

**Minutes of the Meeting of Clayhidon Parish Council
Held at the Village Hall, Clayhidon, at 7.30pm on Monday, 13 April 2026**

Present:

Councillors Saunders (Chair), Bendle, Blackmore, Drew, Kidner and Weekes together with Councillor Clist (MDDC and DCC Councillor) and Mrs S McGeever (Parish Clerk).

CPC001/1. Welcome by Chairman, apologies for absence and introductions

Apologies had been received from and were approved for Councillor King.

Councillor Saunder opened the meeting and welcomed those present.

CPC001/2. Declarations of Interest/Dispensations

There were no declarations of interest.

CPC001/3. To approve minutes of the meeting on 9 March 2026

It was RESOLVED that with minutes of the meeting of 9 March 2026 should be signed by the Vice-Chair as a true and accurate record of the meeting and the minutes were duly signed.

PROPOSER: Councillor Kidner

SECONDER: Councillor Saunders

DECISION: unanimous by those present at the last meeting

CPC001/4. Public Participation

There were no members of the public present at the meeting.

CPC001/5. Planning

5.1 To consider the following planning applications:

The Parish Council noted that applications:

25/01121/HOUSE

Proposal: Erection of single storey porch following demolition of existing garden room, and replacement door and three windows

Location: Battens Farm Clayhidon Cullompton Devon

Grid Ref: Parish: 315949 : 112437

Clayhidon 15

And

25/01122/LBC

Proposal: Listed Building Consent for the rection of single storey porch following demolition of existing garden room, and replacement door and three windows

Location: Battens Farm Clayhidon Cullompton Devon

Grid Ref: 315949 : 112437

Parish: Clayhidon 15

had been approved but subsequently replaced by applications:

26/00335/LBC

Proposal: Listed Building Consent for internal and external alterations to the barn, including works to a south-west facing window, and replacement of the existing garden room with a single-storey extension

Location: Battens Farm Clayhidon Cullompton

Site Vicinity Grid Ref: 315949 / 112437

Parish: Clayhidon 15

And

26/00337/FULL

Proposal: Retention of the change of use of agricultural barn to an annexe ancillary to the main dwelling; retention of two windows on the south-west elevation and alterations to openings on north-west elevation; and replacement of the existing garden room with a single storey extension

Location: Barn Battens Farm Clayhidon

Site Vicinity Grid Ref: 315956 / 112422

Parish: Clayhidon 15

The Planning Officer had advised that the new applications were to rectify several issues identified during the determination of the first two applications including the site's planning history to ensure that all works carried out on the site were properly recorded and approved by the Planning Department.

The Parish Council RESOLVED that it would put in a neutral comment having had no objections to the original works and believed that the Planning Officer and the Conservation Officer were best placed to ensure that the applicant met all their legal obligations.

PROPOSER: Councillor Saunders

SECONDER: Councillor Kidner

DECISION: unanimous

26/00143/FULL

Proposal: Erection of dwelling following demolition of an agricultural building

Location: Land and Buildings at NGR 317188 116575 (Willtown Farm) Clayhidon

Site Vicinity Grid Ref: 317188 / 116575

Parish: Clayhidon 15

The Parish Council RESOLVED to object to the application for the following reasons:

The Location Plan "blue line" appears to include parts of Willtown Green which is designated as common land within the parish of Clayhidon. The boundary is clearly marked by a deep gully.

The Parish Council would request that a new Location Plan is provided correctly identify the applicant's site.

The plans are a significant change to the planning permission originally granted for an agricultural shed adjacent to a Grade 2 Listed building.

The Parish Council would request that the Conservation Officer and the Blackdown Hills National Landscape comment on the application.

The height change to the property's ridge line will adversely impact on the natural landscape of the area and is inappropriate in size for its location.

The Parish Council would wish to the current footprint of the agricultural building retained.

The information on sewage treatment appears to be at odds with the application form proposing a septic tank for foul water whilst the Design and Access statement shows a treatment plant.

The Parish Council would ask that the Environment Agency comment on possible environmental damage.

If MDDC were minded to approve the application, then the Parish Council would ask that the exterior finish is as stated in the application and that local chert stone be used for the entire building.

PROPOSER: Councillor Kidner

SECONDER: Councillor Blackmore

DECISION: unanimous

5.2 To note the following planning decisions:

The Parish Council noted the following decisions:

25/01121/HOUSE – APPROVED – 1 April 2026

Proposal: Erection of single storey porch following demolition of existing garden room, and replacement door and three windows

Location: Battens Farm Clayhidon Cullompton Devon

25/01122/LBC – APPROVED – 1 April 2026

Proposal: Listed Building Consent for the erection of single storey porch following demolition of existing garden room, and replacement door and three windows

Location: Battens Farm Clayhidon Cullompton Devon

5.3 Enforcement

It is understood that the Enforcement Officer has visited four sites in Clayhidon and an update has been requested. Updates are normally given after any action has been taken and an Enforcement Notice issued.

CPC001/6. Finance

The Parish Council noted the financial report provided by the Clerk.

6.1 Unity Bank Current Account

Balance on 28 February 2026	£2453.49
Less payments	
C Houghton (Lengthsman)	£1443.00
Service Charge	£ 7.00
Receipts	
Balance on 31 March 2026	£1003.49

Payments to be authorised for the Financial Year 2026-27:

Exeter Archdeaconry (Garland Bowers)	£ 323.00
S McGeever (Jan-Mar 26 wages)	£ 765.47
McGeever (Expenses 3 months x £26)	£ 78.00
S McGeever (Mileage 3 months 96 miles x 0.45)	£ 43.20
HMRC (Jan-Mar 25 PAYE)	£ 191.40
DALC (membership)	£ 209.33
Clayhidon Village Hall (room hire)	£ 68.00

6.2 Unity Bank Instant Access Account

Balance on 28 February 2026	£8331.43
Less payments	
Receipts	
Interest	£ 42.97
Balance on 31 March 2026	£8374.40

The Cumulative bank reconciliation from 1 April 2025 to 31 March 2026 was presented and signed by the Chair at the meeting. Total funds at the end of the year: £9377.89.

In line with decisions taken the reserves were listed as:

Precept	£7500.00
Noticeboards	£ 500.00
General Fund	£1377.89 (including P3 balance of £359.81)

The twelve-month budget monitoring information had been circulated to Parish Councillors representing the year-end figures together with payments over £100 and VAT figures and are given as part of the minute package for this meeting.

6.3 S106

Clayhidon has £2500.00 towards benches in open spaces.

The S106 application has been submitted to MDDC.

The benches would be located at Hiddon Woods and Gladhayes Farm and the disabled picnic table at Hartsmoor.

6.4 Defibrillators

A spare pad for the defibrillator at the Half Moon has been ordered.

6.5 Grant requests

Awaiting paperwork from Mid Devon Mobility.

6.6 The Pound

The Invoices have been issued as detailed in the last minutes.

6.7 Noticeboards

The Parish Council had Locality Budget funding of £500 towards two noticeboards.

The noticeboard at Garland Hayes would be replaced.

Subject to any DCC highways regulations, a new noticeboard would be placed at Clayhidon Crossroads.

The noticeboards at Bolham Water and Rosemary Lane would be repaired.

CPC001/7. Clerk Update and Correspondence

Mid Devon District Council Caravan site and mobile homes policy consultation
Noted.

Planning Training for Town and Parish Councils - Thursday 26th March 2026

The presentations from the meeting had been circulated to Parish Councillors.

Emergency Plan

The draft plan had been circulated to Parish Councillors together with information on Emergency Community Hubs and the Clerk was awaiting feedback on specific areas of concern in Clayhidon. Following an update to the plan, a date for public meeting would be set.

Neighbourhood Plan

The Parish Council was awaiting dates for the Housing Needs Survey.

The Clerk had circulated further information on Neighbourhood Plans and preparing a planning priority statement.

The Parish Council RESOLVED to set up a working group to look at a planning priority statement of Councillors Saunders and King and the Clerk.

Free Landmark Tree

Councillor Drew would provide the location and a photograph to the Clerk.

Storage of Parish documentation and maps

Ongoing

Dumped Caravans

All caravans had been removed but there was left over rubbish and a chassis.

Action: Clerk to report to Streetscene

Blackdown Hills Parish Network – call for support

The request for funding would be reviewed alongside other grant expenditure.

Connecting the Culm

The Clerk was waiting for Connecting the Culm to come back and advise if any council/charity land would be suitable for measures to assist with flooding.

Assertion 10

The Clerk is circulated an IT Policy as recommended by the National Association of Local Councils. The Parish Council noted that most of the information held by the Parish Council was held for a legislative reason and/or published on the website.

The Clerk had a process for deleting emails from residents once the email had been actioned.

Parish Councillors had gov.uk email addresses and viewed documents online.

The Parish Council RESOLVED to adopt the IT Policy duly amended to reflect Clayhidon Parish Council's working procedures.

PROPOSER: Councillor Saunders

SECONDER: Councillor Kidner

DECISION: unanimous

DCRF Spring Forum – Thursday, 26 March 10am-4pm

The event was not attended.

Civility and Respect Pledge

By signing the Pledge, the council was agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

The Parish Council RESOLVED to sign the Civility and Respect Pledge.

PROPOSER: Councillor Kidner

SECONDER: Councillor Saunders

DECISION: unanimous

Creative Communities Scheme 2026/27

The Clerk has circulated details of the scheme and the possibility of the John Griss Charity requesting support for the Young Anglers Club would be discussed.

Other matters:

Asset Register – the Clerk was still working on the asset register

Continuity Plan – the Clerk had almost completed the continuity plan

CPC001/8. County Council Report

Councillor Clist provided the following report:

DCC had set its budget with a view to protecting frontline statutory services including adult and child social care and SEND.

Libraries would remain open and look to become community hubs.

The Locality Budget had been raised from £8,000 to £10,000 for the year 2026-27 and opened in May.

Fifty-two Highways Maintenance teams had been tackling potholes of which 9700 had been reported in February and March and 6600 in January.

Funding of £16m had been allocated to Highways including £4m for work on ditches. It was hoped to provide for a year-on-year increase of £10m over the next five years.

The Parish Council raised the question of the quality of pothole repairs. Councillor Clist advised that normally pothole repairs were not undertaken from November to end March due to adverse weather conditions but this year, the number of potholes classified as safety defects had risen substantially and this had to be patch repaired.

Due to changing weather conditions, Highways were reviewing whether or not different materials should be used. Councillor Clist would speak to his Somerset counterpart.

Local Government Reorganisation was ongoing and the Government's decision on the proposals was awaited in July. The cost would be met by Devon residents. He believed that Parish Council's would be asked to take on more non-statutory obligations.

CPC001/9. District Council Report

Councillor Clist had circulated the Town and Parish Report prepared by MDDC Councillor DuChesne which is published as an addendum to these minutes.

CPC001/10. Highways/Footpaths

10.1 Highways

The information received from Highways has been shared with the Roads Working Group.

Councillor Weekes believed that a second meeting of the group should be convened.

Tarmac will be ordered now the drier weather has arrived.

10.2 Footpaths

It was noted that the sign had disappeared on the footpath to Lillicombe. The Clerk had contacted DCC.

The P3 paperwork has been submitted to DCC.

CPC001/11. Clayhidon Charity & John Griss Charity

To receive any relevant information.

11.1 Clayhidon Charity

A meeting of the Clayhidon Charity was required to sign the accounts.

Trustees to decide on meeting date.

Merger

The Clerk was in discussions with the solicitor to move the potential merger of the Clayhidon Charity and John Griss Charity.

11.2 John Griss Charity

Councillor Kidner advised that the meeting on 30 March 2026 had run through the information for the presentation and a computer, projector and screen would be required for the presentations.

The defibrillator at Bolham had been registered on the circuit and a carry case acquired through London Hearts for the sum of £34.99.

Mr Houghton would be monitoring the defibrillator and reporting back to the Charity.

CPC001/12. Items raised by Chair

The Chair had no issues to raise.

CPC001/13. Items raised by Councillors

Councillor Weekes advised that the Blackdown Support Group was holding a monthly coffee morning at the Village Hall.

Councillor Bendle advised that Jamie Thompson would continue to cut Garland Bowers and pay £150.00 for the resulting hay.

09032026/14. Date of the Next Council Meeting

The Parish Council set the following date for its next meetings:

18 May

Dates for the remainder of 2026-27 would be set at the May meeting.

***Signed*..... *Date*.....**
Chairman

Parish Report – April 2026

Planning Training and Updates

Mandatory Planning Committee Training – 18 March 2026: this refreshed the requirements for lawful decision-making, including reliance on the Development Plan and material considerations, clear evidence-based reasoning, correct procedure, and avoidance of predetermination or bias.

Parish Planning Training – 26 March 2026: for Parish clerks – this refreshed understanding of the planning system and the role of Town and Parish Councils as statutory consultees. Emphasis was placed on timely, policy-led parish comments focused on material planning considerations, and on offering mitigation or suggested conditions where appropriate.

There was also a presentation for the **Section 106 (S106) officer**. S106 agreements are legally binding planning obligations attached to planning permissions, used to secure site-specific mitigation or contributions required to make a development acceptable in planning terms, such as highways works, open space or community facilities.

This was followed by a **Conservation Officer's** presentation on heritage assets. Heritage assets include listed buildings, conservation areas, scheduled monuments and other historically or architecturally significant buildings or places whose significance must be conserved or enhanced through the planning process.

Finally, there was a talk from the **Enforcement Officer**. This provided an overview of the work they carried out.

Key takeaway: Parish influence is strongest when comments are timely, policy-based and focused on material planning considerations.

M5 Junction 28 Improvement Scheme

The scheme has passed a national review and remains supported by Government, but funding has not yet been approved. M5 Junction 28 remains within the Major Road Network / Large Local Majors programme, allowing work to continue while full business case approvals are progressed.

Waste, Recycling and Depot Update

The garden waste collection service remains opt-in, with the annual charge frozen for 2026/27. Updated recycling guidance includes the acceptance of metal pots and pans. Additional containers and free recycling advice are available. Councillors will be invited to depot site tours later this summer.

Creative Communities Grant Scheme (Round 1 – 2026/27)

The Creative Communities Grant Scheme supports cultural, arts, heritage and small public realm projects. Funding of up to £5,000 is available for partnership projects and up to £1,000 for individual organisations or businesses. Applications close on 24 April 2026, with projects to be delivered by 31 March 2027.

Mid Devon Lifeline Alarm Service

The Mid Devon Lifeline Alarm Service provides 24-hour digital alarm support to help residents live independently. Costs include a £40 one-off installation fee and a weekly charge of £6.23. Residents may self-refer without an assessment.

Gypsy and Traveller Site – Tiverton

A delegated decision on 24 February 2026 approved refurbishment of the existing Gypsy and Traveller site at Last Meadow, Uplowman Road, Tiverton, providing three pitches. The site has lawful use and was supported by Tiverton Town Council.

Community Asset Transfer (CAT) Policy – Update

A Community Asset Transfer Policy is being considered by Cabinet and is not yet adopted. The policy will mainly apply to community land and buildings and normally favour long-term leasehold arrangements, with freehold transfers considered only in exceptional circumstances. There has been a strong interest in Community Assets and some parishes have already approached MDCC. The passage of their applications will continue.

Information on Council-owned land and buildings is published under the Local Government Transparency Code and can be viewed on the Mid Devon District Council website:

[MDDC transparency code assets](#)

Subject to Cabinet approval, each Town or Parish Council would have one opportunity to submit an Expression of Interest by the end of June 2026, reflecting Local Government Reorganisation timescales.

Meetings and Events

Town & Parish Clerks' Annual Meeting: Wednesday 29 April 2026, 6.00pm, Phoenix House, Tiverton.

Landlord Networking Event: Wednesday 13 May 2026, 5.00–8.30pm, Upton Barn & Walled Garden, Cullompton.

Cllr Gwen DuChesne

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