

Yarnscombe Parish Council

Information Accessible to the Public



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Document History

Version	Date	Author	Reason for Change
1.0	22/04/2009	Richard Pengilley	First formal release.
1.1	21/05/2009	Richard Pengilley	Correction to section 6.2 Assets Register following Annual Parish Meeting. Page breaks improved.
1.2	11/08/2009	Richard Pengilley	Availability of annual returns added in section 2.1. Correction to section 6.2 Assets Register following Parish Council Meeting 24/06/2009. Change of vice-chair following deferred Annual Parish Council Meeting.
1.3	23/12/2009	Richard Pengilley	Update to include bus shelter and telephone box in section 6.2 Assets Register, and to update list of councillors (section 1).
1.3.1	27/03/2010	Richard Pengilley	List of councillors amended.
1.4	24/11/2010	Richard Pengilley	List of councillors amended and annual updates incorporated.
1.5	20/10/2011	Richard Pengilley	List of councillors amended and annual updates incorporated.
1.6	27/09/2013	Richard Pengilley	List of councillors amended, annual updates incorporated, Risk Management and Code of Conduct documents referenced.
1.7	12/06/2015	Richard Pengilley	List of councillors amended, annual updates incorporated, assets register updated and internal policy documents added. Reformatted in accordance with standard template.
1.8	18/08/2016	Richard Pengilley	List of councillors amended, annual updates incorporated, assets register updated.
1.9	11/11/2016	Richard Pengilley	Assets register updated.
1.10	29/05/2017	Richard Pengilley	Annual updates incorporated, assets register updated.
1.11	24/10/2017	Richard Pengilley	Added 2017/2018 budget.
1.12	28/07/2018	Richard Pengilley	Added 2018/2019 budget and updated assets register.
1.13	25/06/2019	Richard Pengilley	Added 2019/2020 budget and updated assets register and list of councillors following annual review.
1.14	09/09/2020	Richard Pengilley	Added 2020/2021 budget and updated assets register and list of councillors following annual review.
1.15	11/09/2021	Richard Pengilley	Added 2021/2022 budget and updated assets register and list of councillors following annual review.
1.16	01/07/2023	Richard Pengilley	Added 2023/2024 budget and updated assets register and list of councillors following annual review.
1.17	26/08/2024	Richard Pengilley	Added 2024/2025 budget and updated assets register following annual review.

1.18	21/08/2025	Richard Pengilley	Hyperlinked table of contents. Website links updated. Added 2025/2026 budget and updated assets register following annual review.
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1 Introduction

This document specifies information about Yarnscombe Parish Council to which the public has access under the Freedom of Information Act 2000. The information is grouped into seven classes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

This information is also available on the website:

<https://www.yarnscombe.org.uk/gallery/Parish%20Council%20Information.pdf>.

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2 Who we are and what we do

(Organisational information, structures, locations and contacts)

2.1 Who's who on the Council

Councillors: Chris Brice, Denys Cooke, Richard Ellison, Dan Farr, Peter Jeffery, Ian Newberry, Richard Pengilley.

There are no committees within the Council.

2.2 Contact details for Parish Clerk, Council members and other officers

Mrs. Martina Dymond (Clerk)

1 West View, Yarnscombe, Barnstaple, EX31 3LP; tel. 560049

Cllr. Chris Brice

Netherne, Yarnscombe, Barnstaple, EX31 3LY; tel. 858297

Cllr. Denys Cooke

Boode Farm, Yarnscombe, Barnstaple, EX31 3LT; tel. 858270

Cllr. Richard Ellison

Northchurch Farm, Yarnscombe, Barnstaple, EX31 3LW; tel. 07436 268968

Cllr. Dan Farr

Tunnel Farm, Atherington, Umberleigh, EX37 9HR; tel. 560483

Cllr. Peter Jeffery

North Greylake, Yarnscombe, Barnstaple, EX31 3NQ; tel. 560370

Cllr. Ian Newberry

Heather Bank, Yarnscombe, Barnstaple, EX31 3LW; tel. 561374

Cllr. Richard Pengilley

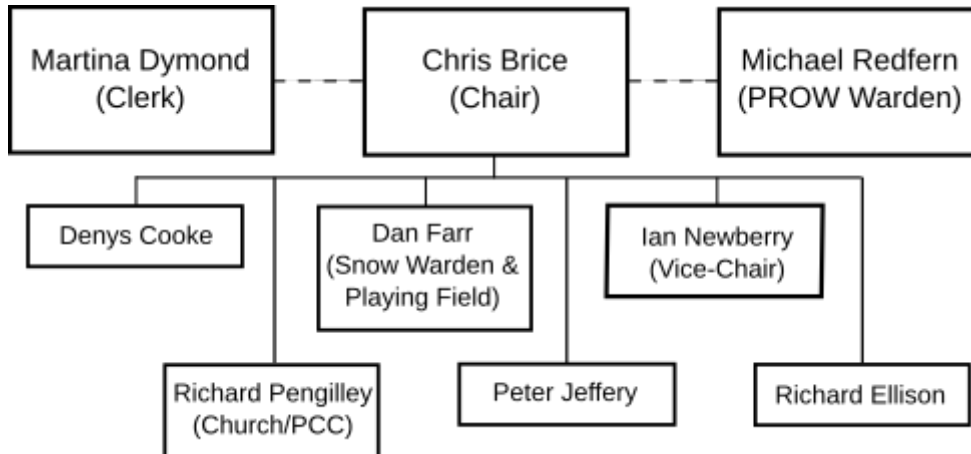
Northfield, Yarnscombe, Barnstaple, EX31 3LW; tel. 560783

2.3 Location of main Council office and accessibility details

The Council does not have a dedicated office. Meetings take place in the village hall at advertised times. Level wheelchair access for the disabled is possible. Simultaneous remote participation over the Internet is now available; details are included with each agenda.

2.4 Staffing structure

Specific positions and representatives are shown in parentheses.



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3 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

3.1 Annual return form and report by auditor

The Council's financial year runs from 1 April to 31 March. The annual return form and report by auditor for the financial year ending 31 March 2024 is available on the website (www.yarnscombe.org.uk/Transparency/). A hard copy is available from the Clerk.

3.2 Finalised budget

	2025–26	2024–25
RECEIPTS	£	£
Precept	8300.00	7920.00
Interest Received	0.00	300.00
VAT Recovered	<outstanding>	200.00
Grants	0.00	0.00
TOTAL RECEIPTS	8300.00	8420.00
PAYMENTS		
Salary: Clerk	3600.00	3335.00
Admin: Clerk's Expenses	100.00	100.00
Training	400.00	400.00
Audit Fees	150.00	100.00
Travel Expenses and Subsistence	200.00	200.00
Insurance	415.03	750.00
DALC Subscription	150.00	100.00
Local Grants	250.00	350.00
Village Hall Rent	200.00	200.00
Parish Paths Partnership	90.00	190.00
Election Costs	200.00	200.00
Parish Online Subscription	40.00	40.00
Web Hosting Charge	90.00	40.00
ICO Renewal	40.00	40.00
VAT Suffered	2290.44	0.00
Chairman's Allowance	100.00	100.00
Maintenance and Repair of Assets	2000.00	2000.00
Quality Council	0.00	0.00
Bank Charges	75.00	0.00
TOTAL PAYMENTS	10390.47	7640.00
Surplus/(Deficit) for Year	(2090.47)	780.00

3.3 Precept

The precept for the year 2025–26 is £8300. The precept for the year 2024–25 was £7920.

3.4 Financial Standing Orders and Regulations

Financial standing orders and regulations are included in the document "Yarnscombe Parish Council Standing Orders".

3.5 Grants given and received

Destination	Use	Value, £	Date
Village Hall	Footpath lighting	200	April 2024
North Devon Record Office	Support to keep office open	50	September 2024
<i>Total</i>		<i>250</i>	

Source	Use	Value, £	Date
Torrige District Council	Metal fence for playing field	795	April 2024
<i>Total</i>		<i>795</i>	

3.6 List of current contracts awarded and value of contract

Mr. Fred Turner has been engaged to cut the grass on the playing field; total cost in 2024–2025 was £576.00 and in 2023–2024, £537.60.

A contract was placed in 2023–2024 with WM Ironworks for a metal fence to replace the rotting wooden fence bounding part of the playing field, total price £12,583.20. 50% of the cost was paid on 25 March 2024, with the remainder in July 2024.

3.7 Members' allowances and expenses

In both 2024–25 and 2023–24 councillors received no allowances and no expenses were paid.

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4 What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

4.1 Parish Plan

The Parish Plan is available on the website

(www.yarnscombe.org.uk/gallery/yarnscombe-parish-plan-report-2006.pdf).

A hard copy is available from the Clerk.

4.2 Annual Report to Parish or Community Meeting.

The most recent Annual Report can be found in the minutes of the Annual Parish Meeting of 28 May 2025 and also on the website at www.yarnscombe.org.uk/gallery/ChairsReport2025.pdf. The most recent review of the Parish Plan (actions) can be found in the minutes of the Parish Council Meeting of 9 July 2008, item 08.48. See subsection 5.3 below. More recent plans are documented in the Action Plan.

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5 How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

5.1 Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Council meetings are held on the fourth Wednesday of each month, beginning at 7.30pm, unless notified otherwise on the website and the village hall notice board. The Council has no committees/sub-committees. The annual parish meeting is usually held contiguously with the May Council meeting (unless notified otherwise on the website and the village hall notice board).

5.2 Agendas of meetings (as above)

The Council has a copy of agendas of all meetings since 12 January 2005. Agendas of all meetings since January 2017 are available on the website (www.yarnscombe.org.uk/Agendas/). Hard copies are available from the Clerk.

5.3 Minutes of meetings (as above) — NB: this will exclude information that is properly regarded as private to the meeting.

The Council has a copy of minutes of all meetings since 12 January 2005. Minutes of all meetings since January 2017 are available on the website (www.yarnscombe.org.uk/Minutes/). Hard copies are available from the Clerk.

5.4 Reports presented to council meetings — NB: this will exclude information that is properly regarded as private to the meeting.

Verbal reports and Public Rights Of Way warden's written reports are included in the minutes of council meetings. Reports on the use of grants made by the Parish Council are presented verbally and referenced in the corresponding minutes. No other written reports have been submitted in the years 2024–2025 or 2023–2024.

5.5 Responses to consultation papers

If relevant to Yarnscombe, these are placed on the agenda for the next meeting and responses following discussion are minuted.

5.6 Responses to planning applications

Responses of the Parish Council to planning applications can be found in the minutes of the meeting(s) at which the applications were discussed; see 5.3 above.

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6 Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business:

Procedural standing orders

Procedural standing orders are included in the document “Yarnscombe Parish Council Standing Orders”.

Delegated authority in respect of officers

Authority delegated to the clerk is as specified in the document “Yarnscombe Parish Council Financial Regulations”. Individual councillors have no authority delegated to them.

Code of Conduct

All parish councillors adhere to the Torridge District Council Code of Conduct

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services

Schedule of charges (for the publication of information)

- appended to this document.

Action Plan

Clerk’s Contract of Employment and Job Description

Complaints Procedure

Data Protection Policy

Emergency Plan

Equality Policy

Financial Regulations

Grant Awarding Policy

Grievance And Discipline Procedures

Health And Safety Policy

Internal Control

Playing Field Conditions Of Hire

Press And Media Communications Policy

Risk Management

Separation of Duties

Staff Appraisal Process

Training Policy

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7 Lists and Registers

Currently maintained lists and registers only

- 7.1 Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
None held.

7.2 Assets Register

Date of Acquisition	Description of Assets	Location in Yarnscombe	Cost, or Value, £	Disposal Amount, £	Reason for Disposal
	Playing Field	Rear of Church Park	5,500.00		
	Notice Board	Village Square	50.00	0.00	Damaged
	Dog Bins	1) Near Village Hall car park entrance 2) Ley Park Farm	150.00		
12/05/2009	Telephone Box (ex BT)	Adjacent to Ivy Cottage	15.00		
13/08/2009	Bus Shelter	Village Hall car park	2,217.20		
21/12/2011	High-Visibility Vests	Village Hall filing cabinet	100.74		
03/06/2014	Laptop Computer and HDMI Cable	Clerk's home	349.98		
25/06/2014	Filing Cabinet	Village Hall	104.99		
03/10/2014	Wireless Keyboard/Trackpad	Clerk's home	28.97		
27/01/2016	Snow Gritter	Snow Warden's home	1,700.00		
27/01/2016	Laminated Maps	Within Emergency Box	25.00		
24/02/2016	Box for Emergency Plan	On wall next to entrance of Village Hall	133.00		
19/09/2016	Shed on Playing field	Playing Field	1002.52		
22/02/2017	Brush Cutter / Strimmer Head	Storage container on field	318.73		
22/03/2017	Goal Posts	Playing Field	288.00		
23/03/2017	Tool Shed and Base	Playing Field	147.04		
30/06/2017	Lawn Mower	Storage container on field	503.80		
18/01/2019 08/02/2019	Salt grit bins	Locations around parish	909.00		
22/07/2020	Lightmast for Air Ambulance	Playing Field	7,227.60		
19/11/2020	Notice Board	Bus Shelter	29.08		
25/09/2021	Laser Printer	Clerk's Home	316.66		

25/09/2021	Netgear mobile router	Clerk's home	216.66		
24/11/2021	Football Nets	Playing Field	79.04		
26/01/2022	Gates to Playing Field	Playing Field	201.00		
20/04/2022	Storage Container	Playing Field next to Hut	1,600.00		
28/06/2022	Fireproof Documents Safe	Clerk's Home	37.49		
26/06/2024	Steel fence along side of playing field	Playing Field	10,486.20		
Total:			33,737.70		

7.3 Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)

None held.

7.4 Register of members' interests

Held by Torridge District Council.

7.5 Register of gifts and hospitality

Held by Torridge District Council.

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8 The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

8.1 Burial grounds and closed churchyards

St. Andrew's Parish Churchyard is not closed and burials can still take place there under the jurisdiction of the Parochial Church Council and the Diocese of Exeter, completely independent of Yarnscombe Parish Council. There are Diocesan / Church of England Churchyard Regulations which cover what is and is not permissible in the churchyard. There are no particular leaflets or documents published regarding the Methodist burial ground, which is open for burials of Methodist people and relatives of those already interred there; queries or contact can be addressed to the Ilfracombe and Barnstaple Circuit Office, Christ Church, 8 Bear Street, Barnstaple, EX32 7BU.

8.2 Community centres and village halls

The village hall is managed by an independent Village Hall Committee.

8.3 Parks, playing fields and recreational facilities

Playing field behind Church Park, including wooden play shelter, goal posts, basketball hoop and kickboard. There is also a lighting mast for use by the Devon Air Ambulance when landing on the playing field, operated by ambulance crew.

8.4 Seating, litter bins, clocks, memorials and lighting

Seat in village hall car park. Lighting is managed by Devon County Council.

8.5 Bus shelters

The bus shelter in the village hall car park is owned and maintained by Yarnscombe Parish Council.

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9 Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

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10 Contact details

Clerk: Mrs. Martina Dymond
1 West View
Yarnscombe
Barnstaple
EX31 3LP

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11 Schedule of Charges

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / computer printing @ 10p per sheet (black & white)	Actual cost
	Photocopying / computer printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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