

**MINUTES**

of

**SHAUGH PRIOR PARISH COUNCIL**

**Meeting**

**Held on**

**Wednesday 3<sup>rd</sup> April 2024**

at

**Shaugh Prior Recreation Hall**

Present: Chairman Cllr Stone  
Cllrs Spencer, Chater, Mrs Francis-McLeod, Mrs Proctor and Mrs Burkill

Cllr John Hart

2 Members of the public

Apologies: Cllrs Sims, Mrs Boulting and Mrs Tyler.  
Marica Lyndon from TW.

Minute Number		Action
35/24	<p><b>Open Forum</b></p> <p>Mr Clewer asked if the Police Report for March had included the incident he had raised with them on the 3<sup>rd</sup> March 2024 regarding issues with bikers using the B3417? The Clerk stated that this could not be confirmed either way as no Police Report had been received for this month. Mr Clewer also referred to the installation of the new much brighter lighting at Herreschoff Kilns and how this could now lead to light pollution in the area. He asked if this matter could be taken-up with Imerys at the next Local Liaison Meeting. This was noted.</p> <p>Julia Sanders wished to pass-on the positive feedback she had received regarding the installation of the advisory 40 mph signs on the B3417 Lee Moor Road.</p> <p>In her absence, the Clerk read out a brief report received from Marica Lyndon of Tungsten West which was as follows:</p> <p>The consultation for the Mineral Processing Facility application is now live on Citizen Space <a href="#">PL7 5BW, Drakelands Restoration Limited, EPR/AP3203ML/A001: environmental permit draft decision</a></p>	

	<p><a href="https://environment-agency.gov.uk">advertisement - Environment Agency - Citizen Space (environment-agency.gov.uk)</a> and the closing date for the public consultation will be 7 May '24.</p> <p>We have launched our community coffee morning. Events are planned on the following dates/times (all taking place at Shaugh Prior Recreation Hall):</p> <p>16<sup>th</sup> April 2024 10.00am-12pm  21<sup>st</sup> May 2024 10.00am -12pm  18<sup>th</sup> June 2024 10.00am – 12pm</p> <p>The Community Laptop Initiative has now closed to all applicants. It has been a great success, and I will be reviewing all Expressions of Interest received. Thank you to the Parish for sharing our initiative, I have received quite a few applications from the Shaugh Prior area.</p> <p>Tungsten West Local Liaison Group – Re-launch meeting – 17<sup>th</sup> April 2024 (17:00-18:30). For our first meeting, I wanted to work through and understand what we want to achieve during our LLG meetings and the frequency.</p>	
36/24	<p><b>Declarations of Interest</b></p> <p>Cllr Stone wished to declare a personal interest in relation to Planning App 1589/23/FUL and therefore signed the Register.</p>	
37/24	<p><b>Police Report</b></p> <p>The Clerk confirmed that no report had been received from Sgt Ryan Canning. Cllr Mrs Burkill mentioned that the Police had responded to her on the issue raised at the previous PC meeting regarding off-road bikers using the Moors and that they had used the images she had taken of the offenders.</p>	
38/24	<p><b>County and District Councillor Reports</b></p> <p>Cllr Hart provided the following County Cllr Report:</p> <p>Consultation on the Devon and Torbay Devolution Deal has now finished, with more than 700 people attending a number of on-line and public events and over 1000 written comments having been received. Most of the comments received are in support of the Devolution Deal. A budget of £16m will be created for the start-up and discussions are currently taking place with Government over a host of issues including training and development, housing and public transport. A meeting of DCC Cabinet is due to take place on the 22<sup>nd</sup> April followed by a Full Council meeting.</p> <p>There has been some good news on Special Education Needs, with discussions taking place with Government on a safety valve arrangement due to current budget spending pressures in this area. DCC are also currently working with the NHS and Police on this subject.</p> <p>The latest Ofsted reports are due out shortly and the provisional</p>	

	<p>results look promising for schools in the County. The budget currently looks on-track with a slight potential under-spend. However, one area of concern remains the condition of roads within the County with numbers of potholes and areas of carriageway re-construction required in many areas. Finally, meetings have been taking place with ministers regarding social and low-cost housing, with a report expected in July.</p> <p>In Cllr Oram's absence there was no District Cllr Report. It was noted by Cllrs that Cllr Oram had been absent since the PC meeting in December 2023 and that the Clerk should raise this with him.</p>	Clerk
39/24	<p><b>DNPA Report</b></p> <p>Following his detailed report the month before and in his absence, there was no DNPA update from Cllr Smerdon.</p>	
40/24	<p><b>Minutes of the Meeting held on Wednesday 6<sup>th</sup> March 2024</b></p> <p>All Cllrs agreed that they had received a draft copy of the minutes of the March meeting and resolved that they were an accurate reflection of the minutes of that meeting. Proposed by Cllr Chater and seconded by Cllr Mrs Proctor.</p>	
41/24	<p><b>Matters Arising</b></p>	
8/24(a)	<p><b>Highway Matters</b></p> <p>It was noted that the solar conversion for the speed-activated sign and keys to access the cabinet were now with Cllr Sims and he was now just waiting for a break in the weather before installing. It was also noted that the speed activated 40mph signs were no longer working due to the batteries being flat. It was noted that whilst the batteries needed replacing, it wasn't clear if there were grant funding opportunities available to fund such replacements?</p>	Cllr Sims
8/24(b)	<p><b>Shaugh Prior Community Fund</b></p> <p>Following receipt of a letter requesting a grant the previous month, the Clerk confirmed that an application had been received from Dartmoor Cottages Residents Association for works to the access track which not only serves those properties but also Wotter Play Area. The Clerk mentioned that he had reviewed the existing signed lease for the play area between the PC and the Newnham Estate and it does refer to the PC having a responsibility in respect of maintaining the use of the access track for pedestrians accessing the play area on-foot and having visited the play area recently it was apparent that the current condition of the track prevented this. After some discussion it was proposed by Cllr Mrs Francis-McLeod and seconded by Cllr Chater that this grant application for £200 be approved. Resolved by</p>	

8/24(c)	<p>Cllrs to approve the grant application. The Clerk also mentioned that the existing lease requires the PC to erect a sign at the bottom of the existing track informing visitors to the play area that there is no vehicular access to it along the existing track. The Clerk agreed to obtain some prices relating to such and report back to the PC.</p> <p><b>Tribute to Cllr Norman</b></p>	Clerk
8/24(d)	<p>There was no further update on this matter and the Clerk agreed to chase Peter Davies again.</p> <p><b>Shaugh Prior Community Climate Change and Biodiversity Group</b></p> <p>The Chair temporarily lifted Standing Orders in order to allow Mr Tim Clewer to speak on this item. Tim confirmed that no meeting had taken place since the last PC meeting and there had been no advertisement of future meetings. It was his opinion that little was happening with regard to the meeting of the group and consequently it was unlikely to move forward at the current time. It was agreed by Cllrs to remove this as a standing item on the agenda for future PC meetings. Standing Orders were then reinstated.</p>	Clerk
8/24(e)	<p><b>Wotter Play Area Improvements Sub-Committee</b></p> <p>The Clerk confirmed that he had provided a summary of the responses to the public consultation sent out just before Christmas to those Cllrs on the sub-committee and that an on-line Zoom meeting had been arranged for Thursday 18<sup>th</sup> April 2024 to run through the next steps of the project.</p> <p>In order to avoid the need for a specific Terms of Reference for the group it was recommended by the Clerk that the name of the group be changed to the Wotter Play Area Improvements Working Group to reflect the fact that it is more akin to a 'task and finish' group as opposed to a longstanding sub-committee. This was agreed by all Cllrs.</p>	Clerk
8/24(f)	<p><b>Emergency Plan</b></p> <p>The Clerk confirmed that there has been a good response in relation to the request for members of the public with specific skills to be part of the EP response team. This included several medically trained staff living in the Parish and a parishioner who was previously in the military. Cllr Chater agreed to start compiling a list of those vulnerable people within the Parish. The Clerk confirmed that he had also emailed Marica Lyndon at TW to establish if they had something similar in place at the Tungsten Mine and what resources that they may have or be able to call upon in an emergency situation. It was agreed that a further meeting of the group will be arranged in late May.</p>	Clerk
8/24(g)	<p><b>Neighbourhood Plan</b></p>	

42/24	<p>Cllr Spencer referred to the Terms of Reference he had produced for the group which were circulated to Cllrs prior to the meeting. It was proposed by Cllr Spencer and seconded by Cllr Mrs Burkill that the proposed TOR for the Neighbourhood Plan Sub Committee be adopted and this was agreed by all Cllrs. Minutes of the first meeting of the group held on the 5<sup>th</sup> March were circulated to Cllrs and the minutes of the second meeting of the group held on the 25<sup>th</sup> March were currently at the stage of being drafted. The next meeting of the group is due to take place on the 8<sup>th</sup> April 2024.</p> <p>It was noted that at present, the group only consists of a small number of Cllrs and that it was now the time to get the message out to the wider community and encourage greater involvement from parishioners. This will necessitate a communication strategy which will need to be agreed by the PC. It was also noted that the issue of funding will also need to be addressed as there will be some elements that will need to be funded prior to submitting grant applications for funding. Cllr Spencer confirmed that there was currently no date as to when a decision will be made by Central Government in respect of releasing grant funding to help support the development of NP's.</p> <p>In respect of getting the message out to the wider public on the merits of the NP it was suggested that consideration be given to inviting a speak to give a brief presentation during the Annual Assembly of Electors meeting which will take place in June.</p> <p>It was also highlighted by Cllr Mrs Burkill that a great deal of consultation took place when developing the Parish Plan a number of years ago and some of this information/feedback may still be relevant.</p> <p><b>Planning</b></p> <p>The following applications were subject to discussion:</p> <p><b>Hemerdon Mine Permit Application</b> Having circulated the EA's draft permit decision to Cllrs, it was agreed that the Clerk would speak to the Clerk at Sparkwell PC to see if they had any concerns in respect of noise (including low frequency) and dust. It was noted that many of the concerns that had been raised by the PC had been addressed. The Clerk mentioned that there was a possibility that Sparkwell PC may arrange a public meeting to discuss concerns. It was noted that the deadline for responding to the EA was the 7<sup>th</sup> May 2024.</p> <p><b>1589/23/FUL – Land at SX 542,616, Shaugh Prior</b> Following a brief discussion between the Cllrs (with the exception of the Chair who had already declared a personal interest in this application as a neighbour), it was the view of Cllrs that a site visit should be undertaken by Cllrs Spencer and Mrs Burkill on Weds 10<sup>th</sup> April (<i>later changed to Thursday 11<sup>th</sup> April</i>). Following that visit it was agreed that the Cllrs would report back to the PC with their comments. It was agreed that the Clerk would make the necessary arrangements with the applicant to allow the site visit to take place.</p> <p><b>3171/23/FUL – Fields to the rear of Blackalder Terrace, Lee Moor</b> Having reviewed the plans for the new stable it was the view of Cllrs that a site visit was not necessary and agreed a recommendation of one of support for the application. The Clerk agreed to respond to</p>	Clerk
-------	---	-------

	<p>SHDC on this basis.</p> <p>The Clerk confirmed that the planning enforcement notice had been raised with SHDC regarding possible unauthorised works taking place on land behind a fence off the track leading to the sewage works at Lee Moor. It was noted that the previous case raised only considered the fence and not any works taking place behind it.</p> <p>Finally, it was confirmed that planning approval had been granted for the planning application submitted for the removal of condition 3 at The Counting House, Cadover Bridge (app no 0087/24).</p>	Clerk
43/24	<p><b>Chairman's Business</b></p> <p>The Chairman had nothing to raise.</p>	
44/24	<p><b>Reports from Committees</b></p> <p>Cllr Mrs Burkill confirmed that the next meeting of the Newnham Solar Fund was the AGM which was due to take place in the next 10 days. The previous administrator had left and a new one was in the process of being appointed. It was hoped our bid for funding for a new notice board would be heard at the AGM.</p> <p>As mentioned during the Open Forum, the Hemerdon Mine Local Liaison Meetings are due to re-commence, with the first one planned for Wednesday 17<sup>th</sup> April 2024. It was hoped that the Chair would attend on behalf of the PC.</p>	Cllr Stone
45/24	<p><b>Review of Asset Register 2024/25</b></p> <p>The Clerk presented to Cllrs the updated register of PC owned assets for 2024/25. It was noted that one of the damaged benches had been replaced and that the solar conversion kit for the SAM 20mph sign had been added. Resolved to accept the updated Asset Register for 2024/25 as presented - proposed by Cllr Mrs Proctor and seconded by Cllr Mrs Francis-McLeod.</p>	
46/24	<p><b>Review of Standing Orders 2024/25</b></p> <p>The Clerk referred to the Standing Orders which the PC are duty-bound to review each year. It was confirmed that there had been no changes to the existing SO's which are based upon the Model Standing Orders 2018 adopted by NALC. Resolved to accept the SO's as presented – proposed by Cllr Spencer and seconded by Cllr Mrs Burkill.</p>	
47/24	<p><b>Defib Training</b></p> <p>Cllr Mrs Burkill referred to a defib training session that had been arranged to coincide with the coffee morning at Shaugh Prior Recreation Hall on the morning of the 16<sup>th</sup> April 2024 and hoped that there would be more attendees than the previous training event held.</p>	
48/24	<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 Sue Penaluna of DCC asking if there were still issues of HGV's parking overnight in the Parish and if so, making her aware so that she could raise with Imerys and Sibilco at a forthcoming liaison meeting. It was agreed that if Cllrs and Parishioners were to notice such problem parking taking place then they should let the Clerk know (preferably along with images of such parked vehicles).</li> <li>• Email from James Friend offering handyman/parish lengthsman services. It was the view of Cllrs that whilst the PC were happy with the drainage services provided by John Widdicombe, it would be good to have someone to refer to for the undertaking of various maintenance tasks.</li> <li>• Letter from South Hams Citizens Advice (SHCA) requesting a contribution of £300 so that they can continue their services. It was noted that the number of people in our area (Bickleigh and Cornwood) assisted by SHCA were relatively low compared to the remainder of the South Hams area and that many of our residents would be more likely to use the Citizens Advice service based in Plymouth. It was also the view of Cllrs that such an amount had not been included in our budget and that the PC would struggle financially to agree to such a contribution. On this basis it was agreed by Cllrs to proceed with our usual grant payment of £25-£50.</li> <li>• Devon Climate Change Emergency Newsletter for March 2024 (circulated to Cllrs)</li> <li>• Email newsletter from NALC</li> <li>• Email newsletter from SLCC</li> </ul>	
<p>49/24</p>	<p><b>Finance</b></p> <p>The Clerk confirmed that on the 1<sup>st</sup> April 2024 there was the sum of £12,105.83 in the Treasurers Account.</p> <p>The Clerk confirmed that some progress had now been made with TSB on the bank mandate (thanks to Nick Wassell) and it was hoped the new updated mandate would be received shortly.</p> <p>It was also confirmed that Stuart Pollard had completed his interim Internal Audit for 23/24 and that the Clerk was awaiting the final bank statement before completing the final paperwork for the Annual Return (the deadline for such being the 30<sup>th</sup> June 2024).</p>	
<p>50/24</p>	<p><b>Payments and Receipts</b></p> <p>It was agreed to make the following payments:</p> <p>£22.00 direct debit payment to EDF Energy (electricity for Wotter defib)</p> <p>£170.00 cheque to Lee Moor Public Hall (room hire for PC meetings)</p> <p>£12.00 cheque to Shaugh Prior Recreation Hall (room hire for EP meeting)</p> <p>£172.80 cheque to Scott Smy (re-issue of Chq No 02234 for Clerks</p>	

<p>51/24</p>	<p>annual mileage expenses 23/24)                  £1004.80 cheque to Scott Smy (3 months Clerks wages)                  £251.00 cheque to HMRC (PAYE for 3 months Clerks wages)                  £1020.00 cheque to Tom Cox Tree Surgery (Ash die-back tree works)                  £66.00 cheque to WesternWeb Ltd (renewal of webspace for 2 years)                  £200.00 cheque to Dartmoor Cottages Residents Association (grant for works to track leading to Wotter play area)</p> <p>Receipts                  None</p> <p><b>Works and Maintenance – Lee Moor Notice Board</b></p> <p>The Clerk confirmed that the works to remove the ash die-back trees on the PC-owned land in Shaugh Prior had now been undertaken by Tom Cox Tree Services. It was suggested by Cllrs that the PC now needed to consider what to do with the land as it needed a general tidy-up.</p> <p>With regard to the replacement notice board at Lee Moor, the PC were still awaiting feedback on the grant application for funding from Newnham Solar Fund. It was hoped that a decision would be forthcoming shortly.</p>	
<p>52/24</p>	<p><b>Date and Place of Next Parish Council Meeting</b></p> <p>The next meeting of Shaugh Prior Parish Council is the AGM and this will take place on Wednesday 1<sup>st</sup> May 2024 at Shaugh Prior Recreation Hall starting at 7.30pm.</p> <p style="text-align: center;">The meeting closed at 9.05pm</p> <p>Signed:.....Chairman</p> <p>Date: .....</p>	