



Dalwood Parish Council

Minutes of the Annual Meeting of the Parish Council held on Monday, 12 May 2025 at 19:30 hrs Dalwood Village Hall (Ref: 25/26.1)

Councillors: Kathy Laing (Chair), Tim Hodges, Tony Bengier, Peter Lawrence, Graham Perry, Ben Trott

In attendance: Ian Walker (Clerk & RFO), EDDC Cllr Iain Chubb, Owain Morgan (P3)

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


	Item	Action
1	Public Forum Members of the public raised the following issues: <ul style="list-style-type: none">a. It was pointed out that timber flood defences had recently been erected in the river adjacent to Hutchins Barton which were out of character with the surrounding area. It was agreed that enquiries should be made about the legality of these works.	Clerk
2	Formal business <ul style="list-style-type: none">a. Cllr Laing stood down as Chair and the Vice Chair, Cllr Hodges, 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. (25.20)b. Cllr Hodges stood down as Vice Chair. It was agreed that he should be re-elected as Vice Chair. Cllr Hodges then completed his Declaration of Acceptance of Office. (25.21)c. It was agreed to reappoint Helen Broughton as internal auditor for the current year.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 Bengier to serve on the Dalwood Land Trust Committee.f. It was agreed to reappoint Messrs Perry and Lawrence to serve as snow wardens and emergency planning coordinators.	
3	Apologies for absence Christine Wyatt	
4	Declarations of interest in agenda items None	
5	Minutes of last meeting The minutes of the Parish Council meeting held on 10 March 2025 were approved and signed by the Chair as a true record.	
6	Matters arising <ul style="list-style-type: none">a. None	

7	<p>2024/25 accounts & AGAR</p> <ul style="list-style-type: none"> a. It was resolved to approve the attached Summary of Receipts and Payments for the year ended 31 March 2025 showing a total closing fund balance of £14,248.81 (25.22), together with the associated Analysis of Variances for the year and bank reconciliations as at 31 March 2025. b. It was resolved to approve the attached Accounting Statements for 2024/25. c. It was resolved to approve the attached Certificate of Exemption AGAR 2024/25 Form 2. d. It was noted that the attached Annual Internal Audit Report 2024/25 had been signed off satisfactorily by Helen Broughton, the appointed internal auditor, and that an audit fee of £50 had been paid to her. e. It was resolved to approve the attached Annual Governance Statement 2024/25. f. The Notice of Public Rights and publication of the annual governance statement and accountability return for the year ended 31 March 2025 were noted and it was resolved that these should be published by the Clerk. 	
8	<p>Finance and administration</p> <ul style="list-style-type: none"> a. The attached schedule of 11 payments totalling £1,501.99 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 (25.23) b. The attached summary of receipts and payments to 1 May 2025 showing a balance in hand at Lloyds Bank at that date of £4,076 was noted and approved (25.24) c. The attached Lloyds Bank statement and reconciliation as at 24 April 2025 was noted and approved (25.25) d. The attached statement for the Redwood Bank 35-day Notice Account as at 30 April 2025 showing a balance of £13,404.62 was noted and approved. (25.26) e. It was noted that difficulties were being encountered in navigating the current Parish Council web site and that the setting up of a new gov.uk web site should be accelerated if possible. it was agreed that councillors should review alternative examples in due course. f. A payment of £31.96 was authorised to be paid to the Clerk in respect of carriage charges for the audit files sent to and from the auditor. g. A payment of £42.43 was authorised to be paid to Dalwood Village Hall in respect of a donation as a contribution to the VE Day Big Breakfast event. h. Correspondence received: <ul style="list-style-type: none"> i. Correspondence had been received from Devon C C concerning the proposed Village Green. It was noted that notices had now been posted in the vicinity of the site and that any objections should be received by the County Solicitor on or before 13 June 2025. ii. Informal advice had been received from a solicitor concerning the old river ford and whether a right of way over the ford still existed. It was agreed that enquiries should be made of the local authority to see whether or not a stopping up or similar had been obtained in respect of the old road. 	<p>Clerk</p> <p>Clerk</p>

9	<p>Maintenance</p> <ul style="list-style-type: none"> a. Register of Council Owned Trees – carried forward b. War Memorial – a quotation of £497.92 (plus VAT) had been received from Norton Memorials/Grassby Stone in respect of the partial cleaning of the war memorial in the churchyard and the renovation of the lettering. It was agreed that the cleaning of the rest of the memorial should be done by Cllr Bengler and that the Norton quotation would be reviewed thereafter. c. Bus shelter project – an email received from Kate Dalton-Aram was reviewed and it was agreed that an attempt should be made to have a face-to-face meeting with Highways England to see how the problem could be resolved. It was also agreed that the Clerk should try to contact the area manager of Highways England (Johnny Hill) to try to progress matters. d. Defibrillator – it was agreed that a new battery should be purchased as soon as possible and the relevant records updated. 	<p>TB</p> <p>Clerk</p> <p>Clerk</p> <p>TH</p>
10	<p>Planning matters</p> <ul style="list-style-type: none"> a. It was noted that three planning matters had been put to, and approved by, councillors since the last meeting being: <ul style="list-style-type: none"> a. 24/3714/VAR Sunnylands (approved 12 March 2025) b. 25/0434/FUL Hawley Cottage (approved 20 March 2025) c. 25/0655/FUL Summer Lodge (approved 1 April 2025) 	
11	<p>Highway matters</p> <ul style="list-style-type: none"> a. Comments were made about the very poor state of some of the culverts and drains. Cllr Chubb informed the meeting that efforts were still believed to be in hand to try have a temporary loan of a high-pressure hose to clear these. b. Enquiries should again be made of the local authority concerning the outstanding planning referrals relating to Stonehayes Farm and Makina. c. It was agreed that the clerk should make enquiries of the local authority concerning the collapsed drain/culvert on the Stockland road just north of Ham. Although in Stockland parish, this road is used extensively by Dalwood residents. 	<p>Clerk</p> <p>Clerk</p>
12	<p>Parish Paths Partnership (P3)</p> <ul style="list-style-type: none"> a. It was noted that Stuart Freeth had now been appointed to provide grass cutting services both for the network of parish footpaths and for the village in general. b. Owain Morgan reported that the repairs that are required to various footpaths around the village are in hand. 	<p>OM</p>
13	<p>Water quality monitoring survey</p> <ul style="list-style-type: none"> a. Carried forward. 	
14	<p>Any other business</p> <ul style="list-style-type: none"> a. It was confirmed that the forthcoming Annual Village Meeting would be held on 9 June 2025 at 7:00pm in the Village Hall. Apart from an introduction and annual review from the Chair of the Parish Council and a brief financial review of the year from the Clerk, village contributors would be from the Shop, the Village Hall Trust, the Recreation Trust and the Vineyard (with “refreshments” to follow). Coly Valley Community Land Trust will also make a presentation on Net Zero and TRIP would also make a presentation on the facilities that they are able to offer to villagers. 	

15	Meetings for the year a. It was noted that Parish Council meetings for the rest of the financial year would be: <ul style="list-style-type: none"> i. 9 June 2025 – Annual Parish Meeting (7:00pm) ii. 7 July 2025 iii. 8 September 2025 iv. 3 November 2025 v. 5 January 2026 vi. 2 March 2026 	
16	The meeting closed at 20.50 hrs.	

Approved


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Chair

Date: 7-7-25

Note:

	<u>Budget</u> £	£	<u>2023/24</u> £
RECEIPTS			
Precept	7,476	7,476.00	7,120
Parish Paths	805	1,050.00	2,300
Interest received	0	361.48	0
VAT refunds	0	456.94	2,247
	8,281	9,344.42	11,667
PAYMENTS			
Staff costs	3,638	3,637.92	1,716
WFH allowance	200	200.00	200
Locum fees	0	0.00	2,403
Clerk SLCC membership	120	110.00	109
Subscriptions	149	228.00	107
Payroll service	120	120.00	60
Clerk training	300	0.00	172
Training (delegates expenses)	100	0.00	0
Admin & stationery	200	214.77	183
Equipment	0	622.77	0
Hall hire	70	91.00	112
Insurance	290	263.95	262
Audit & election fees (Transfer)	80	0.00	0
Parish Paths (agency services)	1,805	600.00	2,110
Maintenance	1,500	2,773.35	1,714
Donations/grants	250	650.00	1,250
Bank charges	0	4.25	0
Sundries	100	14.95	15
Replacement bus shelter	0	0.00	533
Jubilee expenses	0	0.00	220
VAT paid in year	0	415.97	816
	8,922	9,946.93	11,982
NET RECEIPTS/(PAYMENTS) IN YEAR	(641)	(602.51)	(315)
Opening balance as at 1 April:			
Lloyds Current	14,851.32		15,166
Redwood deposit	0.00		0
		14,851.32	15,166
CLOSING BALANCE AS AT 31 MARCH:			
Lloyds Current	887.33		14,851
Redwood deposit	13,361.48		0
		14,248.81	14,851
Allocation of funds:			
General fund		11,009.61	12,142
Election fund (designated)		560.00	480
Defibrillator fund (designated)		277.85	278
Parish Paths fund (restricted)		2,401.35	1,951
		14,248.81	14,851

Notes:

- 1 There will be an additional VAT refund of £31.74 in due course
- 2 £72.71 was received during the year in respect of 2023/24.
- 3 £80 was transferred from the general reserves to the Election fund (a designated fund)

Approved

K G Laing
 K Laing - Chair

Date: 20 April 2025

I E Walker
 I E Walker - RFO

Ref	Date	Payee	Description	£	VAT (Memo)
25/51	22-Mar-25	Lloyds Bank	Bank charges	4.25	
25/52	17-Mar-25	Dalwood Village Hall	Grant	500.00	
25/53	24-Feb-25	Ian Walker	Salary	242.56	
25/54	24-Feb-25	HMRC	Tax on above	60.60	
25/55	31-Mar-25	Ian Walker	Stationery, etc.	37.90	
26/1	01-Apr-25	DALC	Subscription	187.44	24.44
26/2	03-Apr-25	Searle Digital	Annual fee	92.99	
26/3	22-Apr-25	Dalwood Village Hall	Hall hire	14.00	
26/4	24-Apr-25	Ian Walker	Salary	249.85	
26/5	24-Apr-25	HMRC	Tax on above	62.40	
26/6	24-Apr-25	H Broughton	Audit fee	50.00	
				1,501.99	

K G Lang 12.5.25

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Dalwood Parish Council

As at 1 May 2025

Year ended 31 March 2026

Actual 24/25 £		Budget 25/26 £	Actual to date 25/26 £	Forecast £	Anticipated out turn 25/26 £	Budget 26/27 £
RECEIPTS						
7,476	Precept	7,700	3,850.00		3,850.00	
1,050	Parish Paths				0.00	
	Donation re defibrillator				0.00	
362	Interest received	250	43.14		43.14	
457	VAT refunds				0.00	
9,345		7,950	3,893.14	0.00	3,893.14	0
PAYMENTS						
3,638	Staff costs	3,747	312.25		312.25	
200	WFH allowance	200			0.00	
0	Locum fees				0.00	
110	Clerk SLCC membership	140			0.00	
228	Subscriptions	230	163.00		163.00	
120	Payroll service	125			0.00	
0	Clerk training				0.00	
0	Training (delegates expenses)	100			0.00	
215	Admin & stationery	200	92.99		92.99	
623	Equipment				0.00	
91	Hall hire	98	14.00		14.00	
264	Insurance	280			0.00	
0	Audit & election fees	50	50.00		50.00	
600	Parish Paths (agency services)	1,000			0.00	
2,773	Routine maintenance	1,500			0.00	
	Project - phone box				0.00	
650	Donations	150			0.00	
4	Bank charges		4.25		4.25	
15	Sundries	100			0.00	
0	Replacement bus shelter				0.00	
0	Jubilee expenses				0.00	
116	VAT paid in year		24.44		24.44	
9,947		7,920	660.93	0.00	660.93	0
(602)	NET RECEIPTS/(PAYMENTS) IN YEAR	30	3,232.21	0.00	3,232.21	0
	Transfers to deposit account		(43.14)		(43.14)	
	Transfers from deposit account				0.00	
14,851	Opening balance		887.33		887.33	
14,249	CLOSING BALANCE AT LLOYDS BANK		4,076.40	0.00	4,076.40	
	REDWOOD BANK DEPOSIT ACCOUNT		13,404.62	0.00	13,404.62	
	TOTAL FUNDS HELD		17,481.02	0.00	17,481.02	
Allocation of funds:						
11,010	General fund				14,241.82	
560	Election fund (designated)				560.00	
278	Defibrillator fund (designated)				277.85	
.01	Parish Paths fund (restricted)				2,401.35	
14,249					17,481.02	

K G King
12 - 5 - 25

25.24

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Your account statement

Issue date: 2 May 2025

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DALWOOD PARISH COUNCIL
STONEHAYES
DALWOOD
AXMINSTER
DEVON
EX13 7EG



*Reconciled 4/5/25
WJ.*

COMMUNITY ACCOUNT

DALWOOD PARISH COUNCIL

Our records indicate that your business is not eligible for FSCS deposit protection.

Further details can be found on the Useful Information page.

Account summary

Balance On 04 Apr 2025	£4,456.90
Total Paid In	£0.00
Total Paid Out	£380.50
Balance On 24 Apr 2025	£4,076.40

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
04 Apr 25		STATEMENT OPENING BALANCE			4,456.90
22 Apr 25	FPO	DALWOOD VILLAGE HA 300000001549739808 DPC 2532 089299 10 22APR25 10:13		14.00	4,442.90
22 Apr 25	PAY	SERVICE CHARGES REF : 451896896		4.25	4,438.65
24 Apr 25	FPO	IAN WALKER 100000001538263159 DALWOOD PC 404780 10 24APR25 10:12		249.85	4,188.80
24 Apr 25	FPO	HMRC - ACCOUNTS OF 200000001543410687 120PL03053136 083210 10 24APR25 10:14		62.40	4,126.40
24 Apr 25	FPO	HELEN BROUGHTON 400000001552489655 2025-1 404780 10 24APR25 16:47		50.00	4,076.40
24 Apr 25		STATEMENT CLOSING BALANCE	0.00	380.50	4,076.40

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPO - Faster Payment PAY - Payment

K a laing

25.25

Transactions ▾

Future Payments

Transactions

Period from

to

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Date	Description	In (£)	Out (£)	Balance (£)
30/04/2025	Gross Interest	43.14		13,404.62
31/03/2025	Gross Interest	45.34		13,361.48
28/02/2025	Gross Interest	40.99		13,316.14
31/01/2025	Gross Interest	45.23		13,275.15
31/12/2024	Gross Interest	50.46		13,229.92
28/12/2024	Withdrawal by Bank Transfer		1,000.00	13,179.46
23/12/2024	Withdrawal by Bank Transfer		1,000.00	14,179.46
30/11/2024	Gross Interest	50.05		15,179.46
31/10/2024	Gross Interest	51.54		15,129.41
30/09/2024	Gross Interest	41.47		15,077.87

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K a Harvey

25.26

25.26