



MINUTES BRAMPFORD SPEKE ANNUAL PARISH MEETING

Held on Tuesday 5th May 2026 at 7.00pm in Brampford Speke Village Hall

Present: Cllrs Luxton (Chair), Bannister, Honan, Hollingsworth, Ferns (Vice Chair) and Tillett. Seven members of the public and the Clerk.

APM 1/26 **Welcome and introductions by the Chair of the Parish Council** – The Chair welcomed everyone to the meeting. The Chair thanked the Councillors and the Clerk for their hard work throughout the year. Over the last 12 months we have said goodbye to Cllrs Hillson, Langdon and Wayne and we thank them for their contribution to the Parish Council. We have welcomed Cllrs Bannister and Ferns and we look forward to working with them. A big thank you also to our Devon County Councillors Nat Vanstone and Henry Gent and East Devon Councillor Fabian King. Their support has been vital in securing local projects such as replacement benches, a refurbished noticeboard and a much-needed heated cabinet for the defibrillator. We thank Wynn Stait for the sterling work he does with the footpaths and to Pete Smiley for keeping an eye on the defibrillator. We look forward to the year ahead of us. We would encourage anyone interested in joining us as a Parish Councillor to speak to one of the current Councillors or to email the Clerk on clerk@brampfordspekeparish.gov.uk

APM 2/26 **Apologies** – Fabian King EDDC sent his apologies these were accepted.

APM 3/26 **Minutes of the Annual Parish Meeting held on the 14th May 2025 (Appendix 1)**

PROPOSED: Cllr R Tillett **SECONDED:** Cllr E Hollingsworth **RESOLVED**

The Chairman signed the Minutes as a true record.

APM 4/26 **An update from Brampford Speke Parish Councillors on the work of the Council during 2025-2026**

Cllr Richard Tillett

Highways: Liaison with road/snow warden Peter Stewart during year.

Quiet year, some pothole repairs, mainly done promptly after reported. Various problems including flooding in January, burst main within village, A377 closure, Thorverton School Lane closure.

Problems with icy roads during winter; PS tried to get gritting without success. Attempts to arrange meeting with DCC Highways neighbourhood officer Ricky Cowtan unsuccessful, have spoken on phone and he is trying to see what can be done for next winter.

Village Hall (PC representative on management /trustee committee, jointly with Will Honan): porch woodwork, doors, front doors etc replaced during year.

Thanks to PC for commissioning work and dealing with VAT. Fire safety/electrics review has identified further work needed on emergency lights etc estimated cost £1200.

Hall bookings satisfactory and sufficient to cover basic running costs, but not maintenance/repairs (eg fire safety/electrics). very thankful to the PC for helping with the upgrades to the porch. Need emergency lighting.

BT Kiosk – Notice went up in October advising that BT would remove the phone if no representations were made to them within 100 days. The data advises that only 4 calls have been made from the kiosk in the last 12 months. The Parish Council have formally objected. BT have now said they will not remove. This may only be a temporary reprieve.

Cllr Will Honan – Planning – No new planning has been submitted since the last Parish Council meeting.

Cllr Elaine Hollingsworth – Environment and Open Spaces

The Community Payback Teams have been a huge help in keeping footpaths open and verges strimmed. They will return to paint the bus shelter when time and weather permit and also undertake more strimming and tidying when requested to do so. They have offered to tidy the graveyards and will take on any other reasonable task as required.

The WW1 Trees are growing well and now resemble a small, open woodland. One or two trees have died (as would be expected) and have been left as homes for 'mini beasts' which, in turn, feed birds. The long grass provides a home for small mammals, lizards and snakes all of which are also part of the food chain. Bats and owls hunt the area overnight while red kites, sparrowhawks, kestrels, buzzards and hobbies are seen during the day (preying on the small mammals).

Cllr Ian Bannister and Wynn Stait – Footpaths

Over the last year we have seen plenty of activity on the footpaths, from the removal of fallen trees to DCC repairing rotten and deteriorated foot bridges, we are also thankful for the help from the Community Pay Back Scheme where we have seen slippery footpaths cleared and overgrown hedges strimmed. More maintenance is planned over the coming months to drain a footpath that floods in the winter, we also hope to have the Community Pay Back Scheme return to cut back the footpaths as they continue to grow throughout the

summer.

We would like to thank Wynn Stait for the hard work he does as footpath warden, its much appreciated. A few maintenance works have had to be put in place. Red Rock needs sorting. Planks have been replaced on bridge to Upton Pyne.

Footpaths are in generally good condition although vegetation is now growing at a rapid rate ahead of the annual cut in June. There were a number of trees down during the winter storms but they were rapidly removed by the landowners once contacted. Ian Bannister kindly removed a fallen tree on FP6 - Church Path which children were walking under to access the school.

Updates on individual paths in no particular order:

FP5 - Station Hill to Burrow Cottages. This path includes approximately 300 metres of fenced off path which was completely overgrown with brambles and nettles. The entire path was cleared during the autumn and DCC have now added this to their cutting list.

FP7 - Water Steps, F8b - Lake's Bridge to Lower Woodrow, FP5 Station Hill. These paths have been regularly maintained by the Community Payback Team arranged by Elaine. Their work has been of a very high standard and should be commended by the PC.

FP5 - Station Hill - Richard Spurway (DCC) has inspected the failing tarmac surface and is getting a price from a contractor. He will try to access DCC funds to complete the work.

FP4 - Red Rock Rd to Sowdens - we are still awaiting the proposed flood relief work which will hopefully be completed this summer.

FP10 - Croft Cottages to Upton Pyne - a new bridge deck has been installed on the first bridge from Brampford Speke

At the time of writing, we are still awaiting the receipt of the P3 grant for 26/27.

CLLr Allan Ferns – Communications

Still setting up Instagram and Facebook. The Facebook page was shut down within 2 hours. It would appear a page has already been set up. CLLr Ferns will continue to work on this.

Clerk – Finance Report

The Annual Internal Audit has been completed for 2025-2026 and governance requirements complied with. There was a clean bill of health from the internal auditor with a couple of points raised which the Council will consider and action.

The year-end accounts and AGAR report will be available to view on-line after they have been signed off at the Annual Parish Council Meeting.

A meeting to discuss the budget for the coming year and to set the Precept claim was held on 4th November 2025. The minutes for this meeting are published on the website.

Spending was well below the set budgets for the financial year. This was helped by generous locality grants from our DCC Councillors which paid for the new defibrillator cabinet, a new bench and the refurbishing of the notice board. The Parish Council wanted to thank both Cllr Nat Vanstone and Cllr Henry Gent for their support. Thanks also to Cllr Fabian King (EDDC) for supported the grant process.

The Council invested in a new laptop this year and also gov.uk email accounts which is now a legal requirement.

Earmarked reserves were reviewed last year and reclassified to recognise the ongoing financial demands as currently seen. This has worked well this financial year.

Due to the stability and the close management of the accounts and discretionary expenditure the Parish Council have kept the Precept claim at £8750.00 for 2026-27.

APM 5/26 Any other 'parish affairs' matters that people wish to raise

No matters were raised.

Meeting closed at 19:23

Appendix 1

BRAMPFORD SPEKE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING FOLLOWED BY THE ANNUAL PARISH MEETING

held on Wednesday 14th May 2025

Present: Cllr S Luxton, Cllr R Tillett, Cllr W Honan and Cllr E Hollingsworth

In attendance: Ms Tracy Watkins (Clerk), 1 Member of the Parish and 2 representatives from the Community Land Trust.

The meeting commenced at 7.03pm

Before commencing the meeting proper Cllr Richard Tillett wanted to thank on record Brad Hillson for everything he has done for the Council and to wish him every success for the future.

31/25 Election of Chair

Invite nominations and elect a Chair for the year. As Brad Hillson has resigned the Office of Chair stands empty. Cllr Tillett **PROPOSED** Cllr Stuart Luxton, who accepted the nomination this was **SECONDED** by Cllr Hollingsworth **RESOLVED**.

Cllr Luxton and the Clerk signed the Declaration of Acceptance of Office. This will be held on record by the Clerk.

32/25 Election of Vice Chair

Cllr Tillet advised he would like to step down as Vice Chair. Invite nominations and elect a Vice Chair for the year. Cllr Tillett **PROPOSED** Will Honan, who accepted the nomination this was **SECONDED** by Cllr Hollingsworth **RESOLVED**

Cllr Honan and the Clerk signed the Declaration of Acceptance of Office. This will be held on record by the Clerk

33/25 Election of representing Councillors

To elect and receive declarations of acceptance from all Councillors. Due to Cllrs Langdon and Wayne not being present at the meeting this has been deferred to the July meeting.

34/25 Apologies - To receive any apologies for absence

Fabian King (EDDC) sent his apologies which were accepted. There was no communication from either Cllr Gent or Cllr Vanstone (DCC). Both Cllrs Langdon and Wayne were absent from the meeting and no apologies were sent.

35/25 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.

Cllr Luxton declared an interest in any discussions arising to do with the affordable housing schemes.

36/25 Minutes of previous meetings (circulated)

To resolve to adopt the minutes of the APM on 8th May 2024 and the Ordinary meeting of the Council on 12th March 2025 as a true record. **PROPOSED** Cllr Hollingsworth **SECONDED** Cllr Tillett. Adopted as a true record. **RESOLVED.**

37/25 Report from the Chair

To receive the annual report from the Chair to be read by Cllr Tillett in the absence of the previous Chair.

Cllr Tillett read out the Chairmans report and this will be added to the documents on the website.

38/25 Reports from the Lead Councillors

Councillors agreed unanimously to the representatives from the CLT giving the Council an update at this point in the meeting.

Nick Scott and Stuart Wass were present from the CLT.

Stuart Wass read out a report regarding the CLT scheme. They held a successful

public consultation. Hopefully in early 2026 for full planning application. Water run off concerns are being looked at in more detail. Roadway access will be permeable to help with run off. A survey could advise that soakaways might suffice. Concerns have been raised around the community area. CLT have followed the police guidelines with regards community areas and concerns about anti-social behaviour.

If there were problems with the area in the future the CLT will be responsible for sorting this. The CLT have picked up some new members since the public consultation.

Leander Site – Cllr Tillett send an email to developer. There is a hint that the site will be bungalow led but this is not confirmed. Developers are still doing surveys and may not put a planning application in this year. At some point the Council will need to decide whether to formally invite them to a Parish Council meeting.

The Chair read out the annual reports from all Councillors and the Footpath Warden. These will be accessible with the minutes on the website.

39/25 Report from County Councillor

The final report from Cllr Sara Randall-Johnson has already been circulated to Councillors. Cllr Henry Gent retains his seat as County Councillor and Nat Vanstone takes over the seat held by Sara Randall-Johnson. The Council would like to thank Sara for all her support over the years. Clerk to invite Cllrs Gent and Vanstone to future meetings.

40/25 Report from District Councillor

The April report from Cllr Fabian King (EDDC) has already been circulated to Councillors

41/25 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.

- The noticeboard is looking very shabby can it be varnished? Also, one of the benches has been broken. Cllr Hollingsworth will contact a local contractor to get a quote to do both.
- Tractors driving through the village very fast. Not much the Parish Council can do. People need to report to the police as it happens.

42/25 The Certificate of Exemption

To resolve to approve the Certificate of Exemption. **PROPOSED** Cllr Tillett and **SECONDED** Cllr Luxton. **RESOLVED**. Clerk to submit to the external auditors as soon as possible.

43/25 The Annual Internal Audit Report

The report from the auditor has been circulated to Councillors. The recommendations have been noted and will be acted upon during this financial year. To resolve to approve this report and publish. **PROPOSED** Cllr Hollingsworth and **SECONDED** Cllr Luxton. **RESOLVED**. Clerk to submit to the external auditors as soon as possible.

44/25 Annual Governance Statement

To resolve to complete and approve this statement. **PROPOSED** Cllr Tillett and

SECONDED Cllr Honan. **RESOLVED**. Clerk to submit to the external auditors as soon as possible.

45/25 Annual Accounting Statement

To resolve to agree and sign this statement. **PROPOSED** Cllr Honan and **SECONDED** Cllr Hollingsworth. **RESOLVED**. Clerk to submit to the external auditors as soon as possible.

46/25 Notice of Public Rights and Publication of Council's accounts – to resolve to agree the dates of publication from Tuesday 3rd June 2025 to Monday 14th July 2025 thus including the first 14 days of July as required by law. **PROPOSED** Cllr Hollingsworth and **SECONDED** Cllr Tillett. **RESOLVED**. Clerk to submit to the external auditors as soon as possible.

The notice to be published on the website.

47/25 End of Year Bank Reconciliation and Explanation of Variances

To resolve to approve the reconciled accounts to 31st March 2025 and details of

variances have already been circulated to Councilors. To be noted and accepted as a true record of the accounts. **PROPOSED** Cllr Hollingsworth and **SECONDED** Cllr Tillett. **RESOLVED**.

48/25 Financial Matters

To receive the accounts summary to 30th April 2025 (previously approved by Cllrs Luxton and Tillett).

2 x Payments to the Clerk for payroll (March and April

salary) 2 x Payments to HMRC for NI & PAYE

(February and March)

2 x Payments to BT for phone line in Hall £12.09 (28.03.2025 and

29.04.2025) 1 x payment of £513.28 for a replacement laptop and

software (02.04.2025) 1 x Payment to DALC for £155.25 (28.04.2025)

1 x payment to Internal Auditor for £79.00

(29.04.2025) 1 x Payment received of £4375.00

Precept (01.04.2025)

To **NOTE** the following payments were approved remotely in accordance with Financial Regulations:

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

To approve payments and bank reconciliation **PROPOSED** Cllr Tillett and **SECONDED**

Cllr Honan. **RESOLVED**

DRAFT

To confirm appointment of signatories for cheque payments and approvers for all BACS transaction currently Cllr. Luxton and Cllr Tillett. Clerk to add Cllr Honan to the bank mandate as a full signatory.

Budgets– To resolve to review the budgets. These are due to be done in full in November 2025. The Clerk reported at this stage of the year no overspends or concerns.

49/25 Planning

To discuss any planning applications received since the last meeting. None have been received.

50/25 Asset Register (circulated)

Asset register has been checked and updated. This will be added to the budget spreadsheet for greater transparency. Clerk to add the Hall to this and Cllr Honan will find out how much the Hall is insured for, should it need to be rebuilt, so that this figure can be added to the asset register as a value.

51/25 Financial Risk Assessment (circulated)

To resolve to approve and publish the financial risk assessment. This has been checked by the Clerk and updated where necessary. It has been circulated to Councillors before the meeting. To be published on the Council website. **PROPOSED** Cllr Luxton and **SECONDED** Cllr Honan. **RESOLVED.**

52/25 Policies (circulated)

To resolve to approve and adopt the following policies:

- Code of Conduct
- Publication Scheme
- Internal Control Policy
- Reserves Policy
- Complaints procedure
- Standing Orders – we will use the current format.

All current policies to be re-adopted and new ones adopted. **PROPOSED** Cllr Luxton and **SECONDED** Cllr Tillett. **RESOLVED.**

53/25 Date of Next Meetings:

To discuss the possible changes to dates of meetings going forwards.

All councillors present agreed to change the meetings dates to the first Tuesday of every other month. The revised dates will be circulated to councillors and published on the website.

These are now:

8th July

2nd

September

4th November

2026

6th Jan

3rd March

5th May AGM/APM

7th July

54/25 Meeting closed at 20:25pm

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