

BRADFORD & COOKBURY PARISH COUNCIL

www.bradfordandcookburyparishcouncil.uk

Parish Clerk: - Miss Sandra Holland, Heslden Barn, Lashbrook, Bradford, Devon EX22 7AH.

E-mail: clerk@bradfordandcookburyparishcouncil.gov.uk

Tel: 01409 281128

MINUTES

Bradford & Cookbury Parish Council held in the Village Hall **on WEDNESDAY 22nd April 2026 at 7.30 pm**

- 1) **a) Welcome by Chair, Cllr M. Smale, in attendance:** Cllrs R. Allen, T. Higgins, D. Higgins, N. Why, O. Dawson P. Austen, S. Holland clerk/RFO & R. Burrow of We Raise Digital, & 1 member of public.
apologies of absence: N. Langley, A. Richmond, D. Bowman, A. Oke.
b) Website. R Burrow gave a presentation of our new website thus far, and received feedback from the councillors. RB provided instructions for each councillor to activate their new e-mail address: Clerk holding instructions for Councillors not present. RB was thanked & left the meeting.
c) Vacancy for Councillor for Bradford Ward: We have received 1 application thus far.
d) N. Tyrrell who is a member of the CBF committee explained the grant request for new road-signs for Cookbury to encourage drivers to drive slowly and with care. These had been work in progress for some time and the DCC Highways and CBF had both approved. Cllrs thought that these might also be good for Bradford.
- 2) **Declarations of Interest and dispensations:**
 - a) To receive declarations of interest from councillors on items on the agenda: none
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any).- none
 - c) To grant any dispensations as appropriate. - none
- 3) **To resolve that the draft minutes of the meeting of the Council** held on the 11th March 2026 (circulated to members) - signed as a correct record.
Any Matters Arising – not dealt with elsewhere: clerk to proceed with purchase of dog signs (2025).
- 4) **Items for discussion:**
 - a) a CBF meeting will take place on April 27th at 7.30pm
 - b) Grant Requests:
Clerk reminded councillors that a note/e-mail of thanks/acknowledgement is a requirement for our official audit as it acts as an invoice.
 1. A CBF travel fund grant of £287.00 had been made to David Ley for his son's travel to school.
 2. The CBF grant for the Cookbury road signs were agreed by all and costs/invoices were given to clerk to proceed with purchases .
 - c) Cllrs report on review of 5-year Plan Neighbourhood: Cllr Why updated the PC on progress and showed the planned booklet. Drop-off /collection points for returns were discussed. Clerk to ascertain number of households for printing purposes. Clerk requested she be copied into any room hire bookings for the sub-committee and also requested notes from the meetings for the records.
- 6) **Finance:**
 - a) 2025-2026 End of Year Accounts for review and approval agreed by all.
 - b) Annual Review of any Risk Management Arrangements: incl' insurance: Clerk to look into costs further and perhaps arrange a 3-year insurance and to make payment. Risk Management agreed to be adequate.
 - c) **Audit 2025/26:** Annual Governance and Accountability Return (AGAR):
(self certification not applicable)
 - i) Internal Audit report to be completed by our local auditor.
 - ii) Annual Governance Statement 2025-2026, discussed, agreed, and signed by the chair.
 - iii) Bank Reconciliation to 31/3/2026 agreed, and signed by the chair.
 - iv) Approval of Accounting Statements 2025-2026 agreed and signed by the chair.
 - v) Notice of public rights commencement dates agreed.

Other Finance:

 - d) Confirmation of any earlier payments by BACS
 - e) Invoices received and agreed by all:

1. DALC training 33.60
 2. We Raise Digital stage 2 payment: £466.6 (all these payments to come from Current account).
- f) Insurance renewal 2026/27 : £438.55 see 6.b
- g) DALC 2026/27 membership renewal : £247.28 – agreed by all.
- h) Dunsland Cross CBF invoiced 26-27 and payment received £17669.57, which has gone into -25-26 accounts.
- j) Section 137 expenditure limit for 2026/2027 will be £11.60 per elector.

6) Planning Notices & Updates: None thus far

1. a notice of commencement of building works - changing stables to dwelling at Middlecott - has been received.
2. Informal discussion took place on planning application received – this will be dealt with formally at next meeting.

7) Correspondence

- a) e-mail from DCC Highways representative indicated willingness to meet with Councillors at date to be arranged. 4 x councillors have indicated that they would like to meet with Jade Ash who has already been out to the Hamlets and made some recommendations/referrals to other DCC departments, but it is clear that she really needs to speak with us in person.

9) Close of meeting: 9.00pm

Date of next meeting: May 13th 2026, 7.30pm AGM & PC mtg.