

# Ermington Parish Council

All members of Ermington Parish Council are hereby summoned to attend an **Ermington Parish Council Annual Meeting** on **Tuesday 6 May 2025** which will take place after Ermington Parish Council Annual Parish Meeting to be held in Ermington Reading Rooms for the purpose of transacting the Following business.

Members of the public are welcome to attend.

*Teresa Drew*  
Clerk to Parish Council

Date: 28 May 2025

## AGENDA

1. Election of Chair (and the signing of the Declaration of Acceptance of Office)
  2. Election of Vice Chair
  3. Accept apologies for absence
  4. Declarations of members' interest(s) in respect of any item on this agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council, within 28 days of the change.
  5. Vacancy for one Parish Councillor – one application received for co-option
  6. Report from Devon County Councillor Dan Thomas
    - Traffic Speed and flooding Westlake
  7. Report from District Councillor Alison Dewynter
  8. **First Public Open Forum** - This open forum (**a period of not more than 15 minutes**) is for questions and comments on Devon County Council and SHDC Councillors reports, and any other subjects **NOT INCLUDED ON THIS AGENDA**. A further open forum will be provided later in the meeting where questions can be asked about Parish Council reports and any other business contained in this agenda. After the public forum members of the public are asked to respect the fact, this is a meeting to conduct council business after which the public may not speak until the second public forum - thank you.
  9. Resolve to approve the Parish Council Meeting minutes of 1 April 2025 and Extraordinary Meeting minutes of 14 April 2025 (as previously circulated)
  10. Election of Committees: -
    - Planning (all Councillors)
    - Parish Rooms maintenance (all Councillors)
    - Finance (RFO & 2 Councillors)Election to outside associations: -
    - Ivybridge & District Association of Local Councils (1 Councillor)
    - Ermington Environment group
    - Ermington Parish ChurchParish Tree Warden (parishioner)  
Footpaths (1 Councillor)  
Community Speed Watch report  
Road Warden Scheme and maintenance of the speed cameras  
Snow Warden(s) (2 Councillors – village and remainder of parish)  
Road Warden (Chapter Eight Trained)  
Defibrillator checks (1 Councillor or parishioner)  
Web Site Maintenance by DB Computer Repairs website maintenance - monthly increase with effect from 1 June 2025, £50 per month  
Salt/grit bin checks - Penquit, Endsleigh, Marjery Cross, Westlake and three grit bins in the village (1 Councillor)  
Devon Air Ambulance light and site checks (1 Councillor)  
Parish Council Facebook Maintenance (1 Councillor)  
Review of hire cost for the Reading Rooms – currently hourly rate:
    - Hire charge per hour £6.00 per hour.
    - Hire charge for booking 4 hours or more £20.00
    - Hire charge for the day £35.00
- (Parish Councillors were made aware of the wherein it states that: *“Three clear days at least before a meeting of a parish council a summons to attend, the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.”* The Parish Councillors to RESOLVE to receive such agendas, minutes and other documentation by email duly sent to the email address provided. Such service of documents by email will therefore be deemed to have taken place, unless a Councillor notifies the Clerk that such has not or cannot be received and requests a hard copy.

11. Planning - Councillors to view planning applications on SHDC website prior to meeting. *To comply with consultation time limits planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.*

Reference: 0978/25/ARM Approval of Reserved Matters

Description: Application for approval of all matters reserved following outline approval reference 2344/24/OPA for a permanent agricultural worker's dwelling

Site Address: West Hill Top Farm, Westlake, PL21 9GU

Reference: 0772/25/LBC

Proposal: Listed Building Consent for alterations to existing dwelling to converted barn, to add skylights & doors, conversion of detached barn into ancillary accommodation to main house, addition of solar panels on site

Site Address: Barn Park, Penquit, PL21 0LU

Reference: 0771/25/HHO

Proposal: Householder application for alterations to existing dwelling & conversion of detached barn into ancillary accommodation to main house

Site Address: Barn Park, Penquit, PL21 0LU

Reference: 1148/25/FUL

Proposal: Change of use from Class C1 (Hotels) to Class C3 (Dwellinghouses)

Site Address: Plantation House, Totnes Road, Ermington, PL21 9NS

**Planning application for ratification:**

Reference: 0280/25/VAR Proposal: Application for removal of condition E (occupancy) of planning consent WD/668/73

Site Address: Penquit House Farm, Penquit, PL21 0LU

Recommendation(s): No comments

**Planning Decision**

3956/24/FUL Full Planning Application

Decision: Conditional Approval

Site Address: Bumblebee Barn, Ivybridge Road, Ermington, PL21 0LG

Description: Change of use of land to domestic and regularisation of constructed duck pen, boundary walls and hard standing

12. Finance

(i) Lloyds Bank Business Account Bank Statement as at 10 March 2025 = £21,879.11

Lloyds Bank Treasurers Account bank statement as at 14 April 2025 = £1,838.38

NatWest Account 31 March 2025 = £70,613.64

(ii) Receipt – £19.78 bank interest Lloyds Bank Comm Inst Assess

£74.89 bank interest NatWest Business Reserve

(iii) Payments – resolve to make the following payments:

Description	Gross	VAT	Net
Parish Clerk – April 2025 salary	£667.80	-	-
HMRC – Parish Clerk	£166.80	-	-
DB Computer Repairs – maintenance of parish council website April 2025	£45.00	-	-
NALC Affiliation Fee, DALC Service Charge, DALC Affiliation Fee	£350.75	£45.75	£305.00
The Community Heartbeat Trust (Solutions) Ltd - Annual Support Cost Year 10 (min 4 years) 01/06/2025 - 01/06/2026	£162.00	£27.00	£135.00
Brandon Hire Station – 1 event toilet Ermington Playing field	£114.00	£19.00	£95.00

(iv) Grant Request(s) – None

(v) To approve the Financial Statement and Earmarked Reserves

(vi) To review spending and income to date, against budget 2025/2026

12. Finance (continued)

(vii) To approve End of Year Accounts 2024/2025

(viii) To confirm the dates for the period for the exercise of public rights = 3 June – 14 July 2025

(x) Review Parish Clerk's salary

13. Internal Audit Report - Reserves Policy required

14. Annual Governance & Accountability Return Section 1 2024/2025 - to approve and sign document

15. Annual Governance & Accountability Return Section 2 2024/2025 - to approve and sign document

16. To confirm Parish Council's register of assets and review Asset Register Policy

17. Standing Orders, Financial Regulations to be reviewed in line with NALC's guidance

**18. Second Public Forum** – Questions and Comments from members of the public to Parish Councillors with reference to Parish Council business INCLUDED IN THIS AGENDA ONLY – specifically around allocated areas of responsibility and finance (**a period of not more than 15 minutes**)

19. Correspondence to note (*some of the correspondence listed below can be seen on the parish website*):

Email from parishioner: Planning Application for Temporary Dwelling to support equestrian business

Fete at the Fawns Farm 9/8/25, 1200 – 1900 hours in aid of St Lukes and Yealmpton Pre-School

20. To confirm the date of the next Parish Council Meeting to be held in The Hub at The Store and More.at 7.30 pm.

*Under the Openness of Local Government Bodies Regulations 2014 people may film, record, tweet, or blog from parish council meetings. The use of any images or sound recordings is not under the Parish Council's control. The Parish Council kindly asks that anybody intending to record the meeting inform the Chair prior to the meeting. The Clerk may record Parish Council meetings.*

**Agenda and minutes can be viewed on the Ermington Parish website –**  
**<https://www.ermingtonparish.com/>**