

Shaugh Prior Parish Council

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP. Tel
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25th February 2026

To Members of Parish Council.

You are hereby summoned to attend a Meeting of Parish Council, to be held on **Wednesday 4th March 2026 at 7pm in the Village Hall, Lee Moor for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Penny Clapham

Penny Clapham BA (Hons) PSLCC
Locum Clerk to the Council

AGENDA

1) PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 3e and 3f).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

2) Apologies For Absence:

3) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council within 28 days of the change.

4) District and County Councillor Reports -

5) Minutes – to approve and sign the Minutes of the meeting held on the 4th February 2026.

6) Local Government Reorganisation – to receive an update.

7) Open spaces –

- i. DTGS are booking the annual inspection of Wotter play area at a cost of £130.00, 8th April 2026.

8) PLANNING

Planning Applications - South Hams District Council has asked for observations from the Parish Council on the following planning applications:

- i. 0316/26/PIP Application for permission in principle for erection of between 4 and 6 dwellings, field northwest of St. Aubyn Terrace SX570 617 Lee Moor

- ii. 0411/26/HHO Householder application for formation of off street parking/hardstand, 35 Tretheway Gardens, Wotter
- iii. 0405/26/HHO Householder application for proposed conversion of existing workshop/stable to form annexe, Upham close, Collard Lane, Wotter.
- iv. 0069/26 Demolition of single storey extension and replacement with larger extension, Spring Cottage, Shaugh Prior.

Planning Decisions

9) FINANCE

Expenditure Locum clerks expenses tba

Income

Bank Reconciliation and Statement, for information – not available for this meeting.
Council to resolve to accept the accounts as listed above.

10) Policies – to resolve to agree and adopt the following policies:

- a) IT Policy
- b) Standing Orders updated.
- c) Social Media Policy
- d) Health & Safety Policy
- e) Code of conduct

11) Clerk's report –

- i. Clerk will be on annual leave 27th April to 8th May inclusive.
- ii. Banking with Unity Trust has not yet been set up.
- iii. Locality budget request for £1000 has been submitted to Devon Council.

12) Annual Parish Meeting – to consider and set a date for this meeting.

13) Councillor's reports and External Meetings attended (for information only)

14) Part II

Council are excluding members of the public and the press to progress a matter of a confidential nature.

Public Bodies (Admissions to Meetings Act) 1960.

Local Government Act 1972, ss 100 and 102.

15) Code of Conduct statements - to receive an update

16) Harassment Complaint – to receive an update

Items for Information - The next council meeting will be on 4th April 2026, 7pm at Shaugh Prior Village Hall

Email Circulation

DALC Bulletin 11 (sent 19/02)

Information on tick-borne diseases (sent 24/02)