

Minutes of the meeting of the Tedburn St Mary Parish Council at **PATHFINDER VILLAGE HALL** on  
**Tuesday, 9<sup>th</sup> September, 2025 at 7.30 pm.**

**Present.** Chair Cllr L Taylor, Cllrs, K. Wilson, T. Woodley, H. Trump. P Moody, S. Rodda, L Cole, J. Dixon and C Stacey. Ines Scillitoe Devon County Council (DCC) Highways Officer. Three members of the public were present. Attending: J. Clark (Clerk)

1. **Open Forum** – A member of the public asked the parish council if there was any news on either of the two land fill planning applications, the first close to Fingle Glen and the second at Lower Hare. The Chair reported that nothing further had been received in recent months.

A member of the village hall committee reported the floor at the village hall has now been replaced and asked that everyone adheres to the advice given for the care of the floor as shared on the Community Hub Facebook page and elsewhere.

A member of the public asked if the parish council plans to hold a public consultation to ask for input as to how the Community Infrastructure Levy (CIL) money received by the council in relation to the proposed housing development on Six Mile Hill is best spent. The Chair said this is already being considered by the parish council and that would most likely go ahead once the planning process is completed and the council has detailed information of the sum and timings involved.

A parish councillor asked for the loose blocks on the pavement opposite the King's Arms to be replaced. The Chair reported that she would speak to the village maintenance contractor to see if this can be mended. If this is not successful then the clerk to report to DCC for consideration. If this is not successful then the Highways Officer asked the clerk to report back to her. **CLLR TAYLOR AND THE CLERK TO ACTION**

2. **Apologies and reasons for absence for approval.** TDC Cllr Swain, Cllr J. Putt. Approved.

3. **Declarations of interest.** None

4. **Planning.**

- 4.1 25/01354/HOU Woodleah, Tedburn St Mary Proposal: Erection of garage to front.

Following a discussion the parish council resolved to support the application unanimously by a show of hands.

- 4.2 25/01122/HOU Little Fairwood Cottage, Tedburn St Mary Proposal: New porch and two storey rear extension (resubmission of 25/00318/HOU)

Following a discussion the parish council resolved to support the application unanimously by a show of hands.

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.** The council resolved to approve the minutes of the August meeting as a true record. Vote: six approved and four abstentions due to absences at the August meeting.

7. **Reports from District Councillors.** Cllr Keeling's report shared and noted.
8. **Update on the Six Mile Hill traffic survey.** Cllr Dixon reported that 39 survey forms have been received. The survey results are to be shared with DCC Cllr Keeling, TDC Cllrs Swain and Purser at a meeting to be organised with parish councillors, village representatives and TDC councillors in the next few weeks. The Highways Officer advised the clerk that a representative of the Development Control team should also attend. Clerk to liaise with Highway's Officer to arrange this.  
**CLERK TO ACTION**
- Following a discussion regarding the current structural integrity of Lilly Brook Bridge, the Highway's Officer emphasised that inspections have proved there is nothing wrong with the construction of the bridge. Councillors went on to say that if that were the case, then it is the road surface that needs attention. The Highways Officer said she will request a serviceability patch be done. Clerk to raise this at this monthly Highway's meeting. **CLERK TO ACTION**
- The Highway's Officer asked for any questions regarding the results of the survey to be sent to her so she can address each issue separately. **CLLR DIXON TO ACTION**
9. **To consider recent complaints about Highways management issues as raised in recent correspondence and decide upon what action will be taken.** Following a discussion with the Highways Officer, the council were strongly advised to encourage the public to report issues directly on to the Devon County Council (DCC) Report a Problem page on the DCC website and similarly with issues relating to utilities or bus services. She went on to explain that if the parish council reports the issue on behalf of a number of parishioners then the issue is processed as having only one complaint/notification. The digital process does not differentiate between one complaint on behalf of many or a complaint from an individual.
- The clerk reminded the council that a public meeting encouraging individuals to report highways issue had recently been held at the village hall, as well as an article in Tedburn Times and some information on the Community Hub. The parish council resolved to raise awareness, once again, that individuals should report issues direct to the county council or South West Water, National Grid, etc. and not come through the parish council for individual complaints, such as potholes, road closures, etc. because it is more effective to take the complaint to the organisation responsible. The more complaints received raises the profile of the problem. Cllr Dixon to make a list of the relevant contacts and reporting sites and add to the village website and publicise on the Community Hub. The parish council agreed to publicise this as widely as possible unanimously by a show of hands. **CLLR DIXON TO ACTION**
10. **To agree and approve two new signatories for payment authorisation.** The council resolved to add Cllrs Stacey and Cllr Trump as signatories to the bank account unanimously by a show of hands.
11. **To review the email hosting contract and approve new arrangements.** A new contract is to be negotiated to go to a lower priced package. The council approved this contractual change unanimously by a show of hands. **CLLR DIXON TO ACTION**
12. **To consider draft Reserves Policy for approval in response to internal audit report 2024-2025.** The council resolved to approve the Reserves Policy unanimously by a show of hands. Clerk to load onto website with other statutory documents. **CLERK TO ACTION**
13. **To consider for approval risk assessments in response to internal audit report 2024-2025.** This is currently underway and the revised documents will be posted on the parish council website once version controls and any changes have been made. **CLERK TO ACTION**
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. Vi.** The clerk reported that all had been addressed apart from taking up the General Power of Competence status and the issue regarding the clerk's salary. The council asked the clerk to place these items on the October agenda. **CLERK TO ACTION**

- 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.** Receipts and Payments Summary and Bank Reconciliation presented by the clerk were received by councillors and subsequently approved unanimously by a show of hands.
- 16. To set the length for publication of the Notice of Conclusion of Audit which is now the decision of the smaller authority.** 16<sup>th</sup> September to 16<sup>th</sup> December 2025 between hours of 10 and 2 pm via email request at a charge of £5.00. The council voted unanimously by a show of hands to the dates, charge and times as recorded in the minutes.
- 17. Reports from parish councillors and clerk.** Chair, Cllr Taylor reported that the repair to the climbing frame is complete. Cllr Putt has trimmed the footpaths by the church and in the centre of the village. Cllr Trump reported that the walls surrounding the Old Rectory have crumbled in places. Cllr Moody will contact the owners to discuss further. **CLLR MOODY TO ACTION**
- 18. Payments for approval.** The council resolved to approve the payments unanimously by a show of hands.

Date	Supplier	Description	Amount	VAT	Total
9.9.25.	Jane Clark	Clerk's salary, home office, phone	£873.35	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**