

SHAUGH PRIOR PARISH COUNCIL

Minutes of the Extraordinary Meeting

Date: Thursday 21 May 2026
Time: 18:45 – 18:55
Venue: Shaugh Prior Village Hall, Shaugh Prior, PL7 5HA

In Attendance

Councillors: Cllr Tim Clewer (Chair), Cllr Thomas (Vice Chair), Cllr Tyler

Public: 2 members of the public

Apologies: None

Meeting Opening

Minutes/Notes:

The Chair, Cllr Clewer, requested that Cllr Thomas take the notes for this meeting.

Locum Clerk:

The Chair noted that the locum clerk was aware of the meeting but was not in attendance.

Agenda Items:

1. Apologies

There were no apologies received.

2. Declarations of Interest

There were no declarations of interest declared.

3. Agree Arrangements for Interim Clerk

This item was withdrawn.

4. Co-option of Councillor (Casual Vacancy)

South Hams District Council (SHDC) had confirmed that the parish council can co-opt to an existing casual vacancy. The council had taken advice prior to the meeting and was informed that there is no statutory process for co-opting.

An application had been received. Given the current circumstances of the council, holding 9 seats with only 3 active councillors, it was agreed that it is in the best interest of the parish to consider this application and co-opt into the current vacancy.

Resolution: Applicant proposed by Cllr Clewer and seconded by Cllr Tyler, it was unanimously resolved that the applicant be contacted and requested to attend the next full parish council meeting on 10 June 2026.

It was noted that following recent resignations, it is anticipated that SHDC will issue notices imminently. Subject to whether parishioners call

for an election, the council hopes to be able to co-opt to the remaining 5 seats.

5. Clerk Appointment Update

Cllr Clewer confirmed that he and Cllr Thomas met with a shortlisted candidate following the work of the recruitment panel. The candidate was informed of the changes to the council following the Annual Council Meeting (ACM) and indicated a willingness to join the council in the role of employed Clerk/Responsible Financial Officer (RFO).

Cllr Clewer thanked the recruitment panel for their hard work.

Resolution: Proposed by Cllr Clewer and seconded by Cllr Tyler, it was unanimously resolved to make an offer of appointment to the candidate, with a view to having the new clerk in post by 1 June 2026.

The council expressed its sincere thanks to the locum clerk, Penny Clapham, for her work during the interim period.

6. Energy Contract at Wotter for Defib

It was agreed that the council will review the current EDF contract for the provision of electricity to the Wotter defibrillator and explore alternative energy providers.

7. Closure of Meeting

The meeting closed at 18:55.

Minutes Approved By: _____ **(Chair)**

Date: _____