

**Hemyock Parish Council**  
**Monthly Meeting**  
**held in the Forbes Lounge at 7.30pm on 1<sup>st</sup> June 2016**

Subject	Action
<p><b>1. <u>Present</u></b>  Mrs H Stallard (Chair), Mr T Barton, Mr S Clist (Vice-Chair), Mr R Calcraft, Mr P Doble, Miss P Lawrence, Mr N Moon, Ms J Pritchard, Mr N Punnett, Councillor F Rosamond (District Councillor), Mrs D Evans (Parish Clerk) and 8 members of the public.  <b>Apologies:</b> Mr L Povah (received and approved)</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b>  The clerk declared that:-  Agenda item 9.2.1 Mrs H Stallard &amp; Mrs P Doble have a personal interest as they are members of Longmead Management Committee.  Agenda item 9.2.3. Mrs H Stallard has a personal interest as she is a trustee of the Blackdown Support Group.  Agenda item 14 Mr S Clist has a personal interest as he is a member of Devon Wildlife Trust. The trust advises the parish council with regard to its management of the commons. He has a personal interest as he is a member of the Devon Countryside Access Forum. Mr N Moon has a personal interest as he is a member of the Rough Shoot Syndicate that uses Hemyock &amp; Shuttleton Commons.  Agenda item 17 Mrs H Stallard and Mr R Calcraft have a personal interest as they are members of The Garages Committee.  Agenda item 21.1 Mrs H Stallard, Mr T Barton, Mr S Clist, Mr N Punnett and Ms J Pritchard all have a personal interest as they are members/directors of the Upper Culm Community Land Trust.</p>	
<p><b>3. <u>Public Participation</u></b>  The following were reported:-  3.1 The Hemyock Lights Brigade updated the meeting. A meeting will be held on Friday 17<sup>th</sup> June 7.30-8.30pm at The Garages to plan this year's parade which will take place on Saturday 3<sup>rd</sup> December. Over £2,000 has been raised so far this year. The Brigade hopes to raise more funds and asks that the council support it both financially and with help ref any necessary closure of roads.  3.2 Newton Farm Mast – Mr Ward, owner of Newton Farm, does not have a completion date when all companies will be connected and the wiring complete.  3.3 Station Road Shutlake – Have all the leaks been resolved? The clerk advised that South West Water had repaired the leaks late last year. Clerk also confirmed that MDDC Planning had confirmed that any potential damage to the shutlake would be outside of the scope of any planning permission and as such it would not be able to comment on or be involved in any enforcement action.  3.4 Highways – it was noted that the closure of Penn Cross Hill involved a diversion through Ashculme, a route unsuitable for HGVs etc.  3.5 Mr M Cooper, Hemyock History &amp; Archiving Association, updated the meeting. Report attached.  3.6 A parishioner raised several matters:-  3.6.1 - Why was the council advertising for community orchard land when it already owned land behind the cemetery? It was noted that previous experience had shown that access to the site through the cemetery was unpopular with many parishioners.  3.6.2 – Some cemetery gravestones are unsafe in the cemetery. Mr S Clist &amp; Mr T Barton to inspect.  3.6.3 – Cars are speeding in the village. It was noted that the council is in the process of setting up a Community Speed Watch programme and a team of volunteers are awaiting training.  3.6.4 – The grass by the Millennium Bench had been cut too early, not allowing the plants</p>	SC/TB

<p>time to re-seed. Mr Pike, responsible for cutting the grass, confirmed the plants had gone over and it was an appropriate time to cut the grass.</p>	
<p><b>4. <u>Minutes from Previous Meetings</u></b>  <b>PROPOSAL:</b> The Council minutes of the 4<sup>th</sup> &amp; 23<sup>rd</sup> May meetings are approved.  <b>PROPOSED:</b> Mr T Barton  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed (all in favour)</p> <p>The minutes of the Finance Committee Meeting 17<sup>th</sup> May were noted.</p>	
<p><b>5. <u>Matters Arising</u></b></p> <p>5.1 St Margaret's Brook – carry forward to next month.  5.2 Purple Peril – carry forward to next month.  5.3 Car Park – MDDC has agreed in principle to the parish council's offer of £2,000 to purchase the car park. Official confirmation is awaited.  5.4 Station Road Pavements/Old School Court – a meeting on site with Westward Housing has been arranged for Wednesday 15<sup>th</sup> June at 9.00am.  5.5 Community Speed Watch – the volunteers have met informally with the police and await final vetting and subsequent training. It is hoped the group will have its own equipment and will be active in the village shortly.  5.6 Kissing Gate – Mr S Clist will obtain a quote for repairs.  5.7 Newton Mast – see 3.2 above.  5.8 Peter Holway and Mary Waldron Trusts – clerk confirmed that all of the existing trustees are happy to continue acting on behalf of the council  5.9 Defibrillator – a meeting has been arranged on Wednesday 15<sup>th</sup> June at 7.30pm with a South Western Ambulance Trust Community Responder in order to gain advice on which type of defibrillator, how many, location etc.  5.10 Floodbridge - carry forward to next month.  5.11 Vehicle Activated Signs – the council needs to select a sign and site(s) where it wishes a mobile device to be erected. The council may then start the process with Highways. Mr S Clist, Mr R Calcraft and Mr Punnett to meet to discuss site options. Clerk to invite Willy Pike, Neighbourhood Highways Officer.  5.12 Assets Of Community Value – the clerk has completed the application and the process has begun. MDDC have 8 weeks to make a decision.  5.13 Post Box – the clerk has made enquiries reference possibility of another post box between Millhayes and the post office. Royal Mail has suggested that it aims to have a post box within ½ mile of letterboxes and so it is unlikely to install an additional one between these two points.  5.14 Newsletter – Mr N Punnett reminded Mr R Calcraft, Mrs H Stallard and Mr S Clist to send him the text to accompany their profiles for the next newsletter.  5.15 Prowses parking – the clerk advised that MDDC has no funds for the introduction of additional parking. Clerk to ask MDDC for a quotation to install grass protection mesh and dropped kerbs on the triangle of grass at the top of Prowses.</p>	<p>SC</p> <p>Clerk SC/RC/NP</p> <p>RC/HS/SC</p> <p>Clerk</p>
<p><b>6. <u>District Council Report</u></b>  Councillor Frank Rosamond reported:-  MDDC has dealt with a complaint reference the Gun Club at Hemyock Common. MDDC is currently consulting on two planning documents, Community Involvement and Refuse Storage for new residential properties. A paper on Enforcement is going to the Cabinet this month. MDDC has received some funding for a Planning Consultant to review the efficiency of the department. The newly formed Economic Development Group met for the first time. 25 mill owners are looking at the possibility of working together to set up a Community Interest Company. Mid Devon Talk magazine will now be published on-line rather than as an insert in the local paper.  Councillor Rosamond was thanked for the work he does behind the scenes on behalf of the parish.</p>	

Councillor Rosamond was asked if cardboard is collected as part of the Trade Waste service MDDC offers.		FR																																																																															
<b>7. County Council Report</b> Councillor Ray Radford reported:- The TAP Fund for this year has just been launched under a slightly different format. Councillor Radford has his Locality Budget and IID fund. The Scrutiny Committee will be discussing Highways. Clerk to email Councillor Radford details of the process for obtaining Vehicle Activated Signs.		Clerk																																																																															
<b>8. Planning</b> Approval noted for:- 8.1 16/00364/FULL - Blackdown Hill Road, Hemyock. Erection of an agricultural livestock/fodder building. 8.2 16/00414/HOUSE – Langley, Hemyock. Erection of an extension. 8.3 16/00390/FULL - The Barn, Lickham Bottom, Hemyock. Conversion of agricultural building to single dwelling.																																																																																	
<b>9. Finance</b> 9.1.1 Income & Expenditure Income <table><tr><td>1.</td><td>100.00</td><td>Pring &amp; Son</td></tr><tr><td>2.</td><td>205.00</td><td>Pring &amp; Son</td></tr><tr><td>3.</td><td>455.00</td><td>Pring &amp; Son</td></tr><tr><td>4.</td><td>705.00</td><td>Pring &amp; Son</td></tr><tr><td>5.</td><td>4,821.82</td><td>DCC – grant towards Hollingarth Wall repairs</td></tr><tr><td>6.</td><td>.04</td><td>Interest</td></tr><tr><td>7.</td><td>3.00</td><td>Interest</td></tr></table> Expenditure <table><tr><td>1.</td><td>14.65</td><td>South West Water</td><td>Cemetery Water Bill</td></tr><tr><td>2.</td><td>40.00</td><td>R Taylor</td><td>BMX tidy</td></tr><tr><td>3.</td><td>69.25</td><td>Hemyock Parish Hall</td><td>Room hire</td></tr><tr><td>4.</td><td>199.43</td><td>H Stallard</td><td>Reimbursement of APM expenses</td></tr><tr><td>5.</td><td>222.00</td><td>N Page</td><td>P3 Footpaths work</td></tr><tr><td>6.</td><td>256.36</td><td>Blackdown Hills Healthy Living &amp; Activities Centre</td><td>AONB grant monies held</td></tr><tr><td>7.</td><td>1,016.82</td><td>D Evans</td><td>Clerk’s wages &amp; expenses</td></tr><tr><td>8.</td><td>25.82</td><td>HMRC</td><td>NI</td></tr><tr><td>9.</td><td>100.00</td><td>R Calcraft</td><td>Grass cutting Millhayes April/May</td></tr><tr><td>10.</td><td>247.60</td><td>I Pike</td><td>Grass cutting village &amp; cemetery</td></tr><tr><td>11.</td><td>500.00</td><td>Hemyock Parish Council</td><td>Unity Trust Bank account</td></tr></table> ACCOUNT RECONCILIATION <table><tr><td>Community a/c</td><td>156,782.68</td></tr><tr><td>Deposit</td><td>52,058.09</td></tr><tr><td>Griffith/Flay</td><td>704.18</td></tr><tr><td>P3</td><td>1212.73</td></tr><tr><td>Longmead</td><td>1.27</td></tr><tr><td></td><td></td></tr><tr><td><b>Total</b></td><td><b>210,758.95</b></td></tr></table> <b>PROPOSAL:</b> that the income is agreed and the above cheques/payments are paid/agreed		1.	100.00	Pring & Son	2.	205.00	Pring & Son	3.	455.00	Pring & Son	4.	705.00	Pring & Son	5.	4,821.82	DCC – grant towards Hollingarth Wall repairs	6.	.04	Interest	7.	3.00	Interest	1.	14.65	South West Water	Cemetery Water Bill	2.	40.00	R Taylor	BMX tidy	3.	69.25	Hemyock Parish Hall	Room hire	4.	199.43	H Stallard	Reimbursement of APM expenses	5.	222.00	N Page	P3 Footpaths work	6.	256.36	Blackdown Hills Healthy Living & Activities Centre	AONB grant monies held	7.	1,016.82	D Evans	Clerk’s wages & expenses	8.	25.82	HMRC	NI	9.	100.00	R Calcraft	Grass cutting Millhayes April/May	10.	247.60	I Pike	Grass cutting village & cemetery	11.	500.00	Hemyock Parish Council	Unity Trust Bank account	Community a/c	156,782.68	Deposit	52,058.09	Griffith/Flay	704.18	P3	1212.73	Longmead	1.27			<b>Total</b>	<b>210,758.95</b>	
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**PROPOSED:** Miss P Lawrence

**SECONDED:** Mr P Doble

**DECISION:** passed. (all in favour)

- 9.1.2 The transfer of funds from the main account to the P3 account following grant money received and expenditure.

**PROPOSAL:** a letter is sent to HSBC requesting transfer of funds of £778.00 from main account to P3 account.

**PROPOSED:** Mr S Clist

**SECONDED:** Miss P Lawrence

**DECISION:** passed. (all in favour)

- 9.1.3 Renewal of the membership of the Society Of Local Council Clerks.

**PROPOSAL:** SLCC membership is renewed at a cost of £130.00.

**PROPOSED:** Mr S Clist

**SECONDED:** Mr T Barton

**DECISION:** passed. (all in favour)

- 9.2 Finance Committee Recommendations:-

- 9.2.1 In view of the potential financial liability of the council with reference to Football Association Grant monies, it would seem prudent to ensure that the Longmead Management Group formally reports to the council on a quarterly basis and that the LMG chairman reports to the council following the LMG AGM.

**PROPOSAL:** Longmead Management Group to report to council on a quarterly basis. LMG chair to present a post AGM annual report to the council.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr T Barton

**DECISION:** passed. (all in favour)

- 9.2.2 Following a financial review it is necessary to make some adjustments to budgets.

**PROPOSAL:** The virement of the following funds are made:- clerk's salary from £7500 to £9500, Training from £1000 to £4000, Maintenance Man from £10000 to £5000, Grass Cutting from £3000 to £2000, Road Signs from £5000 to £6000. The car park to be paid for from reserves.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr R Calcraft

**DECISION:** passed. (all in favour)

- 9.2.3 The following donations are made:-

**PROPOSAL:** £200 to Citizens Advice Bureau, £400 to Blackdown Healthy Living & Activities Centre, £100 to Tiverton Community Transport Association, £800 to Blackdown Support Group and £250 to the Queen's 90<sup>th</sup> Birthday celebration event.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr T Barton

**DECISION:** passed. (all in favour) Mr S Clist abstained from voting.

- 9.2.4 The Clerk's contract needs to be updated to comply with current pension legislation and to be in line with good practice for Sick Pay and mileage expenses.

**PROPOSAL:** The clerk's contract is updated to the model DALC contract with immediate effect.

**PROPOSED:** Mr N Punnett

**SECONDED:** Miss P Lawrence

**DECISION:** passed. (all in favour)

- 9.2.5 Village Fete – the finance committee recommends the council has a presence at the fete and has budgeted for a stall.

**PROPOSAL:** The council will have a stall at the village fete. Mr R Calcraft, Miss P Lawrence and Mr P Doble will attend.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr R Calcraft

**DECISION:** passed. (all in favour)

9.3	TAP Fund 2016/2017 – This year’s fund has been launched with slightly different criteria. Clerk to invite Clayhidon & Culmstock Parish Councils to a meeting on Tuesday 28 <sup>th</sup> June at 7.30pm to consider ideas.	
9.4	Unity Trust Bank - <b>PROPOSAL:</b> The council agrees to apply for a Unity Trust Bank Account, £6 per month fee. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Miss P Lawrence <b>DECISION:</b> passed. (all in favour)	
<b>10.</b>	<b><u>Annual Return</u></b>	
10.1	Annual Governance Statement. <b>PROPOSAL:</b> The council adopts the Annual Governance Statement for year ending 31 <sup>st</sup> March 2016. <b>PROPOSED:</b> Mr S Clist <b>SECONDED:</b> Mr P Doble <b>DECISION:</b> passed. (all in favour)	
10.2	Accounting Statements <b>PROPOSAL:</b> The council adopts the Accounting Statements for year ending 31 <sup>st</sup> March 2016. <b>PROPOSED:</b> Mr S Clist <b>SECONDED:</b> Mr P Doble <b>DECISION:</b> passed. (all in favour)	
<b>11.</b>	<b><u>Clerk Update</u></b>	
11.1	Police Update – PCSO Tracey Peters sent the following report:- Crimes - A motor vehicle, along with other items, was stolen from a property. Investigations are still ongoing at present. An unknown male in a vehicle used threatening behaviour towards a member of the public. At present we are unable to trace the vehicle from the details given. However, police will make observations in the area for this vehicle. Logs - The 9 logs reported to us included 2 alarm activations, a road traffic collision, an ongoing neighbourhood issue and a missing person.	
11.2	Station Road Hedge – Mr Patton updated the clerk on the works to his hedge by the surgery. Mr Patton was thanked for his cooperation.	
11.3	The clerk had circulated an email from the Blackdown Hills Parish Network (BHPN) about an outline proposal it has submitted to apply for European Regional Development Fund monies specifically designed to enhance information and communications technology (broadband infrastructure). Potentially this could supply infrastructure to the value of £9m in our area. The bid is now in and the BHPN may know the outcome in July. In the meantime, the BHPN would like to brief as many parish representatives (clerks and councillors) as possible about the opportunity and its implications at a meeting on Thursday June 9 <sup>th</sup> in Broadhembury Memorial Hall at 7.30 pm.	
<b>12.</b>	<b><u>Longmead</u></b> The AGM will be held on 27 <sup>th</sup> June.	
<b>13.</b>	<b><u>Highways</u></b> Nothing to report.	
<b>14.</b>	<b><u>Commons Management Group</u></b> Next meeting 23 <sup>rd</sup> June at 7.30pm Longmead.	
<b>15.</b>	<b><u>Cemetery</u></b> The clerk received a quotation for a red cedar tree of £58 plus VAT. Mr Ward, Newton Farm, kindly agreed to obtain a further quotation and advised that the autumn would be the best time to purchase and plant the tree. Mr S Clist & Mr T Barton will meet at cemetery to review graves and railings. Clerk to arrange.	Mr Ward Clerk SC/TB
<b>16.</b>	<b><u>Footpaths</u></b>	

Nothing to report.	
<b>17. <u>The Garages</u></b> Thursday 23 <sup>rd</sup> June 10.30-12 coffee morning to raise funds for a village defibrillator.	
<b>18. <u>Village Maintenance</u></b> A survey of the benches in the village needs to be carried out and a subsequent tender for the works issued. Mr S Clist, Mr T Barton and Mr L Povah to meet week commencing 20 <sup>th</sup> June.	SC/TB/LP
<b>19. <u>Housing Needs Survey</u></b> This survey will capture additional information reference housing needs but is not due to be issued until the autumn.	
<b>20. <u>Parish Plan</u></b> An initial meeting has been held. A further meeting is needed to appoint a project leader and establish a project plan etc. Clerk to arrange meeting.	Clerk
<b>21. <u>Correspondence</u></b> 21.1 Letter received from the Upper Culm Community Land Trust confirming its support for an up to date Housing Need Survey noted. 21.2 Letter received from the Pension Regulator informing the council of its staging date and obligations noted. 21.3 Letter from Open Spaces Find Our Way campaign noted.	
<b>22. <u>Items raised by Chairman</u></b> 22.1 Following a parishioner's suggestion at the Annual Parish Meeting, Mrs H Stallard asked if councillors were in favour of the principle of establishing a landing site for night time landing in the village for the Devon Air Ambulance, a suggested site being Longmead. Councillors agreed in principle and Mrs Stallard to ask Longmead Management Group for its thoughts at its AGM. 22.2 A reminder that on Sunday 12 <sup>th</sup> June there will be an event to celebrate the Queen's 90 <sup>th</sup> birthday - cakes and teas on sale at the recreation field at 2.30pm.	
<b>23. <u>Items raised by Councillors</u></b> 23.1 Mr T Barton has prepared a Risk Management Plan and he will circulate to councillors for comment. 23.2 Mr S Clist reminded the group of the upcoming events, 1 <sup>st</sup> – 4 <sup>th</sup> June Royal Bath & West, 7 <sup>th</sup> - 11 <sup>th</sup> June Royal Cornwall Show, Open Farms Sunday 5 <sup>th</sup> June.	TB
<b>24. <u>PR</u></b> The council requested PR on the following topics:- <ul style="list-style-type: none"> <li>• Community Speed Watch</li> </ul>	
<b>25. <u>Date of next Meeting</u></b> Wednesday 6 <sup>th</sup> July at 7.30pm, Forbes Lounge, Parish Hall	
<b>26. <u>Sale of Old Station Yard Site</u></b> <u>Exclude Press &amp; Public</u> Chair moved under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting for the following item of business because publicity would be prejudicial to the public interest by reason of the commercially sensitive/confidential nature of the business to be transacted. <b>PROPOSAL:</b> Press and public are excluded from the meeting because publicity would be prejudicial to the public interest by reason of the commercially sensitive/confidential nature of the business to be transacted. <b>PROPOSED:</b> Mr S Clist <b>SECONDED:</b> Mr T Barton <b>DECISION:</b> passed. (all in favour) The clerk noted that a dispensation was in place for Mr S Clist to take part in and vote on matters relating to the Old Station Yard Site.	

<p>The clerk outlined the outstanding issues which need to be resolved before the solicitor prepares the paperwork for signature.</p> <p><b>PROPOSAL:</b> Clerk instructed to inform the solicitor that the council will proceed with no mention of the fencing of the ransom strip in the transfer documentation. A separate agreement has been reached with the developer who will fence the strip at a later date. Clerk to ask for this in writing from the developer.</p> <p><b>PROPOSED:</b> Mr N Moon</p> <p><b>SECONDED:</b> Mr R Calcraft</p> <p><b>DECISION:</b> passed. (all in favour)</p>	
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Meeting closed 10.25pm

Signed ..... Dated .....