

## THORVERTON PARISH COUNCIL

**MINUTES** of the Meeting of Thorverton Parish Council held at the Memorial Hall, Silver St, Thorverton on Tuesday 14<sup>th</sup> October 2025 at 7:30pm.

### **PRESENT**

Cllr Stephanie Shelton (Chair)  
Cllr Andy Price (Vice-Chairman)  
Cllr Stuart Crang  
Cllr Andrew Foster  
Cllr Graham Sims  
Cllr Bryanna Uglow

### **ABSENT**

Cllr John Hodge

### **IN ATTENDANCE:**

One member of the public, C/Cllr Steve Keable  
Jim Roberts (Clerk and RFO)

### **1 Chair Welcome**

Cllr Shelton opened the meeting with a welcome to all. The Chair addressed the issues raised on social media. She supported the principle of free speech she asked people to listen and understand before criticising.

### **2 Declarations of Interest**

Cllr Uglow is the nominated Councillor on the Thorverton Memorial Hall committee.  
Cllr Foster is the Chairman of the Thorverton Community Land Trust Board and is the Parish Council's nominated Board member.

### **3 Apologies**

Cllr Hodge could not attend due to a diary clash. Council **RESOLVED** to accept the reasons given.

### **4 Public Open Session**

The first speaker asked why the clerk and Cllr Foster hadn't apologised for comments made to him in December with which he said were totally false. He also asked the clerk to apologise for publishing his name in the additional information for the previous month's meeting. He said the Council could learn from this. Council confirmed that it does not currently have the power (not certificate) of General Competence and was not authorised to lend money by the FCA.

The speaker asked if para 8.9 was about Allotments or the Thorverton Community Land Trust. Chair confirmed that both items would be discussed. The speaker said that the Council could not lend money and he believed they had in December. The Chair thanked him for his contribution and many lessons had been learned although Council confirmed it had given enabling grants to working groups and not lent money to anyone.

### **5 Minutes**

Council **RESOLVED** to sign the minutes of the meeting held on 9<sup>th</sup> September 2025 and the Chair duly signed them.

**Prop** Cllr Foster   **Sec** Cllr Crang

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## **6 External Reports**

### **6.1 County Councillor Steve Keable**

C/Cllr Keable apologised for missing the email about Highways that the Chair had sent and addressed the issues raised in that email.

White line markings worn away: C/Cllr Keable emphasised the need to use DCC's [Report-a-Problem webpage](#) to report these matters. Photographs help accelerate a response to problems and the more people who report the same issue the higher the priority DDC will give to the issue. Council said that the white lines had been raised for 3 years and believed that Highways had attended to plan repainting them (marks were seen on the road). C/Cllr Keable advised that, although the marks made had worn/washed away, the electronic device used to record the works needed would retain the information and guide the repainting process. He further advised that white lines had to be worn away to a certain percentage threshold before they would be redone. Only two parishes in a year will be included in the white lines programme.

Hulk Lane Railway Bridge: C/Cllr Keable will raise this issue with the Neighbourhood Highways Officer (NHO).

School Lane Double Yellow Lanes: C/Cllr Keable asked if anyone would object as orders for No Waiting zones are expensive (approx. £5,000). To reduce costs applications are bundled together but if one objection is raised to only one application in the bundle all the orders in that group will fail. DCC now ensure that only uncontentious projects are put forward. Chair said in all likelihood there would be some objection. Council will check whether the proposed lines are included in the School Traffic Plan.

Drainage at the end of the path to School Lane from The Glebe: The NHO has visited this site (July 2023) and advised that jetting hasn't worked. At the time the NHO believed a new drain is necessary to address the problem. C/Cllr Keable will discuss this with the NHO.

Berrysbridge Rd 30 mph sign, move to beyond Leonard Square. The NHO had said HaTOC orders for the move would be expensive for a 30m move of signs that can be seen clearly from beyond Leonard Square. However, the Council and residents still believe the 30mph limit should begin before the houses and not after them. C/Cllr Keable will also discuss this with the NHO.

Chair encouraged the Cllrs to photograph any highways problems and submit via the [Report-a-Problem webpage](#) and to C/Cllr Keable if appropriate.

Council **NOTED** Cllr Keable's written report – see appendix A. The new Pothole Working practices were applauded for their good sense.

### **6.2 District Councillor Rhys Roberts**

No report this month as D/Cllr Roberts is away.

### **6.3 Saturday Market**

Cllr Hodge had previously advised that no issues were raised.

## **7 Actions from Previous Minutes (not covered elsewhere on the agenda)**

### **7.1 Clerk CiLCA Training**

Membership pack received from the Society of Local Council Clerks and DALC notified for next CiLCA intake.

### **7.2 DALC AGM**

Council thanked Cllr Foster for attending this useful event. The Chair hopes to attend the next one. The stands are always useful for ideas and information.

### **7.3 Untaxed Vehicle in the Quarry Car Park**

Clerk reported that the vehicle had been moved and taken to the local garage. He will check the tax status of the vehicle and phone the number if necessary.

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Clerk reported that there had been no progress on the following four items this month:

**7.4 Tree Inspection/Survey**

**7.5 Register Dorothy's Triangle**

**7.6 Change of Bank to Unity Trust**

**7.7 Rec Ground Lottery Bid**

**8 Projects**

**8.1 New Cemetery**

The bio-diversity net gain(BNG) metrics required with the Planning Application were discussed and the Cllrs present and the clerk felt this was too complex to be tackled without expertise and a consultant would be required at an approximate cost of £500.

*[Chair suspended Standing Orders to allow the public and C/Cllr Keable to speak]*

A member of the public said that double hedges, ponds and minimum lighting do help significantly to achieve the 10% BNG required.

C/Cllr Keable suggested seeking pre-planning advice which is free for Parish Councils.

*[Chair resumed Standing Orders]*

Council asked the clerk to consult MDDC for pre-planning advice.

**8.2 School Wall**

Cllr Price has explained to the school that the recent damage to a wall was not on the Council's land. Council has no powers to grant money to schools.

**8.3 Grit Bins**

Chair thanked Cllr Uglow for the check of the grit bins. Chair will check the supplies at Perry Farm. The clerk will order the grit to be delivered to Bidwell Farm via Ford Meadow.

*[C/Cllr Keable left the meeting at 8:19pm]*

**8.4 Fence at Broadlands**

Clerk will forward any replies from D/Cllr Roberts about this matter.

**8.5 Sheep Dip Wall**

Clerk will forward any response from the Church Commissioners regarding both the deteriorations to the wall and the renting of the amenity area.

**8.6 Barliabins**

The school is very interested in planting the trees and has planned a planting day for 6<sup>th</sup> November. The children will design plaques for each tree. Two of the trees planned are difficult to purchase at the right height. The Chair expressed the grateful thanks of the Council to the working group of Cllr Uglow, Colin Marshall & Trevor Sanders for all their groundworks on the site.

Council **RESOLVED** to approve the purchases requested by the working group:

1. Sand cement up to value of £150
2. Approve donation of £50 for Stone Circle
3. Fixing kit reconkit x2 @ £7.50 each
4. Approve purchase of table @ £890 (clerk)
5. X5 trees of up to £500
6. X5 Compost up to £45
7. X5 Steaks up to £25
8. X10 ties up to £10

**Prop** Cllr Crang **Sec** Cllr Foster

**8.7 Churchyard Maintenance Grant**

Council discussed the request for £1000 that will use up virtually all the donations budget. The Council has always supported the maintenance of the churchyard. Cllr Hodge (GGWG) had written to say he supports this donation.

Council **RESOLVED** to give a grant of £1,000.

**Prop** Cllr Crang **Sec** Cllr Foster

Cllrs Sims and Uglow voted against this motion.

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## 8.8 Litter Bins

Clerk will forward any reply from D/Cllr Roberts that is received. The clerk will research the cost of new bins.

## 8.9 Allotments

Two of the three vacant plots have been let and Cllr Uglow offered to help track down the elusive name on the waiting list. Council asked that, should the waiting list only have applicants from outside the Parish, that the vacant allotment(s) be advertised to Thorvertonians and only given to others should no-one come forward.

## 8.10 Affordable Housing Planning Application

Cllr Foster confirmed that the Planning Application would not go via the Parish Council as the Housing Association would deal with all planning matters on the northern part of the site. Cllr Foster reported that a big announcement was close and a public meeting was planned for November.

## 8.11 Christmas Trees and Lights

Cllr Hodge had located a supplier for the trees and they need to be delivered on Saturday 22<sup>nd</sup> November. Council understands the light switch will take place on Sunday 30<sup>th</sup> November. The mulled wine and mince pies are funded by the Big Breakfast crew. The Council recognised that the Christmas event was very popular. Council **RESOLVED** that two Christmas Trees would be purchased.

**Prop** Cllr Uglow    **Sec** Cllr Price

Cllr Price agreed to get volunteers to erect the trees on the weekend 22<sup>nd</sup> November.

*[Chair suspended Standing Orders to allow the public to speak]*

A member of the public gave a name who should be contacted at one supplier.

*[Chair resumed Standing Orders]*

Cllr Uglow will make sure the Choir get mulled wine.

## 8.12 Hedges at Old Pound

The Council is sympathetic to the householders' issues but is very keen that the vegetation is trimmed to the wall up to 6' high. The vegetation can grow out above that height which will afford some protection to the wall from vehicle damage. This applies around the whole property where it abuts the road. The Chair will approach the householders.

## 9 Planning

### 9.1 Planning Decisions

Council **NOTED** the following planning decisions:

**9.1.1 25/00951/FULL Lynch Farm** Agricultural building extension

**APPROVED**

**9.1.2 25/00951/FULL Lynch Farm** Livestock building extension

**APPROVED**

### 9.2 Planning Applications

**9.2.1 25/01269/HOUSE Fordy Bridge EX5 5PN** Single storey extension

Council **RESOLVED** to make no comment on this application.

**Prop** Cllr Crang    **Sec** Cllr Uglow

**9.2.2 25/01253/CAT Abbotsford, The Bury** Remove cherry tree & crown lift glutinosa

Council **RESOLVED** to make no comment on this application.

**Prop** Cllr Foster    **Sec** Cllr Sims

Clerk will add an agenda item re applications received after the meeting and before the next meeting to allow planning of an Extraordinary Meeting if Council considers this necessary.

## 10 Recreation Ground

### 10.1 Financial Report

September - Mower service £713.45 (slightly more because if problems with the filter). An old petrol strimmer was in the rec shed and was

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condemned by the servicing mechanic. Council **RESOLVED** to dispose of this asset.

**Prop** Cllr Uglow **Sec** Cllr Crang

Cllr Sims reported that the table tennis table is coming to the end of its life as cracks have started to appear. He has filled in some cracks with resin. This will be discussed on the next agenda and Cllr Sims will provide photos.

Cllr Sims will paint the repairs to the guard rail as weather permits.

## **10.2 Information & No dogs Signs**

No action this month

## **10.3 Devon Air Ambulance Landing Lights**

Residents have contacted the Council to urge that the lighting is restored for this facility. DAAT have confirmed that the new bulbs will cost £85 each from a new supplier with a 5-year guarantee. This is a significant saving on the only quoted price we had received which was £400 each. Fitting costs will be on top of this which will probably involve the use of a cherry-picker.

Council **RESOLVED** to buy 2 bulbs to be replaced at the same time and to use the DAAT recommended fitting contractor. This will be funded using the Night Landing Site reserves.

**Prop** Cllr Price **Sec** Cllr Uglow

## **11 Grounds Maintenance Contractor**

Council **RESOLVED** to accept Mr Colin Marshall's kind offer to work with the contractor on the Parish Council's behalf. This will be published in Focus if Mr Marshall is happy.

**Prop** Cllr Uglow **Sec** Cllr Foster

The tidy-up day will be Saturday 15<sup>th</sup> November.

Work for the month:

Barliabins work

A. First grass cut.

B. Trimming back of some lower branches to the ASH

C. Reducing growth on car park bank.

Membrane on allotment.

Weedkilling in the Bury cobbles towards the surgery, both sides.

## **12 Council Administration**

### **12.1 AGAR External Auditor Interim Report**

Council **NOTED** the interim report (appendix B) which found no issues with the AGAR and a final report would follow.

### **12.2 Review of Council Orders and Policies**

#### **12.2.1 Asset Register**

This will be amended further to input from the Cllrs and approved at the November meeting.

#### **12.2.2 Statement of Internal Control**

Council **RESOLVED** to approve the draft Statement of Internal Control as presented.

**Prop** Cllr Crang **Sec** Cllr Foster

### **12.3 Clerk Pension**

Council **RESOLVED** to pay GX the one-off fee for implementing the pension as quoted (£149+VAT).

**Prop** Cllr Crang **Sec** Cllr Price

*[One member of the public left the meeting at 9:45pm]*

## **13 Finance**

### **13.1 Bank balance**

Council **NOTED** the current balance of £ 53,428.11 (7<sup>th</sup> October 2025)

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### 13.2 Quarter 2 Budget Review

Council **RESOLVED** to approve Budget Review as presented (appendix C) and the clerk will adjust the 'Tool Store 2024/25' erroneous figure. **Prop** Cllr Crang **Sec** Cllr Foster

### 13.3 Payments

Council **RESOLVED** to pay the payments 13.3.1-13.3.10:

|                                                                       |   |               |
|-----------------------------------------------------------------------|---|---------------|
| <b>13.3.1 BRN Fitch</b> Grounds Maintenance September                 | £ | <b>238.00</b> |
| <b>13.3.2 RBL Grant</b>                                               | £ | <b>100.00</b> |
| <b>13.3.3 Allotment Deposit Return</b>                                | £ | <b>25.00</b>  |
| <b>13.3.4 Devon Association of Local Councils</b> AGM tkt inv 6931    | £ | <b>60.00</b>  |
| <b>13.3.5 Andrew Saunders</b> Cemetery architectural work             | £ | <b>100.00</b> |
| <b>13.3.6 Mid-Devon Mobility grant</b>                                | £ | <b>100.00</b> |
| <b>13.3.7 Machine-Exe</b> Mower service                               | £ | <b>713.45</b> |
| <b>13.3.8 GX Accountancy</b> Payroll services July-Sept 2025 inv 6567 | £ | <b>63.00</b>  |
| <b>13.3.9 J P Roberts</b> Clerk pay for September                     | £ | <b>544.46</b> |
| <b>13.3.10 HMRC</b> Quarter 2 PAYE and National Insurance             | £ | <b>297.18</b> |

**Prop** Cllr Foster **Sec** Cllr Crang

### 14 Next Meeting

The next meeting will be held at 7:30pm on Tuesday 11<sup>th</sup> November 2025 in the Memorial Hall.

There being no further business the Chairman closed the meeting at 9:57pm..

Signed ..... Date .....  
Cllr Stephanie Shelton, Chair

# Cllr Steve Keable

October 2025

## County Councillors Report - Creedy, Taw & Mid Exe for:

Bickleigh • Brushford • Cadbury • Cadeleigh • Chawleigh • Cheriton Fitzpaine • Coldridge • Cruwys Morchard • Down St. Mary • Eggesford • Kennerleigh • Lapford • Morchard Bishop • Newton St. Cyres • Nymet Rowland • Poughill • Puddington • Sandford • Shobrooke • Silverton • Stockleigh English • Stockleigh Pomeroy • Thelbridge • Thorverton • Upton Hellions • Washford Pyne • Wembworthy • Woolfardisworthy • Zeal Monachorum

## Mid Devon Councillors Report - Taw Vale for:

Chawleigh • Lapford • Nymet Rowland • Wembworthy

Links are embedded into electronic version or search on the subject name  
steve.keable@devon.gov.uk



### New homes levee increases to benefit new school places

Developers building new homes across Devon will now have to increase their education contributions by a fifth to support the delivery of more school places. This reflects the cost of providing new school places being up 21% since 2021.

A larger proportion of the contribution – a Section 106 Agreement – will go towards supporting children with Special Educational Needs and Disabilities (SEND) and nursery places. This policy ensures that we can continue to meet our statutory duties and deliver high-quality inclusive education for Devon's growing communities.

<https://www.devon.gov.uk/children-families-education/news/developer-education-and-send-contributions-to-increase-to-reflect-rising-cost-of-new-school-places/>

### Strategic Plan sets out vision for a Devon where "everyone thrives"

The Strategic Plan for 2025-2029 has been developed with input from County Councillors, the Devon Youth Council and interim findings from the New Devon survey which has been running since July to ask people for their views on local authority services.

<https://www.devon.gov.uk/news/strategic-plan-sets-out-vision-for-a-devon-where-everyone-thrives/>

### Link of the month:

**Flooding & blocked drains**, standing water, flooded property, impassable roads

<https://www.devon.gov.uk/roads-and-transport/maintaining-roads/managing-the-network/flooding-and-drainage/report-standing-water-flooding-or-blocked-drains/>

If you are reporting an emergency that is very likely to present an imminent threat to life or serious injury or serious damage to property please instead call [0345 155 1004](tel:03451551004).

### Pothole repair trial starts in Devon

Action to improve the conditions of our road was promised together with doing things in a different and more effective way. The aim will be to establish the implications of taking a more proactive approach to fixing potholes before they become "safety defects".



Under this October's trial, when highway safety inspectors investigate potholes reported by the public they will be asked to record all other potholes within 500 metres in each direction, or to the nearest highway junction. Repair teams will then fix those recorded potholes within their traffic management set-up at the same time. Depending on the size of potholes, different teams may be needed where different types of repairs are required.

Cllr Dan Thomas, Cabinet Member for Highways said, "We're woefully underfunded by central Government so we have to try something different, and with more miles of roads than any other authority in the country it's no easy task."

Depending on the results of this trial it could be rolled across the county, but we would need to establish the benefits in terms of efficiencies, value for money and if it improves the county's road network."

See how its done: <https://www.devon.gov.uk/news/pothole-repair-trial-starts-in-devon/>

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## Schools to be more inclusive

The council wants to improve inclusivity in mainstream schools, and with the right support enable more children with SEND to attend their local schools alongside their friends and peers. That means making sure schools have the resources, expertise and capacity they need to provide the additional support required to meet pupils' needs.

But mainstream schools across the country are facing the same significant challenge: rapidly growing numbers of young people identified with SEND year on year; insufficient funds nationally to meet needs; and more expectation on them to support pupils with SEND without the finances to do so.

Devon County Council is working with the Special Partnership Trust (SPT) to create additional resource and capacity in the county to support pupils with special educational needs and disabilities.

SPT, working with a number of multi-academy trusts, will develop SEN hubs in partnership with Devon County Council, in East and Mid Devon this academic year.

<https://www.devon.gov.uk/children-families-education/news/additional-support-to-help-mainstream-schools-be-more-inclusive/>

## Mid Devon District News

### Recycle MORE and save money

We need to recycle everything we can including cardboard, paper, plastic, tins, cans, glass and put them into the right containers! The more we recycle the greater we reduce our carbon footprint but also the Council receives more income (£1m) which helps us deliver the service at a cheaper cost. We also keep our beautiful district clean and tidy.

Research has found that if residents move a few kilograms of their waste into their recycling collection every year, it raises our recycling rate by 1%. This helps bring in additional funding to the Council which we can then reinvest back into our services to make them even better. We can all become recycling champions and help raise our recycling rate.

Please email us at [bin-it123@middevon.gov.uk](mailto:bin-it123@middevon.gov.uk) or call 01884 255255 for any more recycling containers needed and advice on how to recycle more.

**Household Support Fund** To help support those who are struggling to afford food and energy bills apply here for assistance:

<https://www.middevon.gov.uk/do-it-online/benefits/household-support-fund/>

## Devon launches new wave of funded training to power the region's future

Backed by government funding as part of the national Skills for Life initiative, this latest wave of Train4Tomorrow will deliver high-quality, employer-designed training across key growth sectors; from construction trade skills, HGV driving, EV charger installation, AI and data skills and early years education.



Courses are available to adults aged 19 or over in Devon, and for those looking to move into new employment, there is a guaranteed job interview on completion. Training is tailored to meet current local vacancies, giving participants a fast track to employment in future-facing industries.

With courses worth up to £3,500, fully funded for individuals, Train4Tomorrow is open to people from all backgrounds; including those returning to work, changing careers, the self-employed, or currently unemployed.

The training is typically designed to be flexible and accessible, delivered over 5–30 hours per week, for up to 16 weeks, in formats including online, blended and in-person.

For Devon residents wishing to explore the courses or register and employers wishing to find out more, please visit:

[www.train4tomorrow.org.uk](http://www.train4tomorrow.org.uk)

## Mid Devon District News

### Pots and Pans Collections Have Started!

Following a successful three month trial of collecting old and unusable pots and pans earlier this year in Willand, Uffculme and the surrounding rural communities the collection of old and unusable pots and pans will become a permanent recycling fixture across the district with effect from Monday 15<sup>th</sup> September.

Printed & Published by Cllr Steve Keable, Bromstone Cottage, Lapford, Crediton, EX17 6PZ

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### Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **Thorverton Parish Council - DV0360**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2024/25 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

24/09/2025

Annual Governance and Accountability Return 2024/25 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

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