

MINUTES OF ANNUAL PARISH MEETING, ANNUAL PARISH COUNCIL MEETING
AND ORDINARY PARISH COUNCIL MEETING

Wednesday, 27th May 2026

7.30pm, Village Hall

Present: Cllr. Newberry (chair in absence of Cllr. Brice), Cllr. Ellison, Cllr. Jeffrey, Cllr. Newberry, Cllr. Pengilley and two members of public

ANNUAL PARISH MEETING

26.41 Chair's report 2025/2026

I wish to first apologise for being unable to attend the annual meeting, due to family commitments. It has been agreed that the Vice Chairman, Mr. Ian Newberry will officiate in my place.

For the parish council this can be considered a reasonably quiet year, focusing mainly on new IT and Data Protection policies, which after much work can be considered in hand. My thanks go to both, Councillor Richard Pengilley and Sharron Newberry, who have successfully waded through this maelstrom of regulations and requirements, to ensure we as a parish are fit for the future.

With regards to planning applications brought to our attention over the year, only one of them remains to be settled and that is: 1/0039/2026/FULM West Park, Yarnscombe, Show People's site. Though this planning application is not within our parish, the nature and close proximity of this application has given cause for concern. We have commented accordingly and will keep a close watch on developments.

Financially, we have remained well within budget, with sufficient reserves to deal with most anticipated situations.

The state of our local roads within the parish boundary, often a subject of great discussion with the Devon County Councillor, when they do attend one of our meetings.

Finally, I wish to thank our clerk, Mrs Martina Dymond, and all the other parish councillors, for both their contribution to the running of this council and individual duties they have carried out enhancing the welfare of this community.

Yours sincerely,

Chris Brice (Chairman, Yarnscombe Parish Council)

26.42 Any Matters Arising

- 1) Resident of 2 West View introduced himself to councillors and explained that after watching a report on BBC news, he would consider to volunteer as a Road Warden. He has read all the available info and it looks like Devon County Council (DCC) are trying to revitalise scheme. Road Wardens would mainly repair smaller holes, in order to stop further deterioration of the roads. They may also clear gulleys or repair finger posts. In principle, the council was very pleased to see that someone was willing to take on this important role. Public liability insurance would be provided by DCC, but there still remain questions regarding whether the parish council would need to have an agreement with DCC or whether a Road Warden community group would need to have

such an agreement. More information is needed, in order to move forward.

Actions taken: Contact Cllr. Cottle-Hunkin for more details, item to be put on next agenda.

- 2) Volunteer(s) needed to take over the care of the “BOOK BOX”, we need somebody to be the contact point for book donations and just tidy book box on occasional basis. It’s a small, but very loved facility, especially after we lost the mobile library.

Actions taken: Call for volunteer(s) to be included in the next article for Eagle and Facebook page.

ANNUAL PARISH COUNCIL MEETING

26.43 Signing of Acceptance of Office Forms

All present signed form in presence of clerk, who countersigned them.

Actions taken: Clerk to email form to councillors who are not present at meeting.

26.44 Election and Acceptance of Office of Chairman

Cllr. Brice was unable to attend meeting, but had said at previous meeting that he would accept position of chair, if agreed by other councillors. Cllr. Newberry proposed, Cllr. Pengilley seconded. All agreed. Cllr. Brice was duly elected.

26.45 Election and Acceptance of Office of Vice-Chairman

Cllr. Jeffrey proposed, Cllr. Ellison seconded. All agreed. Cllr. Newberry accepted position of vice-chair and was duly elected.

26.46 Apologies, Declarations of Interests and Dispensations

Apologies had been received and accepted from Cllrs. Brice, Cooke, Farr, Cllr. Elliott (Torridge District Council/TDC) and Cllr. Cottle-Hunkin(DCC). There were no declarations of interest and no requests for dispensations had been received,

26.47 Minutes of the last Annual Parish Council Meeting, 28th May 2025

Minutes had been signed off and approved as a true record on meeting of 25th June 2025.

26.48 Review of the Council’s Standing Orders, Financial Regulations (including Separation of Duties) and Internal Control Documents

Review had been carried out in last twelve months, documents up to date.

26.49 Receipt of a statement of the Council’s accounts for the period ending the previous 31st March 2026

Community account balance on 31/3/2026 £10,144.84

32 days Notice account balance on 31/3/2026 £10, 575.76

VAT refund of £226.97 has already been credited to account.

First half of precept payment for sum of £4,400 was made on 28th April 2026.

26.50 Election of Representatives

Parochial Church Council/PCC – Cllr. Pengilley

Social Club/Village Hall – Cllr. Farr

Playing Field – Cllr. Cooke

Youth Club – Martina Dymond

Councillors discussed how to best revive Youth Club, seeing that quite a few young families with children have moved into the village. Toys and equipment that Youth Club owned were always stored in a cupboard in village hall. Cllr. Ellison will try and find out, if equipment/toys

are still there (or what happened to them). Sharron Newberry will design a poster for an open evening on 10th July, just to gauge interest and tell people more about what potential responsibilities and funding. The poster will be published in Eagle and posted on Facebook. Clerk will also mention the open evening in her next article for Eagle. Councillors agreed to also spread the word and promote Youth Club at Village Fete on 11th July 2026.

26.51 Review of Asset List

Asset list remains the same as in previous year.

26.52 Review and confirmation of insurance cover in respect of all insured risks

During last year's internal audit, auditor had remarked that Fidelity Guarantee of £50,000 was too high for parish, therefore Fidelity Guarantee was reduced to £25,000 and this reduced cost of insurance to £387.73. Yarnscombe PC is now in third year of three year contract, new quote had been circulated among councillors. Cllr. Newberry proposed, Cllr. Pengilley seconded. All agreed to pay £387.73.

Actions taken: Cllrs. Newberry and Pengilley countersigned the invoice and the electronic payment schedule. Clerk to pay invoice via BACS.

26.53 Review of Subscriptions

Yearly subscriptions include payments to ICO, Parish Online, DALC and Website Hosting. Councillors confirmed these subscriptions.

26.54 Review of Complaints Procedure and Grievance And Discipline Procedures

No update needed, review had taken place within last twelve months.

26.55 Review of Data Protection Policy

This has been reviewed and renamed "Data Privacy Notice". Cllr. Pengilley simplified the wording according to a template suggested by the Information Commissioner's Office (ICO).

26.56 Review of IT Policy

This policy has recently been created to fulfil the criteria of Assertion 10.

It had been circulated among councillors and agreed on. Cllr. Pengilley explained that in order to sign off the Assertion 10 statement, various other criteria had to be fulfilled. To gain a better oversight, he had watched 20 videos provided by Breakthrough Comms., which had been worthwhile. All policies were now uploaded to a secure cloud server, including map of personal data. Sensitive health data that includes health info available on Emergency Plan will need to be stored securely and regularly reviewed.

Cllr. Pengilley pointed out that certain countries are not considered "safe" when it comes to data storage. The cloud server is based in Canada, which is considered safe and it is yet to be ascertained whether Krystal Webhosting Service is based in UK. The website accessibility statement needs also to be updated and then uploaded. Cllr. Pengilley suggested that all councillors receive Data Protection Training initially, which will then be reviewed and updated annually. He is happy to put training module together.

26.57 Review of remaining policies and documents.

- i. Press and Media Communications
- ii. Action Plan
- iii. Emergency Plan/Emergency Plan Data Regulations
- iv. Grant Awarding Policy
- v. Training Policy and Record

- vi. Risk Management
- vii. Equality Policy
- viii. Health & Safety Policy
- ix. Parish Council Information
- x. Playing Field Conditions of Hire
- xi. Staff Appraisal Process

All of the above had been reviewed within the last twelve months.

26.58 Date, time and place of ordinary parish council meetings next year

This was confirmed as the 4th Wednesday of each month, 7.30pm, Village Hall

PARISH COUNCIL MEETING

26.59 Apologies, Declarations of Interests and Dispensations

See item 26.46

26.60 Public Participation and Feedback

See item 26.42

26.13 Representatives Reports

- 1) County/District Councillors
- a) COUNTY

Local councillor grants:

Our locality budget has increased to £10,000 this year which is great news for local communities. Please get in touch if there is a project or organisation which you feel could benefit from some funding. I am also pleased to say the youth grant has reopened with £160,000 available in the form of small grants to support groups and activities for young people aged 11-25

[Almost £400,000 went to community projects, local events and good causes last year - News](#)

[PLACES TO GO THINGS TO DO Grant Fund - for Young People - Communities](#)

[Locality budgets - Democracy in Devon](#)

Meeting with Professor Sir Chris Whitty:



It was a real pleasure to welcome Sir Chris Whitty, Chief Medical Officer, to Devon and to have the opportunity to speak honestly about the realities facing our rural communities.

During his visit, we highlighted some of the biggest challenges affecting people across Devon: the lack of affordable housing for local people, low wages, an ageing population, poor public transport, and the steady decline of local services. We also discussed how increasing digitisation is deepening inequalities, with more services moving online and many people being left behind because they are digitally excluded. We also spoke about the particular difficulties facing young people in rural areas, including limited transport, fewer opportunities, barriers to training and employment, and the sense of isolation that can come with growing up in dispersed communities.

Sir Chris Whitty was particularly interested in hearing about the farming sector. I spoke about the growing pressures and stresses facing farmers, and the increasing isolation that comes with modern farming systems. Farming is not simply a job, it is a way of life,

and for many it continues well into later life. The shift from traditional, shared labour to increasingly solitary working patterns has had a real impact on wellbeing and connection in rural communities. I also mentioned the importance of Young Farmers Clubs!

It was encouraging to hear Sir Chris speak about the importance of trusted people and trusted spaces in delivering public health services, and we discussed the opportunities for better outreach across dispersed rural populations. It was fantastic to have Sir Chris visit us here in Devon, and what stood out most was that he was genuinely listening. He recognised that national averages, including the Index of Multiple Deprivation, often fail to reflect the lived reality of rural communities. We discussed how measures in the IMD such as car ownership, are treated as indicators of relative affluence, when in rural areas a car is not a luxury but a necessity for getting to work, accessing healthcare, reaching schools, and simply managing daily life. He agreed that these averages often miss the reality of rural deprivation and he placed real emphasis on the need for more granular local data to strengthen our case and ensure that rural issues, not only specific to Devon, but for the whole of England, are properly understood in policy making. A very valuable visit, and an important conversation for Devon.

[Chief Medical Officer, Sir Chris Whitty, explores the health challenges in rural Devon - News](#)

Great Torrington Mayfair:

I was honoured to take part in the Mayfair celebrations in Great Torrington this year, and was even more honoured to be invited by the Mayor to speak as part of the formal proclamation ceremony. The weather was glorious for the whole morning, including the crowning of the May Queen, and the children were absolutely wonderful.

I think we all loved this year's theme: Galileo- Sun, Moon and Stars. They all shone so brightly in the sunshine! Huge thanks to every single person who worked so hard to make it happen.

Libraries:

Great news for Devon's libraries! Following the extensive consultation which received more than 25,000 responses, Devon County Council's cabinet voted unanimously to support a range of positive proposals for Devon's library service. This includes an extra £2M investment which will ensure there is no reduction in staffed opening hours over the next two years, as well as supporting transformation of our libraries to make them more resilient; making the most of all of the opportunities that came out of the consultation. This includes creating partnership libraries with local organisations and town councils, integrating more supportive services into library spaces, modernising the service to enable extended opening hours beyond traditional staffed opening hours, and training up volunteers (6000 people responded to the consultation saying they would be interested in volunteering in their local library!). As well as this we are investing an extra £100k into the book fund, and will be completely removing book fines which are a traditional and outdated concept: experience from other libraries shows that removing them entirely encourages more people to use the library, and actually makes it easier to get books back too! **[£2 million cash boost secures future of Devon libraries - News](#)**

Pothole Pandemic and Revival of the Road Warden Scheme:

You may have seen on Spotlight recently, my colleague Cllr Louise Wainwright has been working extremely hard in reviving the road warden scheme to help improve the

situation with our roads as much as possible. Call for volunteers to help fix Devon's £1bn pothole problem - BBC News In parts of South Devon the road warden scheme has been working well, and we would love to see this happening right the way across Devon. If you know any keen and willing volunteers, do ask them to get in touch, and as a parish council I would be grateful if you could call 0345 155 1004 or email: communityselfhelp@devon.gov.uk to get the ball rolling and sign the parish up to the scheme. I will soon be getting copies of the pothole handbook printed out, but for anyone wanting a sneak peak please do have a look on Cllr Wainwright's website here: [Potholes | My Site 6](#)

b) DISTRICT
None.

2) Village Hall / Social Club – Community Hub
Committee agree in principle to hall being used as community hub, but Cllr. Newberry has so far not received an email, which would confirm that.
Actions taken: Cllr. Ellison will ask his daughter (secretary to committee) to get in touch with Cllr. Newberry .

3) Youth Club
As discussed in item 26.50.

4) PCSO/Police Report
Clerk contacted PCSO Cole as advised by Cllr. Cottle-Hunkin. PCSO Cole will not be back in her office until 29th May 2026.
Actions taken: Await answer from PCSO Cole.

5) Playing Field
Should have been cut. Awaiting invoice.

26.62 Minutes of Meeting of 22nd April 2026

Minutes were approved and signed off as a true record

26.63 Matters arising from last Meeting

None.

26.64 New Matters

- 1) Data Protection, AGAR and Assertion 10
See item 26.56
- 2) Sharron Newberry added that Krystal Hosting can provide unlimited amount of email addresses. Taking up the issue of safe storage of data, she will verify that Krystal Hosting is UK based. She has compared Yarnscombe Parish website to websites of other parishes, in order to pick up tips and advice. She found that a lot of other parishes are lagging behind concerning data protection and fulfilling the criteria set out by Assertion 10.

Actions Taken: Sharron to report back regarding where Krystal Hosting is based.

26.65 PROW Monthly Report

In a recent email that clerk received from Devon PROW, she was told that Jon Boyd had been on sick leave for some time. This had led to a substantial backlog in answering queries. He is hopefully soon returning to work.

Actions taken: None at present.

26.66 Planning

None.

26.19 Additional Planning

None.

26.20 Accounts

1) Insurance £387.73. See item 26.52

Meeting ended at 8:40pm

