

# *Bridestowe Parish Council*

*Miss Kayleigh Walker - Clerk to the Council*  
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## **Bridestowe Parish Council Annual Meeting Minutes**

**Meeting held** – Monday 19<sup>th</sup> May at 7.30 pm The Ark, Bridestowe

**In attendance:** Clerk, Parish Cllrs Young, Thirtle, Proctor, Bickle, Pritchard, Hodgson, members of the public (5)

1. **Election of chair & vice-chair and signing of the declaration of acceptance to office.**  
Cllr Hodgson proposed Cllr Young continue the role of chairman. Cllr Young proposed Cllr Proctor take on the role of chairman, this was seconded by Cllr Thirtle and agreed by all members. Cllr Proctor proposed Cllr Young take on the role of vice chairman, Cllr Thirtle seconded this, and all members agreed. No further nominations were made. Cllrs Young and Proctor accepted the roles and signed the declaration of acceptance to office.
2. **Apologies.**  
Cllr Burder – apologies accepted.
3. **Possible Declarations of interest.**  
Cllr Young declared and interest in item 20.2.
4. **To appoint representatives of any sub committees.**  
Cllrs discussed potential sub committees and agreed it was not necessary to create any at this time.
5. **Public Open Question Time.**
  - 5.1 Members of the public asked the PC to consider becoming an asset locked body for Bridfest. The Clerk advised advice should be sought from DALC. Cllrs agreed to seek advice and hold a meeting to discuss this further.
  - 5.2 Members of the public expressed concerns over trees in the Sporting Green. Cllrs confirmed this would be discussed further under item 10.
  - 5.3 A member of the public reported damage to the River Lew bridge near the school, the Clerk agreed to report this to the relevant authority.
6. **District Councillors Report.**  
None.
7. **County Councillors Report.**  
None.
8. **Approval of minutes of meeting held April 23, 2025.**  
Cllr Pritchard proposed the minutes be signed as a true record of the meeting, this was seconded by Cllr Young and agreed by all. The chair signed a copy.
9. **Matters arising.**
  - 9.1 **Multiplay equipment in the Sporting Green, consider comments from Gerald.**  
After reviewing the comments and a site visit by Cllr Thirtle Cllrs agreed some immediate action was needed. Cllr Bickle proposed the seesaw be removed, the flooring made good and then await S106 funds/other funding to undertake a bigger renovation project. Cllr Young seconded the motion, and all Councillors agreed. The Clerk will ask Bakers Builders if they can carry out the immediate work along with the stone wall repairs.
  - 9.2 **Defib.**  
Cllr Young reported that the village defib is owned by the parish council, purchased with a grant. Jo Fleming has taken on the project and is looking into the best course of action – service or replacement.
10. **Trees in the Sporting Green - consider comments from the public and agree any action.**  
Cllrs discussed the letter from members of the public with concerns about the trees in the sporting green and agreed that a professional assessment was needed with three quotes from appropriate contractors to

undertake the necessary work. Members of the public said they were happy for the assessor/contractor to view the trees from their properties if needed.

**11. Baker Estates development – consider email from members of the public.**

Cllrs acknowledged the comments and concerns raised. The Clerk stated that correct protocol had been followed with regards to the consultation process of the application and no further action was appropriate.

**12. Accounts for payment:**

**12.1 Phil Down – Internal Audits £50.00**

**12.2 Bridestowe Methodist Church – room hire £80.00**

Cllr Young proposed the accounts to be paid, seconded by Cllr Pritchard and agreed by all.

**Current account statement balance as of 25/04/2025: £15619.91**

**13. External Audit:**

**13.1. Approval of Accounting Statements.**

**13.2. Approval of Annual Governance Statements.**

**13.3. Approval of Certificate of Exemption.**

The Clerk and Chairman approved and signed the audit form.

**14. Cemetery fees and regulations – review and agree.**

Cllr Thirtle proposed the fees were increased by £10 each. Seconded by Cllr Young and agreed by all.  
The Clerk will update the regulations.

**15. Asset Register – review and agree.**

**16. Risk Assessment – review and agree.**

**17. Code of Conduct – review and agree.**

**18. Standing Orders – review and agree.**

**19. Financial Regulations – review and agree.**

Cllrs agreed the WDBC code of conduct would be used. Cllrs agreed to approve items 15-19 en-bloc.  
Proposed by Cllr Pritchard, seconded by Cllr Bickle and agreed by all.

**20. Planning;**

**20.1 1308/25/CLE Tor View, 3A Pool Hill, Bridestowe, EX20 4EW - Certificate of lawfulness for existing garage alterations, extension & outbuilding** – Cllrs did not have any factual information to present. The Clerk will report this.

**20.2 1177/25/PIP Land Adjacent Huckleberry House Bridestowe - Application for permission in principle for a self-build single dwelling** – Cllrs consulted on the application and it was agreed that a comment of objection would be submitted on the grounds that the Neighbourhood Plan, which had been developed with significant community input and formally adopted, clearly outlines the parameters for sustainable development within the parish and this application falls outside those agreed boundaries. Proposed by Cllr Proctor, seconded by Thirtle and agreed by Cllrs Hodgson and Pritchard. Cllr Bickle supported the application and Cllr Young abstained.

**21. Correspondence: Mostly circulated to councillors.**

**21.1 DALC, WDBC; DCC: Newsletters.**

Acknowledged.

**21.2 Graveyard**

The Clerk had been asked to mark a grave for a funeral on June 3<sup>rd</sup> and sought assistance from the Cllrs. Concerns were raised about the spacing and direction of the current graves. The Clerk was asked to seek advice from DALC/other resources to clarify the legislation surrounding this. Cllrs will assist the Clerk with marking the grave.

**21.3 Hedges**

Treetops have asked for knowledge about the history/responsibilities of the hedges between the cemetery and village hall. Pete has confirmed these are joint responsibility between the hall and the parish council and have not had maintenance carried out for around 15 years. The Clerk will respond appropriately.

**21.4 Valda Electricity**

Cllr Thirtle had inspected the site and located a meter. He also reported some damage and a socket that is accessible by the public. Cllr Pritchard has a key and will visit the site to investigate further.

**22. Date of next meeting and close (proposed dates Wednesday 16<sup>th</sup> July, Wednesday 9<sup>th</sup> September, Wednesday 4<sup>th</sup> November)**

Cllrs proposed a short meeting on Monday 9<sup>th</sup> June at 7:30pm to discuss the request to become an asset locked body. The next full council meeting will be Wednesday 16<sup>th</sup> July.

**23. Close.**

The meeting was closed at approx. 8:30pm.

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