AVETON GIFFORD PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON THURSDAY 13th AUGUST 2026

Present	Cllr Ros Brousson	RB (In the chair)
	Cllr Peter Smith	PS
	Cllr Peter Wade	PW
	Cllr Rosie Warrilow	RW
In attendance	Amy Clayton	AC (Clerk)
	Cllr Lee Bonham	LBon (District Councillor)
Apologies	Cllr Louise Wainwright	LW (County Councillor)
	Cllr Steve Waters	SW
	Cllr Louis Bodmer	LB
Absent	Cllr Mark Smith	MS
Members of the public (MOP)	1	

Meeting started at 19:04

1/08.26 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from County Cllr Wainwright, Cllr Waters and Cllr Bodmer.

2/08.26 TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS RELATING TO ITEMS ON THE AGENDA

The Chair invited members of the Council to declare any interests relevant to items on the agenda. None were declared.

3/08.26 OPEN FORUM

One member of the public was present. No matters were raised in open forum.

4/08.26 COUNTY COUNCILLOR'S REPORT

A written report from County Cllr Wainwright had been circulated with the meeting pack. The Council noted the report.

5/08.26 DISTRICT COUNCILLOR'S REPORT

The government recently announced the new structure of Devon, following Local Government Reorganisation. Plymouth, Torbay and Exeter will all have expanded boundaries, and the rest of the county including South Hams will be served by a new “Devon Council”.

Cllr Bonham reported that sadly, this structure fails to appreciate the needs of Devon’s rural towns and villages or our coastal communities. It is likely to put rural and coastal Devon, its towns, villages and communities under great strain because of the lack of a central large town, huge geography, high demands for services and significant costs of reorganisation. South Hams District Council (SHDC) is demanding that the Government reconsider its plans for local government reorganisation in Devon. In the meantime, staff are preparing for the transition while continuing to deliver high-quality services that our residents expect.

SHDC is starting to prepare a new Joint Local development plan which will guide development, growth and conservation in the area. A consultation and call for sites for development is underway.

SHDC continues to take action against people dumping waste and fly-tipping in the South Hams.

SHDC are helping to promote adult education programmes to ensure residents are aware of around 200 opportunities to develop skills for work.

Our Place and Economy Team held a symposium and produced some reports on the visitor economy.

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SHDC have been asked to help publicise that the UK's home telephone network is changing; by January 2027, the old analogue phone network will be switched off, replaced by digital. Customers with additional needs should register on the BT web site.

Cllr P Smith queried the possible implications for the public telephone box. Cllr Bonham advised that the point would need checking with BT.

The Chair reported advice received from planning workshops that, given the nature of the parish and existing neighbourhood plan allocations or possible development sites, the Parish Council did not need to initiate a call for sites at this stage if it could show it was seeking to meet housing targets.

In response to a query about forthcoming planning changes, Cllr Bonham confirmed that input from individuals and parish councils would remain unchanged.

6/08.26 MINUTES

The Council **RESOLVED** that the Minutes of the meeting held on 2nd July 2026 were a true and accurate record. The Minutes were signed by the Chair.

7/08.26 UPDATE ON PROGRESS FROM THE MINUTES (NOT ARISING ELSEWHERE)

14/07.26(d) Co-option

The Council noted that South Hams District Council had confirmed the latest casual vacancy could now proceed to co-option, meaning there are now two seats that can be filled by co-option. An article had been placed in the latest mAGpie and councillors discussed possible further publicity and approaches to potential candidates.

9/07.26(a) Weed killing update from Flete

The Chair reported that she had met the contractor from Flete Gardens to go through the work required. The contractor has the necessary certification, risk assessments and health and safety arrangements. The work will be weather dependent and, when carried out, will be done early in the morning with advance notice to residents through Facebook and appropriate notices where practical. RB

15/06.26(b) Swoosh

The Council noted that a report from Level Water was awaited. No adverse feedback had been received from residents and positive comments had been received from people who had watched the event.

8/08.26 PLANNING

a) To receive a report from the Planning Committee meeting held on 3rd August 2026 regarding application:

Application Number: 1396/26/FUL
Location: South Efford House, Bridge End, Aveton Gifford, Kingsbridge, TQ7 4NX
Proposal: Conversion of existing C2 Care Home into 10 C3 residential dwellings
Respond by: 20th August 2026

The Council received the report from the Planning Committee meeting held on 3rd August 2026 regarding application 1396/26/FUL, South Efford House, Bridge End, Aveton Gifford, TQ7 4NX, for conversion of the existing C2 care home into 10 C3 residential dwellings.

The draft response prepared following the Planning Committee meeting had been circulated to councillors. The Council supported the principle of a change of use but discussed the need for the response to raise concerns about traffic, the A379 access, the settlement boundary, and the size and mix of the proposed dwellings.

The Council **RESOLVED** to approve the circulated response, subject to final wording changes discussed at the meeting, for submission to South Hams District Council by the Clerk. RB/AC

District Cllr Bonham offered to arrange a discussion with the planning officer, Lucy Hall, and attend with Parish Council representatives. LBon

b) Planning applications - to consider any new applications received from SHDC

Application No: 2187/26/HHO

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Proposal: Erection of rear extension
Site Address: The Old Rectory, Aveton Gifford, TQ7 4LG
Response by: 10 September 2026

The Council **RESOLVED** to support the application.

c) To receive results of decided applications: (decisions received by Agenda publication are detailed below):
None received

9/08.26 PARISH MATTERS

a) Play parks and playing field
Play park sand: to receive an update on the cost of purchasing replacement sand and arrangements for its distribution; and to agree any further action and associated expenditure.
Three quotations had been sought for 20 tonnes of sand:

- Contractor A: £1,632 including delivery and VAT.
- Contractor B: £2,340 including delivery and VAT
- Contractor C: 25 x 800kg sacks sourced on the internet proved to be more expensive than the two quotes received.

For spreading the sand:

- Contractor A: £1,000 including VAT
- Contractor B: £1,000 including VAT

Total cost is quoted as £2,632

The Council noted that the Play Park Reserve stood at £2,682.29 and that £500 was available in the play park budget. The Council **RESOLVED**, subject to final quotations remaining in line with the figures discussed, to purchase sand from Contractor A (Padstow Sea Sand) and use Contractor B (Jeremy Gibson Construction) for spreading, with the £500 playpark 26/27 budget to be used and the balance met from the Play Park Reserve. The Council also agreed that small additional expenditure could be incurred for tarpaulins to place under the sand prior to distribution if required. AC/PS

Fencing at the underpass end of Parson's Green: to receive an update on investigations into installing fencing within the hedgeline and agree any further action and associated expenditure.
The Council noted that the hedge is now more established and the issue is less problematic. It was **AGREED** to monitor the position and review if necessary.

Wasp nest at Rectory Lawns: to receive an update regarding the reported wasp nest at Rectory Lawns and the precautionary measures already taken and to consider whether any further action is required.
The Council **AGREED** that the precautionary measures taken when the wasp nest was reported - signage, Facebook notice and taping off the affected area - were adequate. No further action was required unless the situation arose again.

Any other maintenance issues
No other play park or playing field maintenance issues were reported.

b) Parish-owned car parks
Any other updates
Cllr P Smith reported that following damage sustained from a vehicle, the height barrier at Timbers needed repair and that he would investigate whether it could be repaired. PS

The Council noted that the owner of the boat and trailer in Jubilee Car Park had confirmed they were happy for the Parish Council to dispose of them. It was agreed that the boat would be placed on a spare mooring and offered to the community, and that Cllr Wade would dispose of the trailer. Flete Gardens would be asked to strim the area where the old boats and trailers had been kept. PW RB

c) Moorings
Any other updates
No updates were reported.

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d) Kayak storage at the Old Boat House - to receive an update on the expired lease and Savills' request for the removal of kayaks from the building and to agree any further action.
The Council noted that Savills had requested removal of kayaks and canoes from the Old Boat House following expiry of the lease. The Chair had spoken to the previous vicar, who had agreed to act as an intermediary with the Diocese if needed. Cllr Wade reported that he had spoken to the Savills representative and asked for the existing use to be overlooked temporarily while the position was clarified. A further response was expected within approximately two weeks.

10/08.26 EVENTS

a) Car Show:
To receive a report from the Car Show Committee meeting held on 5th August 2026 and to discuss any financial items that need authorising.
The Car Show Committee report from the meeting held on 5th August 2026 had been circulated with the meeting pack. No questions or comments were raised.

To authorise the RFO to withdraw a temporary cash float of up to £500 using the Council's SumUp card for the Car Show
The Council **RESOLVED** to authorise the Clerk to transfer £500 from Unity to the SumUp account and withdraw a temporary cash float of up to £500 for the Car Show, with the float and all cash takings to be reconciled and banked intact as soon as reasonably practicable following the event. This was subject to approval of the amended Payment Card and Event Float Policy and Financial Regulation 10.1 under items 15(b) and 15(c). AC

To agree arrangements for compiling the Risk Assessment for the 2026 event.
Cllr R Brousson reported that the Car Show risk assessment had now been completed, incorporating comments from Cllr P Smith.

b) Fireworks:
To receive a report from the Fireworks Committee meeting held on 4th August 2026.
The Fireworks Committee report from the meeting held on 4th August 2026 had been circulated with the meeting pack. No questions or comments were raised.

To consider the desired advertising reach for the event.
The Council **RESOLVED** that advertising for the event should be kept local.

11/08.26 ROADS & FOOTPATHS

a) DCC Road Warden Scheme - to consider the request from Devon County Council for the Parish Council to appoint a Road Warden and to agree the Council's response to Cllr Louise Wainwright.
The Council considered the request from Devon County Council for the Parish Council to appoint a Road Warden. Members discussed reservations including insurance, the longevity of repairs, the implications of forthcoming unitary authority changes, and wider practical matters.

The Council **RESOLVED** not to join the DCC Road Warden Scheme.

b) School parking safety: To consider concerns raised regarding unsafe and inconsiderate parking on the double yellow lines opposite Aveton Gifford Primary School during drop-off and collection times following a reported near-miss involving a young child.
The Council considered concerns raised regarding unsafe and inconsiderate parking on the double yellow lines opposite Aveton Gifford Primary School during drop-off and collection times, following a reported near-miss involving a young child.

The Council **RESOLVED** to contact Devon County Council Highways to request consideration of school keep-clear zig-zag markings on the opposite side of the road and to ask for a site meeting. The Council also agreed to investigate possible funding for crossing assistance. It was noted that the pavements were unlikely to be wide enough for a parking buddy scheme. AC AC

c) Parish Lengthsman employment arrangements - to consider appointing the role on a zero-hours employment contract and to agree the rate of pay.
The Council considered appointing the Parish Lengthsman role on a zero-hours employment contract. It was noted that there may be potential for Devon County Council to fund Signing, Lighting and Guarding training.

The Council **AGREED** that the Clerk should check with the Council's insurer that the Lengthsman would be covered. Subject to meeting insurance requirements, the Council **RESOLVED** to employ the Lengthsman on a zero-hours contract. The rate of pay would be researched further before being confirmed. AC AC

d) Any other updates
None

12/08.26 COMMUNITY POOL

a) Pool budget update: to receive an updated financial position for the community swimming pool and available reserves in light of a potential overspend on running costs; and to agree any necessary budget adjustments, spending controls or further action.
The Council received the updated pool budget position. Concerns were noted about the main circulating pump because of noise levels, although Cllr P Smith did not anticipate further major items being required.

The Council **RESOLVED** that, if essential pool equipment required repair, the pool budget could overspend if necessary, with the condition that the Pool Liner Reserve could be used if required.

b) Any other updates
The Council noted that a small number of complaints had been received about noise levels at the pool. It was also reported that both gates had been left open on one occasion. The Clerk will contact relevant pool users and send an email reminder to all users regarding noise and locking the gate. AC

13/08.26 TREE WARDEN

a) To receive the Tree Warden Report and decide upon any actions needed.
The Tree Warden Report was received. The Council noted that Phil Thomas had suggested flailing the white poplar saplings as the most appropriate approach. The Council **RESOLVED** to add this to the contractor's workload as necessary. RB/SW

It was **AGREED** that the Diocese should be contacted regarding the sycamore in T912 on Rectory Lawn and the yew branches by the drive to the Rectory. AC

b) To receive the Annual Tree Survey following completion in July by Phil Thomas Arboriculture
The Annual Tree Survey completed in July by Phil Thomas Arboriculture was received. It was suggested that a working meeting should be arranged to go through the survey and report back to the Parish Council. AC

c) To receive any updates
None

14/08.26 FINANCE

a) To receive the Finance Report for July
The Finance Report for July was received and noted. (See Appendix A).

The bank reconciliation to 31st July 2026 had been completed and balanced to the bank statements with no discrepancies identified. Cllr Wade will sign the bank reconciliations PW

Cllr Wade raised some queries to be discussed with the Clerk and brought to the next meeting if relevant. AC/PW

b) To receive the 1st Quarter Financial Report for 2026/27
The Quarter 1 Financial Report for 2026/27 was received. Cllr Wade raised some queries to be discussed with the Clerk and brought to the next meeting if relevant. AC/PW

c) Invoices for payment and payments made - to consider and approve invoices for payment and receive a report of any payments made:
The Council considered the invoices for payment listed below. One Flete Gardens invoice was queried and the Clerk will request a corrected invoice. The Council **RESOLVED** to approve the remaining invoices for payment. The invoices and payment sheet were presented and signed by the Chair. AC

The payment list total before correction was £3,496.52 including VAT.

Invoices for approval

Invoice date	Payee	For/Reason	Net payment £	Gross payment £
06/07/26	Aveton Gifford Village Hall	Venue hire - Parish Council meeting on 04/06/26	20.00	20.00
15/07/26	Phil Thomas Arboriculture	Annual tree risk assessment	495.00	495.00
23/07/26	Flete Gardens	Grounds maintenance in Area 2 - visit on 06/07/26	175.00	210.00
23/07/26	Flete Gardens	Grounds maintenance in Area 2 - visit on 08/07/26 ***(INVOICED TO BE QUERIED)***	150.00	180.00
24/07/26	Peter Smith	Expenses claim - pH probe	122.83	122.83
24/07/26	Flete Gardens	Grounds maintenance in Area 2 - visit on 23/07/26	150.00	180.00
30/07/26	Scribe	Scribe Accounts Monthly Fee	37.00	44.40
31/07/26	South West Water Lab Services	Lab invoicing June 2026	108.78	130.54
31/07/26 - 14/08/26	Staff	Staff wages	1,658.47	1,658.47
03/08/26	Pool Manager	Expenses claim - pool sundries	15.55	15.55
03/08/26	Pool Manager	Pool manager mileage claim	18.79	18.79
05/08/26	Aveton Gifford Village Hall	Venue hire - Parish Council meeting on 02/07/26	21.25	21.25
05/08/26	Solopress / AGA Print Ltd	Printing of mAGpie Aug/Sep issue	392.69	392.69
31/08/26	Unity Trust Bank	Unity Service Charge	7.00	7.00
Total			**£3,372.36**	**£3,496.52**

Charge Card Payment due for Approval

Invoice date	Payee	For/Reason	Approval	Net Payment £	Gross Payment £
01/07/26	Ticket Tailor	Ticket Tailor fees	Clerk	0.60	0.72
10/07/26	Pool Supplies Ltd	Pool handrail bracket	Clerk	9.58	11.49
17/07/26	RLSS UK	Pool rescue torpedo	MIN REF 14/06.26(c)	100.00	120.00
20/07/26	UK Pool Store	Pool chemical supplies	Clerk	34.14	40.97
27/07/26	Lloyds Bank	Lloyds Charge Card Service Charge	MIN REF 9/04.26d	3.00	3.00
Total				**£147.32**	**£176.18**

The Charge Card payment of £176.18 was due to be taken by Direct Debit on 10th August 2026

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Paid invoices already approved and paid were submitted for signing:

Invoice date	Payee	For/Reason	Approval	Net Payment £	Gross Payment £
07/07/26	Unity Trust Bank	Bulk Payment Transaction Fee	MIN REF 13/07.26(c)	2.75	2.75
14/07/26	BCS Supplies Ltd	Chlorine Order for Pool	Clerk	406.58	487.89
03/08/26	HMRC	HMRC Employer NIC and Employee NIC & Tax - Month 3	Clerk	345.38	345.38
Total				**£754.71**	**£836.02**

d) Bulk Payments in Unity - to review the service following one month's use.
The Council **AGREED** that the Clerk should continue trialling Unity bulk payments for a further two months before reporting back on whether the process provides a useful time saving.

e) Charge card limit AC
The Council **RESOLVED** to increase the Clerk's Lloyds charge card limit from £500 to £1,000, in light of operational purchasing requirements.

f) Internal audit arrangements - to review the internal audit service provided for the 2025/26 financial year; to confirm the internal auditor's competence, independence and absence of any actual or perceived conflicts of interest; and to consider the quotation received and appointment of the internal auditor for the 2026/27 financial year. AC
The Council reviewed the internal audit service provided by ATH Internal Audit Service for the 2025/26 financial year. The Clerk reported a positive experience and recommended reappointment. The quotation for 2026/27 was £125. Councillors present considered the independence of the proposed Internal Auditor. Members confirmed that they were not aware of any personal, financial or professional relationship or other actual or perceived conflict of interest that would affect the auditor's independence.

The Council **RESOLVED** to appoint the ATH Internal Audit Service for 2026/27, subject to the Clerk confirming with absent councillors that none had any personal, financial or professional relationship with the proposed Internal Auditor that could give rise to an actual or perceived conflict of interest.

g) Level Water Swoosh Fee funds
To approve the allocation of £2,400 from the Level Water Swoosh contract fee to the Pool General Reserve.
The Council **RESOLVED** to allocate £2,400 from the Level Water Swoosh contract fee to the Pool General Reserve.

To approve payment of £400 to The Hive Pre-School from the Level Water Swoosh contract, under Section 137 of the Local Government Act 1972. AC
The Council **RESOLVED** to approve payment of £400 to The Hive Pre-School from the Level Water Swoosh contract fee under Section 137 of the Local Government Act 1972.

Following on from the successful Swoosh event and the previous grant from Level Water, the Council **AGREED** that a formal letter of thanks should be sent regarding the support received for the pool and the positive impact of the funding. AC

h) Clerk Hours: To consider and approve any overtime reported by the Clerk for July AC
The Clerk reported 17 hours of overtime for July. The Council RESOLVED to approve 17 hours of overtime.

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15/08.26 GOVERNANCE

a) Professional reference materials

The Council **RESOLVED** to approve the purchase of the 14th edition of Arnold-Baker on Local Council Administration and the 2023 edition of the SLCC Clerks' Manual as professional reference resources for the Clerk and Council, at a total cost not exceeding £200.96 including delivery. AC

b) Payment Card and Event Float Policy

The Council **RESOLVED** to adopt the revised Payment Card and Event Float Policy, previously called the Direct Debit Card Policy.

The Clerk will upload the updated Payment Card and Event Float Policy to the website. AC

c) Financial Regulations: To consider and approve an amendment to Financial Regulation 10.1 to permit the withdrawal of temporary cash floats for authorised Council events.

The Council **RESOLVED** to approve the amendment to Financial Regulation 10.1 to permit the withdrawal of temporary cash floats for authorised Council events.

The Clerk will upload the updated Financial Regulations to the website. AC

d) Committee Terms of Reference Policy

The Council **RESOLVED** to adopt the revised Terms of Reference for the Car Show Committee and Fireworks Committee, including amended membership, quorum requirements, in light of recent meetings being unable to meet the current requirements, and voting arrangements.

The Clerk will upload the updated Committee Terms of Reference to the website. AC

16/08.26 ITEMS FOR INFORMATION OR NEXT AGENDA

All items for the next agenda are to be submitted to the Clerk by Wednesday 2nd September 2026.

The Clerk informed councillors of holiday arrangements.

Councillors discussed access to previous meeting packs. It was agreed that councillors who require access should set up a pCloud account using their Council email address so that folders can be shared securely. The current month's meeting pack will continue to be sent by link, with the link removed after use. ALL

The meeting closed at 21:29

Signed.....Date..... Mrs R Brousson (Chair)

NEXT MEETING Thursday 10th September 2026 at 7:00pm

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APPENDIX A: JULY FINANCIAL REPORT

Financial Statement at 31st July 2026

Total in Unity Current Account	£3,561.69
Total in Unity Instant Access Account	£47,925.44
Total in SumUp Account	-
Lloyds Charge Card	-£176.18
Total	**£51,310.95**

Restricted/Allocated reserves:

Car Show	£926.52
Community Event	£627.30
Contingency Reserve	£500.00
Fireworks	£1,387.02
Heritage Group Projects	£1,370.00
Insurance Excess	£250.00
Parish Paths Partnership Reserve	£1,284.00
Play Park Reserve	£2,682.29
Pool Accounts	£3,209.77
Pool Liner	£7,000.00
Slipway Use Donation Reserve	£200.00
Sports & Leisure Reserve	£600.00
Total Reserves	**£20,168.28**
Working Surplus	**£31,142.67**

Payments Made: 1st July - 31st July 2026

Date	Payee	Description	Net £	VAT £	Gross £
02/07/2026 - 02/07/2026	Confidential	Confidential	3,083.04	60.00	3,143.04
01/07/2026	Scribe (Starboard Systems Limited)	Scribe Accounts Monthly Fee	37.00	7.40	44.40
01/07/2026	Ticket Tailor	Ticket Tailor Fees	0.72	0.00	0.72
02/07/2026	Rod Hudson Pools Ltd	Pool repairs to sand filter	665.66	133.13	798.79
02/07/2026	JRB Enterprise Ltd	Dog poo bags	74.95	14.99	89.94
02/07/2026	Gallagher Insurance	Parish Council Insurance	1,252.70	0.00	1,252.70
02/07/2026	Greatland Gardens Ltd	Grounds maintenance	200.00	40.00	240.00
02/07/2026	Tall Orders Landscaping	Grounds maintenance	1,480.00	0.00	1,480.00
02/07/2026	James Neal	Pool Manager Mileage Claim	37.58	0.00	37.58
07/07/2026	Unity Trust Bank	Bulk Payment Transaction Fee	2.75	0.00	2.75
10/07/2026	Pool Supplies Ltd	Pool handrail bracket	9.58	1.91	11.49
14/07/2026	BCS Supplies Ltd	Chlorine Order for Pool	406.58	81.31	487.89
17/07/2026	RLSS UK	Pool rescue torpedo	100.00	20.00	120.00
20/07/2026	UK Pool Store	Pool chemical supplies	34.14	6.83	40.97
27/07/2026	Lloyds Bank	Lloyds Charge Card Service Charge	3.00	0.00	3.00
30/07/2026	Unity Trust Bank	Unity Service Charge	7.00	0.00	7.00
Total			**£7,394.70**	**£365.57**	**£7,760.27**

Payments Received: 1st July - 31st July 2026

Date	Payee	Category / Description	£
01/07/2026	Staycation Eco Cleans and Laundry	mAGpie Advert	96.00
02/07/2026	West Country Stoves	mAGpie Advert	60.00
06/07/2026	Beers LLP	mAGpie Advert	96.00
10/07/2026	Martin Pears Engineering Ltd	mAGpie Advert	96.00

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14/07/2026	Tin Fish Framing	mAGpie Advert	96.00
16/07/2026	AG Plumbing & Heating	mAGpie Advert	49.00
27/07/2026	Stripe	Stripe payout	321.24
27/07/2026	Greatland Gardens Ltd	mAGpie Advert	16.00
30/07/2026	Stripe	Stripe payout	124.19
Total			**£954.43**

Bank Transfers: July 2026

Date	From	To	Amount	Comment
03/07/2026	Unity Trust Instant Access Account	Unity Current T1	£5,000.00	Topping up current account - to be reported in August 2026 meeting
10/07/2026	Unity Current T1	Lloyds Charge Card	£424.48	Direct Debit for Charge Card

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