



## Dalwood Parish Council

### Minutes of the Meeting held on Monday, 1 July 2024 at 19:30 hrs Dalwood Village Hall (Ref: 24/25.3)

**Councillors:** Kathy Laing (Chair), Tim Hodges (Vice Chair), Tony Benger, Peter Lawrence, Ben Trott, Graham Perry, Christine Wyatt

**Other attendees:** Ian Walker (Clerk & RFO), County Cllr. Ian Chubb (for Public Forum only) and up to four members of the public.

	Item	Action
1	<p><b>Public Forum</b> Members of the public raised the following issues:</p> <ul style="list-style-type: none"> <li>a. On the question of the removal of certain hedges by the landowner, the Clerk reported that the local authority had been informed and it was noted that the landowner had been told either to obtain retrospective planning permission or to reinstate the hedge (<b><i>this has been confirmed by email from the local authority subsequent to the meeting</i></b>). A member of the public also pointed out that a land drain appears to have been inserted in the field that discharges directly onto the highway. As regards the damage to the field boundary in Studhayes Lane, the Clerk is going to contact Kilmington Parish Council (which has responsibility for the field boundary in question) and Natural England/DEFRA.</li> <li>b. The matter of the repair and repainting of the phone box/book exchange was raised and it was noted that this is being attended to imminently.</li> <li>c. County Cllr Chubb mentioned that a planning meeting was to take place shortly to discuss a Forward Plan for the area. As soon as he knows of the likely time that East Devon/Newbridges will be raised, he will inform Cllr. Laing and the Clerk. He also informed the meeting that implementation of the proposed Devolution Deal had been postponed because of the imminent general election.</li> </ul>	<b>Clerk</b>
2	<p><b>Apologies for absence</b> Owain Morgan (P3 co-ordinator)</p>	
3	<p><b>Declarations of interest</b> in agenda items None</p>	
4	<p><b>Minutes of last meeting</b> The minutes of the Parish Council meeting held on 23 May 2024 were approved and signed by the Chair as a true record.</p>	
5	<p><b>Matters arising</b> None</p>	
6	<p><b>Finance and administration</b></p> <ul style="list-style-type: none"> <li>a. The attached schedule of nine payments made since the last meeting (either being pre-authorised as regular payments or authorised by way of the WhatsApp group) were noted and approved. (24.33)</li> <li>b. The attached summary of receipts and payments to 24 June 2024 showing a balance in hand at that date of £16,791 was noted and approved. (24.34)</li> </ul>	

	<p>c. The attached bank statement and reconciliation as at 24 June 2024 was noted and approved. (24.35)</p> <p>d. It was resolved to open a 35-day notice deposit account with Redwood Bank with an initial deposit of £10,000 and that any two signatories (including the Clerk) would be required in respect of any transfer to or from the account and that such transfers would require full council approval beforehand.</p> <p>e. Further correspondence had been reviewed from the Rural Village Services Group and it was decided not to join the organisation at present.</p> <p>f. The Clerk gave a short presentation on the proposed use of a new <i>gov.uk</i> domain name for a new Parish Council web site and councillor email addresses. It was agreed that the Clerk should obtain a number of quotations for a new domain name, web site and email addresses, initially only for the Clerk and Chair.</p> <p>g. Ownership of Village Hall car park – carried forward</p> <p>h. It was resolved that the previously circulated and amended new or revised regulations for the Parish Council be unanimously approved and adopted with immediate effect, with copies being posted onto any new <i>gov.uk</i> web site:</p> <ol style="list-style-type: none"> <li>a. Grant Application Regulations;</li> <li>b. Public Participation in Meetings Regulations;</li> <li>c. Finance Regulations; and</li> <li>d. Standing Orders</li> </ol>	<p>Clerk</p> <p>Clerk</p>
9	<p><b>Maintenance</b></p> <p>a. The repainting of the five <b>village notice boards</b> was in hand.</p> <p>b. The repainting and repair to the <b>Telephone Box/book exchange</b> was in hand.</p> <p>c. The Clerk had had a telephone conversation with the planning agents regarding the <b>bus shelter</b> project and would take the matter forward as soon as further information has been received from the agents.</p> <p>d. It was agreed that an initial register of council <b>trees</b> would be prepared (using w3w references) and then passed to a third party for a survey to be carried out (quotation to be received).</p> <p>e. The repair/repainting of the <b>village benches</b> was in hand.</p> <p>f. Clearance of most of the stones and debris from the south of the bridge had been undertaken by Cllr Perry at a cost of £90 plus VAT (plus £30 for the clearance of stones from the highway at Sunnylands Lane). It was anticipated that the remainder of the mud &amp; silt, mainly from under the western archway, would be cleared in the next few weeks.</p> <p>g. Three replacement <b>waste bins</b> had been ordered from Glasdon UK at a cost of £623 and their arrival was imminent (<i>since received &amp; installed</i>).</p>	<p>Clerk</p> <p>KL/TB</p> <p>GP</p>
10	<p><b>Planning matters</b></p> <p>No matters had been received for inclusion in the agenda but one application had very recently been received (24/1254/FUL – Change of use at Richardhayes) which would be circulated to councillors immediately after the meeting.</p>	<p>Clerk</p>
11	<p><b>Highway matters</b></p> <p>a. Cllr Laing had had discussions with the owner of the land adjacent to the <b>Methodist Chapel culvert</b> and suitable finger posts were to be supplied for him to install.</p> <p>b. A discussion took place concerning broken/missing road signs (at the Methodist Chapel junction and at Larkshayes). The Clerk will investigate and report the matter to Highways.</p>	<p>Clerk</p>
12	<p><b>Parish Paths Partnership (P3)</b></p> <p>a. A brief report was put before the meeting from Owain Morgan. It was noted that a report to the council on required P3 repairs was in hand.</p> <p>b. It was also noted that significant maintenance works were still required to bridleway 28 (Naishes Lane) and that the matter had been referred to DCC.</p>	<p>OM</p>

12	<b>Water quality monitoring survey</b> a. Cllr Wyatt reported that she was continuing to submit regular readings on water quality to the West Country River Trust and that recent readings showed that the water was "clear" with no phosphates present.	
13	<b>Any other business</b> a. It was agreed that a revised Village Green application should be submitted to DCC which included the 43 "Evidence Questionnaires in Support" that had been received to date. b. An email had been received from a nutritionist, Lesley Harper, who wanted to give <i>pro bono</i> talks on the subject to interested village groups. It was suggested that she should join and post her message on the Dalwood Facebook page.	<b>TH/BT</b>  <b>Clerk</b>
14	<b>Meetings for the year</b> a. It was noted that Parish Council meetings for the remainder of the 2024/25 year would be: <ul style="list-style-type: none"> <li>i. 9 September 2024 (agenda to go out before 19 August 2024)</li> <li>ii. 4 November 2024</li> <li>iii. 6 January 2025</li> <li>iv. 3 March 2025</li> </ul>	
15	The meeting closed at 20.55 hrs.	

Approved

K G Laine  
Chair

Date: 9-9-24

Ref	Date	Payee	Description	£	VAT (Memo)
25/5	17-May-24	Ian Walker	Stationery	23.44	1.50
25/6	17-May-24	Searle Digital	Web site maintenance	92.99	
25/7	24-May-24	Ian Walker	Salary	228.80	
25/8	24-May-24	HMRC	Tax on above	57.20	
25/9	26-May-24	Dalwood Village Hall	Hall hire	35.00	
25/10	07-Jun-24	Shaun Burns	Grass cut	80.00	
25/11	18-Jun-24	Shaun Burns	Footpath grass cut	400.00	
25/12	24-Jun-24	Ian Walker	Salary	270.08	
25/13	24-Jun-24	HMRC	Tax on above	67.40	

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**Dalwood Parish Council**

**As at 24 June 2024**

Year ended 31 March 2025

Actual 23/24 £		Budget 24/25 £	Actual to date 24/25 £	Forecast £	Anticipated out turn 24/25 £	Budget 25/26 £
<b>RECEIPTS</b>						
7,120	Precept	7,476	3,738.00		3,738.00	
2,300	Parish Paths	805			0.00	
	Donation re defibrilator				0.00	
2,247	VAT refunds				0.00	
<b>11,667</b>		<b>8,281</b>	<b>3,738.00</b>	<b>0.00</b>	<b>3,738.00</b>	<b>0</b>
<b>PAYMENTS</b>						
1,716	Staff costs	3,638	909.48		909.48	
200	WFH allowance	200			0.00	
2,402	Locum fees				0.00	
109	Clerk SLCC membership	130			0.00	
107	Subscriptions	149	153.00		153.00	
60	Payroll service	120			0.00	
173	Clerk training	300			0.00	
0	Training (delegates expenses)	100			0.00	
183	Admin & stationery	200	116.43		116.43	
0	Equipment				0.00	
112	Hall hire	70	35.00		35.00	
262	Insurance	290			0.00	
0	Audit & election fees	80			0.00	
2,110	Parish Paths (agency services)	1,805	400.00		400.00	
1,714	Routine maintenance	1,000	160.00		160.00	
	Project - phone box	500				
1,250	Donations	250			0.00	
15	Sundries	100			0.00	
533	Replacement bus shelter				0.00	
220	Jubilee expenses				0.00	
816	VAT paid in year		24.58		24.58	
<b>11,982</b>		<b>8,932</b>	<b>1,798.49</b>	<b>0.00</b>	<b>1,798.49</b>	<b>0</b>
<b>(315)</b>	<b>NET RECEIPTS/(PAYMENTS) IN YEAR</b>	<b>(651)</b>	<b>1,939.51</b>	<b>0.00</b>	<b>1,939.51</b>	<b>0</b>
15,166	Opening balance		14,851.32		14,851.32	
<b>14,851</b>	<b>CLOSING BALANCE AT BANK</b>		<b>16,790.83</b>		<b>16,790.83</b>	<b>0</b>
<b>Allocation of funds:</b>						
12,142	General fund				14,481.98	
480	Election fund (designated)				480.00	
278	Defibrillator fund (designated)				277.85	
1,951	Parish Paths fund (restricted)				1,551.00	
<b>14,851</b>					<b>16,790.83</b>	<b>0</b>

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1-7-24

Dalwood Parish Council  
STONEHAYES  
DALWOOD  
AXMINSTER  
DEVON  
EX13 7EG

### Your Account

Sort Code 30-90-37  
Account Number 00044857

### TREASURERS ACCOUNT

01 June 2024 to 24 June 2024

<b>Money In</b>	£0.00	<b>Balance on 01 June 2024</b>	£17,608.31
<b>Money Out</b>	£817.48	<b>Balance on 24 June 2024</b>	£16,790.83

### Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Jun 24	SHAUN BURNS 300000001366390081	FPO		80.00	17,528.31
18 Jun 24	SHAUN BURNS 300000001373421503	FPO		400.00	17,128.31
24 Jun 24	IAN WALKER 300000001376669474	FPO		270.08	16,858.23
24 Jun 24	HMRC - ACCOUNTS OF 500000001373313156	FPO		67.40	16,790.83

*Reconciled*

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### Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			