



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 5 May 2026  
**Time:** 7:00pm  
**Venue:** Community Club

## Present

Cllr Fileman-Wright (Chair)  
Cllr Jan Evans  
Cllr Mike Jeffery  
Cllr Julianne Montgomery

Cllr Gordy Keep  
Cllr Rob Austin  
Cllr Emily Elliott  
Cllr Gemma Hampton

## Also Present

Samantha Parkin (Clerk)

## PUBLIC PARTICIPATION

### 71/2026 ELECTION OF CHAIRMAN

It was proposed by Cllr Austin, seconded by Cllr Evans, and **resolved that Cllr Fileman-Wright** be elected Chairman of the Council for the ensuing year.

### 72/2026 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Austin, seconded by Cllr Fileman-Wright, and **resolved that Cllr Evans** be elected Vice-Chairman of the Council for the ensuing year.

### 73/2026 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Hodges, Short and Walden.

### 74/2026 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Jeffery declared an interest in min no.89/2026 because he is a member of the Community Shed. No requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

### 75/2026 MINUTES

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to accept and sign the minutes of the meeting held on 7<sup>th</sup> April 2026 as a correct record. *LGA 1972 Sch 12 para 41(1)*

### 76/2026 STANDING ITEM -CLIMATE AND ECOLOGY EMERGENCY

The Council noted its Climate and Ecology Emergency Declaration and committed to embedding it across all services, activities, plans, and decisions, ensuring environmental impacts are considered and a fully integrated approach to climate change mitigation is adopted.

### 77/2026 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Planning Committee – Cllr Fileman-Wright, Cllr Evans, Cllr Short, Cllr Hodges, Cllr Walden, Cllr Jeffery, Cllr Austin, Cllr Montgomery, and Cllr Keep.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Finance and Policy Committee – Cllr Fileman-Wright, Cllr Evans, Cllr Hodges, and Cllr Elliott.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Open Spaces Committee – Cllr Fileman-Wright, Cllr Evans, Cllr Hodges, Cllr Keep, Cllr Hampton, Cllr Austin, Cllr Jeffery, and Cllr Montgomery.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Staffing Committee – Cllr Evans, Cllr Hodges, Cllr Walden, and Cllr Elliott.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Climate Change & Ecological Emergency Working Group – Cllr Fileman-Wright, Cllr Hampton, and Cllr Hodges.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Housing Working Group – Cllr Fileman-Wright, Cllr Montgomery, Cllr Austin, and Cllr Elliott.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Highways & Projects Working Group – Cllr Fileman-Wright, Cllr Short, Cllr Walden, Cllr Elliott, and Cllr Austin.

It was proposed by Cllr Evans, seconded by Cllr Elliott, and **RESOLVED** to elect the following members to the Public Toilets Task and Finish Group – Cllr Fileman-Wright, Cllr Short, Cllr Montgomery and Cllr Austin.

#### **78/2026 APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** to elect Cllr Short as Chairman of the Planning Committee.

It was proposed by Cllr Austin, seconded by Cllr Hampton, and **RESOLVED** to elect Cllr Evans as Chairman of the Finance and Policy Committee.

It was proposed by Cllr Austin, seconded by Cllr Fileman-Wright, and **RESOLVED** to elect Cllr Keep as Chairman of the Open Spaces Committee.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to elect Cllr Hodges as Chairman of the Staffing Committee.

#### **79/2026 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to make the following appointments to the following outside bodies:

- Bowring Library Trust – Cllr Evans
- Moretonhampstead Development Trust (MDT) – Cllr Montgomery
- Moretonhampstead Parish Hall – Cllr Montgomery

#### **80/2026 APPOINTMENT OF INTERNAL CONTROLS COUNCILLOR**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to appoint Cllr Elliott as Internal Controls Councillor.

### **81/2026 CHAIRMANS ALLOWANCE**

It was proposed by Cllr Evans, seconded by Cllr Austin, and **RESOLVED** to pay the Chairman a £100 allowance.

### **82/2026 REVIEW AND ADOPTION OF PARISH DOCUMENTATION**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** to adopt the Asset Register.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to adopt the Financial Regulations.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to adopt the Risk Assessment.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **RESOLVED** to adopt the Standing Orders.

It was proposed by Cllr Evans, seconded by Cllr Austin, and **RESOLVED** to adopt the Statement of Internal Control.

It was proposed by Cllr Elliott, seconded by Cllr Hampton, and **RESOLVED** to adopt the following Terms of Reference:

- Terms of Reference Planning Committee (Reviewed May 2025)
- Terms of Reference Finance and Policy Committee (Reviewed May 2025)
- Terms of Reference Open Spaces Committee (Reviewed May 2025)
- Terms of Reference Staffing Committee (Reviewed May 2025)

### **83/2026 BANK SIGNATORIES**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** that the authorised bank signatories are as follows:

View and submit level of access: Samantha Parkin  
View and authorise level of access: Cllrs Vivienne Hodges, Jan Evans, Catherine Fileman-Wright, Gordon Keep and Mike Jeffery.

### **84/2026 APPOINTMENT OF INTERNAL AUDITOR**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to appoint Penny Clapham as the Council's Internal Auditor.

### **85/2026 GENERAL POWER OF COMPETENCE**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin, and **RESOLVED** to confirm that the Council meets the eligibility criteria to exercise the General Power of Competence and to resolve its adoption for the coming year (2026-27).

### **86/2026 COUNCILLOR REPORTS**

The Chair congratulated Cllr Jeffery on reaching 50 years of continuous service to the Parish Council, having first been elected in May 1976. The Chair noted that the Council intends to mark the milestone at a later date, as it would not be appropriate to do so at the Annual Meeting. She commented that she had never encountered another councillor with such length of service and that this represented only a fraction of his wider contribution to the community. The Council recorded its appreciation and stated that it feels privileged to serve alongside someone who has done so much for Moretonhampstead.

#### **County Councillor Report**

Cllr Keeling had sent his apologies, his report is attached at Appendix 1 on page 36. The Chair noted that the County Councillor's discretionary budget for 2026/27 has increased to £10,000. Community groups are encouraged to contact him directly if they are seeking funding support.

### **Dartmoor National Park Representative**

Cllr Jeffery's report is attached at Appendix 2 on page 36.

### **87/2026 MATTERS ARISING**

It was noted the Clerk has submitted the VAT return for 2025/26.

### **88/2026 CHAIRMANS DISCRETION**

The Chair shared an invitation from the Community Shed, noting that the group had received a Devon County Council 'Places to Go, Things to Do' grant to run weekly Hobby Club sessions for young people. Councillors were invited to attend the final session on 21 May from 5.45–6.30pm to view the young people's work. Cllr Evans will attend on behalf of the Parish Council.

### **89/2026 OPEN SPACES REPORT**

The Open Spaces monthly report had been circulated prior to the meeting and was noted.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to approve up to £100 for the community shed to purchase additional materials to repair the benches in the Sentry.

### **90/2026 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP**

The Chair noted that the Clerk had applied for, and successfully secured, an allocation of trees from the Woodland Trust for the replanting of the Allotment hedge. The Open Spaces Committee will consider the details of the project at its next meeting. Cllr Austin has banked up the top half of the allotment hedge.

### **91/2026 INSURANCE**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** to approve the renewal of the council's insurance policy with Clear Councils in line with the 3-year Long Term Undertaking.

### **92/2026 INTERNAL CONTROLS COUNCILLOR REPORT**

Cllr Elliott had checked the accounts for March.

### **93/2026 RENEWAL OF DIRECT DEBITS, SANDING ORDERS AND PAYROLL**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to approve the list of variable direct debits, standing orders, and payroll payments.

### **94/2026 SCHEDULE OF PAYMENTS**

The Council considered its monthly schedule of payments.

It was proposed by Cllr Evans, seconded by Cllr Austin, and **RESOLVED** to approve the schedule of payments at appendix 3 on page 36. *LGA 1972 s150(5)*

It was proposed by Cllr Austin, seconded by Cllr Hampton, and **RESOLVED** to approve the transfer of the first half precept into the council's higher interest account.

### **95/2026 CORRESPONDENCE**

1. Correspondence was received and circulated prior to the meeting from Devon Association of Local Councils regarding DALC membership for 2026/27.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliott, and **RESOLVED** to accept the increase in membership fees.

2. Correspondence was received and circulated prior to the meeting from Wellmoor regarding potential partnership opportunities.

Youth Forum - The Clerk noted that at the previous meeting the Council had agreed to work with Wellmoor on the basis that sessions would be held on Wednesdays in the Parish Council office. She expressed disappointment that the date had since been changed to Thursdays and the venue moved to the Central Café, and that communication had been limited.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Montgomery, and **RESOLVED** to write to Wellmoor to request that the Youth Forum sessions be held on Wednesdays in the Parish Council office, as the Council cannot support the initiative if it remains on Thursdays.

Volunteer Celebrations - The Chair noted that the Parish Council had already provided a grant towards Wellmoor's volunteering project and that the Council has only a part-time member of staff.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** to write to Wellmoor wishing them well with the initiative but explaining that the Council is unable to assist due to pressure on resources and existing priorities.

Dartmoor Preservation Association's Public Access Fund - The Council identified footpath clearance in the Square, Geneva Island, and the Wainwright's Wheel in Lime Street, and improving accessibility at the stile at the bottom of Lime Street.

Flood Prevention Projects - The Council agreed not to respond further until the additional information is provided.

3. Correspondence was received and circulated prior to the meeting from the Chair of Trustees of the Museum of Dartmoor Life providing a summary of the museum's 2025 work and inviting the council to visit and contribute views on the museum's future direction. The council agreed to pass the correspondence onto the History Society.

### **96/2026 HIGHWAYS**

The clerk's report had been circulated prior to the meeting. The Chair noted that the works proposed for the A382 are necessary due to the condition of the road: the carriageway is collapsing towards the river, the retaining wall is failing, and three of the five drainage pipes have failed, with damage accelerating. The Chair expressed disappointment that, despite meetings, correspondence and representations from residents and businesses, Devon County Council intends to proceed with the works during the summer holiday period. Some concessions have been made to enable the Carnival procession to take place.

The council noted the correspondence received in the report.

It was proposed by Cllr Austin, seconded by Cllr Montgomery, and **RESOLVED** to delegate ongoing liaison with DCC, SWW and other agencies to the Clerk, Chair and Vice Chair.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to continue pressing DCC to reconsider the timing of the works.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin, and **RESOLVED** to issue further correspondence to South West Water (SWW) to clarify the two different responses received.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin, and **RESOLVED** to issue a public update to residents and businesses and authorise the delegated members to answer any questions from the media based on the content of the statement.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to agree to purchase 'Business Open as Usual' signs up to a value of £500.

### **97/2026 TWINNING VISIT**

The chair's report had been circulated prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Austin, and **RESOLVED** to host an event as part of this year's Twinning visit, to allocate a budget of up to £100 from the underspent Chair's Fund (2025/26), and to delegate the final arrangements to Cllr Fileman-Wright and the Clerk.

### **98/2026 CONFIDENTIAL INFORMATION**

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** that in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw.

### **99/2026 CONTRACTUAL MATTERS**

The clerk's report had been circulated prior to the meeting.

It was proposed by Cllr Austin, seconded by Cllr Elliott, and **RESOLVED** to waive Financial Regulation 5.13 to allow the Council to appoint A R Rural Solutions to cut the Sentry for the remainder of the contract.

It was proposed by Cllr Jeffery, seconded by Cllr Fileman-Wright, and **RESOLVED** to release the current contractor from the contract, as he is no longer able to continue, notwithstanding the three-month notice requirement set out in the agreement.

It was proposed by Cllr Jeffery, seconded by Cllr Fileman-Wright, and **RESOLVED** to return to public session; the confidential business having been concluded.

The Chair closed the meeting at 8.18pm

### **TO DO ACTIONS**

- Clerk to make payments
- Clerk to respond to correspondence in accordance with min no 95/2026
- Clerk to action mins 96/2026, 97/2026 and 99/2026

### ***MPC Minutes 05.05.2026 Attachment no.1 – County Councillor Report (Summary)***

This has been my first year as County Councillor, alongside serving as Cabinet Member for Adult Social Care. It has been a demanding but rewarding year, with a strong focus on ensuring rural communities are well represented.

**Highways** - Road conditions remain a major concern. Devon maintains 8,000 miles of roads, and winter weather has taken its toll. An additional £19M has been invested in highways, including £4M for drainage and gully clearance. Local issues continue to be inspected with Neighbourhood Highways Officers.

**Children and Families** - Devon supports around 810 children in care, with a continued need for more foster carers. Support for carers has been improved. The Places to Go, Things to Do fund has awarded £160,000 to over one hundred youth projects, with the same amount committed again this year.

**Health and Community Safety** - Concerns remain around NHS dentistry, ambulance delays, and proposals to remove fire co-responders from rural areas. A new Domestic Abuse Strategy (2026–2030) has been adopted to improve access to safe accommodation and specialist support.

**Libraries** - Devon's 50 libraries receive 2.3 million visits a year. The recent consultation saw over 25,000 responses, the largest in the council's history. A full report will go to Cabinet in May.

**Local Grants** - Councillor locality funding has supported a range of community projects. From May, each councillor will have £10,000 available for local groups and facilities.

**Looking Ahead** - It has been a busy first year, and thanks are extended to councils, volunteers, and residents for their support.

### ***MPC Minutes 05.05.2026 Attachment no.2 – Dartmoor National Park Representative Report (Summary)***

**DNPA Meeting – 1 May 2026** - The Authority reported its annual review for 2025/26, highlighting a year of strong achievement supported by partners, individuals, and volunteers. Public interest in Dartmoor remained high, particularly following the legal challenge on the right to camp. The planned closure of the Princetown Visitor Centre was completed in October.

There has been a change in leadership: Dr Kevin Bishop retired after 18 years, and Tom Surrey has been appointed Chief Executive. Tom has local connections to Dunsford. Angela Stirling, Head of Finance, has also resigned to take up a new role.

The Haytor and Postbridge visitor centres received recognition in the Devon Tourism Awards, both reaching the finals for Visitor Centre of the Year. Haytor received bronze and Postbridge silver, with Postbridge also awarded silver for accessibility improvements, including the introduction of trampers and enhanced mobility access.

This year's History Hunters event took place in Exeter in partnership with the Royal Albert Memorial Museum. The family day offered children the chance to explore Dartmoor's heritage through hands-on archaeology activities, wool-spinning and medieval games. This remains an annual event.

### ***MPC Minutes 05.05.2026 Attachment no.3 – List of payments May 2026***

#### **Finance**

To receive the Finance Report

On 30 April, the Accounts stood at:

Lloyds Current Account	£39,650.68
Lloyds Deposit Account	£0

CCLA Deposit Fund £52,000.00

**Standing Orders**

Moretonhampstead Development Trust Office Rent	£402.17	01/04/2026
BT Telephone and Broadband	£40.74	16/04/2026

**Direct Debit**

Microsoft 365 subscription	£12.10	27/04/2026
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**Mandatory Payments**

Staffing payments (Salary, pension and quarterly HMRC)	£1,903.98	30/04/2026
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**Card Payments**

Coop (APM Refreshments)	£4.65	07/04/2026
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**Income**

CCLA Interest	£185.68	02/04/2026
HMRC VAT Reclaim 25-26	£3,515.28	10/04/2026
Allotment Rent 2026-27	£676.50	20/04/2026
Teignbridge District Council 1 <sup>st</sup> Half Precept	£35,051.00	29/04/2026

**Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

Payment Method	Payee and reason	Budget	Power to spend	Net Payment	Payment inc. VAT
Bank Transfer	Community Club <i>April and APM Room Hire</i>	EX5	Local Government Act 1972 s111	£30.00	£30.00
Bank Transfer	Mow Mow Gardening Services 2 x Sentry Grass Cut	EX6	Open Spaces Act 1906 s10	£250.00	£250.00
Bank Transfer	Community Swimming Pool <i>1<sup>st</sup> Round Grant Allocation</i>	EX14	Local Government (MP) Act 1972 s19	£150.00	£150.00
Bank Transfer	Friends of Moreton School <i>1<sup>st</sup> Round Grant Allocation</i>	EX14	Localism Act s1	£100.00	£100.00
Bank Transfer	Parish Hall Management Cttee <i>1<sup>st</sup> Round Grant Allocation</i>	EX14	Local Government (MP) Act 1972 s19	£200.00	£200.00
Bank Transfer	Wellmoor (MDT) <i>1<sup>st</sup> Round Grant Allocation</i>	EX14	Localism Act s1	£60.00	£60.00
Bank Transfer	Allotment Association <i>1<sup>st</sup> Round Grant Allocation</i>	EX14	Small Holdings and Allotments Act 1908 s26	£178.80	£178.80
Bank Transfer	A R Rural Solutions <i>Churchyard Grass Cut x 2 Pound &amp; Henge Grass Cut x 2 Sentry &amp; Verges Grass Cut</i>	EXCEM1 EX6	Open Spaces Act 1906 s10	£1,150.00 £760.00	£1,150.00 £760.00
Bank Transfer	Devon Association of Local Councils <i>Annual Membership</i>	EX8	Local Government Act 1972 s143	£556.00	£636.99
Bank Transfer	Penny Clapham <i>Internal Audit</i>	EX8	Local Government Act 1972 s111	£88.60	£88.60
Bank Transfer	Clear Councils <i>Insurance Renewal</i>	EX9	Local Government Act 1972 s111	£958.57	£958.57