



Chagford Parish Council

Minutes of the annual council meeting of Chagford Parish Council (CPC) held at Endecott House on Monday 11th May 2026, commencing at 7.30 p.m.

Members present: Cllr Belinda Hayter- Hames (Chair), Cllr Gill Printy, Cllr Lark Ash-Matthews, Cllr Neil Smillie, Cllr Dhevdhas Nair, Cllr Rosina Kellman, Cllr Gay Hill and Cllr Frances Everson
Also in attendance: Emily Young, the Clerk

222. Election of Chair

222.1 Invite nominations and elect a Chair for the year – Cllr Ash-Matthews nominated Cllr Belinda Hayter-Hames, seconded by Cllr Kellman, agreed by all.

222.2 Receive the Declaration of Acceptance of Office by the Chair – Cllr Hayter-Hames signed the declaration of acceptance of office book.

223. Election of Vice Chair – Cllr Ash-Matthews nominates Cllr Wright, seconded by Cllr Kellman, agreed by all.

224. Co-option to council – to co-opt to fill a vacancy – A prospective member of the public expressed an interest in becoming a councillor.

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** – Proposed by Cllr Smillie to accept, seconded by Cllr Printy, agreed by all.

226. Election of Finance Committee – Members agreed: Cllr Wright, Cllr Smillie, Cllr Malseed, Cllr Parrott, Cllr Hill and Cllr Hayter-Hames. Proposed by Cllr Smillie, seconded by Cllr Ash-Matthews, agreed by all.

226.1 Agree Terms of Reference (circulated) – Proposed by Cllr Smillie to accept TOR, seconded by Cllr Printy, agreed by all.

227. Appointment/confirmation of working groups/representatives:

227.1 Planning – Cllr Ash-Matthews, Cllr Parrott, Cllr Hill and Cllr Malseed

227.2 Climate – Cllr Hayter-Hames, Cllr Ash-Matthews and Cllr Everson

227.3 Dartmoor National Park – Cllr Hill

227.4 Jubilee hall – Cllr Printy

227.5 Chagford recreational trust – to be clarified

227.6 Youth club – Cllr Kellman

227.7 Cemetery – Cllr Printy, Cllr Malseed and Cllr Hill

227.8 Market house – Cllr Wright, Cllr Parrott and Cllr Ash-Matthews

227.9 Playpark – Cllr Smillie, Cllr Hill and Cllr Malseed

228. Appointment of Trustees to outside groups:

228.1 Chagford Combined Charity – Cllr Hill

228.2 Chagford Parish Church & Churchyard Trust – Cllr Hayter-Hames

228.3 Providence School Charity – Cllr Hill

The above was proposed to be accepted by Cllr Ash-Matthews, seconded by Cllr Hill, agreed by all.

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229. Members consent to receive agendas and correspondence by email – Proposed to consent by Cllr Ash-Matthews, seconded by Cllr Smillie, agreed by all.

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

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, Parrott and Malseed; apologies accepted for the reasons given.

Cllrs Jane Elliott and Sue Davies also sent their apologies.

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. **None.**

233. Members of the 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.

3 members of the public were present.

One local parishioner expressed an interest in joining the parish council. He has lived for several decades in Chagford, also having been a local business owner. He comes with extensive broad experience and would like to roll up his sleeves and help locally. He will stay for the meeting and would like to be co-opted next month.

Another parishioner came to talk about VisitChagford.com. The grant money will be used to keep the website going and to produce leaflets (circulated). She also spends time responding to emails as she is regularly contacted with enquiries about the local area.

Another parishioner came to talk about 238.1.2 to say this was a full application.

1 x public left the meeting.

234. Chairs welcome Cllr Hayter-Hames thanked everyone for coming and welcome to members of the public.

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) – **Proposed by Cllr Ash-Matthews to approve, seconded by Cllr Hill, agreed by all. Cllr Hayter-Hames signed and dated the minutes.**

Cllr Everson arrived.

236. Matters arising To ensure the tasks assigned at the previous mtg have been completed

a) **Cllr Parrott solar panels planning app-** Application processed by DNPA. Ref 0147/26

b) **Cllr Ash-Matthews Padley common interpretation board** – the board is now in place. The QR code works. **Resolved:** Cllrs Ash-Matthews and Hayter-Hames to meet on site to look at height.

c) **Parish council IT emails & website** – **Resolved:** Cllr Smillie to contact Cllr Parrott to resolve his email.

d) **Market house work** – Ongoing. **Resolved:** Cllr Ash-Matthews waiting for the planning officer to respond with a meeting date.

e) **Market house lease renewal** – Lease still with lessee. **Resolved:** Clerk to chase.

f) **Jubilee playpark and skatepark** – Clerk to meet with handyman. **Resolved:** Clerk to follow up.

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g) **Bellacouch leat** – Highways have permanently closed the path (at the top of Drovers Lane) due to scouring of the top section of the leat. They have said it is unstable and needs repairing.

Cllr Hayter-Hames has been in touch with various organisations regarding potential work needed in the leat to address the erosion to the banks. Confirmation has been received that the two existing walls go down 2.5 meters below ground (which is reassuring). **Resolved:** Cllr Hayter-Hames will continue to follow this up in conjunction with the Clerk and report back to full council.

h) **Cllr Everson local energy talks** – There are 3 residents interested in receiving an energy assessment from Tamar Energy Community. **Resolved:** Cllr Hayter-Hames to follow up. It was also discussed about offering a ‘free’ talk on heat pumps by Tamar Energy Community. **Resolved:** Cllr Everson to arrange. It was agreed to cover the meeting hall charge of £30.00 proposed by Cllr Ash-Matthews, seconded by Cllr Printy and agreed by all.

237.URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR’S DISCRETION (*for information only*) Ellis Drive toilet cleaning contract for 2026/27.

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

applications: Following the working group discussion, Cllr Hill summarised the proposals:

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 – Noted.**

238.1.2 0125/26 - 16 Hames Way - Proposed roof lights on rear elevation to enable loft conversion. **No comment.**

238.2 Planning applications received after publication of this agenda

238.2.1 0134/26 – Westcott Farm – Internal & external repair and replacement of windows and renovation of main external walls – **No comment as listed to determine outcome.**

238.2.2 0135/26 – Westcott Farm – Listed app for above. **No comment**

238.2.3 0140/26 – 5 Drovers Lane – Single storey glazed roof with integrated under shade – **No comment.**

238.2.4 0141/26 – 26 Ellis Drive – fitting of external flue at rear of property – **No comment.**

238.2.5 0147/26 – Bellacouch business units – Installation of solar panels on roof with battery and inverter on ground – **No comment as application by Parish Council.**

238.3 Planning decisions – to note - noted

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

238.3.2 DOC/0444/24 9 12 & DOC/0443/23 12 15 – Higher Jurston – Refurbishment – Part discharged, part not discharged.

238.3.3 0079/26 – Greenbank – Replacement garden room – Withdrawn

238.3.4 DOC/0444/24 8 11 13 16 17 18 23 25 & DOC/0443/24 11 14 16 19 20 21 24 – Higher Jurston – Refurbishment - Discharged

1 x public left.

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

Clerk received cleaning quotation C/o WDBC for 2026/27. Annual cleaning amount £9,181.90.

Cllr Ash-Matthews proposed acceptance, seconded by Cllr Printy, agreed by all.

Chair – Sadly Cllr Nair has decided to resign. This will be his last meeting. He was thanked for all his work.

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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	540.00
20/04/2026 (D.D)	British Gas Lite	Electricity for Ellis Drive toi- lets.	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
30/04/2026	Blacks deli – Annual assembly cheese	Cheese for annual assem- bly	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

<u>Nat West Bonus Saver</u>	Details	Amount £
02/04/26	No2&3 Market house rent	370.00
<u>Lloyds</u>		
29/04/26	No1 Market house rent	280.00

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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

It was proposed by Cllr Ash-Matthews to authorise the above payment list, seconded by Cllr Hayter-Hames. Agreed by all. Cllrs Ash-Matthews and Kellman signed and approved the payment list.

240.3 Adoption of Accessibility statement (circulated) – Proposed to adopt by Cllr Smillie, seconded by Cllr Ash-Matthews, agreed by all.

240.4 Adoption of IT policy (circulated) - Proposed to adopt by Cllr Hayter-Hames, seconded by Cllr Smillie, agreed by all.

240.5 Internal audit report – to note issues raised (circulated) – The Clerk read out the points raised. **Resolved:** Clerk to follow up.

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. **Proposed to agree by Cllr Printy, seconded by Cllr Hill, agreed by all.**

240.7 Section 1 Annual Governance Statement 2025/26 - to resolve to agree the Annual Governance Statement is accurate. Cllr Hayter-Hames read out the accounting statements. Cllrs agreed “yes” to all statements. Proposed by Cllr Ash-Matthews, seconded by Cllr Printy and agreed by all. Section 1 was then signed & dated by the Chair and Clerk.

240.8 Section 2 Accounting Statement 2025/26 to resolve to agree the Annual Accounting Statement is accurate – It was proposed by Cllr Printy to approve section 2, seconded by Cllr Everson, agreed by all. Section 2 was signed and dated by the Chair and the RFO.

240.9 Adoption of Risk management schedule (circulated) – **Proposed to adopt by Cllr Printy, seconded by Cllr Hill, agreed by all.**

240.10 Adoption of Reserves policy (circulated) – **Proposed to adopt by Cllr Smillie, seconded by Cllr Ash-Matthews, agreed by all.**

240.11 Grants

240.11.1 Visit Chagford – It was proposed by Cllr Hayter-Hames, seconded by Cllr Ash-Matthews, agreed by all to grant an additional £240.00 to the original request (of £350.00).

240.11.2 Chagford film festival £750.00 (circulated) – It was proposed by Cllr Ash-Matthews, seconded by Cllr Kellman to grant £750.00, this was in support by 5 cllrs with 2 abstentions.

240.12 Request for spending \ go out to tender

240.12.1 £50.00 flowers for planters – Resolved to support by Cllr Printy, seconded by Cllr Hill, agreed by all. **Resolved:** Cllr Hill to purchase.

240.12.2 £60.00 Green canopy sign for Jubilee field birch tree – Resolved to support by Cllr Ash-Matthews, seconded by Cllr Hayter-Hames, agreed by all. **Resolved:** Clerk to order.

240.12.3 Phone box expenditure approval £4k (including defib) – Resolved to support by Cllr Ash-Matthews, seconded by Cllr Hayter-Hames, agreed by all.

240.12.4 Civic regalia valuation – Outstanding. **Resolved:** Clerk to obtain.

240.12.5 Tree assessments – Outstanding. **Resolved:** Clerk to contact some local businesses.

241. Environmental & Reports

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241.1 Agreement to annual rota for inspections of sites (circulated) – Resolved to agree (with one agreed swap) by Cllr Ash-Matthews, seconded by Cllr Kellman, agreed by all.

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 – Cllr Nair said this was due for review in January 2026. **Resolved:** Clerk to review and circulate to all for adoption.

241.5 Working group climate group minutes – **Noted.**

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

242.1 Report from WDBC representative – Cllr Jane Elliott – although not present, two links were sent in a supporting email which may be of interest to some parishioners:

West Devon housing offer: <https://www.westdevon.gov.uk/west-devon-housing-offer>

Seeing is believing: https://links-2.govdelivery.com/CL0/https:%2F%2Fcontent.govdelivery.com%2Fattachments%2FUKSWDEVON%2F2026%2F05%2F07%2Ffile_attachments%2F3642787%2FInvitation%2520-%2520SWNZH%2520Community%2520Energy%2520Seeing%2520is%2520Believing%2520Tour%252011th%2520June.docx/1/0101019e080d821f-191bfc75-8f1e-4195-bf43-ae7c7c0d13df-000000/wZz0PIhAT_WF0PccSDmejUTorBxSUjGFUIXZ6nS3G8=452

242.2 Report from DCC Cllr Sue Davies – Disappointed to say the line marking schedule for Chagford has now been delayed due to resource issues. Will be completed before the end of August.

243. To agree 2026-27 meeting dates (circulated) – Resolved to agree by Cllr Kellman, seconded by Cllr Ash-Matthews, agreed by all.

244. DALC training and events (previously circulated) – Cllrs to register on DALC website and let the Clerk know if there are courses to book

245. Office closure – 25-29 May – Noted.

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 – **noted.**

246.3 Oke Links – deadline 29 May – **noted.**

246.4 Museum of Dartmoor Life (circulated) – **noted and added to website.**

247. To confirm date of next meeting – Monday 8 June at 7.30pm

1 x public left the meeting.

248. PART TWO – Proposed by Cllr Ash-Matthews, seconded by Cllr Smillie, 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.'

248.1 Public liability for Parish Council work – Resolved: Clerk to enquire.

248.2 Parking – Bellacouch estate is awaiting imminent adoption by highways. Councillors to speak to the developer to understand granite sets and parking expectations for residents.

CPC to talk to WDBC about parking permits across both car parks later in the summer.

Meeting closed at 9.55pm.

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