

Bridestowe Parish Council

Miss Kayleigh Walker - Clerk to the Council
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(draft) Bridestowe Parish Council Annual Meeting Minutes

Meeting held – Thursday 21st May 2026 at 7:30pm The Ark, Bridestowe

In attendance: Clerk, Parish Cllrs Young, Thirtle, Bickle, Pritchard and Burder, Borough Cllr Mott, members of the public (1).

1. Election of chair & vice-chair and signing of the declaration of acceptance to office.

Cllr Young proposed Cllr Pritchard continue the role of chairman. This was seconded by Cllr Bickle and agreed by all members. Cllr Pritchard proposed Cllr Young continue the role of vice chairman, Cllr Thirtle seconded this, and all members agreed. No further nominations were made. Cllrs Pritchard and Young accepted the roles. A declaration of acceptance to office will be signed at the next meeting.

2. Apologies.

Cllr Hodgson, Borough Cllr Southcott – apologies accepted.

3. Possible Declarations of interest.

None.

4. Public Open Question Time.

None.

5. Approval of minutes of meeting held April 26, 2026.

Cllr Young proposed the minutes be signed as a true record of the meeting, this was seconded by Cllr Bickle and agreed by all. The chairman signed a copy and thanked the clerk for capturing the meeting accurately.

6. Matters arising.

There is no longer a dog warden at Devon County Council. Incidents of fouling should be reported by the individual that witnesses them via the report a problem page of the DCC website.

The damaged bench near Springfields has been removed.

The clerk shared some large maps of the parish footpaths and confirmed that an extension to the survey period had been granted. Councillors allocated footpaths for inspection and agreed to report their findings to the clerk for collation.

**** Item 17 was bought forward ****

17. Planning

17.1 0991/26/FUL Great Bidlake Farm Bridestowe EX20 4NT – the applicant was welcomed to speak and expressed a need to be on site to carry out the farm work and confirmed that the dwelling would be hidden out of view behind the hedgerow. Cllrs considered the plans and agreed that the proposed property would be situated behind the treeline and a clear need to be on site was shown. Cllrs instructed the clerk to submit a comment of support acknowledging that the proposed dwelling appears to be a secluded, single story of wooden muted colour and raised no concerns. Motion proposed by Cllr Bickle, seconded by Cllr Young and agreed by all.

7. Playground Maintenance

Cllr Young advised that a member of the parish was going to carry out the repainting of the goal posts. He will also be asked to look at the corroding links and if he is unable to repair them Cllr Young will ask Bakers Builders to do so.

8.Accounts for payment:

8.1 Phil Down – Internal Audit for end of year accounts £50.00

Current account statement balance on April 23, 2026, £22090.16 Cashbook circulated to all Cllrs.

Cllr Burder proposed the accounts to be paid, seconded by Cllr Young and agreed by all. Cllrs asked the clerk to send a letter of thanks to P Down for his work for the parish council.

9. External Audit:

9.1. Approval of Accounting Statements.

9.2. Approval of Annual Governance Statements.

9.3. Approval of Certificate of Exemption.

The Clerk and Chairman approved and signed the audit forms.

10. Cemetery regulations.

Updated regulations implementing the changes agreed at the April meeting were signed by the clerk and chair and all changes are adopted from May 1, 2026. Cllrs thanked Cllr Pritchard and Cllr Thirtle for the effort and commitment they have shown to the project. Further documentation is in progress and includes

- Expand Excel spreadsheet to include 'burial register' info, 'ERB register' info, 'memorial application' and 'financial records'
- Create an internment form
- Create a form of agreement between the grave digger and the PC
- Create a public facing information pack.

11. Asset Register

12. Risk Assessment

13. Code of Conduct

14. Standing Orders

15. Financial Regulations

16. IT Policy

Cllrs agreed to approve items 11-16 en-bloc. Proposed by Cllr Burder, seconded by Cllr Young and agreed by all.

18. Correspondence: Mostly circulated to councillors.

18.1 Newsletters – acknowledged.

18.2 Temporary Traffic Notice – acknowledged.

19. Date of next meeting.

The next full council meeting was agreed for Wednesday 15th July 2026 followed by Wednesday 9th September 2026. Cllr Thirtle gave apologies for Wednesday 9th September 2026.

20. Close

The meeting was closed at 8:17pm.