

**WHIMPLE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 15 JUNE 2026, 7pm**

Present: Cllr Denise Dearden
Cllr Todd Olive
Cllr Lynda Patrick
Cllr Becky Venton

Also present: Amy Tregellas (Parish Clerk)

There were no members of the public present.

33. Apologies for absence

Apologies were received and accepted from Cllrs Yarwood and Trimblett.

34. Declarations of Interest

There were no declarations of interest.

35. Public Participation

There were no members of the public present

36. 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 18 May 2026.

(proposed by Cllr Dearden; seconded by Cllr Patrick)

Update on matters from the last meeting:

Minute 11i (Community Speed Watch) – the Clerk confirmed that she had received a response from the Clerk at Ottery St Mary Town Council regarding their 20mph zone. The information provided suggested that extending the 20mph zone and a lack of consistent enforcement from the Police mean that the results were mixed in terms of reducing speeds, but they feel it has had some effect. In terms of costs, Devon County Council advised that the costs could range from approximately £20,000 for a small parish to around £70,000 for a larger one.

Minute 11iv (environment and community issues) – the Clerk confirmed that the defibrillator is being checked on a regular basis.

Minute 15 (Finance) – The Clerk confirmed that the CIL Report for 2025/26 and Finance Report 2025/26 have been uploaded to the website.

Minute 21 (Policies and procedures) – the Clerk confirmed that the policies and procedures have been loaded to the website.

Minute 24 (Councillor responsibilities) – the Clerk confirmed that these have been updated on the website.

37. District and County Councillor reports:

East Devon District Council (EDDC) Councillor report

Cllr Olive provided a verbal update:

- The UK Shared Prosperity Fund has come to an end which is impacting at a local level on community and voluntary organisations.
- EDDC have introduced a new Crisis and Resilience Fund which replaces the previous Household Support Fund
- EDDC has not been selected for the new Towns programme.
- EDDC consultation on Local Nature Recovery Plan. Legislation requires a more proactive approach.
- New Heritage Strategy has been adopted
- EDDC Local Plan delayed to going to September 2026 Council meeting due to Government change in rules relating to Air Quality.

Devon County Council (DCC) Councillor Report

Cllr Connor was not present and had not sent a report.

38. Environment & Community

i) To receive an update on the Parish Field Play Area Project

The Clerk advised that the pre-installation meeting would be taking place on Wednesday 17 June 2026 with representatives from Creative Play, Proludic and EDDC. This is so that there is a clear picture as to which equipment is going where.

Creative Play have confirmed that they are on track to start the installation in the week commencing 6 July 2026.

The Section 106 agreement paperwork needs to be signed off (resolution made at the May 2026 meeting). The Clerk advised she had been waiting for confirmation from EDDC Legal Services as to who should sign and witness the paperwork. This was signed off by Cllrs Dearden and Olive, witnessed by the Clerk. The Clerk confirmed she would hand deliver the paperwork to the EDDC in the next couple of days.

ii) Parish Field Planting Project

The previously discussed proposal papers from local residents and the councillors looking into the project had been recirculated to councillors.

The Clerk reminded councillors that they would need to be clear as to how any project would be funded. The Council has not allocated any money to this project and councillors would need to consider the level and purpose of Earmarked Reserves again once the significant amount of money for the Parish Field Play Area had been taken out of EMR.

Discussion took place around:

- Where this project would sit in terms of priority to other projects (to be discussed when EMR are next considered)
- Whether it would be appropriate for the Council to plant trees in this area to be in keeping with the rest of the Parish Field, rather than planting shrubs and flowers
- Whether there is an opportunity for the Council to obtain free trees from the Woodland Trust, who's copse pack would include 30 trees (10 Silver Birch, 10 Rowan and 10 Cherry)

The Council **RESOLVED** to look into this in more detail (including obtaining free trees) and to discuss it at the next meeting.

(Moved Cllr Dearden; seconded Cllr Olive)

iii) Grounds Maintenance schedule of works for 2026/27 onwards

The Council considered the schedule of works that had been drafted by the Clerk. The Clerk confirmed that she had reviewed the existing arrangements and also added a list of items that the might be appropriate to add to the schedule going forward.

Discussion took place around:

- Amend the spraying of the cycle path in the Parish Field to twice a year (March/April and September/October)
- Amend the grass cutting at the Town Lane site to 5 times a year (currently 4 times a year)
- Amend the grass cutting in The Square to 4 times a year including the riverbanks
- Add in grass cutting of the communal orchard at Heberton Close Allotments 4 times a year
- Add in strimming the boundary of the Grove Road Allotments 4 times a year
- Add in the Parish Car Park – keeping it neat and tidy – cutting back the brambles and foliage
- Add in the removal of weeds, silt and mud gently by hand from the Riverbed in The Square (including the months of the year when this can be completed as per Environment Agency requirements)
- Ensure that the Devon County Council areas of verge cutting are included
- To consider the option of a two year contract with the option to extend for a further year.
- The need to promote this and receive quotations by the end of September so that the annual figure can be included in the 2027/28 Budget

The Council **RESOLVED** that the Clerk update the schedule of works and bring it back to the July meeting for final review and approval.

(Moved Cllr Dearden; seconded Cllr Patrick)

iv) Village Maintenance

Updates on items raised at the May 2026 meeting:

Footpaths

Town Lane through to The Green - The Clerk advised that the Grounds Maintenance Contractor has cut the Town Lane site and the path from Town Lane through to The Green.

Dince Hill Footpath through to West View Close - The Clerk confirmed that Cllr Yarwood had not yet provided her with the What3words reference so that the overgrown foliage can be reported to Devon County Council so they can write to the homeowner.

Riverbank and Riverbed in The Square

The Clerk advised that the Grounds Maintenance Contractor had cut back the foliage on the Riverbank so this has now been dealt with so quotes are no longer needed.

Shed in the Parish Field

Cllr Dearden confirmed that she still needs to 'stocktaking' the list of items held in the former councillors barn and would provide an update after that.

Parish Car Park streetlight

The Clerk advised that she has followed up the streetlight issue again with DCC Highways asking them to fix the light and invoice the Parish Council with the cost of the works. This was also sent to the Highways Neighbourhood Officer and DCC Councillor Cathy Connor. To date, no update has been received.

Condition of the roads – Lilypond Lane and Woodhayes Lane

The Clerk advised that she had contacted the Neighbourhood Highways Officer at DCC Highways for an update but was yet to receive a response.

v) Any other arising environment and community issues

Issues raised by councillors:

- Members of the public had raised the dumpy bags full of rubble that have been left on the pedestrian entrance to the Parish Field. Action: Clerk to report these items to DCC Highways
- The seat on Talaton Road is in need of repairing. The Council thinks that the wooden slats might need to be replaced. Action: Clerk to contact local contractors to see if they would like to quote for the work.

39. Allotments

i) Quotations for works at Grove Road Allotments site

The Clerk confirmed that a post was placed on Facebook (including in the Whimble What's On page) to invite local contractors to quote for the works.

Two suppliers expressed an interest and the Clerk met with both parties at the Allotments site to walk the site and show them the areas requiring attention.

Two quotations were received:

Supplier 1 – quoted £1,120 plus VAT

Supplier 2 – quoted £500

Both suppliers have appropriate Public Liability Insurance

The Council **RESOLVED** to select Supplier 2 to carry out the works at the Grove Road Allotments at the cost of £500.

(Moved Cllr Dearden; seconded Cllr Patrick)

ii) Any other allotment matters

- Plot 1B at Grove Road has been rented to a new tenant who will take the plot once the clearance works have been completed.
- Plot 7 at Heberton Close is still available for rent
- The two newly created plots at Grove Road will be advertised once they have cleared and are ready for an allotment holder.
- Next inspection will take place in early July and to be reported to the July 2026 meeting.
- Income received for allotments to the 31 May 2026 has been reconciled between the Allotments spreadsheet and the Finance System. As at 31 May 2026, £400 of income has been received.

40. Neighbourhood Plan

Cllr Olive provided a verbal update:

- He has been going through the Department for Housing, Communities and Local Government (DHCLG) Statutory Guidance from the perspective of the Neighbourhood Plan
- The Neighbourhood Planning Officer at EDDC is back in the office after a period of absence so Cllr Olive plans to catch up with her regarding the environmental scoping work she was looking at. The remaining chapters in the Neighbourhood Plan depend on the Strategic Environmental Assessment (SEA).
- Cllr Olive confirmed he will arrange meetings with Cllr Yarwood and Venton to go through the Neighbourhood Plan to date.

- Cllr Olive also checking with the EDDC Neighbourhood Planning Officer to find out if letters have been sent out to the land owners that put forward their sites for consideration in the EDDC Emerging Local Plan.

41. Planning

i) To consider Planning Applications:

26/0922/VAR – Wymcot, Church Road, Whimple, EX5 2TA

Variation of Condition 2 (Approved plans) Condition 5 (Materials) and Condition 6 (Site levels) on Planning Permission 23/2306/FUL (Proposed new dwelling and removal of existing garage and formation of new car standing space [previously submitted under 23/0804/FUL]) to allow a duo-pitched garage roof in lieu of flat roof, changes to materials and changes to site levels.

The Council **RESOLVED** that it had no objection to the application
(*Moved Cllr Patrick; seconded Cllr Venton*)

42. Finance

i) Summary receipts and payments for 2026/27 to 31 May 2026

The Clerk confirmed that no receipts had been received into the current account in May. The payments were those approved at the May meeting.

The Council **RESOLVED** to approve the summary of receipts and payments to 31 May 2026
(*Proposed Cllr Dearden; seconded Cllr Olive*)

ii) Unity Bank current account reconciliation as at the end May 2026

The Council **RESOLVED** to approve the Unity Bank current account reconciliation to end May 2026, with the amount in the Current Account totalling to £500.00.

(*Proposed Cllr Dearden; seconded Cllr Olive*)

iii) Unity Bank savings account 1 reconciliation as at the end May 2026

The Council **RESOLVED** to approve the Unity Bank savings account 1 (earmarked reserves) reconciliation to end May 2026, with the amount in the Savings Account totalling to £60,799.00.

(*Proposed Cllr Dearden; seconded Cllr Olive*)

iv) Unity Bank savings account 2 reconciliation as at the end May 2026

In May a total of £1,457.74 had been transferred from the savings account into the current account (as approved at the May meeting) to cover the payment schedule for May 2026.

The Council **RESOLVED** to approve the Unity Bank savings account 2 reconciliation to end May 2026, with the amount in the Savings Account totalling to £30,330.46.

(*Proposed Cllr Dearden; seconded Cllr Olive*)

v) To approve the payment schedule for June 2026 totalling £2,192.48, which included payments for:

Whimple Victory Hall hire May 2026 = £20.00

Pro Lawn grass cutting session invoice 3834 = £211.20

Pro Lawn grass cutting session invoice 3841 = £270.00

Pro Lawn grass cutting sessions invoice 3847 = £528.00

Clerk salary; June 2026 = £846.90

HMRC PAYE plus Employees and Employers NIC; June 2026 = £309.38

Unity Trust Bank service charge 01/05/26 to 31/05/26 = £7.00

The Council **RESOLVED** to approve the schedule of payments for June 2026.

(*proposed Cllr Dearden; seconded Cllr Olive*)

vi) Transfer of funds from Savings Account 2 to the Current Account

The transfer schedule for June 2026 totals £2,192.48 (based on leaving £500 in the Current Account at the end of June 2026).

The Council **RESOLVED** to transfer £2,192.48 from savings account 2 to the current account to cover the payment schedule for June 2026.

(moved Cllr Dearden; seconded Cllr Olive)

vii) Budget Monitoring Report 2026/27 as at end May 2026

Councillors reviewed the two reports:

Budget Monitoring Report; and

Detailed receipts and payments by Budget Heading Report (which includes details of % of the budget spent).

The Clerk confirmed that as at the end May 2026:

- 48.5% of the actual income had already been received
- 16.6% of the actual expenditure had been spent.
- There were no areas of concern identified in either report

The Council **RESOLVED** to note the budget monitoring report as at end May 2026

(Moved by Cllr Dearden; seconded Cllr Olive)

43. Progress update on the 2025/26 financial year end

The Clerk confirmed that the Annual Governance and Accountability Return (AGAR) plus the accompanying papers had been sent to the External Auditor (PKF Littlejohn) on 12 June 2026 (deadline is 30 June 2026).

The notice for the Exercise of Public Rights was published on the Council website on Monday 1 June 2026 and now in the 30 working day period which finishes on Tuesday 14 July 2026.

44. Policies and Procedures

i) Document Retention Policy

The Council considered the Document Retention Policy which had been drafted based on the model produced by the National Association of Local Councils (NALC)

The Council **RESOLVED** to approve the Document Retention Policy.

(Moved Cllr Dearden; seconded Cllr Patrick)

ii) Subject Access Request Procedure

Deferred to the July meeting.

45. Quotations for replacement of the email system and website.

Councillors considered a number of quotations received for replacement of the email system and website.

Discussion highlighted that councillors required additional time to consider the information received and for the Clerk to obtain more quotes for the replacement of the email system.

The Council **RESOLVED** to defer full discussion on this item to the July 2026 meeting.

(Moved Cllr Dearden; seconded Cllr Olive)

46. Forward Plan

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

- The normal finance reports
- Neighbourhood Plan
- Planning Applications (if received from EDDC)
- Community Grants
- Subject Access Request Procedure
- Quotations for the replacement of the Email system and website
- Grounds maintenance contract schedule of works for 2027/28 onwards
- Planting of the boundary in the Parish Field
- Risk Assessment Quarter 1 review & Internal Control Checklist Quarter 1 review

47. Correspondence

The Council considered the following correspondence:

1. Email from EDDC regarding Register of Interests and that due to the English Devolution and Community Empowerment Act 2026 there is now a clear requirement that a councillor's home address must not be disclosed on the public register of interests unless the councillor has expressed otherwise. All councillors confirmed they were happy for their addresses to be removed from the public register.
2. Email from Monitoring Officer at EDDC relating to a training session being held on Tuesday 21 July 2026 6.00 to 8.00pm. Action: Councillors to let the Clerk know if they wished to attend the training.
3. Email from DCC Cllr Henry Gent relating to Himalayan Balsam
4. Email from Mr Trimblett regarding a tree which has fallen on the boundary between the Parish Field and Cricket/football pitches. He advised that the Recreation Trust are sorting out the tree.

48. Chair's Business

There were no items of Chair's Business.

The meeting closed at 8.45pm

The next Parish Council meeting will take place on Monday 20 July 2026 at 7pm. If the Council receive any Planning Applications that cannot wait until the 20 July meeting, an extraordinary meeting of the Council will be held on Monday 7 July 2026 at 7pm **This meeting will be cancelled if no new planning applications are received by the date that the agenda is published (the Tuesday before the meeting).*

Signed by Chair:

20/07/2026