

MINUTES OF THE MANATON PARISH COUNCIL MEETING

MONDAY, 9th JUNE 2025 AT 7.00 PM AT MANATON PARISH HALL

Present: Cllr W Boughey (Chair), Cllr B Warne, Cllr S Mount, Cllr M Wylie, Cllr J Kidner,
and Cllr P Martin

In attendance : Mrs L Moorse (Clerk)

The meeting commenced at 7.00pm

AGENDA ITEM			Action												
ITEM 1 – The Chair to open the meeting and receive and approve apologies for absence County Cllr S Morgan, Cllr C Frampton and DNPA Rob Steemson sent their apologies.															
ITEM 2 – Declaration of interest None															
ITEM 3 – Public participation No public in attendance.															
ITEM 4 - County & District Councillor reports 4.1 No District Councillor’s report had been received. 4.2 County Councillor S Morgan advised nothing to report for this meeting.															
ITEM 5 – To approve minutes of Annual Parish Meeting on 19th May 2025 The Minutes having been previously circulated were approved and signed.															
ITEM 6 - Matters arising The update regarding the Parish Council’s website was deferred due to Cllr Frampton’s absence.															
ITEM 7 - Finances, payments due, accounts and budget 7.1 The Schedule of Payments (previously circulated to the Councillors) was presented and it was agreed by all that the following payments should be made: <table border="1"><tr><td>Mrs L Moorse</td><td>£169.82</td><td>Salary and Mileage</td></tr><tr><td>HMRC</td><td>£33.40</td><td>Staff Tax deduction</td></tr><tr><td>Mr Ben Warne</td><td>£260.00</td><td>Invoice 4.6.2025 ref May grass cutting</td></tr><tr><td>Margaret J Dennis</td><td>£60.00</td><td>Internal Audit ref 2024-25 AGAR Form2</td></tr></table> 7.2 The Bank Reconciliation for May 2025, which had been previously circulated to the Councillors, was agreed by all, and signed by the Chair and Clerk. 7.3 The accounts for the period ending 31 st May were presented, together with the Budget update for the same period and were duly accepted. 7.4 Audit 2024-2025 7.4.1 The Fixed Assets List as of 31 st March 2025 was agreed, approved, and signed. 7.4.2 The Certificate of Exemption was agreed, approved, and signed. 7.4.3 The Annual Governance Statement was agreed, approved, and signed. 7.4.4 The Annual Accounting Statement was agreed, approved, and signed. 7.4.5 The Analysis of Variances attached to AGAR Form 2 was duly noted. 7.4.6 The List of Items of Expenditure of £100 plus for the year ending 31 st March 2025 was duly noted. 7.4.7 The Internal Auditor’s Report was noted. The Council confirmed it had provided the public with opportunities to inspect the accounts by publishing key documents on the blog (in lieu of the still-incomplete website) and posting a Notice about Public Rights on the village notice board. The designated period for public inspection was set from 16 th June 2025 to 25 th July 2025. Members discussed the accessibility of information for residents without computer access. While documents are available online, concerns were raised regarding inclusivity. The Parish Council website is not yet live with a GOV.UK domain, so updates will continue to be shared through the Manaton Bulletin and physical notice boards. The importance of ensuring residents are aware of the website and have access to digital information was acknowledged.			Mrs L Moorse	£169.82	Salary and Mileage	HMRC	£33.40	Staff Tax deduction	Mr Ben Warne	£260.00	Invoice 4.6.2025 ref May grass cutting	Margaret J Dennis	£60.00	Internal Audit ref 2024-25 AGAR Form2	
Mrs L Moorse	£169.82	Salary and Mileage													
HMRC	£33.40	Staff Tax deduction													
Mr Ben Warne	£260.00	Invoice 4.6.2025 ref May grass cutting													
Margaret J Dennis	£60.00	Internal Audit ref 2024-25 AGAR Form2													
ITEM 8 - Parish Council Matters To approve the updated Financial Regulations Policy The Chair introduced the updated Financial Regulations Policy, based on the NALC model. Discussion focused on procurement and spending thresholds. For contracts over £2,000 (ex. VAT), the Clerk must seek at least three fixed-price quotes. For amounts between £500 and £2,000 (ex. VAT), the Clerk should attempt to get three estimates. For smaller purchases, the Clerk to seek value for money. Regarding expenditure authorisation: - Below £50 (ex. VAT): Clerk may authorise independently. - Below £200 (ex. VAT): Clerk may act with consultation from the Chair, if within budget. - Up to £500: Delegated committee (i.e., Games Court) may authorise payments within their budgets. - Above £500: Requires full council approval.															

AGENDA ITEM	Action
The Councillors noted that these thresholds are lower than NALC recommendations but they were deemed appropriate for Manaton Parish Council's size. Changes were made to maintain consistency. Internet banking: it was agreed that authorisation for payments by two authorised signatories (who should not include the Clerk) should be required. This would be in line with the existing arrangement for cheque signing. The Vice-chair to be added as an authorised signatory and the Chair to complete any necessary bank forms. The Clerk to amend the Policy accordingly.	WB
ITEM 9 – Planning Cllr Kidner advised that there had been no new planning matters nor applications received and that due to the Head of Planning at DNPA being on leave until the 16th of June, a further progress report on the Horse and Pony Sanctuary would be delayed until the next PC Meeting.	
ITEM 10 – Highways Cllr Mount had nothing to report. The Clerk informed the Council that DNPA Rob Steemson had reported that a damaged stile on Footpath 7 near Torhill had been repaired. Also, on same footpath, two more damaged stiles are scheduled for repair. Surveying of other rights of way is continuing and some replacement signage is awaited. Councillors acknowledged his diligence.	
ITEM 11 - Parish Assets Assets south: Cllr Warne. Assets north: Cllr Martin had purchased stainless steel shackles to replace the defective shackles on the swings – the Clerk was authorised to pay him £33.34 to reimburse the cost. He also reported that the restored benches have now been returned	
ITEM 12 - To receive a report from the Council representative on the Games Court Committee The Chair provided an update on the Games Court. He reported that following elections, District Cllr Farrand-Rogers is exploring grant funding from Teignbridge. A progress report for him has been compiled. While full funding from Teignbridge is unlikely, local fundraising efforts are planned, including events and a questionnaire to gauge public interest and potential use (e.g., pickleball, tennis) Cllr Kidner noted there had been a modest decline in use of the court as the ailing surface made tennis games less dependable, but it was stressed that village-wide support is crucial to secure external funding. The National Lottery was identified as a potential fallback, but simpler local fundraising is preferred due to the demanding application process.	
ITEM 13 – To receive a report from the Council representative on the Parish Hall Committee Cllr Wylie advised that there had not been a recent meeting, but the recent two-day event (Plant Sale & Cream Teas) on the 25th and 26th of May was a resounding success and the £3,000 raised by the event was remarkable.	
ITEM 14 – Correspondence Received A parishioner had asked the Chair if, in view of the imminent digital telephone switchover, the Council had any proposals to enable emergency calls to be made in the event of electrical power failure. It was noted that, the public call box having been removed, it was incumbent on people to arrange for their own backup battery. As regards a village facility, it was suggested that the pub might be willing to house a backup battery, funded by the Council, to be used with their telephone in an emergency. Cllr Kidner to raise this with the Kestor Inn. The issue of broader emergency planning was discussed highlighting difficulties for residents without internet access. No immediate solutions were identified, and the complexity of the problem was acknowledged.	JK
ITEM 15 - Date of next meeting 14th July 2025	
ITEM 16 – AOB Concerns were raised about a large motor home parked in the village at the crossroads near the Kestor creating a safety hazard by obstructing visibility. It was noted that there is alternative parking available and agreed that the obstruction would be recorded with a view to further action. Cllr Martin gave his apologies in advance for his absence at the next Parish Council Meeting in July.	
ITEM 17 - Matters for future consideration. - Requests for agenda items from Councillors – None - Requests for agenda items from members of the public - None	

Close of meeting: The meeting closed at 7.51pm

Approved by Manaton Parish Council and signed by the Chair Date:.....