

STOKE CANON PARISH COUNCIL

THE ANNUAL PARISH COUNCIL MEETING

of Stoke Canon Parish Council was held in The Bridge
on Thursday 8th May 2025 at 7.00 pm.

Those present were Cllr Kate Scott-Clarke (Chair), Cllr James Maunder (Vice Chair), Cllr Derek Boustred, Cllr Mike Kemp, Cllr Fabian King (EDDC), 1 member of the public and the Parish Clerk, Tracy Watkins

25/25 Election of Chair

Kate Scott Clarke advised that she would be happy to stand for another year as Chair. **SECONDED** BY Cllrs Maunder, Boustred and Kemp. **RESOLVED**
Cllr Scott-Clarke signed the Declaration of Acceptance.

26/25 Election of Vice Chair

Cllr Scott-Clarke **PROPOSED** Cllr Maunder as Vice Chair for another year. **SECONDED** by Cllrs Scott-Clarke, Boustred and Kemp. **RESOLVED.**
Cllr Maunder signed the Declaration of Acceptance.

27/25 Election of representing Councillors

Cllrs Boustred and Kemp signed the Declaration of Acceptance.

28/25 Apologies - To receive any apologies for absence

There were no apologies received. Nothing has been received from County Councillors.

29/25 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.
None declared

30/25 Minutes of previous meetings (circulated)

To resolve to adopt the minutes of the APM on 2nd May 2024 and the Ordinary meeting of the Council on 6th March 2025 as a true record. **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllr Maunder. All agreed. **RESOLVED.**

31/25 Report from the Chair

The Chair read out their annual report. This will be filed with the Minutes of this meeting and published on the website.

32/25 Report from County Councillor

The final report from Cllr Sara Randall-Johnson has already been circulated to Councillors

33/25 Report from District Councillor

The April report from Fabian King has already been circulated to Councillors

34/25 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.

Question from Member of the Public – When was the last time anyone inspected the bridge? A lot more traffic using it now and a higher number of heavy good vehicles.

Cllr Boustred advised he would contact the Highways Officer to find this information out and ask if one can be done now.

35/25 The Certificate of Exemption

To resolve to approve the Certificate of Exemption. **PROPOSED** Cllr Scott- Clarke. **SECONDED** Cllr Maunder. **RESOLVED.**

36/25 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 Scott-Clarke **SECONDED** Cllr Boustred **RESOLVED.**

37/25 Annual Governance Statement

Circulated to councillors – to resolve to complete and approve this statement. **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllr Maunder **RESOLVED**

38/25 Annual Accounting Statement

Circulated to councillors – to resolve to agree and sign this statement. **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllr Kemp **RESOLVED**

39/25 End of Year Bank Reconciliation and Explanation of Variances

Reconciled accounts and details of variances have already been circulated to Councillors. To be noted

40/25 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. The notice to be published on the website. **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllr Maunder. **RESOLVED.**

41/25 Financial Matters

To resolve to approve the end of year accounts and statements to 31st March 2025. (circulated)

To receive the accounts summary to 30th April 2025 (previously approved by Cllrs Maunder and Scott-Clark).

2 x Payments to North Devon payroll for wages (February and March salary)

1 x Payment of £513.78 for replacement laptop (02.04.2025)

1 x payment of £47.00 to ICO (22.04.2025)

1 x Payment to EDF £8.19 (23.04.2025)

1 x payment to Yu for electricity of £0.85 (24.04.2025)

1 x Payment received of £5500 Precept (01.04.2025)

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

Note: Payments approved by Councillors K Scott-Clarke and Cllr J Maunder in accordance with the Financial Regulations.

PROPOSED Cllr Scott-Clarke **SECONDED** Cllr Maunder. **RESOLVED**

To confirm appointment of signatories for cheque payments and approvers for all BACS transaction currently Cllr. Scott-Clarke and Cllr Maunder. Cllrs Boustred and Kemp to be added to the bank mandate. **PROPOSED** Cllr Scott-Clarke and **SECONDED** Cllr Maunder. **RESOLVED**

Budgets and account variations – To resolve to review the budgets and discuss the variations in accounts from 2023/24. Keep an eye on the budgets. Look at the playpark equipment this year. The grass cutting takes a large percentage of our budget and our current contractor is not keeping to the agreed schedule. Cllr

Boustred has sourced another person to help and **PROPOSED** we use them to fill in the gaps **SECONDED** by Cllr Maunder. **RESOLVED** and **APPROVED**.

It has been highlighted that there is a mess over by the railway which needs clearing. Cllr Boustred will find a contact. The broken dog bins need to be chased. Clerk to do.

Variations were **APPROVED**. **PROPOSED** Cllr Scott-Clarke and **SECONDED** Cllr Maunder. **RESOLVED**.

42/25 Planning

To discuss any planning applications received since the last meeting

APPEAL BY: Mr R May

APPEAL REF: APP/U1105/W/25/3364022

PROPOSAL: Prior approval (Class Q) for a change of use of a building as an agricultural unit to 5no. dwellinghouses (Use Class C3)

LOCATION: Oakhay Barton, Stoke Canon, Exeter EX5 4ED

The application was supported at the start but was then rejected. Appealing the decision.

43/25 Asset Register (circulated)

Asset register to be checked and approved. Amended and will be published.

PROPOSED Cllr Scott-Clarke **SECONDED** Cllr Boustred **RESOLVED**

44/25 Financial Risk Assessment (circulated)

To resolve to approve and publish the financial risk assessment. **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllr Maunder **RESOLVED**.

45/25 Policies (circulated)

To resolve to approve and adopt the following policies:

- Financial Regulations – add £500 limit to sign off
- Equality and Diversity
- Standing Orders
- Privacy Policy
- Transparency Code

- Internal Control Policy
- Reserves Policy
- Complaints procedure

Approval of Policies **PROPOSED** Cllr Scott-Clarke **SECONDED** Cllrs Maunder, Boustred and Kemp. **RESOLVED.**

46/25 Any Other Business and Date of Next Meetings:

Cllr Kemp will take over as footpath warden as Andy Hill is bowing out after 3 years. The Council wanted to thank Andy for his work and support. Clerk to send Cllr Kemp the telephone number for the Public Rights of Way team.

Bench in bus stop by the Mill – Cllr Boustred will contact DCW for prices.

Planters in River Close also prices needed.

Meetings are held on the 1st Thursday bi-monthly. Thursday 3rd July, Thursday 4th September and Thursday 6th November 2025

Meeting closed at 20.15pm