

Minutes of Rewe Parish Council Meeting Held on Monday 12 January 2026 at 7.30pm

Present: Cllr Andrew Baker (in the chair)
Cllr John Stroud
Cllr Anju Newcombe
Cllr David Roberts
Cllr Mike Dobson

Also Present: Amy Tregellas (Parish Clerk)

There were no members of the public present.

Cllr King was present to provide his District Councillor report and left the meeting after that item of business.

154. Apologies for absence

Apologies were received and accepted from Cllr Levon Stephan.
Devon County Councillor Vanstone sent his apologies.

155. Declarations of Interest

There were no declarations of interest

156. Open Session

There were no members of the public present.

157. Report from District Councillor

East Devon District Councillor Fabian King was in attendance and provided an update to his November report had sent a report which had been circulated to councillors prior to the meeting.

Cllr King updated that the new waste service would be called East Devon Environmental Services.

Cllr King also updated that the latest planning application for the anaerobic digester relating to Bridge Farm had been refused and that the applicants were likely to appeal.

Councillors asked Cllr King whether S106 or CIL could be used on the footpath project. The Clerk confirmed that she would check with officers at East Devon District Council.

Cllr King left the meeting following this item of business.

158. Report from County Councillors

Devon County Councillors Nat Vanstone and Henry Gent were not in attendance but had sent updates.

Cllr Vanstone provided the council with an update regarding a road closure in Stoke Canon relating to broadband installation. Councillors commented that they had not seen any signage relating to the road closure and the Clerk confirmed that no information had been received by the Council. The Clerk confirmed that she would following this up with Cllr Vanstone to get more information.

Councillors didn't have any comments on Cllr Gents report.

159. Minutes from the previous meeting

Chair:.....

Date: 09/02/2026

The Council **RESOLVED** to approve the minutes from the Council meeting on Monday 8 December 2025.

(moved by Cllr Baker)

Updates from the minutes:

Minute 144.2 The Clerk advised that an email had been received from DCC Highways relating to the overgrown grass verges between Latchmoor Cross and the Farm Shop, which stated '*This Road has been checked by a Neighbourhood Highway Officer and Colleague and no visibility splays have been visible, if however you feel this is not the case please open a new enquiry with a What3words location and we can re assess*'. Councillors asked the Clerk to follow this up with DCC Highways.

Minute 144.2 Following the meeting Cllr Dobson checked the streetlights and advised that they were all working.

Cllr Dobson advised that streetlight 10 is not working. The Clerk advised she will report it.

Minute 144.2 The website has been updated to reflect that Cllr Stephan is the Snow and Ice Warden.

Minute 146. The Clerk confirmed that she had sent the Precept information to EDDC on 30/12/25. An article is being drafted to go in the Forum magazine and on the website.

160. Matters arising from the last meeting

1. Rewe Footpath Phase 2 – No update
2. Anaerobic Digester – No update in addition to Cllr King's update
3. Rewe bus stop – No update
4. Sandy Lane Railway crossing – No update.
5. Defibrillator training – Cllr Newcombe confirmed that she is liaising with the local Doctors Surgery to see if defibrillator training can be provided as part of a wellbeing event at the Parish Hall

161. Ongoing Issues

1. Footpath Warden update – Nothing to report at this time.
2. Broadband – nothing to report at this time
3. Local Government Reorganisation – No update.
4. Rewe Parish Hall – Cllr Newcombe confirmed that two events are being planned. A quiz which is due to take place before the end February 2026 (date being firmed up). The Health and wellbeing event would take place after that. Work is still ongoing on obtaining quotations for maintenance works and a maintenance schedule.

162. Maintenance

1. Schedule of maintenance works within Rewe – Grounds Maintenance Contract.
The Clerk also advised that she was still liaising with contractors to obtain quotations for the 2026/27 financial year. Only one quote has been received so far. The Financial Rules require best endeavours to get at least three quotations.
The Clerk advised that she had found two other suppliers that are interested in quoting and want to meet someone on site to go through the details of the contract.
The Clerk confirmed that the quotations would be brought to the February 2026 meeting.
The Council **RESOLVED** that the Grounds Maintenance contract be awarded for a two year period commencing on 1 April 2026.

Chair:.....

Date: 09/02/2026

(moved Cllr Baker; seconded Cllr Dobson)

2. Any other maintenance matters

Bus shelter: Cllr Dobson advised that the bus shelter has black graffiti sprayed in it. Cllr Roberts confirmed that he would organise the painting over of the graffiti.

Manhole cover: Cllr Baker advised that a manhole is collapsing on the A396 near the Green Lane Junction. The Clerk will report this to DCC Highways. Councillors also asked the Clerk to report the collapsing manhole cover (likely due to culvert collapsing) halfway down Green Lane.

Grit Bins: Cllr Roberts advised that the grit bin located on the lane leading down to Columbjohn is empty. The Clerk to find out who is responsible for filling the grit bins (i.e. whether it is DCC Highways or the Parish Council).

163. Accounts and Finances

1. Schedule of payments to the end of January 2026.

The Council **RESOLVED** to approve the schedule of payments for January 2026, which totalled £269.89, and consisted of the following payments:

- Unity Trust current account fee; 01/12/25 to 31/12/25 = £6.00
- Clerk Salary & Expenses January 2026 = £213.29
- HMRC PAYE January 2026 = £50.60

(moved by Cllr Baker; seconded by Cllr Stroud)

2. Schedule of transfers to the end of January 2026. The Council **RESOLVED** to approve the transfer of £269.89 from the savings account to the current account.

(moved by Cllr Baker; seconded by Cllr Stroud)

3. Bank reconciliation as at 31 December 2025

The Clerk confirmed that all Unity Trust bank accounts were fully reconciled to the bank statements and cash book as at the end of December 2025.

The Council **RESOLVED** to approve the bank reconciliation to the end December 2025.

(moved by Cllr Baker; seconded by Cllr Stroud)

4. Budget Monitoring Report as at 31 December 2025.

The Clerk presented the budget monitoring report as at the end December 2025.

The Clerk confirmed that bank interest of £129.38 had been received at the end of December 2025 and that the total expenditure incurred £269.89.

The Council **RESOLVED** to approve the Budget Monitoring Report as at 31 December 2025.

(moved by Cllr Baker; seconded by Cllr Stroud)

164. Internal Control Checklist Quarter 3

Cllr Dobson confirmed that he had reviewed the Internal Control checklist for the period of 1 October to 31 December 2025 following receipt of the relevant paperwork from the Clerk, and had signed off the checklist.

The Council **RESOLVED** to approve the Internal Control checklist for Quarter 3.

(moved Cllr Dobson; seconded Cllr Baker)

165. Risk Assessment Quarter 3 Review

Chair:.....

Date: 09/02/2026

The Clerk advised that she had updated the risk assessment following the discussion at the October meeting with risks relating to the footpath being a safety hazard, being constrained by DCC Highways, the Parish Hall Charity being unable to continue and flooding. Additionally a risk has been added relating to use of own devices for council business. Councillors did not identify any new or emerging risks to add to the Risk Assessment. The Council **RESOLVED** to approve the risk assessment for quarter 3
(moved Cllr Baker; seconded Cllr Roberts)

166. Appointment of Internal Auditor

The Council considered the report relating to the appointment of an Internal Auditor. The Clerk advised that eight internal auditors had been found on the Internal Audit Forum website and contacted for quotations. Four quotations had been received, two had confirmed that they couldn't take on any new clients and two had not responded. This met with the requirements of the Council's Financial Regulations.

The Council **RESOLVED**:

1. To appoint Judith Lawson trading as Per Pro Services (supplier 5) to carry out the Council's Internal Audit for the 2025/26 financial year.
2. That the Parish Clerk and Chair sign the Letter of Engagement

(moved Cllr Baker; seconded Cllr Stroud)

167. IT policies

Councillors considered the two policies drafted by the Clerk relating to Bring Your Own Device Policy and IT Policy.

The Council **RESOLVED** to approve the Bring Your Own Device Policy
(moved Cllr Baker; seconded Cllr Stroud)

The Council **RESOLVED** to approve the IT Policy subject to the following amendments being made:

Including more information relating to passwords (using the wording from the BYOD Policy)
Adding the Vice-Chair to the section on reporting security incidents

(moved Cllr Baker; seconded Cllr Dobson)

168. Storage and Security of Council information

Councillors considered the options presented by the Clerk relating to cloud hosted storage solutions for council information and data. The four options were:

1. Using Microsoft Business Subscription
2. Using Google Drive
3. Quotation from Microshade VSM to migrate data and provide a monthly hosting solution
4. Quotation from SoVision IT to migrate data and provide a monthly hosting solution

Discussion took place around:

The cost of the options put forward which included the one off set up cost as well as a monthly charge.

That the set-up costs seemed excessive given that moving across to Sharepoint is straightforward and should just be a case of copying across folders and files.

Due to the Clerk already having a Microsoft Subscription that access is not needed to all of the Microsoft suite, just document storage

Whether the Clerks subscription could be used and could be made accessible to councillors if she was indisposed

The need to purchase an external hard drive to use as a back up.

The Council **RESOLVED** to:

1. Use the Clerks existing Microsoft subscription, making it accessible to councillors if indisposed.

2. Purchase an external hard drive to act as a back up at a cost of circa £60.

(moved Cllr Stroud; seconded Cllr Newcombe)

169. Forward Plan

The Council considered the forward plan, particularly for February 2026, which would include the usual reports plus the Grounds Maintenance Contract quotations.

The Council **RESOLVED** to note the forward plan.

(moved by Cllr Baker, seconded Cllr Stroud)

170. Community Events

Village quiz (date to be confirmed) but likely to be before the end February 2026.

Health and Wellbeing talk – date to be confirmed

171. Planning matters

No planning applications had come forward from East Devon District Council.

172. Correspondence

The Clerk confirmed that no correspondence had been received

173. Chair's Business

Councillors raised the following item of business:

1. Quotations for cutting back the Jubilee Trees. Cllr Baker confirmed that he was yet to receive quotations from the three contractors that he has been liaising with. He confirmed he would follow this up.

174. Close of the meeting

The meeting was closed at 8.20pm.

The next meeting of Rewe Parish Council takes place on Monday 9 February 2026 at 7.30pm.

Chair:.....

Date: 09/02/2026