

Sheepwash Annual Parish Council Meeting

held on Wednesday 13th May 2026, 7.40pm

at Sheepwash Village Hall

MINUTES

Present: Cllr Ansell (Chairperson) Cllr Fairall, Cllr Ritson, Cllr Hutchings, Cllr Moys, Cllr Crossley, District Cllr Wheatley, Selina Woollacott (Clerk), nine Members of the Public.

1) Apologies for Absence: Cllr Etherington.

2) Election of Chairperson.

a) Invite nominations and elect a chairperson for the year.

Cllr Crossley proposed Cllr Ansell, Cllr Fairall seconded this proposal. No other proposals and no one put themselves forward. All Councillors agreed Cllr Ansell for Chairperson. Cllr Ansell agreed to continue for another year as Chairperson.

b) Receive the Declaration of Acceptance of Office by the Chairperson.

Cllr Ansell signed the Declaration in the presence of the Council and the Clerk.

3) Appointment/Confirmation of signatories for cheque payments/enablement of bank transfers.

Currently Cllr Ansell, Cllr Crossley. Cllr Hutchings.

All current Councillors are happy to continue as signatories. All other Councillors agree.

5) Appointment of Representatives to Attend Meetings of Outside Bodies

Village Hall Currently Cllr Fairall

Footpath warden, Currently Cllr Ritson.

Tree warden, Currently Cllr Ritson.

Snow Warden, Currently Cllr Ritson.

Cllr Ritson would like Snow Warden changed to Salt Warden. Cllr Ritson states he does not attend meetings for his roles. This is due to there being no meetings. All the above name Councillors are happy to continue their roles and all other Councillors agreed.

6) Appointment of Committees

HR Committee, Currently Full Council

Finance Committee, Currently Full Council

Planning Committee. To report to full Council, currently Cllr Ansell, Cllr Fairall and Cllr Crossley.

All Councillors agreed to keep the above Committees the same.

7) Declarations of Interest:

In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Torridge District Council within 28 days of the change. None.

8) Public Discussion.

To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting, or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes.

A reminder that members of the public can speak when invited to when council is in committee.

MOP: would the Parish Council look to funding the cost of a generator which could be used to power the hall in the event of a long power cut in the Parish. It was asked where would it be kept? This would depend on the size. The Council asked the MOP to investigate cost and size etc and report back at the July Meeting.

- 9) **Minutes – the Minutes of the meetings held on 11th March 2026 have been circulated by email. Minutes to be approved for accuracy and signed by the Chairperson.** All Councillors agreed the Minutes are an accurate record of the meeting. Cllr Ansell signed the Minutes.
- 10) **County & District Councillors' reports.** District Councillors report in the Annual Parish Meeting. It was commented on that it is poor that the County Councillors has not attended meetings or sent a report. Councillors asked Clerk to feed this disappointment to DCC.
- 11) **Clerk Report. Clerk's Appraisal. .gov email.**
Clerk's Appraisal. The appraisal was completed on the 28th April 2026. I would like to complete training this year as I haven't for a few years. I am booked on to 3 AI training Courses and each of my Parishes will be paying for a course each. £37 +vat.
.gov email address. The Parish Council has its email and website supplied by VisionICT. They are in the process of changing the email address to a .gov email address. This is taking longer than it has for my other Parishes as VisionICT had a system issue about a month ago which meant I had no email access for four days. Once it is changed, I will update you all with the new email address.
- 12) **Chair's Report. Clerk's Salary.**
Councillors have discussed the Clerk Salary and have agreed to increase to Level 13 on the salary scale, which is £15.06 an hour, with immediate effect. The Clerk is contracted to work 120 hours per year. Clerk thanked the Parish Council.
- 13) **Community Hall site.** The update was given at the Annual Parish Meeting.
- 14) **Benches in the Square.**
Thank you to Bob Sherwood for repairing one of the benches. The other bench was beyond repair. A new bench has been ordered and was delivered today, 13th May. This bench will be installed soon.
- 15) **Weed Killing in the Village.**
Cllr Ritson proposed that West Road is added to the areas for weeding killing to take place. The weed killing is undertaken in May and September. All Councillors agreed to add West Road on to the areas in the village for weed killing.
- 16) **Jubilee Park. Lawn Mower, Grass Seeds, Hedge Trimming.**
Cllr Ritson informed the Council that the Lawn Mower has been repaired again. That if the Parish Council were going to buy a new Lawn Mower would be looking at the cost of £1,300.
The Jubilee Park hedges need to be cut before the Shindig in August.
The grass seeds have not settled very well. Will see what happens. Cllr Hutchings may be able to help with more topsoil if it is needed.
- 17) **Play Inspection.**
Clerk sent the report to all Councillors. There were a few small issues that the Clerk asked Outdoor Play Devon about as they supplied and installed the play equipment. Clerk was checking if any of the issues were covered under warranty or classed as general wear. The reply was that the director of Outdoor Play Devon has had a look at the inspection report and said that these are low risk items and just need to be monitored on a regular basis. If they were medium to high risk, Outdoor Play Devon would advise getting them repaired. It would be expensive to use Outdoor Play Devon to get any necessary repairs done. The Gazebo is an ongoing issue. Cllr Ritson will look at the report and see if there is anything he can easily sort or repair. If not he will report back to the Council.
- 18) **PLANNING:**
18a) **Planning Applications.** None.

18b) Planning Decisions.

1/0062/2026/FUL Erection of single storey garage to front of property. 5 Edgefield, Sheepwash, Beaworthy. Application granted permission. Read out at the meeting.

18c) Planning Appeal. None.

19) Policies. Data Protection, IT Policy, Privacy Notice.

Clerk has updated the above policies and sent them to the Councillors to read prior to the meeting. All Councillors agreed to adopt the policies. Clerk will upload the policies to the Parish Council website.

20) FINANCE:

20a) as at the 05th May 2026:

Main Account £22,109.85

Saving Account £19,153.22

Expenditure:

Date	£	Detail	Transfer
19.03.2026	84.00	CPRE membership	Bacs
19.03.2026	0.60	HMRC	Bacs
19.03.2026	134.95	M Ritson. Topsoil and Grass Seeds	Bacs
23.03.2026	404.60	Clerk's Salary Jan - Mar	Bacs
31.03.2026	7.00	Bank Service Charge	DD
02.04.2026	60.00	R Sherwood. Bench Repair	Bacs
14.04.2026	182.40	The Play Inspectors	Bacs
14.04.2026	79.99	Clerk. Microsoft 365	Bacs
14.04.2026	135.75	DALC membership	Bacs
14.04.2026	85.14	J Nielson. Defib Pads	Bacs
27.04.2026	209.44	Visionict Ltd	Bacs
27.04.2026	1,570.40	Ashfords Solicitors	Bacs
30.04.2026	7.00	Bank Service Charge	DD
Total	2,961.27		

Income:

Date	£	Detail
26.03.2026	30.00	Donation to Jackson Bench
15.04.2026	60.00	Bridgeland Trust. Donation towards all Bench repairs
30.04.2026	4,359.00	1 st half of Parish Precept.
Total	4,449.00	

The above was read out at the meeting.

20b) End of Year Accounts. AGAR Form.

All Councillors have a copy of the end of year accounts. Cllr Ansell gave the main figures in her report at the Annual Parish Meeting. Total income was £10,236.28. This is made up of the Parish Precept, donations, VAT reclaim and interest. Total expenditure was £6,339.43. The main areas of expenditure are insurance, clerk salary, Council projects like benches, marquee, installing village sign, and maintenance (like clean-up day and weed killing, pruning the tree in the Square). VAT to be reclaimed in July 2026 is £311.84. No changes to the budget at this time. The end of year accounts are audited by an accountant. No questions from Councillors.

Clerk explained the AGAR form to the Council with the figures and the check lists. The Clerk and Cllr Ansell as Chairperson signed the relevant forms.

20c) Insurance.

The Insurance renewal is £858.30 last year it was £850.63 an increase of £7.67 due to the Marquee and new benches being added to the asset list.

21) Items for Information. Items emailed out to Councillors. All items on this Agenda.

22) Items to be included in the agenda for the next meeting. The next meeting will be 8th July 2026.
Generator.

Meeting Closed 8.07pm

Clerk: Selina Woollacott, Furze House, Shebbear, EX21 5RL
Tel: 01409 281280 email: clerk@sheepwashparishcouncil.co.uk