MINUTES

Committee: Parish Council
Date: Tuesday, 1 September 2026
Time: 7:00pm
Venue: Community Club

Present

Cllr Catherine Fileman-Wright (Chair)
Cllr Jan Evans
Cllr Gordy Keep
Cllr Vivienne Hodges
Cllr Emily Elliott
Cllr Gemma Hampton
Cllr John Farrand-Rogers
Cllr Chris Walden
Cllr Richard Short
Cllr Mike Jeffery

Also Present

Samantha Parkin (Clerk)
One member of the public

PUBLIC PARTICIPATION

140/2026 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Austin and Montgomery.

141/2026 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Jeffery declared an interest in Minute **152/2026** as he is a member of the Community Shed, which has been involved in the Proper Job project. Cllr Elliott declared an interest in Minute **156/2026** as she is an allotment holder. No requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

142/2026 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Hampton, and **RESOLVED** to accept and sign the minutes of the meeting held on 7th July 2026 as a correct record. There was one abstention. *LGA 1972 Sch 12 para 41(1)*

143/2026 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.

144/2026 COUNCILLOR REPORTS

County Councillor Report

Cllr Keeling's August report is attached at Appendix 1 on page 53. The Chair noted that the A382 roadworks had now been completed and that the Council was pleased the road is open and that the works were finished on time.. She reminded members of the Council's previous resolutions regarding communication with Devon County Council and questioned whether a follow-up email should be sent expressing the Council's disappointment with the level of communication during the scheme. She expressed concern that a new closure on the A382 towards Whiddon Down commenced immediately after the works were finished, despite this never having formed part of earlier discussions. She suggested a wash-up on communications and asked that DCC be clearer in future when planning large-scale works.

Cllr Hodges commented that it was important to continue pressing DCC on communication, as doing so helps ensure that the needs of rural communities are properly recognised and taken seriously.

District Councillor Report
Cllr Farrand Rogers noted that no meetings had taken place during the summer break. He thanked the Clerk for her defence of councils and local authorities during the recent roadworks. He commented that the lack of engagement with the Parish Council may become more common under Local Government Reorganisation, with councils becoming increasingly distant from the point of decision-making. He expressed concern that, if a Mayor is introduced, decisions could be taken by someone with little understanding of rural Devon, which would be very unfortunate.

The Chair added that the Clerk's communications during the A382 closure were provided with little support from Highways, and that updates had to be actively chased in order to keep the community informed.

145/2026 MATTERS ARISING

It was noted the Council was awarded bronze in the NAMM Cemetery of the Year competition. The council thanked the clerk and open spaces contractors for their work in the churchyard.

It was noted Cllr Hampton, Keep and the Clerk had attended the Library site visit.

146/2026 CHAIRMANS DISCRETION

The Chair reported that she had been copied into correspondence sent by a resident to the District and County Councils raising concerns about bins, cardboard collection, road condition, and the impact assessment of the A382 work and indicating they were considering withholding their council tax. She suggested sending a brief acknowledgement of their concerns.

She also noted the recent carnival events and wished to give a big shout-out to the hard-working Carnival Committee, who delivered a fantastic programme this year. She further mentioned the 50th twinning visit and the reception held in the church, which was very well attended.

147/2026 OPEN SPACES REPORT

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

148/2026 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

There was nothing to report.

149/2026 INTERNAL CONTROLS COUNCILLOR REPORT

Cllr Elliott is due to check the accounts for June and July.

150/2026 SCHEDULE OF PAYMENTS

The payments for August made under delegated powers were noted. The Council considered its monthly schedule of payments.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **RESOLVED** to approve the schedule of payments at appendix 2 on page 54. *LGA 1972 s150(5)*

151/2026 CORRESPONDENCE

1. Correspondence was received and circulated prior to the meeting from the clerk of Bideford Town Council advising that she is no longer able to cover the November meeting and offering her apologies.

The Clerk confirmed that cover for the November meeting had been arranged, noting that Lucy Bruckner, RFO to Wembury Parish Council, had offered to clerk the meeting.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **RESOLVED** to appoint Lucy Bruckner to cover the November full Council meeting in the absence of the Clerk.

152/2026 FINANCE AND POLICY COMMITTEE RECOMMENDATIONS

The draft minutes of the Finance and Policy meeting held on 18th August had been circulated prior to the meeting.

It was proposed by Cllr Hodges, seconded by Cllr Fileman-Wright, and **RESOLVED** to adopt the Complaints policy and the Scheme of Delegation policy.

It was proposed by Cllr Evans, seconded by Cllr Keep, and **RESOLVED** to award Proper Job a £1,000 grant. There were two abstentions.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery, and **RESOLVED** to budget £2,500 per year to fund the Community Governance qualification.

153/2026 COURT STREET PUBLIC TOILETS

The Business Case had been circulated with the agenda and was noted. The Chair reported that the Council had met informally in August to discuss it, and that the Clerk had made amendments following members' comments.

The Clerk circulated an updated graph showing toilet footfall since March. Members noted that the spring average was approximately one hundred entries per day, rising to 136 entries per day in summer, with the Carnival Day spike of 626 entries clearly demonstrating the impact of events on usage. The Clerk also reported that councillors staffed a stand at the Food Festival on 22 August to speak with residents about the public toilet proposal. Fifty comments were received, with overwhelmingly strong support for keeping the toilets open and broad backing for the Parish Council taking on responsibility. Residents highlighted regular use by locals, visitors, bus and coach drivers, disabled users, and families. A small number raised concerns about TDC passing on costs, but no substantive opposition to retaining the facility was recorded.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrand-Rogers, and **RESOLVED** to suspend standing orders.

The Chair invited the member of the public to speak. He noted that he had not yet seen the business case but would read it in due course. He commented that the issue was wider than Moretonhampstead, as neighbouring parishes also benefit from the toilets. He suggested the matter should be viewed as a North East Dartmoor issue and that this should be reflected in the business case. He asked which authority the Council would ultimately be dealing with — TDC or the new unitary authority — and whether the Council was aware of the Public Lavatory Act 2021, which provides business rate relief for public toilets but not where part of the building is used for another purpose. He emphasised the importance of retaining toilets at a key gateway to Dartmoor and suggested exploring whether neighbouring parishes might consider a small precept increase given their residents' use of the facility. The Chair addressed his questions and welcomed his feedback on the business case once he had reviewed it.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges, and **RESOLVED** to reinstate standing orders.

The member of the public left the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Elliot, and **RESOLVED** to accept the transfer of the Court Street public toilets from Teignbridge District Council and approves Option 4 as the preferred approach, subject to satisfactory final legal advice, agreement of the final transfer documentation, clarification of all compliance, boundary, drainage, access, service connection and

statutory responsibility matters, and confirmation of the full financial implications for the Council, including any transfer-related costs, essential works, annual running costs, capital works and contingency provision. There were two abstentions.

The council noted its thanks to the task and finish group for their work on the business case.

154/2026 EXTERNAL AUDIT REPORT

The External Auditor report was circulated with the agenda (the report can be found at https://moretonhampstead-pc.gov.uk/accounts-2025-26/) and was noted.

155/2026 COMMUNITY FIRST AID COURSE

The report had been circulated with the agenda and was noted. Cllr Hampton provided background to the proposal and outlined why she felt it was important for the Council to offer basic first aid training to the community, helping to build confidence and ensure residents feel able to act in an emergency.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans and **RESOLVED** that Cllr Hampton will take the lead on the Community First Aid Course proposal, investigate options further, identify potential partners, establish indicative costs and develop more detailed proposals, and bring it back to a future meeting for consideration.

156/2026 ALLOTMENT

The Chair noted that an annual allotment site visit used to take place and that the Allotment Agreement requires such visits to be conducted each year.

It was proposed by Cllr Keep, seconded by Cllr Farrand-Rogers and **RESOLVED** to reinstate the annual allotment visit. There was one abstention.

The clerk will circulate an availability poll to the Open Spaces committee.

157/2026 PERSONAL DATA RETENTION POLICY FOR SCHEME EMPLOYERS

The Personal Data Retention policy had been circulated with the agenda.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **RESOLVED** to adopt the Personal Data Retention policy.

The Chair closed the meeting at 7.52pm

TO DO ACTIONS

- Clerk to make payments
- Clerk to respond to correspondence in accordance with min no 151/2026
- Clerk to action mins no. 152/2026, 153/2026, 156/2026 and 157/2026.
- Cllr Hampton to action min no. 155/2026.

MPC Minutes 01.09.2026 Attachment no.1 – County Councillor Report (Summary)

Cllr Keeling's August report outlined the major highways schemes underway at that time, including resurfacing works in Chudleigh and the Pepperdon Hall Lane retaining wall and drainage project. The Pepperdon works were reported to be progressing well, with excavation, vegetation clearance and drainage improvements underway, assisted by low water levels in the Wray Brook. (The Pepperdon Hall Lane works have since been completed.)

Cllr Keeling also summarised the Government's announcement on Local Government Reorganisation, confirming the creation of four new unitary authorities for Devon: Devon Council,

Exeter Council, Greater Plymouth Council, and Torbay and South Devon Council. Further briefings for town and parish councils will follow as implementation planning develops.

MPC Minutes 01.09.2026 Attachment no.2 – List of payments September 2026

Finance

To receive the Finance Report
On 31 August, the Accounts stood at:

Lloyds Current Account	£2,951.09
Lloyds Deposit Account	£0
CCLA Deposit Fund	£70,000.00

Standing Orders		**Date Cleared**
Moretonhampstead Development Trust Office Rent	£402.17	01/08/2026
BT Telephone and Broadband	£42.92	17/08/2026
Direct Debit		
Microsoft 365 subscription	£12.10	25/08/2026
Mandatory Payments		
Staffing payments (Salary, pension and quarterly HMRC)	£1,903.78	28/08/2026
Card Payments		
Income		
CCLA Interest	£235.13	04/08/2026
Xmas Stall Payment	£15.00	04/08/2026

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 *Room Hire - July*	EX5	Local Government Act 1972 s111	£20.00	£20.00
Bank Transfer	Bradfords *Cement (War Memorial)* *Padlock (Allotment Shed)*	EX6	Open Spaces Act 1906 s10	£31.52	£37.83
Bank Transfer	Community Shed *Sentry Seats*	EX6	Open Spaces Act 1906 s10	£250.00	£250.00
Bank Transfer	PKF Littlejohn *Limited Assurance Review (AGAR)*	EX8	Local Government Act 1972 s111	£315.00	£378.00
Bank Transfer	DALC *AGM & Conference Tickets*	EX11	Local Government Act 1972 s111	£50.00	£60.00