

## **Additional Information for Tuesday 9<sup>th</sup> June 2026**

- 1 Chair Welcome**
- 2 Declarations of Interest - To receive any declarations relating to items on this agenda or changes to Registers of Interests.**
- 3 Apologies**
- 4 Public Open Session**

## **6 Minutes -**

**To approve the minutes of the meeting held on [12<sup>th</sup> May 2026](#)**

## **7 External Reports - To receive reports from:**

**7.1 County Councillor incl Highways**

**7.2 District Councillor**

**7.3 Saturday Market**

## **8 Projects**

### **8.1 New Cemetery**

Resolutions requested from the recent Cemetery Working Group meeting:

Resolution: Confirmation the handy man can help spray/clear reduce weeds.

Resolution: Confirmation of informant to blacksmith and progress work.

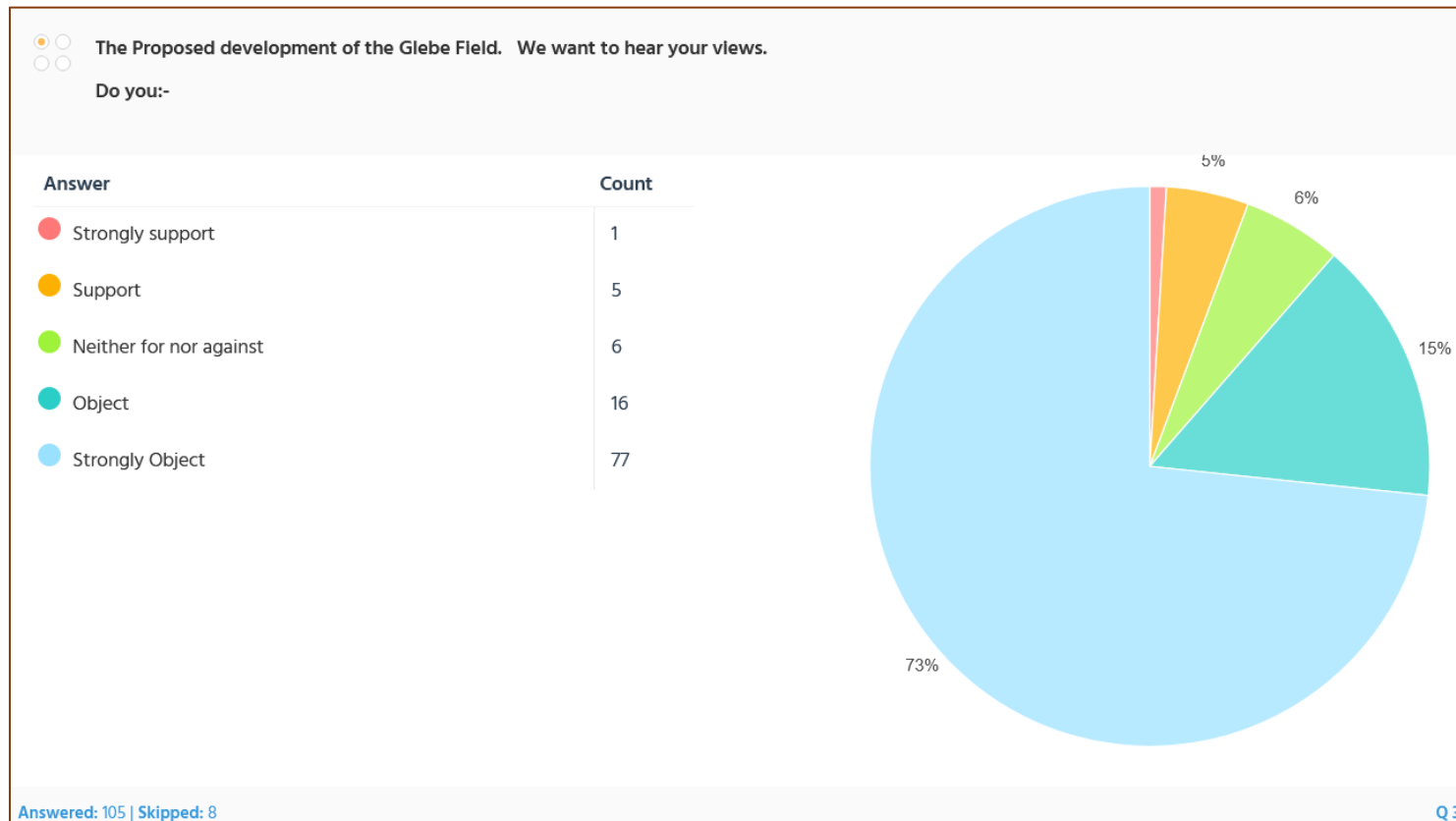
### **8.2 Wain Homes meeting**

Date to be selected for Village Meeting

# 8.3 Summerfield Development

## No update

### Housing Survey Results

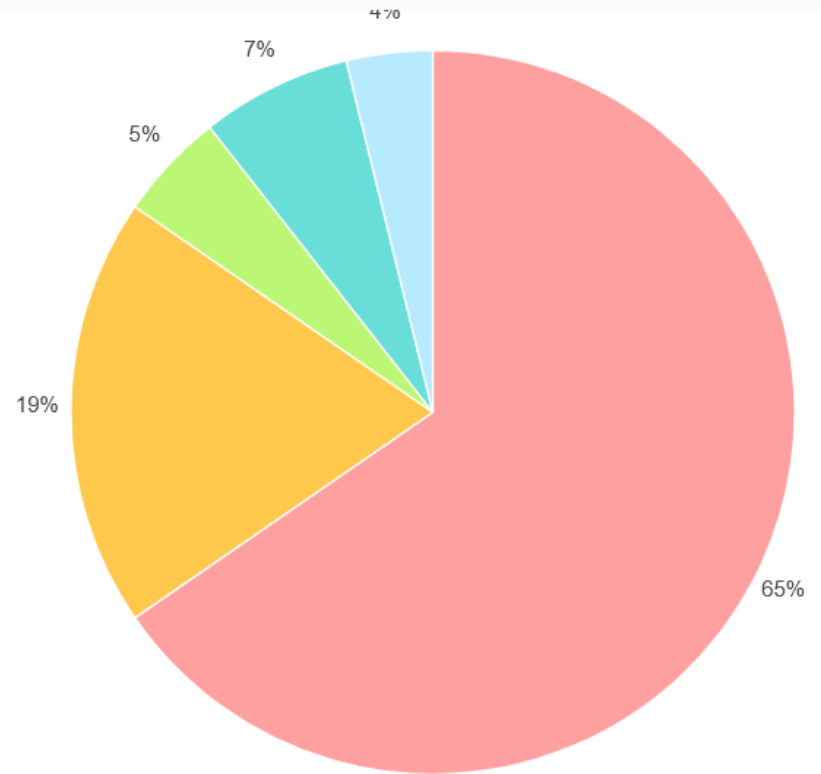


If this survey confirms opposition to this proposal, should Thorverton PC spend reserves on professional advice on opposition to this and other large applications? (Please note, the Parish Council is not the planning authority – that is Mid Devon District Council. Thorverton PC can make representations to MDDC. Any decision on planning must be based on relevant material considerations. The strength of feeling for or against any application is not relevant.)

**Answer**

**Count**

● Strongly support the PC spending reserves	68
● Support the PC spending reserves	20
● Neither for nor against the PC spending reserves	5
● Object to the PC spending reserves	7
● Strongly Object to the PC spending reserves	4



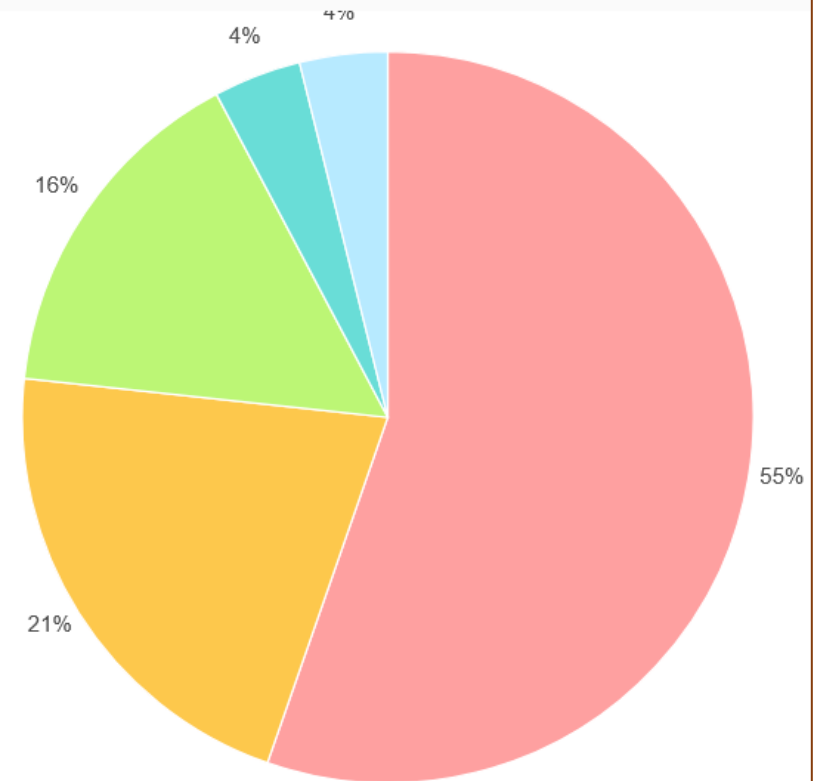


Should the Parish Council spend reserves on professional advice on how to effectively present a case to influence what affordable housing and s106 monies can be secured for the benefit of the parish?

**Answer**

**Count**

<input checked="" type="radio"/> Strongly support the PC paying for professional advice	57
<input checked="" type="radio"/> Support the PC paying for professional advice	22
<input checked="" type="radio"/> Neither for nor against the PC paying for professional advice	16
<input checked="" type="radio"/> Object to the PC paying for professional advice	4
<input checked="" type="radio"/> Strongly Object to the PC paying for professional advice	4



**Please add any comments you wish to make ... (... about the Glebe Field Development)**

i have concerns on water run off , is the sewerage works capable for expansion? are utilities capable to cover this growth.

13/3/2006 Re Proposals for a residential development in Thorverton. I am a resident of Thorverton and will be formally objecting the proposed development of approximately 30 new dwellings in this location. I would like to start with the fact we are currently working with TCTL to create a development that is considered appropriate to the needs of the residents of Thorverton. While the need for housing is recognised, this proposal is not sustainable, due to the clear limitations of the local infrastructure and the adverse impacts that it is likely to create, long after Summerfield have collected their money and disappeared into the sunset. The development appears contrary to the key principles of sustainable development set out in the UK National Planning Policy Framework, particularly those in relation to infrastructure capacity, flood risk and highway safety. Flood Risk and Drainage Thorverton already experiences poor drainage and difficulties managing surface water, particularly during periods of heavy rainfall. The introduction of a development of this scale will inevitably increase impermeable surfaces, leading to greater surface water run-off. Even with the proposed attenuation feature, there is a significant risk that the development will exacerbate localised flooding and serious doubt that this requirement can be satisfied. In accordance with the principles of the NPPF, development should not increase flood risk elsewhere and should ensure that drainage systems are adequate to manage additional runoff. Given the known drainage challenges in Thorverton, there is a serious concern that this requirement cannot be adequately met. Highway Safety and Traffic Impact The NPPF states that development should only be prevented or refused on highways grounds where there would be an "unacceptable impact on highway safety" or where the residual cumulative impacts on the road network would be severe. The roads serving Thorverton are narrow and were not designed to accommodate significant increases in traffic and there is a lack of pedestrian infrastructure. The proposed development of 30 houses could reasonably generate between 60 and 90 additional vehicles, and a severe cumulative impact. This would lead to increased congestion, reduced visibility and heightened risks for pedestrians, cyclists and other road users. The forecast peak traffic expectation being one vehicle movement every 3-4 minutes is unrealistic. There is nowhere to put a "potential improved pedestrian and cycle link into the village connecting to local facilities and bus stops" as every road in Thorverton is single lane traffic until you reach Silver St. Emergency and service vehicle access is already challenged, and increased traffic movements will increase the likelihood of difficulty for these vehicles. The development therefore raises clear concerns regarding highway safety and the suitability of the road network to accommodate the increased demand. Local Infrastructure and Services Thorverton Primary School is already at capacity. There are residents who are already required to take their children to another school due to lack of space. The proposed development will inevitably increase the demand for school places, yet there is no space to accommodate additional pupils. Sustainable development requires that new housing be located where residents have reasonable access to services, facilities and public transport. Thorverton lacks basic supporting infrastructure. There is no local shop, and public transport options are extremely limited. As a result, future residents will be highly dependent on private vehicles for daily needs such as shopping, schooling and commuting, which conflicts with the principles of sustainable development and will further increase traffic pressures. Precedent for Further Development Approval of this proposal may also set a precedent for further development in the surrounding area. Once development of this scale is permitted, it may become increasingly difficult to resist additional applications. Lack of Sustainable Infrastructure The cumulative effect of inadequate draining, narrow roads, limited public transport and the absence of local amenities clearly indicates that Thorverton lacks the infrastructure necessary to support a development of this scale. The proposal therefore appears inconsistent with the NPPF's objectives of ensuring developments are located where adequate infrastructure exists or can be provided, and where safe and suitable access can be achieved for all users. For the reasons outlined - Particularly regarding concerns relating to flood risk, highway safety, inadequate infrastructure and the potential precedent for further development, the proposed development would place an unsustainable burden on the existing infrastructure and community. With a new development already in planning on the North and South side of Silver Street and the high number of properties within the village for sale and not moving. This project is purely for financial gain; it will have a lasting negative effect on the rural landscape of the village and alter the established character of the area. We therefore oppose this development.

My concerns regarding spending monies is I don't think it's worthwhile as it's a government incentive

I May support paying for advice dependant on the cost

<p>The increase in traffic through Bullen Street would be unacceptable. Local infrastructure is inadequate for this degree of development.</p>
<p>I am in strong opposition to this development. Whilst I understand the need for housing and I'm not against a small village development but a large development like this will have a huge impact on the village. The traffic situation through the centre of the village causes daily issues at present without another potential 30 + houses with maybe two cars each. The sewage systems are dated and I would be surprised if they can withstand this many extra dwelling without significant investment and upgrades. The primary school is currently full with a waiting list and the doctors surgery I believe is at full capacity. I cannot see anything positive for the community in allowing a development of this size to go-ahead, just negatives which may not appear until after such development, should it go-ahead and if that were the case who would be responsible for rectifying any issues?</p>
<p>I appreciate that some extra housing is required in the village. However while we currently don't have a shop and the school is near maximum capacity we are not in a position to be increasing the current population of the village. The top end of the Village (the Glebe field and behind Cleaves Close) is not ideal due to the already tight access, parking and pedestrians having to use the road where pavements are not available.</p>
<p>We are concerned that building works traffic - passing up Bullen Street over to the site - will threaten the integrity of the boundary wall of our property. We are engaged with a structural engineer who will inspect the wall on 5th May</p>
<p>It is not the right place in Thorverton to build more housing.</p>
<p>Three reasons for the proposed development are that the LA can count it towards the quota of houses it is required to build, the Church Commissioners wish to raise money and the developer wishes to make a profit. No consideration has been given to the impact on the village and the inhabitants. The site is unsuitable for a number of reasons, the proposed access is onto a narrow road where the volume of traffic has increased as a result of recent development. The proposed development would see a further increase in traffic through the village both during the building and once the houses are occupied. The narrow roads which allow access to the village both from the main Exeter - Tiverton Road and via Upton Pyne are not suited to the volume of traffic which will be generated. The village school will not be able to accommodate the additional numbers of children requiring primary education. In summary, the village is not suited to a development of this nature and the proposal appears to have no benefits for the village and is simply a means of satisfying the needs of the LA and The Church Commissioners, and the desire of the developer.</p>
<p>Strongly object due to increase in unsustainable increase in traffic through the village. Limited services and infrastructure in the village. This development is outside of the village's housing needs. The sewage and drainage is also inadequate and will exacerbate the run off and flooding</p>
<p>Concerned regarding the following, road traffic on single track roads without footpaths and no formally constructed passing places, weak bridge at Berrysbridge. In addition no full time doctors surgery &amp; we understand the primary school has no spare capacity.</p>
<p>The impact this development would have on Bullen Street and the surrounding single track roads. Also the impact on the traffic into Upton Pyne.</p>

Wrong use for land. A new school with proper access and parking would work well leaving the school site as a community hub/ new housing site.

Concerned about water runoff to school lane

If the Glebe Development looks very likely to proceed, but only at that point, THEN the Parish Council should consider entering into discussion with the developer about the details of their proposal, including about their affordable housing proposals

Negative impact of traffic through the village. Concern about water egress down School Lane where drainage already inadequate. Not enough affordable housing. Concern about the health impact of increased traffic ; including noise pollution . Village amenities and school will be overwhelmed. We don't need this number of houses.

Thorverton does not currently need additional housing. Traffic through the village and Berrisbridge would be untenable.

The Government has set an ambitious target to build more homes to address the National Housing Crisis and has increased housing targets for all local authorities. In Mid Devon, the housing requirement has been increased to 570 dwellings per annum. Because the Council needed land to address the new target, they issued the 'Call for Sites' in February of last year which had the effect of changing the rules about where development could take place. The two housing developments being proposed for Thorverton will be amongst the first to be submitted for planning permission in direct response to the Call for Sites. There are three key stakeholders involved in the provision of housing in Thorverton; Mid Devon District Council who will need to approve as many homes as it can, as fast as it can. If, without irrefutable reasons, it refuses applications, housebuilders will almost certainly appeal to the Planning Inspectorate, which is likely to be under instruction from the Government to uphold appeals if at all possible. Impoverished Councils such as Mid Devon will be fearful of appeal costs being awarded against them. They will therefore feel pressure to approve planning applications. And, the Council will also expect any housing development in the village to provide a minimum of 30% affordable dwellings, irrespective of the number of homes being planned at Silver Street. The Developers are driven by profit and are attracted to development opportunities in areas where they can maximise their profits quickly. Thorverton is attractive because there is a demand for valuable homes here, and we have greenfield sites, making it easy for them to develop quickly. However, Developers know that some of the profits from their development will have to be directed towards meeting the needs of the community, and in Thorverton, the rewards are so good they may be willing to contribute a lot, and they will welcome constructive input from the village on this. The People of Thorverton: Some residents will oppose any development, but others may assess that new development can bring benefits, such as improving infrastructure and community facilities and introducing new energetic people to share the load of running our community. They will also realise that it may be possible to mitigate some of the negative aspects and that it is perhaps not realistic to resist all development in Thorverton. The Developers may be persuaded to help provide the village with a number of benefits. Depending on the ambition of Thorverton people these might include; -school buildings, -play equipment; -Improvements to the Treatment Works (if required) -A publicly accessible extension to the Millennium Green; -A footpath along Silver Street to the Cricket Club; -An improved bus service -Affordable Homes for local people (young and old); -Support for new businesses e.g. a shop ) With the prospect of new development in the village, the community needs to operate effectively within the new planning climate. The planning process has rules which mean that if objections are not presented properly they will carry little or no weight. Any objection would need to be about what are called 'Material Considerations' which are land-use matters which are taken into account when determining a planning application. In essence, the objection would need to prove that the adverse impacts of a development would 'significantly and demonstrably outweigh the benefits', for reasons such as An unfit for purpose and dangerous highway and footway network leading to Lynch Road, which cannot be upgraded without an unacceptably negative effect upon the visual appearance of the conservation area. Unsustainable additional pressure being imposed upon an already inadequate drainage system and treatment works. Lack of adequate vital community facilities such as a shop and buses, necessitating the need for the residents of dwellings to travel by car to obtain all of their everyday needs. So, there is much to be done. If we, as a community, can find a way of working together on this, we will give ourselves a far greater chance of achieving the best outcomes for the future of the Village.

<p>I am concerned about the impact of all proposed developments on the sewage system in particular.</p>
<p>I am concerned that the village amenities will not be able to cope with much more development especially the drainage and sewage system but also the extra traffic.</p>
<p>I'm concerned about both proposed developments in the village and the impact they will have, however the smaller development would be my preference if I had to pick one to go forward with</p>
<p>Any development at the top end of the village will a high risk of overflow of sewerage and contaminating the local streams also massive congestion in the streets.</p>
<p>Another group is operating separately from the Council to consider the prospective developments. The Council should work with that group to avoid overlap and unnecessary use of resources.</p>
<p>The reasons why this is detrimental to the village have been widely canvassed.</p>
<p>My greatest concern is that this small working village has the necessary infrastructure to accommodate increase in traffic down Bullen Street and Silver Street. I also have grave concerns that the South West Water plant has the capacity to cope without risks to discharge into the Exe.</p>
<p>Our family is very concerned about all the potential developments. We are concerned regarding the school - already full with no space to expand. The roads through the village are already busy and very dangerous especially for young children. We feel it will alter the whole character of the village. We are worried about the loss of wildlife and the loss of farm land.</p>
<p>major concerns with increased traffic flow that the new development will cause. The access route is narrow and there is a limit as to how the main streets ie Bellen street and Silver Street will cope with more traffic especially during busy farming periods and the increase in large agricultural vehicles such as tractors/trailers and combine machines.</p>
<p>This development would be a disaster for traffic in the village but especially in Bullen Street and beyond. There are also the obvious problems for school and doctor availability.Has any thought been given to that?</p>
<p>30 homes proposed could mean 60 residents cars plus their visitors and Thorverton village already struggles with the amount of traffic going through it.</p>
<p>Thorverton does not need this proposed development.</p>
<p>I am very concerned about the extra traffic this development will bring.</p>
<p>Proposal is contrary to the key principals set out in the UK national planning policy in relation to infrastructure capacity, flood risk and highway safety. Our sewage is at capacity and the increase in traffic would result on an unacceptable impact on highway safety. Our school is at capacity and we have no shop or doctors surgery</p>

very bad for everyone
You are not a planning committee and you do not hold the required expertise to meddle in this. You should be treating all the proposed planning initiatives equally, but you appear to favour Silver Street which is my view the least appropriate but taking green land out of the middle of the village, promoting ribbon development taking away the remaining green land from the village centre. I am very suspicious about how linked members of the PC are to this development and the fact that it is tightly controlled by just three individuals.
In addition to capacity issues round sewage, doctor and school, there is no way our existing lanes can cope without massive spending on widening them. Miles of destruction of hedgerows which we cannot afford environmentally or financially
My opinion is that it will go ahead anyway
We moved to the village because it is a village not a town. The infrastructure doesn't exist to support this amount of houses. The roads are already busy and would become more dangerous with this scale of development.
The infrastructure of the village will struggle, if not cope, with additional people, cars etc. Unless consideration is made to expanding the school, doctors surgery, and the increase of traffic and parked cars. I
I do not object to some small scale development in the village - to bring in new people to help support both the amenities we already have and those we hope to have. However, the way in which the Diocese has gone about selling this land is completely unacceptable, the increased traffic in Bullen Street is potentially unmanageable, the school probably isn't big enough and the issues re drainage give cause for concern. In terms of the Wain homes proposal - it's too big and would only add to the Bullen Street traffic and school issues.
Consideration needs to be given to whether the infrastructure of the village can cope with the increase of new housing e.g the school, surgery.
If the PC do spend money on the survey please can they assure the People of Thorverton they will carry out any proposals and not waste the money as they have on other projects in the village.
Stop trying to line your pockets you money hungry pieces of work, leave us alone and let the village be that, A VILLAGE. Go and find somewhere else to ruin cause you won't be ruining our village I promise you
Both the Glebe and proposed Lynch developments are out of proportion with our traditional Devon village with narrow lanes and cobbled pathways. Such enormous additions will add 100s of vehicles to the roads. Our school is at capacity and the influx of traffic to the village may increase accidents and impact our local environment.
A completely unsympathetic development that does not take into account the existing and outdated infrastructure of the village as a whole. It's just a land grab to generate profit for the developers. Yes the village will grow, but it does not need any development at Glebe field when there are more suitable sites in the village. And I would question the validity of the village needing 66 plus new homes anyway.
I am worried about extra traffic, access to site, infrastructure collapsing under extra weight

I strongly object to any large-scale housing development in Thorverton. The village infrastructure is simply not able to support significant expansion. Thorverton Primary School is already at full capacity, and additional housing would place further pressure on school places for local families. The local road network is also unsuitable for a substantial increase in traffic, with narrow roads already struggling to cope at busy times. Increased housing would inevitably worsen congestion and road safety concerns. In addition, Thorverton has limited amenities and services, with insufficient infrastructure to support a major increase in population. Any development should be proportionate to the size and capacity of the village and not place on an already stretched community.

Knowing that Thorverton was going to have to take its fair share of new development, with the benefit of hindsight it might have been better for the village to support and influence the original development proposed by members of our community. We seem to have left the gate open for developers, with deep pockets, to take advantage of the lack of affordable housing we have in Thorverton.

Firstly access to the village via all roads will become absolute bedlam, way too busy for a small village like this. Schools, doctors surgery choked with extra kids and people wishing to use them. Inadequate sewage/ waste pipes to deal with 30 houses. School lane flooding with the extra run off from the build regardless of the system they think will work.

If the village is to have a housing development it must insist that dwelling are all 2/3/4 to bedroom terraced/semi-detached affordable to buy or rent specificity for younger families and current parishioners to downsize. Strong objections!

This would have considerable implications to the number of vehicles passing through the village. It would also have implications for the number of children in the local school. It was overcrowded when our two attended. The health centre is always completely overbooked. While I accept these two establishments could be redeveloped this will cause even more development in the village which I object to.

Concerns over increased traffic through the centre of Thorverton

bedroom terraced or semi-detached houses are built for young families and village people to downsize affordable or rent

Very concerned about increased traffic in Bullen Street ( safety at top end, noise etc). Is there the need for this many new homes in the village.

I question the need for thirty new homes in Thorverton at the present time. The affordable element will not be necessarily be affordable by local people, as 'affordable' rents are set at 80% of local market rents, whereas social rents are set at 50%. Given the recent example of St Leonard's Place, houses for sale are also likely to be beyond the needs of local people. The proposed development in Silver Street by the TCLT will provide sufficient social housing to meet the needs of the village according to the housing needs survey. There are a number of homes on the market in Thorverton already , across a wide spectrum of prices , many of which remain unsold after a considerable period of time. Any new development beyond Bullen Street will add considerably to the already high volume of traffic that needs to come through the village. With the lack of pavement at the top of Bullen Street, increased pedestrian traffic will exacerbate the likelihood of an accident, especially with the large agricultural vehicles that use the road on a frequent basis.

Surely our district councillors can advise..

Rather this development than the lynch close field one.
Thorvertons infrastructure, particularly roads and school, is inadequate to support such a large development.
Unnecessary. The needs of the village are covered by the Silver St development. EXtra traffic from either proposed development would have to negotiate Lynch Rd junction and Bullen St which would cause even more problems than we have already.
This development would have a significant impact on traffic in around and through the village which already struggles to cope with agricultural vehicles, public transport, lorries, and school transport. Our village school is already over subscribed and the likely increase in demand for places would require a school expansion on an already limited site. Impact on residents adjoining and/or overlooking the site would be significant. The village survey previously undertaken highlighted a need for affordable / social rent housing primarily to support young villagers to have access to housing in the village. The work of the TCLT appears to be already addressing those needs.
The infrastructure CANNOT support more housing. Our roads are already dangerous to walk/ride/drive on. There will be fatalities if this housing is allowed to go ahead. The wonderful school is woefully underfunded by the government and full to graying with children. The PTFA had to raise £28500 to build a new classroom for them last year as there was no government funding for this so there just isn't enough room for more. The roofs are leaking, the hall is too small and the kitchen is too small and in desperate need of refurbishment. More housing will open the floodgates to more and more houses and Thorverton will be ruined
I am very concerned about the Glebe field development and the impact this will have on the village in terms of : Road safety and congestion ( our lanes are already busy and in poor repair / there have been increasing numbers of reports of damage to cars / limited space for pedestrians to get out of the way of cars and lorries making it unsafe for parents with youngchildren, dog walkers, elderly people so increasing the number of lorries durn gate building process and then care for residents is only going to increase these issues . 2) other infrastructure eg sewage system , Drs surgery - will this be sufficient for significantly increased numbers of residents 3) primary school is already at capacity so additional pupils would require new school to be built but possible more appropriate site would be Glebe site where houses are proposed. And who would find this as Devon Council have enormous financial pressures and deficits at present.4) loss of green space that could be used for food production
It'll ruin the village and people's views just like the houses behind mine, once lovely to look at now I can't even change in my room
Despite living less than 200 metres from Thorverton Primary School, my son can't get a place. The school is oversubscribed and more houses in the village will make this situation worse, even for families moving in to the new houses. Also the village streets aren't able to hold more traffic.
I think this development would be detrimental to the infrastructure of the village as the previous development (Leonards Square) has caused infrastructure problems for the village. Any future developments should only be made to the bottom of the village - Silver Street.
I strongly feel that the ONLY housing this village needs is a limited number of low cost housing for local youngsters wishing to stay here, and for local families wishing to build a life here. I would support low cost housing for purchase, shared ownership and rent. Those wishing to join the community buying larger houses can continue to do so on the open market as always. I love Thorverton, and wish it to remain a small village. The amount of housing proposed is not sustainable with regards to our school and the traffic system.

**Please add any comments you wish to make ... (... about the PC spending reserves to act on the results of this survey)**

If used the funds will need to be replaced by increase of precept.

Need to hold another meeting

I would rather see the money spent on getting a good 106 agreement

We need to use any means to fight these applications

Happy for the PC to spend monies to oppose the development as long as it is done efficiently.

The monies will be well spent. It is vital that as a community we oppose this proposed development in a manner which provides our best chance of being successful.

If it helps fight against this proposal and others I'm all for it

Ensure the developer fulfils obligation as planning requirements i.e. street lights not connected as adjacent new site in Leonard's Close in contrivension of planning conditions.

The village needs to protect its individual identity and the PC needs to protect the village and the rural countryside

We need professional advice on how to prevent inappropriate and opportunistic development

Will increase the precepts for several years to come

Needed I think because the diocese has already done a lot of planning already . Shameful un Christian lack of consultation with village . So professional help sounds right

Various residents working together would have sufficient expertise to do this.

See above.

Needs to be done as soon as possible.

You have my full support

Strongly support this.
The PC should take on board the extremely strong feelings of the whole village . Is it possible to find one resident of Thorverton in favour of this proposed development ?
Are there ways the community can help rebuild the reserves?
I strongly support spending of funds to act on our behalf.
If it helps protect the future of the village I feel its a very just reason
all to do with money not people
You do not have authority in this matter so it would be a wrong use of our Council funds. You increased it this year and it smacks of increasing to further waste our money
In our 'through the looking glass' world professional advice is a worthwhile investment
I believe that it would be a waste of money
The wider impact on the village needs to be looked at in depth and
The situation needs to be explored professionally. The impact on facilities, the roads and the environment!
Action needs to be taken. We are unable to sustain more housing in the Village, we do not have the infrastructure to allow anymore housing.
Stop wasting money on trying to gain money and the expense of the villagers, spend it to improve what's already here
I believe that the community and therefore the PC should invest everything it can into safeguarding our village from overdevelopment and unwanted additional homes.
Aim for the outputs to be applicable to enable the parish council to oppose any and all large scale housing development proposals in the village
A sensible plan of action needs to be taken.
Shop wisely
Any money should be spent on advice to have influence on any developments (perhaps focusing on size/quantity and maintaining/enhancing green space) so that they are beneficial to the community. We may also be able to take advantage of investment in infrastructure. Positive influence, not negative NIMBYism.
I generally support this but wonder whether there may be enough interested professionals in the village that may be approached first. They would possibly have a clearer insight into the issues.

If professional representation is needed to effect a strong and robust response to put forward to the planning office then it is a good use of funds as if we appear to be a village who isn't opposed to continued speculative development it could encourage more applications being submitted.

I can think of many better ways of spending any spare money ..

I feel it is the planners job to determine the planning situation and so professional advise won't be needed

It should not be for the parish council to get involved in spending taxpayers' money in this way. Ultimately it will be for MDDC and, if challenged, the Secretary of State to decide.

Put a clear & agreed limit. <£15K?

The Parish Council is there to represent the wishes of the parishioners, so if the results of this survey are against these developments, the PC should use whatever means they have at their disposal to oppose them.

I feel as a community we need to be able to have input into planning proposals. It seems bizarre that as a parish we are have to fund objections to our Church Commissioners proposals which seem at odds with the wishes of our and their community!

This is exactly what PC money is for. It's better use than a random plaque/nench somewhere or sitting in a bank account doing nothing

I wish it was not necessary for the PC to use some funds but I feel it would be helpful to get professional advice about the best way to fight this development and the other possible development too. The only exception is the TCLT which has my backing .thanks

Same again, ruin the village!

Please do whatever is in your power and let us know how we can support further.

I think the PC should do everything they can to secure the future of our village and not support turning it into a town.

Very enthusiastic about professional advice. Based on comments I have seen on Facebook I am concerned that sensible objections to the building based upon sound planning experience will be drowned out by comments about "townies" which are neither fair nor helpful and risk undermining our position. We will be stronger if properly represented and with legitimate arguments.

Yes, absolutely should spend money trying to stop the new housing estates being built

I would rather money was spent fighting huge developments than the residents being rail roaded into accepting multiple developments that will change our village forever.

## **8.4 s106 Funding – Available & Future Funds**

### **Notes of the Meeting with s106 Officer**

#### **Available Funds**

At this point of the discussion EB told us that the PC still has £1000 of unused funds in the S106 pot from some years ago (presumably the Court Barton development) which expires in August. WE ONLY HAVE TWO PC MEETINGS IN WHICH TO CONFIRM A PROJECT FOR THIS OR IT WILL BE RETURNED TO THE DEVELOPER!

#### **Future Funds**

... in summary, once we are aware of planning permission being sought, which will be by the usual notice being sent to the PC Clerk, the PC should enter its initial request, citing the Rec Ground project (subject to PC approval) so that our interest is logged into the system; this doesn't need to be detailed. Once the funds start to be received,

usually as the development goes onto the open market, EB will notify the Clerk that funds are available and we can enter a detailed claim.

## **8.5 Donation to Royal British Legion**

## **8.6 Temporary Traffic Orders**

**NOTICE** is hereby given that Devon County Council has made the above titled order.

From **MONDAY 22 JUNE 2026**  
for a maximum of 18 months

Anticipated Finish **MONDAY 29 JUNE 2026**

No person shall cause or permit any vehicle to proceed on the sections of Affected Roads.

Roads affected -

**VARIOUS ROADS IN THORVERTON, THORVERTON**

The alternative, signed, route for vehicles will be via - PHASE 1-A396-REWE-STOKE  
CANON-COWLEY BRIDGE A377-NEWBRIDGE CROSS-LANGFORD ROAD-SHUTE  
CROSS-SHUTE-RADDON CROSS-WEST RADDON-CHAPEL CROSS-BULLEN ST-  
VICE VERSA PHASE 2-BULLEN ST-CHAPEL CROSS-NOMANS CHAPEL-THREE  
LIMBED OAK-BERRYSBRIDGE-BROADLANDS-VICE VERSA

This temporary restriction is considered necessary to enable -  
**PATCHING WORKS**

**8.7**

## **Plan Mid Devon – Scoping Consultation**

Extract from pdf [available by following this link](#)

## 1 Introduction

You are invited to make representations to Mid Devon District Council on the following matters relating to Plan Mid Devon.

- 1) How the Council should engage with you in the preparation of Plan Mid Devon;
- 2) What Plan Mid Devon should contain;
- 3) Any other matters about Plan Mid Devon that you wish to bring to the Council's attention.

The deadline for making comments on these matters is **5pm on Friday 10<sup>th</sup> July 2026**.

Please make your comments by filling in the consultation response boxes included in the survey for the Scoping Consultation published on the Council's website here: [Let's Talk Mid Devon](#). Alternatively email your responses to [planmiddevon@middevon.gov.uk](mailto:planmiddevon@middevon.gov.uk).

## **8.8 Barliabins Fencing and Hedging**

# Extract from the Technical report

## 5 RECOMMENDATIONS

The following actions are recommended for the future management of the site.

- The immediate area of the landslip should be permanently fenced-off, to prevent members of the public from unexpectedly encountering a sudden drop in ground level.
- The site may then be reopened to the public.
- Hazel and hawthorn whips could be planted on the slipped area and managed to grow into an extension of the existing dense hedge. In time, the root system from the hedge will have a considerable binding and strengthening effect, which will reduce the risk of further ground movement.
- Brief periodic inspections of the area should be made to confirm that ground movements have ceased.

## 8.9 MDDC Report It – Read It – Remember It App

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our app  
today**

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now pocket-sized.

**Mid Devon**  
DISTRICT COUNCIL

SCAN ME!

**REPORT IT . READ IT . REMEMBER IT .**

## **9 Planning**

### **9.1 Planning Applications**

#### **9.1.1 26/00666/HOUSE 21 The Glebe**

**Erection of single front extension**

#### **9.1.2 26/00633/LBC The Old Pound**

**New internet connection cable**

#### **9.1.3 26/00684/HOUSE West Ashley**

**Variation of conds 2 & 6 of 23/01369/HOUSE**

#### **9.1.4 26/00715/FULL Ruffwell Inn**

**Demolition, 5 Dwellings & Assoc works**

### **9.1.5 Appeal 25/00748/CLU Overshed**

**Cert of Lawfulness use of agri dwelling**

## **9.2 Very Recent Planning Applications Consideration of an Extraordinary Meeting**

## 9.3 Licensing Application MDV PR0402 Exe Valley Farm Shop Variation of Premises License

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION			
<b>Exe Valley Farm Shop</b>		Telephone 01392 861239	
Thorverton, Exeter, Devon, EX5 5LZ.			
WHERE THE LICENCE IS TIME LIMITED THE DATES			
Not applicable			
LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE			
- the supply of alcohol			
THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES			
Activity (and Area if applicable)	Description	Time From	Time To
J. Supply of alcohol for consumption ON and OFF the premises	Monday to Sunday	8:00am	11:00pm
THE OPENING HOURS OF THE PREMISES			
	Description	Time From	Time To
	Monday to Sunday	8:00am	11:00pm
WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES			
- J. Supply of alcohol for consumption ON and OFF the premises			

Application to vary to 00:30 on Saturdays and Sundays

## **10 Recreation Ground**

### **10.1 Financial Report for May**

### **10.2 Signs**

## **11 Grounds Maintenance**

### **11.1 Contractor Work for the month**

## **12 Council Administration**

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

#### **12.1.1 IT Policy & Website Accessibility Statement**

# Thorverton Parish Council

## **Parish Council IT Policy *Draft May 2025***

Adopted at Full Council Meeting on

Minute ref

### **1. Introduction**

Thorverton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use Thorverton Parish Council IT resources, including computers, networks, software, devices, data, and email accounts.

### **3. Acceptable use of IT resources and email**

Thorverton Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Thorverton Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Thorverton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and internet usage**

Thorverton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

Email accounts provided by Thorverton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

Thorverton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## **9. Mobile devices and remote Work**

Mobile devices provided by Thorverton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **10. Email monitoring**

Thorverton Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

### **13 Training and awareness**

Thorverton Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

### **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

### **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

### **16. Contacts**

For IT-related enquiries or assistance, users can contact the Parish clerk using [clerk@thorvertonparishcouncil.gov.uk](mailto:clerk@thorvertonparishcouncil.gov.uk)

All staff and councillors are responsible for the safety and security of Thorverton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Thorverton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

## 12.1.2 Publication Framework

### FREEDOM OF INFORMATION ACT 2000

#### Information available from Thorverton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p> <p>A printout can be obtained on request from the clerk</p>	
<p>Who's who on the Council and its Committees</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p>	

	A printout can be obtained on request from the clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) on website	The clerk is currently: Jim Roberts 07768 457590 10 The Glebe, Thorverton EXETER EX5 5LS	
Location of main Council office and accessibility details	Council does not have an office. Appointment can be made with the clerk by phone or email during office hours, Monday to Friday 9am to 1pm	
Staffing structure – Council employs one part-time parish clerk	As above	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Annual return form and report by auditor	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Finalised budget	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	

	A printout can be obtained on request from the clerk	
Precept	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a> A printout can be obtained on request from the clerk	
Financial Standing Orders and Regulations	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a> A printout can be obtained on request from the clerk	
Grants given and received	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a> A printout can be obtained on request from the clerk	
List of current contracts awarded and value of contract	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a> A printout can be obtained on request from the clerk	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Plan</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p> <p>A printout can be obtained on request from the clerk</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p> <p>A printout can be obtained on request from the clerk</p>	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p> <p>A printout can be obtained on request from the clerk</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)</p>	<p>All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a></p> <p>A printout can be obtained on request from the clerk py</p>	

Agendas of meetings (as above)	Parish notice boards (Current Agenda 3 clear days before a meeting.) All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Website All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Reports presented to meetings (as above) - Note this will exclude information that is properly regarded as private to the meeting.	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Responses to consultation papers	Hard copy (Can also see Minutes on website)	
Responses to planning applications	Hard copy (Can also see Minutes on website)	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	

Current information only	A printout can be obtained on request from the clerk	
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Assets Register	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	

	A printout can be obtained on request from the clerk	
Register of members' interests	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
Allotments	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	
Burial grounds and closed churchyards	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	
Community centres and village halls	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	
Parks, playing fields and recreational facilities	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	

	A printout can be obtained on request from the clerk	
Seating, litter bins, and lighting	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>	
Bus shelters	All details available on <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>  A printout can be obtained on request from the clerk	
<b>Contact details:</b> Jim Roberts, Parish Clerk, Email: <a href="mailto:clerk@thorvertonparishcouncil.gov.uk">clerk@thorvertonparishcouncil.gov.uk</a> or <a href="mailto:thorvertonpc@gmail.com">thorvertonpc@gmail.com</a> Website address:- <a href="https://thorvertonparishcouncil.gov.uk/">https://thorvertonparishcouncil.gov.uk/</a>		

## 12.1.3 Policies for approval in July

Council to select policies to be reviewed for approval at the next meeting. List of policies are [on the Council's website](#)

## **12.2 Bank Statements**

Email from Cllr Wilson:

Dear Jim,

Can you please take the time to add availability of bank statements to councillors on to the agenda for Junes meeting.

Many Thanks

No Cost

## 12.3 Clerk CiLCA Training – Approval of Training Contract

### Council to resolve to sign the Learning Agreement

CiLCA Support Programme



The Learning Agreement

---

This agreement outlines the responsibilities, expectations, and confidentiality obligations for participation in the Certificate in Local Council Administration (CiLCA) training programme. It is issued by the Trainer and must be signed by the Candidate and their employing council to confirm shared commitment to the learning journey.

Each student, trainer and council<sup>1</sup> must agree to the conditions laid down in the Learning Agreement, the primary purpose of which is to help secure commitment from everyone involved.

<b>Candidate name:</b>	
<b>Trainer name:</b>	
<b>Training organisation:</b>	<b>Devon Association of Local Councils</b>

---

<sup>1</sup> If you are completing CiLCA without the support of your council, please contact us at [enquiries@devonalc.org.uk](mailto:enquiries@devonalc.org.uk) to discuss.

<b>Name of Council(s):</b>	
<b>Council representative and role</b>	

### **Purpose**

This agreement ensures that all parties understand their roles in supporting the Candidate’s successful completion of CiLCA, and that all materials—particularly the CiLCA Portfolio Guide—are handled in accordance with SLCC’s confidentiality and intellectual property requirements.

### **Scope**

This agreement applies to all CiLCA training delivered by the Trainer to the named Candidate, including group sessions, one-to-one support, and access to learning materials. It does not constitute an employment contract or guarantee of qualification.

### **Trainers**

Through this Learning Agreement your trainer commits to deliver appropriate and effective training to the candidate and to respond to communications in a reasonable timescale. The trainer will aim to provide further guidance if required. Trainers will seek to ensure that a candidate is ready before undertaking CiLCA

### **The trainer agrees to:**

- Deliver a structured programme of CiLCA training and support, including:
  - Scheduled training webinars
  - Bitesize video resources
  - Regular mentoring sessions
  - One to one support where needed
- Provide access to relevant CiLCA learning materials and guidance, including the Portfolio Guide.
- Support the candidate in understanding CiLCA requirements and preparing their portfolio.
- Review selected drafts to advise on progress, without confirming readiness for assessment.
- Encourage time management, reflective practice, and self-directed learning.

- Monitor engagement and progress; reserve the right to withdraw support if the candidate disengages or fails to make meaningful progress over a sustained period, following reasonable attempts to re-engage.
- Reserve the right to keep your council informed of your progress where necessary.
- Confirm that all fees are non-refundable in the event of withdrawal or non-completion.

## **Candidates**

A student should only embark on this course if they have been in post for at least 12 months and/or have undertaken knowledge training previously such as our Clerks Essentials courses, or the SLCC's ILCA qualification. Students must be confident that the time is available to commit to it fully. Time management is ultimately the student's responsibility.

The candidate agrees to:

- Register for CiLCA via SLCC.
- Attend all agreed training and support sessions.
- Engage in approximately 200 hours of study over 12 months, including training, writing, and work-based learning.
- Submit all portfolio work via Brightspace and consent to SLCC's data handling policies in accordance with GDPR.
- Ensure all submissions are their own work, with clear annotations indicating authorship and context.
- Respond to trainer communications in a timely manner.
- Notify the trainer promptly of any difficulties affecting attendance or progress.
- Seek clarification on feedback from the CiLCA Assessor where needed.
- Treat the trainer and other candidates with respect at all times.

## **Councils**

The council is expected to provide support by giving additional and remunerated time for you to complete the portfolio of evidence and to cover expenses. This is a matter for negotiation between the council and the student; we recommend that any agreement is recorded in the minutes. Please note that if a qualification is required by the council and time is not given to complete the work, this results in a breach of minimum wage legislation.

### **The council agrees to:**

- Support the Candidate throughout their CiLCA studies.
  - Provide paid study time and cover training and travel costs where agreed.
  - Recognise the time commitment required (approx. 4 hours/week) and monitor workload accordingly.
  - Acknowledge the value of CiLCA and its benefits to the Council, and celebrate the Candidate's progress and achievements
- Confidentiality and Use of the CiLCA Portfolio Guide**

### **Ownership and Intellectual Property**

- The CiLCA Portfolio Guide (the "Guide") is the intellectual property of the SLCC.
- All rights remain with SLCC; no ownership is transferred.
- All parties agree to comply with UK intellectual property laws.

### **Permitted Use**

- The Guide may only be shared with individuals:
  - Formally enrolled in CiLCA training from a CiLCA Recognised Trainer.
  - Actively attending sessions
- It must not be published, uploaded, or shared on any public or private digital platform.

### **Confidentiality Obligations**

All parties agree to:

- Maintain the confidentiality of the Guide.
- Take reasonable steps to prevent unauthorised access or distribution.
- Ensure recipients understand the Guide's confidential nature and agree not to share it further.

### **Prohibited Use**

The Guide must not be:

- a. Shared with any third party not enrolled in training run by a CiLCA Recognised Trainer.
- b. Used for commercial purposes outside authorised CiLCA training
- c. Modified, adapted, or used to create derivative works without SLCC's written consent

### **Breach and Remedies**

Breaches may result in:

- Legal action for copyright or confidentiality violations
- Financial liability for damages to SLCC
- Immediate ceasing of your CiLCA qualification and loss of any monies paid.

SLCC reserves the right to audit compliance

**Students will be provided with the learning agreement before beginning the CILCA Support Programme. The signed agreement must be returned prior to starting the course.**

This agreement is signed by:

**Student**

**Trainer**

**Council**

\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

Once signed, a copy of this agreement should be kept on file by all parties involved.

# Thorverton Parish Council

## 13 Accounts and Annual Governance & Accountability Return (AGAR)

### 13.1.1 2025-26 Budget Review

Thorverton Parish Council Budget Quarter 4 Review 2025-26							
	2022-23	2023-24	2024-25	2025-26			
				Quarter 4 - Year end			
Detail	Actual	Actual	Actual	Budget	YTD	FY	Notes
<b>Payments</b>							
Staff Costs	£ 7,222	£ 5,780	£ 7,893	£ 10,160	£ 7,506	£ 7,506	3.6% increase this year
Administration	£ 1,437	£ 820	£ 1,814	£ 1,500	£ 2,918	£ 2,918	
Prsh Mntnce - cntrctr	£ 3,509	£ 2,015	£ 1,980	£ 3,000	£ 3,225	£ 3,225	
Prsh Mntnce - matrsl	£ 2,971	£ 1,306	£ 671	£ 3,000	£ 1,183	£ 1,183	
Recreation Ground	£ 933	£ 680	£ 2,770	£ 1,250	£ 13,891	£ 13,891	Hoop £1,990, surface £10,556
Allotments	£ 255	£ 238	£ 291	£ 250	£ 115	£ 115	
Grant Giving	£ 1,097	£ 875	£ 1,300	£ 1,500	£ 1,550	£ 1,550	
Insurance	£ 719	£ 746	£ 832	£ 1,000	£ 843	£ 843	
Annual Subs	£ 323	£ 440	£ 390	£ 500	£ 419	£ 419	ICCM £105
Legal fees	£ -	£ -	£ -	£ 500	£ -	£ -	
Training	£ 114	£ 402	£ 60	£ 750	£ 60	£ 60	
Barliabins	£ 688	£ 668	£ -	£ -	£ 7,580	£ 7,580	Landscaping work £5,866
New Cemetery	£ 1,140	£ -	£ 10,145	£ -	£ 5,405	£ 5,405	Fencing £4,452
TCLT	£ 2,000	£ 494	£ 7,099	£ -	£ -	£ -	
Elections	-	£ -	£ -	£ -	£ -	£ -	<b>Total exceptionals £22,969</b>
New tool store	-	£ -	£ -	£ -	£ -	£ -	
New Play Equipment	-	£ 1,000	£ 2,500	£ 2,500	£ -	£ -	<b>Clerk pension £675.54</b>
Charging Points	-	£ 1,000	£ -	£ -	£ -	£ -	
General Reserves	-	£ -	£ -	£ -	£ -	£ -	
<b>Total</b>	£ 22,408	£ 16,464	£ 37,745	£ 25,910	£ 44,694	£ 44,695	<b>Net FY £22,402</b>
<b>Income</b>							
Precept	£ 17,426	£ 17,763	£ 20,529	£ 24,089	£ 24,089	£ 24,089	
Garages Ground Rents	£ 640	£ 70	£ 640	£ 700	£ 280	£ 280	
Bank Interest	£ 161	£ 494	£ 528		£ 389	£ 389	
Grants received	£ 2,310	£ 4,232			£ 6,471	£ 6,471	s106 funding £6,471
Allotment income	£ 210	£ 100	£ 240	£ 280	£ 260	£ 260	
Deposits	£ 75	£ 25	£ 75	£ -	£ -	£ -	
VAT reclaim	£ -	£ -	£ -	£ 400	£ -	£ -	
Miscellaneous	£ 1	£ 200	£ 5,281	£ -	£ 49	£ 49	
				£ -	£ -	£ -	
<b>Total</b>	£ 20,823	£ 22,884	£ 27,293	£ 25,469	£ 31,538	£ 31,538	<b>Net FY £25,067</b>

# Thorverton Parish Council

## 13.1.2 Accounts for 2025-26

THORVERTON PARISH COUNCIL ANNUAL ACCOUNTS 2025-26						
Bank Statements	Current Acct	Reserve Acct	Other	Total	Payments & Receipts	Total
Opening balances 1st April 2025	£ 16,884.33	£ 37,816.54		£ 54,700.87	Opening balances 1st April 2021	£ 54,700.87
					Payments	£ 44,693.69
					Receipts	£ 31,537.63
Closing Balances 31st March 2026	£ 3,339.17	£ 38,205.64		£ 41,544.81	Closing Balances 31st March 2022	£ 41,544.81
					Imbalance	£ -
<b>Allocated Reserves at 01-Apr-25</b>					<b>Allocated Reserves at 31-Mch-26</b>	
New Cemetery Funding	£ 18,417.00				New Cemetery Funding	£ 13,012.45
Defibrillator Funding	£ -				Defibrillator Funding	£ -
Night Landing Site Funding	£ 1,068.00				Night Landing Site Funding	£ 1,068.00
Covid Funding	£ 372.30				Covid Funding	£ 372.30
Play Equipment Funding	£ 9,732.00				Play Equipment Funding	£ 12,232.00
Tool Store Funding	£ -				Tool Store Funding	£ -
Elections	£ 2,000.00				Elections	£ 2,000.00
Allotment Deposits	£ 525.00				Allotment Deposits	£ 525.00
Arch Dig Interpretation Board	£ 2,310.00				Arch Dig Interpretation Board	£ 2,310.00
Charging Points	£ 2,000.00				Charging Points	£ -
<b>Allocated reserves</b>	<b>£ 36,424.30</b>				<b>Allocated reserves</b>	<b>£ 31,519.75</b>
<b>General reserve</b>	<b>£ 18,276.57</b>				<b>General reserve</b>	<b>£ 10,025.06</b>
(Bank balance - Allocated reserves)					(Bank balance - Allocated reserves)	

# Thorverton Parish Council

## 13.2 AGAR Internal Audit

### Annual Internal Audit Report 2025/26

THORVERTON PARISH COUNCIL

<https://thorvertonparishcouncil.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/05/2026

P. CLAPHAM BA(HONS)

Signature of person who carried out the internal audit



Date

19/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add

# Thorverton Parish Council

Internal Audit Report for Thorverton Parish Council dated 25<sup>th</sup> May 2026

The internal audit was carried out on the 19th May 2026 examining all pertinent documents after checking the website of the Parish Council.

Internal control objectives A to N were checked alongside other items pertinent to good governance of the council – comments as follows.

- i. *The Practitioners Guide assertion 10, digital and data compliance, states under email management, that every authority must have a generic email address hosted on an authority owned domain such as .gov.uk or .org.uk. This makes the emails more secure. It is advisable that councillors do not use their personal email addresses for council business. Gmail is not a secure email server and is not recommended for parish councils. Your data is at risk and I would like to see generic email addresses adopted by all councillors. Email addresses have still not been updated as at the internal audit date.*
- ii. The website is not up to date, having 2019 election results/incorrect clerk's name and address on the accessibility statement.
- iii. I consider it is in the Council's and the Clerk's best interests to have a council mobile phone rather than the use of the clerk's personal phone for council business.
- iv. There is no requirement in law for the council to publish bank statements on its website.

These findings are attached to the Internal Audit report and should be published on the council website.

# Thorverton Parish Council

## 13.3 AGAR Governance Statement

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Thorverton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

# Thorverton Parish Council

## 13.4 AGAR Accounting Statements

### Section 2 – Accounting Statements 2025/26 for

Thorverton Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	62,036	54,700	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	20,529	24,089	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,764	7,449	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	7,893	7,506	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,736	37,188	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	54,700	41,544	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	54,701	41,545	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	69,987	89,677	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

# Thorverton Parish Council

## **13.5 Notice of Public Rights**

The dates for the exercising of public rights will be:

**Monday 29<sup>th</sup> June to Monday 10<sup>th</sup> August 2026**

## **14 Finance**

### **14.1 Bank**

**Balance £ 61,447.79 (4th June 2026)**

**Income - Interest £25.82 Garages £70.00**

# Thorverton Parish Council

## 14.2 Quarry Car Park Garage Ground Rents review

Previous reviews:

<b>01/07/2022</b>	<b>£70 per year</b>
<b>01/07/2017</b>	<b>£70 per year</b>
<b>01/07/2012</b>	<b>£60 per year</b>
<b>01/07/2007</b>	<b>£60 per year</b>
<b>01/07/2002</b>	<b>£50 per year</b>
<b>01/07/1997</b>	<b>£20 per year</b>
<b>Previous</b>	<b>£10 per year</b>

# Thorverton Parish Council

## 14.3 Payments

<b>14.2.1 Ben Fitch</b>	<b>Grounds Maintenance April &amp; May</b>	<b>£</b>	<b>464.87</b>
<b>14.3.2 P Clapham</b>	<b>Internal Audit fee</b>	<b>£</b>	<b>92.20</b>
<b>14.3.3 Ruddlesden Geotechnical Ltd</b>	<b>Barliabins Landslip inspection</b>	<b>£</b>	<b>1,500.00</b>
<b>14.3.4 Inst. of Cemetery &amp; Crematorium Management</b>	<b>Annual Subs</b>	<b>£</b>	<b>110.00</b>
<b>14.3.5 J P Roberts</b>	<b>Clerk pay April &amp; May (approx)</b>	<b>£</b>	<b>800.00</b>
<b>Reimbursement for Survey Legend subs</b>	<b>£ 35.34</b>	<b>£</b>	<b>835.34</b>

# Thorverton Parish Council

**15 Next Meeting Tuesday 14th July 2026**