

**Hemyock Parish Council Monthly Meeting**  
**held in the Forbes Lounge at 7.30pm on 2<sup>nd</sup> March 2016**

Subject	Action
<p><b>1. <u>Present</u></b>            Mr S Clist (Chair), Mr T Barton, Mr R Calcraft, Mr P Doble, Miss P Lawrence, Mr N Moon, Mr L Povah, Ms J Pritchard, Mr N Punnett, Councillor F Rosamond (District Councillor), Councillor R Radford (County Councillor), Mrs D Evans (Parish Clerk) and 12 members of the public.  <b>Apologies:</b> Mrs H Stallard (away)</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b>            The clerk declared that:-            Agenda item 13- 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.            Agenda item 13– 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 16 – Mr R Calcraft has a personal interest as he is a member of The Garages Committee.</p>	
<p><b>3. <u>Public Participation</u></b>            The following was reported:-            3.1 A MDDC Enforcement Officer had inspected a site on Castle Hill. It was suggested that Enforcement could take no action. Clerk and Councillor Rosamond to investigate further.</p>	Clerk/FR
<p><b>4. <u>Minutes from Previous Meetings</u></b>  <b>PROPOSAL:</b> The Council minutes of the 3<sup>rd</sup> February meeting are approved.  <b>PROPOSED:</b> Mr T Barton  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>5. <u>Matters arising</u></b>            5.1 St Margaret's Brook – carry forward.            5.2 Purple Peril – Mr L Povah has received some advice from ICS Ltd. Mr L Povah instructed to arrange quotations to repaint the shelter as other works to remove powder coating will be prohibitively expensive.            5.3 Car park – Andrew Jarrett, MDDC, will attend a future council meeting to discuss the options available. Clerk to arrange.            5.4 Station Road &amp; Old School Court pavements/Hollingarh Wall - the wall has been repaired. Minor remedial works are necessary prior to payment to contractor. Mrs H Stallard has contacted Old School Court reference installation of new pavement and awaits response. Clerk will ask for update upon her return.            5.5 Speedwatch – the clerk has 5 volunteers and has registered with the PCSO. More information to follow.</p>	LP  Clerk  LP Clerk
<p><b>6. <u>District Council Report</u></b>            Councillor Rosamond reported :-            The council tax for 2016/2017 will increase by 2.74%. The new waste collection scheme has now been rolled out to all householders. There has been a 17% reduction in rubbish going to landfill. Recycling has increased by 460 tonnes (roughly 76 African elephants!). MDDC has recently bought property in Tiverton to generate income. Lidl has approached MDDC and talks are underway.</p>	
<p><b>7. <u>County Council report</u></b>            Councillor Ray Radford reported that:-            The budget increase has been set at 3.99%. DCC is restrained from increasing any more without triggering a referendum, which would cost upwards of a £1m. The Library Service nationally is seeing a drop of 3.9% in take up, while the South West is down by 1.3%. Devon County take up is</p>	

<p>up by 10% since it went to a mutual. Devon Mineral's plan is now with the Secretary of State who will be holding a public inquiry later this year. Waste - Devon's recycling rank in the top 5 in the Country at 55%, yet are second worst producers of waste, 31<sup>st</sup> out of 32 waste authorities in the Country. Devon produces 7% more waste than the average rate of 367kgs per head of population. This adds £3.25m to the collection and disposal costs. In May 2015 Ofsted made an unannounced visit to Children's Service and found that the service was rated as 'inadequate'. Government Inspectors intervened and a programme was put in place, as from this week Minister of State for Children has lifted the intervention and declared that the service has greatly improved and is heading for a 'good' rating. By 2017, the Education Secretary is bringing in a new funding formula which will have the same basic funding for every child. This should be good for the children of Devon because currently DCC received £270 per head less than the national average. Education in Devon continues to improve, 87% of primary schools are good or outstanding and rank 59<sup>th</sup> out of 150. Secondary Schools 85% are good or outstanding and rank 47<sup>th</sup> out of 150 schools. Academies have 60% of the children. The TAP funding will again be available as will the locality budget for another year. This next year there will be additional funding available coming from unspent funds from the Investing in Devon Budget. If there are any potential community projects that could do with a few hundred pounds, please let Councillor Radford know. Councillor Radford was asked to keep the parish council informed of any news reference bus 20, which comes through the village and is vital to the community. Somerset County Council recently proposed withdrawing its subsidy. Mr S Clist commented on his disappointment at hearing about the proposed traffic calming scheme including 20mph zones in Blundell's Road, Tiverton. The scheme has been backed by the county council's cabinet and is estimated to cost £1.1m. Mr S Clist mentioned that when the parish council wanted to install a similar scheme in the village the parish council was told that it did not comply with current policy.</p>	<p>RR</p>
<p><b>8. Planning</b> Applications for the following considered:-</p> <p>8.1 16/00113/FULL - Removal of condition 8 of planning permission 02/01190/FULL relating to agricultural tie. Scotland Farm, Hemyock. The clerk updated the meeting on the latest position from Enforcement. <b>PROPOSAL:</b> The council does not support the application to remove the agricultural tie. It does not support removing agricultural ties on properties which it believes are valuable assets for start-up agricultural businesses in the community. The council believes there is demand for this type of smallholding in the parish and makes the comment that there was a sustainable agricultural business running from the site previously and the issue of a lack of water has not been explored thoroughly. <b>PROPOSED:</b> Mr N Moon <b>SECONDED:</b> Mr R Calcraft <b>DECISION:</b> passed (all in favour) <i>Councillor R Radford left the meeting</i></p> <p>8.2 16/00183/HOUSE - Erection of an extension, porch, installation of 2 dormer windows, and increasing the size of the existing vehicle splay (Revised Scheme). 42 Station Road, Hemyock. <b>PROPOSAL:</b> The council supports the application and makes the comment that the shutlake (underground water course) is inspected, made good, made big enough and is well protected before being covered. <b>PROPOSED:</b> Mr L Povah <b>SECONDED:</b> Mr N Moon <b>DECISION:</b> passed (all in favour)</p> <p>8.3 16/00225/HOUSE - Erection of a conservatory and a garage. Avondale, Hemyock. <b>PROPOSAL:</b> The council supports the application and makes the comment that it would prefer the garage roof to be a pitched one rather than a flat roof. <b>PROPOSED:</b> Mr T Barton <b>SECONDED:</b> Mr N Punnett</p>	

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

Approval noted for:-

8.4 15/01855/FULL - Conversion of part of an existing office block to a dwelling. St Ivel House, Station Road, Hemyock.

Withdrawal of prior notification noted for:-

8.5 16/00084/PNAG - Prior Notification for the erection of an agricultural livestock building. Land at NGR 313027 116671 Blackdown Hill Road, Hemyock.

**9. Finance**

**9.1 Income & Expenditure**

**Income**

1.	0.04	Interest
2.	100.00	Cooperative Funeralcare
3.	500.00	Redwood & Sons
4.	0.04	Interest
5.	455.00	Pring & Son
6.	980.00	AONB Sustainable Development Fund grant for pump refurbishment
7.	3.09	interest

1.	6.00	Hemyock Parish Hall	Room Hire
2.	537.28	D Evans	Clerk's wages and expenses
3.	120.00	N Page	P3 footpath works
4.	1,850.04	G & AB Langford	TAP fund withdrawal – reimbursement of salt spreaders

**Expenditure**

**ACCOUNT RECONCILIATION**

COMMUNITY ACCOUNT	119,740.58
DEPOSIT A/C	52,052.11
GF A/C	704.18
P3 A/C	1,332.45
LONGMEAD	1.27
<b>TOTAL</b>	<b>173,830.59</b>

Transfer £120 from P3 account to current account.

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

**PROPOSED:** Miss P Lawrence

**SECONDED:** Mr T Barton

**DECISION:** passed. All agreed.

9.2 TAP Fund - £1,500 – the salt spreaders have been bought and are at Graham Langford's awaiting collection. The overall cost was £41.70 over budget and this to be split between the 3 parishes, £4.17 per spreader. Salt was discussed and 1000kgs delivered is in the region of £200. It was agreed that now is not the right time to buy the salt but that it should be ordered in early September.

**PROPOSAL:** salt is bought in September.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr P Doble

**DECISION:** passed. All agreed. Mr G Langford was thanked for coordinating the purchase etc.

TAP Fund 2015/2016 – Defibrillators. The surgery has confirmed it supports the idea of Public Access Defibrillators. Many other villages, such as Dunkeswell and Kentisbeare are arranging to have one. Clerk has submitted a draft application to MDDC requesting one for each parish at an approx. cost of £2,000 per defibrillator. It is hoped that extra funding can be obtained from an

<p>unclaimed monies pot at MDDC plus clerk will approach Councillor Radford reference locality budget. More work is necessary on establishing actual costs together with and any other maintenance costs and necessary training requirements. Clerk is waiting for information from other parishes that already have defibrillators.</p>	Clerk
<p>9.3 Finance Committee Recommendations</p>	
<p>9.3.1 Unity Bank  <b>PROPOSAL:</b> The clerk is instructed to open an internet account with Unity Bank at a fee of £5.00 per month and to update the financial regulations accordingly.  <b>PROPOSED:</b> Mr N Punnett  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed. All agreed.</p>	Clerk
<p><i>Councillor F Rosamond left the meeting</i></p>	
<p>9.3.2 Staff Appraisal Policy  <b>PROPOSAL:</b> The council adopts the previously circulated staff appraisal policy  <b>PROPOSED:</b> Mr N Punnett  <b>SECONDED:</b> Mr T Barton  <b>DECISION:</b> passed. All agreed.  The finance committee was thanked for its efforts.</p>	
<p><b>10. <u>Clerk Update</u></b></p>	
<p>10.1 Police update – PCSO Tracey Peters sent the following report:- There are no crimes to report for February. There were 10 incident logs reported to the police, which included a missing person, an alarm activation, two road related incidents, and a report of two suspicious males in the area. Police also attended an address in Hemyock, following a report of a concern for welfare of a neighbour. When officers gained access to the property, it was discovered that the elderly resident had fallen onto the floor. Paramedics attended and took the resident to hospital for an assessment.</p>	
<p>10.2 Blackdown Hills Hedgelaying Event – 12<sup>th</sup> March at Westhayes Farm Hemyock.</p>	
<p>10.3 Cemetery Course – the clerk has received information on two courses being run at Ottery St Mary Town Council on cemetery management. She will find out more information to seek further information.  <b>PROPOSAL:</b> The clerk attends the two courses, if she believes they would be useful.  £165 per day  <b>PROPOSED:</b> Mr N Moon  <b>SECONDED:</b> Mr T Barton  <b>DECISION:</b> passed. All agreed.</p>	Clerk
<p><b>11. <u>Longmead</u></b></p>	
<p>It was agreed to move agenda item 22.1 up the agenda and deal with under 11, Longmead. Exe Valley Pizza Co had written to clerk asking for permission to park at Longmead on Friday evenings. Mr I McCulloch, chair of Longmead Management Committee, informed the meeting of the existing arrangement with Your Plaice or Mine, fish and chip van, and problems that have been experienced with litter and spillages of oil onto tarmac, potentially leading to damage and therefore costs to Longmead. Mr McCulloch suggested if the council were minded to give Exe Valley Pizza Co permission, then it may be subject to some terms and conditions that he and the clerk would prepare.  <b>PROPOSAL:</b> Exe Valley Pizza Co may park at Longmead on Friday evenings subject to terms and conditions drafted by Chair of Longmead and clerk.  <b>PROPOSED:</b> Mr N Moon  <b>SECONDED:</b> Mr P Doble  <b>DECISION:</b> passed. All agreed.</p>	Clerk/IM
<p><b>12. <u>Highways</u></b></p>	
<p>Clerk to report water leak by the Pump, coming through the road surface. The Bridge inspector has been out and inspected the footpath bridge over St Margaret’s Brook by the castle. Re-</p>	Clerk

<p>patching will take place shortly and it is hoped that a new bridge will be erected in the new financial year.</p>	
<p><b>13. <u>Commons Management Group</u></b> Mr S Clist updated the meeting as follows:-</p> <ul style="list-style-type: none"> <li>• Webpage is almost ready.</li> <li>• Volunteering day at Shuttleton will be on Sunday 13<sup>th</sup> March at 10am. Please come along and help.</li> <li>• New shoot positions have been agreed between the Gun Club and MDDC.</li> <li>• Shuttleton Common – mulch top it May/June. Clerk to obtain a quote.</li> </ul>	Clerk
<p><b>14. <u>Cemetery</u></b> Tree works will take place on Friday 18<sup>th</sup> March.</p>	
<p><b>15. <u>Footpaths</u></b> The footpath surveys have been completed and the grant forms submitted. Thanks to Mr L Povah and his team of volunteers who help manage the parish paths partnership (P3). The public enquiry for footpath 21 Conigar Lane will take place on 14<sup>th</sup> April in the Church Rooms. Please come along if you have used the footpath.</p>	
<p><b>16. <u>The Garages</u></b> A table top sale is planned for Saturday 23<sup>rd</sup> April.</p>	
<p><b>17. <u>Annual Parish Meeting</u></b> The Annual Parish Meeting will be held on Friday 29<sup>th</sup> April at 7.30pm. Speakers will include Mrs H Stallard, Phil Norrey, Chief Executive, Devon County Council and others. Come along and find out what's happening in the parish, everyone welcome. Cheese and wine will be available.</p>	
<p><b>18. <u>Parish Plan</u></b> A meeting will be arranged with the working group (Mrs H Stallard, Miss P Lawrence, Mr S Clist, Mr N Punnett and Mr L Povah) to take this forward. Clerk has provided notes from the 3 public meetings.</p>	HS/PL/SC/ NP/LP
<p><b>19. <u>Housing Needs Survey</u></b> Sue Southwell, Rural Housing Enabler, Devon Communities Together, will attend the next meeting to answer questions etc.</p>	
<p><b>20. <u>Website</u></b> Miss P Lawrence is representing the council on a group looking at relaunching/revamping the village website. <b>PROPOSAL:</b> The council agrees in principle to fund the ongoing hosting fee for the village website to the sum of £300 per annum. <b>PROPOSED:</b> Mr T Barton <b>SECONDED:</b> Mr N Punnett <b>DECISION:</b> passed. All agreed.</p>	
<p><b>21. <u>Newsletter</u></b> Mr N Punnett circulated the latest version of the newsletter. It will be distributed with the Pump. Any final comments to Mr N Punnett by 7<sup>th</sup> March. <b>PROPOSAL:</b> The council prints colour version to a cost of £120.00 <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr N Moon <b>DECISION:</b> passed. All agreed.</p>	
<p><b>22. <u>Correspondence</u></b> 22.1 See agenda item 11 Longmead. 22.2 Local Government Boundary Commission letter noted. 22.3 Letter from MDDC reference Landscape Implications of Solar PV Proposals noted. 22.4 Letter from Planning Inspectorate reference decision on footpath 2 Culmstock, Bridleway</p>	

38 and byway 1 noted. 22.5 Letter from Blackdown Support Group requesting funds – referred to Finance committee.	Finance Committee
<b>23. <u>Items raised by Chairman</u></b> Nothing to report.	
<b>24. <u>Items raised by Councillors</u></b> 24.1 Clean for the Queen (Litter Picking) – Sunday 6 <sup>th</sup> March at 2pm. Meet in the parish hall car park. 24.2 Floodbridge – walkway is slippery. Mr L Povah to ask Mr R Taylor to treat. 24.3 Primary School – the school has asked a surveyor to visit the school site to advise on car parking, drop off and pick up congestion etc.	LP
<b>25. <u>PR</u></b> The council requested PR on the following topics <ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Website</li> <li>• Emergency Committee volunteers needed</li> </ul>	
<b>26. <u>Date of next Meeting</u></b> Wednesday 6 <sup>th</sup> April at 7.30pm, Forbes Lounge, Parish Hall	
<b>27. <u>Clerk’s Appraisal &amp; Job Evaluation - Exclude Press &amp; Public</u></b> 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 confidential nature of the business to be transacted <b>PROPOSAL:</b> Press and public are excluded from the rest of meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted <b>PROPOSED:</b> Mr T Barton <b>SECONDED:</b> Mr L Povah <b>DECISION:</b> passed (all in favour) <i>Clerk left the meeting</i> Mr Punnett said that following his annual appraisal of the clerk’s work he conducted a Job Evaluation using the nationally agreed Job Evaluation Process to determine whether her current salary is appropriate. The Finance Committee took a considerable time at its recent meeting to repeat this Job Evaluation. The process involved calibrating a parish clerk's job with four profiles set against the four salary levels (LC1 to LC4). The result of the evaluation is that the Finance Committee recommends that the parish clerk's salary is increased from point 20 on LC1 to point 30 on LC2, a level more commensurate with the requirements of her job.  <b>PROPOSAL:</b> That the parish clerk's salary is increased from point 20 on LC1 to point 30 on LC2, backdated to January 1st 2016. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr N Moon <b>DECISION:</b> passed. Unanimous support for the proposal.	

Meeting closed.

Signed .....

Dated .....