelling. The parish council was asked for a comment and a comment was submitted.

13.3 Application No. 1165/26/AGR Taylors Down, Broadwoodkelly – Application to determine if prior approval is required for a livestock agricultural building measuring 27.4m (L) x 27.4m (B) x 8m height to ridge. No statutory consultation sent out for information only.

13.4 Application No. 0872/26/FUL Land at SS 613 080 – proposed roof over existing dung store. Granted conditional approval.

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

Councillor Mrs Cook proposed that the parish council approves the Annual Return. This was seconded by Councillor Mrs Walters. The Chairman and clerk signed it.

14.3 Approve the Accounting Statement of the Annual Return

Councillor Mrs Cook proposed that the parish council approves the Accounting Statement. This was seconded by Councillor Mrs Walters. The Chairman signed the Accounting Statement.

14.4 To approve the Certificate of Exemption contained in the AGAR

Councillor Mrs Cook proposed that the parish council approves the Certificate of Exemption. The chairman and clerk signed the Certificate of Exemption.

14.5 Received first half of precept - £1360.50

14.6 Invoice from DALC for renewal of membership - £115.01

Councillor Mrs Cook proposed that the parish council pays this invoice. This was seconded by Councillor Mrs Walters. The Clerk will arrange payment by BACS.

14.7 Invoice from clerk for wages/expenses - £240.30

Councillor Mrs Cook proposed that the parish council pays this invoice. This was seconded by Councillor Mrs Walters. The clerk will arrange payment by BACS.

14.8 Invoice from Internal Auditor - £45.00

Councillor Mrs Cook proposed that the parish council pays this invoice. This was seconded by Councillor Mrs Walters. The clerk will arrange payment by BACS.

14.9 Renewal of insurance from Zurich Municipal - £214.00

Councillor Mrs Cook proposed that the parish council pays this invoice. This was seconded by Councillor Mrs Walters. The clerk will arrange payment by BACS.

14.10 Invoice from Community Heartbeat for Annual Support Cost for defibrillator - £198.00

Councillor Mrs Cook proposed that the parish council pays this invoice. This was seconded by Councillor Mrs Walters. The clerk will arrange payment by BACS.

14.11 The clerk has submitted a claim for refund of VAT - £189.33

This has been received.

14.12 Interest on Business Reserve Account (Mar/Apr) - £17.75

14.13 Balance at Bank – the balance in the Business Reserve account as at May 29th was £12045.02. The balance in the Current Account is £1631.61 (this includes the receipts of the precept and VAT refund, but not any of the payments agreed this evening). Councillor Gant confirmed these figures to be correct.

15. Matters for further reporting:

16. Confidential discussion:

16.1 Enforcement cases – there are currently two (clerk apologised as there is only one enforcement case).

12. Date of next meeting:

Wednesday July 22nd 2026

There being no further business the meeting closed at 8.30pm.