DRAFT - 2 **SUTCOMBE PARISH COUNCIL**

Minutes of Sutcombe Parish Council Meeting held in the Memorial Hall on 21 September 2026 which commenced at 19.45

Members of the Council present: Chris Quance (Chair), Barry Galbraith-Marten (Vice Chair), Claire Furse, Emma Horn, Tom James, and Chris Rose.

1. Chair's announcement
Councillor Quance welcomed all to the meeting.

2. Declarations of Interest:
a) Register of Interest: Councillors are reminded of the need to update their Register of Interests.
Councillors completed the annual Notification of Interests and these will be sent to Torridge District Council.
b) To declare any personal interests in items on the agenda and their nature.
There were none declared.
c) To declare any disclosable pecuniary interests in items on the agenda and their nature.
There were none declared.

3. Apologies and reasons for absence were received from: a) Councillor L Rowsell – on leave 14 – 25 September ; b) Councillor S Harding – Full Council Meeting.

4. Public Comment Session:
No members of the public present.

5. Reports from County and District Councillors: None received.

6. All members of the Council had received a copy of the Minutes of the Parish Council Meeting held on the 13 July 2026 by email, the contents were deemed true and correct, they were approved by a show of hands and duly signed by Councillor Chris Quance (Chair).

7. Matters Arising:
1. Sutcombe Playing Field – Councillor Quance to contact the Contractor to attend to remedial work to fences. Councillors Furse, James and Quance have arranged to remove the Trim Trail and any other defective equipment shortly.
2. Shelter – Councillor Horn to clarify with the Contractor if he is able to attend to agreed work, otherwise alternate arrangements will be made.
3. Bank Arrangements – Councillor Horn confirms that all is now in order with signatories for the Bank Mandate and she is noted as the primary contact.
4. Parish Clerk vacancy- No firm commitments at present, though some interest has been expressed. Councillor Quance will continue to approach interested parties.
5. Web site – Councillor Furse confirms all in order. Draft Minutes will be displayed online for information pending Council approval at the next Meeting.
6. Road works – a) Matcott Road to Dirworthy Lane – completed. Other work is outstanding. It is suggested that members of the public also report to Highways Department any badly damaged road surfaces so they are placed on record.
7. Church Clock – Councillor Rose confirms damage to the mechanism needs attention. Contact has been made with specialists (Smith of Derby – Tim Barlow) who are prepared to service and make necessary repairs. (Quoted cost £588 + VAT, and Ongoing annual Service contract of Circa £200). Responsibility for costs is uncertain (Church Parochial Council and Sutcombe Parish Council), but the Parish Council has agreed to share the costs. This will be discussed by the Parochial Church Council at their next Meeting before any action is taken.
8. Sutcombe Parish Notice Board – Councillors recognised the limitation of space on the Notice Board and agreed that priority should be given to Council business. Other displays will be at the discretion of the Parish Council.

8. Sutcombe Playing Field – Existing equipment is to be removed and an assessment will then be made of appropriate replacements. Councillor Furse will provide details for discussion at the next Parish Meeting. A review will also be made of the Insurance requirements. The Annual inspection of equipment will be delayed until requirements have been finalised. (Insurance and Equipment reviews will form a separate Agenda item at the next Meeting).

9. a) Sutcombe Financial Regulations –b) Standing Orders
Councillors Galbraith-Marten and Rose have conducted a review of both documents. The Parish Council's proposed versions reflect the Templates of NALC Model 2025.

a) Sutcombe Financial Regulations – proposed amendments to details and dates have been highlighted for consideration, particularly sections referring to Accounts and Audit, Budgeting and Precept, Assets and Insurances.

b) Standing Orders – this section provides operational guidance to Councillors and appropriate sections have been highlighted for attention.

Parish Councillors have been provided with copies of both documents for inspection. Suggested amendments are to be reported for discussion / consideration to enable final versions of both documents to be approved and adopted at the next Parish Council Meeting.

10.Planning Applications
There were none

Planning Decisions:
1) 1/0282/2026/FUL – Proposal – Conversion of Primary School into 1 no.Dwelling; Location – Sutcombe Primary School, Sutcombe, Holsworthy, Devon: Reference – (E) 2345566 (N) 111382 – Application Approved

Planning Appeals:
There were none

11. Finance
1. Councillor Horn presented the Accounts for the period 1 April 2026 to 21 September 2026 indicating a **brought forward balance on 1April 2026 0f £16667.96**

Receipts - £7963.26 *(Milton Dameral computer£150; Council precept £3750; Interest on 35 Day account £63.26; Current a/c transfer £4000)*

Expenditure - £5939.42 *(Parish Online website £300;DALC membership £124.23; Bench £359.10;HMRC PAYE £14.25;Insurance £325.94;Audit £55; Grass Cutting £90;Loan payment £420.90;Transfer monies 35Day a/c £4000;Robert Stoneman £250)*

Net carried forward balance as at 21 September2026 £18691.80

Bank Statements as at 21 September 2026

Current Account	£ 8024.34
35 Day Account	£10667.46
Balance carried forward as at 21 September 2026	**£18691.80**

Of these funds, Parish Council has:

Ring fenced Election costs / Parish Contingencies	£ 2500
Playfield Contingencies	£ 9000
Allocated Monies- Playfield Shelter	£ 5664
(Quote-£4720+VAT- VAT can be reclaimed)	
Total	**£17164**
Balance Remaining	**£ 1527.80**
Public Works Loan Outstanding	**£ 3677**

2. Cheques for signature – R Stoneman – Grass cutting £250. Approved for payment.

12. Correspondence by emails – 1. N. Devon/Torridge-Local Plan, Consultation, Questionnaire and update;2. DALC-Newsletters 31-40; 3. NALC-Chief Executive e-bulletins-July, August; 4. NALC-Events; 5. Devon

Communities Together-Emergency Hubs/ Energy Survey; 6. Rural Services Network-Newsletters;7. Parish Online -Newsletter-67; 8. DALC- Local Government Reorganisation-bulletin-6;9. HMRC-help and support; 10.Civil Service World-jobs; 11. Ashlea Leggett- playground surfaces; 12. NALC -jobs; 13.Public sector Network; 14. Rural Devon University Healthcare NHS Foundation Trust; 15 NALC -Council Awards; 16. Devon Community ResilienceForum-Newsletters; 18. National Allotment Society-survey; 19. Annual Playground Inspection due; 20.NALC-Unity Trust Bank; 21. CPRE – seminar-Grid/Energy hubs; 22. Jack Hubbard-funding; 23. Parish Online-Newsletters.

Correspondence received by post – None received

13. Matters for discussion or to be noted, and matters brought to the attention of the Chair

1. Parish Grants- Councillor Quance led a discussion on the availability of Grants. It was agreed that Potential applicants for Grants from the Parish Council be required to submit applications for consideration 10 days prior to the next Parish Meeting. A Notice is to be displayed on the Parish Notice Board.

2. Annual Remembrance Sunday – 8 November 2026 – Councillor Horn has agreed to place the wreath at the Memorial on behalf of the Parish Council and the residents of Sutcombe.

3. Councillor Horn to present Budget 2027 at next Meeting.

The next Meeting was set for the 16 November 2026.

There being no further business the Meeting closed at 21.05

Signed……..Date……..