



Chagford Parish Council

Minutes of the regular meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 9th February 2026, commencing at 7.30 p.m.

Members present: Cllr Lark Ash-Matthews, Cllr Frances Everson, Cllr Belinda Hayter- Hames (Chair), Cllr Andrew Parrott, Cllr Stuart Wright, Cllr G Printy, Cllr Christine Malseed, Cllr Gay Hill and Rosina Kellman

Also in attendance: Cllr. Jane Elliott, WDBC Councillor for Chagford ward, DCC Cllr Sue Davies and the Clerk, Emily Young.

152. Chairs welcome – thank you everyone for coming.

153. Members of the public – there were 5 people present.

A representative from the friends of **Chagford library** came to summarise the survey questions and answers he has offered to Chagford parish council. The survey closes on 22 February 2026. As at today there had been 13,600 responses from adults and 400 from children. To complete the survey: [Have your say on the proposals](#)

Rosina a prospective new councillor gave a summary of her background and community fund raising projects explaining why she would like to join Chagford parish council.

154. To accept apologies for absence – Apologies received and accepted from Cllrs Smillie and Nair (away).

155. Dispensations and declarations of interest – Cllr Parrott declared an interest in item 165.

156. Minutes of the previous meeting 12/01/2026 to be approved and then signed by the Chair as a true and accurate record of that meeting – Proposed by Cllr Wright to approve, seconded by Cllr Ash-Matthews, agreed by all. Cllr Hayter-Hames signed and dated the minutes.

157. Co-option of councillor It was proposed by Cllr Ash-Matthews to co-opt Rosina Kellman as a new councillor, seconded by Cllr Wright, agreed by all. Rosina signed the declaration of acceptance and joined Chagford Parish Council.

158. Matters arising

a) Cllr Parrott solar panels planning app – It was confirmed that GroundControl now say that the solar panels will work and their original quotation still stands. **Resolved:** Cllr Parrott to submit planning application to DNPA.

b) Clerk update on road warden scheme – Kit now ordered to be collected this week. Tarmac to be delivered this week. Identity cards for two road wardens have been received. **Resolved:** Cllr Ash-Matthews to drop off ID cards, Clerk to collect kit and tarmac. Storage options to be investigated.

c) Cllr Everson and Cllr Ash-Matthews update on Padley common – Project underway, Greenspace should be back later this week. FiPL first payment received. Volunteers' day on 25/Jan was well attended (12 people). 1st week of March gorse to be reduced by Chagford commoners. Lark circulated first draft of information board; feedback welcomed. **Resolved:** Cllr Everson to liaise with CC and Cllr Ash-Matthews to oversee presentation board.

d) Parish council IT matters – Cllr Hayter-Hames and Cllr Hill now operational. **Resolved:** Cllr Parrott to contact Cllr Smillie and Cllr Malseed.

e) Update on telephone box – Still waiting to hear about BHF grant **Resolved:** Cllrs Ash-Matthews, Wright and Parrott working with DNP regarding listed building regs.

f) Update on snow warden/salt bin(s) – Grammers lane salt bin to be replaced. Two new salt bins installed in Bellacouch and Market square. Cllr Hayter-Hames said a "thank you" for Bellacouch has been received. Agreed to wait until next autumn to consider any new salt bins.

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g) Update on West Devon Highways and Traffic Orders Committee – Cllr Hayter-Hames summarised Fridays meeting with Devon highways at which it had been agreed the existing restricted parking zones will be retained. It was also agreed that no double yellow lines are required at present but that this should be reviewed over time. It was noted that the parish council can request, on an annual basis, that Highways address any minor parking issues that come to the council's notice. **Resolved:** Clerk asked to write to head teacher about tourist coach parking and to make parents aware of the free period, up to 10am, for parking in the local car park for drop offs.

h) Cllr Everson update on pilot of thermal imaging weekend – Work in progress, very grateful to local parishioner who has taken charge of the pilot. 28/Feb Tamar energy will collect camera and speak to users for feedback. Thanks to Anne Barnes for all her work.

i) Bellacouch car park – Cllr Elliott (WDBC) has kindly provided some analysis on car park numbers which was shared. In summary more people park for a shorter time, but greater money is obtained from long stay. Top car park needs resurfacing and repainting. It's been identified that Bellacouch isn't on google maps and better signage should help (to be provided by highways). **Resolved:** Clerk to speak to WDBC about parking. Cllrs Wright, Malseed and WDBC Cllr Jane Elliott have offered to help. Cllr Ash-Matthews to add to google maps.

159. Urgent business brought forward at the Chair's discretion

159.1 Chair received an email from Bellacouch resident asking to prune Bellacouch apple trees. Cllrs are happy with this.

159.2 Clerk asked to look into a toilet sign for the Ellis Drive toilets.

159.3 Cllrs Ash-Matthews and Hayter-Hames nominated for the ticket ballot for Buckingham Palace Garden party 2026.

160. PLANNING

160.1 Planning applications received to-date:

160.1.1 DNPA 0004/26 - Replace timber storage shed with permanent outbuilding at Nattadon Hill House, Chagford, Newton Abbot, TQ13 8BW – **Proposed by Cllr Parrott to support. Secoded by Cllr Malseed agreed by all.**

160.1.2 DNPA DOC/0443/24 8 11 13 16 17 18 23 25 – Refurbishment, minor alterations and extension including a single storey rear extension, provision of ASHP and new package treatment plant – Higher Jurston, Chagford TQ13 8EQ. **Noted.**

16.1.3 DNPA DOC/0443/24 11 14 16 19 20 21 24 – As above **Noted.**

16.1.4 – DNPA 26/0005 T1 copper beech – 3.5-meter reduction/reduce to previous pruning points – Eastholme, Mill Street, Chagford TQ13 8AR **Noted.**

16.1.5 – DNPA 0015/26 – Repair and replacement of the existing roofs on a like for like basis and the installation of roof mounted solar voltaic panels – 5, 20-23, 25, 32 & 34 Orchard meadow, Chagford TQ13 8BP **Noted.**

160.2 Planning applications received after publication of this agenda

160.2.1 NMA/0462/24 & DOC/0462/24 10 13 – Replacement dwelling, relocation of field entrance and change to domestic curtilage to include kitchen garden – Hollow Meadow, Chagford TQ13 8HG **Noted.**

161. CLERK'S/CHAIR'S REPORT – Chair – Cllr Hayter-Hames attended Jill Millars recent celebration of life service. It was a very fitting funeral for Jill.

Cllrs met on site with DNPA about prospective development at bottom of Lamb Park. It looks like the application will go to committee in approx. 2 months. The developer has managed to reduce the amount of affordable new homes to 28%. Councillor Rachel Short has decided to resign for the time being. Chagford commoners' AGM was attended by CPC. The commoners have joined the Sustainable Farming Incentive and are taking part in soil analysis of the commons. The commoners will be carrying out gorse maintenance on Padley common next month. An email was received from

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Moretonhampstead Parish Council Chair regarding the Court Street toilet survey and the closure of the Moreton hospital. Both have been shared on social media.

Clerk – West Devon matters monthly meeting with Police Inspector Dan Jones is an opportunity for councillors to be updated on what is happening from a police and community safety perspective in the area as well as an opportunity to raise areas of concern. Cllr Kellman agreed to attend. Clerk contacted by parishioner about identifying road drains to help with maintenance. Clerk responded with interactive map. Cllrs can join DALC directly themselves which may reduce some emails!

162.FINANCE

162.1 FINANCE REPORT

a) To note bank reconciliations as at 31.01.2026 – Cllr Wright confirmed all bank balances matched and were signed off at finance committee meeting on 05.02.2026

b) To note budget review to year end – Cllr Wright said spend to-date was just under £80,000.00

c) To agree proposed budget for 2026/27 – It was proposed by Cllr Malseed to set the 2026/27 budget at **£96,445.00**. Seconded by Cllr Everson agreed by all. **Resolved:** Clerk to update Scribe.

d) To agree proposed precept request for 2026/27 – It was proposed by Cllr Parrott to request **£95,000.00** precept, seconded by Cllr Ash-Matthews, agreed by all. This will be an increase of £15.94 on a band D property. **Resolved:** Clerk to submit to WDBC.

e) To agree internal auditor – The existing auditor has stepped down. It was proposed by Cllr Everson to accept Penny Clapham's offer letter to carry out the 2025/26 internal audit. Seconded by Cllr Parrott agreed by all. **Resolved:** Clerk to accept and follow up.

162.2 ACCOUNTS FOR PAYMENT

Date	Supplier	Details	Amount £
09/02/2026	Ben Lanyon	Inv 1192 – Bellacouch beech hedge cut	348.00
09/02/2026	Mrs E Young	January payroll	1180.12
	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 Chagfordx3	13.50
	Mrs R Wright	December working at home allowance	20.00
09/02/2025	G Pidgeon	Handyman work – Inv CPC08	579.95
Dec/2025	John Shears	Lengthsman duties Invoice no 5	540.00 (incl VAT)
29/01/2026 (D.D)	British Gas Lite	Electricity for Ellis Drive toilets.	16.65

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02/02/2026 (D.D)	Pennon water services (Source for business)	Market Ho toilets sewage and water	292.89
22/01/2026	Valda energy	Bellacouch streetlights	22.78
04/02/2026	EE	Clerk mobile phone	24.79
16/01/2026	British Gas business	Elec Market House office	17.57
16/01/2026	British Gas business	Elec Market House toilets	61.44
03/02/2026	British Gas business	Electricity for pay&display Bellacouch	44.98
19/01/2026	Lloyds bank	Monthly service fee	4.25
09/02/2026	WDBC – Inv 8000412852	Cost for 2 disabled and 2 EV charging signs for Bellacouch car park	109.20 (inc VAT)
09/02/2026	Endecott house Inv no 25/26/56	01.10.2025-31.03.2026	360.00
09/02/2026	Glasdon Inv SI930110	2 Nestor 90litre salt bins	308.52
03/02/2026	Screwfix	Road warden goods	397.77
21/01/2026	Okehampton computers	External hard drive	75.99
09/02/2026	Andy Parrott	Microsoft 365 annual re- newal	116.64

162.3 Credits received – to note

<u>Nat West Bonus Saver</u>	Details	Amount £
30/01/26	Interest	15.75
<u>Nat West Business reserve</u>		
30/01/26	Interest	3.15
<u>Nat West current</u>		
21/01/26	Chagford common- ers	80.19
<u>Lloyds bank</u>		
16/01/2026	WDBC- Q3 Bellacouch revenue	1539.52 net
04/02/26	DNPA - FiPL Padley common	6058.53

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28/01/26	HMRC Vat refund Q3	1981.61
02/02/26	Monthly rent-No1 Mkt house	280.00

It was proposed by Cllr Wright to authorise the above payment list, seconded by Cllr Ash-Matthews. Agreed by all.

162.4 Grant applications – none received.

162.5 Request for spending

162.5.1 Lengthsman contract – proposed by Cllr Wright to renew, seconded by Cllr Ash-Matthews. Agreed by all. **Resolved:** Clerk to follow up.

162.5.2 Number 3 Market House lease renewal – WBW £1200-£2500+ or Ashfords £1250+vat and disbursements – Agreed by all 5-year contract, annual RPI price increase. Cllr Malseed proposed Ashfords for the legal work, seconded by Cllr Everson, agreed by all. **Resolved:** Clerk to follow up.

162.5.3 Cllr Nair to attend DALC course on biodiversity £42.00+vat – proposed to accept by Cllr Ash-Matthews, seconded by Cllr Everson, agreed by all.

162.5.4 Market house damp survey £108.00 – Proposed to accept by Cllr Hayter-Hames, seconded by Cllr Wright, agreed by all. **Resolved:** Cllr Wright to follow up.

162.5.5 Annual subscription Dartmoor Commons Owners Assoc £50.00 – Proposed by Everson to pay, seconded by Cllr Ash-Matthews, agreed by all.

163. ENVIRONMENTAL & REPORTS – Cllr Hayter-Hames inspections this month (163.1 weekly, 2-4 monthly min)

163.1Jubilee Field playpark and skatepark inspection Report – Cllr Hayter-Hames said 2 small trees still across leat. Some screws are proud on skate ramp. **Resolved:** Clerk to speak to grass cutter.

163.2Public Convenience Inspection Report – **Cllr Hayter-Hames said the men’s toilet smells!**

163.3Bellacouch open spaces - **Cllr Hayter-Hames nothing to report.**

163.4Phone box inspection - **Cllr Hayter-Hames nothing to report.**

164. ANY OTHER REPORTS (to consider other reports if provided)

164.1 Report from WDBC representative – Cllr Jane Elliott

The Government have issued a Local Government Re-organisation (LGR) consultation to see what the public thinks. Closing date 26 March 20206. Link:

<https://www.gov.uk/government/collections/devon-plymouth-and-torbay-local-government-reorganisation>

West Devon have recently developed a **cultural strategy** with a two-stage approach.

Don't forget the WDBC Arts and Activity grant which is open to 'new' ideas for the whole community. Up to £3000.00 is available. See: <https://www.westdevon.gov.uk/community-grants-and-funding/arts-and-activities-grant-fund>

164.2 Report from DCC Cllr Sue Davies – Condition of Local Roads

The DCC cabinet member for Highways has issued two new briefings on the current issues affecting our roads: copies attached. This briefing focuses on the damage caused by the recent wet/cold weather conditions (Winter) As usual, and particularly this time of year, I urge councillors to encourage residents to report all potholes and highways problems on the “Report a Problem Page”. The report notes that on 11th January alone the reports recorded was 387.

The efforts of DCC Highways to address the current problem are to be commended, however they do not address the main problem in that the maintenance programme for our roads is inadequate: if roads are not maintained to the correct standard, then in times of winter weather conditions then they will certainly deteriorate at an alarming rate.

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Library Services in Devon

This is a reminder of the current survey, open until 22nd February, for residents to complete to gather their views on our libraries and how we should move forward in maximising usage and supporting them. With our own popular library facilities in Chagford and Okehampton it would be useful if residents could cast their views. The survey has come in for criticism and is included as an agenda item, the local charity 'friends of Chagford library' are doing invaluable work in trying to assist residents with completing the survey and conveying the views of local residents. I have requested a meeting with the DCC officer and the cabinet member to discuss the changes at Chagford Library: if you have any views that you would like to share, besides the survey, then please do email me. Your support for our small, but vital community library is essential to ensure it stays as a county facility: even if you don't use it often, some residents find its various offerings a lifeline. Please find the link below: [Have Your Say Today - Shaping Devon's Library Service - Commonplace](#)

[Fostering in Devon - DCC](#) are running a campaign to promote the work of the Children's services team that work hard to find stable, caring home environments for the hundreds of foster children within Devon – currently many of them are placed in care outside the county. Please promote wherever you can and see the link below: [Change a young person's life and consider Fostering Devon Hearts & Homes: A Fostering Devon Conference.](#)

164.3. Cllr Malseed NALC training – asset management – A good course delivered in 3 parts, Viability and sustainability, looking from a different angle and putting assets in trust overseen by trustees.

165. Email addresses and website – deferred to next month.

166. No 1 Market house – Resolved: Cllr Wright to meet organisation to discuss damp survey. Clerk to contact existing lessee.

167. Library survey response – answers to questions circulated. Proposed by Cllr Everson to accept, seconded by Cllr Ash-Matthews, agreed by all. Resolved: Clerk to respond to survey on behalf of CPC. Cllr Everson to draft a letter to Devon County Council to express the consensus opinion from the parish council in support of Chagford library.

168. Emergency plan working group – Cllr Malseed and Cllr Printy to take forward.

169. Review Code of conduct policy – Proposed by Cllr Wright to approve, seconded by Cllr Hill, agreed by all.

170. To note clerk's leave – half term week. Anything urgent Cllr Hayter-Hames to be contacted. **Resolved:** Clerk to set up out of office.

171. CORRESPONDENCE

171.1 Devon fire service Community Risk Management Plan engagement survey (see noticeboard) **Noted.**

172. To confirm date of next meeting – Monday 9 March at 7.30pm.

173. PART TWO – Proposed by Cllr Ash-Matthews, seconded by Cllr Wright, agreed by all.

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.'

173.1 Public liability for Parish Council work – to be reviewed at March meeting. **Resolved:** Clerk to follow up.

Meeting closed at 9.46pm.

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