

Uffculme Parish Council
Minutes of meeting held
Monday 11th May 2026 at Magelake

Meeting Open – 19:03

As Vice Chair, Councillor Kingdom took the seat as Chair for the meeting. This was proposed by Councillor Edwards, Seconded by Councillor Blackman, all in agreement.

26.05.01 Election of Parish Council Chair

Councillor Cornish nominated as Chair. Proposed by Councillor Kingdom, Seconded by Councillor Strawbridge, all in agreement.

26.05.02 Election of Parish Council Vice Chair

Councillor Edwards took the seat as Chair for this item of the meeting. This was proposed by Councillor Strawbridge, Seconded by Councillor Blackman, all in agreement.

Councillor Kingdom nominated as Vice Chair. Proposed by Councillor Edwards, Seconded by Councillor Blackman, all in agreement.

26.05.03 Apologies for absence

Chairman: R Kingdom

Present: P Hallchurch T Edwards P Blackman
M Bodger G Strawbridge

Apologies K Poynton Phil Cornish A Logue S Horne Peter Cornish

26.05.04 To approve of the Minutes of Meeting held on 13th April 2026

The minutes were agreed as an official council record (1 x abstention).

Public Session

There were no members of the public present.

26.05.05 County Councillor's Report

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

- 1) Highways has a budget underspend of £6m confirmed. This will pay for Rapid Response team for emergency repairs. It is yet to be confirmed whether this will be an in-house team or external contractor.
- 2) LGR – decision is expected in mid-July. Reorganisation will be needed post decision. Plans are taking place now
- 3) B3181 impacts in regards to planning applications are being reiterated and response is awaited.
- 4) Changes to cabinet to be communicated in due course

26.05.06 District Councillors' Reports

The Lower Culm Ward Councillors provide a written report ahead of time (appended) and Cllr Connors was in attendance. The following was also raised:

- 1) It was additionally advised that a motion was raised at the last full council meeting to raise awareness of under reporting of ASB. It is encouraged that parishioners report anything to police, as this will increase police presence.
- 2) Positive feedback was provided in regards to the recycling levels contained in the written report.

Councillors Bradshaw and Clist did not provide a written report ahead of time and Councillor Clist was in attendance.

Uffculme Parish Council
Minutes of meeting held
Monday 11th May 2026 at Magelake

26.05.07 Parish Council Vacancies

The Clerk advised that there are currently 2 live vacancies and encouraged all to spread the word. It is hoped that the Annual Parish Meeting will assist with this.

26.05.08 Terms of Reference – Planning Committee

The draft Terms of Reference were presented for the Planning Committee and Burial Board (appended). Adoption Proposed by Councillor Blackman, Seconded by Councillor Strawbridge, all in agreement.

26.05.09 Appointment of Members to Existing Committees

The membership of the Planning Committee was discussed. Membership to remain the same, with the addition of Councillor Strawbridge Proposed by Councillor Edwards, Seconded by Councillor Bodger, all in agreement. The membership of the Burial Board was discussed. Membership to remain the same Proposed by Councillor Bodger, Seconded by Councillor Hallchurch, all in agreement.

Chair for Planning Committee being Councillor Hallchurch Proposed by Councillor Kingdom, Seconded by Councillor Blackman, all in agreement. Chair for Burial Board being Councillor Blackman Proposed by Councillor Hallchurch, Seconded by Councillor Edwards, all in agreement.

26.05.10 Review and Adoption of Standing Orders

Item to be deferred to the June meeting Proposed by Councillor Strawbridge, Seconded by Councillor Blackman, all in agreement.

26.05.11 Review and Adoption of Financial Regulations

Item to be deferred to the June meeting Proposed by Councillor Strawbridge, Seconded by Councillor Blackman, all in agreement.

26.05.12 “Working Group” Allocation for 2026

Membership was discussed and membership allocated, as per the final document (appended). Proposed by Councillor Blackman, Seconded by Councillor Bodger, all in agreement.

26.05.13 Asset Register Review

The review of the asset register is to be split across the next quarter.

26.05.14 Council and Clerk Subscriptions

Subscriptions were confirmed as follows:

- 1) DALC
- 2) SLCC
- 3) ICO

26.05.15 Complaints Policy Review

Two policies were discussed as part of this section for adoption (appended). Complaints Policy (C) and Unreasonable and Unreasonably Persistent Complaints and Requests (Vexatious Complaints) Policy (V).

(C) adoption Proposed by Councillor Strawbridge, Seconded by Councillor Kingdom, all in agreement.

(V) adoption Proposed by Councillor Hallchurch, Seconded by Councillor Bodger, all in agreement.

Uffculme Parish Council
Minutes of meeting held
Monday 11th May 2026 at Magelake

26.05.16 Freedom of Information Policy

Policy was reviewed (appended). Adoption Proposed by Councillor Bodger, Seconded by Councillor Kingdom, all in agreement.

26.05.17 Data Protection Policy

Policy was reviewed (appended). Adoption Proposed by Councillor Hallchurch, Seconded by Councillor Blackman, all in agreement.

26.05.18 Press and Media Policy

Policy was reviewed (appended). No changes to be made Proposed by Councillor Kingdom, Seconded by Councillor Edwards, all in agreement.

26.05.19 Employment Policy

Item to be deferred to a future meeting.

26.05.20 Meeting Schedule 2026-2027

Schedule reviewed (appended). Calendar of meetings Proposed by Councillor Hallchurch, Seconded by Councillor Strawbridge, all in agreement.

26.05.20 Finance

26.05.20.01 To approve April Financial Statement

The April financial statement (appended) was approved as official council minutes.

26.05.20.02 Council Insurance Renewal

This item was deferred, as the renewal documents are yet to be received.

26.05.20.03 To approve 2025-2026 accounts (including s.137 expenditure)

The accounts were presented (appended). Acceptance of accounts Proposed by Councillor Edwards, Seconded by Councillor Blackman, all in agreement.

26.05.20.04 Appointment of Internal Auditor

The Clerk advised that the existing appointment, Paul Russell, was the preferred provider in respect of existing working relationship. Continue with existing Proposed by Councillor Bodger, Seconded by Councillor Blackman, all in agreement.

26.05.21 Business Arising

26.05.21.01 Hillhead/Broadpath

No updates were provided.

26.05.21.02 Mole Valley Feed Mill

No updates were provided.

26.05.21.03 Uffculme Men's Club

No updates were provided.

Uffculme Parish Council
Minutes of meeting held
Monday 11th May 2026 at Magelake

26.05.21.04 Uffculme Bowling Club

No updates were provided.

26.05.21.05 Green Team

No updates were provided.

26.05.21.06 Allotments

No updates were provided. The Clerk advised that an invoice is still awaited for the subsidy for parishioners.

26.05.21.07 Parish Maintenance Update

No updates were provided. Second diary to be purchased for Number 11, with the second to remain in Square Corner.

26.05.21.08 Traffic and Speeding Issues/Community Speed Watch

Councillor Edwards advised that Nicky Clarke is to continue to run the existing Speed Watch Scheme. An online course is to be completed by all volunteers to progress to the next stage. This is currently in progress.

26.05.21.09 Schools Update

No updates were provided.

26.05.21.10 Uffculme Village Hall

No updates were provided.

26.05.21.11 Magelake Committee / Repairs

No updates were provided. It was requested that the Clerk obtains an updated meter reading for the water from Martin, to ensure that there are no unexpected leaks to account for.

26.05.21.12 Youth Working Group

No updates were provided.

26.05.21.13 Community Crisis (previously Ukrainian Crisis)

It was advised that the issues surrounding the Post Office were raised with Rachel Gilmore (MP) at the in-person drop in session that was held at Magelake. A response is awaited and no further updates were provided.

26.05.21.14 Play Areas

The Clerk advised that the new park is almost complete, and that the old unit was repurposed by residents and businesses within the parish. Consultation of Pathfields still expected to take place.

26.05.21.15 Community Road Warden Scheme

26 tubs, equivalent to 0.6 tonnes, has been used so far. The next tranche of works is due to take place tomorrow (12/05)

26.05.21.16 Planning Application – 26/00359/FULL

The response for the application has been uploaded on the MDDC portal, as per decision at the last meeting. No further updates are available.

26.05.22 Police Report

No updates were provided.

Uffculme Parish Council
Minutes of meeting held
Monday 11th May 2026 at Magelake

26.05.23 Clerk's Report

The Clerk's report was delivered verbally, covering the below points:

- Community Storage Container
 - Green Team tasked with investigating what will be required in regards to planning and cost. No update has been received in regards to this.
- Footpath Lighting
 - The NHO has agreed that although this is not something that can be funded by DCC, they can approve schemes funded elsewhere. Clerk to investigate further. – There were no updates in respect of this item.
- Bowling Club Lease Renewal
 - The finalised lease is with the solicitors. It is hoped that this will be returned for signing in the near future.
- Annual Parish Meeting
 - To take place on 20th May at 7pm. Set up from 6pm. Both cake and savoury food to be provided, with savoury food catered for 20 people, around £5/head – all in agreement.
- Playpark Equipment – Highland Terrace
 - Update was covered in an earlier item. Ribbon cutting to officially open the playpark to be carried out by Councillor Phil Cornish, after a satisfactory post-installation inspection has taken place.

There was no update provided from Devon County Council in respect of the Highways tracker.

Meeting Close: 20:48

The next meeting of the Council will be held on Monday 1st June 2026, subject to confirmation by the Clerk.

MDDC Report for May 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.

A Message from Your Parish Councillor

As your Parish Councillor, I want to keep you informed about key decisions being made at Mid Devon District Council that affect our communities, services and environment. Below is a summary of recent Cabinet and Council decisions, along with information on funding, events and opportunities that may be of interest to you.

Mid Devon District Council – 1 – 30 April 2026 Update

Cabinet decisions – April 2026

Mid Devon District Council Cabinet met in April and agreed a number of decisions affecting communities across the district.

Customer Care Policy

A new Customer Care Policy was approved, setting clearer standards for how residents are supported and how enquiries are handled.

Leisure pilot for unpaid carers

Cabinet approved a new leisure pilot to support unpaid carers, including:

- Free access for carers under 18
- Discounts for adult carers
- Reduced casual session costs
- Removal of peak-time restrictions

Key policy changes

- Adoption of an updated **Anti-Social Behaviour Policy**
- Approval of a new **Community Asset Transfer Policy**, making it easier for community groups to take on suitable Council buildings or land
 - *The Community Asset Transfer scheme closes on **30 June 2026***

Environment and sustainability Environmental action featured strongly, with approval of:


- The **Climate Action Plan 2026–2028**
- The **Local Nature Recovery Strategy**
- A new **Strategic Sustainability Grant Scheme** to support local projects

Other decisions

- Progress on planning guidance for **Anaerobic Digesters**

- Approval of a contract for a new **temporary accommodation project**

Further details, including reports and minutes, are available at:

 <https://www.middevon.gov.uk/your-council/councillors-democracy/decisions/>

Crisis & Resilience Fund – from April 2026

Devon will receive **£1.3 million in additional support** as global conflict continues to drive up heating oil costs.

What it is

A new government-funded **Crisis & Resilience Fund (CRF)** run by Mid Devon District Council, replacing the Household Support Fund and Discretionary Housing Payments.

Who it is for

Low-income households facing a sudden financial shock.

What it offers

Rapid, flexible support alongside access to advice on income, debt, housing and wellbeing, delivered through a “no wrong door” approach with partner organisations.

What it is not

- Not a universal payment
- Not a replacement for benefits
- Not long-term income support
- Not for emergencies

Focus

Reducing repeat crises and improving financial resilience, including budgeting and longer-term stability.

Next steps

Full application details will be published once final approvals are in place.

 *For support, contact Mid Devon District Council Customer Services.*

Full Council Meeting – 22 April 2026

Two motions affecting residents across Mid Devon were debated:

Motion 609 – Recognising the Rights of Rivers


(Proposed by Cllr Natasha Bradshaw)

Council debated a significant environmental motion seeking to:

- Recognise the ecological, social and cultural importance of Mid Devon’s rivers, including the **Exe, Culm, Creedy, Lowman, Yeo**, and the upper reaches of the **Dart and Taw**

- Build on previous Council commitments to river and marine protection
- Align Mid Devon with **Devon County Council's December 2025 decision** recognising the rights of rivers

The motion acknowledged ongoing pressures from pollution, abstraction and climate change.

 **Outcome:** Council agreed to support the principles of the motion, with further work to follow through the scrutiny process.

Motion 610 – Anti-Social Behaviour

This motion addressed concerns regarding anti-social behaviour and the under-reporting of crime across Mid Devon.

Key discussion points included:

- Local crime statistics
- Residents choosing not to report incidents due to perceptions of police inaction
- The resulting impact on recorded crime data and police resource allocation

Members highlighted the importance of **encouraging residents to report incidents** through appropriate channels so that policing decisions reflect real community experience and need.

Headline figures referenced in the motion:

- **Cullompton:** 62 crimes per 1,000 residents
- **Tiverton (2025):** 68 crimes per 1,000 residents (11% above the Devon average)
- **Crediton (2025):** 62 crimes per 1,000 residents

Waste and Recycling Performance

Mid Devon continues to perform exceptionally well nationally:

- Ranked **10th out of 197** local authorities for waste and recycling
- **57.9% recycling rate** in 2024/25, placing the district within the top 5% in England
- Among the **top 3% nationally** for lowest residual household waste
 - Just **296.8kg of non-recyclable waste per household**

This reflects strong resident participation in the three-weekly collection scheme and ongoing waste-reduction initiatives.

Landlord Networking Event – 13 May 2026

An event for landlords and others involved in the private rented sector in Mid Devon.

 **Venue:** Upton Barn & Walled Garden, Cullompton EX15 1RA

 **Date:** Wednesday 13 May 2026

 **Time:** 5:00pm – 8:30pm

👉 Full details:

<https://www.middevon.gov.uk/mid-devon-landlord-networking-event-2026-speakers-announced-get-your-tickets-now/>

Let's Talk Mid Devon – Resident Survey Results

The survey ran from **27 October to 8 December 2025** and received **525 responses**.

Key findings:

- Overall satisfaction with how the Council runs things: **51%** (stable year on year)
- Satisfaction with the local area as a place to live: **74%**
- Satisfaction with key services:
 - Waste collection: **76%**
 - Parks and green spaces: **56%**
 - Street cleaning: **42%**

The results are being used to inform Council priorities, budget setting and service improvements.

Grants – Creative Communities Grant Scheme (Round 1)

Round 1 of the **Creative Communities Grant Scheme 2026/27** is now open.

- **Who can apply:** Community groups, businesses and organisations
- **Funding available:**
 - Up to **£5,000** for partnership projects
 - Up to **£1,000** for individual applicants
- **Eligible projects include:**
Festivals and events, arts and cultural activities, heritage projects, trails, and small public-realm improvements such as seating, signage or pocket parks

Projects must be **new**, not already underway, and completed by **31 March 2027**.

 Applications open: **6 March – 24 April 2026**

 Funding decisions expected: **late May 2026**

Update written by Cllr Gwen DuChesne

Cathy Connor

Lower Culm

03/05/2026

UFFCULME PARISH COUNCIL

TERMS OF REFERENCE FOR PARISH COUNCIL COMMITTEES, SUBCOMMITTEES AND ADVISORY COMMITTEES

1. Background

- 1.1. These Terms of Reference apply to any Committee, Subcommittee and Advisory Committee (Working Group) of Uffculme Parish Council (the Parish Council) in the course of its work within the civil parish of Broadclyst.

2. Committee Structure and Members Term of Office

- 2.1. In its 2023-27 Term, Uffculme Parish Council has the following Committees:
 - 2.1.1. Planning
 - 2.1.2. Burial Board
- 2.2. The Council reserves the right to amend its Committees, Subcommittees, Advisory Committees and their Membership at any time.
- 2.3. Uffculme Parish Council has the following Advisory Committee:
 - 2.3.1. Broadpath/Hillhead Liaison
 - 2.3.2. Mole Valley – Uffculme Feed Mill Liaison
 - 2.3.3. Open Spaces & Footpaths
 - 2.3.4. Parish Emergency Planning
 - 2.3.5. Uffculme Village Hall
 - 2.3.6. Road Warden Scheme
 - 2.3.7. Uffculme Bowling Club
 - 2.3.8. Ashill Village Hall
 - 2.3.9. Men's Club
 - 2.3.10. Allotment Association
 - 2.3.11. Magelake
 - 2.3.12. Green Team
 - 2.3.13. United Charities
 - 2.3.14. Maintenance
 - 2.3.15. Traffic
 - 2.3.16. Schools
 - 2.3.17. Uffculme and Ayshford Trusts
 - 2.3.18. Police Liaison
 - 2.3.19. Youth
- 2.4. The Term of Office for Committee Members shall be 4 years, reviewed Annually in May.

3. Responsibilities

- 3.1. A Committee, Subcommittee and Advisory Committee is established for a specific part of the Parish Council's responsibilities and will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:
- 3.2. Work with Officers from Uffculme Parish Council and Mid Devon District Council and other Councils/Agencies (where appropriate) to ensure that all works and projects conform to National and Local policies, plans and procedures;
- 3.3. Ensure involvement is open to all members of the community and other relevant bodies;
- 3.4. Pass all relevant information to Parish Council Officers for publication on the Parish Council's website.
- 3.5. Committees shall not incur expenditure without prior authority from the Parish Council, outside delegated spends. Amounts under £500 can be authorised by the Clerk following a mandate produced at a formal committee meeting, by request from the Chair.

4. Membership

- 4.1. Committees will consist of Members of the Parish Council. A Chairman will be elected annually at the Annual Meeting of the Parish Council, which is held in May of each year.
- 4.2. All elected members of Committees are to be approved by the Parish Council at its Annual Meeting in May.
- 4.3. A Committee may invite other individuals to join the Committee (with the exception of Planning and Burial Board), Subcommittees, Advisory Committees or teams to undertake various tasks or projects forming part of its work. A Committee may also set up a Subcommittee or Advisory Committee for a specific purpose – such Subcommittees and Advisory Committees will be bound by the Terms of Reference adopted by the Parish Council for Committees, Subcommittees and Advisory Committees.
- 4.4. Parish Councillors must observe the Code of Conduct adopted by the Parish Council when they are acting as members of all Committees, Subcommittees and Advisory Committees.
- 4.5. All Members of Committees, Subcommittees and Advisory Committees must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.
- 4.6. In accordance with Standing Orders, the Chair of the Parish Council shall serve as an ex-officio member of all Committees and Working Groups.

5. Meetings

- 5.1. Committee meeting dates will be set annually by the Clerk and approved by the Parish Council.
- 5.2. The quorum for a meeting is 3.
- 5.3. Meetings will be formal and open to members of the public.
- 5.4. Committees, Subcommittees and Advisory Committees may invite individuals or organisations to attend meetings to give advice on any relevant topic.
- 5.5. The Parish Clerk will attend Committee meetings, and may attend Subcommittee and Advisory Committee meetings as an advisory Officer.
- 5.6. Minutes of Committee meetings will be submitted to the Parish Council for ratification, consideration of recommendations, and to be published on the Parish Council's website.

6. Delegated Powers

- 6.1. The Parish Council has resolved to give the following delegated powers to its committees:
 - 6.1.1. **Planning**
 - 6.1.1.1. In respect of decisions on the Parish Council's response as a statutory Consultee for planning applications relevant to the Parish (or neighbouring parish where an interest exists for Uffculme Parish Council) submitted to Mid Devon District Council or other Local Planning Authority as appropriate
 - 6.1.2. **Burial Board**
 - 6.1.2.1. In respect of burials within the cemetery, to execute all burial matters & decisions in accordance with policies contained within the Cemetery Terms.

7. Declaration of Interest

- 7.1. The Council will keep a record of Declarations of Interest which will also be made a public record via Mid Devon District Council.

8. Review of Terms of Reference

- 8.1. The Parish Council will be responsible for agreeing the Terms of Reference and any relevant amendments to them.

Signature of Chair

Version control

Date of Adoption: May 2026

Review due: May 2027

UFFCULME PARISH COUNCIL - Committees and Working Groups/Contacts

<u>Planning Committee</u>			
Polly Hallchurch	Ruth Kingdom	Pat Blackman	Geoff Strawbridge
Terry Edwards	Susanne Horne	Phil Cornish	
<u>Broadpath/Hillhead Liaison</u>		<u>Mole Valley – Uffculme Feed Mill Liaison</u>	
Terry Edwards		Ruth Kingdom	
Malcolm Bodger	Katharine Poynton	Terry Edwards	
Peter Cornish			
<u>Open Spaces & Footpaths</u>		<u>Parish Emergency Planning</u>	
Ruth Kingdom		Malcolm Bodger	
Phil Cornish	Katharine Poynton	Pat Blackman	
Susanne Horne	Peter Cornish		
<u>Uffculme Village Hall</u>		<u>Road Warden Scheme</u>	
Phil Cornish		Terry Edwards	
Malcolm Bodger		Susanne Horne	
<u>Uffculme Bowling Club</u>		<u>Ashill Village Hall</u>	
Peter Cornish		Pat Blackman	
		Terry Edwards	
<u>Men's Club</u>		<u>Allotment Association</u>	
Geoff Strawbridge		Malcolm Bodger	
<u>Magelake</u>		<u>Green Team</u>	
Phil Cornish		Polly Hallchurch	
Malcolm Bodger	Ruth Kingdom	Katharine Poynton	
Peter Cornish	Susanne Horne		
<u>United Charities</u>		<u>Maintenance</u>	
Malcolm Bodger		Katharine Poynton	
Susanne Horne	Ruth Kingdom	Polly Hallchurch	
	Peter Cornish		
<u>Traffic</u>		<u>Schools</u>	
Phil Cornish		Polly Hallchurch	
Terry Edwards	Pat Blackman		
	Susanne Horne		
<u>Uffculme and Ayshford Trusts</u>		<u>Burial</u>	
Malcolm Bodger		Pat Blackman	
Susanne Horne		Polly Hallchurch	Susanne Horne
<u>Police Liaison</u>		<u>Youth</u>	
Geoff Strawbridge		Susanne Horne	
		Malcolm Bodger	Andrew Logue
		Phil Cornish	

UFFCULME PARISH COUNCIL

POLICY FOR HANDLING COMPLAINTS REGARDING PROCEDURES OR ADMINISTRATION OF THE COUNCIL

1. Introduction

- 1.1. This Policy provides Uffculme Parish Council ('the Council') with a mechanism for addressing concerns raised by members of the public promptly, fairly and effectively in order for it to carry out its function of serving its community. The Council is also accountable for the proper use of public funds and must ensure that money is spent wisely and demonstrates value to the public. Examples of a complaint include:
- Failure to follow process
 - Failure to follow the Council's own policy
 - Significant or repeated failure to provide a service
 - Failure to do what you said you would do
 - Failure to respond
- 1.2. This Policy should be read in conjunction with the Council's Unreasonable and Unreasonably Persistent Complaints and Requests Policy.
- 1.3. A complaint is an expression or dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of service provided by the Council or a person or a body acting on behalf of the Council.
- 1.4. Complaints about Parish Councils cannot be referred to the Local Government & Social Care Ombudsman unless it is acting on behalf of another council.

2. Complaints outside the remit of this procedure

- 2.1. The following procedure will be adopted for dealing with complaints about the Council's administration or procedures.
- 2.2. It will not be possible for the Council to deal with all complaints from members of the public under this procedure because there are other processes more suitable for dealing with them, or because they are outside the Council's control.
- 2.3. If there is doubt about whether the complaint should be accepted, the complainant should be advised to submit the complaint to the Council for consideration. If the Council receives a complaint and decides not to accept it, the complainant will be told why and, where possible, an alternative route suggested.
- 2.4. Where such complaints are outside the remit of this procedure the following procedures/bodies should be engaged with to report/resolve the complaint:

Type of conduct	Body
Criminal activity	The Police
Councillor/Member conduct	The Council has adopted the NALC Model Code of Conduct which can be viewed on its website. A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to: Monitoring Officer, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP.
Employee conduct	The Council has an internal disciplinary procedure to deal with complaints against its employees. Complaints concerning a member of staff should be made in writing to the Clerk. If the complaint concerns the Clerk, the complaint should be made in writing to the Chair of the Council.

3. Complaints about Council decisions

- 3.1. Complaints about a policy or decision made by the Council will be referred back to the Council or relevant committee as appropriate for consideration and not considered under this Policy.
- 3.2. For example, if the complainant takes issue with comment made by the Council on a planning application, this will be referred back to the Council's Planning Committee and will not be considered under the Policy. This is because the Council, in its role of parish council, is a statutory consultee; it has no powers to approve or reject planning applications and can only comment on applications. Submitting comments cannot therefore be challenged under this Policy
- 3.3. For complaints about the Freedom of Information Act 2000 please see the Council's Freedom of Information Act Policy, which can be found on the council's website:
www.uffculmeparishcouncil.gov.uk/policies

4. Guiding principles

- 4.1. The Council receives queries, problems and comments as part of its day-to-day running and it is not appropriate for every comment to be treated as a formal complaint.
- 4.2. All complaints will be deemed to be informal complaints unless a written complaint states that it is a formal complaint.
- 4.3. In the event that you are dissatisfied with the Council's procedures or administration, the Council will seek to:
 - Resolve the matter at the earliest opportunity;
 - Investigate the matter fairly; and
 - Ensure the process is unbiased
- 4.4. It is the intention of this procedure that complaints are resolved as quickly and at as early a stage as possible. To achieve this, the Council asks that you submit your complaint within 12 months of the date of the incident. The Council will not accept a complaint outside of this timescale except where exceptional reasons for the delay can be demonstrated.
- 4.5. The Council expects that you respect the complaints process. In doing so you are required to ensure that details of your complaint remain confidential. Failure to do this could be considered an attempt to influence the outcome of your complaint and may result in the withdrawal of this procedure.
- 4.6. You will not be disadvantaged as a result of making a complaint. However, if it is later discovered that a complaint was frivolous, malicious or vexatious, the Council may consider referring you to its Unreasonable and Unreasonably Persistent Complaints and Requests Policy.
- 4.7. The Council has a responsibility to protect its Council members and staff against unacceptable behaviour and provide a working environment that is safe, respectful and tolerant. Consequently, it is expected that complainants and members of the public should act reasonably and fairly towards each other and treat the process with respect. Behaviour that is unreasonable, aggressive or abusive, verbal or written, will not be tolerated and may result in your access to the procedure or to Council members/staff connected with your complaint being limited or withdrawn. The Council may also place restrictions on your communication in line with its Unreasonable and Unreasonably Persistent Complaints and Requests Policy. If this decision is taken the Council will provide this in writing, including the reason(s) why this decision has been taken.

5. Communication, Support and Advocacy

- 5.1. The Council has a positive approach to complaints and will offer reasonable assistance to those who have difficulty accessing or using this Policy and provide alternative means of making a complaint when required. If the complainant has additional needs, an advocate might be helpful to both parties. Consideration should be given to offering the complainant reasonable assistance to find an independent one.

- 5.2. Where a third-party individual has been nominated to make or handle a complaint as the complainant's representative, the Council may first enquire about the requester's identity before communicating with the third-party individual to ensure that appropriate authority is in place and documented.
- 5.3. In some cases, for example children or vulnerable people, if it seems that the individual may be unable to give their consent, the Council will make a judgment as to whether it is appropriate to accept the complaint from an unconfirmed representative, write to the unconfirmed representative and keep notes of the decision making process.
- 5.4. The Council will correspond with the representative only unless the authority is withdrawn. Where there are unreasonable or unreasonably persistent changes in the correspondence contact, the Council may invoke its Unreasonable and Unreasonably Persistent Complaints and Requests Policy.

6. Anonymous complaints

- 6.1. A complaint will not be dismissed if it is submitted anonymously. A judgment will be made on a case-by-case basis whether to look into the substance of a complaint made anonymously.

7. Informal complaint

- 7.1. An informal complaint may be made by telephone, email, in person or in writing to the Clerk.
- 7.2. If you prefer not to put the complaint to the Clerk (because the matter relates to the Clerk, for example), the complaint should be sealed and addressed to The Chairman marked "Private and Confidential".
- 7.3. If a complaint is made to a Council member, it is their duty to notify the Clerk (or the Chairman) as soon as possible to avoid delay in dealing with the complaint.
- 7.4. The Clerk (or the Chairman) will communicate directly with you and will attempt to resolve the matter by considering the complaint and acting upon it.
- 7.5. If the Clerk (or the Chairman) cannot satisfy the complaint in an informal way, you will be invited to escalate the matter to a formal complaint.

8. Formal complaint

- 8.1. If you are unhappy with the Council's procedures or administration, you are encouraged to first talk with the Clerk.
- 8.2. If the Council has been unable to resolve the complaint informally, you should put your complaint in writing within 12 months of the Council response. The Council will not accept a complaint outside of this timescale except where exceptional reasons for the delay can be demonstrated.
- 8.3. You should address your formal complaint to the Clerk, stating:
 - Your name, address and telephone number;
 - Details of the complaint about the Council's procedures or administration;
 - How the issue has affected the complainant;
 - Copies of any relevant documents or other evidence;
 - Details of any third parties and their involvement;
 - What action you believe will resolve the complaint;
 - The outcome of any informal complaint raised with the Council and why you remain dissatisfied.
- 8.4. If you do not want to put the complaint to the Clerk (because the matter relates to the Clerk, for example), the complaint should be sealed and addressed to The Chairman of the Council marked "Private and Confidential".
- 8.5. You should not send your complaint to individual Council members.
- 8.6. The Clerk (or the Chairman of the Council) shall acknowledge the receipt of the complaint within 5 working days.

- 8.7. On receipt of a complaint to the Clerk, in consultation with the Chairman of the Council, will ascertain whether the complaint falls under the scope of this Policy. They will provide a response to the complainant to:
- Advise when the matter will be considered by the Complaints Committee (see below); or
 - Explain that the complaint falls outside the scope of this Policy and provide reasonable assistance, where applicable, to explain the correct procedure/body to handle the complaint; and
 - Provide a copy of this Policy

9. Complaints Committee Meeting Process

- 9.1. A Complaints Committee will be appointed from the membership of the Council. There will be a minimum membership of three Council members. No members will be appointed who have already been involved in the matter which is the subject of the complaint.
- 9.2. The Clerk or their substitute will advise the Complainant when the matter will be considered by the Complaints Committee established for the purposes of hearing complaints, giving at least 10 working days' notice of the Committee meeting. The Complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the committee agenda.
- 9.3. The Complainant will be invited to attend a meeting of the Complaints Committee and bring with them one other person for support if they wish. The supporter is there to provide moral support, to support the complainant in preparation for the meeting and to support the complainant when asking and answering questions during the meeting. The supporter may not address the meeting unless the individual has given their consent for the representative to speak on their behalf. This consent must be provided in writing before the Complaints Committee meeting.
- 9.4. Whilst it is a matter for the complainant to decide who is best placed to assist them with the meeting, the nature of the process is such that attendance by legal representatives is neither necessary nor encouraged.
- 9.5. If the Complaints Committee deem it necessary, it may require particulars of the complaint to be submitted in advance of the meeting by the complainant or the Council.
- 9.6. No less than 5 clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting with no less than 5 clear working days.
- 9.7. If the complainant is unable to attend the Complaints Committee meeting at short notice, or comply with the timescales given, this will not invalidate the proceedings, and the meeting may be held in their absence unless there is a valid reason for a postponement (for example illness covered by a medical certificate). The Council will have the discretion not to convene the meeting.
- 9.8. The following will be present at the meeting:
- The Members of the Complaints Committee
 - The Clerk or a suitably appointed substitute
 - The Complainant, who may be accompanied by one other person for support as set out above
- 9.9. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. The decision shall be announced at the Complaints Committee meeting in public.
- 9.10. The Chairman of the Complaints Committee should introduce everyone and explain the procedure.
- 9.11. The complainant will outline the basis of the complaint and the Clerk, or their substitute and/or members of the Complaints Committee may ask questions to the complainant.
- 9.12. The Clerk or their substitute will have an opportunity to explain the Council's position and questions may be asked by the complainant and/or Members.

- 9.13. The Clerk or their substitute should be offered the opportunity to summarise the Council's position.
- 9.14. The complainant should then be offered the opportunity to summarise their position.
- 9.15. The Clerk or their substitute, and the Complainant and any person attending in support of the complainant should be asked to leave the room while members of the Complaints Committee decide whether or not the grounds for the complaint have been made. If a point of clarification is required, both parties shall be invited back.
- 9.16. The Clerk or their substitute, and the Complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.
- 9.17. The decision should be confirmed in writing within 7 clear working days after the meeting, together with details of any action to be taken, where relevant. The letter will confirm that the Council's Complaints Policy has been exhausted.
- 9.18. Remedies include:
 - Recognising what the Council did wrong
 - Apologising
 - Improving procedures so similar problems do not happen again
 - Carrying out an assessment
- 9.19. The result of the meeting should be reported at the next Council meeting, ensuring that agreed confidentiality issues are appropriately respected.

10. Right to Appeal

- 10.1. The Complaints Committee's decision is final.
- 10.2. If you have exhausted Uffculme Parish Council's complaints procedure and are not satisfied with the action taken or believe you have been treated unfairly, for matters where the Council is acting on behalf of a principal authority council, you can pursue your complaint through the Local Government Ombudsman, who provide an independent national service to investigate complaints about parish councils.

Signature of Chair

Version control

Date of Adoption: May 2026
Review due: May 2027

UFFCULME PARISH COUNCIL

POLICY FOR HANDLING UNREASONABLE AND UNREASONABLY PERSISTENT COMPLAINTS AND REQUESTS POLICY (VEXATIOUS COMPLAINTS POLICY)

1. Introduction

- 1.1 Uffculme Parish Council ('the Council') is a local authority that makes decisions on behalf of the people in its parish and is the local authority level closest to the community. As such, it is invariably the first place people will go to with concerns or ideas
- 1.2 The Council is committed to providing a high-quality service to the public and values all kinds of feedback. Expressions of dissatisfaction are treated seriously and recognised as a tool for it to identify and action service improvements.
- 1.3 The Council is also accountable for the proper use of public funds and must ensure that money is spent wisely and demonstrates value to the public.
- 1.4 In a minority of cases members of the public pursue their complaints in a way that is unreasonable. They may behave unacceptably, or be unreasonably persistent in their contacts and submission of information. This can impede investigating their complaint (or complaints by others) and can have significant resource issues for the Council. These actions can occur either while their complaint is being investigated, or once the Council has finished the complaint investigation.
- 1.5 This Policy is based on what the Local Government Ombudsman would regard as good practice in relation to unreasonable requests.

2. Aim of this Policy

- 2.1 The 3 core aims of this Policy are to:
 - Deal with complaints in an open, fair and proportionate way.
 - Manage the complainant's behaviour and expectations, as far as possible, while the substance of their complaint is addressed.
 - Empower Council members and staff by helping them understand what is expected of them, what options for action are available and who can authorise these actions.

3. Definitions

- 3.1 For the purposes of this policy, unreasonable and unreasonably persistent complainants are defined as being those who, because of the frequency and/or nature of their contact with the Council, hinder the Council's consideration of their or other people's complaints, unduly impact on the conduct of the Council's public tasks and require a disproportionate level of resource.
- 3.2 It is important to differentiate between "persistent" complaints and "unreasonably persistent" complaints. A persistent individual may submit a repeat complaint on the entirely reasonable basis that they feel that the Council has not dealt with their complaint properly and are not prepared to leave the matter there.
- 3.3 Unreasonable and unreasonably persistent complaints may have justified complaints or grievances but may be pursuing them in inappropriate ways, or they may be intent on pursuing complaints which appear to have no substance or which have already been investigated and determined.

- 3.4 One or more of the following indicators can be characteristic of unreasonable or unreasonably persistent complaints. They may be complaints, requests, concerns or enquiries that:
- Clearly do not, or no longer have, any serious purpose or value;
 - Are obviously vexatious in nature;
 - Have the effect of causing disruption or annoyance;
 - Have the effect of harassing Council members/staff;
 - Can otherwise fairly be characterised as obsessive or unreasonable;
 - Are progressed by the complainant in an unreasonable manner; and/or
 - Take up an unreasonable amount of time and hinder the Council's other work.
- 3.5 Unacceptable behaviour, whether face-to-face, at public meetings and/or remotely can include:
- Abusive, offensive or threatening behaviour.
 - Behaviour which amounts to bullying or harassment.
 - Seeking to coerce, intimidate or threaten staff, Councillors or other people involved, whether by use of language, tone of voice or behaviour including body language. This includes reference to where a Councillor/member of staff lives.
- 3.6 All such behaviour will be documented.
- 3.7 Complainants (and/or anyone acting on their behalf) may be deemed to be making unreasonable complaints and requests where previous or current contact with them shows that they meet one or more of the following criteria:
- Refusing to specify the grounds of a complaint, despite offers of help.
 - Refusing to cooperate with the complaint investigation process.
 - Refusing to accept that certain issues/concerns identified are not within the scope of the Council's remit.
 - Refusing to accept that issues or requests are not within the remit of a procedure despite having been provided with information about the procedure's scope.
 - Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
 - Persistently changing the substance of a complaint or continually raising new issues or seeking to prolong contact by continually raising further concerns or questions upon receipt of a response whilst the complaint is being addressed.
 - Changing the basis of a complaint or request as it proceeds and/or denying statements made at an earlier stage.
 - Submitting repeat complaints with minor additions/variations the complainant insists make these 'new' complaints.
 - Continuing to add new, or making trivial, complaints requests or enquiries.
 - Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various organisations.
 - The complaint is submitted and persistently pursued through different Council departments or individuals at the same time.
 - Regularly focusing on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
 - Introducing trivial or irrelevant new information at a later stage.
 - The complaint relates to an issue based on a historic and irreversible decision or incident.
 - Raising many detailed but unimportant questions, and insisting they are all answered.
 - Persisting in pursuing a complaint where the Council's Complaints or Freedom of Information Act procedure has been fully implemented and exhausted.
 - The complaint remains "active" through the complainant persisting in seeking an outcome which we have explained is unrealistic for legal, policy or other valid reasons.

- Persistently changing the name of the individual with whom the Council should be corresponding with about the complaint.
 - Making unreasonable demands of the Council or its Council staff/members or setting unreasonable timescales for a response.
 - Making unreasonable requests in relation to who should deal with their complaint, enquiry or request, or how it should be dealt with.
 - Making unjustified complaints about Council members/staff who are trying to deal with the issues and seeking to have them replaced.
 - Making excessive demands on the time and resources of Council members/staff.
 - Impersonating any Council member/staff member with the objective of soliciting information for whatever purpose.
 - Sending a high volume of letters, emails and/or phone calls (at times to multiple recipients).
 - Repeatedly cancelling complaints hearing meetings at short notice.
 - Recording meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
 - Denying or changing statements made at an earlier stage.
 - Submitting falsified documents from themselves or others.
 - Repeatedly refusing to accept documented evidence given as being factual or denying receipt of an adequate response in spite of correspondence specifically answering their questions
 - Refusing to accept a final decision; repeatedly arguing points with no new evidence.
- 3.8 These examples cover behaviour which may be considered unreasonable (depending on the circumstances of each case), which may include one or two isolated incidents, as well as unreasonably persistent behaviour, which is usually a build-up of incidents or behaviour over a longer period.
- 3.9 This list is not intended to be exhaustive; other behaviour of comparable seriousness may also be considered unreasonable.

4. Actions

- 4.1 In response to unreasonable complaints, the Council may have to restrict access to its premises or Council members/staff, in accordance with its own policies and procedures protecting their staff from harassment and harm. It may also have to restrict access because of the disproportionate amount of time and resources spent dealing with the complainant/the investigation.

Step one: Identifying the complainant's behaviour as unreasonable and/or unreasonably persistent

- 4.2 Where complaints have been identified by the Clerk as unreasonable and/or or unreasonably persistent in accordance with the criteria set out above a record will be kept, for future reference, of the reasons why.

Step two: Considerations prior to imposing restrictions

- 4.3 When the Clerk has determined that behaviour is unreasonable, the Clerk and Chairman of the Council will decide whether it is necessary to set up a strategy meeting to agree a cross-departmental approach and whether it can manage the complainant's behaviour.
- 4.4 Where the complainant has contacted more than one Council Member/staff, the Clerk and Chairman of the Council will coordinate who will send the response to the complainant for consistency.
- 4.5 It may be possible to manage the complainant's behaviour by providing them with a warning. The Clerk and Chairman of the Council will then consider the following options:
- 4.6 Offering the complainant a telephone meeting with an officer of appropriate seniority to explore scope for a resolution of the complaint and explain why their current behaviour is seen as unreasonable.

- 4.7 Sharing this Policy with the complainant and warning them by email or letter that restrictive actions may need to be applied if their behaviour continues.
- 4.8 If the complainant has additional needs, an advocate might be helpful to both parties. Consideration should be given to offering the complainant reasonable assistance to find an independent one.
- 4.9 The Council will keep a record of any telephone meeting and the outcome. If an early resolution is identified, this will be confirmed in writing to the complainant.

Step three: Imposing restrictions

- 4.10 Any restrictions will be appropriate and proportionate to the nature of the complainant's contacts with the Council at that time. In deciding which restrictions are appropriate, careful consideration will be given to balancing the rights of the complainant with the need to ensure other residents and Council Members/staff do not suffer any disadvantage or undue stress and the resources of the Council are used as effectively as possible.
- 4.11 The following are examples of the types of restriction which may be implemented by the Clerk and Chairman of the Council:
 - Placing limits on the number and duration of contacts with Council members/staff per week or month.
 - Offering a restricted time slot for necessary calls.
 - Requiring the complainant to communicate only with one named Council member/member of staff.
 - Limiting the complainant to one medium of contact (telephone, letter, email etc). If limiting the contact to email only, the Clerk will specify an email address and inform the complainant that the mailbox will be reviewed from time to time.
 - Requiring any personal contacts to take place in the presence of a witness and in a suitable location.
 - Closing the investigation into a complaint.
 - Refusing to register and process further complaints/requests about the same matter(s) and ending all communication on the issue with the complainant.
 - Where a final decision on the complaint/request has been made, a restriction that future correspondence will be read and placed on the file but not acknowledged, unless it contains material new information. The Clerk will specify an email address and the designated contact will read future correspondence from time to time.
 - Banning a complainant from some or all of the Council's premises.
- 4.12 If Clerk and Chairman of the Council decide that a restriction is necessary because of the nature of their behaviour, the Clerk will implement such action and will notify the complainant(s), that:
 - their complaint, enquiry or request is considered as unreasonable and/or unreasonably persistent and the reason(s) why;
 - the restriction imposed;
 - how long the restriction will last for;
 - when the restriction will be reviewed (where applicable).
- 4.13 For completeness, this notification will be copied to all Council members and staff and may be copied to any others already involved.
- 4.14 There is no right to appeal a decision.
- 4.15 There should never be a blanket ban for an unspecified period of time.
- 4.16 Behaviour which threatens Council members/staff safety or welfare may lead to police involvement or legal action. In such cases, where there is a need or justification for protecting Council members/staff, the Council does not need to give the complainant prior warning of this action.

Step four: Reviewing the restrictions

- 4.17 When imposing a restriction on contact, the Council will have a specified review date.
- 4.18 Restrictions will be lifted unless there are good grounds to extend them. These grounds will be considered by the Clerk and Chairman of the Council.
- 4.19 The Clerk will tell the complainant of the outcome of the review. If restrictions are to continue, they will explain the reasons and state when they will next be reviewed.
- 4.20 If the restrictions are lifted, urgent consideration will be given to re-introducing the restrictions if the behaviour which led to the original decision re-commences.
- 4.21 Complainant records will be retained electronically by the Council for a period of no longer than 7 years, at which point they will be deleted.

5. Other policies

- 5.1 Under the Freedom of Information Act 2000 Section 14(1), the Council does not have to comply with vexatious requests. Vexatious requests made under the Freedom of Information Act 2000 are defined in the Council's Freedom of Information Act Policy.

Signature of Chair

Version control

Date of Adoption: May 2026
Review due: May 2027

UFFCULME PARISH COUNCIL

Publication Scheme (FREEDOM OF INFORMATION POLICY)

1. Introduction

- 1.1. Uffculme Parish Council ('the Council') aims to be an open and fair organisation and welcomes enquiries from the public at all times. Any member of the public wishing to apply for information relating to the Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Council's responsibility to make them available.
- 1.2. To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.
- 1.3. There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include, but are not limited to: defence, court records and national security (for the full list visit www.legislation.gov.uk). Under Section 14(1) of the Freedom of Information Act 2000, public authorities (including Councils) are not obliged to comply with vexatious requests. The Council is still obliged to respond within 20 working days and will explain why it is not possible to disclose the information requested.
- 1.4. There are also some financial limitations to a request. If the Council intends to charge a fee for the information, it must send the requestor a fee notice within 20 working days.
- 1.5. The Council bases its costs on 10p per page and £25 per hour to cover location and extraction of information. The Council can estimate the cost of providing information and, if it exceeds the limit of £450, then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Contact details:

Gemma Cole, Parish Clerk
Uffculme Parish Council
1 Deepway,
Tiverton
Devon EX16 4DQ

2. Information available from Uffculme Parish Council under the model publication scheme

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Information to be published	How the information can be obtained	Cost
List of Council members and their responsibilities as well a list of Council Committees	Web	Free
	Hard Copy – contact Parish Clerk	Free
Details of any representation on local public bodies		
Postal and email address contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web	Free
	Hard Copy – contact Parish Clerk	Free
Location of main Council office and accessibility details	Web	Free
	Hard Copy – contact Parish Clerk	Free
Staffing structure	Web	Free
	Hard Copy – contact Parish Clerk	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Information to be published	How the information can be obtained	Cost
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy – contact Responsible Financial Officer	Free
Finalised budget	Web	Free
	Hard Copy – contact Responsible Financial Officer	Free
Precept	Web	Free
	Hard Copy – contact Responsible Financial Officer	Free
Borrowing Approval letter	Hard Copy – contact Responsible Financial Officer	Free
Financial Standing Orders and Regulations	Web	Free
	Hard Copy – contact Parish Clerk	Free
Grants given and received	Web	Free
	Hard Copy – contact Responsible Financial Officer	Free
List of current contracts awarded and value of contract	Hard Copy – contact Parish Clerk	Free
		Free
Members' allowances and expenses	Web	Free
	Hard Copy – contact Responsible Financial Officer	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Information to be published	How the information can be obtained	Cost
Annual governance statement in format included in the Annual Return form	Web Hard Copy – contact Parish Clerk	Free Free
Parish Plan	Not applicable	
Annual Report to Parish Meeting	Web Hard Copy – contact Parish Clerk	Free Free
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as minimum		
Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web Hard Copy – contact Parish Clerk	Free Free
Agendas of meetings (as above)	Web Hard Copy – contact Parish Clerk	Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Web Hard Copy – contact Parish Clerk	Free Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting and exempt from disclosure.	Web Hard Copy – contact Parish Clerk	Free Free
Responses to consultation papers	Web Hard Copy – contact Parish Clerk	Free Free
Responses to planning applications	Hard Copy – contact Parish Clerk (NB also available on District Council website)	Free
Bye-laws	Not applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Web	Free
	Hard Copy – contact Parish Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Information security policy	Hard Copy – contact Parish Clerk	Free
Records management policies (records retention, destruction and archive)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Data protection policies (including data sharing and CCTV usage)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Any legally required publicly available register or list	Hard Copy – contact Parish Clerk	Free
Assets Register, including details of public land and building assets	Web	Free
	Hard Copy - contact Parish Clerk	
Disclosure log indicating the information provided in response to FOIA and EIR requests	Hard Copy – contact Parish Clerk	
Register of members' interests	Inspection only – contact Parish Clerk (NB also available on District Council website)	Free
Register of gifts and hospitality	Inspection only – contact Parish Clerk	Free

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Information to be published	How the information can be obtained	Cost
Allotments	Not applicable	Free Free
Burial grounds and closed churchyards	Web Hard Copy – Contact Parish Clerk	
Community Centres and Village Halls	Web Hard Copy – Contact Parish Clerk	Free Free
Parks, playing fields and recreational facilities	Web Hard Copy – Contact Parish Clerk	Free Free
Seating, litter bins, clocks, memorials and lighting	Web Hard Copy – Contact Parish Clerk	Free Free
Bus shelters	Web Hard Copy – Contact Parish Clerk	Free Free
Public conveniences	Web Hard Copy – Contact Parish Clerk	Free Free
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

3. SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published for information as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour	In accordance with the relevant legislation
Other	None	

Signature of Chair

Version control

Date of Adoption: May 2026
Review due: May 2027

UFFCULME PARISH COUNCIL

INFORMATION & DATA PROTECTION POLICY

Introduction

In order to conduct its business, services and duties, Uffculme Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Uffculme Parish Council will adopt procedures and manage responsibly all data which it handles, and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Uffculme Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will, like the Data Protection Act 1998 before it, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of Uffculme Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used

Uffculme Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- ✉ Email: clerk@uffculmeparishcouncil.gov.uk
- ✉ Phone: 01884 693023
- ✉ Correspondence: The Parish Clerk, Uffculme Parish Council, c/o 1 Deepway, Tiverton, Devon, EX16 4DQ

Diversity Monitoring

Uffculme Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for

the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Uffculme Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e) Processing is with consent of the data subject, or Processing is necessary for compliance with a legal obligation. Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact the Parish Clerk so that we can update it and keep their data accurate.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office icocasework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given in a prominent place. All agendas are available on the Parish Council website. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph, or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessarily undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability.

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Uffculme Parish Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Signature of Chair

Version control

Date of Adoption: May 2026

Review due: May 2027

UFFCULME PARISH COUNCIL – PRESS AND MEDIA COMMUNICATIONS POLICY

Introduction

1. Uffculme Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or, in their absence, the Chairman.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”)
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.
4. The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is further to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council’s approach to the media should be:
 - open and honest
 - proactive
 - responsive and timely
 - in line with the Council’s Equal Opportunities policy

Legal Requirements and Restrictions

5. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council’s publication scheme.
6. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.
7. Failure to follow the Parish Council’s Policy on Press and Media Communications could lead to a breach of the statutory Code of Recommended Practice on Local Authority Publicity and the risk of adverse publicity, which could damage the Council’s reputation and efficiency. It is important that all Members and Officers who might come into contact with the media understand the implications of this Code which this policy explains within a local context.

Handling Media Enquiries

8. The Clerk in consultation with the Chairman will co-ordinate all media enquiries into the Parish Council. Members of the Council who are directly approached by the media may respond in accordance with the guidance contained in this policy.

9. The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase “no comment” should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
10. It is the responsibility of everyone working within the Council to identify newsworthy items; these will include a range of Council activities and decisions and it is the responsibility of the Clerk in conjunction with the Chairman to make the decision as to whether or not a news release should be issued.

Meetings

11. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s Standing Orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
12. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s Standing Orders.
13. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at a meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 14 and 15 below apply.
14. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
15. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
16. The Council shall, as far as is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
17. The Council’s Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee

Publicity during Elections

18. The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (purdah) all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or European elections. During this period Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

Press Releases

19. The use of news releases is a key technique for publicising Council activities, decisions and achievements. There are two types of news release:

- Council News Releases

An official Council release is made on behalf of the Council as a whole; it will be written and issued by the Clerk, having consulted with the Chairman. Official Council releases will follow a corporate style appropriate for the media being targeted. All releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Member's political party or persuade the general public to hold a particular view.

- Councillor News Releases

Councillor news releases are personal and are written and issued by the Councillor responsible. This type of release may or may not be political and should not include the name of any Officer, use the Council logo or the Council telephone number as a point of contact. It would be beneficial for copies of intended releases to be provided to the Clerk or Chairman. Councillors seeking advice can contact the Clerk.

NOTE: Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make it clear that he or she disagreed with a policy and voted against it (if this took place in open session), they should not seek to undermine a decision through the news media.

Other Communications with the Media

20. This policy does not seek to regulate councillors in their private capacity. Officers and Members of the Council who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.
21. The Council's communications with the media seek to represent the corporate position and view of the Council. If the views of the Councillors are different to the Council's corporate position and views, they will make this clear.
22. The Council's Clerk, or in their absence, the Chairman may contact the media if the Council wants to provide information, a statement or other material about the Council.
23. Subject to the obligations on Councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, Councillors are free to communicate their position and views.

24. Any member of staff or member of the Council contacted by a journalist requesting an interview should refer the matter to the Parish Clerk in conjunction with the Chairman. The person put forward for interview will depend on the situation and the information required by the journalist. Officers and Members should never give their opinion on specific Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Council's approved and agreed policies.

Signature of Chair

Version control

Date of Adoption: December 2022
Review due: May 2026

Uffculme Parish Council

Schedule of Proposed Meetings for 2026-2027

May 2026

Monday 18 th May	7:00 pm	Planning Meeting	Magelake
Wednesday 20 th May	7:00 pm	Annual Parish Meeting	Uffculme Village Hall

June 2026

Monday 1 st June	7:00 pm	Council Meeting	Magelake
Monday 8 th June	7:00 pm	Planning Meeting	Magelake

July 2026

Monday 6 th July	7:00 pm	Council Meeting	Ashill
Monday 13 th July	7:00 pm	Planning Meeting	Magelake

August 2026

Monday 10 th August	7:00 pm	Planning Meeting	Magelake
--------------------------------	---------	------------------	----------

September 2026

Monday 7 th September	7:00 pm	Council Meeting	Magelake
Monday 14 th September	7:00 pm	Planning Meeting	Magelake

October 2026

Monday 5 th October	7:00 pm	Council Meeting	Magelake
Monday 12 th October	7:00 pm	Planning Meeting	Magelake

November 2026

Monday 2 nd November	7:00 pm	Council Meeting	Magelake
Monday 9 th November	7:00 pm	Planning Meeting	Magelake

December 2026

Monday 7 th December	7:00 pm	Council Meeting	Magelake
Monday 14 th December	7:00 pm	Planning Meeting	Magelake

January 2027

Monday 11 th January	7:00 pm	Council Meeting inc. Budget	Magelake
Monday 18 th January	7:00 pm	Planning Meeting	Magelake

February 2027

Monday 8 th February	7:00 pm	Planning Meeting	Magelake
---------------------------------	---------	------------------	----------

March 2027

Monday 1 st March	7:00 pm	Council Meeting	Magelake
Monday 8 th March	7:00 pm	Planning Meeting	Magelake

April 2027

Monday 5 th April	7:00 pm	Council Meeting	Magelake
Monday 12 th April	7:00 pm	Planning Meeting	Magelake

May 2027

Monday 10 th May	7:00 pm	Annual Council Meeting	Magelake
Monday 17 th May	7:00 pm	Planning Meeting	Magelake
Wednesday 19 th May	7:00 pm	Annual Parish Meeting	TBC

Parish Councillors must attend the meeting in person

Parishioners wishing to attend any of the above meetings are encouraged to do so – there is always a public session to the start of each meeting, with an opportunity for members of the public to address the Council.

These dates are subject to change and are intended as a guide only.

To check meeting dates please contact the Clerk, Gemma Cole

01884 693 023 or clerk@uffculme-parish-council.gov.uk

Uffculme Parish Council

11 May 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
8	Clerk's Salary	01/04/2026		Treasurers Account	Wages - April	Clerk's Wages	Gemma Cole	E	1,000.00		1,000.00
9	Clerk's Salary	14/04/2026		Treasurers Account	Wages - April (Top	Clerk's Wages	Gemma Cole	E	77.17		77.17
2	Street Cleaning	14/04/2026		Treasurers Account		Street Scene - Bins	Jess Lucas	E	100.00		100.00
4	Street Cleaning	14/04/2026		Treasurers Account		Street Scene - Litter Picking	Belinda Martin	E	366.80		366.80
1	Community Fund (including £2.	14/04/2026		Treasurers Account		Grant - Litter Pick Signs	Snappy Jack	S	77.00	15.40	92.40
3	Maintenance budget (Commerc	14/04/2026		Treasurers Account		Public Toilet Cleaning	Bubbles Exterior Cleaning	E	195.00		195.00
5	Green Team - Fridge Hire	14/04/2026		Treasurers Account		Green Team - Fridge	Pickerings	S	97.02	19.40	116.42
6	Planters in The Square	14/04/2026		Treasurers Account		Planters in the Square	Uffculme Green Team	E	80.00		80.00
7	Planters in The Square	14/04/2026		Treasurers Account		Planters in the Square	Uffculme Green Team	E	80.00		80.00
10	Clerk's Expenses - Telephone, t	24/04/2026		Treasurers Account		Clerk's Phone	Tamar Telecommunication:	S	12.50	2.50	15.00
11	Grass Cutting Contract	24/04/2026		Treasurers Account		Grass Cutting Contract	Jess Lucas	Z	1,712.50		1,712.50
12	Admin Expenses - PPS, Payroll,	28/04/2026		Treasurers Account		Bank Service Charges	Lloyds Bank	Z	4.25		4.25
								Total	3,802.24	37.30	3,839.54

Uffculme Parish Council

11 May 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Interest Receivable - Premier I	09/04/2026		Commercial Instant /		Bank Interest	Lloyds Bank	Z	53.74		53.74
3	Precept	15/04/2026		Commercial Instant /	00028	Precept 50%	Mid Devon District Council	Z	72,612.50		72,612.50
1	Parish Safety	30/04/2026		Treasurers Account	D&C POLICE	Grant - CCTV	Devon and Cornwall Police	Z	8,000.00		8,000.00
Total									80,666.24		80,666.24

Uffculme Parish Council**Transactions for Commercial Instant Access Account**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
2	09/04/2026		Bank Interest	Lloyds Bank	53.74	30/04/2026
128917	14/04/2026		Transfer to Treasurers Account		-3,000.00	30/04/2026
3	15/04/2026	00028	Precept 50%	Mid Devon District	72,612.50	30/04/2026
					69,666.24	

Uffculme Parish Council

Transactions for Treasurers Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
8	01/04/2026	Wages - April	Clerk's Wages	Gemma Cole	-1,000.00	30/04/2026
1	14/04/2026		Grant - Litter Pick Signs	Snappy Jack	-92.40	30/04/2026
2	14/04/2026		Street Scene - Bins	Jess Lucas	-100.00	30/04/2026
3	14/04/2026		Public Toilet Cleaning	Bubbles Exterior C	-195.00	30/04/2026
4	14/04/2026		Street Scene - Litter Picking	Belinda Martin	-366.80	30/04/2026
5	14/04/2026		Green Team - Fridge	Pickerings	-116.42	30/04/2026
6	14/04/2026		Planters in the Square	Uffculme Green Te	-80.00	30/04/2026
7	14/04/2026		Planters in the Square	Uffculme Green Te	-80.00	30/04/2026
9	14/04/2026	Wages - April	Clerk's Wages	Gemma Cole	-77.17	30/04/2026
128917	14/04/2026		Transfer from Commercial Instant Access Account		3,000.00	30/04/2026
10	24/04/2026		Clerk's Phone	Tamar Telecommu	-15.00	30/04/2026
11	24/04/2026		Grass Cutting Contract	Jess Lucas	-1,712.50	30/04/2026
12	28/04/2026		Bank Service Charges	Lloyds Bank	-4.25	30/04/2026
1	30/04/2026	D&C POLICE	Grant - CCTV	Devon and Cornw.	8,000.00	30/04/2026
					7,160.46	

Uffculme Parish Council

Accounts for the year ended

31 March 2026

Uffculme Parish Council

Accounts for the year ended 31 March 2026

Contents

Page	Item
1	Contents
2	Commentary
3	Summary Receipts and Payments Account
4	Detailed Payments Account
5	Bank Reconciliation
6	Schedule of uncleared cheques as at 31 March 2026
7	Balance Sheet
8	Notes to the Accounts
9	Notes to the Accounts

Uffculme Parish Council

Accounts for the year ended 31 March 2026

Commentary

The 2025/2026 Annual Council Accounts follow. In summary the Council has received total income of £115,977 into the bank accounts in the financial year of 2025/2026, the majority by way of precept monies (totalling £103,837), Festive Lighting donation (totalling £3,777) and Cemetery Income (totalling £7,637). The total income shows largely the same level, compared with 2024/2025, mainly due to VAT reclaim being carried over to 2026/2027 and no s106 funding being required during the financial year.

Grant payments made in the year 2025/2026 are also generally the same level, compared with 2024/2025. The Council has been able to support a number of groups throughout the financial year.

The expenses remain steady, compared with 2024/2025 with a shift to spending from Magelake to Administration. This is largely due to the purchase of a replacement laptop during the financial year, and decreased spending requests being received for the maintenance of Magelake. It is the aspiration of the council that Magelake will be in a position once again to become a self-sufficient charity in the short to medium term, with the support of the Council.

The general costs of the Parish Council as a whole continue to remain stable.

The Council continues to be prudent in respect of reserves.

Footnotes

*1 2024-2025 - Refunded overpayment from Burial Software

Community Fund figures consist of the following recipients and values:

Recipient	Amount
Citizen's Advice	£500.00
CWCS	£300.00
Festival of Christmas Trees	£300.00
Forget Me Not Café	£500.00
Green Team (Christmas Hampers)	£500.00
Green Team (Library of Things)	£350.00
Hospiscare	£500.00
Mid Devon Mobility (Ring and Ride)	£400.00
No11 Community Café	£500.00
Uffculme PCC (Baby Scales)	£128.29
Uffculme PCC (Community Picnic)	£430.00
Uffculme PCC (Spotlight)	£1,500.00
Uffculme PCC (Square Corner)	£500.00
Willow Workshops	£390.00
Community Fund/Other Total	£6,798.29

Gemma Cole
Uffculme Parish Clerk
11 May 2026

Uffculme Parish Council
Summary Receipts and Payments Account

	<u>April 2025 - March 2026</u>	<u>April 2024 - March 2025</u>
Income		
Precept	103,837	99,950
Cemetery Income	7,637	4,600
Bank Interest	1,084	1,820
Donation - Christmas Lights	3,777	4,426
Donation - Coldharbour Mill	-	305
Misc *1	-	313
P3 Footpaths Grant	-	4,500
Wayleaves	-	63
DCC = Road Warden Scheme	412	
Total Income	116,747	115,977
Expenses		
Grants	34,723	32,304
Administration	26,583	19,372
Open Spaces	59,028	53,599
Magelake	15,499	27,406
Assets	4,465	3,480
	(140,298)	(136,161)
	(23,551)	(20,183)

**Uffculme Parish Council
Detailed Payments Account**

April 2025 - March 2026

April 2024 - March 2025

Grants

Mens' Club	-	-
History Group	-	40
Coldharbour Mill	5,000	5,000
Ashill Village Hall	4,750	4,840
Community Fridge	1,376	1,381
Poppy Appeal	70	50
Uffculme Village Hall	8,209	3,283
Uffculme Bowling Club	1,020	5,066
Uffculme Show	7,500	
Green Team	-	1,219
Community Fund/Other	6,798	11,425
Total Grants	34,723	32,304

Administration

Clerk's wages	16,709	10,937
Membership	1,096	1,143
Insurance	2,460	2,976
Clerk's Expenses	66	-
Legal and professional fees	1,017	845
Training	468	418
Telephone	172	165
Sundry expenses	1,627	445
HMRC	1,698	589
Website/Software	1,270	1,852
Total Administration	26,583	19,372

Open Spaces

Cemetery Maintenance	52	766
Cemetery Water	177	366
P3 Footpath Maintenance	-	4,566
Road Warden Scheme	144	-
Grass Cutting Contract	20,550	18,540
Grass Cutting Extras	860	2,030
Pond Regeneration/Village Volunteers	45	3,793
Christmas Lights	7,309	7,711
Public Toilet	2,353	3,572
Repairs/Maintenance	4,565	2,818
Community Events	-	-
Play Area Maintenance	15,644	1,715
The Square	160	1,402
Allotments	1,836	1,530
Street Cleaning	5,333	4,791
Total Open Spaces	59,028	53,599

Magelake

Grounds Maintenance	4,053	1,738
Repairs/Maintenance	6,485	9,218
MUGA Maintenance	447	14,447
Water	4,514	2,002
Total Magelake	15,499	27,406

Assets

Pathfields	-	
Highland Terrace	-	1,002
Skate Park	-	
Benches	-	769
Bus Shelter	-	1,134
Flags	-	288
Defibrillator	4,465	-
Signs	-	286
Total Assets	4,465	3,480

Uffculme Parish Council
Bank Reconciliation
For the Year ended 31 March 2026

Balances per bank statement at 31 March 2026

	Lloyds Current - 0025 2179	2,652.72	
	Lloyds Premier Interest - 0712 5946	100,127.86	
		102,780.58	
Less	Unpresented Cheques cf @ 1 April 2026	-	-
		102,780.58	

Balances brought forward as at 1 April 2025

	Lloyds Current - 0025 2179	4,124.51	
	Lloyds Premier Interest - 0712 5946	122,207.04	
	Outstanding cheques	-	
		126,331.55	
Add	Total Receipts	116,746.93	
Less	Total Payments	- 140,297.90	

Balances carried forward as at 31 March 2026 **102,780.58**

Total Cash as per section 2 box 8 of The Annual Return **102,780.58**

Uffculme Parish Council
Bank Reconciliation - Outstanding Cheques
For the Year ended 31 March 2026

Outstanding Cheques as at 31 March 2026

-

-

Uffculme Parish Council
Balance Sheet as at
31 March 2026

	31 March 2026	31 March 2025
Long Term Assets		
Long Term Investments - COIF	1,640	1,640
	<u>1,640</u>	<u>1,640</u>
Current Assets		
Debtors	-	-
Cash at Bank	102,781	126,332
VAT Debtor	32,481	18,858
	<u>145,190</u>	<u>145,190</u>
TOTAL ASSETS	150,362	146,830
Current Liabilities		
Creditors	-	-
	<u>-</u>	<u>-</u>
NET ASSETS	<u><u>150,362</u></u>	<u><u>146,830</u></u>
Represented by		
Earmarked Reserves	106,574	-
General Fund Balance	43,788	146,830
	<u>150,362</u>	<u>146,830</u>

Uffculme Parish Council
Notes to the Accounts
31 March 2026

	£
1 Long Term Investments	
COIF - Charities Official Investment Fund - Accumulation Shares - 45	
War Memorial Recreation Ground - Order 5.10.1966 - B/S Valuation	1,640
* Actual Valuation as at 31.03.2022 - £9,303 (2021: £9,303)	
 2 Fixed Assets	
+ Assets Purchased in year:	4,465
- Assets disposed of in year:	-
	-
 Assest held at 31 March 2019	
Community Assets	614,045
Other Fixed Assets	135,336
	<u>749,381</u>

The basis of valuation for these assets is at cost, or the most appropriate replacement value, or insurance value; with the exception of the Community Land which is valued at nil.

Details and valuations of all assets are contained in the Council's Fixed Asset Register. The Register is due to be reviewed during 2026/2027. NB. The above figures therefore are not current, with exception of assets purchased.

3 Debtors and Prepayments

There were no material prepayments as at 31 March 2026.

4 Contingent Liabilities

The Council is unaware of any contingent liabilities as at 31 March 2026 and has therefore made no provision in these accounts

5 Leases

At 31 March 2026, the following lease is in place:

Uffculme Bowling Club - Bowling Green and premises - Amount payable for lease - £10
Lease renewed 1 January 2026 for a period of 10 years. Due for renewal during 2035

6 Precept

The Council's precept for 2025/26 was £103,836.49.

The Council has submitted its precept for 2026/27 at £145,225.