

Dear Councillors,

You are summoned to attend a meeting of the Tedburn St Mary Parish Council at PATHFINDER VILLAGE HALL at 7.30 pm on Tuesday 9<sup>th</sup> September 2025. Members of the public and the press are warmly invited to attend.

*Jane Clark*

Clerk to Tedburn St Mary Parish Council

Published 3<sup>rd</sup> September 2025.

## **AGENDA**

- 1. Open Forum** – An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish, prior to the start of the meeting and usually limited to 25 minutes in total, at the Chair's discretion. Subjects raised that are not on the agenda and that require a vote will be deferred to the next meeting.
- 2. Apologies and reasons for absence for approval.**
- 3. Declarations of interest.**
- 4. Planning.**
  - 4.1** 25/01354/HOU Woodleah, Tedburn St Mary Proposal: Erection of garage to front
  - 4.2** 25/01122/HOU 29 July 2025 Location: TEDBURN ST MARY - Little Fairwood Cottage , Tedburn St Mary Proposal: New porch and two storey rear extension (resubmission of 25/00318/HOU)
- 5. Planning decision**

**25/00915/AMD1** Land At Ngr 278087 93293, Cheriton Bishop. Non-material amendment (amend wording of condition 4 to read 'Habitat creation shall be undertaken in accordance with the details and timing set out in the approved Landscape Specification and Management Plan (LSMP) submitted with the application') on planning permission 25/00915/VAR - Variation of conditions 2 and 4 on planning permission 24/00767/FUL (provision of farm shop including new access, car parking and landscaping) to re-locate farm shop and amend BNG requirements.

**Approved by TDC.**
- 6. To approve the minutes of the August meeting as a true record.**
- 7. Reports from Devon County and Teignbridge District Councillors.**
- 8. Update on the Six Mile Hill traffic survey.**
- 9. To consider recent complaints about Highways management issues as raised in recent correspondence and decide upon what action will be taken.**
- 10. To agree and approve two new signatories for payment authorisation.**
- 11. To review the email hosting contract and approve new arrangements.**

12. To consider draft Reserves Policy for approval in response to internal audit report 2024-2025.
13. To consider for approval risk assessments in response to internal audit report 2024-2025.
14. To consider and approve actions to be taken in response to the points i, iii, vi, and vii of the internal audit following the conclusion of the 2024-2025 AGAR.
15. To check comparisons between receipts, payments and budget on quarterly basis as presented by the clerk for comment and approval in response to the internal audit report 2024-2025.
16. To set the length for publication of the Notice of Conclusion of Audit which is now the decision of the smaller authority.
17. Reports from parish councillors and clerk.
18. Payments for approval.

Date	Supplier	Description	Amount	VAT	Total
9.9.25.	Jane Clark	Clerk's salary, home office, phone	£725.20	No	£873.35
9.9.25.	HMRC	Cleark's PAYE	£311.60	No	£311.60
9.9.25.	DCC Pension Fund	Clerk's Pension	£294.69	No	£294.69
9.9.25.	David Yelland	Village maintenance plus one hour (2 x empty Millennium Orchard Bin and disposal)	£605.00	No	£605.00
9.9.25.	Jane Clark	Reimbursement of Garden Waste Collection for cemetery (card payment required)	£60.00	No	£60.00
9.9.25.	Ethan Pearce	Creating had standing area at cemetery.	£1,465.80	£293.16	£1,758.96
9.9.25.	DM Payroll Services	Half year fee for payroll services	£117.00	£23.40	£140.40
9.9.25.	VisionICT	For loading end of year financial documents onto website	£35.00	£7.00	£42.00
9.9.25.	Google	Emails hosting	£165.00	No	£165.00
9.9.25.	Reimburse J Dixon	Squarespace village website services	£28.80	No	£28.80
9.9.25.	TSM Village Hall	Room hire	£18.00	No	£18.00
9.9.25.	Curry's	Computer support contract	£9.49	No	£9.49
9.9.25.	Jane Clark	Office expenses – post burial confirmation, Sellotape, two maps and 2 months ink contract	£56.28	£4.00 (part)	£56.28

**Date of next meeting Monday 6<sup>TH</sup> October 2025 at Tedburn St Mary Village Hall at 7.30pm**