



Colhayne Close, Colhayne Lane, Shute nr Axminster Devon, EX13 7QQ
 Parish Clerk - Carol Miltenburg
 tel:-01404 831080 e mail:-clerk@shute.eastdevon.gov.uk
www.shuteparishcouncil.org.uk

The Councillors were summoned to attend a meeting of Shute Parish Council held at St Michaels Church, Shute on Wednesday, July 1st, 2026 starting at 7.30pm.
 Those present Cllrs Angela Choake, Mike James, Richard Orsman, David Plowman, Ella Sweetland (Chair), Pam Tollett, Martin Williams and Carol Miltenburg (Clerk).

The following matters were discussed.

MINUTES

| | Accepted/Resolved |
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| 1 Apologies for absence - None. Declarations of Interests Cllr Choake declared an interest in Item 14 (The Lodge). | |
| 2 The minutes of the meeting of May 13 th 2026 were accepted and signed by the Chair. | Proposed MW Seconded MJ |
| 3 Matters arising from previous minutes - None | |
| 4 Public Forum – A members has been informally advised that fast Broadband could be available within a year in the area. It was noted that the gantry at Whitford Common has prevented at least one caravan stopping there overnight. | |
| 5 Confirmation of Register of Interests forms. Cllr Choake advised she has a change to make and will fill out a new form. All other members present confirmed that their ROI forms are correct. | |

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| <p>6 Review of procedures for FOI and data protection requests. The members agreed to continue with the existing policy. Requests from the media would be dealt with on a case by case basis through the Chair / Vice Chair / Clerk and the most suitable member would deal with any response.</p> | <p>Proposed DP Seconded MW</p> <p>Proposed PT Seconded MJ</p> |
| <p>7 Acceptance of Road Warden Procedure. The Road Warden Procedure dated October 2025 was accepted by the members.</p> | <p>Proposed MJ Seconded AC</p> |
| <p>8 Review of Inventory of land, assets etc. The members reviewed the list as at 31st March with the amendment that the public noticeboard in Whitford should be removed as it does not belong to the Council. Review of the terms of reference for committees and appointment of members to existing committees. This will continue on an ad hoc basis as at present. Appointment of any new committees. None required at present but this can be reconsidered if needed. Review of the council's and/or staff subscriptions to other bodies. The annual subscriptions to the DALC, ICO and ICCM will continue as present as will the direct debit payment for our website and e mails. Review of representation on/ work with external bodies and reporting arrangements. None at present but this can be reconsidered if needed.</p> | <p>Proposed RO Seconded MJ</p> <p>Proposed MW Seconded DP</p> <p>Proposed MJ Seconded AC</p> |
| <p>9 Reports. Police – Representatives of the local Police were in Shute last week to meet the residents as part of their visits to local villages. Church – Cllr Coake reported that services are being held as normal with the Vicar of Offwell will be leading services. It was noted that it is the Shute Barton open weekend on the 4th & 5th July. The Church will be open for tea and cakes as usual. Cllr Sweetland reported that the telephone box is now up in its previous position in Shute. We would like to thank Mr Sweetland for all his work on this.</p> | |

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| <p>9 Reports continued ..</p> <p>Whitford Hall – A Caribbean night being held shortly.</p> <p>Cllr Choake reported that the ecological survey by Whitford Bridge for water voles etc will be undertaken shortly and reported back to the Council and possibly a village meeting.</p> <p>Umborne Hall – The kitchen is now finished and in use. The Umborne Ug was very successful with over 100 runners and additional locals, friends and family attending the barbeque.</p> <p>Boules Piste. A potential site has been identified at the Hall. Clerk to send the information on applying for the funding to Cllr Choake.</p> | |
| <p>10 Finance.</p> <p>Payments to be made C Miltenburg £1095.91 salary & exps.</p> <p>Payments received burial ground £440 – ashes interment.</p> <p>The bank statements were available for viewing.</p> <p>Review of bank account. It was agreed that cheque payments should be phased out and payments made electronically when possible in the future. Clerk to arrange a meeting for members with Lloyds Bank next week to arrange this.</p> | <p>Proposed RO Seconded PT</p> <p>Proposed AC Seconded DP</p> |
| <p>11 Shute School – The members will have our annual meeting with the Executive Head on July 15th.</p> <p>Burial Ground – The members reviewed the charges for the Burial Ground which have not been increased since they were introduced in 2016. It was agreed to increase the total cost of a burial and the Right of Burial to a total of £900. Which is broadly in line with other local Parish Council burial grounds.</p> <p>It was agreed not to increase the other charges for the Burial Ground.</p> | <p>Proposed PT Seconded AC</p> <p>Proposed PT Seconded AC</p> |
| <p>12 Standing Orders & Financial regulations updating report. Cllr Plowman reported that he and Cllr Choake have adapted and reviewed the Financial Regulations template. This will be sent to the Clerk then circulated to members for adoption at the next meeting. The updating of the Standing Orders will start shortly.</p> | |

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| <p>13 Highways. Cllr Plowman noted that a DCC Highways have placed a small tarmac patch as a repair to the ford in Whitford. Fly tipping - It was noted tyres have been fly tipped by Shute Pillars, a drum and rubbish have been dumped near the Shute Road – A35 junction – Clerk to report. Clerk to chase Highways for the replacement of the missing Whitford and Bakers Meade signs.</p> | |
| <p>14 Planning <u>26/1031/FUL</u> - 2 Clover Close Shute EX13 7QJ. Conservatory Conversion – Retrospective. No objections. <u>26/1121/LBC</u> - Willowhayne Whitford EX13 7PF. Install domestic electric vehicle (EV) charging point on external wall. No objections <u>26/0979/FUL</u> - Platts Farm Shute EX13 7QQ. Partial demolition and partial conversion of an agricultural barn to form 1no dwelling with associated works (Plot 1) No objections. <u>26/0980/FUL</u> - Platts Farm Shute EX13 7QQ. Partial demolition and partial conversion of an agricultural barn to form 1no dwelling with associated works (Plot 2) No objections <u>26/1295/FUL</u> * - The Lodge, Shute, EX13 7QA. Single-storey extension to replace existing conservatory. No objections. * Cllr Choake left the room whilst this application was discussed.</p> | |
| <p>15 Emergency Plan – Cllr Choake will contact Mr Jones to arrange a meeting.</p> | |
| <p>16 Correspondence. Axminster TC re local council reorganisation – this meeting was noted.</p> | |
| <p>17 Matters for discussion at future meetings. Boules piste. Welcome Pack.</p> | |

The meeting ended at 9.45pm

Date, place & time of next meeting:- 5th August, 2026 starting at 7.30pm at Umborne Hall.

Members of the public are more than welcome to attend our meetings