

**MINUTES**

of

**SHAUGH PRIOR PARISH COUNCIL**

**Meeting**

**Held on**

**Wednesday 5<sup>th</sup> February 2025**

at

**Lee Moor Public Hall**

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

District Cllr Oram  
Cllr Smerdon (DNPA Rep)

4 Members of the public

Apologies: County Cllr Hart, Cllr Mrs Chater

Minute Number		Action
02/25	<p><b>Open Forum</b></p> <p>Claire Puckey of the 4 Rivers Dementia Alliance gave a 10 minute presentation on the work of the Dementia Alliance Group and how the PC could implement changes that would benefit those that either have dementia or those who look after/support those with such. There were a host of measures included in an information pack which the Clerk agreed to copy and circulate to Cllrs. It was also suggested that Claire could perhaps produce an article for inclusion in the monthly Parish Magazine.</p> <p>Tim Clewer asked if the PC could write to the DCC PROW team to ask why works on the B3417 Lee Moor Road (which led to a temporary closure of the bridleway and necessitate users of the bridleway having to walk/ride out into the busy road) were not communicated beforehand? It was agreed that the Clerk would raise this matter with DCC due to the associated safety concerns.</p> <p>A local resident wished to ask for some assistance in relation to the condition of the track that leads to Dartmoor Cottages (as well as providing a pedestrian route to Wotter Play Area). The resident was concerned about access to her parent's home and how it would be difficult to access for emergency vehicles etc. The Clerk confirmed</p>	<p>Clerk</p> <p>Clerk</p>

	<p>that he had received a similar enquiry from Lesley Nel of Dartmoor Cottages Residents Association and agreed to respond to both enquiries in respect of the Lease that the PC has with the Newnham Estates and what is mentioned with regard to rights of access etc. It was suggested that refuse vehicles from SHDC do cause damage to the track although the alternative would be for residents to bring their rubbish down to the service road for collection from there instead.</p>	Clerk
03/25	<p><b>Declarations of Interest</b></p> <p>No declarations had been received by the Clerk.</p>	
04/25	<p><b>Police Report</b></p> <p>The Clerk confirmed that no monthly report had been received.</p>	
05/25	<p><b>County and District Councillor Reports</b></p> <p>In his absence, there was no County Report from Cllr Hart.</p> <p>From a District Council perspective, Cllr Oram wished to provide comments on two matters which were as follows:</p> <p>Woolwell Urban Extension – Despite Cllr Oram raising concerns over levels of affordable housing and access (highway safety) along Pick Pie Drive, the planning application for Woolwell was finally approved at a recent meeting of the South Hams Development Management Committee. Despite his objection to the scheme, Cllr Oram was of the opinion that the District Council had little alternative but to approve the application as if it had been refused and gone to Appeal, then the Planning Inspector is likely to have approved it in any case and any challenge could have resulted in the award of costs against SHDC.</p> <p>Devolution White Paper – Cllr Oram explained that as a result of this white paper it was intended to remove the existing 2-tier system of councils and have single unitary authorities (similar to Plymouth City Council). At present he had no idea what impact this would have upon existing Parish Councils like our own. He confirmed that despite DCC requesting them to be postponed, the County Council elections will now go ahead in May 2025.</p>	
06/25	<p><b>DNPA Report</b></p> <p>Cllr Smerdon provided a detailed report prior to the meeting which was circulated to Cllrs. He confirmed that the National Park was still awaiting details of it's funding settlement for 25/26 (it was likely to be 'flat cash' and therefore the same sum as the previous year). Reference was also made to the closure of the visitor centre at Princetown and that it would now remain open until October 2025 before closing. Alternative uses for the building are currently being explored. Finally, there was no further update from the Supreme Court on the wild-camping case despite it being 5 months since the case was heard.</p>	

07/25	<p><b>Minutes of the Meeting held on Wednesday 4<sup>th</sup> December 2024</b></p> <p>All Cllrs agreed that they had received a draft copy of the minutes of the December meeting and that they were an accurate reflection of the minutes of that meeting. Proposed by Cllr Mrs Proctor and seconded by Cllr Sims. Resolved by Cllrs to agree the draft minutes of the December PC meeting.</p>	
<p>08/25</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p>	<p><b>Matters Arising</b></p> <p><b>Highway Matters</b></p> <p>Cllr Mrs Boulting raised a concern about sheep/livestock getting under the new section of fencing located just beyond the cattlegrid as you enter the moor from Shaugh Prior. The Chair confirmed that this fencing had been provided by the Commoners and therefore agreed to raise it with them for action.</p> <p>The Clerk referred to correspondence he had received from a parishioner regarding a large pothole on the approach to Shaugh Bridge. This had been reported to DCC and it had been confirmed that the works to the road surface would be undertaken shortly.</p> <p>Cllr Mrs Tyler raised an issue with blocked drains alongside the Moorland Hotel. It was suggested that this would probably be an issue for DCC but although the Clerk will raise with the Parish Lengthsman.</p> <p>Following-on from the last PC meeting, the Clerk had raised the issue of additional funding for the Parish Lengthsman with Cllr Hart who confirmed further Locality Funding could be made available for such works.</p> <p><b>Shaugh Prior Community Fund</b></p> <p>No applications for grant funding received this month.</p> <p><b>Tribute to Cllr Norman</b></p> <p>The Clerk confirmed he had written to Peter Davies of the NT for an update but was yet to receive a response.</p> <p><b>Wotter Play Area Improvements</b></p> <p>The PC had been successful in its funding application submitted to the National Lottery Awards for All for a grant of £20k which had now been received. A cheque for 50% of the total cost of the works is due to be raised tonight for Rhino Play SW and it is hoped that the works will commence on-site in early April and hopefully be completed before Easter.</p> <p><b>Neighbourhood Plan</b></p> <p>Cllr Spencer provide a verbal update and agreed to provide a written report to the Clerk for circulation in due course.</p> <p>The next meeting of the Steering Group is due to take place at Lee Moor Hall on Thursday 13<sup>th</sup> February. An application for grant funding</p>	<p>Chair</p> <p>Clerk</p>

<p>(f)</p> <p>09/25</p> <p>10/25</p> <p>11/25</p> <p>12/25</p> <p>13/25</p>	<p>had now been approved, with the level of funding secured just shy of £5k. This funding would help to cover costs associated with room hire for meetings, printing etc. It was confirmed that the Parish would need to apply for Parish On-Line which is a mapping tool needed for developing the NP (this was recommended by the planning consultant, the cost being £75 +VAT).</p> <p>In order to get further feedback from Parishioners, a questionnaire was currently being prepared by the communications group and it should be available for the next NP meeting. The next course of action would be to undertake an in-depth engagement with the local community to obtain their views on the NP and to also expand the Steering Group. There is also now a need to get a planning consultant on-board. Cllr Spencer confirmed that there was some urgency in getting the grant funding spent as quickly as possible.</p> <p><b>Emergency Plan</b></p> <p>The Clerk confirmed that there was no further progress on the EP.</p> <p><b>Planning</b></p> <p>No planning applications had been received this month and there was just 1 planning enforcement case being investigated in Lee Moor.</p> <p><b>Chairs Business</b></p> <p>The Chair had received a complaint about people feeding the ponies in Wotter and how they were leaving a mess on the footpaths. He wanted to remind everyone that nobody should be feeding any of the livestock on the moor. It was suggested that perhaps a reminder should go out in the Parish Magazine.</p> <p><b>Reports from Committees</b></p> <p>Cllr Spencer gave a brief update on a Q&amp;A session organised by DALC regarding the Government's White Paper on Devolution. The event was very attended (160 smaller councils) but there was very little in way of detail and how it might impact upon Parish Councils. Further details likely to be coming out in due course.</p> <p><b>Updated Cllr Code of Conduct</b></p> <p>As highlighted by Cllr Spencer at the Dec PC meeting, the Cllr Code of Conduct adopted by SHDC had been updated. As the PC has traditionally followed the same Code of Conduct adopted by SHDC, the updated Code of Conduct was forwarded to all Cllrs prior to the PC meeting. Resolved by Cllrs to adopt the updated Code of Conduct. Proposed by Cllr Spencer and seconded by Cllr Mrs Francis-McLeod. The Clerk agreed to upload the new Code of Conduct onto the PC website with immediate effect.</p> <p><b>SPPC Complaints Procedure</b></p> <p>In view of an updated Cllr Code of Conduct being adopted by the PC</p>	<p>Clerk</p>
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14/25	<p>under Minute 12/25 above, the previous version of the SPPC Complaints Procedure (reviewed at the Dec PC meeting) was updated to reflect this. Resolved by Cllrs to adopt the SPPC Complaints Procedure document. Proposed by Cllr Spencer and seconded by Cllr Mrs Tyler. The Clerk agreed to upload a copy of the new Complaints Procedure document onto the PC website with immediate effect.</p> <p><b>SPPC Anti-Harassment and Bullying Policy</b></p> <p>Following comments made at the Dec PC meeting on how the draft document did not seem to include Cllrs, the Clerk contacted NALC on this issue who confirmed that the document could be amended to reflect the needs of individual PC's (although the overall content should remain as drafted). Resolved by Cllrs to adopt the new SPPC Anti-Harassment and Bullying Policy. Proposed by Cllr Spencer and seconded by Cllr Mrs Proctor. The Clerk agreed to upload a copy of the new Anit-Harassment and Bullying Policy onto the PC website with immediate effect.</p> <p>Cllr Mrs Boulting asked whether a specific Risk Assessment existed for Cllrs who may be being harassed or bullied. The Clerk confirmed that the PC had a duty to annually review its Risk Register and that this alteration could be added when the said document is due to be reviewed at the March PC meeting.</p>	Clerk
15/25	<p><b>Updated Financial Regulations</b></p> <p>Following the recent internal audit, it had been highlighted by the auditor that the financial regulations produced by NALC and adopted by PC's had been updated. A copy of the updated regulations was circulated to Cllrs prior to the meeting.</p> <p>With no Cllrs having any questions on the updated FR's, it was resolved by Cllrs to adopt the updated Financial Regulations produced by NALC. Proposed by Cllr Mrs Francis-McLeod and seconded by Cllr Mrs Proctor. The Clerk agreed to upload a copy of the updated Financial Regulations onto the PC website with immediate effect.</p>	Clerk
16/25	<p><b>Precept 2025/26</b></p> <p>As a result of feedback from the Internal Audit, it was recommended that the setting of the precept for 2025/26 should be subject to a separate Minute Ref (rather than be included under 'Finance' at the Dec PC meeting. Resolved by Cllrs to agree a 5% increase on the level of precept for 2025/26 resulting in an annual precept of £15,899.00. Proposed by Cllr Mrs Burkill and seconded by Cllr Mrs Tyler.</p>	Clerk
17/25	<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 SLCC regarding Governments Consultation on strengthening standards and conduct framework for local authorities in England. Cllr Mrs Burkill confirmed that she had</li> </ul>	Clerk

	<p>reviewed the consultation (circulated by the Clerk to all Cllrs prior to the meeting) and produced a draft summary document of the issues (which was also circulated to Cllrs). Cllr Mrs Burkill was of the opinion that responding to the consultation would be something for SHDC (as our PC simply adopt what SHDC has in place rather than draft our own response). It was agreed by Cllrs that the Clerk would obtain the response from SHDC to the consultation before then deciding whether we respond to the consultation by the 26<sup>th</sup> February 2025 deadline date.</p> <ul style="list-style-type: none"> <li>• Email from Lesley Nel of Dartmoor Cottages Residents Association seeking further information in relation to the lease we have in place with the Newnham Estate for Wotter Play Area and maintenance of the access track. The Clerk agreed to draft a response, copying in Cllrs.</li> <li>• Copied into an email from a Parishioner regarding an FOI request in relation to the Neighbourhood Plan. Cllr Spencer confirmed that he would draft a response and copy in the Clerk to the reply.</li> <li>• Devon Climate Change Emergency Newsletter for January 2025 (circulated to Cllrs)</li> <li>• Email newsletter from NALC</li> <li>• Email newsletter from SLCC</li> <li>• Email newsletter from DALC.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Spencer</p>
<p>18/25</p>	<p><b>Finance</b></p> <p>The Clerk confirmed that on the 2<sup>nd</sup> February 2025 there was the sum of £35,533.36 in the Treasurers Account.</p> <p>An initial Internal Audit of the accounts had been undertaken by Auditing Solutions in Feb 2025 and no issues were identified. The final version of the Internal Audit will be completed at the end of the financial year. It was also agreed by Cllrs that the Chairs annual allowance could be raised at the March PC meeting.</p>	
<p>19/25</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>£264.00 cheque to J &amp; MJ Widdicombe (Parish Lengthsman drainage works in Dec 24)</p> <p>£118.80 cheque to J &amp; MJ Widdicombe (Parish Lengthsman drainage works in Jan 25)</p> <p>£13,405.20 cheque to Rhino Play SW Ltd (50% payment for works to Wotter Play Area)</p> <p>£20.58 cheque to Scott Smy (reimbursement for printer ink and postage)</p> <p>Receipts £20,000 BACS payment from the National Lottery Awards for All</p>	
<p>20/25</p>	<p><b>Works and Maintenance</b></p>	

21/25	<p>It is hoped that the improvement works to Wotter Play Area will commence in late March/early April and be completed by Easter. In the meantime James Friend is still working through some of the issues highlighted in both of the play areas (replacing bearings, shackles etc).</p> <p>Following a discussion at the last PC meeting and having confirmed that the contractor as the necessary Public Liability Insurance, it was agreed that the Clerk would respond to Hillary Hanna (who resides at Merlin) confirming the PC's intention to commence with the use of her contractor for a couple of visits per year. It was suggested that perhaps a visit in Feb and the end of August would suffice but this would need to be monitored. Resolved by Cllrs to instruct 2 visits per year. Proposed by Cllr Mrs Francis-McLeod and seconded by Cllr Mrs Tyler.</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> March 2025 at Lee Moor Public Hall starting at 7.30pm.</p> <p>The meeting closed at 9.06pm</p> <p>Signed:.....Chairman</p> <p>Date: .....</p>	
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