

Ermington Parish Council

All members of Ermington Parish Council are hereby summoned to attend an **Ermington Parish Council Meeting** on **Tuesday 2 September 2025** at **7.30 pm** to be held in **The Hub** at **Ermington Store and More** with the purpose of transacting the following business.

Members of the public are welcome to attend.

Teresa Drew
Clerk to Parish Council

Date: 28 August 2025

AGENDA

1. Accept apologies for absence
2. 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.*
3. Report from Devon County Councillor Dan Thomas
4. Report from District Councillor Alison Dewynter
5. A3121 – Cllr Grafton
6. Public Open Space Land below The Spires - Short presentation by local organisation
7. Local Government Reorganisation (LGR)
 - Report from LGR meeting on 22 August 2025 at Yealmpton
 - Consultation of parishioners– Cllr Grafton
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 July 2025 and Extraordinary Meeting minutes of 29 July 2025, (as previously circulated)
10. 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: 2442/25/LBC

Proposal: Listed building consent for the installation of replacement, windows & door

Site Address: Penquit Manor, Penquit, PL21 0LU

To ratify the following planning application recommendation agreed at July 2025 Parish Council meeting

Reference: 1590/25/HHO Recommendation: Support

Proposal: Householder application for proposed alterations to external walls to include external insulation, extension, permeable driveway, raised deck & new double garage with storage above

Site Address: Budlake, Ermington, PL21 9NG

Planning Decision

0771/25/HHO Householder Application

Site Address: Barn Park, Penquit, PL21 0LU

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

Decision: Conditional Approval

0631/19/FUL Full Planning Application

Site Address: Cleeve House, Lane From Marjery Cross To Eastern, Lodge, Ivybridge, Devon, PL21 0LP

Description: Conversion of redundant barns to 2 Nr. Habitable dwellings

Decision: Conditional Approval

Planning Application Withdrawn

1482/25/HHO Householder Application Site Address: 5 Erme Park, Ermington, PL21 9LY

Description: Householder application for creation of self-contained annex accommodation as extension to existing property

11. Finance

(i) To note bank balances –

Lloyds Bank Comm Inst Access Account Bank Statement on 9 July 2025: **£21,939.30**

Lloyds Bank Community Account Bank Statement on 13 August 2025: **£3,858.28**

NatWest Bank Business Reserve Account on 31 July 2025: **£70,879.16**

(ii) Receipts – £12.62 bank interest Lloyds Bank Comm Inst Assess – July 2025

£64.70 bank interest NatWest Business Reserve – August 2025

£1,846.48 HMRC VAT Refund

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

Description	Gross	VAT	Net
Parish Clerk – July 2025 salary	£695.18	-	-
Parish Clerk – August 2025 salary	£695.18	-	-
HMRC – Parish Clerk	£173.80	-	-
HMRC – Parish Clerk	£173.80	-	-
HMRC – Parish Clerk – required additional payment	£62.95	-	-
David Brett – maintenance of parish council website July 2025	£50.00	-	-
David Brett – maintenance of parish council website August 2025	£50.00	-	-
Brandons Hire Station = playing field portable toilet hire – 01/06/2025 – 30/06/2025	£248.40	£41.40	£207.00
Brandons Hire Station = playing field portable toilet hire – 01/07/2025 – 31/07/2025	£226.80	£37.80	£189.00
Reimbursement to Cllr Andrew Savery for the purchase of pole and clips to place the speed camera on Town Hill	£106.64	£17.78	£88.86
PKF Littlejohn LLP - external auditor – review of annual governance and accountability return for year ended 31 March 2025	£252.00	£42.00	£210.00
Reimbursement to Clerk – HostGator \$189.92 (£140.43 sterling plus £3.86 sterling transaction fee) renewal of Hatchling plan which supports hosting for one domain name	£144.29	-	-

(iv) To approve the Financial Statement and Earmarked Reserves

Financial Statement		
Lloyds Bank Community Account as at 13 August 2025:	£3,858.28	
Lloyds Bank Comm Inst Access 9 July 2025:	£21,939.30	
NatWest Bank Business Reserve Account as at 30 May 2025:	£70,879.16	
Total Funds	£96,676.74	
		Cheque
Less: any unrepresented payments:-	-£248.80	001707
	-£7.75	Lloyds Payment
Total Funds =	£96,420.19	
Earmarked Reserves		
Repairs that may be required to the Reading Rooms, Ermington	-£500	
A3121 - speed reduction from 40 mph to 30 mph etc.	-£10,000	
Total uncommitted Funds =	£85,920.19	

(v) To review spending and income to date, against budget 2025/2026 and discuss draft budget for 2026/2027

(vi) Grant request – none

(vii) Financial Regulations Requirement:

2.2 Every six months and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council. = ask a Councillor to sign bank statements and minute in minutes

(viii) Remembrance Day – RESOLVE to purchase the 2025 parish poppy wreath

12. Review External Auditors Report for year ended 31 March 2025
- Notice of conclusion of audit
13. Agree Internal Auditor for 2025/2026
14. Servicing the fire extinguishers in the Reading Rooms
15. Parish Pothole Repair Team Report
16. Signage and road markings / Suffolk Speed Management
17. Ermington Parish Magazine – Cllr Messham
18. Dementia Friendly Parish – Cllr Grafton
19. Pet crematorium — Cllr Grafton
20. Review of Ermington Parish Council Notice Boards – Cllr Grafton
21. Reports on allocated areas of Parish Councillors responsibilities:
 - a) Ermington Parish Church liaison = Cllrs Owens and Messham
 - b) Community Speed Watch report = Cllr Owens and Messham
 - c) Road Warden Scheme and maintenance of the speed cameras = Cllrs Savery and Creese
 - d) Assessment of Parish Footpaths = Cllr Owens
 - e) Meet Your Councillor's Clinic (25 January 2025) actions = Cllr Sumner
 - f) Feedback from the Ermington Environmental Group = Cllrs Dunlop and Savery
 - g) Ermington Primary School liaison = Cllr Toms
22. **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**)
23. Review Members' Code of Conduct and Financial Regulations policies
24. NALC Model Standing Orders 2025 Update
25. Correspondence to note (*some of the correspondences listed below can be seen on the parish council website*):

Email from parishioner - A3121 30mph
Rebecca Smith MP's Petition on Local Government Reorganisation
South Hams Way update and launch day arrangements
Flood Risk Management: Section 19 Flood Investigation Report - Storm Bert, November 2024
26. To confirm the date and time of the next Parish Council meeting.

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 anybody intending to record the meeting, to inform the Chairman prior to the meeting. The Clerk may record Parish Council meetings.

Agenda and minutes can be viewed on the Ermington Parish website - <http://www.ermingtonparish.com/parish-council/archives>