

Hemyock Parish Council Annual Meeting
held in the Forbes Lounge at 7.30pm on 1st May 2013

Subject	Action
<p>1. <u>Present</u> Mrs H Stallard (Chair), Mr I McCulloch, Mr Barton , Mr R Calcraft, Mr S Clist, Mr Hart, Mr J Edwards, Mr S Major, Mr L Povah, Mr R Radford (County Councillor), Mrs D Evans (Parish Clerk) and 19 members of the public. <u>Apologies</u> Mr R Brooke (away) and Mr F Rosamond, District Councillor (away)</p>	
<p>2. <u>To elect Chairman and receive declaration of acceptance of office</u> PROPOSAL: Heather Stallard be re-elected as Chairman. PROPOSED: Mr McCulloch SECONDED: Mr Hart DECISION: passed. All in favour. Mrs Stallard signed the acceptance of office declaration.</p>	
<p>3. <u>To elect Vice Chairman</u> PROPOSAL: Ian McCulloch be re-elected as Vice-Chairman. PROPOSED: Mr Clist SECONDED: Mr Edwards DECISION: passed. All in favour</p>	
<p>4. <u>Declarations of Interest/Dispensations</u> The clerk declared that:- Mrs Stallard</p> <ul style="list-style-type: none"> • is a Director of Upper Culm Community Land Trust and there is a dispensation in place for her to participate and vote on any matter relating to Planning Application 12/004198/OUT. • is a Member of the Parish Hall Committee • is a Member of the Youth Garages Project Committee • has a personal interest in item 11.2 on the agenda and will not participate and vote on the matter <p>Mr Calcraft</p> <ul style="list-style-type: none"> • is a Member of the Parish Hall Committee • is a Member of the Culm Valley Trail <p>Mr Povah</p> <ul style="list-style-type: none"> • is a Director of Upper Culm Community Land Trust and there is a dispensation in place for him to participate and vote on any matter relating to Planning Application 12/004198/OUT. • is a Member of the Culm Valley Trail. • is a Member of the Youth Garages Project Committee. <p>Mr Clist</p> <ul style="list-style-type: none"> • is a Director of the Upper Culm Community Land Trust and there is a dispensation in place for him to participate and vote on any matter relating to Planning Application 12/004198/OUT • has a personal interest in item 11.2 on the agenda and will not participate and vote on the matter <p>Mr Major</p> <ul style="list-style-type: none"> • is a member of the Upper Culm Community Land Trust and will not participate and vote on item 11.7 on the agenda. • is a Member of the Youth Garages Project Committee <p>Mr McCulloch</p> <ul style="list-style-type: none"> • is a member of Upper Culm Community Land Trust and there is a dispensation in place for him to participate and vote on any matter relating to Planning Application 12/004198/OUT. 	
<p>5. <u>Public Questions</u> 5.1 A member of the public commented that the Neighbourhood Plan discussion at the Annual</p>	

Parish Meeting was interesting and that he was disappointed at the poor numbers that attended.

It was hoped that a weekend afternoon would attract more people. Consideration needs to be given to the best time and day to hold future meetings to attract maximum numbers of parishioners. It was suggested that a Thursday evening may be a more popular time.

Several questions were submitted to the clerk before the meeting.

5.2 It would appear that Mr Lehner's planning application for the Station Rd car park could go ahead and this has business units included but less than the 7 on the original planning approval dating back to 2008. As there appears to have been no demand for these units, why are any still being proposed particularly as there are other units ready to be used. Mr Lehner is obviously concerned about the possibility of these proposed business units remaining empty as he doesn't want to pay business rates before they are occupied. The units should be removed from the planning application and affordable houses included instead. It should now be easy to get the land re-classified as non-employment land according to the revised Mid Devon Local Plan Part 3. Refer to Ref MM7 on page 42.

Mr Major confirmed that MDCC has been asked by the Planning Inspectorate to modify some of the wording of the LP3 and the MM7 section covering employment land is affected. The council did not support the current proposed planning application but will be discussing aspects of it again later in the meeting under 11.7.

5.3 I would like to know the ownership of, or interest in, all the land, not built on, in or immediately around the village of Hemyock, by each of the members of the Parish council. Whether this land is owned outright or in partnership. Or whether the land is owned by a company of which the Parish Council member is a director of, a Consultant to, or is otherwise involved in.

The same question also applies to any land not built on, in or around Hemyock, upon which any Parish Council member has an option to purchase, either on his own or in partnership or by a company of which the Parish Council member is a director of, a Consultant to, or is otherwise involved in.

The clerk had previously sent copies of the Register of Interests Forms to the questioner and explained that any information the councillors are obliged to declare will be given on the forms. The member of public informed the Clerk that he believes two councillors own land which they have failed to declare. The Clerk has asked the member of public to provide details so that she can investigate but no subsequent information has been received. The Clerk will email each councillor their form for them to check through the details they have provided. Mr McCulloch raised the issue of the tone of some emails received by the Clerk. Inappropriate use of capital letters is comparable to shouting at the Clerk and is unacceptable. The Clerk will not respond to inappropriately worded emails and letters.

Clerk

6. To appoint Councillors to committees and groups

The following appointments were agreed for 2013/2014:-

- Planning Committee – All councillors wish to be appointed to this committee
- Longmead Management Group – Mr McCulloch and Mrs Stallard
- Parish Hall Committee – Mr Calcraft and Mrs Stallard
- Hemyock Emergency Plan – Mr Barton, Mr Major and Mr Clist
- Great War Centenary – Mr Barton
- Commons Management Group – Mr Major, Mr Clist, Mr McCulloch, Mr Edwards and Mr Povah
- Garages Youth Project – Mr Brooke, Mrs Stallard, Mr Major, Mr Calcraft
- Garages Building Development – Mr Povah, Mr Major
- Finance Committee – Mr McCulloch, Mr Brooke, Mrs Stallard and Mr Barton
- Culm Valley Trail – Mr Povah and Mr Calcraft

<ul style="list-style-type: none"> • Footpaths – Mr Povah • Cemetery – Mr McCulloch and Mr Clist <p>PROPOSAL: Clerk will minute the result of each vote.</p> <p>PROPOSED: Mr Povah SECONDED: Mr Clist DECISION: passed (7 in favour, 2 abstentions)</p>	
<p>7. <u>Minutes from Previous Meetings</u> PROPOSAL: The Council minutes of the 3rd March are approved. PROPOSED: Mr Major SECONDED: Mr McCulloch DECISION: passed (7 in favour, 2 abstentions)</p>	
<p>8. <u>Matters arising from previous minutes not on current agenda</u></p> <p>8.1 <u>Culmstock Road Development</u> – Clerk has contacted Rhys Davies DCC requesting 20mph speed limit and traffic calming plateau and is still awaiting a reply.</p> <p>8.2 <u>Hedgerows</u> – Mr McCulloch: to carry forward</p> <p>8.3 <u>Benches</u> – Mr McCulloch: to carry forward</p> <p>8.4 <u>Bus Shelter</u> – Has been requested. The Clerk awaits further news.</p> <p>8.5 <u>Asset Register/Insurance Review</u> – Clerk to carry forward</p>	<p>Clerk</p> <p>IM</p> <p>IM</p> <p>Clerk</p> <p>Clerk</p>
<p>9. <u>District Council Report</u> Councillor Rosamond sent the following update</p> <p>9.1 <u>Sandbag Provision</u> – MDDC will only stock sandbags for their own housing. It was suggested that MDDC may be able to work with the Environment Agency to supply sandbags. Mr Rosamond confirmed the EA will not supply sand bags. It is the responsibility of individual householders.</p>	
<p>10. <u>County Council Report</u> Mr Radford gave an update on some outstanding issues.</p> <p>10.1 The road from Clements Farm to Coombeshead Farm still needs attention. Councillor Radford will investigate.</p> <p>10.2 DCC has confirmed to Clerk that the road from Flashford Bridge to Black Lane is a category 9 (out of 12) and is a low priority for repairs and improvements. Clerk to write to DCC asking for road category to be re-prioritised. The road is used by large vehicles to access the dairy farm. The road is becoming unsafe to use and concerns were raised about emergency vehicles being able to access the properties. In addition, the road might need to be used by diverted traffic if Pencross Hill was blocked for any reason. Clerk to send copy of letter to Councillor Radford.</p>	<p>RR</p> <p>Clerk</p> <p>Clerk</p>
<p>11. <u>Planning</u> Applications received for:-</p> <p>11.1 13/00410/FULL – erection of replacement conservatory. 30 Castle Park, Hemyock. PROPOSAL: The Council support the application. PROPOSED: Mr Major SECONDED: Mr Hart DECISION: passed. All in favour.</p> <p>11.2 13/00472/FULL – erection of replacement dwelling following demolition of existing dwelling. Shortlands, Hemyock PROPOSAL: The Council support the application and commends the application for the high quality of the proposed dwelling which will further enhance the area. PROPOSED: Mr Major SECONDED: Mr Povah</p>	

<p>11.3 DECISION: passed. 7 in favour, 2 abstentions (declared interest see 4 above) 13/00545/FULL – Change of use from existing garage to veterinary practice. Unit 1C Station Road, Hemyock PROPOSAL: The Council support the application. PROPOSED: Mr McCulloch SECONDED: Mr Clist DECISION: passed. All in favour.</p> <p>11.4 13/00517/FULL – Erection of porch. 16 Pencross View, Hemyock PROPOSAL: The Council supports the application. PROPOSED: Mr Major SECONDED: Mr Clist DECISION: passed. All in favour.</p> <p>11.5 13/00576/FULL – Conversion of part garage to snug. 5 Mill Leat, Hemyock The council will visit the site to ensure car parking is not compromised by conversion. Clerk to arrange site visit.</p> <p>11.6 13/00535/FULL – Erection of single storey extension. Little Penn, Hemyock. PROPOSAL: The Council supports the application but makes the comment that the proposed extension has a flat-roof which is contrary to the AONB guidance. PROPOSED: Mr Hart SECONDED: Mr Edwards DECISION: passed. 6 in favour, 3 against. In future HPC will ensure it follows the AONB guidance.</p>	Clerk															
<p>Other Planning Matters</p> <p>11.7 12/01498/OUT – Outline for 8 dwellings and 4 employment units. Old Station Yard Site. To consider letter from Alison Fish, MDDC Planning Officer, asking if council is content to be a signatory on any 106 agreement which may be drawn up in connection with the site. It was agreed that not enough information is given by MDDC to enable the council to make a decision. PROPOSAL: The council creates a working group of councillors (consisting of both those that were for and against the original planning application) to look at all the issues that have been raised previously (loss of village car parking, loss of industrial planning permission, re-location of BMX track, etc). The group needs to meet with MDDC Planning Officer, agent and developer on site and then have a meeting to discuss all of the issues. The group will consist of the following 6 councillors - Mr McCulloch, Mrs Stallard, Mr Clist, Mr Calcraft, Mr Povah and Mr Hart. PROPOSED: Mr McCulloch SECONDED: Mr Calcraft DECISION: passed. 8 in favour. 1 abstention (Mr Major left the room whilst this application was discussed see item 4 declared interest). Clerk to organise meeting.</p> <p>11.8 MDDC LP3 – Mr Major updated the meeting on the latest from MDDC. MDDC submitted LP3 to the Planning Inspectorate and the inspector has stated that a number of modifications need to be made before the document is sound. The council is asked to submit any further comments by 7th June 2013.</p>	Clerk															
<p>12. Finance</p> <p>12.1 The meeting was updated on the following financial matters: <u>Income</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 20%;">£1,000.00</td> <td>DCC P3 Grant</td> </tr> <tr> <td>2.</td> <td>£256.40</td> <td>Pring & Son - Buxton</td> </tr> <tr> <td>3.</td> <td>£28,175.00</td> <td>MDDC Precept – first instalment</td> </tr> <tr> <td>4.</td> <td>£58.34</td> <td>Pring & Son – Bayley</td> </tr> <tr> <td>5.</td> <td>£0.04</td> <td>Interest g/f a/c</td> </tr> </table>	1.	£1,000.00	DCC P3 Grant	2.	£256.40	Pring & Son - Buxton	3.	£28,175.00	MDDC Precept – first instalment	4.	£58.34	Pring & Son – Bayley	5.	£0.04	Interest g/f a/c	
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6.	£0.88	Interest 14 day a/c
7.	55.96	WPD Wayleave payment
<u>Expenditure</u>		
1.	£60.00	DALC - training fees SM/DE
2.	£41.25	Hemyock Parish Hall – room hire
3.	£7.52	South West Water – cemetery water bill
4.	£641.11	Mrs D Evans – Clerk’s wages & expenses for April
5.	£148.70	Mr I Pike – Cemetery Maintenance
6.	£222.95	Ms A McTiernan – APM facilitator

Bank Reconciliation

Community Account	£125,580.00
Deposit Account	£51,979.22
Griffiths Flay Account	£704.18
P3 Account	£1,518.07
Longmead Account	£1.27
Total	£179,782.74*

* these figures include the income but exclude the expenditure

PROPOSAL: that all income is agreed and the above cheques/payments are paid/agreed.

PROPOSED: Mr McCulloch

SECONDED: Mr Calcraft

DECISION: passed. All in favour

Other Finance

12.2 The Clerk asked the council to consider joining the Society of Local Council Clerks. It provides an advisory service to the clerk, training and conference programme, access to members’ website and a dedicated experience mentor for the first 12 months.

PROPOSAL: To subscribe to the Society of Local Council Clerks for £86 per annum plus £8 joining fee.

PROPOSED: Mr Clist

SECONDED: Mr Major

DECISION: passed. All agreed to subscribe for 1 year and Clerk to assess after the first year.

13. Clerk Update

13.1 Standing Orders – Clerk to carry forward

13.2 Flooding – Mr Barton will arrange a meeting with the Emergency Team and other interested parties in May/June.

13.3 Possible re-location of BMX track – The proposed new site of the BMX track at Longmead received positive feedback from the Police and Youth Workers from MDDC. The Clerk is meeting with the Flood Team from DCC to gather any feedback. Mr McCulloch and the Clerk conducted a quick survey at the Primary School last week. Of the 39 people surveyed, 19 used the BMX track and would continue to use it if it was relocated to Longmead. 10 of the 20 people who do not currently use it would do so if it were relocated to Longmead.

13.4 Annual Return – this is with the Internal Auditor and will need to be signed off at the June Council meeting.

13.5 Asset Register/Insurance Review – Clerk to carry forward

13.6 Freedom of Information (FOI) – Clerk has received various requests from members of the public for information. The council needs to publish a FOI guide together with a charging policy so that the council can charge for this service. Clerk to prepare procedure for consideration

Clerk
TB

Clerk

Clerk

Clerk

13.7	Recording Request – The Clerk has received a request from a member of public to allow them to record the council meeting. To be added to agenda for next month’s meeting.	
13.8	The Clerk will circulate an email received commenting on the Garages Youth Project. To be discussed at next month’s meeting.	Clerk
14.	<u>Commons Management Group</u>	
14.1	Mr Clist updated the meeting on the Commons Management Group. Clerk to circulate the notes from the meeting. The Group will meet again on 23 rd May at 7.30pm at Longmead. Agenda will be posted on website and noticeboards as usual.	Clerk
14.2	Natural England has considered the application for a direction to restrict access and has decided to approve the direction for Clay Pigeon Shooting on Hemyock Common but has declined the application for Rough Shooting. It believes it is unnecessary for this activity. The Commons Management Group will consider the latest correspondence and decide what action, if any, needs to be taken.	CMG
15.	<u>Highways</u>	
15.1	<u>Virtual path</u> – Mr Povah has received three tenders for the work to erect a fence. The council agreed to award the tender to the cheapest quote.	Clerk
15.2	<u>Dropped Kerbs</u> – Mr Major to carry forward.	SM
16.	<u>Cemetery</u>	
16.1	Levelling of graves – Clerk has identified 37 graves which need levelling. Clerk will contact the appropriate undertakers.	Clerk
16.2	To consider increasing the cemetery fees by 5% as per minutes of March 2011. PROPOSAL: Cemetery fees increase by 5%. PROPOSED: Mr McCulloch SECONDED: Mr Clist DECISION: passed. All in favour. Clerk will compare charges with those of other cemeteries.	Clerk
16.3	The Caretaker, Mr Pike, has removed unsuitable items from graves and these can be found in the shed.	
17.	<u>Footpath</u>	
	Mr Povah is working on tenders for the project work for this year.	
18.	<u>Culm Valley Trail</u>	
	This group will continue with a focus on the Willand to Uffculme section. The group continues to exert pressure upon DCC to endorse and support the project.	
19.	<u>Garages Youth Project</u>	
19.1	Contract – A meeting is arranged for week commencing next week 6 th May to discuss the contract with the contractor. Once this has been finalised, Mrs Stallard, Mr Major, Clerk and Mr Povah will go through DCC’s contract and agree.	LP/SM
19.2	Mr Rosamond is pursuing the possibility of a grant for broadband/PC facilities. It is believed the money may have been used elsewhere.	
20.	<u>CLT</u>	
20.1	Neil Punnett, Secretary of UCCLT, sent the following report:- A meeting of the Members of the CLT was held on 9th April 2013. 18 members attended. In addition to a progress report and a report on the Gathering of CLTs held at Norton Sub Hamdon, ideas were invited for future projects which the CLT could investigate. There was a feeling that no further new build projects should be undertaken until the Culmstock Road development was complete and could be evaluated. Purchase of existing properties for conversion into affordable homes was suggested and enthusiastically supported. Other proposals included: o Small scale wind turbines	

<ul style="list-style-type: none"> o Solar power o Geothermal heating o Allotments o Retirement/sheltered housing project <p>It was resolved that working parties be established to investigate (i) green energy projects (ii) elderly housing/care provision in the parishes.</p> <p>Apart from that meeting there has been little activity this month. Legal representatives of the various parties involved are slowly thrashing out the intricacies of the lease and the Section 106 agreement. Hopefully there will be more to report next month.</p> <p>20.2 In answer to Mr Major's question last month about The Code for Sustainable Homes, the UCCLT reported the following:- The Code for Sustainable Homes Level 4 has been stated on the planning application. An air source heat pump system is to be used for each home which means that approximately 75% of the heating energy requirement will be sourced on site from a totally renewable zero carbon source. Over 50% of the total energy requirement (i.e. heating plus electricity use) for the homes will be met from the on-site renewable energy. Mid Devon District Council currently requires 12%, rising to 20% for new build in 2020.</p>	
<p>21. <u>Annual Parish Meeting</u></p> <p>It was disappointing to see so few attend the meeting. On a positive note the speakers were good and the session with John Skrine and Angela McTiernan on considering a Parish Plan/Neighbourhood Plan was particularly useful. Mr Major will write up the notes from the meeting for the council to consider.</p>	SM
<p>22. <u>Correspondence</u></p> <p>22.1 <u>Letter from Willand Parish Council</u> – Clerk to write asking for specific examples to comment on.</p> <p>22.2 <u>Western Power Distribution</u> – Letter about power cuts noted. Clerk to contact WPD about the trainers hanging from line at the end of Station Road by the river.</p> <p>22.3 <u>Parish Matters April Edition</u> noted.</p> <p>22.4 <u>Devon Wildlife Glow Worm Survey</u> - Clerk to circulate to all.</p> <p>22.5 <u>BH AONB</u> – Considered nominations and council recommend Bruce Payne. Clerk to inform AONB.</p> <p>22.6 <u>Voluntary Support Scheme</u> – tea party invite noted.</p>	Clerk Clerk Clerk Clerk Clerk
<p>23. <u>Chairman's Business</u></p> <p>The council considered names for the new houses on the Culmstock Road. It was suggested Griffin Close, after the Griffin doctors of the village. All to consider and Clerk to add to agenda for next month for decision.</p>	Clerk
<p>24. <u>Items raised by Councillors</u></p> <p>WW1 Memorial – there is an open meeting on 23rd May in the Church Rooms to discuss potential events. Mr Barton will update the council.</p>	
<p>25. <u>PR</u></p> <p>The Council requested PR on the following topics:</p> <ul style="list-style-type: none"> • WW1 Memorial Celebrations • Annual Parish Meeting • Commons Management Group 	Clerk Clerk Clerk
<p>26. <u>Date of the Next Council Meeting.</u> Wednesday 5th June at 7.30pm Forbes Lounge</p>	

Meeting closed at 10.05pm

Signed.....*Date*.....