

# MINUTES

of

## SHAUGH PRIOR PARISH COUNCIL

### Annual General Meeting

Held on

Wednesday 5<sup>th</sup> May 2021

On-Line Zoom Meeting

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

Cllr Smerdon (DNPA)

2 Members of the public

Apologies: County Cllr Hart, Cllr Friendship  
Sgt Ryan Canning

| Minute Number |   | Action |
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|               | <p><b>Minutes of AGM held on Wednesday 8<sup>th</sup> May 2019</b></p> <p>As a result of the Covid-19 pandemic there was no AGM in 2020. Therefore, the Clerk referred to the minutes of the AGM held on Wednesday 8<sup>th</sup> May 2019 which were circulated to Cllr's prior to the meeting. It was proposed by Cllr Stone and seconded by Cllr Taffurelli that the Minutes should be accepted as being a true record of the AGM and this was agreed unanimously.</p> <p><b>Election of Chairman and Vice-Chairman</b></p> <p>The Clerk reported that he had received no applications for either the post of Chairman or Vice-Chairman. Cllr Wassell confirmed that he was willing to continue as Chairman and this was proposed by Cllr Mrs Burkill and seconded by Cllr Taffurelli. Upon the vote this was agreed unanimously and Cllr Wassell was duly elected as Chairman.</p> <p>For the election of Vice-Chairman, Cllr Stone confirmed that he was willing to stand again and this was proposed by Cllr Mrs Burkill and seconded by Cllr Taffurelli. Upon voting this was agreed unanimously and Cllr Stone was duly elected as Vice-Chairman.</p> |        |

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| 51/21 | <p><b>Election of Committee's</b><br/>It was proposed by Cllr Mrs Tyler and seconded by Cllr Taffurelli that appointments to the following Committees were agreed en-bloc and this was agreed by all Cllrs.</p> <p><b>HR Sub-Committee</b><br/>Cllr Wassell, Cllr Mrs Burkill and Cllr Stone.</p> <p><b>Emergency Plan Committee</b><br/>Cllr Wassell, Cllr Stone, Cllr Mrs Burkill and Cllr Pearce. It was highlighted that the Emergency Plan leaflet would need a refresh this year.</p> <p><b>Appointment of Representatives</b><br/>It was agreed that the following Cllrs would represent the Parish Council on the following groups/organisations en-bloc and this was proposed by Cllr Mrs Burkill and seconded by Cllr Hitchins and agreed by all Cllrs:</p> <p><b>Imery's Liaison Group</b><br/>Cllr Mrs Tyler, Cllr Taffurelli</p> <p><b>Tungsten West Local Liaison Group</b><br/>Cllr Wassell</p> <p><b>I&amp;DALC</b><br/>Cllr Taffurelli.</p> <p><b>DNPA</b><br/>Cllr Mrs Burkill</p> <p><b>Newnham Solar Panels Community Interest Company</b><br/>Cllr Mrs Burkill</p> <p><b>Shaugh Prior Community Climate Change Emergency Group</b><br/>Cllrs Pearce and Mrs Tyler</p> <p><b>Open Forum</b><br/>Julia Sanders started by congratulating all Cllrs who had been re-elected to positions on the PC.<br/><br/>Reference was made to the on-going highways problem of large HGV's taking short-cuts up through the village, with many issues arising from non-local drivers relying on their sat-navs and whether or not it would be possible to put weight limit signs at either end of the village? It was also noted that a lorry had recently got stuck at Bickleigh Bridge and as a result of the damage being done to the bridge, could bollards be provided on either side of it? It was agreed that the Clerk would raise this with DCC Highways.<br/><br/>Julia also referred to the deterioration of the track leading to Air Camp and whether or not this could be improved? It was agreed that any</p> | Clerk |
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| <p>52/21</p> <p>53/21</p> <p>54/21</p> | <p>improvements to the track would require the landowners consent and making the track more accessible could encourage vehicles further onto the moor if the access was improved greatly? It was also highlighted that consent may be required from the Historic Environment Officer at DCC in relation to such improvements. It was agreed that Cllrs Wassell and Stone would take a look at the access track and report back to the June PC meeting.</p> <p>Finally, it was reported that the request for funding from local businesses which operate on the moor for the purchase of a Fire Fogger had been positive and it was suggested that advice be sought from DNPA Ranger Rob Steemson on the most appropriate type.</p> <p>Whilst raised at the end of the meeting under Works and Maintenance, a question arose regarding how much information/news Cllr Pearce could forward to the Parish Magazine prior to the minutes of a PC meeting being approved? The Clerk agreed to look into this and report back.</p> <p><b>Declarations of Interest</b></p> <p>Cllr Hitchins highlighted his on-going declaration regarding Minute 58/21 (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> <p>Cllr Tyler also declared a personal interest in Minute 8/21(e) in relation to the Access Track to Wotter Play Area as this track also provides access to Dartmoor Cottages (where Cllr Mrs Tyler lives).</p> <p><b>Police Report</b></p> <p>Although he wasn't able to attend the meeting, Sgt Ryan Canning provided the Clerk with a report prior to the meeting which was as follows:</p> <p>There was only one crime in the past month and that was in relation to a driver being in possession of cannabis. He was stopped near Cadover and a personal amount of cannabis was seized and he was given a warning.</p> <p>There were also several logs relating to cars/bikes speeding (which continues to be a common theme). It was also confirmed that two officers from Ivybridge had issued tickets for vehicles speeding on the B3417 over the weekend prior to the PC meeting. Sgt Canning also confirmed that whilst he hadn't met with the Devon and Cornwall Constabulary Road Casualty Reduction Officer as yet on the B3417 (to discuss options to address the speeding issues) he was hopeful of doing so shortly.</p> <p><b>County and District Councillor Reports</b></p> <p>Whilst he was unable to attend the meeting, Cllr Hart provided the following report:</p> <p>This has been a very strange year. The Covid-19 pandemic over the</p> | <p>Cllrs Wassell and Stone</p> <p>Clerk</p> |
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|       | <p>last 12 months has had a dramatic effect nationally and locally. In Devon we have been very lucky in that our residents have on the whole been following the Government guidance of 'Hands, Face, Space'. We have gone through 3 lockdowns. Our children have been home schooling, with many parents working on their own computers in another room doing their day job at the same time. Devon County Council, created Team Devon, working with the 8 district Councils, the Town and Parish councils [DALC] and with the voluntary sector to work collaboratively to support the most vulnerable in the County offering food parcels, doing shopping or stopping and talking to lonely people. Parish Councils became the focus of many of these activities. We now have a number of vaccines and in Devon there is a willingness to be vaccinated. Over 95% of those eligible have already been vaccinated and the Covid-19 figures have greatly reduced. However, there are still small outbreaks in Devon so I do ask you all to be careful and not drop your guard. The County have a number of buses stopping in our Market towns on a regular basis offering instant testing. If in doubt please use this facility.</p> <p>I did write on behalf of all Devon councils supporting an extension of remote meeting but the Judgement was that this issue was for Parliament to sort out not the Courts.</p> <p>I have also recently written to all Devon MPs and the Secretary of State for DEFRA, George Eustace in defence of National Parks, particularly Dartmoor saying that they should be locally controlled and not that all 10 parks be run by a QUANGO in London or wherever.</p> <p>Finally, I thank the Parish Council for your support over this last year. Life has been very different for all of us. I have had to spend far more time in front of a computer than I ever dreamt I would, with National and Regional Covid-19 committees as well as being leader DCC I have not always remembered to send in reports on time. I do look forward to actually meeting up with you all at a Parish Council meeting sometime when it is safe to do so.</p> <p>In Cllr Spencer's absence there was no District Cllr Report.</p> |  |
| 55/21 | <p><b>DPNA Report</b></p> <p>Cllr Smerdon confirmed that a remote meeting of DNPA had taken place on the 30<sup>th</sup> April which pushed all future meetings back to June 2021 meaning that any future meetings are likely to take place once Covid-19 restrictions end. The next meeting of the Development Management Committee will not take place until the 25th June 2021, with the National Park AGM due to take place on the 9<sup>th</sup> July. He mentioned that the new Local Plan for the National Park was progressing slowly and that there were no further updates in relation to the Glover Report. It was highlighted that the forthcoming Queens Speech was likely to contain reference to the proposed National Landscape Service. There were also on-going issues with motorhomes stopping overnight in National Park car parks and discussion were currently taking place within the National Park to determine how this issue should be managed going forwards.</p>  |  |
| 56/21 | <p><b>Minutes of the Meeting held on the 7<sup>th</sup> April 2021</b></p> <p>Apart from a slight typo highlighted by Cllr Mrs Burkill it was proposed</p>  |  |

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| 57/21   | <p>by Cllrs Mrs Burkill and seconded by Cllr Mrs Tyler that the draft minutes of the April PC meeting were an accurate reflection of the meeting and this was agreed by all Cllrs.</p> <p><b>Matters Arising</b></p>  |                           |
| 8/21(a) | <p><b>Highway Matters – Speeding Issues</b></p> <p>The Clerk reported that had emailed Cllr John Hart in relation to the on-going problems regarding speeding traffic on the B3417 but had not received any further responses. It was noted that the site visit by the Road Casualty Reduction Officer from Devon and Cornwall Constabulary had not yet taken place and was awaited This was important as it may determine what needs to be done in the longer term to address the issues.</p> <p>The Chair reiterated his on-going concerns regarding the abandoned car at Bickleigh bridge which the Clerk had reported to SHDC a number of months prior. The Clerk agreed to raise this lack of action on behalf of the District Council with Cllr Spencer.</p> <p>In addition, it was agreed that the Clerk would also contact DCC Highways in respect of the on-going matters/concerns regarding HGV access through the Parish and such vehicles using inappropriate routes for vehicles of such size.</p> | <p>Clerk</p> <p>Clerk</p> |
| 8/21(b) | <p><b>Newnham Solar Fund</b></p> <p>Cllr Mrs Burkill confirmed that there had been no further meeting of the solar fund since the last PC meeting. Bids were now coming in from the various halls in Hemerdon, Sparkwell and Lee Moor following the undertaking of the various surveys at each of the halls which were focussed on energy saving measures. It is likely that some decisions will be made on bids submitted before the next meeting, with there being £36k in the fund at present. If all bids were to be approved there would only be £7k remaining for this year.</p>  |                           |
| 8/21(c) | <p><b>Shaugh Prior Community Fund</b></p> <p>No grant applications had been received this month.</p>  |                           |
| 8/21(d) | <p><b>Parish Council Vacancy</b></p> <p>It was reported that as yet no applications had been received for the current Parish Cllr vacancy.</p>  |                           |
| 8/21(e) | <p><b>Access Track to Wotter Play Area</b></p> <p>The Clerk confirmed that he had received an email from the Dartmoor Cottages Residents Association requesting if the Parish Council were able to adopt the road. The Clerk confirmed that the PC does not have the power to adopt a highway that becomes maintainable at public expense, that can only be undertaken by the Local Highway Authority</p>   |                           |

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| 27/21 | <p>which in this case would be Devon County Council.</p> <p>Cllr Mrs Tyler confirmed that the recent works undertaken had improved the condition of the lane considerably although it wasn't known how well this would hold-up once we have had a sustained period of wet weather.</p> <p>Cllr Mrs Burkill raised an issue regarding access to the kick-about area which had been restricted due to a large boulder having been placed in the gateway which was restricting access for grass cutting. After some discussion on this matter, it was agreed that the existing kickabout area should remain as is and fenced but the boulder in the entrance should be moved slightly in order to provide access for maintenance purposes. Cllr Mrs Tyler agreed to action this.</p> <p><b>Defib Access Procedures</b></p> <p>Cllr Mrs Burkill confirmed that the new laminated notices had been placed on each of the defibs, with the access code now displayed on those notices for each defib cabinet.</p> <p>It was also highlighted by the Clerk that as of the 12<sup>th</sup> May 2021, all defibs will be relocated onto a new national defib database called The Circuit. In order to register each of our defibs, certain information was required including manufacturer, serial number, dates for pads etc. It was agreed that the Clerk would send the email, setting-out what information was required, to Cllr Mrs Burkill who would then compile the information required. In respect of the defibs at Lee Moor and Wotter, Cllr Taffurelli agreed to gather the necessary information for these defibs.</p> <p>With regard to the replacement keypad for the Lee Moor defib, Cllr Taffurelli confirmed that these works had not yet been completed due to there being no way of isolating power to the defib due to the hall still being closed (as a result of Covid). It was however hoped that this would be completed shortly.</p> | Cllr Mrs Tyler                   |
| 44/21 | <p><b>Tribute to Cllr Malcolm Norman</b></p> <p>There had been no further ideas provided in respect of providing a fitting tribute to Cllr Norman. The Chair agreed to speak to Christine and report back at the next meeting.</p>  | Cllrs Taffurelli and Mrs Burkill |
| 58/21 | <p><b>Planning</b></p> <p>The Clerk made reference to the details received from DCC regarding a planning application that had been lodged with them for the variation of conditions to permit the continued use of land for the importation of waste materials suitable to create soils appropriate for land restoration at Lee Moor China Clay Works (app no DCC/4233/2021). Prior to the meeting Cllrs were supplied with a copy of the Planning Statement submitted with the application. After some discussion it was the view of Cllrs that the application was seeking an extension of time from their current permission and subject to there being no increase in imported material over and above what they currently have permission</p>  | Cllr Wassell                     |

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|       | <p>for, the recommendation of Cllrs was to support the application. Cllr Pearce raised some initial concerns about the nature of the material that was being imported. The Clerk recommended that Cllr Pearce reviewed the planning statement and if after reviewing this document there were still any unresolved points of detail then she should let the Clerk know and he would seek clarification on those points from the planning officer at DCC, Sue Penaluna.</p> <p>In relation to the application submitted for Listed Building Consent for internal alterations to Glebe Cottage, Shaugh Prior the Clerk confirmed that no objections had been raised (ap no 0174/21).</p> <p>Furthermore, it was also confirmed that in relation to the revised plans submitted for the proposed extension at 3 Wotter Villas (app no 355/21/HHO), the PC had responded seeking clarification on the matter of the close proximity of the extension to the existing boundary wall and how it could be constructed without impacting upon this existing structure.</p> <p>It was also noted that whilst the PC raised no in-principle objections to the planning application submitted at Rondmoor Lodge, Shaugh Prior for an extension above a garage (app no 0139/21), the Clerk confirmed that he had received correspondence from DNPA stating that they were considering a refusal of the application.</p> | Cllr Pearce                               |
| 59/21 | <p><b>Chairman's Business</b></p> <p>The new Chair Cllr Wassell wished to thank everyone for all their hard work over the past 12 months and expressed his sincere thanks for re-electing him as Chairman. These comments and sentiments were echoed by the Vice-Chair Cllr Stone.</p>  |   |
| 60/21 | <p><b>Correspondence</b></p> <p>The Clerk made reference to the on-going consultation regarding the opportunity for PC's to hold meetings remotely if they so wished. It was agreed by all Cllrs that the Clerk would respond to this consultation on the basis that PC's should have the flexibility to hold some meetings (particularly those in the winter months) remotely.</p> <p>The Clerk made reference to the on-line training course Cllr Pearce had recently attended provided by DALC which was Part 1 of Being a Better Cllr. Three further training modules make-up the course which Cllr Pearce will also be attending (on-line).</p> <p>The next meeting of the I&amp;DALC takes place on the 11<sup>th</sup> May 2021 with Cllr Taffurelli attending on behalf of the PC. This meeting will be held on-line (Zoom).</p> <p>With a return to public meetings in June, the Clerk made reference to the need for a Risk Assessment to be completed which we will forward to Cllrs prior to that meeting.</p>  | Clerk<br><br>Cllr Taffurelli<br><br>Clerk |
| 61/21 | <p><b>Review/Approval of PC Bank Mandate</b></p> <p>Prior to the meeting the Clerk circulated a copy of the updated bank mandate which had to be altered following Malcolm's passing. Cllrs</p>   |   |

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| 62/21 | <p>Wassell, Friendship, Stone and Mrs Burkill are now the authorised signatories. It was proposed by Cllr Hitchins and seconded by Cllr Stone that the bank mandate be approved and this was agreed by all Cllrs.</p> <p><b>Finance</b></p> <p>The Clerk confirmed that on the 25<sup>th</sup> April 2021 there was £16,095.42 and this amount included payment of the first half of our annual precept payment from SHDC (£6,426.00). This also included a grant payment from Cllr Hart's Locality Fund of £1,738.00 towards the Wotter Bus Shelter replacement works.</p> <p>The Clerk mentioned that he had received details of the cost of the renewal of the insurance cover for the forthcoming year which had increased significantly compared to the previous year (up to £839.30 with Came and Company). He also mentioned that he had contacted Zurich (our previous provider) and based upon our insurance schedule from 2020/21, their annual policy would be £591.92. It was therefore proposed by Cllr Taffurelli and seconded by Cllr Mrs Burkill that we accept the lower quotation and move our insurance policy to Zurich and this was agreed by all Cllrs.</p> |                                |
| 63/21 | <p><b>Payments and Receipts</b></p> <p>It was agreed to make the following payments:</p> <p>£10.00 direct debit payment to EDF Energy (electricity for Wotter defib)<br/> £108.00 cheque to J&amp;MJ Widdicombe (Parish Lengthsman)<br/> £100.00 cheque to Scott Smy (first clerks annual expenses payment)<br/> £14.39 cheque to Scott Smy (reimbursement for 1 month Zoom)<br/> £18.00 cheque to DALC (Cllr Pearce attendance on Being a Good Cllr Couse – Part 1)<br/> £184.07 cheque to DALC (renewal of annual subscription 21/22)<br/> £591.92 cheque to Zurich Municipal (annual insurance renewal 21/22)</p> <p>Receipts<br/> None</p>  |                                |
| 64/21 | <p><b>Works and Maintenance</b></p> <p>With regard to the installation of a bench in the bus shelter at Wotter, the Chair mentioned that he would be able to do this as all that was required was a wooden plank to go across the supports. In addition, the Clerk confirmed that he would chase Cllr Friendship regarding a replacement gate.</p> <p>Cllr Taffurelli confirmed that he was continuing to clean the bus shelters although he had missed the shelter at Wotter. Cllr Mrs Burkill agreed to check on the shelter at Shaugh Prior to establish if it needed cleaning and would report back.</p>  | <p>Cllr Wassell<br/> Clerk</p> |



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| 65/21 | <p><b>Date and Place of Next Parish Council Meeting</b></p> <p>The next meeting will take place in public on Wednesday 2<sup>nd</sup> June 2021 at Shaugh Prior Recreation Hall starting at 7.30pm. Please ensure that social distancing and Covid-19 restrictions are adhered to.</p> <p style="text-align: center;">The meeting closed at 9.10pm</p> <p>Signed:.....Chairman</p> <p>Date: .....</p> |  |
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