

DUNSFORD PARISH COUNCIL

Minutes of meeting held in Village Hall dressing rooms on Tuesday June 2nd, 2026

Present: Cllrs French(Chairman), T Anderson, R Squire, P Lewis, A Arnold, B Webber, K Morris, P Harper, C Parry, District Cllr Andy Swain, County Cllr Richard Keeling and the Clerk Lynne Ogden
0 Members of the Public attended

1. a) Apologies – None

b) Declaration of Interest/ Register of Interests: Cllr Morris/ payment to Dunsford Stores

2. Minutes of the Council meeting held on May 5th, 2026, had been distributed, were approved and signed.

3. Progress Reports

3.1 Action Points from last meeting- All actions completed from last meeting.

3.2 Clerk's report – had been sent to all Cllrs. No Highway's report this month.

3.3 Reports from other Councillors/representatives – a) County Cllr Keeling had sent a report which had been circulated to all Cllrs. He gave the Council a hard copy of the Parish Council's Handbook and said one on Potholes would be sent soon. The Policy on repairs have been changed which should enable more to be filled. From his report, he highlighted funding for Libraries and public transport. He took questions: He has some funds that he could use to help with road/snow wardens for Parish Councils. **b) District Cllr Swain** discussed the problem of some planning applications involving landfill. There are several in the area. The Council made him aware of the communication that had been received from concerned residents. He agreed that it is important for planners to consider the effect that applications will have on the surrounding areas when they are being constructed.

He also reported that the Community Fund is now open, so Councils can apply for small amounts to help with projects.

3.4 Housing Working Group – Cllr French is still trying to get a joint planning statement from Teignbridge and Dartmoor National Park which will help to clarify the situation for Dunsford.
Action Cllrs French/Lewis

3.5 Dunsford Emergency Response Team (DERT) – Cllr Morris reported that there has not been a recent meeting but a First Aid course for all Team members has been organised by Cllr Morris, free of charge. Thank you to her for this. She is also waiting to hear back from Devon Communities Together about the submission of Dunsford's Emergency Plan.
Action Cllr Morris

3.6 The Dunsford Climate Initiative (DCI) –The next meeting is 22nd June, but the Beating of the Bounds activity was enjoyed in May. Thanks to Ruth Stevens for organising this and Flic Ursell for providing the refreshment stop.

Action Cllr Squire

3.7 Reports from other meetings attended by Dunsford Cllrs – a) Cllr Morris had attended the Village Hall Management Committee meeting and had sent a report to all Cllrs. A lot is being planned for the Village Hall in the coming year, and the Council has already agreed that it would like to support the Village Hall, where possible. **b) Cllr Arnold** had attended a webinar for 20s plenty. It explained what they have been doing and areas where it has been successful. They have asked about meeting up. The Council would be happy to invite them to a future meeting. **c) Cllr Morris also met with Liz Robin** about the defibrillators. The present contract with Community Heartbeat Trust has come to an end which means they are now the property of the Parish Council, so we now need to consider things like insurance, the half hour counselling following a rescue, automatic replacement of essential parts, and loan of a replacement defib. Known costs have been given to the Council. Planning also needs to start for replacement defibs in the near future. For the last two years, the Council has budgeted the same amount that was needed for the contract, and this could become allocated monies (earmarked reserves) that can be put towards replacement equipment. The Council agreed. Liz Robin and Cllr Morris will start researching what we need to do next. The Council would like to thank Liz for being the Dunsford's registered defib guardian on the Circuit and Webnos governance systems and for doing monthly reports on both. She has been the key person for all the organisation needed for our defibrillators from the beginning, which is now over eight years. The Council are very grateful to her for this.

4. Correspondence: - List of correspondence received by email listed overleaf. To discuss: - a) email received about landfill lorries along the Tedburn road - b) further emails to Cllrs, regarding Affordable Housing in Dunsford. The Clerk will liaise with the appropriate residents.

Action Clerk

5. Finance – Annual Governance and Accountability Return (AGAR)

5 (a) Bank Reconciliation and Statement – This was presented at May meeting and signed.

5 (b) Internal Audit Completed by P. Clapham – Completed on 08/5/2026- No written report was necessary but informal advice was given, as follows –

1) **Adopt an IT Policy** – A model policy had been considered by the Finance Committee and was recommended to the whole Council. **The Council resolved to Adopt this Policy.**

2) **Advice about administering grants** – the Clerk was reminded that grants could not be given to individuals but can be given to authorised bodies to administer

3) **Payments within budget year** – wherever possible, it is important for invoices to be settled within the appropriate budget year.

4) **General admin advice**, which the Clerk will follow.

5(c) Annual Governance Statement- This was read out by the Clerk, agreed by the Council, and signed and minuted.

5 (d) Annual Accounting Statement – This was signed by the Chairman and RFO

5 (e) Exemption Certificate – The Council resolved to submit a Certificate of Exemption at the May meeting. This will be sent to the External Auditors.

For information: Period for the Exercise of Public Rights: – Wednesday 3rd June to Tuesday 14th July 2026

Finance – ordinary

5.1 C/A - £16,262.85 as at 14/05 /2026 BBI/A - £1882.76 as at 09/04/26

Income: First half of precept -£8,799 and CIL money £587.62

The Council resolved to pay the following invoices: -

**5.2 Clerk's Salary(4 weeks) - Net pay to Clerk £474.40 + expenses £26= £500.40
chq 1660**

5.3 BG - Lengthsman's tasks for May – £100 chq 1661

5.4 Vision ICT – setting up of Gov.uk domain and emails - £330 chq 1662

5.5 Dunsford Stores – refreshments for Annual Parish meeting - £61.70 chq 1663

5.6 Penny Clapham – internal audit fee - £74.50 chq 1664

- 6. Village Green** a) Cllr Webber had sent a report to all Cllrs and wanted to thank the Lengthsman for turfing the area around the benches. Weeds have reappeared on the matting and need addressing. Cllr French will help with this. b) Rospa report – there are some minor issues that need to be dealt with. Cllr Webber will liaise with the Clerk for any purchases needed. **Cllr Webber/Clerk**

- 7. Planning: Applications: 7.1 Dartmoor National Park - 0138/26** – Barn to the NE of East Down Farm, Dunsford EX67AL – change of use of agricultural building and associated curtilage to flexible commercial use under Class R of the GDPO.

Decisions: 7.2 None

- 8. Lengthsman** – tasks for June were discussed. They included the strimming of the pathway from the Court to the footpath. **Action Clerk**
- 9. Council transfer to Gov.uk domain and emails** – The website is now under gov.uk and the Clerk has begun to transfer her emails. She will send details to all Cllrs for their new emails and there will be a transition period for their transfers. It is hoped this can be achieved by the July meeting. **Action Clerk/all Councillors**
- 10. Review of subscriptions** – A list of current subscriptions, with costs, had been sent to all Cllrs. The Council decided to continue with all the subscriptions except CPRE. **Action Clerk**
- 11. Adoption of Reserves Policy** – This policy had been discussed at the Finance Meeting. Unfortunately, this meeting had had to be postponed due to the illness of the Clerk and only took place the night before the Council Meeting, which did not give the Council enough time to consider it. Hence, the Clerk will make the amendments suggested by the Finance Committee and send to all Cllrs in readiness for the July meeting. **Action Clerk**

12. Parish Plan Review –Cllr French had sent the current Parish Plan to all Cllrs. An initial discussion took place and the Council agreed to review the plan. Several Cllrs are willing to be part of a group who will steer this. A process needs to be agreed, formalised and put in place. **All Cllrs/Clerk**

13. Matters brought forward by the Chairman (for information only /possible addition to next month’s agenda including: - a) Any pressing **Highways issues** for Clerk to pass on to Highways’ contact b) Archiving of Council records – Cllr Lewis reported that the Clerk had raised this at the Finance meeting. She will research this and put it on a future agenda c) Cllr Squire raised the idea of the Council hosting a Radio 4 Question time session. She has already spoken to the Chair of the Village Hall, who is in agreement. It was agreed to put this on a future agenda d) Training – the Clerk will put this back on as a regular agenda item for Cllrs to apply. A Cllr asked to attend two courses in July. The Clerk will provisionally book places and they can be formally approved in the next meeting. e) Cllr Harper asked if the Clerk could label emails with the degree of urgency that are sent to Cllrs. The Clerk said that this would be difficult as the majority of emails that are sent to the Full Council contain information of different importance to different Cllrs. But she will investigate and get back to him. f) A Cllr was asked if the playground equipment could be cleaned. **Action Clerk**

14. Date of next meeting – Tuesday 7th July 2025 7:30 pm in the Village Hall Dressing Rooms

There being no other business, the Chairman closed the meeting at 9:45pm

Signed as a true record..... (Chair)

Date

Email circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digests and weekly newsletters
- DALC newsletters
- Devon Communities Together – various newsletters, including Village Hall’s
- Teignbridge District Council newsletter
- Devon County Council newsletter including pothole update from Cllr Keeling
- CPRE newsletter
- Confirmation email from District Cllr Swain
- Various temporary road closures most at very short notice or late!
- Letter from resident informing the Council about planning issue
- Info from David Bocock (DNP) re BT digital voice switchover
- Info on free deer awareness raising event
- Update on Teignbridge Local Plan (adopted 19/5/26)
- Info on Mid Devon Local Plan