

Uffculme Parish Council
Minutes of meeting held
Monday 12th January 2026 at Magelake

Meeting Open – 19:02

25.12.01 Apologies for absence

Chairman: Phil Cornish

Present: R Kingdom T Edwards P Blackman G Strawbridge
 S Horne Peter Cornish M Bodger

Apologies A Logue P Hallchurch K Poynton

25.12.02 To approve of the Minutes of Meeting held on 1st December 2025

The minutes were agreed as an official council record.

Public Session

There were no members of the public present.

25.12.03 County Councillor's Report

Councillor Clist did not provide a written report ahead of time and was in attendance, verbally advising the following:

- 1) Next LGR update is due in April 2026
- 2) Election postponement meeting took place, where it was voted on not to defer or delay election
- 3) There is a balanced budget currently
- 4) Storm Goretti resulted in a cost of £2.5m. Many tree surgeons were deployed
- 5) Climate resilience report is now available
- 6) Additional financial commitment to be allocated to foster services to help boost supporting numbers
- 7) Housing focus hoped for future

25.12.04 District Councillors' Reports

The Lower Culm Ward Councillors provided a written report ahead of time (appended x2) and were not in attendance. It was asked whether air source heat pumps will be required for future new builds.

Councillors Bradshaw and Clist did not provide a written report ahead of time. Councillor Clist was in attendance, verbally advising the following:

- 1) There was recently a planning inspectorate application regarding the siting of a caravan on a field, which was passed.
 - a. There may be concerning implications on rural areas.
 - b. It is expected that MDDC will make a formal complaint to the planning inspectorate

25.12.05 Parish Council Vacancies

The Clerk advised that there is currently 2 vacancies, with 1 being live now, and the second being within the Election Office's notice period.

25.12.06 Finance

25.12.06.01 To approve December Financial Statement

The December financial statement was approved as official council minutes.

25.12.06.02 Budget vs. Spend 2025-2026

The Budget vs. Spend 2025-2026 report was discussed (appended). All in agreement.

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25.12.06.03 CCTV Funding - PCC

A grant of £8k has been awarded to Uffculme Parish Council from the Police and Crime Commissioner for the purpose of CCTV within Uffculme. Clerk to seek quotations for the provision of CCTV.

25.12.06.04 Budget 2026-2027

The draft budget 2026-2027 was reviewed and discussed. Amendments to the commentary, to include further clarification of the delayed VAT reclaim and provision of playpark upgrades planned for the year. Information to be published in Spotlight to raise awareness of the agreed budget. Approval of the draft budget for 2026-2027 Proposed by Councillor Kingdom, Seconded by Councillor Edwards, all in agreement.

*Councillor Horne left the meeting at 19:48.

25.12.06.05 Precept 2026-2027

The precept for 2026-2027, at a value of £145,225, to be requested from MDDC by the Clerk. Proposed by Councillor Blackman, Seconded by Councillor Bodger, all in agreement.

25.12.07 Business Arising

25.12.07.01 Hillhead/Broadpath

No updates were provided.

25.12.07.02 Mole Valley Feed Mill

No updates were provided.

25.12.07.03 Uffculme Men's Club

No updates were provided. The AGM has been moved to February.

25.12.07.04 Uffculme Bowling Club

No updates were provided. Indoor bowls are currently taking place, during this quiet time.

25.12.07.05 Green Team

There is a gathering on 22/01, as a *thank you* to volunteers. Councillors are invited to attend.

25.12.07.06 Allotments

No updates were provided. There is a meeting taking place in February, where numbers are to be confirmed for subsidy.

25.12.07.07 Parish Maintenance Update

No updates were provided.

25.12.07.08 Traffic and Speeding Issues/Community Speed Watch

Clerk to meet with the Clerks of Halberton and Willand on 15/01 and this is to be raised during this meeting, to get a date in the diary for the next meeting. There have been a number of concerns and feedback raised by parishioners in regards to speeds in the village recently.

25.12.07.09 Schools Update

No updates were provided.

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25.12.07.10 Uffculme Village Hall

No updates were provided.

25.12.07.11 Magelake Committee / Repairs

No updates were provided.

25.12.07.12 Youth Working Group

No updates were provided. Councillor Horne to be approached to take over previous Councillor Levick's allocation for this group. All in agreement.

25.12.07.13 Community Crisis (previously Ukrainian Crisis)

No updates were provided. This group now to include the investigation of a provision of a mobile post office within the parish. No updates were provided. Councillor Peter Cornish to take over previous Councillor Levick's allocation for this group. Proposed by Councillor Phil Cornish, Seconded by Councillor Bodger, all in agreement.

25.12.07.14 Play Areas

Clerk advised that the annual inspection reports had been received. Quotation awaited for repair works from Alvian Limited. General update included as part of the Clerk's report (appended).

25.12.07.15 Community Road Warden Scheme

The following points were raised:

- 1) Equipment had been purchased
- 2) Volunteers have been contacted, to arrange for repairs to take place
- 3) Clerk reminded the CRW volunteers follow approved process and familiarise themselves with the requirements and any limitations of the scheme

25.12.07.15 Bowling Club Lease Renewal

The Clerk advised that the draft lease is back with our solicitors for further changes, following boundary queries being raised by the Bowling Club Committee. Amendments and discussions to be delegated to the Clerk, with signature and approval delegated to the Clerk and Chair Proposed by Councillor Edwards, Seconded by Councillor Bodger, all in agreement.

25.12.08 Police Report

No updates were provided.

25.12.09 Clerk's Report

The Clerk's report and Highways tracker were discussed (appended). Draft IT policy (appended) approval Proposed by Councillor Strawbridge, Seconded by Councillor Blackman, all in agreement. It was discussed that the defib training be preferred for a Monday morning, times to be confirmed with Councillor Edwards. Councillor Strawbridge happy to be involved in the process of meeting playpark provider companies – Clerk to liaise with to arrange. Two letters of thanks were also received (appended).

Meeting Close: 20:57

The next meeting of the Council will be held on Monday 2nd March 2026, subject to confirmation by the Clerk.

[REDACTED]

From: Cllr John Poynton [REDACTED]
Sent: 08 January 2026 15:44
To: Clerk; [REDACTED]
Cc: [REDACTED]
Subject: Parish Reports

Happy New Year,

Please see the Parish Reports for Jan 2026 below.

Jan 26 Parish Reports

Tiverton Bus Shelter Vandalism and Repairs

You may be aware that during the early hours of Saturday, 6 December (around 2:30am) each pane of glass in the shelter in Phoenix Lane was damaged by vandals, resulting in thousands of pounds of damage. The Council aimed to repair the damaged bus shelters in Tiverton before Christmas, but due to supplier problems, the glazing will be replaced in early January 2026.

Cllr Jane Lock, Cabinet member for Housing, Assets and Property Services, said:

“It was a sad sight to see so much purposeful damage caused to the bus shelter. It is hard to fathom why anyone would do such a thing, but we would like to reassure our residents that work is underway to repair the shelters as soon as possible.”

Christmas Tree Collections in January

The Garden waste Service will collect Christmas Trees put out for collection by all residents up to and including 31 January 2026. The tree trunk must be no wider than 4 inches (100mm) in diameter and under 6FT tall (cutting it in half before collection would be helpful). Please place the tree next to the blue food caddie or, if you have a brown garden bin, it can be placed inside or next to the bin.

Please recycle all you can this Christmas season by putting the wrapping paper, cardboard, plastic containers, bottles and food waste into the right containers. It will not only help our hard-working crews out but also help us maximise our recycling rate and reduce our carbon footprint. Not only is this our Climate Change strategy in action but it also gives all residents the opportunity to make their own household contribution.

Warm Homes Local Grant

Warm Homes grants are being delivered in partnership with Devon County Council and other local authorities in Devon. It's a government backed scheme to make homes across Devon warmer, greener and more affordable to heat. The scheme offers fully funded energy efficiency upgrades for eligible households, including measures such as cavity wall and loft insulation, double glazing, air source heat pumps, solar panels and insulated doors. visit [Warm Homes: Local Grant DCC - Energy Saving Devon](#)

Cabinet Decisions

1. Car parking & Permit Proposals 26/27

Reintroduction of a day permit option for car park users available to all residents across the district.

Development of proposals around a new business permit for the Multi Storey Car Park.

A 5% rise for Car Parking charges to be introduced as part of the budget setting process for 2026/2027.

The granting of additional free parking days for Crediton and Cullompton Town Councils to designate as they see fit to support their town centre activity. For permits visit middevon.tarantopermits.com.

2. Tax Base Calculation 2026/27

That the calculation of the Council's Tax Base for 2026/27 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Mid Devon District Council – Decisions taken by the Cabinet on Tuesday, 2 December 2025 Agenda Item No Topic Decision 6 Regulations 2012 at 31,180.16 an increase of 447.25 Band D equivalent properties from the previous financial year.

The current collection rate of 97.5% will remain the same

New Funding Formulae Published

The Government has set out how councils in England will be funded from 2026/2027, with new funding formulae based on 2025 indices of deprivation, population projections and service demand.

As part of the fair funding review 2.0. it has also pledged: £2.4 billion for children's social care reforms; £2.4 billion for a new ring-fenced and combined homelessness, rough sleeping and domestic abuse grant; and a £600 million recovery for areas with the greatest immediate needs and less ability to raise income locally.

There will be an all member briefing on the 2026/2027 budget 19 January which should hopefully provide an answer as to how all of these changes will relate to Mid Devon?

Business Rates Day 17/02/2026 (Phoenix House)

Dean Emery, Head of Revenues, Benefits, Corporate Recover, Corporate Fraud, welfare & Leisure has arranged a Business Rates Day. The purpose of this day is to help businesses understand the changes which are being made to Business Rates. People can come in and speak to someone, more dates will be agreed after the bills are issued.

Impact

Businesses will see their bills increase in many instances there are Government schemes in place to help smooth the extra costs, these may not take the full financial impact away. Link below for information on the changes. Important changes to Business Rates 2026 - MIDDEVON.GOV.UK

Police and Crime Commissioners

Police and Crime Commissioners are to be abolished from 2028. However, the strong link between police and the local communities will be maintained particularly in areas that will see the introduction of new local authority-led policing boards. Local area authority policing boards are part of the new governance structure introduced by the government's devolution agenda in England.

Alison Hernandez issues a statement 13 November – in which she said.

“...I want to assure all members of the public that my office and I are still going to be here for the next two and a half years and we will continue to hold the police to account on your behalf. My team and I have a lot to be proud of. We have a record number of police officers – 3,610 - and are one of the areas with the most reopened police stations. We also believe Devon & Cornwall

Police is the most financially stable force in England thanks to the good financial planning of my office.

“I am doubtful the change announced today will save the estimated £100 million that has been stated by the Home Office minister. The duties of my office must remain independent of policing and will continue to incur a cost to the public regardless of where the responsibility for delivering them rests. This includes providing services for victims, being the appeals body for complaints against the police and having responsibility for elements of the misconduct process for all police officers...”.

National LGR analysis

State of local Government Reorganisation :

Averages can mask a lot, but this was the result of their national analysis:

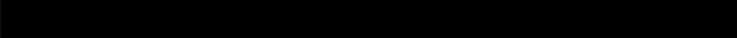
Across all the proposals submitted to MHCLG, we find that the average reduction in councillor numbers is 55.2%, the average estimated transition costs is £54.8m, the average estimated recurrent annual savings is £42.0m, the average population size of a new unitary is 515,430. However, this varies significantly across the devolution areas and the proposals submitted.

So across the country (21 areas), it’s a fair assumption that we’re looking at a cost of over £1bn to do this, for a system that will reduce Cllrs by over half, and see new authorities created probably somewhere in line with the government’s 500k ‘ideal’.

Regards,

John

Cllr John Poynton | Mid Devon District Council | Lower Culm



Save time and do it online <https://www.middevon.gov.uk>

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MDDC Report for January 2026

For regular updated news please follow

<https://www.middevon.gov.uk/news-items/>

Could local council please email or call with any work they would like us to uptake.

Christmas Tree Collections in January

Please encourage your residents to put out their Christmas Trees for collection in January.

These will be collected by our Garden Waste Service up to and including the 31 January 2026. This service is available to all residents so really worth promoting it!

The tree must be no wider than 4 inches (100mm) in diameter and under 6FT tall (cutting it in half before collection would be helpful).

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This Christmas– Please Recycle as much as you can!

The post- Christmas collection period commences on Saturday the 27th December and will run up to and including Saturday 10th January. This is one of our busiest and most challenging periods of the year with many households putting out around double their usual collection amount (one of my own worries when I witness my own two young girls tear open their presents on Christmas Day morning is how does Daddy get all of the wrapping paper and cardboard into the recycling containers later). And of course, there are all the nibble and crisp packages, sweet wrappers, chocolate boxes, used bottles (and I could go on).

So please encourage your residents to recycle all they can this Christmas season by putting the wrapping paper, cardboard, plastic containers, bottles and food waste into the right containers. It will not only help our hard-working crews out but also help us maximise our recycling rate and reduce our carbon footprint. Not only is this our Climate Change strategy in action but it also gives all our residents the opportunity to make their own household contribution.

If your constituents want more recycling containers please ask them to contact us and we will deliver them. Also, and if residents want to know how they can recycle more as a household, please contact our team of advisers who are more than happy to offer in person, telephone and online advice. Please email us at bin-it123@middevon.gov.uk or call 01884 255255.

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Kind Regards

Cathy Connor

Gwen DuChesne

Mid Devon Councillors

08/01/26

**Uffculme Parish Council
December 2025 Income and Expenditure Summary**

Current Account

Balance at 30 November 2025 **2,282.63**

Income Received

-

Expenses Incurred

03/12/2025	Devon County Council	Pension Contribution - November	336.65
08/12/2025	Gemma Cole	December Wages	1,076.97
15/12/2025	Jess Lucas	Bins - November	100.00
15/12/2025	Belinda Martin	Litter Picking - November	366.80
15/12/2025	Bubbles Exterior	Public Toilets - Cleaning - November	180.00
24/12/2025	Tamar Telecoms	Clerk's Phone	14.42
29/12/2025	Jess Lucas	Grass Cutting Contract	1,712.50
29/12/2025	Lloyds Bank	Account Fee	4.25

3,791.59

Transfers to/from Reserve Account

3,000.00

Balance carried forward to 1 January 2026 **1,491.04**

Reserve Account

Balance at 30 November 2025 **134,354.85**

Income Received

09/12/2025	Lloyds Bank	Interest	75.59
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75.59

Expenses Incurred

-

Transfers to/from Reserve Account

- 3,000.00

Balance carried forward to 1 January 2026 **131,430.44**

General Account 2025-26 - 01.04.2025 - 31.03.2026

Projected Receipts

	<u>Budget 2025-2026</u>	<u>31st December 2025</u>	<u>% Difference</u>
Burial Receipts - Uffculme Cemetery	3,500	£ 2,600	74%
DCC - Parish Paths Partnership Grant - 2025	1,000		0%
VAT - Input Tax	24,000	£ -	0%
Interest Receivable - Premier Interest Account	1,200	£ 887	74%
Precept	103,836	£ 103,837	100%
DCC - Road Warden Scheme	-	£ 298	
Xmas Lights Committee - Christmas Lights	-	£ 3,777	
	£ 133,536	£ 111,398	83%

Projected Expenditure

Clerk's Salary	£ 15,752	£ 13,007	91%
Clerk's Expenses - Telephone, Office Sundries etc.	£ 735	£ 1,359	185%
Admin Expenses - PPS, Data Protection, Councillor Exp, Subs, etc	£ 2,888		0%
Admin Expenses - Training, Clerk subscriptions etc.	£ 2,405	£ 1,136	47%
Admin Expenses - website, emails, Google drive	£ 2,310	£ 1,270	55%
Admin Expenses - burial software - annual licence	£ 312	£ -	0%
Admin Expenses - Insurances	£ 6,860	£ 2,580	38%
Street Cleaning	£ 6,069	£ 2,409	40%
Grass Cutting Contract	£ 20,550	£ 15,413	75%
Cemetery - General works, Water, etc.	£ 5,150	£ 52	1%
Planters in The Square	£ 1,200	£ 160	13%
Green Team - Fridge Hire	£ 1,533	£ 926	60%
Emergency Planning contingency	£ 1,100	£ -	0%
Maintenance budget - to include Commercial Road/Square clearing/Pond	£ 6,000	£ 3,334	56%
Trees and Hedges	£ 4,440	£ 920	21%
Repairs & Renewals - General inc Public Toilet	£ 7,000	£ 4,016	57%
Footpath Maintenance	£ 1,000	£ -	0%

Magelake - Muga Maintenance/Repairs - Annual Contract	£	3,308	£	447	14%
Magelake - External Maintenance/Repairs - Annual Contract	£	1,806	£	-	0%
Magelake - General Maintenance/Repairs, Water etc.	£	9,135	£	-	0%
Magelake - General Maintenance/Repairs (B/F)	£	4,500	£	3,653	81%
Allotments - 50% lease cost 2024-2025	£	1,750	£	1,836	105%
Grant - Spotlight 2025	£	1,500			0%
Grant - Square Corner 2025	£	500			0%
Grant - St Mary's Christmas Tree Display - 2025	£	300	£	300	100%
Grant - TDCTA - Ring & Ride 2025	£	400	£	-	0%
Grant - Culm Valley Voluntary Car Scheme -2025	£	300	£	-	0%
Grant - Forget-me-not Cafe	£	500	£	-	0%
Grant - Citizen's Advice 2025	£	500	£	-	0%
Grant - Uffculme Green Day/Litter pick 2025	£	2,000	£	-	0%
Grant - Christmas Hampers	£	500	£	500	100%
Sundry Exp	£	1,000		£1,002.25	100%
	£	113,301	£	54,319	48%

Amount Allocated to Reserves (EMR)

Magelake - Pitch Maintenance/Repairs	£	4,000	£	-	0%
Uffculme Bowling Club	£	2,000	£	1,020	51%
Uffculme Bowling Club	£	5,000	£	-	0%
Village benches	£	731	£	-	0%
Magelake - Fire System Upgrade	£	2,000	£	-	0%
Magelake - Car Park Surfacing	£	5,000	£	-	0%
Youth Facility	£	6,000	£	-	0%
Magelake - MUGA	£	10,000	£	-	0%
George Footpath Improvements	£	6,000	£	-	0%
War Graves Maintenance	£	1,700	£	-	0%
Chain of Office engraving & repair	£	1,000	£	-	0%
Playground Maintenance/new fitness equipment	£	18,373	£	4,741	26%
Community Safety Accreditation Scheme	£	2,000	£	-	0%

Village Volunteers - Wildlife	£	4,000			0%
Mens Club	£	5,000			0%
Grit Bins	£	2,500			0%
Community Traffic/Speed Fund (Craddock 30 / Chapel Hill)	£	6,000			0%
Community Traffic/Speed Fund - General	£	20,000			0%
Village Hall	£	4,500	£	4,500	100%
	£	105,804	£	10,261	10%

Specific Project Allocations 2025-26 For Consideration

Uffculme Village Hall	£	5,000	£	3,709	74%
Ashill Village Hall	£	5,000	£	4,750	95%
Magelake	£	5,000			0%
Coldharbour Mill	£	5,000	£	5,000	100%
Mens Club	£	5,000			0%
Xmas Lights Committee - Christmas Lights	£	1,500	£	6,632	442%
Uffculme Village Show	£	7,500	£	7,500	100%
Craddock Defib	£	1,500	£	769	51%
Parish Safety	£	3,800			0%
Playground Maintenance	£	10,000	£	10,000	100%
Community Fund (including Club Subs)	£	7,500	£	1,868	25%
	£	56,800	£	40,228	71%

Uffculme Parish Council

2026-2027 Financial Budget

FINAL - as agreed at Full Council Meeting on

Monday 12th January 2026

Uffculme Parish Council

Financial Budget 2026-27

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4	Fixed Expenditure 1 April 2026 - 31 March 2027
5	Overall Precept position & specific projects for 2026-2027
6	Parish precept charge on a typical Band D property

Uffculme Parish Council

Financial Budget 2026-27

Commentary

The working papers of the 2026-27 budget are attached.

The budget for 2026-27 was discussed and agreed at the Parish Council meeting on Monday 12th January 2026.

Page 3 shows the financial position of the Council at 1 January 2026, the fixed/committed Council expenditure between 1 January and 31 March 2026 and a forecast for the closing position at 31 March 2026. This is an estimated position.

Page 4 shows the annual forecast fixed Council expenditure and the income that has been projected for the period.

The Council agrees to amend employee rates of pay, with effect from 1 April 2026:

Gemma Cole - Clerk - Increase to hourly rate, set by NALC, for scale point rate 25. The confirmed hourly rate for 2026, as advised by NALC each financial year, is yet to be announced. Figures are therefore based on the 2025 rate of £18.31 per hour. Employer Tax and NI also included as part of total figure, as are pension contributions to the enrolled Local Government Pension Scheme.

Street Cleaning included at a rate of £14/hour, to bring above the National Living Wage and Real Living Wage rates for 2026-2027. The self-employed contract is for a total of 7 hours per week.

The meeting agrees to tender the contract for grass cutting for 2026/27 for the duration of 3 years, with a budgeted rate of £21,075 being allocated for 2026/27, in line with the latest quotation received from the existing contractor.

Page 5 details the specific projects that the Council has committed to supporting in 2026/27

The Parish Council will maintain its Community Fund for the 2025-2027 period, structured as follows:
Youth Start-Up Allocation: A dedicated fund of £2,500 is available specifically for applications from youth-based initiatives.

Community Group Funding: Financial support is also accessible to local community groups operating on a not-for-profit basis.

Applicants will continue to present their requests to the Council for consideration. This financial resource is intended to foster the continued success of community groups and to support inclusive community support initiatives.

The meeting agrees to increase the Precept to £xxx,xxx for 2026-27 and it was resolved for the Clerk to make the submission to MDDC to this effect. It was expressed that the increase would see an increase in household contributions, equivalent to xx.xx%. The precept requested will allow the Council to continue supporting projects.

VAT - Input Tax figures are estimated based on high level information currently available

A +10% increase against insurance premium of 2025-2026 has been applied, to allow for any increased due to the Magelake water leak claim from 2025-2026 financial year. There has been a 2.5% increase for general inflation applied to all remaining figures.

Gemma Cole
Uffculme Parish Clerk
12 January 2026

Uffculme Parish Council Financial Budget 2026-27

General Account 2025-2026 - 01.01.2026 - 31.03.2026

Bank Balance at 01.01.2026 - Treasurers Account	1,491	
Bank Balance at 01.01.2026 - Commercial Instant Access Account	131,430	
		132,921
 Projected Receipts		
Burial Receipts - Uffculme Cemetery	750	
VAT - Input Tax	17,000	
Interest Receivable - Premier Interest Account	210	
		17,960
		150,881
 Projected Expenditure		
Clerk's Salary	4,933	
Clerk's Expenses - Telephone, Office Sundries etc.	100	
Admin Expenses - PPS, Payroll, Accounting, Data Protection	800	
Admin Expenses - website	200	
Admin Expenses - Burial software	220	
Street Cleaning	1,870	
Grass Cutting Contract - 3/12	5,138	
Cemetery - General works, Water, etc	650	
Repairs & Renewals - General inc Public Toilet	2,500	
Maintenance budget (Commercial Road/Square clearing/Pond/defib)	3,840	
Playground Maintenance	580	
Footpath Maintenance	100	
Green Team - Fridge Hire	366	
Allotments - 50% lease cost 2025-26	1,840	
Sundry Exp	200	
Grant - Spotlight 2025	1,500	
Grant - Square Corner 2025	500	
Grant - TDCTA - Ring & Ride 2025	400	
Grant - Culm Valley Voluntary Car Scheme	300	
Grant - Forget-me-not Cafe	500	
Grant - Citizen's Advice	500	
		27,037
 Projected balance at 01.04.2026 - C/F to 2026-27 Financial Year		123,844

Uffculme Parish Council Financial Budget 2026-27

General Account 2026-27 - 01.04.2026 - 31.03.2027

Projected balance B/F at 01.04.2026	123,844	123,844
 Projected Receipts		
Burial Receipts - Uffculme Cemetery	2,500	
DCC - Parish Paths Partnership Grant - 2025	1,000	
VAT - Input Tax	5,000	
Interest Receivable - Premier Interest Account	800	
		9,300
		133,144
 Projected Expenditure		
Clerk's Salary	20,200	
Clerk's Expenses - Telephone, Office Sundries etc.	800	
Admin Expenses - PPS, Payroll, Accounting, Data Protection	3,000	
Admin Expenses - Training, Clerk subscriptions etc.	2,500	
Admin Expenses - website, emails, Google drive	2,500	
Admin Expenses - burial software - annual licence	400	
Admin Expenses - Insurances	4,500	
Street Cleaning	6,700	
Grass Cutting Contract	21,075	
Cemetery - General works, Water, etc.	3,000	
Planters in The Square	1,250	
Green Team - Fridge Hire	1,580	
Emergency Planning contingency	1,500	
Maintenance budget (Commercial Road/Square clearing/Pond/defib)	6,150	
Trees and Hedges	4,500	
Repairs & Renewals - General inc Public Toilet	7,200	
Footpath Maintenance	1,000	
Magelake - Muga Maintenance/Repairs - Annual Contract	3,400	
Magelake - External Maintenance/Repairs - Annual Contract	2,000	
Magelake - General Maintenance/Repairs, Water etc.	5,000	
Magelake - General Maintenance/Repairs (B/F)	4,500	
Allotments - 50% lease cost 2024-2025	1,840	
Grant - Spotlight 2025	1,500	
Grant - Square Corner 2025	500	
Grant - St Mary's Christmas Tree Display - 2025	300	
Grant - TDCTA - Ring & Ride 2025	400	
Grant - Culm Valley Voluntary Car Scheme -2025	300	
Grant - Forget-me-not Cafe	500	
Grant - Citizen's Advice 2025	500	
Grant - Christmas Hampers	500	
Grant - CHAT	500	
Sundry Exp	1,500	
		111,095
Surplus to be accounted for in 2026-27 Parish Precept		(-22,049)

Uffculme Parish Council

Financial Budget 2026-27

General Account 2026-27 - 01.04.2026 - 31.03.2027

Surplus from 2026-27 General Account (22,049)
 (Inc Projected 2026-27 Income)

Amount Allocated to Reserves

EMR	Magelake - Pitch Maintenance/Repairs	4,000
EMR	Uffculme Bowling Club Lease	2,000
EMR	Uffculme Bowling Club	4,000
EMR	Village benches	731
EMR	Magelake - Fire System Upgrade	2,000
EMR	Magelake - Car Park Surfacing	5,000
EMR	Youth Facility	6,000
EMR	Magelake - MUGA	10,000
EMR	Village Maintenance (previously George Footpath Improvements)	6,000
EMR	War Graves Maintenance	1,700
EMR	Chain of Office engraving & repair	1,000
EMR	Playground Maintenance/new equipment	14,643
EMR	Parish Safety	5,800
EMR	Village Volunteers and Green Team	4,000
EMR	Mens Club	10,000
EMR	Grit Bins	2,500
EMR	Community Traffic/Speed Fund (Craddock 30 / Chapel Hill)	6,000
EMR	Community Traffic/Speed Fund - General	20,000
EMR	Uffculme Village Hall	1,200

General Account committed to date 84,525

Specific Project Allocations 2025-26 For Consideration

Uffculme Village Hall	5,000
Ashill Village Hall	5,000
Coldharbour Mill	5,000
Uffculme Bowling Club	5,000
Magelake Boiler	5,000
Christmas Lights Committee - Christmas Lights	2,000
Uffculme Village Show	3,000
Parish Safety	700
Playground Maintenance	5,000
Playground Equipment	15,000
Community Fund (including £2.5k youth start-ups)	10,000
	60,700

Precept 2026-27

145,225

Uffculme Parish Council Financial Budget 2023-24

2025-26 and 2026-27 Parish Precept Charges

Uffculme	Current Year 2025-2026	Next Year 2026-2027	
Precept Requested	103,836.49	145,225.00	
	103,836.49	145,225.00	A
Number of Band D at 96.5% collection 2026-27 (Collection rate in 2025-26 at 97.5%)	1,177.62	1,193.15	B
Band D parish Charge	88.17	121.72	
	= A divided by B		
		38.05%	Rise

Note:

An increase of £1,000 would increase the cost for a Band D property by £0.85 per year, which is £0.02 per week

Clerk's Report – 12/01/2026

HATOC and Highways:

Attached are the most recent tracker updates. There are additional items included on the tracker, however, no further updates from the NHO, since the last report.

CPR and Defibrillators Community Session

Devon Air Ambulance Trust are working with Uffculme Parish Council to provide training across Uffculme and Ashill. This is provided free of charge and the locations selected are Ashill Village Hall and Magelake. It is planned for training to take place in February, with dates to be confirmed with DAAT to align with their availability. An update is awaited from Ashill Village Hall as to availability of the facility to accommodate this location.

IT Policy

In order to comply with Assertion 10, which is due to be added to the 2025-2026 AGAR, an IT Policy needs to be adopted. The Draft document is appended to this report with a recommendation to adopt.

Scribe Accounting Software

A proposal was received from Scribe for the provision of accounting software. Further information has been requested from the provider in respect of this, in order to fully guide the Council with a complete recommendation, to discuss at a later date.

Cycle Stands

Correspondence was received from a member of the public requesting whether cycle stands can be installed within key areas of the parish, such as outside the NISA shop, Magelake, Coldharbour Mill and Uffculme Village Hall. An example of rack available is shown below – these would be at a cost of £89 each, plus the cost of fixing in place. If Councillors wished to explore this option, budget spending would be allocated from “Repairs & Renewals - General inc Public Toilet” or “Community Traffic/Speed Fund – General”.



Playpark Quotations – Highland Terrace

Two companies have provided quotations for the playpark at Highland Terrace, with one company also providing a quotation for replacement equipment in Pathfields (largely funded by s106 monies). A further two companies are expected to attend site this week and next to provide quotations also.

Company 1:

Option 1 - £27,115.00



Option 2 - £25,530.00



Company 2:

Option 1 - £34,774.00



Option 2 - £14,900.00



Additional breakdown for additional items:

BES102 (CH143)	2	1	PULL UP BARS - INCLUDES x4 SQUARE METAL POST SHOES	Info	£ 1,088.00	£ 1,088.00
BES102 (CH154)	3	1	1.8m OVERHEAD TRAVERSE - INCLUDES x2 SQUARE METAL POST SHOES	Info	£ 1,851.00	£ 1,851.00

Item Number	Item	Location	what3words Location	Action	Phase
1	VAS Signs	Uffculme Village	<p>///melon.month.bystander</p> <p>///streetcar.figs.snored</p>	<p>VAS signs required within Uffculme Villge. Entrance from Commercial Road and also from Bridge Street. Please provide information and pricing to proceed with this.</p> <p>06/10 - Site visit on 29/08/25 with highway technician to asses potential locations for VAS signs.</p> <p>01/12 - in the hands of the tech. Locations proposed and awaiting update. Quotations to be received in due course.</p>	Outstanding

2	Length Restriction HATOC request	Chapel Hill	<p>from: ///grandson.guardian.screeches To: ///inclines.hatter.butternut</p>	<p>Information and evidence now collated from residents, detailing instances of damage due to long vehicles. To be proceeded through to HATOC 02/06 - NHO All noted, will put forward the case when the next HATOC submissions are requested Further instances of damage reported. All instances logged on internal tracker - with photo evidence to support HATOC request 06/10/25 NHO to investigate further as to what is needed to progress. Date of next meet TBC 03/11/25 Traffic engineer consulted. A mandatory length restriction is possible from the school towards the town. No DCC funding available however if funded we they are happy to start the process. This has all been submitted for consideration 01/12 - Traffic orders team in receipt of request - HATOC not required. Review due to take place, including this item (working list).</p>	Outstanding
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3	Keep Clear markings	Bridge Street	///universe.flamenco.easy	<p>"Keep Clear" markings excessively worn outside St Mary's Church. Need to be repainted</p> <p>02/06 - NHO Email sent to the traffic orders team.</p> <p>01/12 - DYL to be put in place instead. Require Cllr Clist support to progress this (email confirmation required).</p>	Outstanding
4	Yellow Lines	Square Corner	///sheepish.blossom.novelist	<p>White hash markings excessively worn. Request to replace with double yellow lines.</p> <p>02/06 - NHO Email sent to Cllr Simon Clyst to confirm he supports the change to the APM'</p> <p>06/10 - Proposal submitted for consideration at HATOC</p> <p>01/12 - Tranch 3 inclusion. Needs to be considered in 2026. White hash markings are on the list to be repainted in due course (in the meantime).</p>	Outstanding

5	Disabled Bay	The Square, Uffculme	///sheepish.blossom.novelist	<p>Location of the disabled bay promised to Uffculme to perhaps be sited outside Square Corner, as opposed to outside NISA (where there is one already) in order to overcome the issues of item 4 02/06 - NHO I cannot approve a disabled bay at the location as it would narrow the carriageway and cause issues for HGV's. I will submit an application for double yellow lines.</p> <p>UPC requested information as to whether this is in addition to or instead of the disabled bay in The Square. The disabled bay that is already in situ is good location - needs to be limited times for shop users and clearer markings</p> <p>Awaiting confirmation from the parish if an additional disabled space is required.</p> <p>01/12 - Side by side disabled bays for The Square possible. Check whether markings will be carried out at the same time. NHO to arrange for additional space, with time restriction for the second space as</p>	Outstanding
6	Give way markings	The Square, Uffculme	///zips.gourmet.apart	<p>Excessively worn. To be repainted</p> <p>02/06 - NHO Email sent to the traffic orders team.</p> <p>01/12 - No update - parish remarking scheme.</p>	Outstanding

7	Road Warden Information	Parish Wide	n/a	<p>NHO to provide welcome pack and information on how to obtain equipment 19/05/25 - pack and info provided. Passed to Terry to coordinate with volunteers 02/06 - Information on how to order items is not present - referred back to NHO 11/08 - Details passed to Terry for how to request items from DCC</p>	Completed
8	Give way markings on Crossroad	Ashill	///healthier.drizzly.capillary	<p>Road markings have been repainted just to one side of the junction. The second side still remains outstanding. 02/06 - NHO Email sent to the traffic orders team 06/07/2025 - lines have now been painted. Officers to discuss signage after annual leave w/c 21/07 23/07 - signage to be reviewed in 6 months' time 01/12 - no update due.</p>	Outstanding

9	Property Damage	Bridge Street	///hospitals.successor.digress	<p>There have been multiple instances of property damage collated from residents in the section. It is believed due to large vehicles mounting the pavement, due to limited space to maneuver around the corner, in part due to parked cars outside of St Mary's Church and outside the front of The Square. Potential for a bollard to be installed to be investigated please, to protect buildings and to deter drivers from mounting "building protect" pavements.</p> <p>02/06 - NHO to review when next in area</p> <p>03/11/25. Traffic orders team contacted on 02/06 and again on 06/10 regarding the keep clear markings on Bridge Street, emphasising issues it is causing. A bollard is not an option, we do not install assets to protect property.</p> <p>01/12 - confirmed that resident is not able to install own bollard. DCC will not install bollard either. It is hoped that updates to DYL outside of church will assist with this issue</p>	Outstanding
10	Give way markings on corner	Ashill	///goodnight.host.thudding	<p>Excessively worn. To be repainted</p> <p>02/06 - NHO Email sent to the traffic orders team.</p> <p>01/12 - No update - parish remarking scheme.</p>	Outstanding

11	Zig Zag markings	Uffculme Primary School	from ///highbrow.crashing.speedily to ///tallest.prongs.poetry	<p>Request was raised previously to have the zig zag markings outside of the primary school extended, both sides of the road. Believed to have been signed off and awaiting markings. Can you please confirm?</p> <p>02/06 - NHO Email sent to the traffic orders team.</p> <p>07/07 - Consultation period 1st July until 22nd July</p> <p>01/12 - allocated under this year's HATOC - implimented during 2026 planned</p>	Outstanding
12	Overgrown nettles and brambles	Chapel Hill Footpath	from ///anchorman.expansion.inefficient to ///factually.occurs.divided	<p>The footpath to the secondary school is excessively overgrown with vegetation. Can you please arrange for this to be cleared?</p> <p>02/06 - NHO This footpath is included in our grass/ verge cutting program so is scheduled to be cut back.</p> <p>06/10 - NHO Attended to cut this back with colleagues on 14/08/25 however it had already been completed, possibly by landowner. Pass on our thanks if possible.</p>	Completed

13	Slow down signs	Commercial Road	from ///worms.wooden.waking to ///backyards.succumbs.peroxide	Yellow signs from highways to be temporarily placed along Commercial Road to encourage slower speeds. NHO to investigate whether possible with team. 01/12 - unable to issue -need to be associated with roadworks. Perm signs can be possible to entrances to the village.	Outstanding
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14	Local Waiting Restrictions Programme	Various		<p>In 2022 the following submission was made:</p> <ul style="list-style-type: none"> * Commercial Road - Bridwell entrance to Cold Harbour – to be in effect at all times, both sides of the road (due to areas of no pavement) * Commercial Road – Men’s Club to Markers Road – both sides - to be in effect at all times (in order to alleviate visibility issues, lack of pavement and to allow for free flow of traffic) * The Square, outside the Ostler and from the top of Bridge Street to outside Square Corner - to be in effect at all times (in order to alleviate visibility issues and to allow for free flow of traffic) * Ashley Road – from the Masonic Lodge gates to Clay Lane, to be in effect 08.00 - 09.30 and 15.00 - 16.30 (in order to alleviate issues surrounding school traffic and lack of pavement). <p>01/12 - NHO to investigate where we are with this.</p>	Outstanding
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15	Entrance to Grantlands	Commercial Road	from ///rush.charm.dolly to ///configure.delivers.longer	Reports from Residents stating that cars are parked too close to the opening to Grantlands, causing an obstruction to visibility. Is it possible to extend the protect markers to accommodate a wider visibility splay?	Outstanding
16	Pippins Field	Pippins Field	from ///translate.exhaling.packing to ///aims.hatter.clutches	Surfacing issues - RWS leader assessed the road and have recommended NHO intervention and referral, due to the extent of the works needed.	Outstanding

UFFCULME PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY

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Introduction

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the clerk. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the council.

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the council. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the excess, as specified in the extended warranty, for the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the Council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.

2.2 Use of own devices

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's GoogleDrive or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to

date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as "external stakeholders") must be made on withheld numbers to ensure that only the main Council number is used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 4 failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 3 minutes;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;

- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Personal data relating to councillors, staff, and other authorised users, associates, residents, and external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

2.2.10 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the Clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.11 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's display screen equipment policy.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Council.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Council.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.12 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.13 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work from home or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at a non council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Clerk, rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account are for council use only. Personal use is not permitted.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available online.

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the Press and Media Policy rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours,

9.1.5 Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.

9.1.6 Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

9.1.7 During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.8 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.9 It is important to note that external stakeholders' contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders' contact details from any personal device/equipment.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

From: [REDACTED]
Sent: 31 December 2025 10:01
To: Gemma Cole
Subject: Ashill Village Hall

Dear Gemma

I have attached a photo of the floor sanding and revarnishing at the hall .

On behalf of Ashill Village Hall Committee and the wider community can you pass on our thanks for the generous grant from the Parish Council which enabled this work to be carried out.

I am sure that you will all agree that after the lighting, painting and floor works that the hall looks amazing.

Kind regards





Uffculme Community Fridge

Christmas Hampers 2025

“As always, I am bowled over by the generosity and scope of the gifts inside and so grateful to all the team for putting the hamper together. This is such a wonderful example of the community spirit in Uffculme and it feels great to have moved back here and be part of that. Please pass on my thanks to all concerned and wishing all of you a very Merry Christmas.”

These are the words of one of the recipients of the Christmas hampers kindly made possible by your generous donation to our Hamper Appeal. I don't believe there is anything I can add other than to reinforce these sentiments.

THANK YOU.

Wishing you the very best for the Christmas Season.

Sincerely,

