



BRADNINCH TOWN COUNCIL
MINUTES

The Guildhall
Bradninch
Exeter, Devon

Minutes of the Bradninch Town Council Meeting
Monday 12th January 2026, 7pm, The Guildhall, Bradninch

Present: Cllr S Birley (Chair), Cllr P Andrews, Cllr A Bellamy, Cllr J Blythe, Cllr P Chambers, Cllr S Lefebvre, Cllr E Ottery, Cllr M Taylor, Cllr L Mottram, Cllr I Wild. **In attendance:** Mrs A Marshall, Clerk, 1 member of the public.

Standing Orders suspended.

Public Open Session: Council was updated on the Owl Box project and it was reported that whilst one of the boxes had been installed, the box to be installed at the school was pending authorisation. Several Cllrs reported hearing owls regularly in the town.

Devon County Council, Mid Devon District Council and the Police: C/Cllr J Buczkowski's report had been circulated and would be published on the website at www.bradninch-tc.gov.uk. No report received from D/Cllr L Taylor. Police crime data can be found on-line at www.streetcheck.

Town Mayor: The monthly 'Mayoral Musings' report had been circulated and published.

Standing Orders resumed.

25/132 Apologies for absence: Received and accepted from Cllr L Taylor and Cllr S Glendinning, work commitments.

25/133 Declarations of Interest relating to items on this agenda: None at this time.

25/134 Confirmation of Minutes: RESOLVED to sign the minutes of 8th December 2025 as a correct record.

25/135 Town Warden: RESOLVED to accept the monthly report and overtime claim.

a) Memorial Headstone Checking process – the draft document had been reviewed by the Burial Working Group and Cllr Wild queried the intention to check 50 memorials per day as this seemed too time consuming. RESOLVED to adopt the document with the proviso that the Clerk would manage the number of checks dependant on available Town Warden time. Checks to be completed within Town Warden contractual hours with no overtime payable.

b) New recreation ground shelter – plans pending.

c) Bus Shelters – no response from DCC with regards to the amount of grant funding allocated to the Hele Road bus shelter and whether permission and funding would also be given for a new bus shelter at Westfield. Clerk to chase.

Townlands pathway - Cllr Birley advised that the Town Warden had cleared the pathway running from Townlands to West End Road as it had become very dangerous and slippery. It was noted that this footpath is the responsibility of MDDC who would be asked to clear it in future.

Westbeare Lane footpath - Cllr Bellamy reported that the bottom step on the path leading from the cricket club to Westbeare Lane was in need of attention. The Clerk would advise the cricket club accordingly.

25/136 Finance: Cllr Glendinning, Chair of the Finance Committee, had sent an email confirming that he had checked and agreed the accounts to December 2025 end.

a) Bank balance – bank balance as at 31st December 2025 noted as being £58,973.51. No 'free funds' currently.

b) Payments and receipts – RESOLVED to make the payments listed for January, including overtime, and the receipts for December were noted. RESOLVED to send a thank you for the donations from the Town Trust (Christmas lights) and Sustainable Bradninch (Wetlands maintenance).

c) Bradninch Youth Centre Trust – RESOLVED to transfer £44.46 from BYCT to the Council for Town Warden hours.

d) SCRIBE annual renewal – RESOLVED to pay the annual payment of £345.60 including VAT to Starboard Systems Limited for the on-line accounts system.

25/137 EDF Recreation Ground lighting and new CCTV: Noted that monthly invoices from EDF had stopped in September 2025 and that EDF had admitted responsibility for this error which it was in the process of resolving. Budgeting to cover the outstanding invoices in place.

a) Lighting – Cllrs Andrews and Chambers had attended a site meeting with the electrician on 18th December and reported that the proposal to link the lamp post lighting to the tennis court electricity feed was more complicated than first thought. Due to this, it was RESOLVED to pay the electrician up to £200 for investigatory work to enable the project to move forward. Quotes had been received for the new cabling for the lamp posts and it was RESOLVED to authorise this work at £2263.73 plus VAT. A quote had been received to install new LED spotlights at the tennis courts at £5,701.31 plus VAT. RESOLVED to pass this information onto the Tennis Club as the Council was not prepared to pay this amount for the changes.

b) CCTV – grant funding of £2,500 from the Police and Crime Commissioners Office for CCTV at the Recreation Ground had been agreed. A quote had been received for the installation of CCTV at £1528.75 plus VAT and it was RESOLVED to move forward with this project. It was RESOLVED that a working group of Cllrs Wild, Andrews and Bellamy would discuss the CCTV project with the electrician to ensure that the most suitable camera is purchased and fitted. RESOLVED not to obtain further quotes due to the specialist nature of the above works and to recommendations with regards to the electrician.

25/138 Highways:

a) Road Warden/pothole filling project – awaiting a response with regards to a site meeting from the Highways Liaison Officer to discuss the way forward for the pot hole filling team. Chased.

b) Overgrown hedges on West End Road – Cllr Birley advised that the hedges had been cut back.

c) Baulk Bridge works – awaiting contact from DCC Highways with regards to a meeting to discuss the pending road works and how best to manage the increased traffic disruption through Bradninch. Working group in place to attend the meeting on behalf of the Council. Chased.

d) Blocked drains – a resident had reported several blocked drains along Back Lane and the road to Silverton which had been confirmed by Cllrs Mottram and Blythe. Cllr Mottram would report the issue on-line at <https://www.devon.gov.uk/roads-and-transport/report-a-problem>, this being the most efficient route for residents

when reporting any highway related issues. Cllr Mottram said that the issue was being made worse by hedge cuttings and soil from fields being washed down the drains in heavy rain. The matter would be reported to C/Cllr Buczkowski who would be asked for support to get the drains cleared at least annually to help prevent flooding.

e) Grit bins – resident Sue Eakers had kindly checked the town's grit bins and had advised DCC of broken bins and additional grit requirements.

f) Irresponsible parking at Dukes Orchard – Cllr Ottery had been asked by a resident to raise the dire parking at Dukes Orchard which often does not allow room for emergency vehicles to pass along the road. As residents cannot be forced to use their drives for parking, which would make a huge difference, it was RESOLVED to pass the matter to the Police and C/Cllr Buczkowski and to ask for support in improving this situation.

g) Weeks Cross – it was reported that road sweepers were due to clear the mud in this area shortly.

25/139 Communications: Nothing to consider.

25/140 Planning: -

a) Tree Preservation Orders (TPO's) – RESOLVED that the Tree Warden should apply, on behalf of the Council, for 3 TPO's on Oak trees along the Westbeare Lane hedge and another on an Oak tree in the adjoining field.

b) Introduction to Neighbourhood Planning – RESOLVED that Cllr Andrews should attend DALC training at £42.00

c) 25/01468/HOUSE – GRANTED – erection of a side extension and conversion of garage at Cartref, Westfield, Bradninch. Noted.

d) 25/00101/HOUSE – GRANTED – erection of garage and extension, The Red House, Hele Road, Bradninch. Noted.

e) 25/01547/CAT – GRANTED - removal of 1 Turkey Oak and reduction to crown of 1 Lucombe Oak, The Manor House, Bradninch. Noted.

f) 25/00789/HOUSE – GRANTED – erection of extension and garage at Woodville, Westcott, Cullompton. Noted.

g) 26/00042/TPO - removal of a Birch tree at 4 Parsonage Street, Bradninch. RESOLVED to submit 'no objection'. Cllr Chambers declared an interest due to being a friend of the applicant. Further RESOLVED to write to the home owner asking for the hedge to be cut back as due to it obscuring the street light.

h) 25/00295/CLU – Notice of appeal, The Flower Shed, Bradninch. Noted.

i) **MDDC Planning Training** – RESOLVED that Cllrs Wild, Bellamy and Blythe would attend this free training.

25/141 Allotments: Cllr M Taylor reported on the following –

a) **Annual Allotment Insurance** – RESOLVED to renew the insurance, following a review for suitability, at £175.80

b) **Allotment deposit refund** – RESOLVED to refund the £30 deposit to the exiting tenant of plot 23b.

c) **Allotment renewals and general allotment update** – the allotment year runs from 1st November to 31st October the following year. The current rent is £20 for a ¼ plot, £40 for a ½ plot and £70 for a full plot. There are 61 plots in total and 5 are currently vacant. Email clerk@bradninch-tc.gov.uk if interested in renting a plot.

Agreed that the Duchy of Cornwall lease covering the Allotment site (and the Wetland site lease) should be reviewed by full Council at the February meeting.

25/142 Burials: Following a recent Burials Working Group meeting, Cllr Wild reported that the Churchyard and Cemetery are looking in good order with only minor remedial work required by the Town Warden. There had been no update on the national burial ground survey map of the Churchyard, Clerk would chase for any news.

25/143 Governance:

a) **Updated (NALC) Standing Orders document:** RESOLVED to adopt the updated document without amendment.

b) **New Information Technology Document (Assertion 10 - Audit):** The draft document had been circulated and it was RESOLVED that Cllr Wild would amend it further prior to full Council considering adoption of it next month.

25/144 Town Trust - Council Representative on the Town Trust and annual Room Hire Agreement: RESOLVED to appoint Katy Mackenzie as a Town Council Representative on the Town Trust following consideration of her application. The Clerk had chased an update with regards to the annual room hire agreement. Cllr Chambers declared an interest in this agenda item due to being a Town Trust Trustee.

25/145 Events, comments, updates (no decision making during this item):

a) Chairmanship training - Cllr Lefebvre reported that the recent DALC training had been extremely interesting.

b) Biochar talk - Cllr Mottram advised of a Biochar talk at the Guildhall on 21st January, 7.30pm, with free entry.

c) Climate Change talk - Cllr Mottram advised of a Climate Change talk on 18th February at the Guildhall.

d) Youth Council - Cllr Mottram reported that Barnstaple Town Council had set up a Youth Council and thought that this might be worth considering for Bradninch.

e) New Councillor training - Cllr Bellamy reported that his first on-line DALC training session had been very good.

f) Christmas Lights - Cllr Chambers asked for the lights on the Guildhall to be taken down, Cllr Birley would act.

25/146 Part 2: RESOLVED to enter into private session due to the sensitive nature of the business to be discussed, see below. In accordance with the Public Bodies (Admission to Meetings) Act, and the Local Government Act 1972, the press and public will be asked to leave the meeting -

a) **Grounds Maintenance Contract 2026-2029:** The 5 tenders received were considered. RESOLVED to appoint ALK. Cllr Bellamy volunteered to support the Clerk in managing the contracted work.

b) **Assistant Clerk:** The documentation for the new role was considered. RESOLVED to adopt the documents and to advertise the post. Salary to be scale SCP12 and initial work hours to be 10 per week. Cllr Ottery was thanked for her help with the documents. Working group agreed as the Clerk, Cllr Ottery, Cllr Birley (Cllr Chambers as reserve). Expected start date April 2026.

25/147 Next meeting of the Town Council: The next meeting will take place on Monday 9th February 2026, 7pm, at the Guildhall and members of the public are welcome to attend. Agendas and minutes can be found on the website at www.bradninch-tc.gov.uk or can be requested from the Clerk at Clerk@bradninch-tc.gov.uk

PAYMENTS JANUARY 2026	£	VAT	RECEIPTS DECEMBER 2025	£
Staff salaries (gross)	1931.91	n/a	Burial income	1354.90
Employee pension (employer/employee cont.)	653.02	n/a	Allotment rent	40.00
HMRC/NI	527.95	n/a	Bank interest	8.59
Vodafone monthly direct debit (monthly)	34.15	Inc VAT	Town Trust Vodafone	14.23
Town Warden expenses	0	Inc VAT	Allotment deposits	0
Clerk expenses	404.41	Inc VAT	BYCT transfer (Town Warden)	44.46
EDF	pending	Inc VAT	HMRC VAT reclaim	924.27
Allotment deposit refund 23b	30.00	n/a	Town Trust - Christmas lights	75.00
SLCC annual subscription (Clerk)	200.00	n/a	Sustainable Bradninch – Wetlands	200.00
DALC (Cllrs Lefebvre & Bellamy)	72.00	Incl VAT		
Bank charges	7.00	n/a		
Meeting refreshments – Mayors Fund (Clerk)	34.75	n/a		
R Lawson – Christmas trees	304.00	n/a		
Marsh Commercial (Allotment annual insurance)	175.80	n/a		
D Browning (Securelec) electric checks	189.00	Inc VAT		
Youth Club – Mayors Fund	50.00	n/a		
Starboard Systems Limited (SCRIBE annual payment)	345.60	Inc VAT		
S Glendinning – payroll	87.00	n/a		

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