

Thorverton Parish Council

Additional Information for Tuesday 15th July 2025

1 Chair Acceptance of Office

2 Declarations of Interest

Cllrs to declare any interests in items on the agenda and any changes to their Registers of Interests

3 Apologies for absence

4 Public Open Session

15 minutes for members of the public to raise any issue of concern, 5 minutes maximum per speaker

Thorverton Parish Council

5 Minutes

To approve the minutes of the meetings held on [13th May 2025](#) and [10 June 2025](#)

6 Actions Outstanding from Previous Minutes

- 6.1 New Cemetery Planning Application, Name and fencing
- 6.2 Installation of the Basketball Hoop
- 6.3 Damage from Footballs on the Rec
- 6.4 Lottery Bid resubmission for Play Equipment Funding
- 6.5 'No Dogs' and Emergency Information Signs for the Rec
- 6.6 Allocation of Cllr & Working Group Roles
- 6.7 Review of Council Orders and Policies
- 6.8 Litter Bins – Extra bin and movement of existing bin
- 6.9 Dead tree overhanging Lynch Close property

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- 6.10 Update of the website to .gov.uk
- 6.11 Organising .gov.uk email addresses for clerk and Cllrs
- 6.12 Donation of £100 to School Project re Jubilee Green
- 6.13 Dinneford St water trough repairs
- 6.14 Hedge outside Old Pound
- 6.15 Change the Parish Council's bank to Unity Trust
- 6.16 Thorverton in Bloom
- 6.17 Untaxed vehicle in the Quarry Car Park
- 6.18 Arrange the Autumn Tidy-Up day
- 6.19 Future of the Sheep Dip
- 6.20 School Lane drainage at end of Glebe Footpath
- 6.21 School Lane double yellow lines
- 6.22 Tree inspection/survey
- 6.23 Register Dorothy's Triangle as Parish Council Owned
- 6.24 Clerk's pension arrangements

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7 Reports

7.1 County Cllr Steve Keable [Report for July 2025](#)

7.2 District Cllr Rhys Roberts

7.3 Saturday Market

8 Planning and Consultations

8.1 Planning Applications

8.1.1 [25/00953/CLU](#) Berrysbridge Lodge

Certificate of Lawfulness re agricultural occupancy condition

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8.2 Consultations

8.2.1 Local Government Reorganisation

[MDDC Survey](#) closes on Monday 11th August

8.2.2 Planning Applications Validation Checklist

[MDDC Survey](#) closes on 5pm 8th August.

(NB 28 pages, 24,432 words and 372 embedded links)

Comments to DMConsultations@middevon.gov.uk

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9 Projects

9.1 New Cemetery

Cemetery working group has provided [meeting notes](#) (June)

Actions for the Council:

9.1.1 Planning Application

Biodiversity Net Gain - extract from Planning Portal

Biodiversity net gain has been introduced by [amendments to The Town and Country Planning Act 1990 in the Environment Act 2021](#) and makes biodiversity gain a condition of planning permission.

This new legislation will require planning applicants to produce a 'Biodiversity Gain Plan' and to provide detailed metric calculations on how much biodiversity is on the site before and after development.

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9.1.2 Clerk training – Extract from CWG meeting notes

... the meeting wants to urge the PC to ensure that the Clerk gets the necessary qualifications at the very earliest opportunity.

9.1.3 Communication with neighbouring properties.

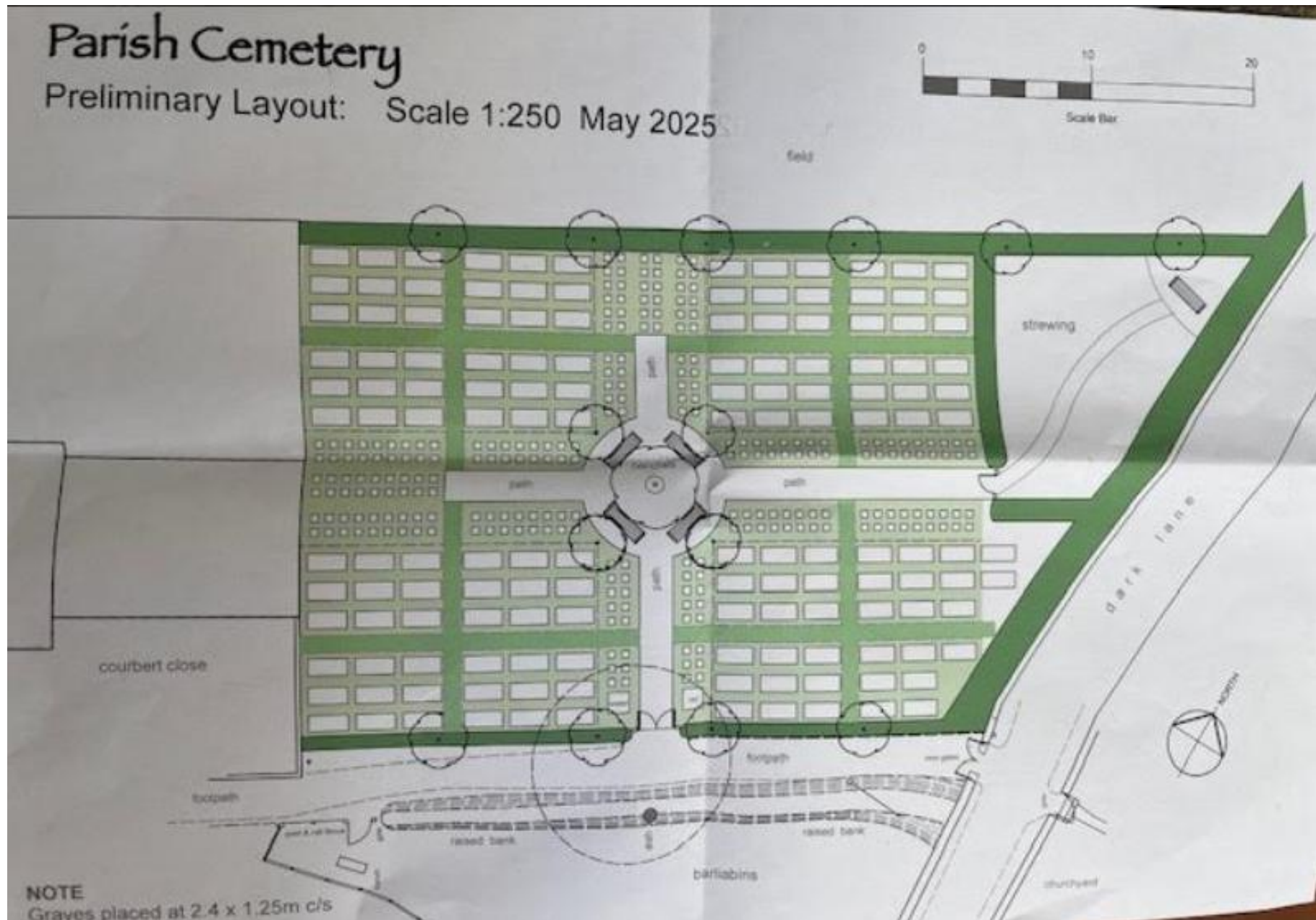
Email from neighbouring resident:

With reference to the *[new cemetery]*, we understand that work is about to start.

When this was first discussed, back in 2021, we were assured by *[name redacted]*, the clerk at the time, that we would be kept in touch with developments.

However, we have had no contact from the PCC, and wonder if we could see the up to date plan or details of what is now about to take place. We have read the Parish Minutes when this item has been included, but have not seen anything relevant.

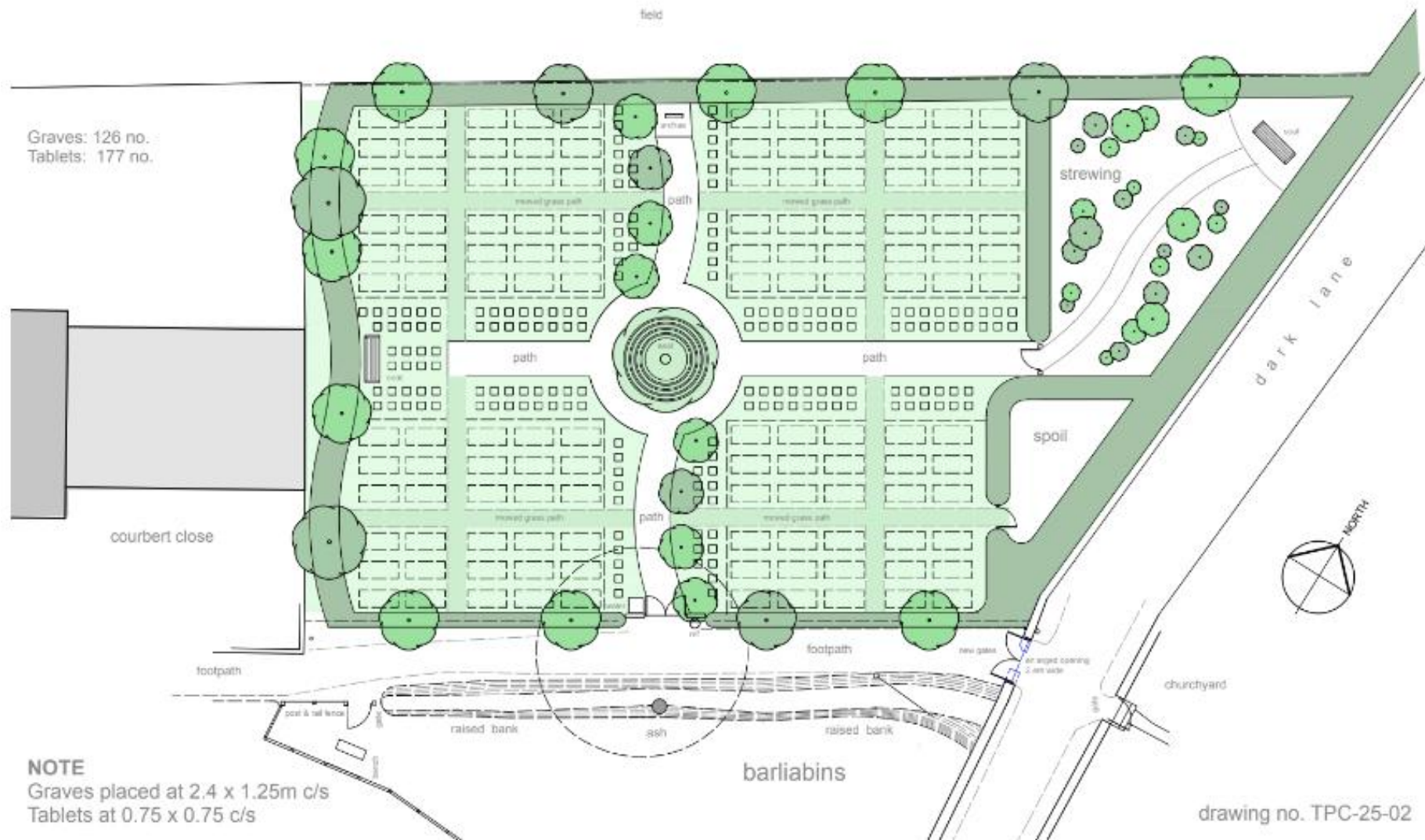
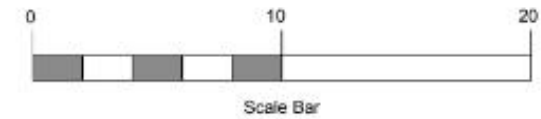
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Parish Cemetery

Preliminary Layout: Scale 1:250 May 2025



drawing no. TPC-25-02

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9.2 Cyber Risk

Email from Cllr Uglow

Consider whether this would be beneficial for TPC as we are looking generally at our emails and security.

MDDC email refers to the following services available:

NCSC Early Warning Service, which offers valuable alerts about potential cyber threats: <https://www.ncsc.gov.uk/section/active-cyber-defence/early-warning>

Government Digital Service (GDS) – Extended Monitoring

This is a free service offering ongoing vulnerability monitoring for UK public sector organisations. It helps identify and address common security issues before they can be exploited.

<https://www.security.gov.uk/services-resources/cyber-and-domains-protection/extended-monitoring-service/>

National Cyber Security Centre (NCSC) – Active Cyber Defence (ACD)

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ACD provides a suite of tools designed to reduce the impact of common cyber-attacks. These services are aimed at improving the overall security of public sector organisations by detecting and blocking harmful activity.

<https://www.ncsc.gov.uk/section/active-cyber-defence/services>

9.3 Silver St Footpath – Overgrown Vegetation Parishioner contact with Cllr Uglow (23rd June)

Yeah they need to clear up the hedges along the paths anyways as I can't walk along the path with the buggy that's also inconsiderate and annoying!! 🙄

This is from a resident in Silver Street could the pathway from Court Barton close down be looked at a.s.a p

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9.4 Highways

Chair email to C/Cllr Keable listed the following items:

- White Lines in Bullen St

- Hulk Lane flooding under the railway bridge

- Double yellow lines in School Lane

- Drainage in School Lane nr The Glebe path

- Overgrown vegetation in Silver St

- Moving the 30mph sign at Leonard's Square

9.5 Barliabins

Progress with contractors and s106 funding

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9.6 MDDC Grass Cuttings

Emails from Cllr Uglow states that the grass was left too long and is like straw and it is unfair to volunteers

FAQ on [MDDC website](#):

3 Why are grass clippings not removed?

We're unable to collect and dispose of the grass clippings we cut due to the extra cost and resources this would incur.



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10 Recreation Ground

10.1 Financial Report for June

£ 348.83 spent on Cradle Seat and Roundabout spares
(see 14.2.7 below)

10.2 Basketball Hoop & Surface

Installation of the hoop and arrangements for contractors
on 21st July 2025

10.3 Damage from footballs & grant for nets

Update

10.4 Lottery Bid

Update

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10.5 Information & No Dogs Signs

400mm x 300mm signs
available at approx £35
each.

Will there be one at each
entrance?

Alternative No Dogs sign:
Approx 1000mm x
200mm

THORVERTON RECREATION GROUND & PLAY AREA



No dogs except assistance dogs

Young children should always be supervised

No dogs except assistance dogs



No dogs except assistance dogs

Please report any accidents or maintenance issues to
Thorverton Parish Council thorvertonpc@gmail.com or any Parish Councillor

In case of an emergency the nearest Accident & Emergency dept is at
The Royal Devon & Exeter Hospital, Barrack Road, Exeter EX2 5DW
There is an Urgent Treatment Centre for minor injuries at
Tiverton & District Hospital, Kennedy Way, Tiverton, EX16 6NT
This entrance is located at what3words [///clocking.nipped.stability](https://www.what3words.com/#!/en/@@@clocking.nipped.stability) next to EX5 5NN



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10.6 Mower service quote

Quote received of £677.23. Council is invited to approve.

11 Grounds Maintenance

11.1 Contractor Work for the month

The Glebe-School Lane path,
Allotment 22,

Weedkilling in The Glebe

Vegatation in the Quarry Car park (pic)



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12 Council Administration

12.1 Review of Council Orders and Policies

DALC Newsletter #16 2025



Updated Model Standing Orders

The Model Standing Orders provide a comprehensive framework of procedural rules for parish and town councils in England.

These standing orders are essential for regulating the conduct of council meetings and ensuring orderly and efficient governance. They include mandatory legal requirements and optional guidelines that parish and town councils can adopt or modify to suit their needs. Parish and town councils can ensure transparency, accountability, and consistency in their operations by adhering to these standing orders.

NALC has updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with the [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. The new Model has also been updated to better reflect Code of Conduct requirements; 14.a, 14.b, and 14.c have been removed.

NALC has also changed the language in the document to gender-neutral terms to align with our policy and the Civility and Respect Project.

[Updated Standing Orders](#)

[Updated Financial Regulations](#)

[Updated Risk Assessment](#)

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12.2 Allocation of Council Roles and Working Groups

Roles allocated at June 2024 meeting

12 Allocation of Councillor Responsibilities & Working Group Roles

Council allocated the roles as follows:

Responsibilities

Focus – Cllr Foster
School – Cllr Price
Social Media – Cllr Foster
Memorial Hall – Cllr Uglow
Recreation Ground – Cllr Sims
Highways & Footpaths – Cllr Shelton
Speedwatch – Cllr Sims
Allotments – Cllr Shelton
Snow Warden – Cllr Marshall
CLT Board Councillor - Cllr Uglow

Working Groups

New Cemetery – Cllr Hodge, Cllr Uglow, Mr S Fice, Mr N Bright & Mr M Ayre
Staffing – Cllr Foster, Cllr Price
Planning & s106 Funding – Cllr Crang
Grant Giving – Cllr Hodge & Cllr Marshall
Village Leats – Cllr Crang
Barliabins – Cllr Uglow, Cllr Marshall, J Wills, T Sanders, L Colebrook, J Cornish, J Hole, K Marshall & C Turner
Rec Refurbishment - Cllrs Marshall, Price, Sims & Uglow, C Dula, N Fice, C Giles,
H Lampard, T Sanders, A Saunders, S Trebble-Smith & Jan Wills.
Library – Cllr Nightingale
Managed Biodiversity – Cllr Nightingale

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12.3 Retraction of Unfounded Accusation

Chair's summary of options:

1. The Monitoring Officer at MDDC may have comprehensively cleared us of any wrong doing, in which case no further action need be taken by us.
2. We continue with a dialogue which may go on for many months, causing even further damage to both parties. As the new Chair I do not intend for this to happen.
3. We forget about it completely, and draw a line under it, which is something some members of the Council are against.
4. We employ a Solicitor to write to *[name redacted]*, taking legal action if necessary. This would incur a substantial cost to the PC, for which we have no budget, and I believe something the public would take serious issue with.

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13 Budget Review

First Quarter 2025-26

Includes Bank
Reconciliation

Printouts available

Thorverton Parish Council Budget v Actuals 2023-24							
Detail	2022-23	2023-24	2024-25	2025-26			Notes
	Actual	Actual	Actual	Quarter 1 Budget	April - June YTD	April - June FYF	
Payments							
Staff Costs	£ 7,222	£ 5,780	£ 7,893	£ 10,160	£ 1,912	£ 9,300	Basketball Hoop £ 1990.20
Administration	£ 1,437	£ 820	£ 1,814	£ 1,500	£ 225	£ 1,500	
Prsh Mntnce - cntctr	£ 3,509	£ 2,015	£ 1,980	£ 3,000	£ 1,090	£ 3,000	
Prsh Mntnce - matrls	£ 2,971	£ 1,306	£ 671	£ 3,000	£ 534	£ 2,000	
Recreation Ground	£ 933	£ 680	£ 2,770	£ 1,250	£ 1,996	£ 3,240	
Allotments	£ 255	£ 238	£ 291	£ 250	£ -	£ 250	
Grant Giving	£ 1,097	£ 875	£ 1,300	£ 1,500	£ 250	£ 1,250	
Insurance	£ 719	£ 746	£ 832	£ 1,000	£ 843	£ 843	
Annual Subs	£ 323	£ 440	£ 390	£ 500	£ -	£ 500	
Legal fees	£ -	£ -	£ -	£ 500	£ -	£ 500	
Training	£ 114	£ 402	£ 60	£ 750	£ -	£ 750	
Garage rental	£ 688	£ 668	£ -	£ -	£ -	£ -	
New Cemetery	£ 1,140	£ -	£ 10,145	£ -	£ -	£ -	
TCLT	£ 2,000	£ 494	£ -	£ -	£ -	£ -	
Elections	-	£ -	£ -	£ -	£ -	£ -	
New tool store	-	£ -	£ 7,099	£ -	£ -	£ -	
New Play Equipment	-	£ 1,000	£ 2,500	£ 2,500	£ -	£ 2,500	
Charging Points	-	£ 1,000	£ -	£ -	£ -	£ -	
General Reserves	-	£ -	£ -	£ -	£ -	£ -	
Total	£ 22,408	£ 16,464	£ 37,745	£ 25,910	£ 6,849	£ 25,633	
Income							
Precept	£ 17,426	£ 17,763	£ 20,529	£ 24,089	£ 12,045	£ 24,089	
Cemetery	£ -	£ -			£ -	£ -	
Defibrillator		£ -			£ -	£ -	
Grants received	£ 2,310	£ 4,232			£ -	£ -	
Rents	£ 850	£ 170	£ 880	£ 980	£ 90	£ 1,070	
Deposits	£ 75	£ 25	£ 75	£ -	£ -		
Bank Interest	£ 161	£ 494	£ 528	£ 400	£ 108	£ 400	
VAT refund		£ -		£ 400	£ -	£ 700	
Miscellaneous	£ 1	£ 200	£ 5,281	£ 41	£ -	£ 700	
Total	£ 20,823	£ 22,884	£ 27,293	£ 25,910	£ 12,242	£ 26,959	

Bank Reconciliation							
Bank Statements	Date	Current Acct	Reserve Acct	Other	Uncashed Cheques	Total	Income & Expenditure
Opening balance	01-Apr-25	£ 16,884.33	£ 37,816.54			£ 54,700.87	Opening £ 54,700.87
							Payments £ 6,849.34
							Receipts £ 12,242.04
Closing Balance	30-Jun-25	£ 22,283.99	£ 37,924.08		£ 114.50	£ 60,093.57	Closing £ 60,093.57

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14 Finance

14.1 Bank balance £ 60,263.57 (9th July 2025)

14.2 Payments To consider the following payments:

14.2.1 G Pook Reissue of lost cheque	£	614.00
14.2.2 BRN Fitch Grounds Maintenance June	£	378.23
14.2.3 P Marshall Cobbles repairs June (awaiting invoice) not more than	£	250.00
14.2.4 SWANHS Foundation Trust Grant (2025-06 p2 para 8.4)	£	100.00
14.2.5 A Saunders Professional fees for Cemetery Work	£	500.00
14.2.6 DALC Reissue of lost cheque	£	418.58
14.2.7 Graham Sims Reimbursement for play equip. spares	£	348.83
14.2.8 GX Accountancy Payroll services April-June 2025 inv 6409	£	63.00
14.2.9 J P Roberts Clerk pay for June	£	517.46
13.2.10 HMRC Clerk PAYE & NIC Apr-Jun 2025	£	100.52

14 Next Meeting Tuesday 9th September 202