

# Thorverton Parish Council

## Additional Information for Tuesday 13<sup>th</sup> April 2025

- 1 Election of Chair
- 2 Declarations of Interest
- 3 Apologies for absence
- 4 Councillor changes
- 5 Public Open Session  
15 minutes for members of the public to raise any issue of concern, 5 minutes maximum per speaker

# Thorverton Parish Council

## 6 Minutes

To approve the minutes of the meeting held on [8<sup>th</sup> April 2025](#)

## 7 Reports To receive reports from:

7.1 County Council

7.2 District Cllr Roberts

## Thorverton Parish Council

### 7.3 Saturday Market

From Cllr Price:

A couple of interested parties in the vacancies. They took a hear to help leaflet and will mull it over.

(Firstly like to thank *[name redacted]* for unblocking the leet in the Burry) He would like to comment on the state of the pavements in the village. Particularly in the Bury around the surgery. Could this be prioritised over grass cutting for the handyman as the dry weather is perfect for spraying. It is no mow may after all.

Secondly a parishioner commented fondly about the rooks and thought they were great.

# Thorverton Parish Council

## 8 Projects

### 8.1 New Cemetery

#### NEW CEMETERY WORKING GROUP SITE MEETING 29<sup>th</sup> APRIL 2025

The meeting was called following an e mail from the Clerk dated 14<sup>th</sup> April which said that he wanted to give the working group one last chance before the Planning application were resubmitted in case any amendments wererequired.

The WG wanted to revisit the question of possible access for the turning of a hearse. This question was raised at the initial WG meeting on 26<sup>th</sup> Nov 2024 and there was no clear consensus.

These minutes went to PC at their Dec 2024 meeting and item 6.1.6 refers to this. The PC resolved to resubmit the planning documents exactly as the successful previous application.

The original conversations at the initial WG meeting centred around having a turning area whereby a hearse would drive up

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Dark Lane and reverse into the cemetery where a coffin could be carried to the graveside. This means that the road would not be blocked. After the funeral the hearse could then turn left out of the cemetery and drive down Dark Lane.

Blocking the road for at least half an hour and the legalities of that were raised and discussed. It is thought that this would not be legal and the WG would like this checked.

Previous to this WG meeting *[name redacted]* had conversations with two funeral directors. They both said that their drivers were very experienced and would be able to reverse either up or down Dark Lane.

Another thought was then discussed and that was whether a layby could be formed into the bank of the cemetery enabling a hearse to park so that it would not block the road. There were complications and costs associated with this as the ground level

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of the cemetery is higher than Dark Lane and a retaining wall may have to be built.

Further to these discussions it was then suggested whether a layby could be formed on the Barliabins side, however there is still the question of ground levels but did seem a reasonable option. Also how this might be impacted by the conservation area.

The question of the actual width of Dark Lane adjacent to the proposed entrance to the cemetery was looked at. It was thought that if the edge of the road alongside the cemetery bank was cleaned of the vegetation back to the existing wall and bank there may well be room to park a hearse and still allow other vehicles to pass for the short time that the funeral service takes place. There is also the question of people wanting to visit graves and that would allow them some room.

## Thorverton Parish Council

### POST MEETING NOTE.

There is a width restriction of 6'6" (1.75m) along Dark Lane so in theory there would only have to be an allowable gap of 1.75m for a vehicle to get through.

This may not however be conducive with trying to park a hearse and the whole solemnity of the occasion.

The conclusion following all of these discussions is that before the Planning application is submitted the WG would like to have a meeting with a DCC Highways representative to discuss the question of allowable widths for vehicles to be able to pass and whether clearing the vegetation back is sufficient to meet highways requirements.

The WG do not believe that they have the authority to contact DCC Highways so would like a RESOLUTION passed by the PC for the WG to contact them. There is a footnote to this in that when the original planning was approved highways must have approved it as it stood.

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### 8.2 Subscription to the Rural Services Network

#### Email from RSN

Thanks for making contact and expressing an interest in membership we'd love for you to join us.

The cost of annual membership for an organisation of your type is £52.50+VAT and you would fall under our Rural Village Services Group (RVSG) membership.

To find out more visit: <https://www.rsnonline.org.uk/page/rural-village-services-group>

Membership benefits include:

- Weekly Rural Bulletin delivered to your inbox setting out key rural news stories.
- Monthly Funding Digest highlighting potential sources of funding and grants for you and your local organisations.
- Sharing your news and good practice with the RVSG group and the wider RSN and learning from others.

## Thorverton Parish Council

- . Dedicated Rural Village Service Group newsletter six times a year.
- . A bespoke annual meeting for Councillors and Clerks of the group to share best practice and contribute to RSN campaigning work.

If membership is of interest to you, please complete the attached form and I can arrange an invoice to be sent to you.

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## 8.3 Website and Email Addresses

DALC r #19 2025

### Changes to email guidance in Practitioner's Guide 2025

The [2025 Practitioner's Guide](#) was published recently and includes a number of changes which can be viewed [at the link](#). Councils may particularly want to note the requirement relating to emails whereby **councils now must have a general email account hosted on an authority owned domain**. For example, email addresses must be [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) and not [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com) or [abcparishclerk@outlook.com](mailto:abcparishclerk@outlook.com).

This change will apply to the 2025/26 Annual Governance and Accountability Return where it will form part of the new Assertion 10 in the council's Annual Governance Statement.

## Thorverton Parish Council

### Email from Vision ICT

You're quite right to expect a secure website. When your site was launched back in 2016, SSL certificates were not a mandatory requirement. Since then, web security standards have evolved considerably, and we've been encouraging councils to add SSL certificates to enhance trust and compliance.

While SSL is not included by default in older contracts, we've made the process of upgrading straightforward and significantly reduced the cost — it's now just £50 per year (we've waived the usual £75 setup fee). If you'd like us to go ahead and install an SSL certificate for Thorverton Parish Council's site, just let me know and we can get that sorted for you.

Kind regards,  
Director

# Thorverton Parish Council

## 8.4 Grant Giving

### 8.4.1 Hospiscare

### 8.4.2 Millenium Green Trust

### 8.4.3 Jubilee Green

## 8.5 Litter Picking Equipment

Email from volunteer litter picker

Would it be possible for the Council to supply me with another litter picker?

The original has given up the ghost.

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### 8.6 Jubilee Green Barrier From Cllr Price



Spotted this the other day and finally grabbed a photo of it. The base of the barrier post is rusting away. Looks like an older repair is also failing too. Can this be added to an agenda to

discuss repair replacement options.

## Thorverton Parish Council

### 8.7 Dinneford St Water Trough

From Cllr Price

I have been approached by a couple of residents in dinneford street that the water trough is in need of repair. (Surrounding block work not the trough itself.)

1) who is the owner? TPC? Or church commission? It is also grade2 listed apparently. Could we ascertain the ownership?

2) the Ivy and other plants growing in the block work around the trough is having a detrimental affect on the pointing and capping stones. The capping stones on the top are being pushed up and have separated from the wall.

3) if it's our job can we resolve to fix it. If it's someone else's can we resolve to contact them about the repairs needed.

*Images on next page*

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### 8.8 Hedge beyond Bullen St

From Cllr Shelton

The hedge along the boundary above has grown out into the road so far it is restricting walkers coming down, or up the hill. I am 5'7" tall and am unable to walk along the wall, to the point where I was almost run over by a van coming around the corner yesterday. It is also so thick it is preventing the street light from reaching the road down onto the hill (I noticed this the other evening). I have also noticed there is a large crack in the wall and the weight of the hedge may be aggravating this to the point where it eventually gives way.

[DCC Report-a-Problem Overgrown Vegetation](#)

8.9 Planning 25/00297/FULL Rull Orchard EX5 5LN  
Class Q Building APPROVED

# Thorverton Parish Council

## 9 Recreation Ground

### 9.1 Financial Report for April

### 9.2 Basketball Hoop & Surface

See invoice below for the hoop.

Email from preferred supplier

Please find attached our Quotation and General Conditions of Surfacing.

If the quotation is acceptable we have a start date of 21st July, please confirm if this is suitable.

NB The General Conditions require a water supply.

### 9.3 Damage from footballs & grant for nets

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### 9.4 Lottery Bid

#### Email from the National Lottery

Many thanks for your email regarding your recent application to the Reaching Communities funding programme in the South West Region Project ID - Project ID 20283216 - Thorverton Recreation Ground Improvements.

I'm emailing to inform you that I am no longer a Funding Officer within the South West Regional Team as part of the Reaching Communities funding programme, and not in the best position to take your enquiry forward for further feedback on your previous application. Therefore, I have copied in the South West Team email where a colleague from the team can look to pick-up and arrange a feedback call with you at a suitable time.

If you do not receive a response from the South West Team email in due course, please do forward your enquiry directly to Southwest Team [Southwestteam@tnlcommunityfund.org.uk](mailto:Southwestteam@tnlcommunityfund.org.uk)

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You may also be aware that as of 1<sup>st</sup> April 2025, applicants to The National Lottery Community Fund's popular Reaching Communities programme will need to meet new priorities to help deliver a fairer, stronger and more resilient future for communities.

Reaching Communities will prioritise projects which support places, people or communities experiencing poverty, disadvantage or discrimination, and which meaningfully involve communities in steering the project. All organisations applying will have to demonstrate how they plan to reach people who find it hardest to access support, and how communities are involved in their project – including in the leadership of the organisation, participation, and voice. Applications will also be expected to strongly demonstrate impact against one or more of The National Lottery Community Fund's four community-led missions.

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### 9 Grounds Maintenance

#### 9.1 Contractor Work for the month

Email from a parishioner

I believe you have a meeting coming up soon and would like to address grass cutting.. not just my concern but everyone living in the *[Leonard]* square.

We would like to know who should be cutting the grass between Leonard Square towards Broadlands in both sides. Last year we were told it was a gentleman who I believe at the time was poorly. Initially during the summer my husband ended up going out a couple of times to cut it.

Since then I was informed by a member of the PC the said gentleman was well again and should be taking on this role again. However sadly the area mentioned has not yet been cut which is grossly overgrown and quite unsightly especially compared to the other well cut areas.

Could this be discussed at the PC meeting. Then please let us know what is going to be done to resolve our concerns.

# Thorverton Parish Council

## 11 Council Administration

### 11.1 Election of Vice-Chair and Allocation of Working Group Roles Roles allocated at June 2024 meeting

#### 12 Allocation of Councillor Responsibilities & Working Group Roles

Council allocated the roles as follows:

##### **Responsibilities**

Focus – Cllr Foster  
School – Cllr Price  
Social Media – Cllr Foster  
Memorial Hall – Cllr Uglow  
Recreation Ground – Cllr Sims  
Highways & Footpaths – Cllr Shelton  
Speedwatch – Cllr Sims  
Allotments – Cllr Shelton  
Snow Warden – Cllr Marshall  
CLT Board Councillor - Cllr Uglow

##### **Working Groups**

New Cemetery – Cllr Hodge, Cllr Uglow, Mr S Fice, Mr N Bright & Mr M Ayre  
Staffing – Cllr Foster, Cllr Price  
Planning & s106 Funding – Cllr Crang  
Grant Giving – Cllr Hodge & Cllr Marshall  
Village Leats – Cllr Crang  
Barliabins – Cllr Uglow, Cllr Marshall, J Wills, T Sanders, L Colebrook, J Cornish, J Hole, K Marshall & C Turner  
Rec Refurbishment - Cllrs Marshall, Price, Sims & Uglow, C Dula, N Fice, C Giles,  
H Lampard, T Sanders, A Saunders, S Trebble-Smith & Jan Wills.  
Library – Cllr Nightingale  
Managed Biodiversity – Cllr Nightingale

# Thorverton Parish Council

## 11.2 Review of Council Orders and Policies DALC Newsletter #16 2025



### **Updated Model Standing Orders**

The Model Standing Orders provide a comprehensive framework of procedural rules for parish and town councils in England.

[Updated Standing Orders](#)

These standing orders are essential for regulating the conduct of council meetings and ensuring orderly and efficient governance. They include mandatory legal requirements and optional guidelines that parish and town councils can adopt or modify to suit their needs. Parish and town councils can ensure transparency, accountability, and consistency in their operations by adhering to these standing orders.

[Updated Financial Regulations](#)

NALC has updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with the [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. The new Model has also been updated to better reflect Code of Conduct requirements; 14.a, 14.b, and 14.c have been removed.

[Updated Risk Assessment](#)

NALC has also changed the language in the document to gender-neutral terms to align with our policy and the Civility and Respect Project.

# Thorverton Parish Council

## 11.3 Financial Authorisation

### 11.3.1 Bank Arrangements

### 11.3.2 Purchase Threshold for 3 Quotes

## 11.4 Dates and Times of Meetings for the coming year

Tuesday 10<sup>th</sup> June 2025

Tuesday 15<sup>th</sup> July 2025

Tuesday 9<sup>th</sup> September 2025

Tuesday 14<sup>th</sup> October 2025

Tuesday 11<sup>th</sup> November 2025

Tuesday 9<sup>th</sup> December 2025

Tuesday 13<sup>th</sup> January 2026

Tuesday 10<sup>th</sup> February 2026

Tuesday 10<sup>th</sup> March 2026

Tuesday 14<sup>th</sup> April 2026

Tuesday 12<sup>th</sup> May 2026

# Thorverton Parish Council

## 12 Accounts

### 12.1.1 Accounts for 2024-25

| ANNUAL ACCOUNTS -- THORVERTON PARISH COUNCIL -- 2024-25 |              |              |       |             |                                  |   |           |
|---------------------------------------------------------|--------------|--------------|-------|-------------|----------------------------------|---|-----------|
| Bank Statements                                         | Current Acct | Reserve Acct | Other | Total       | Payments & Receipts              |   | Total     |
| Opening balances 1st April 2024                         | £ 24,748.60  | £ 37,288.87  |       | £ 62,037.47 | Opening balances 1st April 2021  | £ | 62,037.47 |
|                                                         |              |              |       |             | Payments                         | £ | 34,629.52 |
|                                                         |              |              |       |             | Receipts                         | £ | 27,292.92 |
| Closing Balances 31st March 2025                        | £ 16,884.33  | £ 37,816.54  |       | £ 54,700.87 | Closing Balances 31st March 2022 | £ | 54,700.87 |
|                                                         |              |              |       |             | Imbalance £ -                    |   |           |
| Allocated Reserves at 01-Apr-24                         |              |              |       |             | Allocated Reserves at 31-Mch-25  |   |           |
| New Cemetery Funding                                    | £ 28,562.00  |              |       |             | New Cemetery Funding             | £ | 18,417.00 |
| Defibrillator Funding                                   | £ -          |              |       |             | Defibrillator Funding            | £ | -         |
| Night Landing Site Funding                              | £ 1,068.00   |              |       |             | Night Landing Site Funding       | £ | 1,068.00  |
| Covid Funding                                           | £ 995.00     |              |       |             | Covid Funding                    | £ | 995.00    |
| Play Equipment Funding                                  | £ 6,000.00   |              |       |             | Play Equipment Funding           | £ | 9,732.00  |
| Tool Store Funding                                      | £ 2,700.00   |              |       |             | Tool Store Funding               | £ | -         |
| Elections                                               | £ 2,000.00   |              |       |             | Elections                        | £ | 2,000.00  |
| Allotment Deposits                                      | £ 450.00     |              |       |             | Allotment Deposits               | £ | 525.00    |
| Arch Dig Interpretation Board                           | £ 2,310.00   |              |       |             | Arch Dig Interpretation Board    | £ | 2,310.00  |
|                                                         |              |              |       |             | Charging Points                  | £ | 2,000.00  |
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Prepared by

.....  
 Jim Roberts  
 Clerk & Responsible Financial Officer  
 Thorverton Parish Council  
 Date 12th May 2025

Approved by Thorverton Parish Council

Signed

.....  
 Cllr  
 Chair

Date .....

Minute Ref

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# Thorverton Parish Council

## 12.2.2 Budget Review – 2024-25 Full Year

| Thorverton Parish Council Budget v Actuals 2024-25 |                 |                 |                        |                 |                 |                 |                 |                 |   |
|----------------------------------------------------|-----------------|-----------------|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---|
| 2019-20                                            |                 | 2020-21         | 2022-23                |                 | 2023-24         |                 | 2024-25         |                 |   |
| Detail                                             | Actual          | Actual          | Actual                 | Budget          | Actual          | Budget          | Qtr 4 Actual    |                 |   |
| <b>Payments</b>                                    |                 |                 |                        |                 |                 |                 |                 |                 |   |
| Salaries                                           | £ 7,245         | £ 9,205         | Staff Costs            | £ 7,222         | £ 6,540         | £ 5,780         | £ 7,500         | £ 7,893         | P |
| Home Working                                       | £ 22            | £ 158           | Administration         | £ 1,437         | £ 2,310         | £ 820           | £ 1,500         | £ 1,814         | R |
| Administration                                     | £ 3,024         | £ 2,822         | Prsh Mntnce - cntrctr  | £ 3,509         | £ 3,350         | £ 2,015         | £ 3,000         | £ 1,980         | T |
| Parish Maintenance                                 | £ 1,641         | £ 1,087         | Prsh Mntnce - matrls   | £ 2,971         | £ 1,000         | £ 1,306         | £ 2,000         | £ 671           | C |
| Recreation Ground                                  | £ 489           | £ 285           | Recreation Ground      | £ 933           | £ 250           | £ 680           | £ 1,250         | £ 2,770         | T |
| Allotments                                         | £ 280           | £ 125           | Allotments             | £ 255           | £ 200           | £ 238           | £ 250           | £ 291           | N |
| Grants Given                                       | £ 1,650         | £ 900           | Grant Giving           | £ 1,097         | £ 1,000         | £ 875           | £ 1,250         | £ 1,300         | C |
| VAT                                                | £ 4,855         | £ 5,503         | Insurance              | £ 719           | £ 600           | £ 746           | £ 1,000         | £ 832           |   |
| Miscellaneous                                      | £ 21,451        | £ 31,809        | Annual Subs            | £ 323           | £ 350           | £ 440           | £ 500           | £ 390           | U |
| Elections                                          | £ -             | £ -             | Legal fees             | £ -             | £ -             | £ -             | £ 500           | £ -             |   |
|                                                    |                 |                 | Training               | £ 114           | £ 250           | £ 402           | £ 750           | £ 60            |   |
|                                                    |                 |                 | Garage rental          | £ 688           | £ 600           | £ 668           | £ -             | £ -             |   |
|                                                    |                 |                 | New Cemetery           | £ 1,140         | £ -             | £ -             | £ -             | £ 10,145        | E |
|                                                    |                 |                 | Arch. Dig(-23) Housing | £ 2,000         | £ -             |                 | £ -             | £ -             |   |
|                                                    |                 |                 | Elections              | -               | £ -             | £ -             | £ -             | £ -             |   |
|                                                    |                 |                 | Affordable Housing     | -               | £ -             | £ 494           |                 | £ 7,099         | A |
|                                                    |                 |                 | New Play Equipment     | -               | £ 1,000         | £ 1,000         | £ 2,500         | £ 2,500         | E |
|                                                    |                 |                 | Charging Points        | -               | £ 1,000         | £ 1,000         | £ -             | £ -             |   |
|                                                    |                 |                 | General Reserves       | -               | £ 1,000         | £ -             | £ -             | £ -             | L |
| <b>Total</b>                                       | <b>£ 40,658</b> | <b>£ 51,893</b> |                        | <b>£ 22,408</b> | <b>£ 19,450</b> | <b>£ 16,464</b> | <b>£ 22,000</b> | <b>£ 37,745</b> |   |

# Thorverton Parish Council

## Finance

13.1 Bank balance as at 1<sup>st</sup> May 2025 £66,119.83

### 13.2 Payments:

|                                                             |   |          |
|-------------------------------------------------------------|---|----------|
| 13.2.1 Mr C Marshall Tidy-Up Day expenses                   | £ | 90.60    |
| 13.2.2 Arthur J Gallagher Insurance Brokers Ltd Ann premium | £ | 843.07   |
| 13.2.3 Grounds Maintenance Work in April                    | £ | 615.34   |
| 13.2.4 22 Sports Ltd Basketball Hoop invoice 0160           | £ | 1,990.20 |
| 13.2.5 J P Roberts Clerk pay for April                      | £ | 517.66   |
| Reimbursement play equipment repair materials               | £ | 5.50     |
| Reimbursement for 'No HGV' signs and fixings                | £ | 83.24    |
|                                                             | £ | 606.40   |

14 Next Meeting Tuesday 10<sup>th</sup> June 2025

# Thorverton Parish Council

## THORVERTON RECREATION GROUND TRUST

### ANNUAL GENERAL MEETING

1 Annual Report - From the Chairman

2 Annual Financial Report

Total Expenditure    £ 2,769.61

3 Work for 2025-26