



Chagford Parish Council

Minutes of the regular meeting of Chagford Parish Council (CPC) held at Endecott House on Monday 13th July 2026, commencing at 7.30 p.m.

Members present: Cllr Belinda Hayter- Hames (Chair), Cllr Stuart Wright, Cllr Neil Smillie, Cllr Gay Hil, Cllr Lark Ash-Matthews, Cllr Frances Everson, Cllr Andy Parrott, Cllr Rosina Kellman, Cllr Keith Green and Cllr Christine Malseed

Also in attendance: WDBC Cllr Jane Elliott and Emily Young, the Clerk

269. CHAIR'S WELCOME – Everyone was welcomed and thanked for coming.

270. MEMBERS OF THE PUBLIC – 2 members were present.

271. APOLOGIES *to accept apologies for absence* – Apologies received and accepted for the reasons given from Cllr Printy. DCC Cllr Sue Davies also sent her apologies.

272. DISPENSATIONS and DECLARATIONS OF INTEREST – None received.

273. MINUTES OF THE PREVIOUS MEETING – Proposed by Cllr Wright to approve, seconded by Cllr Reed, agreed by all. Cllr Hayter-Hames signed and dated the minutes.

274. MATTERS ARISING

To ensure the tasks assigned at the previous meeting have been completed

a) **Cllr Parrott\ Clerk solar panels planning app** – Planning approval granted with conditions **Resolved:** Cllr Parrott checking on colour suitability of panels

b) **Update on telephone box** – the decorator is booked and due **Resolved:** Cllr Wright to follow up on more electrician prices and to apply for listed building consent.

c) **Bellacouch leat** – Cllr Hayter-Hames and Malseed met DCC Senior Flood and Coastal Risk Officer who gave a summary on the repair work. **Resolved:** Cllr Hayter-Hames to follow up with DCC on work needed and to then prepare tender documents

d) **2&3 Market house lease renewal** – Cllr Hayter-Hames signed on behalf of CPC. **Resolved:** Clerk to return original to Solicitors.

e) **Jubilee park** – with Clerk – Working group to assist. **Resolved:** Clerk to send annual inspection report to WG who will take this forward collectively.

f) **Closed footpath in Bellacouch** – It has been damaged and opened but now fixed back together. **Resolved:** Clerk to keep in touch with Highways Officer.

g) **Housing needs survey** – Councillors discussed a need for a new housing needs survey to look at the future of Chagford. Various ideas were mentioned. It was agreed that CPC would be willing to make a contribution towards a housing needs survey. Proposed by Cllr Everson, seconded by Cllr Kellman, agreed by 9 with 1 abstention.

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275.WEST DEVON DISTRICT & DEVON COUNTY REPORTS – Cllr Jane Elliott has been told the Local Government Re-organisation (LGR) will be announced this week. It was great that Cllrs Wright and Kellman have been involved in the cultural strategy at WDBC. In the next 6 months there should be another arts, activities and halls grants available. The on-going vandalism in the top car park is a real shame. It costs £2031.00 to repair both machines.

Cllr Sue Davies – The lines in the town are being re-painted this week. There is a new local Highways officer Jade Ash replacing Josh Scillitoe. The voluntary Road Wardens in Chagford are doing a great job. The date for the opening of the new station in Okehampton has slipped back slightly but they are hopeful that it is still during the last week of July. This year's summer holiday activities programme for families in receipt of benefit related free school meals has been published. A copy will be put on the website.

276.CHAIR'S REPORTS – The chair explained the new streamlined agenda that she has prepared with the Clerk.

277.CLERK'S REPORTS – The civic regalia has now been valued and updated at the insurers. The Q1 VAT submission has been made. Cllrs voted to keep the CPC WhatsApp group – Proposed by Cllr Ash-Matthews, seconded by Cllr Malseed, agreed by all.

278.REPORTS FROM ANY OF OUR WORKING GROUPS \ COMMITTEE

Climate Group – Cllr Everson summarised the working group notes (circulated). She has also contacted the Head Teacher of Chagford Primary school about Padley Common to involve the school more. A talk is being arranged in the town on heat pumps on 1st September by Dartmoor Energy group. Proposed changes have been made to the climate text on the website.

Resolved: Cllr Ash-Matthews to find out about community energy clubs. Cllr Everson to arrange the heat pump talk. Cllr Parrott to update the website.

Market House – Cllr Ash-Matthews has received a number of different quotes for the roof and plastering the internal walls. It was agreed to accept the plastering quote of £1200.00 from Tim Smith. Proposed by Cllr Ash-Matthews, seconded by Cllr Everson, agreed by all. **Resolved:** Cllr Ash-Matthews to arrange for the work to be carried out.

Cemetery : working group to initiate first meetings

Jubilee Field Playpark : working group to initiate first meetings

Finance – Cllr Wright provided an overview of last week's finance committee meeting. Q1 bank reconciliations have all been done and anyone can see them. The existing day-to-day banking is frustrating and not meeting internal controls therefore Cllr Wright looked into other banking options which were presented and discussed. Cllr Wright proposed Unity for current account and savings (£60,000.00), Hampshire Trust (fixed) £100,000.00 and Nationwide savings £120,000.00 (90 day notice period). Seconded by Cllr Malseed, agreed by all. There was a proposal by Cllr Wright to change monthly to quarterly in the finance committee terms of reference section 5 Financial reporting, seconded by Cllr Malseed, agreed by all.

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279. PLANNING

for approval or information. See Dartmoor National Park Planning Authority for full details <https://dartmoor-online.tascomi.com/planning/index.html>

New Planning applications - REPORT BY CPC PLANNING WG

- a) **0198/26** - Replacement of two sash windows on south elevation at first floor level facing terrace at 8, Moorlands Mill Street, Chagford, Newton Abbot, Devon, TQ13 8AN – **Proposed by Cllr Parrott to support, seconded by Cllr Wright, agreed by all.**
- b) **0199/26** – Listed consent - 8, Moorlands Mill Street, Chagford, Newton Abbot, Devon, TQ13 8AN – **as above.**
- c) **0201/26** - Installation of 16 Nr roof mounted solar photovoltaic panels to the southwest roof slope to provide circa 7kW of electricity generation and the installation of a 5kW Air Source Heat Pump with the external unit being installed in the rear garden on the northwest elevation at 12 Berry Lane, Chagford, TQ13 8FU - **Chagford Parish Council have no objection but they do have reservations with the panels being on the front of the property on this estate.**

Planning applications received after publication of this agenda:

- d) None

Decisions confirmed by Dartmoor National Park Planning Committee:

- e) **DOC/0008/24 3** – Broomhill, Chagford - Two single storey rear extensions with pitched roofs, two hip to gable roof extensions, one new gable, a new dormer and a new attached garage – **Discharged**
- f) **0135/26 & 0134/26** – Westcott Farm - repair and replacement of windows and renovation of main external walls – **Withdrawn**
- g) **26/0043** – Grandys House, 4 Orchard Terrace - T430 Douglas Fir - fell T1 Douglas Fir - remove rubbing limb at 5m from adjacent Beech tree – **DNPA raises no objection**
- h) **DOC/0278/24 3** Meadow Cottage, Chagford - demolish existing conservatory and replace with timber framed extension – **Discharged**
- i) **0141/26** – 26 Ellis Drive - Fitting of external flue at rear of property, 26, Ellis Drive, Chagford, Newton Abbot, TQ13 8FN – **Planning refused**
- j) **0147/26** – Ellis Drive business units - Installation of solar panels on roof with battery and inverter on ground – **DNPA grants permission**
- k) **0063/26** - Hollow meadow, Chagford - Foul and surface water drainage infrastructure serving the consented replacement dwelling, Hollow Meadow, Chagford - **DNPA grants permission to carry out the development described in the planning application dated 28 January 2026.**
- l) **4 Orchard Meadow** – Douglas fir – **Tree grant**
- j) **5 Drovers Lane** – Single storey glazed roof with integrated under-shade – **Grant conditionally.**

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280. FINANCE:

a) Expenditure this month: for approval

Invoices to be checked by 2 councillors during the meeting.

Clerk's	Salary for July	£1,264.72
Clerk's	Pension (Employee)	78.94
Clerk's	Pension (Employer)	314.32
Clerk's	Work at Home allowance	26.00
Clerk's	Mileage	9.00
HMRC	NI/Tax	732.96
British Gas	Ellis Drive Toilets Electricity	20.25
British Gas	Pay&display&EV Electricity	405.10
British Gas	Mkt house toilets electricity	54.89
British Gas	Mkt house toilets electricity	1.22
British Gas	Mkt house office electricity	17.80
British Gas	Mkt house office electricity	0.57
Pennon	Market House Water Charges	320.51
Valda Energy	Streetlights	26.24
Contour Landscaping	O/s work Inv#0018	1200.00
Stuart Wright	Asbestos testing kit	99.95
Belinda Hayter-Hames	Key for toilet handwashing machine	25.00
EE	Office mobile phone	26.59
Lloyds bank	Monthly service charge	4.25
Bearne Hampton	Civic regalia valuation	180.00
Darryl Hutchinson	Electrical work	150.00
Devon Wildlife	Bat assessment on Mkt house	418.80
Contour Landscaping	Grass cutting, leat work	3486.00
TOTAL		£8,863.11

It was proposed by Cllr Hayter-Hames to approve the above, seconded by Cllr Smillie, agreed by all.

b) Credits received this month: for information only

Market House 2&3 rent	370.00
Chargepoint	544.18
Market house 1 Rent	280.00
Deposit	0.51

c) Request for spending: for approval

**Installation of solar panels on business units Ellis Drive £28,880.00+
OR with maintenance £34,630.00+**

It was proposed by Cllr Wright that £34,630.00 be approved on the understanding the maintenance is paid annually and there is a guarantee for the equipment being installed. An additional £500.00 was also approved if the panels need to be changed over due to their colour (DNPA condition). Proposed by Cllr Parrott, seconded Cllr Wright, agreed by all.

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Market house bat survey**£2,150.00+**

It was proposed to approve by Cllr Wright, seconded by Cllr Hill, agreed by all.
Clerk to check on length of licence from Natural England.

Petty cash**£100.00**

It was proposed to approve by Cllr Ash-Matthews, seconded by Cllr Malseed, agreed by all.

Tree surveys in parish (3 quotes)**£1,236.00**

It was proposed by Cllr Parrott to accept the quote from Hi-line, seconded by Cllr Wright, agreed by all.

Cllr Jane Elliott left the meeting

Market house clock**£220/£240+**

Cllr Hill said the one-off repair price of £220.00 can be covered by the Diamond Jubilee fund.

Cllr Smillie proposed the offer of showing someone how to change the clock is booked in, seconded by Cllr Wright, agreed by all.

ChatGPT monthly fee**6.99/mnth**

Cllr wright proposed ChatGPT as he said it's very useful for producing planning drawings and information. Seconded by Cllr Ash-Matthews, agreed by all.

- d) Request to go out to tender: for approval** – Cllr Hayter-Hames asked for permission to go out to tender on the water leat repair. Cllr Smillie offered to help in standardising the process and producing an assessment criteria.

281. GRANT APPLICATIONS RECEIVED – None received.

282. MONTHLY INSPECTION OF COUNCIL PROPERTY: by **Cllr Ash-Matthews**
Jubilee Field, Public Convenience, Bellacouch open, Phone box – comments made and Jubilee field/skatepark to be looked into by working group.
Cllr Malseed to carry out next inspections.

283. OTHER NEW BUSINESS (for discussion\approval)

- a) **Open fields** – Thursday 30 July at 6pm Cllrs will walk the fields.
- b) **Library** – Clerk circulated notes following the confirmation of no change by DCC
- c) **Office closure during August 1-16 & 24-31 inclusive** – Clerk to use out of office with urgent messages to the Chair.
- d) **6 week road closure Moretonhampstead to Bovey Tracey 20July-28Aug** – Noted.
- e) **Line painting in town week commencing 13 July** – Noted. **Resolved:** Clerk to try to find out more about the new signs.

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f) **Top car park payment machines ongoing vandalism** – disappointing and expensive.

284. CORRESPONDENCE RECEIVED: *for information only - noted*

Emails received from:

DALC#30 (AGM)

Friends of Chagford library AGM

Devon Climate Emergency

Royal Devon update

DNPA annual meeting members appointments

Proper Job impact report

Oke Links publication deadline 24 July

DNPA – Notice of intention to commence local plan prep

285. NEXT MEETING: to confirm: **10th August 2026 at 7.30pm**

END OF THE PUBLIC MEETING

286. 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.'

Proposed by Cllr Hayter-Hames, seconded by Cllr Ash-Matthews, agreed by all.

- a) Public liability for Parish Council work – awaiting documentation
- b) Maintenance contract – Cllrs met on site with contractor. Meeting was positive with agreed improvements as well as issues discussed.
- c) Car parking – Summary provided to councillors on discussion with the parking team in WDBC – Cllrs to follow up internally and discuss further at the next meeting.

Meeting closed at 9.35pm.

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