

Thorverton Parish Council

Additional Information for Tuesday 9th September 2025

1 Chair Welcome

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

Thorverton Parish Council

4 Public Open Session

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

5 Minutes

To approve the minutes of the meetings held on 15th July 2025 and 23rd July 2025

Thorverton Parish Council

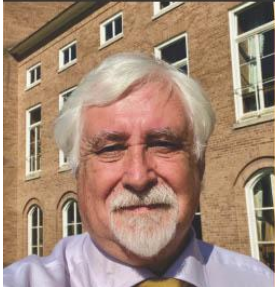
6 Actions Outstanding from Previous Minutes

- 6.1 Christmas Trees - Cllr Hodge
- 6.2 Update of the website to .gov.uk
- 6.3 Organising .gov.uk email addresses for clerk and Cllrs
- 6.4 Donation of £100 to School Project re Jubilee Green
- 6.5 Access to rear of Broadlands bungalows (opp. The Glebe)
- 6.6 Dinneford St water trough repairs
- 6.7 Hedge outside Old Pound
- 6.8 Untaxed vehicle in the Quarry Car Park
- 6.9 Tree inspection/survey
- 6.10 Change the Parish Council's bank to Unity Trust
- 6.11 Register Dorothy's Triangle as Parish Council Owned
- 6.12 Clerk's pension arrangements

Thorverton Parish Council

7 Reports

7.1 County Cllr Steve Keable



Cllr STEVE KEABLE September 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

Devon where everyone thrives -

Devon County Strategic Plan for the next four years, was approved by Council on 4th September - for 2025-2029.

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.

The plan has a clear focus on children and young people across all its priorities and we will seek regular feedback from the Devon Youth Council. A separate Strategic Plan is also being developed for Devon Children, Young People and Family Wellbeing.

The 6 priorities are:

1. Positive Futures for every child and young person: delivering inclusive and compassionate services that meet the needs of children and young people, ensuring they are safe from harm, reducing inequality and improving life outcomes;

2. Supporting independence and dignity: promoting personalised care to enable people to live independently as long as possible and strengthen access to preventative support. It includes a commitment to support young people with a disability or complex need to be supported to lead independent and fulfilling lives into adulthood;

3. Continuous service improvement: focusing on continuous improvement of services to deliver high standard, value for money services that people can rely on;

4. A green Devon for future generations: empowering communities to lead environmental action, promoting green jobs and skills, reducing carbon emissions and protecting the natural environment;

5. Economic inclusion and local prosperity: improving access to housing, transport and digital connectivity, especially in rural areas. It also includes improving skills, training and employment, and support for small businesses. There is a strong emphasis on opportunities for young people and retaining investment within the local economy;

6. Stronger communities and safer places: includes supporting the voluntary and community sector, enhancing community safety, and improving access to health and wellbeing services. It places an emphasis on supporting young people to feel safe in their communities to access local services and activities.

All 6 priorities underpin my May 2025 election pledge for People, Planet and Prosperity.

Councillors endorse principle of smartphone ban in schools

A countywide ban on student smartphone use during the school day from the start of the next academic year in September 2026 has moved a step closer after our councillors overwhelmingly endorsed the principle.



Full Council agreed with Councillor Graham Bell (Braunton Rural), and backed his motion that gave 'the administration's commitment to putting children's wellbeing first'.

with the aim of ensuring that nearly 40,000 pupils in Devon's maintained schools are better protected from digital distraction, isolation, and harm.

Councillors raised concerns that smartphones are a growing source of distraction which leads to issues including bullying, sleep disruption, and anxiety.

The County Council will support the Smartphone Free Childhood (SFC) campaign and will aim to carry out a consultation before the start of the Spring Term with results being analysed by February 2026.

Link: <https://www.devon.gov.uk/news/councillors-endorse-principle-of-smartphone-ban-in-schools/>

Link of the Month

Problem with: a traffic sign, white lines or markings on the road, yellow line markings at Devon County Council - [Report a problem with road markings and signs - Roads and transport](#)

New grant fund aims to enrich the lives of Devon's young people - launched with £150k in September

"One of the top concerns of young people is the lack of affordable activities and places to go, to have fun with friends, to relax and to try new things," said Cabinet Member of Communities, Cllr Cheryl Cottle-Hunkin.

"The scheme will be for young people and shaped by young people as they will have a say on each application and will help to decide which applications are approved.

"And once schemes are up and running, the Devon Youth Council will look for feedback from those taking part in the activities to gain a better understanding of what people want, what's lacking and what is needed."



Grants are available to help support inclusive, accessible, and enriching activities for 11-25 year olds, and it follows 7000 local young people earlier this year voting in our **Make Your Mark** ballot.

The top issue for young people was 'places to go and things to do' and the **Devon Youth Council** has worked with the Devon County Council Communities Team to create a new grant fund.

The fund will support projects that aim to:

- Create welcoming community spaces
- Encourage social connections
- Promote lifelong learning and skill development
- Build confidence and self-esteem
- Reduce loneliness and isolation.

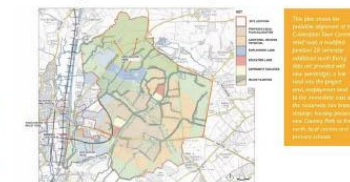
The fund is being launched alongside this year's Growing Communities Fund (GCF) - £85,000 is available this year for not-for-profit, voluntary or community groups, registered charities or social enterprises that are providing services or activities for the benefit of people and communities in Devon.

Link: <https://www.devon.gov.uk/communities/places-to-go-things-to-do-youth-fund-guidance/>

For Devon County matters:
steve.keable@devon.gov.uk

Cullompton's much-anticipated Garden Village project is progressing steadily from blueprints to bricks and mortar, with fresh housing, sporting amenities and significant transport enhancements forming the cornerstone of one of Mid Devon's most ambitious developments in recent decades.

However, whilst construction on the relief road is scheduled to commence next year, the project's future remains dependent on obtaining government funding for a crucial motorway enhancement at junction 28.



Link: <https://culmgardenvillage.co.uk>

Developers fail to start building more than 1,500 Mid Devon homes

The situation poses a significant problem for Mid Devon District Council, and others like it, because if work doesn't start on an approved site, then it doesn't contribute towards vital data linked to statutory government targets.

Link: <https://www.creditoncourier.co.uk/news/planning/developers-fail-to-start-building-more-than-1500-mid-devon-homes-820626>

Active Mid Devon has launched an exciting autumn initiative to reward members for sharing the benefits of an active lifestyle.

The "Friends that train together, stay together" campaign, gives members the opportunity to earn one month of free membership for every friend they refer who joins.

Running from 1 September to 30 November 2025, the offer gives all new members referred through the scheme a £15 saving by waiving the joining fee, making it the perfect time to get involved in local fitness and wellbeing activities.

<https://www.middevon.gov.uk/active-mid-devon-s-autumn-offer-rewards-you-and-your-friends/>

For Mid Devon District matters:
skeable@middevon.gov.uk

Thorverton Parish Council

7.2 District Cllr Rhys Roberts

7.3 Saturday Market

8 Council Administration

8.1 AGAR Challenge

From the Chair

During July the Chair and Clerk of the Council met with two parishioners who wished to peruse the financial records of the Council, in line with the AGAR process. Although agreeing all financial records were correct, one parishioner did not agree with the process AGAR had directed the Council to use regarding the holding of funds by the Solicitor when purchasing the land for the Cemetery. He felt this was not in line with normal accountancy procedures. Having written to the External AGAR auditor (and

Thorverton Parish Council

having been advised Thorverton PC had followed all procedures to the letter) the Parishioner then sought guidance from PKJ Littlejohn, Accountants to the Secretary of Statement Department. This was again upheld in Thorverton PC's favour, being advised all Parish, Town and City Councils follow the same accountancy regulations ... the Parishioner [asked] if we would like to challenge the Secretary of State's procedures involving the AGAR process

8.2 Retraction of Unfounded Accusation

Accusation of misappropriation of Council funds

Thorverton Parish Council

8.3 Clerk CiLCA Training

Email from DALC

As you may be aware the current CiLCA programme is being refreshed and will be available for delivery from the beginning of February 2026. We will be delivering the training side of this at DALC (myself and Rebecca are trainers). We don't know the DALC cost definitively yet but expect to it to be the same as or near enough, this year, which was £300. This included 5x 3 hour training sessions, mentoring sessions both during and after the training and support. The cost for the qualification itself, which is provided by the SLCC (you don't have to be a member *[cost to join £12 + £190/year]*), is £495 next year. This includes the cost for any referrals on assignments (previously learners had to pay individually for each referral). From next year the training part will be mandatory for learners.

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8.4 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](#)

Thorverton Parish Council

8.5 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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9 Planning and Consultations

9.1 Planning Decisions

9.1.1 25/00539/HOUSE

Bell Cottage, Dinneford St New Porch REFUSED

9.1.2 25/00983/PNAG

Lower Stone Agri building PRIOR APPROVAL NOT REQUIRED

9.1.3 25/00806/CLU

Lodge Farm Extension & garage CERTIFIED LAWFUL

9.1.4 25/00690/CLU

Perry Farm Barn used as dwelling CERTIFIED LAWFUL

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9.2 Planning Applications

9.2.1 25/00951/FULL Lynch Farm Agricultural building extension

9.2.2 25/00951/FULL Lynch Farm Livestock building extension

9.3 Consultations

9.3.1 MDDC State of the District Debate Invitation to Event

Mid Devon District Council - State of the District Debate

Wednesday 17 September 2025 - 5.00pm to commence at 5.30pm

Phoenix House, Tiverton (in person only).

Two Members, or a Clerk and a Member, of your Town or Parish Council are invited to the State of the District Debate on Wednesday 17 September to discuss Local Government Reorganisation (LGR).

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9.3.2 DALC Annual General Meeting Possible Cllr Attendance



The banner features a dark blue background with white text. On the right, there is a photograph of a large audience seated in a hall, facing a stage with a presentation screen. The text on the banner reads: 'DALC AGM, CONFERENCE AND EXHIBITION' in large, bold, white capital letters. Below this, in smaller white text, it says '01 October 2025' and '10am - 4pm, Exeter Racecourse'.

☀️ **Join Us at the DALC AGM, Conference & Exhibition 2025!** ☀️

 **Date:** Wednesday 1st October 2025

 **Venue:** Exeter Racecourse

The DALC AGM, Conference & Exhibition is back, bringing together local councils, and exhibitors for a full day of insight, networking, and inspiration.

Cllr Foster to speak

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9.3.3 DCC Future of Local Government Consultation

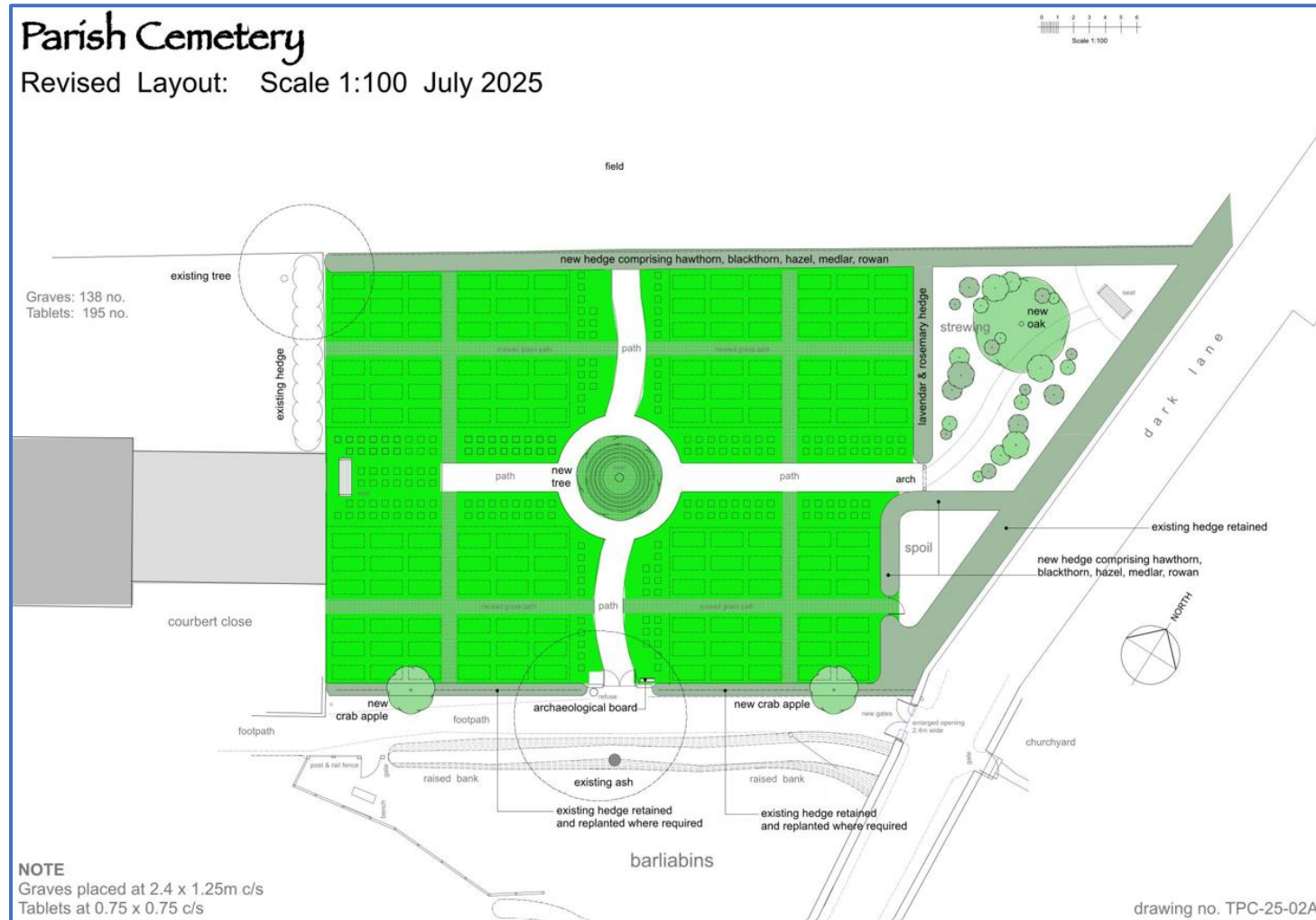
[Survey on DCC Website](#) closes on 14th October 2025

10 Projects

10.1 New Cemetery

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10.1.1 Layout of the new cemetery



Thorverton Parish Council

10.1.2 Rules and Costs for the new cemetery

THORVERTON PARISH COUNCIL

BURIAL GROUND RULES AND REGULATIONS 2025

1. All applications for interment must be made to the Clerk of Thorverton Parish Council as the Burial Authority from whom the prescribed application form and particulars of all fees and charges are available. All fees must be paid in advance. The completed application form together with the Certificate of the Register of Death, Coroners Order or Crematorium Certificate must be in the hands of said Clerk before any ground can be broken. Two days' notice must be given exclusive of Sundays.
2. All interments shall take place in grave spaces in rotation or otherwise decided by the Burial authority.
3. First interment should be at least 2.5m deep and no coffin should be nearer the surface than 1.0m.
4. No grave which has been purchased shall be opened without the permission of the owner or his / her representative and on the production of a deed of grant.
5. No second interment can be guaranteed in respect of a plot where the exclusive right has not been purchased.

Thorverton Parish Council

6. All graves shall be levelled and maintained in a level state after a period of 12 months. This shall be the responsibility of the owner of the grave.
7. Cremated remains may be buried in family graves, or in caskets in the section set aside for cremated remains or strewn on the ground in the special area set aside in the cemetery. Caskets or cremated remains which are buried are to be a minimum of 0.25m below the ground.
8. Temporary markers on graves are permitted for a period of 12 months.
9. Maximum size of headstones 90cm high and 80cm wide. Headstones and memorials to be in natural stone. No photographs, portraits or pictorial representations are permitted on the headstones or memorials.
10. All headstones to be fixed to comply with BS 8415. It is strongly recommended that headstones are fixed by masons registered with either the National Association of Memorial Masons (NAMM), Register of Qualified Memorial Fixers (RQMF) or British Register of Accredited Memorial Masons (BRAMM).
11. All new headstones should have the correct grave number etched on the reverse side preferably on the bottom.
12. Commemorative tablets no larger than 40cm x 25cm for cremated remains to be set flush with the ground. They shall be placed in the area of the cemetery set aside for such memorials.
13. Kerbstones are not permitted.

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14. A sketch of every headstone or memorial intended to be erected with all dimensions marked thereon, and a copy of the inscription intended to be inserted must be submitted for the approval of the Burial Authority. No memorial will be allowed to be erected, or inscription inserted, without such approval. The stonemason should not assume automatic approval.
15. No trees or shrubs to be planted on graves.
16. No vase for flowers shall be made of glass. Vases should be incorporated within or on the plinth. No other items are to be placed on the grave which may impede the maintenance of the cemetery.
17. Temporary floral and other tributes placed immediately after interment should be removed after 3 weeks. Artificial flowers which become unsightly must be removed at the discretion of the Burial Authority. Christmas wreaths must be removed before the 31st January the following year.
18. Removal and replacement of any headstone for further interment must be at the cost of the person making the interment. No headstone can be removed without the consent of the Burial Authority.
19. Whilst every effort will be made to respect items placed on graves the Burial Authority will not accept liability for any loss or damage.
20. All dogs shall remain on leads at all times.
21. **The Burial Authority reserves the right from time to time to make any alterations in the foregoing Rules and Regulations.**

Thorverton Parish Council

Part 1 INTERMENT

For any interment in any grave of **the body** of:

- | | | |
|-----|--|-----------|
| (1) | a still born child, or a child whose age at death was less than 18 years. | NO CHARGE |
| (2) | a person whose age at the time of death exceeded 18 years. | £375 |
| (3) | For an interment of cremated remains in an existing grave in respect of which an exclusive right of burial has been granted | £225 |
| (4) | For strewing cremated remains. | £55 |

If there are two interments carried out at the same time in a CR plot the fees for the second one are halved.

Part 2 RESERVATION AND RIGHTS OF BURIALS IN EARTHEN GRAVES

The fees include the cost of a deed of grant.

- | | | |
|-----|--|------|
| (1) | for the exclusive right of burial for a period not exceeding 100 years in an earthen grave 2 meters by 1 meter | £650 |
| (2) | for the exclusive right of burial of cremated remains in an earthen grave 0.6 metres x 0.6 metres | £220 |

Exhumation fee	£110
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Transfer of Exclusive Right of Burial fee	£110
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Thorverton Parish Council

10.1.3 Institute of Cemetery & Crematorium Management



Online training courses

The following courses are currently available as live, interactive training – click the name of the course to find out more:

Cemetery Management and Compliance **£150 + VAT**

ICCM and Cruse Loss-and-Bereavement-Awareness

Sexton-Duties

Exhumation of Human Remains

Public Health Act Funerals

Granting, Exercising and Transferring Exclusive rights of Burial

Establishing & Managing Gardens of Remembrance **£100 + VAT**

Burial and/or Cremation Authority / Company – £490.00 (includes 2 free Professional membership places)

Town or Parish Council – £105.00

Associate Member – £180.00 (Open to suppliers of goods and services to cemeteries and crematoria)

Cemetery Management and Compliance Course

Tuesday, 16th and Wednesday, 17th December 2025

Sexton Duties Course

Tuesday, 18th November 2025

Wednesday, 3rd December 2025

Exhumation of Human Remains

Wednesday, 17th December 2025

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10.2 Barliabins Memorial Bench

Cllr Uglow to speak

10.3 Replacement postbox in Bullen St

10.4 Fence at Broadlands

Thorverton Parish Council

10.5 Sheep Dip Wall



10.6 Mid-Devon Mobility grant Cllr Hodge to speak

10.7 Churchyard Maintenance Grant Request for £1000 Cllr Hodge to speak

Thorverton Parish Council

10.8 Litter Bins

Email from parishioner

In the quarry car is looking very sad & has a rusty bottom, could it be replaced please.

NB Request for bin near Lynch Close

Request to move the bin at the Old Rectory across the road to the bus stop



Thorverton Parish Council

10.9 Allotments

Two recent vacancies and 7 applicants on the waiting list

11 Recreation Ground

11.1 Financial Report for July and August

Grass seed £31.97 & Cradle swing seat £143.60 (see 13.2.1 below)

11.2 Basketball Protection for Youth Footballers

Cllr Price to speak

Thorverton Parish Council

11.3 Thorverton FC Application for Grant for Stopping Nets

Email from TFC

I attach a draft application to secure S106 funding to cover the costs of netting to protect the home behind the football posts. *[£2,750]*

I need written evidence of support of the parish council and district councillor. I am writing to the district councillor separately.

I also need to provide the full title register for the Recreation Ground ... I tried looking up on Land Registry but was unable to find anything.

... I need the Parish Council to supply express written permission, as landowner, stating their support for the project and their confirmation that the land can and will be used for the purpose of the project in perpetuity.

Please can you bring this before the parish council's attention with a request for the written permission and details of title register?

Thorverton Parish Council

11.4 Lottery Bid

11.5 Information & No dogs Signs

11.6 Mower service

11.7 Devon Air Ambulance Landing Lights

Purchase and fitting of new lamp. Cllr Price to speak

12 Grounds Maintenance Contractor

Work for the month

Thorverton Parish Council

13 Finance

13.1 Bank balance £ 58,004.25 (4th September 2025)

13.2 Payments To consider the following payments:

13.2.1 Cllr Sims Reimbt - play equip. spares & seed	£ 175.77
13.2.2 BRN Fitch Grounds Maintenance July & Aug	£ 480.00
13.2.3 Savills (UK) Allotment field rent	£ 90.00
13.2.4 Kennford Tarmacadam Basketball installation	£ 10,556.40
13.2.5 Thorverton WI Hire of Hut for Extrdnry Mtg	£ 20.00
13.2.6 DB Fencing New Cemetery fence	£ 4,290.55
13.2.7 Michael Ayre Reimbnt - fence materials	£ 162.00
13.2.8 GX Accountancy Payroll servs inv 6409	£ 63.00
13.2.9 J P Roberts Clerk pay for July & August	£ 1007.92

14 Next Meeting 7:30pm Tuesday 14th October 2025