

Dalwood Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday, 6 May 2026 at 19:30 hrs Dalwood Village Hall (Ref: 2027/1)

Councillors: Kathy Laing (Chair), Tony Benger, Peter Lawrence, Ben Trott, Christine Wyatt (part)

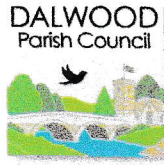
In attendance: Ian Walker (Clerk & RFO)

Members of the public: Seven members of the public were present.

	Item	Action
27.1	Public Forum Members of the public raised the following issues: a. A request for a £200 donation as a contribution to the reprinting of a Dalwood Footpath Visitors Map - <i>carried forward to next meeting agenda.</i> b. Missing signs on walks – <i>see 6b below.</i> c. Responsibility for upkeep of walks – it was noted that the county council is likely to be responsible for maintaining the surface of the path so that it is useable, with the landowner usually being responsible for keeping vegetation cut back; the maintenance of stiles & gates; ensuring crops do not block the path; and, generally not blocking the path.	Clerk
27.2	Formal business a. Cllr Laing stood down as Chair and Cllr Trott took over as Chair of the meeting. It was agreed that Cllr Laing should be re-elected as Chair. Cllr Laing then took over as Chair and completed her Declaration of Office. (26.20) b. Cllr Hodges stood down as Vice Chair. It was agreed that he should be re-elected as Vice Chair. Cllr Hodges completed his Declaration of Acceptance of Office subsequent to the meeting. (26.21) c. It was agreed to reappoint Helen Broughton as internal auditor for the current year, with an increased fee of £60. d. It was agreed to reappoint Cllr Trott to serve on the Dalwood Village Hall Committee. e. It was agreed to reappoint Cllrs Hodges and Benger to serve on the Dalwood Land Trust Committee. f. It was agreed to reappoint Cllrs Perry and Lawrence to serve as snow wardens and emergency planning coordinators.	
27.3	Apologies for absence Tim Hodges, Graham Perry	
27.4	Declarations of interest in agenda items None	

27.5	Minutes of last meeting The minutes of the Parish Council meeting held on 2 March 2026 were approved and signed by the Chair as a true record.	
27.6	Matters arising - The reregistration of the defibrillator was to be done as soon as the new Parish Council web site was running. - Certain of the parish footpaths were being "walked" by volunteers who had noted that certain sign posts were missing. - It was noted that the sale of the redundant bus shelter timber had now completed. - It was noted that the flood prevention defences in the river in front of Hutchins Barton had now been removed.	Clerk Clerk
27.7	2025/26 accounts & AGAR - It was resolved to approve the attached Summary of Receipts and Payments for the year ended 31 March 2026 showing a total closing fund balance of £15,247.62 (26.22), together with the associated Analysis of Variances for the year (26.23) and bank reconciliations as at 31 March 2026 (26.24). - It was resolved to approve the attached Accounting Statements for 2025/26 (6/6). - It was resolved to approve the attached Certificate of Exemption AGAR 2025/26 Form 2 (3/6) - It was noted that the attached Annual Internal Audit Report 2025/26 (4/6) had been signed off by Helen Broughton, the appointed internal auditor, and that an audit fee of £50 was to be paid to her. It was noted that improvements were required in both the council's risk assessment policy and the laws, regulations and proper practices relating to digital and data compliance, although it was noted that the forthcoming transition to a new <i>gov.uk</i> web site would result in significant improvements in this latter area. - It was resolved to approve the attached Annual Governance Statement 2025/26 (5/6). - The Notice of Public Rights and publication of the annual governance statement and accountability return (AGAR) for the year ended 31 March 2026 were noted and it was resolved that these should be published by the Clerk.	Clerk Clerk Clerk
27.8	Finance and administration - The attached schedule of 15 payments totalling £1,454.95 and made since the last meeting (either being pre-authorised as regular payments or authorised by way of the WhatsApp group) was noted and approved (26.25) - The attached summary of receipts and payments to 26 April 2026 showing a balance in hand at Lloyds Bank at that date of £3,482 was noted and approved (26.26) - The attached Lloyds Bank statement and reconciliation as at 27 April 2026 showing a credit balance of £3,482.47 was noted and approved (26.27) - The attached statement for the Redwood Bank 35-day Notice Account showing a balance of £14,874.27 was noted and approved (26.28) - A payment of £63.57 was authorised to be paid to the Clerk in respect of carriage charges for the audit files sent to and from the auditor and for miscellaneous stationery items. - It was noted that a favourable decision (dated 27 April 2026) on the Community Asset nomination in respect of the Tuckers Arms had been received and that the property had now been added to the Local Authority Register of Assets of Community Value. - It was noted that a preliminary version of a new <i>gov.uk</i> version of the Dalwood Parish Council website had been prepared and, following further modifications, it was hoped to activate it online before the next parish council meeting in July, to run alongside the current website, probably for the rest of 2026.	Clerk Clerk

	h. Correspondence received: i. Correspondence had been received from Lewis Clarke of newsquest.co.uk on various matters from the last set of parish council minutes. To date, it did not appear that he had taken any matters forward for publication.	
27.9	Maintenance a. Register of Council Owned Trees – carried forward b. Defibrillator – it was agreed that the relevant records should be updated as soon as the new web address (<i>gov.uk</i>) is up and running. c. Grass cutting - it was noted that Stuart Freeth had tendered to undertake village grass-cutting operations at the rate of up to six cuts per year at £85 per cut. It was understood that this tender may have been accepted by Owain Morgan on behalf of the parish council. This decision was confirmed. d. It was proposed that Stuart should also be asked to provide a quotation to undertake the clearance of silt and debris around the proposed Village Green e. Road Warden - It was noted that information had been received from Cllr Cathy Connor concerning this scheme, together with a copy of the Parish Handbook on Highways. It was further noted that an individual had been approached to see if he could be interested in becoming a warden and also that the Clerk would formulate an advert for the new website to see if further volunteers could be attracted.	TB Clerk Clerk Clerk
27.10	Planning matters a. It was noted that two planning matters had been put to, and approved by, councillors since the last meeting being: I. 26/1543/FUL Andewshayes Holiday Park (approved 26 April 2026) II. 26/0606/FUL Roselea car port (approved 26 April 2026) b. It was further noted that two further matters had been put to councillors being: I. 26/0611/CPE Newbrae – change of use II. 26/0605/FUL. Newbrae – conversion of building but that these did not have sufficient engagement to enable a decision to be taken. c. It was agreed that, in the autumn, a new system would be introduced whereby planning-only council meetings would be scheduled bi-monthly, in between ordinary council meetings, to be convened only if there were planning applications to be discussed.	Clerk
27.11	Highway matters a. It was noted that a further report had been made to Devon CC Highways concerning the water run-off from fields in between Hawley Cross and Lane End, Hawley Bottom. An engineer had apparently been unable to locate the problem because of a lack of rain water at the time of his inspection. It was agreed that the Clerk would get the engineer to contact local residents for further enquiries and evidence. b. A report had been made to Devon Highways concerning the state of the road between Studhayes Cross and Sunnylands Cross in Dalwood. It was noted that repairs had just been put in hand (and had apparently started on 6 May 2026) and that water/waste run-off from the chicken farm would continue to be monitored.	Clerk Clerk



Dalwood Parish Council

Declaration of Acceptance of Office

I, KATHY LAING, having been elected to the office of Chair of Dalwood Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and belief.

Signed: K G Laing

Date: 6 May 2026

This declaration was made and signed before me:

Signed: [Signature]

Ian Walker
Clerk of Dalwood Parish Council

Date: 6 May 2024



Dalwood Parish Council

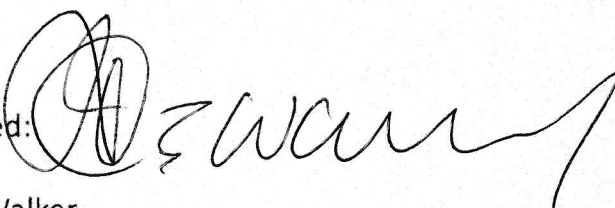
Declaration of Acceptance of Office

I, DR TIMOTHY HODGES.....having been elected to the office of Vice Chair of Dalwood Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and belief.

Signed: 

Date: 12/5/26

This declaration was made and signed before me:

Signed: 

Date: 12 May 2026.

Ian Walker
Clerk of Dalwood Parish Council

DALWOOD PARISH COUNCIL

Year ended 31 March 2026

Summary of receipts and payments

Note:

	<u>Budget</u>		<u>2024/25</u>
	£	£	£
RECEIPTS			
Precept	7,700	7,700.00	7,476
Parish Paths	0	0.00	1,050
Sundry sale	0	400.00	0
Interest received	250	512.79	361
VAT refunds	0	249.76	457
	7,950	8,862.55	9,344
PAYMENTS			
Staff costs	3,747	3,747.00	3,638
WFH allowance	200	200.00	200
Clerk SLCC membership	140	116.00	110
Subscriptions	230	213.00	228
Payroll service	125	120.00	120
Clerk training	0	0.00	0
Training (delegates expenses)	100	0.00	0
Admin & stationery	200	253.58	215
Equipment	0	0.00	623
Hall hire	98	123.00	91
Insurance	280	304.85	264
Audit & election fees	50	50.00	0
Parish Paths (agency services)	1,000	640.00	600
Maintenance	1,500	1,462.47	2,773
Donations/grants	150	342.43	650
Bank charges	0	51.00	4
Sundries	100	0.00	15
VAT paid in year	0	240.41	416
	7,920	7,863.74	9,947
NET RECEIPTS/(PAYMENTS) IN YEAR	30	998.81	(603)

Opening balance as at 1 April:	Lloyds Current	887.33	14,851
	Redwood deposit	13,361.48	0
		14,248.81	14,851

CLOSING BALANCE AS AT 31 MARCH:	Lloyds Current	373.35	887
	Redwood deposit	14,874.27	13,361
		15,247.62	14,248

Allocation of funds:

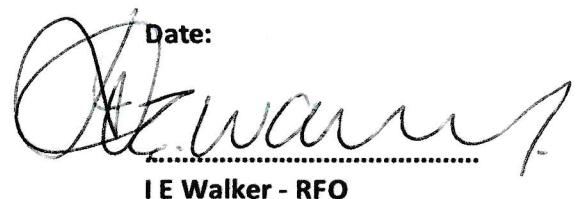
General fund	13,098.42	11,010
Election fund (designated)	560.00	560
Defibrillator fund (designated)	277.85	277
Parish Paths fund (restricted)	1,311.35	2,401
	15,247.62	14,248

Notes:

- There will be an additional VAT refund of £36.39 in due course
- £31.74 was received during the year in respect of 2024/25.

Approved


K Laing - Chair

Date: 
I E Walker - RFO

	Year ended 31 March		Increase/(decrease)		Explanation
	2026	2025			
	£	£	£	%age	
RECEIPTS					
Precept	7,700	7,476	224	3.0%	General cost of living increase
Other receipts	1,163	1,868	(705)	-37.7%	
Parish Paths	0	1,050	(1,050)	-100.0%	Spend was carried forward to 2026/27
Interest received	513	361	152	42.1%	Funds on deposit for whole year
VAT refunds	250	457	(207)	-45.3%	£32 relates to 2024/25
PAYMENTS					
Staff costs	3,747	3,638	109	3.0%	General cost of living increase
All other payments	4,117	6,309	(2,192)	-34.7%	
Admin & stationery	254	215	39	18.1%	General increase in expenditure and inflation
Subscriptions	449	458	(9)	-2.0%	No significant change
Insurance	305	264	41	15.5%	No significant change
Parish Paths expenditure	640	600	40	6.7%	Expenditure carried forward to 2026/27
Maintenance	1,462	2,773	(1,311)	-47.3%	£498 for War Memorial refurbishment and balance, general maintenance and grass cutting.
Purchase of equipment	0	623	(623)	n/a	No capital purchases this year
Donation/grants	342	650	(308)	-47.4%	£300 to SW Ambulance Trust and £42 for Dalwood Village Hall
Other expenses	425	310	115	37.1%	General increase in expenditure and inflation
VAT paid in year	240	416	(176)	-42.3%	Reduced VATable expenditure

Date: 24 April 2026



I E Walker
Responsible Financial Officer

DALWOOD PARISH COUNCIL

Receipts and payments summary Bank reconciliations

	£	£
<u>LLOYDS BANK CURRENT ACCOUNT</u>		
Closing cash book balance as at 31 March 2026		373.35
Add: Outstanding payments:		
		0.00
		373.35
Less: Outstanding bankings:		Nil
Closing bank balance on Lloyds Bank current account as at 31 March 2026		<u>£373.35</u>

<u>REDWOOD BANK 35 DAY DEPOSIT ACCOUNT</u>		
Closing cash book balance as at 31 March 2026		14,874.27
Add: Outstanding payments:		
		0.00
		14,874.27
Less: Outstanding bankings:		Nil
Closing bank balance on Redwood Bank deposit account account as at 31 March 2026		<u>£14,874.27</u>

Date:

24 April 2026

I E Walker

Responsible Financial Officer

Ref	Date	Payee	Description	£	VAT (Memo)
26/62	23-Feb-26	Lloyds Bank	Bank charges	4.25	
26/63	03-Mar-26	DP & MG White	Ditch clearance	168.00	28.00
26/64	03-Mar-26	I Walker	Sundry stationery expenses	34.32	
26/65	04-Mar-26	Dalwood Village Hall	Meeting room hire	16.00	
26/66	09-Mar-36	Blackdown Hills	Donation	50.00	
26/67	23-Mar-26	Lloyds Bank	Bank charges	4.25	
26/68	31-Mar-26	I Walker	Salary	192.85	
26/69	31-Mar-26	HMRC	Tax on above	119.40	
27/1	01-Apr-26	DALC	Subscription	193.24	25.23
27/2	01-Apr-26	Searle Digital	Annual fee for web site	102.99	
27/3	08-Apr-26	DM Payroll Services	Payroll management	158.40	26.40
27/4	20-Apr-26	Stuart Freeth	Grass cutting	85.00	
27/5	20-Apr-26	Lloyds Bank	Bank charges	4.25	
27/6	25-Apr-26	I Walker	Salary	185.80	
27/7	25-Apr-26	HMRC	Tax on above	136.20	
				1,454.95	

K G Hanna 6.5.26

Dalwood Parish Council

Year ended 31 March 2027

As at 26 April 2026

Actual 25/26 £		Budget 26/27 £	Actual to date 26/27 £	Forecast £	Anticipated out turn 26/27 £	Budget 27/28 £	
RECEIPTS							
7,700	Precept	7,950	3,975.00		3,975.00		3.20%
0	Parish Paths				0.00		
400	Sundry sale						
513	Interest received	500			0.00		
250	VAT refunds				0.00		
8,863		8,450	3,975.00	0.00	3,975.00	0	
PAYMENTS							
3,747	Staff costs	3,860	322.00		322.00		4.00%
200	WFH allowance	200			0.00		
116	Clerk SLCC membership	140			0.00		
213	Subscriptions	165	168.01		168.01		
120	Payroll service	120	132.00		132.00		
0	Clerk training				0.00		
0	Training (delegates expenses)	0			0.00		
254	Admin & stationery	210	102.99		102.99		
0	Equipment				0.00		
123	Hall hire	100			0.00		
305	Insurance	320			0.00		
50	Audit & election fees	100			0.00		
640	Parish Paths (agency services)	1,000			0.00		
1,462	Routine maintenance	1,500	85.00		85.00		
342	Donations	500			0.00		
51	Bank charges	50	4.25		4.25		
	Sundries	50			0.00		
0	Replacement bus shelter				0.00		
241	VAT paid in year		51.63		51.63		
7,864		8,315	865.88	0.00	865.88	0	
999	NET RECEIPTS/(PAYMENTS) IN YEAR	135	3,109.12	0.00	3,109.12	0	
(3,513)	Transfers to deposit account				0.00		
2,000	Transfers from deposit account				0.00		
887	Opening balance		373.35		373.35		
373	CLOSING BALANCE AT LLOYDS BANK		3,482.47	0.00	3,482.47		
14,875	REDWOOD BANK DEPOSIT ACCOUNT		14,874.27	0.00	14,874.27		
15,248	TOTAL FUNDS HELD		18,356.74	0.00	18,356.74		
Allocation of funds:							
13,099	General fund				16,207.89		
560	Election fund (designated)				560.00		
278	Defibrillator fund (designated)				277.85		
1,311	Parish Paths fund (restricted)				1,311.00		
15,248					18,356.74		

K G having
6.5.26

26.26

COMMUNITY ACCOUNT 30-90-37 00044857 View IBAN and BIC
DALWOOD PARISH COUNCIL

£ 3,482.47 Current balance

£3,482.47 Available funds

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Statement

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Feb Mar Apr [All transactions](#)

Showing All transactions

All transactions

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DATE	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
27 Apr 26	HMRC - ACCOUNTS OF 300000001758920115 120PL03053136 083210 10 25APR26 12:09	FPO		136.20	3,482.47
27 Apr 26	IAN WALKER 100000001745359089 DALWOOD PC 404780 10 25APR26 12:08	FPO		185.80	3,618.67
20 Apr 26	SERVICE CHARGES REF : 481218199	PAY		4.25	3,804.47
20 Apr 26	STUART FREETH 300000001756210958 DPC 2 200426 402428 10 20APR26 17:28	FPO		85.00	3,808.72
08 Apr 26	DM PAYROLL SERVICE	FPO		158.40	3,893.72

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6-5-26

26.27

Account Details

Manage your account

35 Day Notice Account (Issue 11)-Monthly Interest

80176370 35 Day Notice Account (Issue 11)-Monthly Interest

 Dalwood Parish Council, Mr Ian Walker, Mrs Katherine Laing, Dr Timothy Hodges, Mr Benjamin Trott

Tax status: Gross

Nominated account: 309037 00044857

[Edit account details](#)

Balance: £14,874.27

Available: £14,874.27

Accrued interest (not paid): £28.95

Interest rate: 2.96%

[Make a payment](#)

 [Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

 to

KG Laing
6-5-26

26.28