

# Shaugh Prior Parish Council

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

Email: [clerk@shaughpriorparish.gov.uk](mailto:clerk@shaughpriorparish.gov.uk)

Phone: 07395 839533

6<sup>th</sup> May 2026

**To all Councillors.**

**You are hereby summoned to attend the Annual Council Meeting of Shaugh Prior Parish Council to be held on Wednesday 13<sup>th</sup> May 2026 at 7.00 pm in Shaugh Prior Village Hall for the purpose of transacting the following business.**

**Members of the public and press are welcome to all council meetings.**

***Penny Clapham***

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

## **ANNUAL COUNCIL MEETING AGENDA**

- 1) Election of Chairman**
  - a) Invite nominations and elect a Chairman for the year.
  - b) Receive the Declaration of Acceptance of Office by the Chairman.
- 2) Election of Vice Chairman**
- 3) Confirm appointment** of signatories for cheque payments and authorised internet bank payments. Currently these are
- 4) Appointment/Confirmation of Committees**
  - i. Planning Committee
  - ii. Finance Committee
  - iii. HR Committee
  - iv. Open Spaces Committee
  - v. Transport committee
- 5) Appointments to Working Groups**

Neighbourhood Plan Group  
Emergency Plan Group

Flood Warden  
Snow Warden

**6) Appointment of Representatives –**

Imery's Liaison Group  
Hemerdon Mine Local Liaison Group  
Dartmoor National Park  
Newnham Community Interest Company

**7) Apologies and Acceptance for Absence:**

**8) 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 Mid Devon District Council within 28 days of the change

**9) Public Discussion –** To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 30 minutes. Standing Order 3 (e,f.) refers.

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

**10) Chairman's Report (for information only) -**

**11) County & District Councillor reports -**

**12) Minutes – to approve and sign the Minutes of the meeting held on the 1<sup>st</sup> April 2026.**

**13) Internal Audit Report –** to note no issues raised by the internal auditor.

**14) Annual Governance Statement –** to resolve to agree the Annual Governance Statement is accurate.

**15) Annual Accounting Statement –** to resolve to agree the Annual Accounting Statement is accurate.

**16) Notice of Public Rights –** yet to be determined.

**17) Insurance –** Council have come out of a 3 year deal. Renewal quoted at £1,416.22. I have re-applied as a smaller council and the new quote is £536.00. Documents emailed prior to this meeting.

**18) VAS Signage –** to consider quotes for this signage and whether it would be cost effective to install. Agenda June as no quotes as yet received.

**19) PLANNING:**

**Planning Applications -** West Devon Borough Council has asked for comments from the Town Council on the following planning applications:

**Planning Decisions:**

- i. 0069/26 Demolition of single storey extension and replacement with large extension, Spring Cottage, Shaugh Prior.  
GRANTED

## **20) FINANCE:**

<b>Expenditure:</b>	Westernweb Ltd – domain renewal	£158.40
	J Widdicombe – lengthsman duties	£132.00
	J. Widdicombe – April duties	£145.20
	Locum Clerk expenses	tba

**Income:** First half precept - tba

Bank Reconciliation circulated to all councillors prior to the meeting.

Council to resolve to accept the receipts and payments account.

**21) EDF Energy** – one year contract ceases on 17<sup>th</sup> June 2026

**EXTERNAL MEETINGS ATTENDED:** reports from Councillors

## **22) 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.

**23) Employment of Replacement Clerk** – for discussion and action.

**24) Councillor Safety -**

### **Items for Information**

The next Council meeting is on Wednesday 3rd June 2026 at 7.00pm (venue to be advised)

### **Email circulations during the past month**

DALC Bulletin 19 (sent 17/04)