

MINUTES
of
SHAUGH PRIOR PARISH COUNCIL
Annual General Meeting
Held on
Wednesday 7th May 2025
at
Shaugh Prior Recreation Hall

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

County Cllr Carson

1 Member of the public

Apologies: Cllr Mrs Burkill and Cllr Smerdon
PC Dave Tunstall

| Minute Number | | Action |
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| | <p>Minutes of AGM held on Wednesday 1st May 2024</p> <p>The Clerk referred to the minutes of the AGM held on Wednesday 1st May 2024 which were circulated to Cllr's prior to the meeting. It was resolved by Cllrs that the draft minutes should be accepted as being a true record of the AGM and this was agreed unanimously. Proposed by Cllr Mrs Proctor and seconded by Cllr Mrs Tyler.</p> <p>Election of Chairman and Vice-Chairman</p> <p>The Clerk reported that he had received applications for both the positions of Chair and Vice-Chair of the PC.</p> <p>In respect of the position of Chair, one proposal had been received from Cllr Stone to put forward himself for the position of Chairman and this was seconded by Cllr Mrs Burkill. Resolved by Cllrs that Cllr Stone be appointed as Chair for the PC for the coming year (8 for, 0 against, 0 abstentions).</p> <p>For the position of Vice-Chair, the Clerk confirmed that a proposal had been received from Cllr Spencer for himself to be Vice-Chair, seconded by Cllr Mrs Boulting. A further proposal had also been</p> | |

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| 59/25 | <p>received from Cllr Mrs Burkill for the position of Vice-Chair, with Cllr Stone as seconder. At the vote it was resolved by Cllrs that Cllr Spencer be appointed as Vice -Chair, securing 5 votes in total compared to 2 for Cllr Mrs Burkill and 1 abstention.</p> <p>Election of Committee's</p> <p>It was resolved by Cllrs that the following committees and working groups be agreed en-bloc. Proposed by Cllr Spencer and seconded by Cllr Mrs Proctor:</p> <p>HR Sub-Committee Cllr Stone, Cllr Spencer, Cllr Mrs Burkill, Cllr Mrs Boulting and Cllr Sims.</p> <p>Emergency Plan Working Group Cllr Stone, Cllr Mrs Tyler, Cllr Mrs Proctor and Cllr Mrs Francis-McLeod.</p> <p>Neighbourhood Plan Working Group Cllr Spencer, Cllr Mrs Tyler and Cllr Mrs Boulting</p> <p>Local Government Reorganisation Working Group Cllr Mrs Burkill, Cllr Mrs Tyler, Cllr Mrs Boulting and Cllr Mrs Chater</p> <p>Appointment of Representatives</p> <p>It was resolved by Cllrs that the following Cllrs would represent the PC on the following groups/organisations be agreed en-bloc. Proposed by Cllr Mrs Chater and seconded by Cllr Mrs Boulting:</p> <p>Imery's Liaison Group Cllr Mrs Tyler, Cllr Mrs Chater</p> <p>Hemerdon Mine Local Liaison Group Cllr Stone, Cllr Spencer</p> <p>I&DALC With meetings taking place in Ivybridge during the daytime (making it difficult for working Cllrs to attend), this position was left vacant. The Clerk confirmed that he was still receiving minutes of I&DALC meetings held (usually twice a year) and would report back at the following monthly PC meeting.</p> <p>DNPA Cllr Mrs Burkill</p> <p>Newnham Solar Panels Community Interest Company Cllr Mrs Burkill</p> <p>Open Forum</p> <p>Mr Clewer referred to the images he had sent to the Clerk and Cllrs prior to the meeting regarding bikers using the B3417 which had been</p> | |
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| | <p>downloaded from the internet. Despite providing the images to the Police (as some could suggest that bikes were not being ridden with due care and attention), the Police have confirmed that they weren't seeking to investigate them. It was also highlighted that a burnt-out car had been left at the top of Portworthy Lane (which had damaged the road surface). It was also noted that a further accident involving a motorcyclist had occurred on the 4th May 2025.</p> <p>The Clerk confirmed that he had not received any further correspondence from the DCC PROW team regarding the recent works on the B3417 which had resulted in the existing bridleway being temporarily impassable. After some discussion by Cllrs, it was agreed that the Clerk would formally write to the Police and Crime Commissioner seeking their support for the introduction of lowering of the speed limit in advance of the speed camera (and associated electricity supply) being installed by Tungsten West.</p> | |
| 60/25 | <p>Declarations of Interest</p> <p>The Clerk confirmed that none had been received.</p> | |
| 61/25 | <p>Police Report</p> <p>In his absence, the Clerk read out the following report received from PC Dave Tungate:</p> <p>01/04/25 – Delivery person bitten by a dog (occurred on 31/03/25) 05/04/25 – Two juveniles broken into a property and stolen clothing and caused graffiti. Both have been interviewed. 05/04/25 – Reported crime for non-criming. 12/04/25 – Male setting light to gorse on Lee Moor. Fire brigade were already in attendance. Whilst Police attended, a report came-in of a burnt-out vehicle at Portworthy (not linked). Vehicle could not be identified. 15/04/25 – Burnt-out car (Citroen) on lane to Portworthy. 15/04/25 – Lost male turned-up at reporting person's address cold and wet. Had been hiking on the moors. 17/04/25 – Information pertaining to a possible rave at Cadover. 19/04/25 – Aggrvated vehicle taking. Vehicle was pursued and crashed in Shaugh Prior. Two people were arrested. 27/04/25 – Call for potential deer poaching. This wasn't the case and the deer had been killed in a traffic collision. 27/04/25 – Car on its side, damage only. 30/04/25 – Report of a male taking photos of young children playing in the river. 30/04/25 – Secon family reporting the same male taking photos.</p> | Clerk |
| 62/25 | <p>County and District Councillor Reports</p> <p>Prior to Cllr Carson providing his report as the newly elected County Cllr, the Clerk read out an email received from the out-going Cllr John Hart thanking the PC and their parishioners for all their support over the years he had represented the Parish.</p> | |

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| 63/25 | <p>Cllrs wished to congratulate Cllr Carson on his recent election success. He commented that the political landscape was now very different, with the number of conservative Cllrs going from 34 to 7 and that he is now the only conservative Cllr in the South Hams. It was confirmed that the Liberal Democrats are now the largest party within DCC although they don't have enough Cllrs for an overall majority and as a result were looking to form a coalition (possibly with the Green Party). It was also suggested that Cllr Julian Brazil could be the new Leader of DCC following the elections. It was noted that Cllr Brazil was opposed to many elements of the LGR proposals and in particular the intentions of Plymouth to expand their boundaries into the South Hams.</p> <p>In the absence of Cllr Oram there was no District Cllr Report.</p> <p>DPNA Report</p> <p>In his absence, the Clerk read out a report provided by Cllr Smerdon:</p> <p>Fire at Cut Hill/Fur Tor – Over the Bank Holiday weekend a major fire spread across one of the most inaccessible parts of North Dartmoor. Finally extinguished at 2.30pm on Monday, a total of 500 hectares (1200 acres) was burnt. A massive thanks go out to all groups/agencies who worked to get this fire under-control.</p> <p>DNPA Funding Settlement 2025/26 – Following receipt of a letter of intent from DEFRA, it was confirmed that our financial grant for 2025/26 is as follows: Revenue - £3,532,028 (an 8.2% reduction from 2024/25) Capital - £1,453,837 Access for All capital funding - £122,858.</p> <p>In summary the cut in revenue funding is not good news. It is the biggest ever cut in such funding. Anticipating this level of cut to DNPA's core funding, Members of the Authority voted to use money from our reserves to close the predicted budget gap for 2025/26.</p> <p>Dartmoor Rural Crime Initiative – I attended the meeting of the DRCI which brings together various agencies (Police Rural Crime Unit, Fire Service, Trading Standards etc). Issues raised included the increase in fire risk, fly tipping, livestock injured on the roads and incidents where people had been injured by cattle on the moor. On particular concern was the rise in thefts of livestock and equipment from farms across the county. Farmers are being asked to be extra vigilant and protect their stock.</p> <p>Wild Camping – We still await a decision from the Supreme Court on this case.</p> <p>Dartmoor Hosts Visit by Minister – The Authority hosted a visit by Mary Creagh (Minister responsible for National Parks) on Weds 16th April. Senior leadership members had about 3 hours and went for a walk and talk on Haytor explaining our role, the work we do and the impact we have.</p> | |
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| 64/25 | <p>Award for Girls do Dartmoor – Congratulations go to the Youth Engagement Ranger Kats Koster-Shadbolt for winning the Campaign for National Parks New Perspective Award for the Girls do Dartmoor programme.</p> <p>Minutes of the Meeting held on Wednesday 2nd April 2025</p> <p>Prior to the meeting, Cllr Mrs Burkill referred to a slight amendment under Minute 50/25 in that the grant for the building for Lee Moor Bowling Club was yet to be approved. This was noted by the Clerk. Resolved by Cllrs to agree the draft minutes of the meeting held on Wednesday 2nd April 2025. Proposed by Cllr Mrs Boulting and seconded by Cllr Sims.</p> | |
| 65/25 | <p>Matters Arising</p> | |
| 8/25(a) | <p>Highway Matters</p> <p>The Clerk took note of the burnt-out car reported during the Open Forum on the lane leading to Portworthy and agreed to raise this with DCC Highways.</p> <p>It was confirmed by Cllr Mrs Tyler that the works to remove the existing cats eyes on various sections of road within the Parish will also involve their reinstatement along with new road markings.</p> <p>The damaged road surface on the B3417 at the entrance to Herrschoff Kilns was raised again. The Clerk confirmed that this had been raised with DCC Highways on a number of occasions using their Report-It function on their website.</p> | Clerk |
| 8/25(b) | <p>Shaugh Prior Community Fund</p> <p>No applications for funding had been received this month. The Clerk confirmed that he had now updated the on-line application form for 25/26.</p> | |
| 8/25(c) | <p>Tribute to Cllr Norman</p> <p>There was no further update on this matter. The Clerk confirmed he had chased Peter Davies of the NT for a response and was awaiting a reply.</p> | |
| 8/25(d) | <p>Wotter Play Area Improvements Working Group</p> <p>All works at the play area involved with the project had now been completed with the exception of the replacement of the fencing (which James Friend was planning to complete shortly). It was disappointing that some Parishioners had chosen to use the play equipment before the rubber mulch surfacing had cured leading to some localised damage. It was noted that the PC would have to fund these repairs. An inspection of the new pieces of play equipment (for insurance purposes) had been arranged for mid-June at a cost of £120 + VAT.</p> | |

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| 8/25(e) | <p>Cllr Mrs Tyler passed-on a complaint relating to the number of toddler swings (there were now too many). The Clerk confirmed that Rhino Play had installed too many and that no toddler swings should have been installed on the new swing unit. Rhino had been made aware of this and confirmed that this seat will be replaced in due course.</p> <p>Following the insurance inspection it was agreed that an opening event should be organised.</p> <p>Neighbourhood Plan – ToR and Payments</p> <p>Cllr Spencer gave an update on matters relating to the Neighbourhood Plan. He confirmed that payment of invoices had been agreed by the NPSG at a meeting on the 6th May 2025 and had now presented them to the PC for payment at tonight's meeting. It was noted that Groundworks (funding provider) had agreed a virement for certain payments.</p> <p>The NP website was now set-up and operational. At present only Cllr Spencer has access rights in terms of uploading information. The next stage in the process will be the community engagement meetings and that we need as many people to engage in the process as possible. If there is no community engagement then the NP process won't continue (a 50% response rate was required).</p> <p>Engagement events are planned for June at both of the halls and at the Moorland Hotel. Posters and leaflets will be distributed throughout the Parish including within the Parish Magazine. It is hoped that the consultation questionnaire will give people the opportunity to respond on-line (using a QR code) as well as receiving hard copies of the completed questionnaire. Cllr Spencer asked if Cllrs could encourage as many people as possible to feedback during the consultation events.</p> <p>Cllr Spencer then referred to a revised Terms of Reference document for the NPSG for consideration/adoption by the PC. One of the primary changes was in relation to the objective of building links to SHDC and DNPA. The updated ToR also provided further clarity on the voting process for the group, with there being a minimum of 4 members of the NPSG to vote and agree on proposals (based upon a majority vote).</p> <p>Cllr Mrs Francis-McLeod raised a concern about some of the wording used regarding representation across the 3 villages. After some discussion it was agreed that revised wording be produced which refers to the need for the NP to represent all persons within the Parish. It was agreed Cllr Spencer would amend the wording and send the revised ToR document to the Clerk. Resolved by Cllrs to adopt the revised ToR document for the NPSG – proposed by Cllr Mrs Tyler and seconded by Cllr Spencer.</p> | Clerk |
| 32/25 | <p>Wotter Surgery Complaints/Issues</p> <p>Cllr Mrs Chater confirmed that she had been compiling a list of</p> | Cllr Spencer |

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| | <p>complaints and issues from various Parishioners regarding problems experienced with Wotter Surgery. To date, Cllr Mrs Chater had not received a response from the Service Complaints lead. It was highlighted that whilst some parishioners had not received a good experience from Wotter Surgery, there are also those in the parish who use the surgery and had received an excellent service. After some discussion it was suggested that perhaps those more serious complaints should be taken to the next level (although this wasn't really a matter for the PC to get involved with).</p> | |
| 33/25 | <p>Local Government Reform</p> <p>The Clerk confirmed that he had received correspondence from PCC asking to meet Clerks as part of their engagement process. It was the view of the Clerk that it would be more beneficial for these meetings to also involve the Chair (as well as the Clerks) of all 13 Parishes impacted by the proposals.</p> <p>A Clerks meeting was due to take place on Friday 9th May where the Clerk would be able to ascertain how other Parishes would be responding to this request. It was noted that no formal feedback had been received from Central Government as yet (although it was expected shortly). Cllr Carson confirmed that Liz Hitchins from Brixton PC was looking to set something up with all of the Chairs of the 13 Parishes and further details would be provided in due course.</p> | |
| 66/25 | <p>Planning</p> <p>Having highlighted the need for a site visit at the last meeting, the Clerk confirmed that the PC raised no objections to the planning application submitted for the White House, Shaugh Prior.</p> <p>It was also noted that permission had been granted for app no 0055/25 – Single storey rear extension and associated works at Shaden House, Shaugh Prior. I was also highlighted that the PC raised an objection to the prior approval application submitted for the conversion of an agricultural building to a dwelling on land at Lee Moor (app no 0806/25/PDM).</p> <p>Finally, it was confirmed that a planning enforcement case was currently live in respect of Land at Lee Haven, Lee Moor.</p> | |
| 67/25 | <p>Chairman's Business</p> <p>The Chair wished to thank everyone that had re-elected him as Chair for the coming year and looked forward to working alongside Cllr Spencer as his new Vice-Chair.</p> | |
| 68/25 | <p>Reports from Committees</p> <p>It was noted that no meetings of committees had taken place which needed to be reported back on apart from a recent meeting of the HR Sub Committee (which will be reported on during Part 2 of today's PC meeting).</p> | |
| 69/25 | <p>Correspondence</p> | |

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| 70/25 | <p>During the past month the following correspondence had been received:-</p> <ul style="list-style-type: none"> • Cllr Mrs Chater confirmed that she had recently attended an on-line meeting of the Dementia Alliance which provide very informative. Despite having confirmed at the last PC meeting that we currently don't have the time/resources available to commit to becoming a Dementia-Friendly Parish, Cllr Sims suggested that he might want to take this on and would look into it and report back to the Clerk. • Email from DNPA re BT Digital Voice Support for the change-over from analogue to broadband based calls. • Email from PCC re LGR (reported upon above under Minute 33/25). • Email update/newsletters from DALC. • Email newsletter from NALC. • Email newsletter from SLCC. • Weekly newsletter updates from DCC (sent direct to Cllrs) <p>Finance – Internal Audit 2024/25</p> <p>It was confirmed that the Internal Audit had been undertaken by Stuart Pollard of Auditing Solutions Ltd and no issues had been raised. Consequently, the Internal Audit Report had been signed for submission as part of the AGAR. The Annual Governance Statement and Approval of the Annual Accounts will be on the agenda for the June PC meeting.</p> <p>As highlighted on Minute 8/25(e) above, a number of payments had been presented for payment associated with the NP, with one of the payments for the Planning Consultant being £3,468.00. The PC's adopted Financial Regulations (FR) state that works/services over £2k procured by the PC require a minimum of 3 estimates/quotations.</p> <p>In view of the limited number of planning consultants that specialise in NP work and the fact that planning support is something provided by a specialist, Cllr Spencer (on behalf of the NPSG) proposed that the need for 3 estimates/quotations could be waived under Section 5.12 of the FR's and this was set out in an email in accordance with Section 5.13 of the FR's. In the opinion of the Responsible Financial Officer (Clerk), Sections 5.12 and 5.13 could be applied in this instance for the reasons outlined above. Resolved by Cllrs to agree to the application of the exemptions as outlined under Sections 5.12 and 5.13. Proposed by Cllr Mrs Proctor and seconded by Cllr Mrs Chater.</p> <p>The Clerk confirmed that on the 1st May 2025 there was the sum of £18,430.93 in the Treasurers Account which included the first precept payment from SHDC of £7,949.50.</p> <p>The Clerk also provided Cllr Spencer with the end of year bank reconciliation for 2024/25 for checking/signing.</p> <p>It was highlighted that the annual insurance policy was due for</p> | <p>Cllr Sims</p> <p>Clerk</p> |
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| 71/25 | <p>renewal which would continue to be provided by Zurich as were into the third of a three year deal the cost this year being £704.30 (compared to £626.57 in 2024/25). This increase in the premium was due to the liabilities of the additional play equipment installed at Wotter Play Area.</p> <p>Payments and Receipts</p> <p>It was agreed to make the following payments:</p> <p>£22.00 direct debit payment to EDF (electricity for Wotter defib) £100.00 cheque to Scott Smy (1st annual Clerks expenses payment 2025/26) £324.00 cheque to Auditing Solutions Ltd (internal audit 2024/25) £3468.00 cheque to Deborah McCann (NP Planning Support) £160.00 cheque to Shaugh Prior Rec Hall (room hire for NP meetings) £160.00 cheque to the Moorland Hotel (room hire for NP meetings) £317.00 cheque to Colourbridge SW Ltd (printing leaflets for NP) £160.00 cheque to Lee Moor Hall (room hire for NP meetings) £839.66 cheque to Groundworks UK (return of unspent NP funding) £704.30 cheque to Zurich Municipal (annual insurance renewal 2025-26)</p> <p>Receipts £7949.50 BACS payment from SHDC (first annual precept payment)</p> | |
| 72/25 | <p>Works and Maintenance</p> <p>The Clerk confirmed that he had instructed James Friend to go ahead with the installation of the sign on the access track to Wotter Play Area (confirming that access should be on-foot only). He had also asked James to install the replacement sections of fencing around the play area (which had been removed as part of the play area improvement works).</p> <p>The Clerk also confirmed that he had undertaken a recent audit of picnic benches and tables owned by the PC and there were a number that needed replacing. However, it would be prudent to wait to see how the finances are before committing to further significant spend. It could be that grants could be applied for to help replace those benches/tables that are in the worst condition.</p> | |
| 73/25 | <p>Date and Place of Next Parish Council Meeting</p> <p>The Clerk reminded everyone that the Annual Parish Meeting will take place on Wednesday 4th June 2025 at Shaugh Prior Recreation Hall starting at 7.00pm. This will be followed by the monthly PC meeting.</p> <p style="text-align: center;">The meeting closed at 9.15pm</p> <p>Signed:.....Chairman</p> <p>Date:</p> | |