

MINUTES

of

SHAUGH PRIOR PARISH COUNCIL**Meeting****Held on****Wednesday 3rd December 2025**

at

Lee Moor Public Hall

Present: Chairman Cllr Stone
 Cllrs Thomas, Clewer, Mrs Burkill, Mrs Chater, Mrs Proctor, Mrs Tyler and Mrs Francis-McLeod

County Cllr Carson

2 Members of the public

Apologies: District Cllrs Oram and Abbott
 DNPA Rep Peter Smerdon

Minute Number		Action
158/25	<p>Prior to the start of the meeting, the Clerk confirmed that Cllr Clewer may be late due to another appointment.</p> <p>Open Forum</p> <p>Having made her way from the Sparkwell PC meeting, Marica Lyndon provided an update on matters relating to Hemerdon Mine. The schedule of funding was currently still on-track, with construction due to commence in Jan 2026. A recruitment consultation event is planned for early in the new year and they are hoping to have 150 employed by July 2026. There is a strong emphasis on looking at employing people from the local area. Cllr Mrs Tyler asked if any lorries would be parked-up on-site overnight? Marica confirmed that this would not be the case as the number of off-site tungsten HGV movements would only total 2 per week.</p> <p>Marica confirmed that TW were keen to avoid the problems associated with the previous operation of the mine and are looking to hold a number of open days with local residents, Cllrs etc. Cllr Mrs Burkill raised the issue of the location of dust monitors and how the existing locations of such may not pick-up issues for our parish? It was also noted by Cllr Clewer that there had been no dust monitoring results for a quite a while. This was noted by Marica. The offer of a</p>	<p>Marica Lyndon/TW</p>

159/25	<p>PC visit to Hemerdon mine was discussed with the potential of a visit in March 2026. As a result of wanting to support fund-raising for local charities, TW agreed to provide a donation of £250 towards St Lukes as part of the fund raising efforts associated with the local choir singing group within the Parish which is run by Cllr Mrs Francis-McLeod.</p> <p>Declarations of Interest</p> <p>Cllr Thomas wished to raise an interest in relation to Minute Agenda Item 33/25 which was noted and recorded by the Clerk.</p>	
160/25	<p>Police Report</p> <p>The Clerk read out the following report:</p> <p>Crimes Nov – None in Shaugh Prior. One road traffic collision reported. Three closest reported crimes, 1x Wotter, 2x Bickleigh. None relevant to the meeting. Last reported crime was 24th Sep – not relevant for meeting.</p> <p>Police Incidents Nov – None reported. Oct – Two police logs. One erratic driving and one concern for welfare.</p>	
161/25	<p>County and District Councillor Reports</p> <p>County Cllr Carson provided a detailed report which was circulated around to Cllrs prior to the meeting. In respect of those ‘local’ matters impacting upon the Parish:</p> <p>LGR</p> <p>A call has been issued for local councils in Devon to come together and take the opportunity to improve services, whatever decision government makes on the restructure of local government.</p> <p>The message came at a special meeting of our Cabinet today (Tuesday 18 November), as it agreed the draft report setting out proposals which will be submitted to Government later this month.</p> <p>Devon’s proposals are for a single unitary authority to replace the County Council and the existing eight district councils. The existing authorities of Plymouth City Council and Torbay Council would remain as they are. Cllr Julian Brazil, Devon County Council Leader, said....’At the end of this process we all have to come together. Our duty is to deliver the services that our residents deserve. Within that is proper funding for local government. The fact children in Devon get less than nearly every other area in the country is grossly unfair and affects their life chances. As we move forward, we should accept that there will be fantastic opportunities to deliver services that really reflect the wants and needs of our communities. It would be remiss of us not to take that. There is an element of positivity that in the end I’m sure we will be able to do better, which is what we strive to do, and should always strive to do.”</p>	

	<p>Devon Libraries Consultation – We want to hear from you We are inviting you to give your views on Devon's libraries now, the proposed changes to the library service, and any alternatives you may wish to propose. You do not need to be a library member to complete the consultation, it is open to everyone. However, if you would like to join the library you can do so at Join the Library - Libraries Unlimited. This consultation is open from Monday 1 December 2025 until Sunday 22 February 2026. Please ensure that you respond within this period as responses received after the closing date will not be included in the consultation. All feedback will be collated and used to inform a new libraries strategy. Cllr Clewer raised a concern with the on-line consultation form and how it appeared to not be working at present. Cllr Carson agreed to look into this and report back.</p> <p>In addition to what was contained in his report, Cllr Carson also confirmed that DCC would shortly be starting a consultation relating to the closure of Shaugh Prior Primary School and how the PC will be contacted as soon as this consultation goes live. He also confirmed there were currently significant budget pressures at DCC in respect of getting a balanced budget.</p> <p>Cllr Carson also confirmed that the letter of comfort relating to the funding needed for Traffic Regulation Order relating to the lowering of the speed limit on the B3417 had now been received from TW and that this process was now under-way.</p> <p>Some discussion then took place regarding the need for a lorry park for the HGV's associated with the China Clay operations in the area. It was agreed by all that a formal lorry park was required although finding a suitable site (and who would pay for it) were significant challenges.</p> <p>Cllr Thomas highlighted the on-going concerns around the Parish relating to fly-tipping and had recently reported what appeared to be a suspicious vehicle to the Maristow Estate.</p> <p>In relation to District Council matters, Cllr Victor Abbott kindly provided a report which again was circulated to Cllrs prior to the PC meeting:</p> <p>Local Government Reorganisation Since the last PC, I have listened to the final debates at County and District. At County I agreed with the proposals, which returned to the Cabinet who agreed to forward them to the Westminster government. At District I spoke to the proposal, agreeing they were rational and voted for them to be forwarded. These and other proposals are either in or have missed the deadline. The District submission for which I voted was 451 (not 451+) and thus did not accept the aggrandisement of all or any Parishes currently within the South Hams into a greater Plymouth.</p> <p>Primary School Visits From November to March 2026, primary schools across the South Hams will soon be receiving a visit from Bonster, the food waste</p>	Cllr Carson
--	---	-------------

162/25	<p>eating Monster, as part of Recycle Devon's Waste Education Programme. Food waste still often finds its way into the black bin. A 2022 study found that nearly a third of Devon's black bin waste is food waste, 79% of which is avoidable. It also found that 35% of all discarded food is still packaged. There will be an opportunity for parents or carers to collect a food waste caddy at the end of the school day if they don't already have one at home. <u>Bonster The Hungry Monster is a character from a children's book</u> It shows the journey of Bonster from 'Leftover land' to a family's kitchen, where he is kept well fed on all his favourite foods – peelings, scraps, leftovers and more.</p> <p>Tourism A report covering the South Hams and with national comparators is available.</p> <p>Fly Tipping Please encourage parishioners to report fly-tipping as it helps us respond quickly, deters repeat offenders and protects our shared spaces and supports enforcement efforts — including issuing Fixed Penalty Notices (FPNs) to those caught fly-tipping. Offenders can face fines of up to £500 through FPNs, and in some cases, prosecution. Reporting helps us take action. If you witness fly-tipping, report it to your local council or use the official reporting app. Cllr Thomas highlighted the on-going concerns around the Parish relating to fly-tipping and had recently reported what appeared to be a suspicious vehicle to the Maristow Estate.</p> <p>Revenues and Benefits The system is being moved to the 'Cloud' Thursday to Monday so there may be a little delay in responses.</p> <p>DNPA Report In his absence, the Clerk read out the following report provided by Cllr Smerdon:</p> <p>Success for DNP at Devon Tourism Awards DNP were represented at the Devon Tourism Awards last Thursday evening at Exeter by our two visitor centres as finalists in the 'Visitor Information Service of the Year' category. We were delighted that Haytor VIC won bronze while Postbridge won silver.</p> <p>Appointment Process for New CEO The process to find a successor for DNP CEO Kevin Bishop continues. The recruitment company employed to assist the Authority has sifted through the initial 80+ applicants down to a small group who will meet Authority Members this week, with a final decision expected before Christmas.</p> <p>Encounters Shop opens in Princetown This week sees the opening of an encounters shop in Princetown which will be running over the next 6 weeks (Thursdays-Saturdays). Encounters Shop is the next step in a community project to build a shared vision and strategy for Princetown. The shop is a warm,</p>	
--------	--	--

	<p>welcoming space for everyone. Over 6 weeks the shop will grow into a living collection of local stories, memories and ideas about Princetown past, present and future.</p> <p>Visit to Dartmoor by Mike Rowe, Director of Farming and Countryside Programme</p> <p>We hosted a visit by Mike Rowe, the new Director for the Farming and Countryside Programme within Defra, in early November. The visit was joint with the Dartmoor Land Use Management Group and National Farmers Union. We used the opportunity to: advance the case to extend the Farming in Protected Landscapes beyond March 2026 (NFU supported this); discuss the Landscape Recovery programmes on Dartmoor (focusing on the Walkham) and to make the case for Dartmoor to be the location for an Upland Experiment programme. The trip also provided a good opportunity to explain some of the issues with the current agri-environment policy.</p>	
163/25	<p>Minutes of the Meeting held on Wednesday 5th November 2025</p> <p>The Clerk referred to correspondence received from Cllr Clewer relating to the minutes of the November PC meeting as Cllr Clewer rightly confirmed that various reports that had been noted as having been circulated to Cllrs prior to the meeting had not included himself and Cllr Thomas (as they only took office at the November PC meeting).</p> <p>All Cllrs at the meeting agreed that they had received a draft copy of the minutes of the November PC meeting and that they were an accurate reflection of the minutes of that meeting. Proposed by Cllr Mrs Chater and seconded by Cllr Mrs Francis-McLeod. Resolved by Cllrs to agree the draft minutes of the November PC meeting.</p>	
164/25	<p>Matters Arising</p>	
8/25(a)	<p>Highway Matters</p> <p>With the likelihood of a forthcoming cold spell, Cllr Mrs Burkill asked if we had enough rock salt for the grit bins? The Chair confirmed that whilst he still had supplies, they were starting to dwindle and a fresh order of rock salt was needed. It was suggested that this be picked-up by the new Clerk. General concerns were raised by several Cllrs regarding the gritting of roads within the Parish and how the Wotter service road (which is a bus route) had been missed recently. Cllr Mrs Chater also highlighted similar concerns at Lee Moor with regards to a lack of gritting.</p> <p>In addition, it was highlighted that the PC no longer has a snow Warden (these duties having been previously undertaken by the former Chair Nick Wassell). It was agreed by all Cllrs that this was something that needed to be taken forward. In the meantime, Cllr Thomas offered his assistance in respect of filling up grit bins within the Parish, to support Cllr. Stone in terms of delivering grit.</p>	Clerk

	<p>Cllr Mrs Francis-McLeod referred to the road sign at Beatland Cross which keeps getting twisted. The Clerk confirmed that this had been raised with DCC Highways for action.</p> <p>The Clerk confirmed that the issue of the gates being difficult to open at the cattle grids at the Bowling Green and also at Collard Lane had been reported to DCC Highways (Nick Colton).</p>	
8/25(b)	<p>Shaugh Prior Community Fund – Ivybridge Ring and Ride</p> <p>An application for a grant of £150 was received from Ivybridge and District Transport Association which runs the Ring and Ride service. It was noted that the service had been used by a number of our parishioners and based upon the costs of running the service, these trips would have a monetary value of £150 (hence the amount of grant being requested). It was the view of all Cllrs that this was a particularly important service for many of our older parishioners. Proposed by Cllr Thomas and seconded by Cllr Mrs Chater to agree to providing the requested grant. Resolved by Cllrs that the grant funding application be approved.</p>	
8/25(c)	<p>Tribute to Cllr Norman</p> <p>There were no further updates from Peter Davies in respect of this item.</p>	
8/25(e)	<p>Neighbourhood Plan Update</p> <p>The Clerk referred to receipt of an email received from Lesley Nel on behalf of the NP seeking support from the PC in respect of submitting an application for listing Shaugh Prior Primary School as an Asset of Community Value following its recent closure. It was noted that a similar action had been taken several years ago by a local resident with regards to the White Thorn Inn. Proposed by Cllr Thomas and seconded by Cllr Mrs Francis-McLeod that the NP Steering Group lead on this matter with support from the PC. Resolved by Cllrs to agree to this motion put forward. It was noted that Lesley Nel was happy to lead on this matter on behalf of the NP Steering Group.</p> <p>It was noted that the consultation by DCC on the closure of the school was likely to be circulated early in the new year and as such the PC would have to act quickly on this matter. County Cllr Carson confirmed that he would let the PC know as soon as the consultation goes live.</p> <p>Cllr Clewer confirmed that the NP consultation stage had now concluded and that work had commenced upon the drafting of the plan. The first iteration of the NP will be shared with steering group members shortly (which includes Cllrs Thomas and Mrs Tyler), with responses due back in early January. The next Steering Group meeting is scheduled for 15th Jan 2026. Once the SG decide that the plan is 'fit for purpose', it will be sent to the planning consultant for refinement as well as DNPA and SHDC for comment. Once feedback has been received from those persons/organisations confirming the</p>	

	<p>plan's acceptability, we then move to Phase 2 where the plan will be on public display for 6 weeks. Locations will include the Moorland Hotel as well as the halls at both Shaugh Prior and Lee Moor. Events will take place both during the daytime and evenings. Hard copies of the plan will also be made available. After this 6-week consultation period, a final version of the plan will go back to SHDC and a referendum will take place (which will be run by SHDC). Cllr Clewer wished to thank everyone who had been involved thus far to get the plan to its current stage and that includes both serving and former Cllrs. Cllr Mrs Francis-McLeod confirmed that she may have some display boards which could be used when we get to the 6-week public consultation stage.</p>	
33/25	<p>Local Government Reform (LGR)</p> <p>Cllr Mrs Burkill provided a brief report from the LGR working group which has primarily been a process of listening and asking questions over the past few months. Each of the various Councils had now submitted their LGR proposals to Central Government and a response on the Government's preferred option may be announced as early as January (with the possibility of the Minister choosing their own option rather than any of those put forward by the various Councils). There would then be a public consultation and the chance for the general public to feed back on the recommended proposal. It was noted that the LGR working group will need further assistance and both Cllrs Thomas and Clewer agreed to join the working group.</p> <p>It was agreed by Cllrs that the PC need to undertake wider consultation with parishioners in order to understand what they want to achieve from LGR? It was suggested that a public meeting might be a good idea although engagement from the general public on this matter had been relatively poor to-date. It was agreed that a strategy relating to consultation needed to be determined by the working group and that a meeting should be held in early January to discuss such.</p>	
120/25	<p>Parish Cllr Vacancies/Election</p> <p>The Clerk confirmed that no nominations had been received relating to the current Cllr vacancy for the election which was due to take place on the 23rd December 2025. A further election is now planned for the 12th February 2026. To date, the PC has incurred costs of £348.25 relating to the uncontested elections and that an invoice from SHDC will be received shortly.</p>	
165/25	<p>Planning</p> <p>The Clerk referred to the current planning enforcement cases underway within the Parish and the new Planning Application Validation List that has been agreed by DNPA.</p>	
166/25	<p>Chairman's Business</p> <p>The Chair provided an update on the DNPA Forum Meeting he had</p>	

167/25	<p>recently attended on the 13th November 2025. The meeting was very informative and included an interesting talk on the Cist of Cut Hill. Kevin Bishop was presiding over his last meeting before retiring. He was thanked for his long service and his dedication to managing the moor to the benefit of everyone.</p> <p>Parish Council Social Media Policy/Training</p> <p>It was the common view of Cllrs that there was a specific need for a social media policy and training relating to such. Prior to the meeting Cllr Thomas circulated an example of a policy which could be used by the PC. It was agreed by Cllrs that rather than agree to it at the current meeting, the new Clerk provides template examples of social media policies which could be discussed at the next PC meeting.</p> <p>It was highlighted by Cllr Mrs Burkill that this was currently a difficult time for the PC and therefore some specific training relating to social media would be very helpful to all Cllrs (which could also then help the PC develop its own specific policy). South West Councils currently provide such a course at a cost of £414.00 and being on-line, there is no restriction on numbers. This provides the opportunity to share costs with another Parish Council (possibly Cornwood)? Proposed by Cllr Thomas and seconded by Cllr Clewer that the PC arranges social media training. Resolved by Cllrs to proceed with social media training. It was noted that such training would also need to clarify and agree protocol in relation to Cllrs use of social media sites such as Facebook.</p>	Clerk
168/25	<p>Parish Council Sickness Policy</p> <p>Under Standing Orders, the Chair used his authority to include an additional item on the agenda relating to a Sickness Policy for employees of the PC (namely the Clerk). This was necessary as a result of the updated Contract of Employment for the new Clerk. A draft copy of the policy (based upon a template provided by NALC) was circulated to all Cllrs prior to the meeting. Proposed by Cllr Mrs Burkill and seconded by Cllr Mrs Proctor to adopt the submitted policy. Resolved by Cllrs to adopt the Sickness Policy as circulated to Cllrs with no amendments.</p>	
169/25	<p>Reports from Committees</p> <p>Feedback on the DNPA Forum meeting had already been provided by Cllr Stone under Minute 166/25 above.</p> <p>Cllr Mrs Burkill confirmed that there had been no meeting of the Newnham Solar Fund and that any decisions which need to be made would happen through on-line communication. Cllr Mrs Burkill confirmed that she would not be able to vote upon the recent application submitted for funding for the Neighbourhood Plan. It was hoped that a decision on this application would be made shortly.</p>	
170/25	<p>Correspondence</p> <p>During the past month the following correspondence had been</p>	

171/25	<p>received:-</p> <ul style="list-style-type: none"> • Various emails received from SHDC and DCC regarding LGR (which were all circulated to Cllrs). • Emails and Notices from SHDC Elections Office re elections for Parish Cllr vacancies • Letter from Ivybridge Community Transport Association regarding request for a grant of £150 towards Ring and Ride services. • Email from Devon Wildlife Trust offering a free Landmark Tree for the Parish. After some discussion it was agreed that the Clerk would respond accepting this offer and that he would liaise with Peter Davies (Tree Officer) on the most appropriate species of tree for our Parish. Cllrs agreed the most appropriate location for the tree would be on the piece of council-owned land outside the property Merlin in Shaugh Prior. • Email from Forestry England re the opening up of parts of Cann Woods following recent tree felling works. • Email from Four Rivers Dementia Alliance re the next meeting taking place on the 15th December 2025 (which is on-line). • Devon Climate Change Emergency Newsletter for November 2025 (circulated to Cllrs) • Email newsletter from NALC • Email newsletter from SLCC • Email newsletter from DALC. <p>Emergency Plan Update 2026</p> <p>It was the view of Cllrs that having an updated Emergency Plan was a key priority for 2026 and something for the new Clerk to lead on. It was noted that a number of Cllrs previously involved with the drafting of an updated EP were no longer in office and that new Cllrs would be need to join the working group. The out-going Clerk confirmed that a number of examples of other EP's in operation at various PC's had been downloaded and saved and it would be sensible to use these as a template for our own. Agreed to include Emergency Plan Update on the agenda for the Feb PC meeting.</p>	Clerk
172/25	<p>Budget/Precept 2026/27</p> <p>Prior to the meeting, the Clerk circulated a draft budget for 2026/27 to all Cllrs for comment. Cllr Thomas suggested that perhaps there wasn't a need for Cllr Travel/Expenses and that it would be prudent to reinstate a £500 allocation for contingency. Cllr Clewer suggested that there may be a need for some funding to be allocated for Climate Change Projects (as this currently stood at £0). It was agreed that this could be covered by the contingency funding if needed.</p> <p>On the basis of the draft budget, it was proposed by Cllr Thomas and seconded by Cllr Mrs Tyler that a 10% increase be applied to the amount of precept received by the PC in 2025/26. This would equate to a precept payment of £17,488.90 for 2026/27. Resolved by Cllrs to agree the budget and level of precept being sought from SHDC.</p>	Clerk
173/25	<p>Finance</p>	

<p>174/25</p>	<p>The Clerk confirmed that on the 1st December 2025 there was the sum of £14,533.45 in the Treasurers Account.</p> <p>The Clerk confirmed that he would complete the necessary paperwork from SHDC for the precept for 2026/27.</p> <p>Payments and Receipts</p> <p>It was agreed to make the following payments:</p> <p>£132.00 cheque to J & MJ Widdicombe (Parish Lengthsman drainage works Nov 25) £32.72 cheque to Scott Smy (reimbursement of office sundries/storage boxes) £1107.18 cheque to Scott Smy (3 months clerks wages including extra hours worked) £827.28 cheque to HMRC (PAYE for Clerks wages) £150.00 cheque to Ivybridge & District Community Transport Association (grant for Ring and Ride) £56.56 direct debit to EDF Energy (electricity for Wotter defib)</p> <p>Receipts None</p>	
<p>175/25</p>	<p>Works and Maintenance</p> <p>The Clerk confirmed that James Friend was still currently undertaking some localised repairs to fencing around the play areas which had been picked up following inspections undertaken by SHDC. Invoices for payment were awaited.</p>	
<p>176/25</p>	<p>Date and Place of Next Parish Council Meeting</p> <p>The next meeting of Shaugh Prior Parish Council will take place on Wednesday 4th February 2026 at Lee Moor Public Hall starting at 7.30pm.</p> <p style="text-align: center;">The meeting closed at 9.10pm</p> <p>Signed:.....Chairman</p> <p>Date:</p>	

Part 2

December 2025

Cllr Mrs Burkill confirmed that the new Clerk (Lee Grant) had started with the PC on the 1st December 2025 and whilst Lee had hoped to be at the meeting tonight, illness prevented him from doing so. A Contract and Job Description had been sent to Lee and this would also be circulated to all Cllrs for information. These documents had been based upon templates provided by NALC. A meeting has been arranged with Lee next week for the signing of such.

Cllr Thomas stated that as the Contract of Employment was a confidential matter that there was no need for this to be shared with Cllrs and for this to be kept confidential.

Both the Chair and Cllrs Mrs Chater wished to express their thanks to Cllr Mrs Burkill for all of the hard work she had put in relating to the appointment of the new Clerk.