

**WHIMPLE PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 20 JULY 2026, 7pm**

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

Also present: Amy Tregellas (Parish Clerk)

There were no members of the public present.

60. Apologies for absence

Apologies were received and accepted from Cllr Trimblett.

61. Declarations of Interest

There were no declarations of interest made at the start of the meeting. During minute 70 (Grant Applications) Cllr Yarwood declared a Personal Interest as she is a member of the Whimble History Society Committee.

62. Public Participation

There were no members of the public present

63. Minutes of the previous meeting of Whimble Parish Council

The Council **RESOLVED** to approve the minutes of the

- a) Planning meeting held on Tuesday 5 May 2026
- b) Council Meeting held on Monday 15 June 2026
- c) Extraordinary Council meeting held on Monday 6 July 2026
(*proposed by Cllr Dearden; seconded by Cllr Yarwood*)

Update on matters from the last meeting:

Updates are covered under appropriate agenda items

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

64. District and County Councillor reports:

East Devon District Council (EDDC) Councillor report

Cllr Olive provided a verbal update:

- The new Waste and Recycling Services go live date has been pushed back to September 2026.

Devon County Council (DCC) Councillor Report

Cllr Connor was not present but had sent a report (attached at the end of the minutes).

65. Local Government Reorganisation (LGR) in Devon

The Clerk advised that confirmation had been received on Friday 17 July 2026 that the Government had announced what the structure of Local Government in Devon will look like from 1 April 2028.

The proposal put forward by Exeter and Plymouth City Council's is the option selected by the Government, which creates four new unitary authorities for the county, as follows:

- An expanded Exeter – Exeter plus 49 surrounding parishes from Teignbridge, East Devon and Mid Devon
- An expanded Plymouth – Plymouth plus 13 parishes from South Hams
- An expanded Torbay – Torbay plus 21 nearby parishes
- Devon Coast and Countryside – a new council designed for rural and coastal communities

Whimble will become part of the expanded Exeter Unitary Council, which will replace Devon County Council (DCC) and East Devon District Council (EDDC) which are being abolished.

In terms of timescales the elections for the new shadow authorities are due to take place in May 2027, with the new authorities becoming fully operational, and going live on 1 April 2028. From now until 31 March 2028, DCC and EDDC will continue to deliver existing services to local residents.

The Unitary Council elections in May 2027 will take place at the same time as the scheduled Town and Parish (T&P) Council elections. Elections are normally for a 4 year period, so the next scheduled elections would be 2031. However, the Unitary elections in 2027 will be for a 5 year period (4 years for Unitary Council and 1 year for Shadow Authority), meaning the next Unitary council elections would take place in 2032. It is beneficial for the T&P council elections to take place at the same time as the unitary council to reduce the cost burden on T&P councils. Clerk advised that the Devon Association of Local Councils (DALC) are lobbying the other Devon authorities and Government to request that the T&P Council elections are realigned with the Unitary i.e. take place in May 2027 and then May 2032.

There has been mixed feedback since the announcement and there is a possibility that the unsuccessful Councils will challenge the Government's decision through Judicial Review. However, this is yet to be confirmed.

The Parish Council discussed the following:

- Writing to Exeter City Council (ECC), East Devon District Council (EDDC), Devon County Council (DCC) and DALC to ask them to ensure that the voices of parish councils and their residents are heard and considered during and after the transition period
- The letter includes information that the Parish Council included in its previous response on LGR (including the key points also raised by DALC)
- To comment on warding arrangements (as the existing Council's have to respond to the Government by 17 August 2026). Councillors felt it was important to make it clear that the warding arrangements enable Whimble to retain its identity as a rural village and that it is not lumped in with Cranbrook.
- The need to highlight the value of villages and rural communities which includes tourism and heritage.
- To ask them to support the DALC proposal that the T&P elections take place in 2027 and then in 2032 to ensure ongoing alignment with the Unitary Council
- To ask them to ensure that rural needs are considered and met

- The Council also would welcome the opportunity to work with District and County Council level to ensure that the new Unitary appropriately focuses on T&P Councils (something that ECC doesn't currently have).
- The need for the County and District Councils to work together to ensure there is a smooth transition to the new Unitary Councils rather than wasting time and taxpayers money on Judicial Review.

The Council **RESOLVED** to write a letter to Exeter City Council, East Devon District Council Devon County Council and Devon Association of Local Councils regarding the Local Government Reorganisation decision, covering the points listed above.
(*moved Cllr Dearden; seconded Cllr Venton*)

66. Environment & Community

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

The Clerk advised that the installation of the play area and goal mouth was underway and now in the second week. On Friday, Creative Play advised that the installation was progressing well. So, all being well the Play Area should be handed over in the week beginning 27 July 2026.

The Clerk advised that the S106 Agreement has been signed and sealed by both parties (Whimble Parish Council and East Devon District Council [EDDC]).

The Clerk advised that there are still a number of tasks to complete:

- Arranging a photo and doing a press release when the play area is ready to open
- Updating the insurance policy to take off the old equipment and add the new equipment
- Drawing down the S106 from EDDC once the invoice has been received from Creative Play
- Reclaiming 6 months of VAT (covering 1 April 2026 to 30 September 2026) in early October 2026

The Clerk then provided an update on the Proludic equipment being donated by EDDC. Representatives from EDDC and Proludic had attended the pre installation meeting on 17 June 2026. At the meeting there was discussion as to where to situate the four pieces of equipment. Several options were discussed about the equipment being located at the top of the Parish Field (i.e. to the left of the new Play Area). The first option was that it be parallel to the Parish Field boundary but the advice was that this would be expensive to prepare the ground to accommodate the Zip wire. The other option discussed was to locate the zip wire vertically from the boundary down towards the path. Proludic advised that this would be significantly cheaper. This would also mean that the grass BMX mounds could be able to remain. At the conclusion of the meeting it was agreed that Proludic would draw up a plan and then it would be sent to EDDC and then to the Parish Council. Tentative discussions on the timescale earmarked September as a potential installation date.

The information has now been sent to the Parish Council and the total cost of installation had been listed as £20,980 for option 1 (grass seeding the area) or £22,900 for option 2 (laying turf). Officers from EDDC confirmed that they have a budget of £8,482 to go towards the installation which means that Parish Council potentially faces a bill of £12,498 (option 1) or £14,418 (option 2).

Discussion took place around:

- The Council being shocked and disappointed that the costs are significantly more than the Parish Council were expecting to have to spend (following the discussions at the pre-installation meeting)
- The Council respond to EDDC stating that the amounts listed were more than expected and that the Council is now going to have to consider all options, which would include:
 - Option 1 – Not going ahead with installing the Proludic kit
 - Option 2 – negotiating with EDDC regarding the costs (including the suggestion of the Parish Council taking over the Slewton Crescent Play Area in the near future (meaning EDDC would not have to pay for inspections or maintenance)
 - Option 3 – looking for alternative sources of funding
- Cllr Olive also advised that he would be raising this matter with officers at EDDC as the Ward Councillor.

The Council **RESOLVED** to write to EDDC to push back on the amount the Council is potentially being required to pay for the installation costs for the Proludic Play Equipment.
(Moved Cllr Dearden; Cllr Patrick)

ii) Parish Field Planting Project

Cllr Venton advised that she had discussed the planting project with Mr Tim Adkins and he confirmed he has tree saplings to offer the Council as well as doing the planting. He proposes that a hedgerow is planted approximately 1 metre away from the boundary.

Discussion took place around:

- That planting shrubs and flowers would be out of keeping with the rest of the Parish Field and putting down mulch would help weeds thrive (due to locking in moisture) so these suggestions are not viable options
- The need to proceed with the Council's application to the Woodland Trust for a hedgerow pack to ensure there would be enough planting to cover the area proposed
- Contacting the Hedgerow Team at EDDC to get advice to ensure the planting project fits in with the Trees and Woodland Strategy and meets ecological best practice
- This fits in with the Council's wider maintenance and improvement plan for the Parish Field which includes regular grass cutting, removal of weeds from the footpath / cycle path and installation / maintenance of play equipment.

The Council **RESOLVED** to consider the matter again once advice has been received from the appropriate officer at EDDC.
(Moved Cllr Dearden; seconded Cllr Olive)

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

The Council considered the revised schedule of works that had been updated following the discussion at the June meeting. The Clerk confirmed that she had checked the cutting of the visibility grass verges that the Council receives a payment for from Devon County Council.

Discussion took place around:

- Including the footpath from Webbers Close, through the car park and under the arch to The Square in the area relating to the Parish Car Park
- Adding in the grass verge and hedge foliage (around the bench) on Talaton Road

The Clerk advised that she had put together a pack to go out to all parties expressing an interest in quoting for the contract.

The Clerk confirmed that the next step is to publicise the contract in the next edition of Whimble News, on the Council website and on Facebook.

The deadline for submission of quotation will be 5pm on Wednesday 30 September 2026. This gives the Clerk time to write a report for the 19 October 2026 Council meeting.

The Council **RESOLVED** to approve the updated schedule of works and for the contract to be publicised.

(Moved Cllr Yarwood; seconded Cllr Olive)

iv) Village Maintenance

Updates on items raised at the May 2026 meeting:

Condition of the roads – Lilypond Lane and Woodhayes Lane

The Clerk advised that she had now received a response from the Neighbourhood Highways Officer at DCC Highways who had confirmed that the defects on Lilypond Lane were now showing as completed on the DCC system. He also advised that he had been able to get permission to repair the drainage on Woodhayes Lane and that this would be prioritised against the other repair schemes put forward by the team so currently no timeline can be provided for the works to be completed.

Footpaths

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. Cllr Yarwood confirmed that she would send this information to the Clerk as soon as possible.

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 had received a response from DCC Highways relating to the request asking them to fix the light and invoice the Parish Council with the cost. DCC advised that they contract out the repairs to the third party and sent the Clerk the contact details for the third party. The Clerk confirmed that she had completed an enquiry form on the Enerveo website but was yet to hear from them.

Dumpy bags – pedestrian footpath into Parish Field

The Clerk advised that land owner for the land which incorporates the pedestrian footpath into the Parish Field had confirmed that the dumpy bags of rubble belong to the landowner and are on his land so there is need for the Council to report them as fly tipping.

Talaton Road seat

The Clerk confirmed that the hedge has overgrown the bench on Talaton Road. The Council's Groundss Maintenance operative quoted a price of £19.50 plus VAT to cut the hedge back around the area of the bench.

The Clerk confirmed that once the hedge has been cut back a couple of local contractors would be able to view the bench and provide a quote for repairing the bench.

The Council **RESOLVED** to approve the quotation of £19.50 plus VAT for Pro Lawn Services to cut back the hedge around the bench on Talaton Road.
(*Moved Cllr Venton; seconded Cllr Dearden*)

v) Any other arising environment and community issues

Issues raised by councillors:

- The Pump Track in the Parish Field is in need of repair. Councillors asked the Clerk to contact the company that installed the Pump Track (Forte Trailscapes) to ask them to come out and quote for repairs.
- The abandoned vehicle with the flat tyre in the Parish Council car park is still there. Councillors asked the Clerk to follow this up with East Devon District Council.
- Himalayan Balsam – Councillors asked the Clerk to promote the information produced by Cllr Venton for Whimble Fest on the Council website and on Facebook.

67. Allotments

The Clerk's update included:

- Confirmation that income received for allotments to 30 June 2026 reconciled between the Allotments spreadsheet and Finance System. As at 30 June 2026 £425 of income has been received.
- The works at Grove Road were completed by AB Countryside Services on 30 June 2026 and the invoice is included in the July payment schedule.
- The Clerk had visited the Allotment sites on the morning of Monday 20 July 2026 to complete an unannounced Allotment Inspection.
- An update following the inspection has been sent to all Allotment Holders covering the need to keep plots neat, tidy and cultivated and that permission is needed to take dogs onto the Allotment sites and to erect structures on allotment plots.

Heberton Close

Verbal update:

- All plots are now let
- The new Tenant for Plot 7 has asked if the Council will arrange for the plot to be strimmed due to it being overgrown. Councillors asked the Clerk to obtain quotes for strimming plots 7 and 9.
- Plot holders where the plot is overgrown have been contacted today to ask them to ensure they tend to the plot(s) before the next inspection at the start of August, or the Council may cancel their tenancy agreement.
- Dog fouling had been found at the allotment site
- A request to have a noticeboard at the site was declined by councillors
- A request had been received from a couple of Allotment holders that had come via a councillor to ask if they could set up an allotment holders group. The Council does not have a problem with allotment holders forming a liaison group to support each other and share ideas and seeds, etc. However, the running of the Allotments will remain under the responsibility and remit of the Parish Council.

The Council **RESOLVED** that the Grounds Maintenance contractor be asked to quote for clearing plots 7 and 9.

(*Moved Cllr Dearden; seconded Cllr Yarwood*)

Grove Road

Verbal update:

- All existing plots now let
- The two new recently created plots are due to be advertised shortly.

68. Neighbourhood Plan

Cllr Olive provided a verbal update:

- He has received confirmation from the Neighbourhood Planning Officer at EDDC that she did not have any amendments to the specification for the Masterplanning of the two sites included in the EDDC Emerging Local Plan. Cllr Olive confirmed that he would send the Clerk the relevant information to the Clerk so that she could contact relevant suppliers for quotations.
- The Neighbourhood Planning Officer at EDDC is working on the Strategic Environmental Assessment (SEA). Due to workload it is anticipated that this will be concluded by the end of August. Once completed this will enable the remaining chapters of the Plan to come forward to the Parish Council for consideration.
- Cllr Olive confirmed he will arrange meetings with Cllr Yarwood and Venton to go through the Neighbourhood Plan to date.

69. Planning

No applications had been received from East Devon District Council.

70. Grant Applications

The Clerk confirmed that three grant applications had been received for the July tranche of funding, which were from:

1. Whimble Victory Hall – for £300 for noise dampening acoustic panels for Whimble Victory Hall
2. Whimble History Society – for £248.88 for the purchase of acid free archival standard binder boxes, an acid free archival newspaper box, acid free file pockets and acid free file dividers to preserve documents relating to Whiteway's Cider
3. 1st Whimble Scouts - £300 for improvements to the Scout Hut including a new window for the kitchen and repairs to the wall in the girl's toilets

Cllr Yarwood declared a Personal Interest as she is on the Whimble History Society Committee. She confirmed that she wouldn't take part in the vote on this item of business

Discussion took place around:

- Whether the applications met the Council's Grants and Donations Policy
- The total grants budget for 2026/27 being £600 to cover the whole year
- There being two more opportunities for grant applications to be submitted after this round
- That Whimble Victory Hall had been successful in obtaining funding from numerous sources for the majority of the acoustic panels and would likely be able to attract the remaining funding needed
- The Council had provided funding to a number of History Society projects over the last couple of years
- Whether the acid free archival items would be considered as day to day running costs for the History Society
- The Scouts application would benefit girls wishing to attend / become a Scout
- The Council felt it would be most appropriate for the money to be used to repair the wall in the girls toilets

- To update the website with a list of grants that have been paid to local organisations over the last few years and would ask previous recipients for updates on how they have spent the funding provided by the Council.

The Council **RESOLVED** that:

- a. It would not fund the application from Whimple Victory Hall
- b. It would not fund the application from Whimple History Society
- c. It would fund the application from 1st Whimple Scouts for the sum of £300 with the requirement that the money must be spent on repairing the wall in the girl's toilet and provide evidence that the works have been completed.

(Moved Cllr Venton; seconded Cllr Dearden)

71. Finance

i) Summary receipts and payments for 2026/27 to 30 June 2026

The Clerk confirmed that bank interest of £446.66 had been received for the period of 1 April to 30 June 2026. The payments were those approved at the June meeting.

The Council **RESOLVED** to approve the summary of receipts and payments to 30 June 2026
(Proposed Cllr Dearden; seconded Cllr Yarwood)

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

The Council **RESOLVED** to approve the Unity Bank current account reconciliation to end June 2026, with the amount in the Current Account totalling to £524.79.

(Proposed Cllr Dearden; seconded Cllr Yarwood)

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

The Council **RESOLVED** to approve the Unity Bank savings account 1 (earmarked reserves) reconciliation to end June 2026, with the amount in the Savings Account totalling to £61,094.58.

(Proposed Cllr Dearden; seconded Cllr Yarwood)

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

In June a total of £2,192.48 had been transferred from the savings account into the current account (as approved at the June meeting) to cover the payment schedule for June 2026.

The Council **RESOLVED** to approve the Unity Bank savings account 2 reconciliation to end June 2026, with the amount in the Savings Account totalling to £28,289.06.

(Proposed Cllr Dearden; seconded Cllr Yarwood)

v) To approve the payment schedule for July 2026 totalling £2,432.33, which included payments for:

Whimple Victory Hall hire June 2026 = £12.50

Pro Lawn grass cutting session invoice 3854 = £396.00

Pro Lawn grass cutting session invoice 3876 = £264.00

AB Countryside Services = £500.00

Billy Bloomfield = £90.00

Water Bill – Grove Road Allotments = £6.55

Clerk salary; July 2026 = £846.90

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

Unity Trust Bank service charge 01/06/26 to 30/06/26 = £7.00

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

(proposed Cllr Dearden; seconded Cllr Yarwood)

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

The transfer schedule for July 2026 totals £2,432.33 (based on leaving £500 in the Current Account at the end of July 2026).

The Council **RESOLVED** to transfer £2,432.33 from savings account 2 to the current account to cover the payment schedule for July 2026.

(moved Cllr Dearden; seconded Cllr Yarwood)

vii) Budget Monitoring and Earmarked Reserves Report 2026/27 as at end June 2026

Councillors reviewed three reports:

1. Budget Monitoring Report;
2. Detailed receipts and payments by Budget Heading Report (which includes details of % of the budget spent); and
3. Earmarked Reserves (EMR) Report

Discussion took place around:

- 50% of the actual income had already been received
- Overall 22.9% of the actual expenditure had been spent.
- As at 30 June 2026, the % spent of expenditure should be $3/12 = 25\%$. The Council considered the variances over 25% which were:
 - Finance system (100% spent) – due to the invoice covering the whole financial year so no further spend is expected for this area
 - Internal Audit fees (100% spent) - due to the invoice covering the whole financial year so no further spend is expected for this area
 - Devon Association of Local Councils (95.7% spent) – annual subscription paid for the whole of 2026/27 so no further spend is expected for this area
 - Grounds Maintenance (48.9% spent) – Councillors agreed to keep an eye of this budget line and to check if any of the invoices sat outside of the Grounds Maintenance Contract and could be paid out of the EMR
- In terms of the EMR Report, councillors agreed that it would be appropriate for the Clerk to bring forward a report following the payment of the Creative Play invoice for the Parish Field Play Area.

The Council **RESOLVED** to note the budget monitoring and earmarked reserves report as at end June 2026 and that a report on EMR come forward to the September 2026 meeting.

(Moved by Cllr Dearden; seconded Cllr Yarwood)

viii) 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. An acknowledgement had been received from PKF Littlejohn but no further correspondence had been received.

The notice period for the Exercise of Public Rights ended on Tuesday 14 July 2026 and no requests had been received from members of the public.

72. Risk Assessment – Quarter 1 update

Councillors considered the risk assessment and whether and new or emerging risks needed to be added. The risks relating to Local Government Reorganisation and the Play Area were considered and found to be adequate.

The Council **RESOLVED** to approve the risk assessment for quarter 1 of the 2026/27 financial year
(*Moved Cllr Dearden; seconded Cllr Yarwood*)

73. Internal Control Checklist – Quarter 1 review

Cllr Dearden confirmed that she had reviewed the checklist and accompanying evidence for the first quarter of 2026/27 and found that everything was in order.

The Council **RESOLVED** to approve the Internal Control Checklist for quarter 1 of the 2026/27 financial year.
(*Moved Cllr Dearden; seconded Cllr Patrick*)

74. Policies and Procedures

i) Subject Access Request Procedure

The Council considered the Subject Access Request Procedure.

During discussion the Clerk confirmed that the date of approval would be added to the Procedure before publishing on the website. The Clerk also confirmed that she has an overall list of policies and procedures which includes the date of approval and the date of the next review.

The Council **RESOLVED** to approve the Subject Access Request Procedure.
(*Moved Cllr Dearden; seconded Cllr Patrick*)

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

Councillors considered the Clerk's Report which summarised the quotations received for replacement of

- a. The Council website
- b. The email system and to include document management.

Councillors had also been sent the detailed quotations from all suppliers (confidential due to commercial sensitivity)

a. Website quotations:

Quotations received were:

- Supplier 1 – Set up & year 1 = Total: £499 + VAT
Continued Year 2 costs = Total year two renewal: £299 + VAT pa (+ any additional modules or 3rd party email services)
- Supplier 2 – Set up and Year 1: £749 + VAT for the design, build, and content migration (a one-off cost). Year 2 onwards: £25.00/month + VAT for hosting and support (billed annually)
£30 plus VAT per annum for annual registration and management of gov.uk domain name
- Supplier 3 – Subscription of £400 plus VAT per annum to only host the website. No website design included in the quotation. Not clear if there would be an additional charge for the domain name each year

- Supplier 4 – Year One - Set up fee including transfer of content = £650.00, Support charge = £100.00; Annual hosting = £99.99 plus VAT, Annual gov.uk domain name = £50.00 plus VAT; **Total = £899.99 plus VAT**. Year Two - Support charge = £100.00, Annual hosting = £99.99 plus VAT, Annual gov.uk domain name = £50.00 plus VAT; **Total = £249.99 plus VAT**
- Supplier 5 – Website design and development = £3,600 plus VAT. Website hosting and maintenance would cost £10 plus VAT a week (£43.33 plus VAT per month)
- Supplier 6 – No quotation for website – only wanting to quote for email.

Discussion took place around:

- Supplier 5 had priced themselves out of the provision of the new website as their price was quadruple the other quotes received.
- Suppliers 1, 2 and 4 were all offering a Wordpress based website.
- Supplier 3 had priced themselves out of the provision of the new website as they are proposing a cost of £400 just to host the website and the Council would have to pay another company to design the website.

The Council **RESOLVED** to appoint supplier 2 (Parish Council Websites) to design and host the new Council website.

(Moved Cllr Olive; seconded Cllr Venton)

b. Email and Document Management quotations:

Quotations received were:

- Supplier 1 – low-cost, self-managed service = c.£60+VAT / year for 20 x addresses with 2GB storage each. UK-based, GDPR-compliant services. Not a Microsoft based system Does not include any Microsoft services, migrations of old email accounts or IT/device-level support. This can be added at an annual cost of £150 + VAT.
- Supplier 2 – Email hosting with 10GB per account (up to 50 email accounts included) UK-based, unlimited storage Daily/weekly backups and disaster recovery Free SSL certificates WordPress updates and plugin maintenance. Not a Microsoft based system.
- Supplier 3 – In addition to the £400 a month subscription. Upgrade one or more email accounts with additional storage - 10GB at £24 per year per upgraded mailbox. Upgrade one or more email accounts with additional storage and Cloud Storage - standard 30GB mailbox and 10GB File Storage at £42 ex VAT per year per upgraded mailbox. Hosting of old domain at £25 ex VAT per domain
- Supplier 4 – Only quoted for the website design.
- Supplier 5 – £6.50 plus VAT per account per annum (£78 per annum per account); just a subscription for Microsoft 365 email and SharePoint (included as part of the website and email package).
- Supplier 6 – Microsoft Office 365 business basics (no Teams) £46.80 plus VAT each account per annum – for councillors; Microsoft Office 365 Business Standard (no Teams)

£129.60 plus VAT; x 1 for clerk; Email and data back up £3 plus VAT per month per selected mailbox

Discussion took place around:

- Suppliers 1 and 2 were not offering a Microsoft based system (which was requested in the specification) so were ruled out
- Supplier 1 is offering a fairly small sized email inbox compared to some of the other suppliers
- Supplier 3 had priced themselves out of the provision of the email and document management system
- Supplier 4 only quoted for the design of the new website
- Supplier 5 was offering Microsoft 365 as part of their package but had priced themselves out of provision of the website and email system.
- Supplier 6 offering Microsoft Office 365 with Business standard for the Clerk and Business Basics for the councillors. Offers the opportunity to enable the Clerk to share documents with councillors through SharePoint.
- Whether supplier 6 proposal of £3 plus VAT a month for email and data backup includes Sharepoint

The Council **RESOLVED** to appoint supplier 6 (Uniserve UK) for the provision of an email and document management system for the Council, subject to receiving a positive response to the query relating to whether the proposal for £3 plus VAT per month for email and data backup includes the updating of SharePoint.

(Moved Cllr Olive; seconded Cllr Venton)

76. Forward Plan

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

- The normal finance reports
- Neighbourhood Plan
- Planning Applications (if received from EDDC)

Councillors asked that the Emergency Plan be added to the forward plan for the November 2026 meeting.

77. Correspondence

The Council considered the following correspondence:

1. Email from DCC regarding a road closure notice for Monday 10th to Wednesday 12th August 2026 for the road past Strete Farm, Strete Raleigh which is being closed for South West Water works relating to the disconnection of water supply.
2. Email from DCC regarding a road closure notice for Monday 17th August to Wednesday 30th September 2026 for Broadclyst Road, Whimble due to a safety area being created around scaffolding for property repairs.
3. Email from DCC regarding a road closure notice for Monday 28th to Wednesday 30th September 2026 for Woodhayes Lane, Whimble for South West Water works to enable new service.

78. Chair's Business

The following business was raised:

- Cllr Venton raised the issue that her Register of Interest form had not been updated on the EDDC website. The Clerk confirmed she would liaise with EDDC.
- Cllr Yarwood advised that she is planning to resign from the Council at the end of the calendar year. This would be formalised at the date Cllr Yarwood resigns.

The meeting closed at 9.30pm

The next Parish Council meeting will take place on Monday 21 September 2026 at 7pm. If the Council receive any Planning Applications that cannot wait until this meeting, extraordinary meeting(s) of the Council may be held on Monday 3 August and/or Monday 7 September 2026 at 7pm **These meetings 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:

21/09/2026