

**MINUTES**

of

**SHAUGH PRIOR PARISH COUNCIL****Meeting****Held on****Wednesday 7<sup>th</sup> June 2023**

at

**Shaugh Prior Recreation Hall**

Present: Chairman Cllr Stone  
Cllrs Chater, Mrs Burkill, Mrs Proctor and Mrs Tyler

District Cllr Oram  
PC Martin Perry

5 Members of the public and 2 representatives from TW

Apologies: Cllr Hart, Cllrs Sims, Mrs Francis-McLeod  
Sgt Ryan Canning

Minute Number		Action
68/23	<p><b>Open Forum</b></p> <p>Andrew Nisbet and Hayley Holt from TW gave a brief update on matters relating to Hemerdon Mine. With regards to the proposal to remove the tonnage cap relating to HGV movements, further consultation with DCC has confirmed that an EIA would not be required in support of any future S.73 planning application to be submitted relating to such. It was noted that no further public meetings were planned regarding this matter.</p> <p>Several Cllrs raised concerns regarding problems with dust following the recent spell of dry weather. TW confirmed that this had been taken on-board and dust suppression cover was being provided during weekends (as well as during the week). The last issue in respect of the EA permit applications relates to LFN. Some industrial trials of the new screens will commence shortly in order to establish a baseline position. It was confirmed that members of the PC could attend this trial (if they so wished) and that TW were looking to set-up a LFN working group and would be grateful if the PC could advertise this on their website and on local FB pages. Several parishioners at the meeting expressed their interest in becoming part of this group.</p> <p>Cllr Mrs Tyler wished to raise a concern about dust in the Lee Moor/Wotter area. It was noted that this is likely to be associated with</p>	Clerk

<p>69/23</p> <p>70/23</p> <p>71/23</p>	<p>Imerys and the Clerk therefore agreed to raise this matter with Peter Larwood.</p> <p>Mr Clewer asked if any response had been received in respect of the request made to Cllr Hart to attend tonight's meeting and whether he had formally responded to the questions put to him in Jan 2023 relating to the B3417. The Clerk confirmed that he had received Cllr Hart's apologies prior to the meeting and to date had received no response on those questions. After some discussion it was agreed that the Chair would speak to Cllr Hart on these matters and report back at the July PC meeting. Mr Clewer also raised concerns about the difficulties in speaking to anyone in DCC's PROW Department and the delay in receiving meaningful responses to questions raised with them.</p> <p>Colin Taffurelli kindly presented a cheque of £665.00 to the PC which had been raised following a fund raising effort, to help with the costs of maintenance relating to the defib at Wotter. All Cllrs wished to thank Colin for his hardwork and efforts in raising these funds which would be ring-fenced for the maintenance works now required on the BT telephone box at Wotter (which houses the defib). Colin agreed that he would purchase the required paint from the approved supplier and that these costs would be reimbursed by the PC.</p> <p>Finally, Cllr Chater raised an issue regarding some missed black bin collections which were noted by Cllr Oram. It was confirmed that the collections had since been undertaken.</p> <p><b>Declarations of Interest</b></p> <p>No declarations received by the Clerk.</p> <p><b>Police Report</b></p> <p>In Sgt Canning's absence the Clerk read out the following report:</p> <p>There were seven calls for service during May. Four were related to the crime report below:</p> <p>There were three reported crimes as follows: One of which was a Public Order Act (POA) offence in Wotter whereby a male resident made threats to a member of the public and subsequently threatened the two attending officers with serious violence. A request for additional resources was made and members of the Force Support Group attended. The male was arrested without further issue and has been charged with a POA offence as well as being subject of an immediate Civil Injunction with a power of arrest should it be breached.</p> <p><b>County and District Councillor Reports</b></p> <p>In his absence there was no County Cllr Report from Cllr Hart.</p> <p>As he mentioned during the Annual Assembly Meeting held prior to</p>	<p>Clerk</p> <p>Cllr Stone</p>
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72/23	<p>the PC meeting, Cllr Oram had little to raise as he had only recently taken office. However, he reiterated the fact that he was looking forward to working with the PC over the next 4 years and was happy to help wherever he could in relation to District Council matters.</p> <p><b>DPNA Report</b></p> <p>The Clerk confirmed that he had spoken to DNPA earlier in the week and to date it was still not clear who the new DNPA Representative for our area will be (Cllr Smerdon having lost his seat in the May elections).</p>	
73/23	<p><b>Minutes of the Meeting (AGM) held on Wednesday 10<sup>th</sup> May 2023</b></p> <p>All Cllrs agreed that they had received a draft copy of the minutes of the AGM and resolved that they were an accurate reflection of the minutes of the May PC meeting. Proposed by Cllr Mrs Proctor and seconded by Cllr Mrs Burkill.</p>	
74/23	<p><b>Matters Arising</b></p>	
8/23(a)	<p><b>Highway Matters</b></p> <p>The Clerk confirmed receipt of an email from DCC confirming that works for the installation of the Jersey Barriers on the bridleway had commenced on the 24<sup>th</sup> May 2023. The first stage of the works will be levelling-up the site with infill before installing the barriers.</p> <p>Having taken some pictures of HGV's parked at the top of Dragons Hill, the Clerk confirmed that the matter had been raised with Sibilco who were looking at raise this issue with their hauliers to ensure that vehicles parked in such a manner and location, is not repeated.</p> <p>Following-on from the discussion held at the last PC meeting, Cllr Sims had contacted the supplier of the speed-activated 20mph flashing sign that had recently been installed in Shaugh Prior village. The total cost of changing the sign from battery to solar powered would be £645 + VAT (£129). It was agreed that we could make an application to Newnham Solar Farm although there were other items on the agenda (namely the play parks) which may also necessitate submission of a funding bid to Newnham. The Clerk confirmed that the PC was currently spending less on highways and therefore we could have some funding available for such.</p>	
8/23(b)	<p><b>Shaugh Prior Community Fund</b></p> <p>The Clerk confirmed that no grant applications had been received.</p>	
8/23(d)	<p><b>Tribute to Cllr Norman</b></p> <p>The Clerk confirmed that he had not yet had the chance to meet-up with Nick Wassell to determine the final location of the bench but hoped to do so shortly. It will then be a case of requesting permission</p>	

	from the National Trust.	Clerk
8/23(e)	<p><b>Shaugh Prior Community Climate Change and Biodiversity Group</b></p> <p>It was agreed that there was nothing further to add to the report kindly provided by Lidia Pearce and read out by the Clerk during the Annual Assembly meeting earlier in the evening.</p>	
8/23(f)	<p><b>Parish Cllr Vacancies and 2023 Elections</b></p> <p>All paperwork had now been returned to SHDC following the May elections. The Clerk confirmed that the deadline for applications to the two vacant Cllr positions (which we can fill by co-option) is Friday 16<sup>th</sup> June 2023 (notices had gone out on both PC notice boards and on the website/FB pages). So far a total of 3 applications had been received and these will be considered by the HR Sub-Committee at a meeting of that group on Weds 28<sup>th</sup> June 2023. A formal recommendation on appointments will be put to the PC at the July meeting.</p>	
75/23	<p><b>Planning</b></p> <p>No new planning applications have been received during the past month.</p> <p>Following a site visit undertaken by the Chair supported by Cllrs Mrs Proctor and Mrs Tyler, the recommendation of the PC was one of support for the planning application submitted for the creation of a new driveway and car parking area at The White House, Shaugh Prior (app no 0188/23).</p> <p>A list of updated planning enforcement cases in the Parish was also received from SHDC.</p>	
76/23	<p><b>Chairman's Business</b></p> <p>The Chairman had nothing to raise.</p>	
77/23	<p><b>Reports from Committees</b></p> <p>The Clerk reported that the next meeting of the I&amp;DALC was due to take place in July and that it was likely to be the AGM, where the future of the group will be up for discussion. It was also noted that the minutes of the latest meeting of the Hemerdon Mine Local Liaison Meeting had been received and that the HR Sub-Committee were due to meet at the end of June to not only undertake the Clerk's annual appraisal but also review applications received for the vacant Cllr positions.</p>	
78/23	<p><b>Correspondence</b></p> <p>During the past month the following correspondence had been received:-</p> <ul style="list-style-type: none"> <li>Email from Fiona Fox from SWW regarding request for guidance on who SWW would need to consult with in respect of the</li> </ul>	

79/23	<p>commoners register for a first time sewerage scheme at St Aubyn Terrace. The Chair suggested that Fiona should speak to Dru Butterfield. The Clerk agreed to respond to Fiona on this basis.</p> <ul style="list-style-type: none"> <li>• Email from TW regarding the LFN trials which are due to commence the week beginning 12<sup>th</sup> June for a 2-3 week period.</li> <li>• E-Bulletin (number 23) from DALC.</li> <li>• Email from DALC confirming the results of the ballot for the election of Parish Members to DNPA. For the South Hams/Teignbridge areas Mr Harold Jeffrey and Peter Smerdon were the successful candidates.</li> <li>• Email from TW including the minutes to the Local Liaison Meeting held on 17<sup>th</sup> May 2023/</li> <li>• Email from Katie West of SHDC regarding a Housing Needs Survey being undertaken by SHDC/WDBC about potential venues for a survey drop-in session. It was agreed by Cllrs that the best location for such was likely to be Lee Moor Hall. The Clerk agreed to respond to Katie on this basis.</li> <li>• Email newsletter from NALC</li> <li>• Email newsletter from SLCC</li> </ul> <p><b>Feedback from Annual Internal Audit 2022/23</b></p> <p>The Clerk referred to the Annual Internal Audit Report for 2022/23 produced by Stuart Pollard. It was noted that overall there were no major issues raised as a result of the Audit and many of the recommendations included within it had already been actioned including:</p> <ul style="list-style-type: none"> <li>• Existing SO's not wholly in-line with NALC Model SO's. New SO's (based upon NALC's SO's) were adopted at the May AGM (Min Ref 63/23).</li> <li>• Tender requirement amount had recently changed to £30k from £25k. Financial Regulations updated and approved at the March PC meeting (Min Ref 29/23).</li> <li>• Clarification provided that a 6-month Bank Reconciliation was undertaken in October 2022.</li> <li>• Some of the Clerks expenses payments paid on the 6<sup>th</sup> April 2022 had not accounted for VAT. Records updated in order to ensure VAT was recorded for these payments as well as VAT for monthly EDF direct debit payments for the electricity for Wotter defib.</li> </ul> <p>It was also highlighted by Stuart in his audit report that financial records should be available to view on the PC website for a period of up to 5 years. However, the Clerk confirmed that our PC website did not allow for this and our records were archived on an annual basis. The Clerk had contacted our website provider WesternWeb Ltd who confirmed that they could make the necessary changes to the website to allow for this and the costs associated with such would be £60 + VAT. It was resolved by Cllrs that the Clerk instruct WesternWeb to undertake the necessary changes to the website as per the recommendations of the Internal Audit.</p>	Clerk
80/23	<p><b>Annual Return – Annual Governance Statement 2022/23</b></p>	Clerk

81/23	<p>The Clerk read out each of the statements in Section 1 of the 2022/23 AGAR (Annual Governance and Accountability Return). A 'yes' response was confirmed in respect of Sections 1-8, with a 'not applicable' response in relation to Section 9 (Trust Funds). It was proposed by Cllr Chater and seconded by Cllr Mrs Burkill that the responses to the Annual Governance Statement be approved by the PC and the statement was duly signed and dated by the Chair and counter-signed by the Clerk.</p> <p><b>Annual Return – Approval of Accounting Statements for 2022/23</b></p>	
82/23	<p>The Clerk gave a run-down of the figures included in the Annual Accounting Statement for 2022/23 (Section 2 of the AGAR). It was highlighted that the figure included in Box 8 (£9386.00) reconciled with the figure included in the end of year bank reconciliation for 2022/23. It was therefore proposed by Cllr Mrs Proctor and seconded by Cllr Mrs Burkill that the annual accounting statements be approved and signed-off by the Chair.</p> <p><b>Annual Return – Certificate of Exemption 2022/23</b></p>	
83/23	<p>The Clerk highlighted that as a result of both the income and expenditure during 2022/23 both being under £25k (the highest being expenditure at £24,863) the PC could exempt itself from a limited assurance review. On this basis and following agreement by Cllrs, the Chair signed the relevant section of the AGAR.</p> <p><b>Finance</b></p> <p>The Clerk confirmed that on the 1<sup>st</sup> June 2023 there was the sum of £11,995.70 in the Treasurers Account.</p> <p>The Clerk confirmed that there had been no update on the bank mandate from TSB.</p> <p>He also confirmed receipt from the Pensions Regulator regarding re-enrolment or re-declaration (the latter being the case for the PC).</p>	
84/23	<p><b>Payments and Receipts</b></p> <p>It was agreed to make the following payments:</p> <p>£13.00 direct debit payment to EDF Energy (electricity for Wotter defib)</p> <p>£29.99 cheque to Scott Smy (reimbursement for purchase of Norton internet security)</p> <p>£12.08 cheque to Scott Smy (reimbursement for padlocks and paint)</p> <p>£148.74 cheque to Andrew Deptford (pads for Shaugh Hall defib)</p> <p>£36.08 cheque to Scott Smy (reimbursement of postage and VAT for safety surfacing glue purchased – cheque number 180)</p> <p>£136.00 cheque to Scott Smy (reimbursement for purchase of safety surfacing wet pour kit)</p>	

<p>85/23</p>	<p>Receipts £665.00 cheque from Colin Taffurelli (ring-fenced for defib)</p> <p><b>Works and Maintenance</b></p> <p>As a result of an email request for such from a Parishioner, the Clerk had contacted SHDC with a view to obtaining a quotation for the installation of a waste bin at Wotter play area. It was highlighted by the Clerk that the cost of supply and installation would be in the region of £350-£400 and there would be a further annual charge for emptying the bin. It was the view of Cllrs that this was a poor use of limited Council funds and that people using the play areas should be encouraged to take their rubbish home with them. It was suggested that perhaps the primary school could assist in developing a poster which reminds people to take their rubbish home with them.</p> <p>The Clerk mentioned that the works to address the gaps in the safety surfacing under the toddler swings at Wotter play area were almost complete and that he was not awaiting receipt of the wet pour gap filler. Once the gaps are filled, the timber edgings can be replaced and these swings can come back into use.</p> <p>Unfortunately upon lifting the safety tiles under the larger set of swings (at the same play area) it became clear that most of the tiles could not be repurposed and that the PC would be looking for a new area of safety surfacing under the swings. Initial estimates for these works are in the region of £5-6k (well beyond what the PC can currently afford). Funding options including Newnham Solar Fund, Cllr Hart's Locality Budget and support from Imerys/Sibilco were all discussed. It was agreed that Cllr Mrs Burkill would explore, with Newnham, the possibility of a funding bid and would report back at the following PC meeting.</p>	<p>Clerk</p>
<p>86/23</p>	<p><b>Date and Place of Next Parish Council Meeting</b></p> <p>The next meeting of Shaugh Prior Parish Council will take place on Wednesday 5<sup>th</sup> July 2023 at Shaugh Prior Recreation Hall starting at 7.30pm.</p> <p style="text-align: center;">The meeting closed at 8.45pm</p> <p>Signed:.....Chairman</p> <p>Date: .....</p>	<p>Cllr Mrs Burkill</p>