



Chagford Parish Council

To members of Chagford Parish Council

You are hereby summoned to attend the Annual Council meeting of Chagford Parish Council, to be held on Monday 11th May 2026 at 7.30 p.m in Endecott house for the purpose of transacting the following business.

Members of the public and press are invited to attend the meeting.

Dated 06/05/2026

Signed: *E.Young*
Emily Young - Clerk

AGENDA

222. Election of Chair

222.1 Invite nominations and elect a Chair for the year.

222.2 Receive the Declaration of Acceptance of Office by the Chair.

223. Election of Vice Chair

224. Co-option to council – to co-opt to fill a vacancy

225. To confirm appointment of signatories for cheque payments and authorised internet bank payments.

Currently these are: Cllrs Wright, Hayter-Hames, Hill and Parrott for **Nat West** / Cllrs Wright, Hayter-Hames, Malseed and Clerk (view & submit) for **Unity bank** / Cllrs Wright, Parrott, Hayter-Hames, Hill, Malseed and Clerk for **Lloyds**

226. Election of Finance Committee

226.1 Agree Terms of Reference (circulated)

227. Appointment/confirmation of working groups/representatives:

227.1 Planning

227.2 Environment

227.3 Dartmoor National Park

227.4 Jubilee hall

227.5 Chagford recreational trust \ CELT \ Youth liaison group \ Turn Lake leat-tbc

228. Appointment of Trustees to outside groups:

228.1 Chagford Combined Charity

228.2 Chagford Parish Church & Churchyard Trust

228.3 Providence School Charity

228.4 Chagford Community Trust

229. **Members consent** to receive agendas and correspondence by email.

230. **To remind** members to check your ROI is up-to-date.

231.TO ACCEPT APOLOGIES FOR ABSENCE *under S.85 Local Government Act 1972, members present should decide whether to approve the reason(s) given for absence.*

Cllrs Wright and Parrott.

232.DECLARATIONS of INTEREST and DISPENSATIONS *Under the Localism Act 2011 (s.26-37 and Sch 4) and in accordance with the Councils Code of Conduct, members are required to declare any interests which are not currently entered in the members register of interests or if he/she has not notified the Monitoring Officer of it. Ideally requests for dispensations should be made in writing to the Clerk in advance of the meeting. Members are also reminded that any change to their declaration of interests must be notified to the Monitoring Officer at West Devon Borough Council within 28 days of the change.*

Parish Councillors:

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233.MEMBERS OF THE PUBLIC\PUBLIC DISCUSSION *to consider requests from members of the public to make representations, answer questions or give evidence in respect of council business under Standing Orders 3d to 3n. Total time shall not exceed 10 minutes unless directed by the Chair of the meeting. (Standing Orders 3f).*
Reminder that members of the public are not allowed to raise issues when Council is in committee.

234. CHAIRS WELCOME

235.MINUTES OF THE PREVIOUS MEETING 13/04/2026 TO BE APPROVED AND THEN SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD OF THAT MEETING *To accept as a true record the minutes of the meeting of the Parish Council held on 13 April 2026 2025 LGA 1972 Sch 12 Para 41(1)*

236.MATTERS ARISING *To ensure the tasks assigned at the previous mtg have been completed*

- a) Cllr Parrott solar panels planning app
- b) Cllr Ash-Matthews Padley common i.board
- c) Parish council IT emails & website
- d) Market house work
- e) Market house lease renewal
- f) Jubilee playpark and skatepark
- g) Bellacouch leat
- h) Cllr Everson local energy talks

237.URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION *(for information only)*

238.PLANNING – Dartmoor National Park has asked for comments on the following applications:

238.1 Planning applications received to-date:

238.1.1 26/0033 - Copper beech - Ingledene, 67 New Street – T1 Copper Beech - Crown lift to 5 metre - FYI

238.1.2 0125/26 - 16 Hames Way - Proposed roof lights on rear elevation to enable loft conversion

238.2 Planning applications received after publication of this agenda

238.3 Planning decisions – to note

238.3.1 0454-24 Land at Lamb Park REFUSAL by DNPA FOR OUTLINE PLANNING PERMISSION

239. CLERK'S/CHAIR'S REPORT – flea market dates booked: 5 June, 7 Aug, 2 Oct and 4 Dec

240.FINANCE

240.1 ACCOUNTS FOR PAYMENT

Date	Supplier	Details	Amount £
12/05/2026	Mrs E Young	April payroll	1264.72
	Devon county council (E Young contribution)	Peninsula pension	78.94
	Devon county council (Employer contribution)	Peninsula pension	314.32
	Mrs E Young	Working at home allow	26.00
	Mrs E Young	Mileage to Chagford	9.00
12/05/2026	John Shears	Lengthsman duties Invoice no 8 = O/S	TBC
20/04/2026 (D.D)	British Gas Lite	Electricity for Ellis Drive toilets.	20.40
01/05/2026 (D.D)	Pennon water services (Source for business)	Market Ho toilets sewage and water	246.51
23/04/2026	Valda energy	5 streetlights	30.44
05/05/2026	EE	Clerk mobile phone	26.59
20/04/2026	British Gas business	Elec Market House office	17.80
20/04/2026	British Gas business	Elec Market House toilets	51.60
23/04/2026	British Gas business	Electricity for pay&display Bellacouch	220.39
21/04/2026	Screwfix	Road warden materials	63.96

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30/04/2026	Blacks deli – Annual assembly cheese	Cheese for annual assembly	20.00
28/04/2026	Jaded Palates	Wine for annual assembly	91.70
12/05/2026	Penny Clapham	Internal auditor	98.60

240.2 Credits received – to note

Nat West Bonus Saver	Details	Amount £
02/04/26	No2&3 Market house rent	370.00
Lloyds		
29/04/26	No1 Market house rent	280.00
29/04/26	Openreach	26.40
27/04/26	HMRC Vat rebate Q4	5387.20
22/04/26	Chargepoint	1482.95
21/04/26	Lloyds complaint	25.00
17/04/26	DNPA FiPL	20019.11
17/04/26	WDBC – Ellis Drive car park	1270.28

240.3 Adoption of Accessibility statement (circulated)**240.4 Adoption of IT policy** (circulated)**240.5 Internal audit report** – to note issues raised (circulated)**240.6 Notice of Public Rights** – to note and agree the dates of Public Rights to inspect the accounts Wednesday 3 June – Tuesday 14 July 2026.**240.7 Section 1 Annual Governance Statement 2025/26** - to resolve to agree the Annual Governance Statement is accurate.**240.8 Section 2 Accounting Statement 2025/26** to resolve to agree the Annual Accounting Statement is accurate**240.9 Adoption of Risk management** schedule (circulated)**240.10 Adoption of Reserves policy** (circulated)**240.11 Grants****240.11.1** Visit Chagford**240.11.2** Chagford film festival £750.00 (circulated)**240.12 Request for spending \ go out to tender****240.12.1** £50.00 flowers for planters**240.12.2** £60.00 Green canopy sign for Jubilee birch tree**240.12.3** Phone box expenditure approval £4k**240.12.4** Civic regalia valuation**240.12.5** Tree assessments**241. Environmental & Reports****241.1** Agreement to annual rota for inspections of sites (circulated)**241.2** Jubilee Field Inspection Reports (weekly) – **Cllr Hill (May/June)****241.3** Public conveniences, Bellacouch open spaces, ex-BT phone box, salt bins (winter) and Market house bus shelter (monthly) - **Cllr Hill****241.4** Biodiversity policy**241.5** Approval of WG climate group minutes**242. ANY OTHER REPORTS (to consider other reports if provided)****242.1** Report from WDBC representative – Cllr Jane Elliott**242.2** Report from DCC Cllr Sue Davies**243. To agree** 2026-27 meeting dates (circulated)**244.** DALC training and events (previously circulated)**245.** Office closure – 25-29 May**Parish Councillors:**

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246. CORRESPONDENCE

246.1 Highways roadworks – see website for latest details www.chagfordparishcouncil.gov.uk

246.2 To note 25 May is the 2 hills race

246.3 Oke Links – deadline 29 May

246.4 Museum of Dartmoor Life (circulated)

247. To confirm date of next meeting

248. PART TWO

Items which may be taken in the absence of the press and public. The council is recommended to pass the following resolution:

‘Resolved that under section 1, (2) of the Public Bodies (Admissions to meetings) Act 1960 the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

248.1 Public liability for Parish Council work

248.2 Parking

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