

Minutes of the Annual Council Meeting of Shaugh Prior Parish Council held on Wednesday 13th May 2026, 7pm in Shaugh Prior Village Hall.

Present – Cllr. Stone (Chairman); Cllr. Burkill; Cllr. Chater; Cllr. Proctor; Cllr. Thomas; Cllr. Clewer; Cllr. Nel; District Cllr. Cllr. Tyler; 3 members of the public; Penny Clapham (Locum Clerk).

1) Election of Chairman

- a) Invite nominations and elect a Chairman for the year. Cllr. Clewer nominated by Cllr. Nel, seconded by Cllr. Thomas. There being no other nominations Cllr. Clewer accepted.
- b) Receive the Declaration of Acceptance of Office by the Chairman. Received.

2) Election of Vice Chairman – Cllr. Tyler nominated Cllr. Thomas, seconded by Cllr. Nel. 4 in favour, 4 against, chair casting vote in favour.

3) Confirm appointment of signatories for cheque payments and authorised internet bank payments. Currently these are Cllr. Burkill, Cllr. Proctor; Cllr. Nay; Cllr. Stone. Cllr. Clewer and Cllr. Thomas are to be added to the Unity Trust bank account as the TSB account is now closed.

4) Appointment/Confirmation of Committees

- i. Planning Committee - Cllr. Nel, Cllr. Tyler, Cllr. Thomas
- ii. Finance Committee – Cllr. Clewer, Cllr. Thomas,
- iii. HR Committee – Cllr. Clewer, Cllr. Thomas, Cllr. Nel
- iv. Open Spaces Committee – Cllr. Tyler, June agenda, for further additions
- v. Transport committee – Cllr. Clewer, Cllr. Tyler, June agenda

5) Appointments to Working Groups

Neighbourhood Plan Group. Not a council group
Emergency Plan Group. Cllr. Tyler, Cllr. Nel,
Flood Warden
Snow Warden

6) Appointment of Representatives –

Imery's Liaison Group – Cllr. Clewer
Hemerdon Mine Local Liaison Group – Cllr. Clewer
Dartmoor National Park – two meetings a year; a volunteer when the meetings are advised
Newnham Community Interest Company – Cllr. Burkill until next April 2027

7) Apologies and Acceptance for Absence: County Cllr. Carson.

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. None declared.

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) – No report. Thanked Cllr. Stone for all his hard work in the past as chairman. Mentioned standing orders regarding speaking at meetings. This is meant to stop any informal to and fro sessions plus only one person to speak at a time.

11) County & District Councillor reports – District Cllr. reported there is not much happening at district. Continuing their support for teenagers; arts and culture; refurbishing assets; free parking in Kingsbridge for the present; emergency briefing film to be held at the Watermark, Ivybridge, 27th May at 7pm.

12) Minutes –the Minutes of the meeting held on the 1st April 2026 amended item 5, four in favour of amending the minutes. Chair casting vote, minutes amended. Then signed as an accurate record by the Chair.

13) Internal Audit Report – to note any issues raised by the internal auditor. Noted.

14) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate. Resolved, proposed by Cllr. Clewer seconded by Cllr. Chater, all agreed by show of hands.

15) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate. Resolved. Proposed by Cllr. Clewer, seconded by Cllr. Burkill, all in favour by show of hands.

16) Notice of Public Rights – 3rd June to 14th July. Noted.

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

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
- ii. 0342/25 Use of the land as residential curtilage, The White House, Shaugh Prior
REFUSED

20) FINANCE:

Expenditure:	Westernweb Ltd – domain renewal	£158.40
	J Widdicombe – lengthsman duties	£132.00
	J. Widdicombe – April duties	£145.20
	Locum Clerk expenses	£471.98
	S. Pollard – internal audit fee	£396.00

Income: First half precept - £8744.00

Bank Reconciliation circulated to all councillors after the meeting. The TSB account has now been closed. Council resolved to accept the receipts and payments account. Proposed by Cllr. Clewer seconded by Cllr. Chater, all in favour by show of hands.

21) EDF Energy – one year contract ceases on 17th June 2026. June agenda.

EXTERNAL MEETINGS ATTENDED: reports from Councillors.

Cllr. Clewer reported on the neighbourhood plan. Held a steering group meeting to determine how to move forward. Can rewrite some of the material in order to make the policies stronger. Cllr. Thomas has written to Newnham Solar for an extension to the financial package, this has been granted. Cllr. Nel mentioned a housing needs survey, directed by South Hams Council.

21A) Clerk's report –

- a) Unable to complete the VAT return as the current email address is not recognised by HMRC
- b) Together with Barry from WesternWeb, the News page on the website has been updated as it was not compatible with Assertion 10. The website now conforms to WCAG 2.2 AA.

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. Deferred to the new HR committee to take forward.

24) Councillor Safety – Cllr. Burkill read a report on councillor safety.

Meeting closed at 8.52pm

Signed.....

Date.....

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)

DALC Bulletin 22 (sent 12/05)