

Thorverton Parish Council

Additional Information for Tuesday 14th January 2025

- 1 Public Open Session** 5 minutes maximum per speaker
- 2 Declarations of Interest**
- 3 Apologies**
- 4 Minutes**
To approve the meeting minutes of [9th December 2024](#)

5 External Reports

5.1 County Cllr Squires

Please note email report circulated re Local Government Reorganisation and disposable of upholstered furniture.

5.2 District Cllr Roberts

5.3 Saturday Market

From Cllr Uglow:

1. Bottom of Glebe path where it meets school lane very muddy could we look into getting it cleared?
2. Coming from Cadbury to Thorverton near to the recent Barn conversion there is a blind hump, ? Some kind of warning.

6 Projects

6.1 Affordable Housing

From the Chairman

The update for this month can be kept brief as the Project is likely to feature elsewhere in the minutes. The Board has set a date for an Open Meeting; this will be on Weds 26 Feb at 7.00pm in the TMH. Please note that a date of one week earlier was originally mentioned but the Board felt that it should be moved due to the school half term that week; it is hoped that this will mean more people can attend. More details will be in Focus and on the website as well as other media outlets.

NB Letters from parishioners previously circulated and advice from DALC.

Formal change of status from Working Group to CLT

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6.2 Sale of the Cemetery Land

See payments below. Email from our conveyancer:

Please could you let me know what the Council's attestation clause so that I can amend the wording in exact accordance with the Council's internal procedures.

I take the opportunity to attach a completion statement showing the funds we will require to complete the purchase. Please note that completion will only take place once we are in receipt of cleared funds, and these have been transmitted to and received by the sellers solicitors. Once we have been notified by the sellers solicitors that they have received the monies from us the documents will be dated and completion will have taken place.

6.3 Thorverton Resilience Plan

Cllr Shelton's email of 9th January refers. The draft is on our website [via this link](#).

6.4 Barliabins

6.5 Winter Warmth

6.6 Aftermath of the Storms

From Cllr Price:

Can we have a brief section in the January meeting agenda to thank paul and Tom. Also the rest of the tree looks to be in a similar condition. And therefore may have to all come down.

6.7 Mending the Cobbles Quote for work

Labour only – Jericho St £90 The Bury £170 Total £260

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6.8 Waste Bins - Moving one plus additional

From a parishioner:

Could you please put this forward at the next meeting
A bin either dog waste or dual on the grass around no
1or 6 Lynch Close would be my choice!

NB Council is pursuing the move of the bin from the
Glebe to the other side of the road near the bus stop.



6.9 Highways Pothole filling request

From a parishioner:

Could you ask you're Pot hole Guys to look at the turning circle (in front
of No.22 Bullen Close) it's getting bigger!

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7 Recreation Ground

7.1 Financial Report for December

7.2 Repairs to the Rocker

8 Grounds Maintenance

8.1 Contractor Work for the month

9 Planning & Consultations Planning Decision

9.1.1 APPROVED 24/01528/HOUSE 57 Silver St Extension.

Planning Applications

9.2.1 24/01727/FULL & 24/01728/LBC The Post Yard, Bullen St Demolition and extension Consultations

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Consultations

9.3.1 MDDC Community Risk Register Deadline 28th February

Email from MDDC 3rd Dec:

I have attached the register to this e-mail. If you could bring it to one of your meetings or send it round to your Parish Councillors so that they can review and comment on it.

The plan as attached has been created by the District Councillors.

What I would like to know is:

- Are there any risks missing?
- Do you agree with the scores?

I have also included the guidance for the scores on the document. If you could please come back to me with any comments by 28th of February that would be very helpful.

The register can be viewed by [following this link](#).

9.3.2 Devon Communities Together Resilience Training Survey

Email from DCT 7th Jan:

Resilience Training Survey

- Do any of your team have flood, snow or road warden training?
- Would you like training in these or other areas?

Please note - this survey was sent out before Christmas, however the link was not working. We would be really grateful if you could complete the survey

We want to find out what resilience/emergency training is already in place, where there are gaps, and what barriers might exist to getting the training you need. We will use the results of the survey to advise our partner organisations with the aim of ensuring that the right training is available consistently across Devon.

Please help us by completing the short survey - it should only take about 3 minutes.

[Complete the Resilience Training Survey](#)

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10 Budget for 2025-2026 Financial Year and setting of the Precept 2024-25 Quarter 3 Budget Review

Thorverton Parish Council Budget v Actuals 2024-25										
2019-20		2020-21	2022-23		2023-24		2024-25			Notes
Detail	Actual	Actual	Actual	Budget	Actual	Budget	Qtr 3 YTD	FYF		
Payments										
Salaries	£ 7,245	£ 9,205	Staff Costs	£ 7,222	£ 6,540	£ 5,780	£ 7,500	£ 5,974	£ 8,250	Pension & pay agreement - £722 carried over from 23-24
Home Working	£ 22	£ 158	Administration	£ 1,437	£ 2,310	£ 820	£ 1,500	£ 1,100	£ 1,500	Room hire, stationery, Audits, Payroll, Website, Xmas electric, etc.
Administration	£ 3,024	£ 2,822	Prsh Mntnce - cntrctr	£ 3,509	£ 3,350	£ 2,015	£ 3,000	£ 1,650	£ 3,000	Tree inspection & maintenance, biodiversity
Parish Maintenance	£ 1,641	£ 1,087	Prsh Mntnce - matrls	£ 2,971	£ 1,000	£ 1,306	£ 2,000	£ 605	£ 2,000	Gardening, stream, car park, trees, Barliabins, Jubilee Green
Recreation Ground	£ 489	£ 285	Recreation Ground	£ 933	£ 250	£ 680	£ 1,250	£ 563	£ 1,250	Trees, seats, inspections, repairs/garden
Allotments	£ 280	£ 125	Allotments	£ 255	£ 200	£ 238	£ 250	£ 201	£ 250	Maintenance/refund of deposits
Grants Given	£ 1,650	£ 900	Grant Giving	£ 1,097	£ 1,000	£ 875	£ 1,250	£ 1,100	£ 1,300	Churchyard, RBL, Lad's Wall, MD Mobility, Chat, Comm Pub
VAT	£ 4,855	£ 5,503	Insurance	£ 719	£ 600	£ 746	£ 1,000	£ 832	£ 832	
Miscellaneous	£ 21,451	£ 31,809	Annual Subs	£ 323	£ 350	£ 440	£ 500	£ 425	£ 500	ICO, SLCC, DALC, CLT
Elections	£ -	£ -	Legal fees	£ -	£ -	£ -	£ 500	£ -	£ 500	
			Training	£ 114	£ 250	£ 402	£ 750	£ -	£ 750	
			Garage rental	£ 688	£ 600	£ 668	£ -	£ -	£ -	
			New Cemetery	£ 1,140	£ -	£ -	£ -	£ -	£ -	Expenditure will be from reserves
			Arch. Dig(-23) Housing	£ 2,000	£ -	£ -	£ -	£ -	£ -	
			Elections	-	£ -	£ -	£ -	£ -	£ -	
			Affrdble Housing	-	£ -	£ 494	-	£ 7,099	£ 7,099	Affordable Housing funding, £2,500 grant received
			New Play Equipment	-	£ 1,000	£ 1,000	£ 2,500	£ -	£ 2,500	£6,000 in sinking fund reserves currently
			Charging Points	-	£ 1,000	£ 1,000	£ -	£ -	£ -	
			General Reserves	-	£ 1,000	£ -	£ -	£ -	£ -	Unexpected expenditure/projects
Total	£ 40,658	£ 51,893		£ 22,408	£ 19,450	£ 16,464	£ 22,000	£ 19,549	£ 29,731	

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Precept

Thorverton Parish Council Budget 2025-26											
	2019 -20	2020-21		2021-22	2022-23	2023-24	2024-25		2025-26		
	Actual	Actual	Item	Actual	Actual	Actual	Budget	Full Year Fcast	Budget	Notes	
Payments				Payments							
Salaries	£ 7,245	£ 9,205	Salaries	£ 6,618	£ 7,222	£ 5,780	£ 7,500	£ 8,250	£ 8,900	E722 c/f from 23-24 to 24-	
Home Working	£ 22	£ 158	Administration	£ 3,812	£ 1,437	£ 820	£ 1,500	£ 1,500	£ 1,500	Room hire, stationery, Aud	
Administration	£ 3,024	£ 2,822	Prsh Mntnce - cntctr	£ 600	£ 3,509	£ 2,015	£ 3,000	£ 3,000	£ 3,000	Trees	
Parish Maintenance	£ 1,641	£ 1,087	Prsh Mntnce - matrls	£ 1,021	£ 2,971	£ 1,306	£ 2,000	£ 2,000	£ 2,000	Gardening, Stream car park	
Recreation Ground	£ 489	£ 285	Recreation Ground	£ 265	£ 933	£ 680	£ 1,250	£ 1,250	£ 1,250	Trees, seats, inspections, re	
Allotments	£ 280	£ 125	Allotments	£ 90	£ 255	£ 238	£ 250	£ 250	£ 250	Maintenance	
Grants Given	£ 1,650	£ 900	Grant Giving	£ 100	£ 1,098	£ 875	£ 1,250	£ 1,300	£ 1,250		
VAT	£ 4,855	£ 5,503	Insurance	£ 590	£ 719	£ 746	£ 1,000	£ 832	£ 1,000		
Miscellaneous	£ 21,451	£ 31,809	Annual Subs	£ 86	£ 323	£ 440	£ 500	£ 500	£ 500	ICO, SLCC, DALC	
Elections		£ -	Legal fees	£ -			£ 500	£ 500	£ 500		
			Training	£ 89	£ 114	£ 402	£ 750	£ 750	£ 750	CILCA	
			Garage rental	£ 668	£ 668	£ 668	£ -	£ -	£ -		
			New Cemetery	£ 775	£ 1,140	£ -	£ -	£ -	£ -		
			Archaeological Dig	£ -	£ 2,000	£ -	£ -	£ -	£ -		
			Elections	£ -		£ -	£ -	£ -	£ -		
			Affordable Housing	£ -		£ 494	£ -	£ 7,099			
			New Play Equipment	£ -	£ 1,000	£ 1,000	£ 2,500	£ 2,500	£ 2,500		
			Charging Points	£ -	£ 1,000	£ 1,000	£ -	£ -	£ -		
			General Reserves	£ -		£ -	£ -	£ -	£ -		
			Defib donation	£ 2,371		£ -					
			Total	£ 17,085	£ 24,389	£ 16,464	£ 22,000	£ 29,731	£ 23,400		
Income				Income							
Precept	£ 15,602	£ 15,739	Allotment rent	£ 220	£ 55	£ 55	£ 280	£ 260	£ 280		
Cemetery	£ 23,340	£ -	Garage rent	£ 630	£ 140	£ 140	£ 700	£ 1,100	£ 700		
Defibrillator	£ 1,250	£ 2,305	Wayleave	£ 41	£ -	£ 41	£ 41	£ 122	£ 41		
Other Grants	£ 10,650	£ 3,265	Bank interest	£ 161	£ 494	£ 50	£ 510	£ 510	£ 400		
Rents	£ 340	£ 1,060	Sale of mower/trailer	£ -	£ 200	£ -	£ -	£ -	£ -		
Deposits	£ 700	£ 50	CIL			£ -	£ -	£ -	£ -		
Bank Interest	£ 97	£ 20	Grant Funding credits	£ 2,310	£ 4,232	£ -	£ 5,046	£ -	£ -		
VAT refund	£ 1,725	£ 3,560	Any other income	£ -		£ -	£ 73	£ -	£ -		
Miscellaneous	£ 529	£ 1,397	VAT reclaim	£ -		£ 400	£ 1,100	£ 1,100	£ 400		
	£ 15,602	£ 15,739	Precept	£ 17,912	£ 17,426	£ 17,763	£ 20,529	£ 20,529			
			Total	£ 20,788	£ 22,884	£ 22,000	£ 28,740	£ 1,821			
			Net Expenditure							£ 21,579	
Reserves											
	2019-20	2020-21		2021-22	2022-23	2023-24	2024-25		2025-26		
New Cemetery Funding	£ 31,487	£ 28,562	New Cemetery Funding	£ 28,562	£ 27,422	£ 27,422	£ 27,422		£ 27,422		
Defibrillator Funding	£ 1,473	£ 2,341	Defibrillator Funding	£ -	£ -				£ -		
Night Landing Site Funding	£ 1,068	£ 1,068	Night Landing Site Funding	£ 1,068	£ 1,068	£ 1,068	£ 1,068		£ 1,068		
Covid Funding		£ 995	Covid Funding	£ 488	£ 488	£ 488			£ 488		
Play Equipment Funding	£ 4,000	£ 5,000	Play Equipment Funding	£ 6,000	£ 7,000	£ 9,732	£ 9,732		£ 10,732		
Tool Store Funding	£ 174	£ 1,500	Tool Store Funding	£ 2,700	£ -	£ 2,700	£ 2,700		£ 2,700		
Elections		£ -	Elections	£ 1,500	£ 2,000	£ 2,000	£ 2,000		£ 2,000		
Ride-on Mower	£ 3,250	£ -	Allotment Deposits	£ 515	£ 515	£ 475	£ 450		£ 550		
S106 Sheep Dip Purchase	£ 6,213	£ -	Arch. Dig Interp Board	£ 1,500	£ 1,500	£ 2,310	£ 2,310		£ 2,310		
			Charging Points		£ 2,000	£ 2,000	£ 2,000		£ 2,000		
			Affordable Housing			£ 2,006	£ 2,006				
			Ringfenced reserves								
			£ 49,270								
			Bank Balance 01-Apr-24	£ 57,537	General reserves 01-Apr-25				£ 7,276		

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11 Correspondence

11.1 Parish Council's Facebook page Change of administrator

11.2 Parishioner's email on various matters

Email from a parishioner and the clerk's comments

1. On co-opting new councillors, I had thought that Council's policy was fairly clear about how this should be done, with adverts on the Council website and in Focus. While Andrew has mentioned in his piece in Focus that there is a vacancy, I don't see this as an advert as such, and I don't see anything on the Council's website (unless one looks at the minutes of course). I think that this could all be far stronger.

In discussion with the Council I have not advertised Cllr Nightingale's vacancy yet as I hope that she can be persuaded to rejoin the Council. Should she decide to resign permanently the vacancy will be notified to MDDC and advertised in the usual manner according to the policy.

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2. It is disappointing that there was no discussion at October's meeting of the purchase of the land for the new cemetery, nor was it on the agenda for November. I am astonished at how slow progress has been on what should have been a very simple matter. I really think that this should be on every agenda until the matter is concluded, and that in between meetings the solicitors need to be asked for a progress update. If the deal fell through, does Council know how much the solicitor's costs would amount to?

I have asked the solicitor for updates each month but with no progress there seemed little point in dragging out the meeting with items that require no action or decision. We are relieved that the latest change to solicitors has led to a contract being drawn up and payment is due for authorisation at the next meeting.

3. I was pleased to see that Winter Warmth was on the agenda for November's meeting and will look forward to seeing the outcome of that item. I note that the draft notice publicising Winter Warmth showed it as operating Monday afternoons in the WI Hut and Tuesday, Wednesday and Thursday afternoons in the Thorverton Arms. This sounds very ambitious and potentially expensive. It is

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also odd given that the WI Hut already hosts afternoon teas on Mondays (for which they charge a small amount). Has Council made an assessment of the likely cost of providing free teas, coffees, biscuits and soup four afternoons a week?

The Council authorised £600 for Winter Warmth a couple of year's ago and we have spent less than £200 of that. Thus the project has been expanded. It should be noted that the Thorverton Arms have never invoiced for their costs, which they have met to date. Now the cold weather has arrived it will be interesting to see if expenditure rockets.

4. I am pleased to note that Steph Shelton is taking on the Emergency Plan. While I understand the desire to have the Plan in hard copy should an incident arise, I would also hope that she would ensure that villagers are aware of the existence of the Plan - which they should find reassuring - and the basics of what it covers and what they might expect in the event of an incident.

Additional comment in later email:

I have also copied to Steph as a further point occurs to me about the Emergency Plan. We have seen over the past few days how communities can be

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badly affected by loss of power. I think that it would be well worth specifying within the Emergency Plan an approach to ensure that any people, particularly those most vulnerable, could be looked after in the event of a power cut lasting several hours. With the regularity of storms seemingly increasing, this is something I feel that we need to prepare for.

Steph's revised Emergency Plan has been circulated for discussion on Tuesday.

5. I don't actually understand the wording of the first sentence of paragraph 6.3 of the minutes. Are you able to explain please?

Yes, this was a surprise to me to. Council discussed whether they should fund the Christmas Trees and the electricity bill for the Jubilee Green wondering if the TMH Committee was in a better position to afford the costs. TMH pointed out that they incur costs with the Christmas festivities and the lights for their tree so were already contributing. It was then pointed out that some Christmas costs at the Hall were actually funded by the volunteers who provide the Big Breakfast at the Saturday Markets. That is what the first sentence of para 6.3 tried to summarise. I assumed long-standing Thorvertonians would know all

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about it anyway, Plus Council voted to pay for the trees as normal which made the previous discussion moot.

6. On the November agenda I see that Council was asked to approve £77.94 for website hosting. Is this for Council's website (in which case how many months does it cover?) or is it for the Thorverton Community Land Trust? If there is any expenditure still being made by the Council for TCLT, then this needs to be made very clear. I don't know the George Foster to whom the payment was due, but if he is related to the Chairman, I trust that an interest was declared.

Yes, this is funding for hosting the TCLT website and will be recovered from TCLT when they receive their next grant. From that point on they will be funding themselves and would have to request grants from the PC like all other local organisations.

7. When I attended the Council meeting a few months ago, it struck me that most councillors seemed unaware of the Council's own policies. On looking at the website I see that these are all a few years old now and it might be timely to review them over the next few months and to ensure that they are then

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followed. If policies are not going to be followed, then they might as well be discarded.

I've always thought policies should be reviewed annually and I am in complete agreement that policies that have fallen out of use should be abandoned by Council resolution.

8. Finally, please could we have allotment renewal letters sent out before the end of the year. The lateness of letters, leading to uncertainty as to who wanted to carry on with their allotment plots in 2024, was a contributory factor to some plots lying empty through 2024 despite there being people keen to take on plots. It also means that Council has extra expense in needing to clear vacant plots prior to letting. Alison Marshall used to tell me that allotments should be a standing agenda item for the Council. I don't know whether that is really a requirement, but there would certainly be sense in having them on the agenda in December, January and February to update on payments and vacancies.

The letters will be out before the next meeting and the currently vacant allotments will be filled by the end of the month. Thanks to Andrew Foster's

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not inconsiderable efforts no expenditure has been incurred to clear the vacant plots.

I hope that these comments are helpful. I would, of course, be happy for you to circulate them to councillors, although interestingly, the Council's policy on correspondence handling appears to leave it to your discretion as to whether you circulate things or not.

This email has been circulated to Councillors

12 Finance

**12.1 Bank balance as at 31 December 2024 £63,427.12
(£37,204.58 + £26,222.54)**

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12.2 Payments:

12.2.1 Ben Fitch Invoice Number BF20240185 £ 103.98

12.2.2 GX Accountancy & Bookkeeping Services Payroll services Q3 £ 63.00

12.2.3 Thorverton WI Winter warmth expenditure (December) £ 40.95

12.2.4 MDDC (cheque payable to “The Post Office”)

Play area inspection £ 100.80

12.2.5 Donation to Citizens’ Advice £ 100.00

12.2.6 Donation to CHAT £ 100.00

12.2.7 Gilbert Stephens Solicitors Purchase and costs re cemetery £ 9,851.50

12.2.8 J P Roberts - clerk pay (December) £ 456.89

Printer cost £ 190.48 Total 647.37

12.2.9 HMRC Clerk PAYE for third quarter £ 332.40

13 Next Meeting Tuesday 11th February 2025