

BRAMPFORD SPEKE PARISH COUNCIL

c/o 11a Hillcrest Road
Silverton
Exeter
EX5 4JS
Tel: 07811938614

I hereby give notice of an Annual meeting of Brampford Speke Parish Council to be held on **Tuesday 5th May at approximately 8.00pm at Brampford Speke Village Hall**, to which Councillors are summoned.

Members of the public are welcome to attend the meeting and may speak at the Public Question Time. Members of the Public wishing to ask a question at public question time can send the question to the Clerk 24 hours before the commencement of the meeting and the Chairman will read this out on your behalf if you cannot attend in person.

Tracy Watkins
Parish Clerk
Brampford Speke Parish Council

30th April 2026

Brampford Speke Parish Council: Cllr S Luxton (Chair), Cllr E Hollingsworth, Cllr R Tillett, Cllr W Honan (Vice Chair), Cllr A Ferns and Cllr I Barrister

As detailed in the Council's Press & Media policy:

Most papers that have been circulated to councillors will be available (on request) to members of the public at or after the council meeting.

AGENDA

1. Election of Chairman

- To receive nominations and to elect a Chair for the year.
- To receive the Declaration of Acceptance of Office by the Chair

2. Election of Vice Chairman

- To receive nominations and to elect a Vice Chair for the year.
- To receive the Declaration of Acceptance of Office by the Chair

3. Approval for Apologies for Absence

4. Declarations of Interest under the Code of Conduct

Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

5. Minutes of the previous meeting for approval

To adopt the minutes of the Parish Council Meeting held on Tuesday 3rd March 2026.

6. EDDC Update

To receive an update from Cllr Fabian King, East Devon District Council. Cllr King has already sent his apologies for not being able to attend this meeting.

7. DCC Update

To receive an update from Cllr Nat Vanstone and Cllr Henry Gent, Devon County Council

8. Public Question Time

Up to 5 minutes **Public Question Time** for members of the public to bring forward any issues not on the agenda (where a matter is already on the agenda members of the public will be given an opportunity to speak when that item is considered, within the framework of the Council's standing orders). Where a decision is required, the issue will be placed on the following agenda.

9. THE ANNUAL INTERNAL AUDIT REPORT 2025/26

To discuss the report from the Internal Auditor, any recommendations to be noted and be acted upon during this financial year. To resolve to approve this report for submission to the External Auditor.

10. CERTIFICATE OF EXEMPTION 2025/26

To resolve to agree this certificate and sign for submission to the External Auditor.

11. ANNUAL GOVERNANCE STATEMENT 2025/26

To resolve to approve this statement and sign for submission to the External Auditor

12. ANNUAL ACCOUNTING STATEMENT 2025/26

To resolve to agree and sign this statement for submission to the External Auditor.

13. Notice of Public Rights and Publication of Council's accounts –

To resolve to agree the dates of publication from Wednesday 3rd June 2026 to Tuesday 14th July 2026 thus including the first 14 days of July as required by law. The notice has been published on the website.

14. Financial Items

To resolve to approve the end of year reconciliation of accounts to 31st March 2026 and an explanation of variances (End of year budget spreadsheet has already been circulated).

- Currently 2 councillors need to approve a payment via email before the Clerk makes the payment

- Budgets – The budgets were reviewed in November 2025 before setting the Precept. They will be monitored each month.
- Asset Register (circulated) To resolve to approve the Asset register and publish
- Financial Risk Assessment and Financial Regulations Policy (circulated)
To resolve to approve and publish the financial risk assessment
- Approval of bank standing orders and direct debits for 26/27
 - HMRC – NI and PAYE payments – variable – Standing Order
 - Hall phone line – £12.09 per month – Direct Debit
 - ICO – Data Protection certificate- Annual cost £47 – Direct Debit
 - Bank Charges - £9.98 per month

To **NOTE** the following payments were approved remotely in accordance with Financial Regulations up to 30th April 2026.

- 2 x Payments to Tracy Watkins (March & April salary)
- 1 x Payment to HMRC (January, February and March)
- 2 x Payments to BT for Village Hall line rental of £12.09 (02.03.26 and 30.03.26)
- 1 x Payment DALC annual membership £158.73 (07.04.2026)
- 1 x Payment to Ladds of Crediton – antivirus software - £38.95 (21.04.26).
- 1 x payment to P Clapham for Internal Audit fees - £75.40 (23.04.26)
- 1 x Payment for defib pads £150.00 (23.04.26)

Note: Payments approved by Councillors S Luxton, R Tillett and W Honan in accordance with the Financial Regulations.

Council to **NOTE** that the following payments have been received:

01.04.2026 – EDDC – Precept - £4375.00

15. Parish policies

To review and re-adopt the following policies:

Code of Conduct

Internal Control Policy

Complaints Procedure

Community Grant Policy

Complaints Policy

Standing Orders – these have been updated by NALC. Clerk to rewrite and will adopt at the next meeting.

GDPR Policy

Reserves Policy

Publication Scheme

Internal Control Checklist

Scheme of Delegation

16. Affordable Housing

To receive an update on affordable housing,

17. Lead Councillor Updates

These will be presented at the Annual Parish Meeting which follows directly after this meeting.

18. Village Hall

To receive an update about the Village Hall

19. Consideration of Planning applications

26/0169/LBC - The Avenue Brampford Speke Exeter EX5 5DW - Internal works to include: at first floor removal and installation of floor finishes, replacement or repair of floor joists, installation of plasterboard; reinstate shower cubicle. Reinstatement ceiling in room on ground floor.

20. Other information/correspondence received for possible action/discussion/attendance

- Speke Up Submissions
- Dates for future meetings July 7th, Sept 1st, Nov 3rd, 2027 – Jan 5th, March 2nd, May 4th APM and AGM, July 6th

21. Date of the next meeting(s)

- Next Meeting on Tuesday 7th July - 7.30pm– Village Hall