**TIVERTON & TILSTONE FEARNALL**

**PARISH COUNCIL**

Minutes of the Annual (first) meeting of Tiverton & Tilstone Fearnall Parish Council held on **Tuesday 13th May 2025** after the Annual Parish Meeting in Tiverton Village Hall

**Present:**

Councillor: A Sharma (in the Chair)

Cllrs: J Growney, H Lightfoot, P Moore, K Morris, L Randles, A Wilson, L Woodhouse

5 Members of the public

**Open Forum:** There was no Open Forum as this had been held at the Annual Parish Meeting

**1) 001/25-26 – Appointment of Chairman for 2025-2026**

It was proposed by Cllr Sharma, seconded by Cllr Moore that Cllr Lightfoot be Chairman for the year 2025-2026. All were in favour

**Cllr Lightfoot signed the Declaration of Acceptance of Office and took the Chair**

**2) 002/25.26 – Appointment of Vice-Chairman**

It was proposed by Cllr Lightfoot, seconded by Cllr Moore that Cllr Sharma be Vice-Chairman for the year 2025-2026. All were in favour

**Cllr Sharma signed the Declaration of Acceptance of Office.**

**3) 003/25.26 – Apologies for Absence:**

Apologies for absence were received and approved from Cllr Chambers

**4) 004/25.26 – Declarations (Notifications) of Interest**

Cllr Wilson declared a Pecuniary Interest in the Old Methodist Chapel Tiverton as the applicants are related to her

Cllr Lightfoot declared a Non-Pecuniary Interest in Tilstone Lodge

Cllr Woodhouse declared a Pecuniary interest as the owner of Briar Lea

The Clerk reminded all Cllrs that any changes to their DOI should be reported on an updated form as soon as possible and that new Cllrs should submit their DOI within 28 days of taking office or they risk disqualification.

**5) 005/25.26 – Minutes**

It was proposed by Cllr Sharma, seconded by Cllr Randles and unanimously agreed that the minutes of the Parish Council meeting held on Tuesday 11th March were correct. The Chairman signed the minutes.

**6) 006/25.26 – Clerks Report**

Canal Towpath Project: The Clerk reported on a project being spearheaded by Tattenhall Parish Council to improve the canal towpath from Christleton / Waverton to Beeston. Council agreed to send a letter of support.

**Action Point 1: Clerk to write to Tattenhall Parish Council**

The Clerk reported that she and Cllr Morris had attended a meeting in Tarporley hosted by three senior CW&C officers. The main topic raised was the lack of communication from CW&C and the letter sent to the CEO in January was mentioned. The Clerk was asked to resend it which she had done but again no response had been received.

**Action Point 2: Clerk to resend the letter to the CEO**

The Clerk reported on two planning events that were being held which members may wish to attend

**7) 007/25.26 – Planning**

i) Appointment of Planning Committee – It was agreed that all members should be on the planning committee for 2025.2026.

ii) Planning Applications - The following planning applications had been received and noted on the planning register:

25/00654/FUL: The Chapel, Huxley Lane, Tiverton, CW6 9NB – Conversion of redundant chapel to form a single residential dwelling house with demolition of rear toilet block and associated alterations to fenestration and access and installation of new sewage treatment plant.

25/01160/FUL: Tiverton Lodge, Huxley Lane, Tiverton, CW6 9NB – Demolition of existing single storey triple garage and construction of two storey extension with integral garage

iii) Decision Notices – All Decision Notices received since the last meeting were noted on the Planning Register.

iv) Planning Committee – Planning comments that had been previously circulated were unanimously approved.

**Cllr Wilson left the meeting**

Following the clarifications from the planning consultant for The Chapel it was agreed to send an addendum to the already submitted comments and there was discussion about this. Cllr Sharma will collate the additional comments and submit

**Cllr Wilson returned to the meeting**

v) Enforcement Matters: There was no update on matters previously reported. Items raised at the Annual Parish meeting will be reported

vi) Neighbourhood Plan: CW&C have organised a couple of meetings related to planning which some members are hoping to attend. It is hoped there will be further information about NP updates at those.

**8) 008/25.26 – Highways**

i) Fault Reporting System – The spreadsheet of highways issues had been updated and circulated. One or two matters have been resolved, and these were noted, but the issue of blocked gullies is ongoing and continues to be regularly reported

ii) New Issues – There were no new issues reported

**9) 009/25.26 – Financial Report and Accounts for Payment**

i) Cheque Signatories: The majority of payment are now made by DD, SO or bank transfer. However, signatories are still required for any cheques, or to facilitate discussion with the bank, if required. Cllrs Lightfoot, Sharma and the Clerk have met previously to complete the relevant forms but NatWest have not actioned them. It was agreed that they meet again to redo the forms.

**Action Point 3: Clerk, Chairman and Vice-Chairman to meet to resolve this**

ii) Balances in the bank were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Current Account** | **Business Reserve Acct** | **Interest** |
| 1st March | £811.96 | £9004.83 | £8.63 |
| 1st April | £747.57 | £8264.26 | £9.43 |
| 1st May |  £6749.75\* |  £8272,55\* |  £8.29\* |

 \*May figures are provisional as the bank statements have not been received

It was noted that £750 was transferred from the Business Reserve Account to the Current Account on 26th March and that the payment of 2025/2026 Precept was received on 7th April. £4000 of the Precept was transferred to the Business Reserve Account and that £5,000 on 12th May. Moneys are then transferred back to the Current Account as required.

iii) Budget Figures to end of March (Year-end) – Cllrs noted the payment for the purchase of the new laptop computer for the Clerk and approved the year-end figures.

Budget Figures to end of April – Cllrs reviewed the budget figures to end of April.

iv) It was proposed that for the forthcoming year the Clerks salary and the Information Commissioners fee continue to be paid by monthly Standing Order and annual Direct Debit respectively. **All were in Favour**

v) May Payments – Invoices detailed below were considered for payment

 St Jude’s Church Donation in lieu of rent £150.00

 Tiverton Village Hall Donation in lieu of rent £150.00

 ChALC Training J Growney £25.00

**Resolved: that the above payments be made. All were in favour**

**10) 010/25.26 – Financial Audit (AGAR) 2024/2025**

i) Certificate of Exemption: Council had reviewed the year end budget analysis and noted that all payments for financial year 2024/2025 had been made.

All were in agreement that neither income nor expenditure for the year exceeded £25,000 and that the Certificate of Exemption could be signed

**The Clerk and Chairman signed the Certificate of Exemption**

ii) Annual Governance Statement - Councillors read through the Annual Governance Statement and answered yes to all questions

**The Clerk and Chairman signed the Annual Governance Statement**

iii) Accounting Statement – Councillors agreed that the figures reflected the income and expenditure of the Council

**The Clerk and Chairman signed the Annual Accounting Statement**

The documents would now be sent to Mr Hurst for the “internal audit” to be completed

**11) 011/25.26 - Parish Projects**

i) Traffic Calming – A speedwatch group has now been set up; a “speed gun” and hi-vis PPE purchased and sites to carry out speedwatch activities designated. Thanks to Cllr Morris for his work on this. It is understood that PCSO McEvitt is bringing the SID machine to the next speedwatch training session.

Licences are to be applied for for the placing of planters on the grass verge at the Brassey Green end of the village.

**Action Point 4: Clerk to submit the licence applications**

ii) Smithy Green Trees and Benches – Daffodils had bloomed and some of the new trees were growing. Further daffodils to be purchased in the Autumn. In the meantime the drawings will be updated to reflect this and prices to be sought for benches and if funds allow a possible pergola.

iii) The Dale & Townfield Lane: No response had been received to the letter sent to the CW&C CEO in January

iv) K9 Telephone Box: via CW&C BT are carrying out a consultation on the future of the telephone box in the centre of Tiverton and have asked if the PC would like to adopt it. There was a brief discussion about whether the PC owned the land that it stood on as this appears to be a stipulation and what it could be used for in the future.

**Resolved that the PC inform BT that they wish to adopt the phone box for a future use to be decided. All in Favour**

**Action Point 5: Clerk to write to CW&C to inform them of the PC decision**

v) Tiverton War Memorial: As the three quotes previously received had been very different It was agreed to contact CW&C Conservation Officers for advice and help with a specification for the cleaning and repairs to the War Memorial. **All in favour.**

**Action Point 6: Clerk to contact the Conservation Officer**

vi) Maintenance Plan: A draft maintenance plan for the PC’s assets such as benches, notice boards etc has been drawn up. The Clerk, Chairman and Vice-Chairman will finalise this and contractors will be asked for quotes for the works. If possible these will be tabled at the July meeting.

The setting up of a maintenance working group to oversee Parish Projects to be revisited.

**12) 012/25.26 – Parish Council Website**

There was discussion about obtaining further quotes for the website and email address. However it was proposed by Cllr Morris that Parish Online be approached to do the works. **All in Favour.**

**Action Point 7: Clerk to contact Parish Online**

**13) 013/25.26 – Parish Council Newsletter**

The latest newsletter is in productions. Cllr Sharma would like some help to continue producing this. Cllrs Morris and Woodhouse expresses and interest. In the future this could come under the remit of the maintenance working group

**14) 014/25.26 – School Transport Provision**

The PC’s thoughts about this had been included in the letter to the CW&C CEO in January. No response has been received to this letter.

**15) 015/25.26 – Parish Council Owned Land.**

There is a possibility that the PC owns three pieces of land in the village of Tiverton namely Smithy Green, the land containing the war memorial, phone box etc and the large grass verge on the left as you leave the village towards Brassy Green. Further investigations to be undertaken

**Action Point 7: Clerk to investigate via various sources to ascertain the ownership of the land**

**16) 016/25.26 – Beeston & Tarporley Station Reopening Group**

The group had recently held its AGM where officers had been re-elected. The project is still on-going as it was not part of the “Restoring Your Railways” fund that the Govt has cancelled. The group is talking to infrastructure partners and working to gather support from local stakeholders although sadly CW&C are being very negative about the project.

**17) 017/25.26 - Date and Time of Next Meeting**

The dates and locations of the meetings in the forthcoming year were agreed (see below)

The next meeting would take place on Tuesday 08th July at 7.30 pm in St Jude’s Church Hall.

There being no further business the Chairman closed the meeting at 21.35 pm

**Signed:………H Lightfoot………………. Dated:………08 July 2025…………**

Future Meeting Dates are:

Tuesday 09th September – Tiverton Village Hall

Tuesday 11th November – St Jude’s Church Hall

Tuesday 13th January 2025 Tiverton Village Hall

Tuesday 10th March – St Jude’s Church Hall

Tuesday 12th May – Tiverton Village Hall and will include the Annual Parish Meeting and the Annual (first) Parish Council Meeting