

**Minutes of the Sourton Parish Council meeting held at 7pm  
on 11<sup>th</sup> May 2026 at Sourton Village Hall.**

**Council Member Present:**

Cllr Mott (Chair)  
Cllr Firth  
Cllr Horn  
Cllr Kennedy  
Cllr Southcott

**In Attendance:**

Mrs A Horn (Clerk)

**1. Elections**

**1.1 Election of Chair**

On the proposition of Cllr Horn and seconded by Cllr Southcott it was **RESOLVED** to elect Cllr Mott as Chair.

**1.2 Acceptance of Office**

Cllr Mott signed the Acceptance of Office.

**1.3 Election of Vice Chair**

On the proposition of Cllr Southcott and seconded by Cllr Firth it was **RESOLVED** to elect Cllr Firth as Vice Chair.

**2 Apologies for Absence**

None

**3 Committees of the Council**

**3.1 Complaints Committee**

It was **RESOLVED** to appoint all Councillors to the committee apart from the Chairman of the Council, as per the Complaints Policy.

**3.2 Staffing Committee**

On the proposition of Cllr Mott and Seconded by Cllr Southcott it was **RESOLVED** to appoint Cllrs Horn, Firth and Kennedy to the Committee. The Terms of Reference for the committee were accepted.

**4 Working Groups**

**4.1 Green Spaces Working Group**

On the proposition of Cllr Mott and seconded by Cllr Firth it was **RESOLVED** that a councillor would attend in collaboration with the new volunteer group. The next volunteering group was 13<sup>th</sup> June in conjunction with the bacon baps in the hall.

**5 Representatives to External Bodies**

**5.1 Dartmoor National Park**

On the proposition of Cllr Southcott and seconded by Cllr Horn it was **RESOLVED** to appoint Cllr Mott as the Councils representative.

## **5.2 Northern Links**

The Northern Links group is no longer in existence it has been replaced by the Cluster Group. It was agreed that the Clerk be the Council representative, other councillors could attend if they wished.

## **5.3 Police and Crime Commissioner Advocate**

It was agreed that as the West Devon Councillors already attended, they would report back to the council.

## **6. Governance**

### **6.1 Asset Assessment**

It was agreed to appoint Cllr Horn to this role

### **6.2 Closed Churchyard**

It was agreed to appoint Cllr Mott to this role

### **6.3 Financial Checks**

It was agreed to appoint Cllr Firth to this role

## **7 Public Forum**

None

## **8 Declarations of Interest**

None

## **9 Minutes of the previous meeting**

On the proposition of Cllr Southcott and seconded by Cllr Kennedy it was **RESOLVED** to approve and sign the minutes of the Parish Council meetings held on 13<sup>th</sup> April 2026

## **10. Co option**

No nominations had been received. Item to remain on the agenda until further nominations put forward. All to consider how to attract new members to the council.

## **11. Insurance**

### **11.1 Insurance renewal**

It was noted that that the Council had renewed its insurance with Zurich at a cost of £300.

### **11.2 Insurance declaration**

Any Councillor who had a declaration was asked to contact the clerk.

## **12. Finance**

### **12.1 Certificate of Exemption**

On the proposition of Cllr Kennedy and seconded by Cllr Firth it was **RESOLVED** to sign the certificate of exemption.

### **12.2 AGAR- Internal Auditor Report**

The Clerk reported that the Auditors report had been received which confirmed the Council had met its responsibilities during the year. It was agreed that the Staffing Committee would meet and discuss the recommendations and report back to the Council

### **12.3 Annual Governance Statement**

On the proposition of Cllr Kennedy and seconded by Cllr Firth it was **RESOLVED** that the Chair and Clerk& RFO would sign Annual Governance Statement

### **12.4 Accounting Statement**

On the proposition of Cllr Kennedy and seconded by Cllr Southcott it was **RESOLVED** that the Chair and Clerk& RFO would sign the Accounting Statement

### **12.5 Notice of Public Rights**

On the proposition of Cllr Mott, seconded Cllr Southcott, it was **RESOLVED** to approve the dates for the Electors Rights, the period commencing on 3rd June 2026 and ending on 14th July 2026. This would be put on all noticeboards.

### **12.6 Finance Report**

On the proposition of Cllr Firth and seconded by Cllr Southcott it was **RESOLVED** to agree the bank reconciliation dated 30<sup>th</sup> April 2026 and the budget monitoring report

### **12.7 Payments**

On the proposition of Cllr Firth and seconded by Cllr Horn it was **RESOLVED** to approve the payment list totalling £1409.21 plus VAT

## **13. Policy**

### **13.1 Policy Review**

On the proposition of Cllr Mott and seconded by Cllr Firth it was **RESOLVED** to adopt the Reserve Policy to comply with the revised Governance and Accountability for Smaller Authorities in England.

On the proposition of Cllr Mott and seconded by Cllr Firth it was **RESOLVED** to adopt the Safeguarding policy to comply with the insurance requirements.

## **14 Planning**

### **14.1 0848/26/HHO Valley View Thorndon Cross EX20 4NQ**

On the proposition of Cllr Kennedy and seconded by Cllr Horn it was **RESOLVED** to support the application as it was not visible from the road and fits in well with the original building

### **14.2 0820/26/LBC Diggaport House Bridestowe EX20 4ER**

On the proposition of Cllr Firth and seconded by Cllr Kennedy it was **RESOLVED** to support the application

### **14.3 0821/26/FUL Diggaport House Bridestowe EX20 4ER**

On the proposition of Cllr Horn and seconded by Cllr Firth it was **RESOLVED** to support the application

## **15. Close Churchyard**

The Clerk reported that the tree works had been completed from the tree inspection and that mowing season was underway.

## **16. Drains**

Cllr Mott reported that the Land Agents had come back with form that needed to be completed before any work done. It was agreed to send the form to the Commoners and ask them to complete the form before any work was done.

## **17 Items Brought Forward**

Dog worrying on the Pegus Way  
Bungalow Bus Stop repairs  
Bin at Sourton Down  
Notice Board at Trescote Way

### **EXCLUSION OF PRESS & PUBLIC**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the Meeting for the following items of business.

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

### **CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

## **18. WDBC Enforcement**

An update was noted

**19. Date of Next Meeting**

1<sup>st</sup> June 2026 at 7pm

Meeting closed at 8:20pm