

**WHIMPLE PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 22 APRIL 2025, 7pm**

**Present:** Cllr Denise Dearden (chair)  
Cllr Jo Yarwood  
Cllr Richard Lawrence  
Cllr Sarah Johnson  
Cllr Lynda Patrick  
Cllr Angela Trimblett

**Also present:** Amy Tregellas (Parish Clerk)

There were no members of the public present.

**155. Declaration of Acceptance of Office for newly co-opted councillors**

- i) To receive newly co-opted Councillor Sarah Johnson's Declaration of Acceptance of Office. Cllr Johnson read out the Declaration of Acceptance of Office and then signed it.
- ii) To receive newly co-opted Councillor Lynda Patrick's Declaration of Acceptance of Office. Cllr Patrick read out the Declaration of Acceptance of Office and then signed it.
- iii) To receive newly co-opted Councillor Angela Trimblett's Declaration of Acceptance of Office. Cllr Trimblett read out the Declaration of Acceptance of Office and then signed it.

**156. Apologies for absence**

Apologies were received and accepted from Cllr Olive.

**157. Declarations of Interest**

Cllr Dearden declared a personal interest in respect of agenda item 10, Planning application 25/0733/PDQ as she lives in Rull Lane.

**158. Public Participation**

There were no members of the public present.

**159. Minutes of the previous meeting of Whimple Parish Council**

The Council **RESOLVED** to approve the minutes of the Whimple Parish Council Meeting held on Monday 17 March 2025.

*(proposed by Cllr Dearden; seconded by Cllr Lawrence)*

**160. District and County Councillor reports:**

East Devon District Council (EDDC) Councillor report

Cllr Olive was not in attendance and had sent a report which had been circulated to councillors prior to the meeting.

Cllr Olive's report provided updates on:

- Local Government Reorganisation and the proposals (interim plans) submitted to the Minister for Local Government and Devolution by the various councils in Devon. Any final plans must be submitted by 28 November 2025, unless the Minister rules out an interim plan at this stage

- EDDC is taking the Waste and Recycling service currently provided by Suez in house when the contract with Suez ends in June 2026. Suez staff would become EDDC employees. Doing this to keep control of costs and respond to the changing legal environment.
- Cranbrook Community Governance Review – consultation to launch after the pre-election period for the Devon County Council elections ends on 1 May 2025. An agenda item to be added to the WPC May agenda to discuss the consultation.

#### Devon County Council (DCC) Councillor Report

Cllr Iain Chubb was (not) in attendance and had also sent a report which had been circulated to councillors with the agenda papers.

Cllr Chubb's report provided updates on:

- DCC has launched a new Domestic Abuse Support Service
- 100% of children with Education and Health Care Plans have been allocated places in their first choice mainstream school
- Government have confirmed an 11.87% reduction in this years Household Support Fund allocation. DCC will continue to maintain Free School Meal vouchers.
- Reminder that photo identification is needed to vote on 1 May 2025.

### **161. Environment & Community**

#### **i) Community Speed Watch initiative**

Cllr Lawrence updated that seven Community Speed Watch trials had been completed, and fifteen drivers were identified that were found to be driving over the speed limit. Cllr Lawrence confirmed that the speeds are recorded manually and then entered onto the Police system. The Police then send a letter to any driver that was over the speed limit. If a further speeding offence is logged, the Police take further action against the driver. Cllr Lawrence confirmed that one of the sites being used was proving to be difficult so an alternative location had been found and is being assessed by the Police. Councillors asked the Clerk to include an update in the Parish Council's next update in the Whimble News (deadline 21 May 2025).

#### **ii) To receive an update on S106 Town Lane play equipment and iii) To receive an update on the Play Equipment in the Parish Field**

Councillors considered the report relating to the Play Equipment project, giving the following update:

- Public feedback overwhelmingly (100%) in favour of the Play Equipment being located in the Parish Field and that Town Lane is turned into a community/mindfulness garden
- Public comments listed in the report –
- Report recommends that a working group is set up so that Councillors work with the Clerk to consider the proposals coming forward from the Play Equipment suppliers
- The Clerk is liaising with the Play Equipment suppliers to get designs for the Parish Field
- EDDC have confirmed that the Play Equipment can be installed in the Parish Field and that the S106 balance of £17,944 can be used
- The Clerk is liaising with suppliers that have expressed an interest in the works at the Town Lane site, to get quotes that can be considered as part of the Town Lane project
- In the Reserves report being considered later in the agenda, the Clerk has recommended that the total of £35,549.08 be allocated to the Play Equipment project and £7,000 is added to an Earmarked Reserve for the Town Lane Project.

Discussion took place around:

1. Several local residents had asked if a basketball court could be located in the village. Councillors asked the Clerk to write to the school to see if the school netball court could possibly be used as a basketball court.

The Council **RESOLVED:**

2. To locate the play equipment in the Parish Field rather than at the Town Lane site
3. The Town Lane site is turned into a community/mindfulness garden
4. To set up a working group of the Council to work with the Parish Clerk, focusing on:
  - o Replacing the play equipment in the Parish Field
  - o Considering the proposals put forward by the play equipment suppliers and to consider the type of equipment to install in the Parish Field
  - o Turning the Town Lane site into a community/mindfulness garden
  - o Put together a plan for the Town Lane site
  - o Consider quotes for works at the Town Lane site
  - o Pull all of the work into a report including recommendation(s) to be considered by the Council
5. That Councillors Trimblett, Patrick and Lawrence are the members of the working group  
(*Moved Cllr Lawrence; seconded Cllr Yarwood*)

**iv) Report on the Lomas Seat**

The Clerk updated that the repairs to the Lomas Seat have been completed and the invoice from Mr Delves is included in the Schedule of payments.

Councillors made it clear that now that the repairs to the Lomas Seat have been completed, that no more Parish Council funding will be spent on the Lomas Seat. In the future if any repairs need to be completed, money would need to come from fundraising or grant funding.

**v) Village Maintenance Schedule**

The Square

The Clerk advised that enquiries had been made to the agencies discussed at the previous meeting regarding land ownership in the Square and who is responsible for the trees. No update at this time – hopefully a report will come forward to the May meeting.

Parish Car Park

The Clerk confirmed that she is liaising with contractors that have expressed an interest in carrying out the works in the Parish Council car park. Quotes to come forward to the next meeting.

**vi) Goal mouth/posts for the Parish Field**

The Clerk confirmed that she had received an email from Ms Silk from WACY confirming that she was liaising with the football club and the Whimble Recreation Trust (WRT). Waiting for the outcome of a meeting taking place in June 2025.

**vii) Any other arising environment and community issues**

Cllr Yarwood raised an issue that had been raised with her by a local resident of Aller Grove. The issue relates to the fact that chunks of the road are disappearing due to riverbank erosion, large stones in the riverbank and large potholes. Cllr Yarwood stated that this is a health and safety hazard, and it is hard to use anything other than a car to access Aller Grove. Councillors asked the Clerk to visit the site to take photos and to send the information to Devon County Council Highways.

## 162. Allotments

The Clerk confirmed that she will be carrying out an allotments inspection within the next week and an update report will come forward to the next meeting.

## 163. Neighbourhood Plan

Cllr Olive, via the Clerk, provided an update that:

- Applications were submitted to Locality's (part of the government department).
- No response yet but might be due to the start of new financial year and Easter.
- Applications submitted for Site Viability, Strategic Environmental Assessment and Masterplanning.
- Whether it would be appropriate for Cllr Olive and the Clerk to start getting quotes for this work to be completed (in the event that no funding comes forward)
- In the Reserves report it is recommended that money be added to the Neighbourhood Plan earmarked reserve to make it up to £7,500
- Cllr Olive plans to discuss the Neighbourhood Plan with officers at EDDC to ascertain the best way forward.

Councillors asked the Clerk to work with Cllr Olive to obtain quotes for the pieces of work, in the event that no funding comes forward from Locality's team. Councillors also asked that the Clerk attend the meeting with EDDC Officers along with Cllr Olive.

## 164. Planning

### i) To consider Planning Applications

#### a) 25/0661/PDQ - Hitts Farm Lilypond Lane Whimble Exeter EX5 2QP.

Prior notification for the proposed change of use of an existing agricultural building to one dwelling under Class Q (a and b)

Note from EDDC: Please note that this is not a planning application. The presumption is that this development can proceed without requiring planning permission unless there is an objection on grounds of:

- a) transport and highways impacts of the development,
- b) noise impacts of the development,
- c) contamination risks on the site,
- d) flooding risks on the site,
- e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order,
- f) the design or external appearance of the building
- g) the provision of adequate natural light in all habitable rooms of the dwellinghouses.

Discussion took place around:

- The access to the development would be via Lilypond Lane
- No change to the size of the barn and using existing materials as so far as possible
- No public comments had been made on the application
- A preliminary visual assessment for bats and breeding birds had been carried out
- Whether the building is listed. Councillors had been advised by a local resident that the barn is in the curtilage and therefore is a listed building. If it is listed, it would not be entitled to get through as permitted development.

The Council **RESOLVED** that it would submit the following comment to EDDC 'Whimble Parish Council wishes to raise a concern regarding this application. The Parish Council understands

that the development site is within the curtilage and therefore means it is listed. If this is the case this development is not entitled to go through as permitted development’.

*(moved by Cllr Yarwood; seconded by Cllr Lawrence)*

**b) 25/0624/FUL - Fordton Cottage Whimble, Exeter EX5 2NZ**

Rear single storey extension

Discussion took place around:

- Problems with the hand written plans attached to the application, which were very unclear and did not include any sizes or dimensions. Councillors asked the Clerk to feed this back as a comment to EDDC.
- There being no obvious planning issues
- No public comments had been made on the application

The Council **RESOLVED** that it would submit the following comment to EDDC ‘Whimble Parish Council wishes to comment that the hand drawn plans are really unclear and lack any information on the size and dimensions of the proposal. Other than that there are no obvious planning issues’.

*(moved by Cllr Yarwood; seconded by Cllr Dearden)*

**c) 25/0733/PDQ - Barn At Rull Lane Whimble**

Prior approval (Class Q) for a change of use of an agricultural building to 2no. dwellinghouses (Use Class C3)

Note from EDDC: Please note that this is not a planning application. The presumption is that this development can proceed without requiring planning permission unless there is an objection on grounds of:

- a) transport and highways impacts of the development,
- b) noise impacts of the development,
- c) contamination risks on the site,
- d) flooding risks on the site,
- e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order,
- f) the design or external appearance of the building
- g) the provision of adequate natural light in all habitable rooms of the dwellinghouses.

At the start of the discussion on this application, Cllr Dearden declared a personal interest as she lives in Rull Lane.

Discussion took place around:

- Concerns relating to transport and highways impacts of the development given that it would potentially be creating a crossroads effect on Rull Lane and the private road opposite the development site.
- The fact that Rull Lane is a dangerous road which drivers speed along with a blind bend near the development site.
- No public comments had been made on the application

The Council **RESOLVED** that it would submit the following comment to EDDC ‘Whimble Parish Council wishes to comment on the transport and highways impact of the development.

Councillors raised concern that the access to the site would effectively create a crossroads with

Rull Lane and the private road opposite. Rull Lane is a dangerous road with a lot of traffic driving at speed, and there is also a blind bend near the access site’.

*(moved by Cllr Yarwood; seconded by Cllr Dearden)*

**d) 25/0636/VAR - Hindcott Bramley Gardens Whimble Exeter EX5 2SJ**

Variation to condition numbers 2, 3, 4, 5 and 9 on Planning Permission 15/1977/FUL

(Construction of detached dwelling (amendments to planning permission 13/2727/FUL) to incorporate new first floor balcony and flue) for revised design including alteration to first floor balconies, flue and foul drainage scheme.

Discussion took place around:

- Application 13/2727/FUL related to the construction of a detached dwelling
- Application 15/1977/FUL was a change of plans to accommodate a first floor balcony and flue
- The main changes for this application being the windows being reconfigured to better serve the internal layout, and having obscured glass for the upstairs bathroom and ensuite. The balcony materials have been changed to obscured glazing for privacy. The flue has been changed from what looks like a metal flue to a chimney in the centre of the roof
- No public comments had been made on the application

The Council **RESOLVED** that it had no objection to this application.

*(moved by Cllr Yarwood; seconded by Cllr Dearden)*

**165. Finance**

i) Summary receipts and payments for 2024/25 to 31 March 2025

The Clerk confirmed that the amount of £222.41 savings account interest had been received on 31 March 2025, which covered the period of 1 January to 31 March 2025.

The Council **RESOLVED** to approve the summary of receipts and payments to 31 March 2025

*(Proposed Cllr Dearden; seconded Cllr Yarwood)*

ii) Unity Bank current account reconciliation as at the end March 2025

The Council **RESOLVED** to approve the Unity Bank current account reconciliation to end March 2025

*(Proposed Cllr Dearden; seconded Cllr Yarwood)*

iii) Unity Bank savings account reconciliation as at the end March 2025

The Council **RESOLVED** to approve the Unity Bank savings account reconciliation to end March 2025

*(Proposed Cllr Dearden; seconded Cllr Yarwood)*

iv) To approve the scheduled of payments for April 2025 totalling £2,981.01, which included payments for:

Whimble Victory Hall hire March 2025 = £25.00

Devon Association of Local Councils annual subscription = £646.52

Pro Lawn – grass cutting session = £390.00

Rialtas support and maintenance charge for 2025/26 = £352.80

G Delves repairs to the Lomas Seat = £500

Clerk salary; April 2025 = £781.53

HMRC PAYE and Employers NIC; April 2025 = £279.16

Unity Trust Bank service charge 01/03/25 to 31/03/25 = £6.00

The Council **RESOLVED** to approve the schedule of payments for April 2025.  
(*proposed Cllr Dearden; seconded Cllr Yarwood*)

v) Budget Monitoring Report 2024/25 as at end March 2025

The Council **RESOLVED** to note the budget monitoring report as at end March 2025  
(*Proposed by Cllr Dearden; seconded by Cllr Yarwood*)

#### **166. Asset Register as at 31 March 2025**

Councillors considered the Asset Register as at the end of March 2025.

Discussion took place around:

- The need to remove old and obsolete items with no scrap value from the asset register.
- Removing the zero listed items of Work Centre and Computer printer (2000) from the register
- Listing the All-in-one printer (2017), Computer back up hard drive (2020) and telephone handset (2020) as scrapped during 2024/25 with no scrap value, as zero on the register
- Adding the computer back up hard drive purchased in 2024 to the register
- Amending the number of benches from three to two due to the bench in the Square being removed and replaced with a private memorial bench.
- Scrapping the first aid kits and accident book purchased in 2018
- The shed in the Parish Field being the property of the Council. Given that Whimble Fest are installing a new shed in the Parish Field during 2025/26, the Council owned shed is to be removed. Councillors asked the Clerk to advertise the current shed as being for sale as seen and that anyone interested in purchasing it would need to take it away in its entirety. Councillors also asked that a deadline date be included in the advert so that this is resolved asap. The Clerk advised that if more than one person is interested, the decision would need to be made at the next council meeting on Monday 19 May 2025.
- The total of the asset register being confirmed as £124,363.98

The Council **RESOLVED** to approve the changes listed in the report and to confirmed that the asset register value as at 31 March 2025 is £124,363.98.  
(*moved Cllr ; seconded Cllr* )

#### **167. Reserves Policy and consideration of the Council's Earmarked and General Reserves**

Councillors considered the Report containing the Reserves Policy and a breakdown of the Council's earmarked and general reserves.

Discussion took place around:

- The total amount of money in reserves as at 31 March 2025 is £74,695.51.
- £500 of the reserves is to be deducted from the total as this amount was taken out of the general reserves to cover the 2025/26 budget shortfall, making the available reserves total £74,195.51
- Currently the reserves are split across general reserves and a number of earmarked reserves (EMR), which are:
  - P3 (footpaths) £351.10
  - Neighbourhood Plan £198.50
  - Elections £1,100.00
  - Lomas Seat £1,000
  - Community Infrastructure Levy (CIL) £4,844.00

- Amending the name of the P3 EMR to Village Maintenance and adding £4,648.90 to make up the total balance to £5,000
- Adding £7,301.50 to the Neighbourhood Plan EMR, making it up to a balance of £7,500.00
- Keeping the elections EMR as it currently is
- The fact that the repairs to the Lomas Seat have been completed and Mr Delves £500 invoice to be paid from this EMR. The balance of £500 to go back into the General Reserve
- Amending the name of the CIL EMR to Play Area Project and adding £30,705.08 is added to make up the balance to £35,549.08
- A new EMR is created called Locality Budget and an amount of £500 be added from General Reserves
- A new EMR is created called Town Lane Project and an amount of £7,000.00 be added from General Reserves.
- When the CIL funding of £886.08 is paid on 28 April 2025 that it is added to the Town Lane Project EMR
- With these proposed changes the split between the reserves is:
  - Village Maintenance EMR = £5,000.00
  - Neighbourhood Plan = £7,500.00
  - Elections = £1,100.00
  - Lomas Seat = £500 (money to be paid Mr Delves; £500 into General Reserves)
  - Play Area Project = £35,549.08
  - Locality Budget = £500.00
  - Town Lane Project = £7,000.00
  - Earmarked Reserves grand total = £57,149.08
  - General Reserves = £17,046.43 (with £500 added from Lomas Seat EMR)
  - Total of EMR and General Reserves (less Mr Delves £500) = £73,695.51

The Council **RESOLVED** to:

1. Approve the Reserves Policy attached as Appendix A
2. Change the name of the P3 EMR to Village Maintenance EMR
3. Move £4,648.90 from General Reserves into the Village Maintenance EMR, making the balance £5,000.00
4. Move £7,301.50 from General Reserves into the Neighbourhood Plan EMR, making the balance £7,500.00
5. Keep the Elections EMR at the level of £1,100.00
6. Pay Mr Delves £500 invoice for repairs to the Lomas Seat from the Lomas Seat EMR and move the remaining £500 into General Reserves, making the balance £0. Remove the Lomas Seat EMR
7. Change the name of the Community Infrastructure Levy (CIL) EMR to Play Equipment Project EMR
8. Move £30,705.08 from General Reserves into the Play Equipment Project EMR, making the balance £35,549.08
9. Set up a new EMR called Locality Budget
10. Move £500 from General Reserves into the Locality Budget EMR
11. Set up a new EMR called Town Lane Project
12. Move £7,000 from General Reserves into the Town Lane Project EMR
13. Approve that the £886.08 CIL due to be received from EDDC on 28 April 2025 is moved into the Town Lane Project EMR, giving a balance of £7,886.08

*(Moved Cllr Dearden; seconded Cllr Yarwood)*



## **Timetable 2024/25**

Councillors considered the Clerk's report outlining the timetable for the 2024/25 Annual Governance and Accountability Return (AGAR) as well as changes coming into effect in the 2025/26 financial year.

Discussion took place around:

- A new assertion being added to the AGAR form for the 2025/26 financial year which relates to Digital and Data Compliance
- The Council has already put measures in place to meet the new Digital and Data Compliance assertion, including the new gov.uk website domain name and gov.uk email accounts for the Clerk and each councillor
- The Council meets the majority of the Transparency Code as it publishes financial information, the AGAR paperwork and all agendas and minutes of council meetings
- The need to publish a list of councillors responsibilities on the website – this will be updated following a list being agreed at the Annual General Meeting (AGM) on 19 May 2025
- The need to publish the asset register following approval at this meeting
- The Council is registered with the Information Commissioner's Office as a Data processor/controller, has policies in place for Data Protection and Freedom of Information, as well as having Privacy statements for general, allotment holders and staff and councillors. The policies and privacy notices are due to be reviewed by the Council in October 2025
- The need to draft and approve an IT Policy
- The AGAR timetable for the 2024/25 financial year return lists that the Annual Governance Statement, Accounting Statements and Internal Audit Report will be presented to the Council at the AGM on 19 May 2025
- The exercise of public rights notice will be published by Monday 2 June 2025
- The paperwork will be submitted to the external auditor, PKF Littlejohn by 30 June 2025

The Council **RESOLVED**:

1. To add information to the website (following the AGM in May 2025) listing the responsibilities for each councillor
2. That the Asset Register as at 31 March 2025 is added to the website
3. That an IT Policy is drafted and brought to the June 2025 meeting for approval.  
(*Moved Cllr Dearden; seconded Cllr Yarwood*)

### **169. Appointment of Internal Auditor for the 2024/25 Internal Audit**

Councillors considered the Clerk's report relating to the appointment of an Internal Auditor to complete the internal audit of the Annual Governance and Accountability Return 2024/25

The Council **RESOLVED** to appoint Mr Ton Hobson (supplier 1) to carry out the Council's Internal Audit for the 2024/25 financial year.

(*Moved Cllr Lawrence; seconded Cllr Dearden*)

### **170. Volunteer Policy**

Councillors considered the Volunteer Policy which includes a volunteer consent form and a volunteer activities example risk assessment.

The Council **RESOLVED** to approve the Volunteer Policy

(*Moved Cllr Lawrence; seconded Cllr Dearden*)

### **171. Civility and Respect Policy**

Councillors considered the Civility and Respect Policy

The Council **RESOLVED** to approve the Civility and Respect (Dignity at Work) Policy  
(Moved Cllr Dearden; seconded Cllr Yarwood)

#### **172. Staff Handbook**

Councillors considered the Staff Handbook.

The Council **RESOLVED** to approve the Staff Handbook  
(Moved Cllr Dearden; seconded Cllr Dearden)

#### **173. Annual Parish Meeting**

Councillors agreed to set the date of the Whimple Annual Parish Meeting for Monday 19 May 2025 at 6.30pm. Councillors asked the Clerk to draft and circulate an agenda for comment and also to publicise the Annual Parish Meeting.

#### **174. Forward Plan**

The Council noted the Forward Plan, and noted the items coming forward in May, which are:

- Election of Chair
- Election of Vice Chair
- Financial reports including the outturn report for 2024/25
- Planning applications (if appropriate)
- AGAR Annual Governance Statement for 2024/25
- AGAR Accounting Statements for 2024/25
- Internal Audit Report
- Standing Orders
- Financial Regulations
- Statement on Internal Control
- Risk Management Strategy
- Risk Assessment
- Insurance Arrangements
- Banking Arrangements and signatories
- Code of Conduct
- Scheme of Delegation
- List of Councillor responsibilities

In addition to these items the following items are to be added:

- Cranbrook Community Governance Review
- An update on the shed in the Parish Field

#### **175. Correspondence**

The Council considered the following correspondence:

1. A letter from South West Water confirming a road closure. This relates to Talaton Road on Tuesday 27 May 2025 for approximately 4 days. Information to be shared on the website and Facebook
2. An email from EDDC regarding a Flooding Community Resilience event taking place on Thursday 22 May at 6pm to 8pm in Newton Poppleford
3. An email from Highways confirming a road closure for Woodhayes Lane, Whimple on 23 to 25 July for South West Water works to be carried out.

#### **176. Chair's Business**

Councillors raised the issue of fly tipping in a couple of locations in the village. This included the area towards the Green when going under the railway bridge near Town Lane, and also the boundary of the Parish Field (concerns were also raised about exposed barbed wire in the same vicinity that needs to be dealt with as a matter of urgency). Councillors asked the Clerk to remind people that fly tipping is a criminal offence and that anyone found to be doing it will be reported to EDDC.

The meeting closed at 9.25pm

The next Planning Meetings will be held on Tuesday 6 May 2025 at 7pm \* *A planning meeting will be cancelled if no new planning applications are received by the date that the agenda is published (the Tuesday before the meeting).* The next Parish Council meeting (which is the Annual General Meeting) will take place on Monday 19 May 2025 at 7pm, or upon the conclusion of the Whimble Annual Parish Meeting.

Signed by Chair:

19/05/2025