

**MINUTES**  
of  
**SHAUGH PRIOR PARISH COUNCIL**  
**On-Line Zoom Meeting**  
Held on  
**Wednesday 2<sup>nd</sup> September 2020**

Present: Chairman Cllr Wassell  
Cllrs Friendship, Hitchins, Taffurelli, Norman, Stone, Mrs Burkill  
and Mrs Tyler

Apologies: County Cllr Hart, District Cllr Spencer

2 members of the public in attendance (on-line)

Minute Number		Action
80/20	<p><b>Open Forum</b></p> <p>Through the Clerk, Cllr Friendship flagged-up the proposed increase in exports from Hemerdon Mine (once it re-opens) as a result of the export of aggregate. This is consistent with the presentation the PC received in late 2019 from Tungsten West. The extra HGV movements equate to around 6-7 lorry movements per hour.</p> <p>Local resident Mr Tim Thomas of Shaugh Mill gave a further update on the flooding issues impacting upon the access to his property. It was noted that many of the gullies down Shaugh Hill were blocked which wasn't helping the situation and now relatively small amounts of rainfall were having an impact. The Clerk mentioned that Cllr Hart had suggested that DCC may be in a position to fund some elements of the work if the PC could arrange for their undertaking. Mr Thomas mentioned that he may also be able to contribute towards the cost of the works. It was agreed that any proposed measures/works would need agreement from both the adjoining landowner (in this case Maristow Estate) and DCC Highways. It was highlighted that many of the issues were down to DCC Highways changing their policy as they were no longer clearing ditches on private land. It was agreed that a site visit would take place on Friday 4<sup>th</sup> September with Cllrs and Mr Thomas to run through some of the issues.</p> <p>Julia Sanders mentioned she had responded to a local resident</p>	

	<p>regarding a request for traffic calming on the section of main road through Wotter. Julia confirmed to the resident this was still very much on the PC's agenda but at present simply don't have the necessary funds to undertake these works. She also made reference to the on-going issues of boy-racers and motorbikes speeding on the new section of Lee Moor Road and just recently there had been a number of near-misses. Having brought it to their attention, it was mentioned that the Neighbourhood Police Team will try and provide more routine patrols in the area although they aren't permitted to chase after vehicles that they encounter which are breaking the speed limit. It was mentioned that some residents would like a public meeting on this matter but at present the Police would be unable to attend such (and social-distancing would prevent such from taking place in any case).</p>	
81/20	<p><b>Declarations of Interest</b></p> <p>Cllr Hitchins highlighted his on-going declaration regarding Minute 87/20 (Planning) and in particular any discussion on the Woolwell application. It was agreed that Cllr Hitchins would take no part in any discussion on this matter.</p>	
82/20	<p><b>Police Report</b></p> <p>There was no update from the Police.</p>	
83/20	<p><b>County and District Cllrs Report</b></p> <p>In absence of both Cllr's Hart and Spencer there were no County or District Cllr Reports.</p>	
84/20	<p><b>DNPA Report</b></p> <p>In the absence of Cllr Peter Smerdon there was no report.</p>	
85/20	<p><b>Minutes of the Meeting held on Wednesday the 1<sup>st</sup> July 2020</b></p> <p>All Cllrs at the meeting confirmed receipt of the minutes of the July meeting and it was proposed by Cllr Stone and seconded by Cllr Hitchins that the draft minutes be accepted which was agreed by all.</p>	
86/20	<p><b>Matters Arising</b></p>	
8/20(a)	<p><b>Highway Matters</b></p> <p>The Clerk stated that he had received confirmation from DCC Highways that the damage reported at Shaugh Bridge was on a private section of wall and not on the bridge structure itself (which is the responsibility of DCC Highways). Some further discussion took place on the issue of the traffic calming scheme at Wotter. The Clerk confirmed that the costs would be in the region of £50k and as the works impact upon the</p>	

	<p>adopted highway, the works would have to be undertaken by an approved DCC contractor (the PC could not employ their own highways contractor to carry out the works).</p> <p>It was noted that one of the main offenders in respect of speeding vehicles through the Parish (and associated livestock fatalities) were in relation to the large articulated HGV's associated with the mining operations in the area. It was agreed that the Clerk should email the various mining operators (Sibilco, AI etc) reminding them of the need for their contractors to abide by the speed limits in the area.</p> <p>Cllr Mrs Tyler made reference to the recent incident regarding a lady falling from her horse on the section of bridleway between Lee Moor and Wotter. It was noted that the bridleway was in such a poor condition that it was impassable in some locations and that it required some intervention by DCC. It was agreed that the Clerk would report this matter to the PROW Officer at DCC. Cllr Mrs Tyler also agreed to get some images of the worst sections of the bridleway and forward them to the Clerk.</p>	<p>Clerk</p> <p>Clerk/Cllr Mrs Tyler</p>
8/20(b)	<p><b>Newnham Solar Fund</b></p> <p>Cllr Mrs Burkill confirmed that she had spoken to the administrator of the solar fund and received confirmation that they would not be able to provide any grant funding for the replacement bus shelter at Wotter. However, the Clerk suggested that if we were to receive the £1k grant from Tesco for the Bags of Help Grant then perhaps rather than paying this back to the Solar Fund (part of the agreement for receiving funding for the play area at Lee Moor) that perhaps the PC could keep this funding and use it towards the bus shelter?</p> <p>Cllr Mrs Burkill confirmed that no meeting of the group had taken place since the last PC meeting and the next was due to occur on the 15<sup>th</sup> October. Currently each of the village halls in Sparkwell and Shaugh Prior were being surveyed with a view to identifying what improvements could be made, with those improvements potentially being funded from the Newnham Solar Fund.</p>	
8/20(c)	<p><b>Shaugh Prior Community Fund</b></p> <p>The Clerk referred to receipt of an application for a grant of £400 from St Edwards Church to assist with the annual cost of grass cutting in the churchyard (the grant application having been circulated to Cllrs prior to the meeting). The Clerk confirmed that the annual budget included for such a sum and that all relevant paperwork in support of the grant application had been provided. It was proposed by Cllr Hitchins and seconded by Cllr Stone that the grant payment be supported and this was accepted by all Cllrs at the vote.</p>	
60/20	<p><b>Parish Emergency Plan</b></p> <p>As a result of the recent increase in workload due to the Annual Return, the Clerk had not been able to arrange the Zoom meeting with Cllrs that had been highlighted during the July PC meeting.</p>	

87/20	<p>However, it was hoped that this would get arranged within the next couple of months once the Annual Return had been completed.</p> <p><b>Planning – Woolwell Planning Application</b></p> <p>A retrospective application for an extension to an existing bale storage area used for feed and proposed landscaping scheme at Higher Bughill Farm, Shaugh Prior (app no 2193/20/FUL) had been received by the PC. Following a site visit by several Cllrs it was recommended to raise no objections to the application although concerns remained around the material that had been deposited in the ground, the extent of the proposed landscaping (was it sufficient) and assurances that it would be kept to the agreed size. These concerns were raised in the response made by the Clerk on behalf of the PC. Cllr Stone wished to highlight the fact that he was opposed to the views expressed by the PC on this application and how the buried material has impacted upon the quality of water. It was also noted that this application had been submitted to address an existing planning breach (which resulted in the planning enforcement case being closed).</p> <p>The Clerk confirmed that Listed Building Consent had been granted by DNPA for replacement windows and rooflights at Glebe Cottage, Shaugh Prior with various conditions attached to the grant of consent.</p> <p>Finally, in terms of the Woolwell planning application there was no further update.</p>	Clerk
88/20	<p><b>Chairman’s Business</b></p> <p>The Chairman mentioned he was concerned to hear some Cllrs making assumptions about issues affecting Parish Council business and made it clear that if any Cllrs are asked something to which they don’t know the answer then they should re-direct that enquiry to either the Chair or the Clerk.</p>	
89/20	<p><b>Correspondence</b></p> <p>Whilst much of the correspondence received during the past month was in relation to advice/guidance relating to Covid-19 (which had been forwarded to Cllrs in any case), the Clerk made specific reference to the following:</p> <ul style="list-style-type: none"> <li>• Email from former Cllr John McIver on behalf of St Aubyns Terrace residents to request the installation of a dog poo bin at the end of St Aubyns Terrace. It was agreed that the Clerk should raise this with SHDC.</li> <li>• Letter received SHDC regarding an updated Play Area Agreement for Wotter and Lee Moor Play Areas. It was agreed by Cllrs that the Clerk should sign the draft Agreement on behalf of the PC and return it to SHDC.</li> </ul>	Clerk  Clerk
90/20	<p><b>Approval of Annual Governance Statement 2019-20</b></p>	

91/20	<p>Following a review of the various questions raised in Section 1 of the Annual Governance and Accountability Return it was proposed by Cllr Mrs Tyler and seconded by Cllr Stone that the Annual Governance Statement be signed and minuted by the Chair and this was agreed unanimously.</p> <p><b>Approval of Annual Accounting Statements 2019-20</b></p> <p>The Clerk produced the Bank Reconciliation and Explanation of Variations for the Annual Governance and Accountability Return. Following a review of these documents by Cllrs it was proposed by Cllr Taffurelli and seconded by Cllr Hitchins that Section 2 of the AGAR (Annual Accounting Statements) be signed by the Chair and minuted and this was agreed unanimously by Cllrs.</p>	
92/20	<p><b>Internal Audit Recommendations 2019-20</b></p> <p>The Clerk confirmed that IAC had completed their internal audit of Parish Council and had produced their Internal Audit Report which the Clerk had uploaded onto the PC website. The Clerk referred to several items that required attention which included:</p> <ul style="list-style-type: none"> <li>• Agree an up-to-date bank mandate for the Parish Council bank account. This includes an annual review of cheque signatories.</li> <li>• Review Financial Regulations on an annual basis to take into account latest NALC Regs issued in July 2019.</li> <li>• Ensure a Contract of Employment is produced for the Parish Clerk. In relation to this matter it was suggested that the Clerk speak to Cllr Spencer as Bickleigh PC had recently employed a new Clerk and that a Contract of Employment had been produced for that post.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
93/20	<p><b>Finance</b></p> <p>The Clerk confirmed on the 25<sup>th</sup> August 2020 there was the sum of £12,887.82 in the Treasurers Account.</p>	
94/20	<p><b>Payments and Receipts</b></p> <p>It was agreed to make the following payments: -</p> <p><u>Payments</u></p> <p>£14.39 cheque to Scott Smy (reimbursement for 1-month Zoom subscription – July)</p> <p>£14.39 cheque to Scott Smy (reimbursement for 1-month Zoom subscription – August)</p> <p>£100.00 cheque to Scott Smy (second annual Clerks expenses payment)</p> <p>£180.00 cheque to IAC Audit and Consultancy (annual internal audit 2019-20)</p> <p>£92.00 cheque to SLCC (renewal of annual subscription 2020-21)</p> <p>£400.00 cheque to Shaugh Prior Parochial Church (annual grant payment for grass cutting)</p>	

<p>95/20</p>	<p><u>Receipts</u> None</p> <p><b>Works and Maintenance – Wotter Bus Shelter and Shaugh Prior Defib Cabinet</b></p> <p>The Clerk noted the concerns raised earlier in the meeting under Open Forum regarding the issues with the notice boards in the Parish and agreed to speak to Mr Palmer to establish if he had undertaken the works that had been identified earlier in the year prior to lockdown? It was also suggested that perhaps the PC could share Lee Moor Hall's notice board? Cllr Friendship agreed to take this away and ask the question to the hall committee.</p> <p>Having missed a number of meetings due to travel restrictions as a result of Covid-19, Cllr Taffurelli asked if it was still possible to relocate the defib at Wotter Surgery to the former BT phone box. Despite having discussed this at great detail over the past few months and agreeing the defib could remain in its' new location at the surgery, it was agreed that moving it to the former phone box would make it more visible. Cllr Taffurelli therefore agreed to obtain estimates from BT/Western Power for the costs associated with providing an electrical connection to the phone box. It was also agreed that the need for defib signage would be included on the agenda for the next PC meeting as well.</p> <p>With regard to Wotter Bus Shelter replacement the Clerk confirmed that the quotation for the works received from Mike McGrath was the most competitive and it was agreed by Cllrs to proceed on the basis of that estimate. As winter is fast approaching it was agreed by all Cllrs that an early start on the works was essential. The Clerk agreed to get some clarity on this matter and report back to the next meeting.</p>	<p>Clerk Cllr Friendship</p> <p>Cllr Taffurelli</p> <p>Clerk</p>
<p>96/20</p>	<p><b>Date of Next Parish Council Meeting</b></p> <p>The next Parish Council Meeting will take place on Wednesday 7<sup>th</sup> October 2020 starting at 7.30pm. This will again be an on-line meeting using Zoom. Dial-in details will be sent out prior to the meeting.</p> <p style="text-align: center;">The meeting closed at 9.20pm.</p> <p>Signed:.....Chairman</p> <p>Date: .....</p>	