

MINUTES

of

SHAUGH PRIOR PARISH COUNCIL

Meeting

Held on

Wednesday 4th December 2024

at

Lee Moor Public Hall

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

Cllr Oram
 Peter Davies – National Trust

0 Members of the public

Apologies: County Cllr Hart, Cllr Mrs Boulting

Minute Number		Action
8/24(c)	<p>Tribute to Cllr Norman</p> <p>In his position as Chair and in accordance with SO's, Cllr Stone brought forward agenda item 8/24(c) – Tribute to Cllr Norman in order to allow Peter Davies of the National Trust to speak on this matter earlier. Peter confirmed that whilst the NT don't usually allow memorial benches on their land in this instance, they were willing to agree to such subject to the materials used for the bench being sympathetic to it's surroundings (two upright oak supports and timber across the top which Peter confirmed that the NT could supply).</p> <p>In view of timber being used for the bench (therefore making construction easier), it was suggested that locating the bench in a widened area part of the track on the way up to Shaugh Beacon would be preferable compared to a location closer to the top. Proposed by Cllr Mrs Chater and seconded by Cllr Mrs Proctor. Agreed by all Cllrs except for Cllr Sims who wished to record his in-principle concerns on the installation of the bench and put forward a counter-proposal that there should be no bench. This proposal was defeated having received no seconder.</p> <p>Peter confirmed that the NT would be happy to install the bench and several Cllrs and the Clerk confirmed that they would be happy to attend if further help was needed.</p>	

150/24	<p>Cllr Mrs Burkill highlighted the need for the PC to re-visit the issue of memorial benches in the Parish and it was agreed that this should be on the agenda for discussion at a future PC meeting.</p> <p>Open Forum</p> <p>In the absence of there being any members of the public in attendance, there were no matters raised during the Open Forum.</p>	Clerk
151/24	<p>Declarations of Interest</p> <p>No declarations had been received by the Clerk.</p>	
152/24	<p>Police Report</p> <p>The Clerk confirmed that no monthly report had been received.</p>	
153/24	<p>County and District Councillor Reports</p> <p>In his absence, the Clerk read out a brief report received from County Cllr Hart. Cllr Hart confirmed that the Chair should have now received a response to the FOI request and having read the minutes of the last PC meeting, he wanted to clarify that TW would be providing both the electricity supply for and the speed camera on the B3417 Lee Moor Road. As the funding for both is secured through a S.106 Agreement, Cllr Hart could not give a timespan on when these works will take place (as the trigger for both is linked to operations at the Tungsten Mine).</p> <p>Cllr Oram gave a verbal update at the meeting which focussed on the recent Development Management Committee held at SHDC for the determination of the application submitted for the Woolwell Urban extension. Cllr Oram raised his concerns over the application at the committee meeting. Of greatest concern to Members was the failure (on the part of the applicant) to meet the policy requirements relating to Affordable Housing as well as issues relating to increased traffic (particularly for traffic rat-running through our Parish whilst construction takes place). He wished to express his frustration at the fact that the scheme presented to Members had a number of substantial short-comings which had to be addressed and for that reason, the planning application had been deferred for further consideration on items relating to Affordable Housing provision and traffic movements (namely access along Pick Pie Drive). It is expected that the application will come back to a further Development Management Committee meeting in the new year.</p> <p>The Clerk wished to bring Cllr Oram's attention to a matter regarding broadband provision (or more accurately lack of) for some dwellings in the Parish and how the response received from SHDC on this matter had been rather unhelpful for one of our Parishioners. It was agreed that the Clerk would forward to details to Cllr Oram for investigation.</p>	Clerk
154/24	<p>DNPA Report</p>	

<p>155/24</p>	<p>In his absence, the Clerk read out a report provided by Cllr Smerdon which was also circulated to Cllrs prior to the meeting.</p> <p>Minutes of the Meeting held on Wednesday 6th November 2024</p> <p>All Cllrs agreed that they had received a draft copy of the minutes of the November meeting and resolved that they were an accurate reflection of the minutes of that meeting. Proposed by Cllr Mrs Chater and seconded by Cllr Mrs Burkill. Resolved by Cllrs to agree the draft minutes of the November PC meeting.</p>	
<p>156/24</p>	<p>Matters Arising</p>	
<p>8/24(a)</p>	<p>Highway Matters</p> <p>The Clerk referred to a recent conversation held with John Widdicombe (Parish Lengthsman) regarding the poor service currently offered by contractors working on behalf of DCC clearing gullies/drainage ditches and how the service could be improved upon. It was agreed by several Cllrs that it would be better if PC's were given the funding for such works which could then be organised and undertaken by the Parish Lengthsman. It was agreed by Cllrs that the Clerk should email Cllr Hart in respect of such a proposal.</p> <p>Cllr Mrs Tyler made reference to the speed-activated sign at Wotter and how it wasn't working. It was noted that the battery life on the existing sign wasn't particularly good resulting in the batteries having to be taken out of the sign on a regular basis for charging.</p> <p>Concerns were raised by several Cllrs regarding several large potholes on the road between Elfordleigh and Shaugh Prior (Boringdon Hill). Whilst it was agreed that some of the potholes highlighted were likely to be outside the parish boundary, it was suggested that one or two could fall within the Parish. The Clerk agreed to check the DCC website to see which had been reported and whether or not any had been missed.</p>	<p>Clerk</p> <p>Clerk</p>
<p>8/24(b)</p>	<p>Shaugh Prior Community Fund</p> <p>No applications for grant funding received this month.</p>	
<p>8/24(e)</p>	<p>Wotter Play Area Improvements Working Group</p> <p>The Clerk confirmed that the PC were still awaiting a decision on the funding bid submitted to the National Lottery Awards for All (a decision being expected at the end of December 2024).</p>	
<p>8/24(f)</p>	<p>Emergency Plan</p> <p>As a result of focussing on the Wotter Play Area Improvements, there was no further progress on the EP at present.</p>	
<p>8/24(g)</p>	<p>Neighbourhood Plan</p>	

	<p>Cllr Spencer gave a verbal update on progress since the last PC meeting. Both he and Cllr Mrs Boulting had recently met a planning consultant who provided them both with some useful advice and guidance in respect of developing the NP which will now be taken back to the Steering Group for consideration. Much of the focus has now turned to developing the questionnaire to go out to Parishioners and getting the message out there regarding the NP to determine whether or not there is a clear mandate for a NP. It is vital that the views of the general public on the provision of a NP are obtained. Subject to public support, a first draft of the plan would then have to be produced. Cllr Spencer agreed to provide the Clerk with the minutes of the last NP meeting once they had been drafted and were ready for circulation.</p>	Cllr Spencer
157/24	<p>Planning</p> <p>The Clerk mentioned that he had sent a further chasing email to SHDC planning enforcement regarding the on-going case being investigated at Lee Moor.</p> <p>Cllr Mrs Proctor raised concerns with the Clerk prior to the meeting regarding mobile homes being moved on a site in Lee Moor which had recently been subject of a planning application which wasn't supported. The Clerk agreed to raise this with SHDC.</p>	Clerk
158/24	<p>Chairs Business</p> <p>The Chair had nothing to raise.</p>	
159/24	<p>Reports from Committees</p> <p>Cllr Mrs Burkill gave a brief update on the latest meeting of the Dartmoor National Park Forum. It was a good meeting chaired by the Deputy Planning Officer. Each meeting has a talk/presentation and this time it related to the excavation of an ancient burial cist (noted as being one of the most important finds ever on Dartmoor). There will be a press release on this in the new year.</p> <p>Cllr Spencer also gave feedback on a recent meeting he attended on behalf of the PC meeting the new Leader of DCC, James McGuinness. It was noted that there was not a great deal to report back on although the meeting was very well attended.</p>	
160/24	<p>SPPC HR Sub Committee Policy Document</p> <p>Cllr Mrs Burkill referred to an action from an earlier PC meeting where it was agreed that a policy document would be prepared which outlined the role of the PC's HR Sub Committee. This has resulted in the drafting of the HR Sub Committee Policy document which was forwarded to Cllrs for review/comment prior to the PC meeting. Whilst the group was primarily set-up to conduct the Clerk's annual appraisal, it is also responsible for looking into general complaints received by the PC. It was proposed by Cllr Spencer and seconded by Cllr Mrs Francis-McLeod that the HR Sub Committee Policy Document be adopted. Resolved by Cllrs to adopt the document as drafted.</p>	

161/24	<p>SPPC Complaints Procedure</p> <p>In the absence of having an adopted policy in place, prior to the meeting the Clerk circulated a complaints procedure based upon a standard template for such produced by the Society of Local Council Clerks. Whilst Cllrs raised no in-principle objections to the draft policy, Cllr Spencer highlighted that the LGA had produced an updated Cllr Code of Conduct in 2020 and asked whether this has replaced our own Code of Conduct dated July 2012? It was agreed that the Clerk would seek clarification on this from SHDC (as our adopted Code of Conduct is based upon SHDC's).</p>	Clerk
162/24	<p>SPPC Anti-Harassment and Bullying Policy</p> <p>Prior to the meeting the Clerk circulated to Cllrs for review, a policy relating to anti-harassment and bullying (as the PC currently has no such policy in place) produced by the National Association of Local Councils (NALC). Several Cllrs raised concern in that the wording of the document seemed to only relate to the protection of employees of the Council/Clerk rather than Cllrs or those representing the PC. As this was a standard template, it was agreed that the Clerk would seek advice from NALC on the proposed changes before bringing the document back to the Feb PC meeting.</p>	Clerk
163/24	<p>Correspondence</p> <p>During the past month the following correspondence had been received:-</p> <ul style="list-style-type: none"> • Email from Four Rivers Dementia Alliance requesting permission to come to one of our future PC meetings to explain what work they currently undertake in relation to the condition of dementia. It was agreed by Cllrs that this would be very beneficial and that the Clerk invite them to the Feb PC meeting. • Email from DALC relating to a Cllr training course being arranged regarding the Cllr Code of Conduct. Whilst the date for November 24 had been missed, DALC confirmed that they were looking to hold another on-line training event in Feb 2025. It was agreed that the Clerk would circulate around to those Cllrs who hadn't undertaken the recent Being a Good Cllr course and needed a refresher. • Email from Jackie Wesley regarding costs associated with the Community Transport Survey to be undertaken in 2025. • Devon Climate Change Emergency Newsletter for December 2024 (circulated to Cllrs) • Email from DNPA regarding consultation on the Local Validation List for planning applications. • Email newsletter from NALC • Email newsletter from SLCC • Email newsletter from DALC. 	Clerk Clerk
164/24	<p>Finance</p> <p>The Clerk confirmed that on the 1st December 2024 there was the sum</p>	

165/24	<p>of £18,213.72 in the Treasurers Account.</p> <p>Prior to the meeting the Clerk circulated a draft budget for 2025/26 to Cllrs for review/comment. On the basis of the amounts allocated for the different items included on the budget, a total spend of £16,578.00 was predicted for 2025/26. A 5% increase on last years precept would result in an income figure of £15,899.10. This would leave a shortfall of £679.00 which Cllrs agreed could be found from current PC funds. The Clerk highlighted that the 24/25 allocated a budget of £1k towards Wotter Play Area Improvements and that a further £1k had been identified in the 2025/26 budget (resulting in a total spend of £2k on the project from PC funds).</p> <p>Proposed by Cllr Mrs Chater and seconded by Cllr Spencer that the draft budget be accepted. Resolved by Cllrs that the draft budget presented by the Clerk is approved which includes a 5% increase on the precept.</p> <p>Payments and Receipts</p> <p>It was agreed to make the following payments:</p> <p>£22.00 direct debit payment to EDF Energy (electricity for Wotter defib)</p> <p>£21.80 cheque to Scott Smy (reimbursement of postage and office sundries)</p> <p>£100.00 cheque to Ivybridge and District Community Transport Association (grant payment for Ring and Ride service 24/25).</p> <p>£848.96 cheque to Scott Smy (3 months Clerks wages Oct-Dec including back pay).</p> <p>£565.60 cheque to HMRC (PAYE for 3 months Clerks wages)</p> <p>£600.00 cheque to B&K Gent Bros (annual payment for grass cutting in play areas)</p> <p>Receipts None</p>	
166/24	<p>Works and Maintenance</p> <p>The Clerk referred to a letter received from Hillary Hanna who resides at Merlin putting forward a proposal relating to the use of a person for maintaining the area of Council-owned land in Shaugh Prior village directly outside her property. It was the view of Cllrs that there were times when the area in question could benefit from a tidy-up. However, it was not clear who would be undertaking the works and whether or not they have necessary public liability insurance cover etc. It was agreed that the Clerk would respond to Hillary seeking the additional clarification requested by Cllrs.</p> <p>Some further play area inspection reports for both Wotter and Lee Moor had been received which had been sent through to James Friend (who was working his way through the list of remedial works required).</p>	Clerk
167/24	<p>Date and Place of Next Parish Council Meeting</p>	

	<p>The next meeting of Shaugh Prior Parish Council will take place on Wednesday 5th February 2025 at Lee Moor Public Hall starting at 7.30pm.</p> <p>The meeting closed at 9.05pm</p> <p>Signed:.....Chairman</p> <p>Date:</p>	
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