Hittisleigh Parish Council

Minutes of the Hittisleigh Parish Council meeting held at Hittisleigh Village Hall on Wednesday, 23rd September 2026 at 7.30 pm. Present: Chair Cllr B. Watson, Vice Chair Cllr C Dack and Cllrs A. Shervington and D. Chidley. No members of the public were present. Attending parish clerk, J. Clark.

1. **Open Forum** – nothing raised
2. **Apologies and reasons for absence for approval.** Cllr. C. Wetherden. Approved.
3. **Declarations of interest.** None
4. **Planning. None received.**
5. **Planning Decisions.** 6/00631/FULL Erection of replacement building to provide additional ancillary residential accommodation to Binneford House following demolition of existing barn and erection of shed. Binneford House, Yeoford. Listed Building Consent for internal alterations to include, reconfiguration of rooms, a new floor structure with insulation and underfloor heating, replacement of existing staircase, upgrading of services, lime plaster repairs and refurbishment of historic features; external alterations to include replacement of front and rear doors, replacement external glazing to the larder window; installation of a new French drain; roof works to include re thatching of the main roof with retention of historic thatch layers, re-slating of the rear lean to with insulation and conservation rooflights, and associated structural and timber repairs. **Granted by MDDC.**
6. **Reports from Devon County and Teignbridge District Councillors.** None
7. **Reports from Hittisleigh Parish Councillors.** Cllr Dack reported that the battery for the defibrillator has been replaced and he is organising a refresher course for all volunteers.
8. **To approve the minutes of the May 2026 meetings And the Extraordinary September meeting as true records.** The minutes of the May (ACM, Parish Assembly and PC meetings) and the Extra-ordinary meeting on 9th September meeting were approved unanimously by a show of hands.
9. **To consider response and any actions required resulting from the Annual Governance and Accounting Reviews (AGAR) 2025-2026.** The clerk updated the council as to the current position with the 2025-2026 AGAR. Previous figures need to be amended but as a certificate of exemption applies the clerk has been advised by the SBA team at PKF Littlejohn (auditors) that the figures for the current year need to be restated but no retrospective years to be restated.
10. **To confirm priorities for 2026/7 as notes failed to record for March meeting.** The council approved the following as priorities for the financial year 2026-2027 unanimously by a show of hands; to develop and launch a parish council website to comply with local government requirements, to establish .gov emails for councillors and work towards recruiting councillors to fill the two vacancies currently required.
11. **Correspondence.** None
12. **Update on bank mandate.** The clerk has now resolved the issues with the bank and appropriate secure access obtained. The signatories have been confirmed and the mandate is correct at the time of meeting.
13. **To consider impact on Parish Council on pause in the Local Government Review.** Updates have been shared. Nothing else to report at the time of meeting.
14. **Update on development of website and .gov.uk emails for councillors.** Work is currently underway to develop the new compliant parish council website and appropriate designated emails in order to meet Assertion 10 requirements.
15. **To approve payments. The council approved the following payments unanimously by a show of hands.**
    Clerk's salary and home office allowance (inc annual 3.3% increase backdated) for quarter 2, July, August, September. £680.56 (38 hours)
    Devon Association of Local Councils annual subscription £116.49
    For memory disc for computer £62.70
    Community Heartbeat for VET telephone system £120.00
    Community First – council insurance £196.92
    Westernweb for design, publish and promote website and set up emails £272.40
    DM Payroll Services for payroll £141.00
    Penny Clapham for internal audit 2025-2026 £170.42
    HMRC Clerk's PAYE £131.20

16. **To confirm date of next meeting.** 18th November, 2026.