

**Hemyock Parish Council**  
**Annual Meeting**  
**held in the Forbes Lounge at 7.30pm on 4<sup>th</sup> May 2016**

Subject	Action
<p><b>1. <u>Election of Chairman</u></b>  Mrs H Stallard was nominated by Mr N Moon, seconded by Mr N Punnett.  Mr S Clist was nominated by Mr P Doble, but declined the nomination.  There being no other nominations, Mrs H Stallard was elected as Chairman. Mrs Stallard signed her declaration of acceptance of office as Chair.</p>	
<p><b>2. <u>Election of Vice-Chairman</u></b>  Mr S Clist was nominated by Mr P Doble, seconded by Mr R Calcraft. There being no other nominations, Mr S Clist was elected as Vice Chairman. Mr S Clist signed his declaration of acceptance of office as Vice Chair.</p>	
<p><b>3. <u>Present</u></b>  Mrs H Stallard (Chair), Mr S Clist (Vice-Chair), 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), Mrs D Evans (Parish Clerk) and 9 members of the public.  <b>Apologies:</b> Mr T Barton (received and approved) and Councillor R Radford (County Councillor)</p>	
<p><b>4. <u>Declarations of Interest/Dispensations</u></b>  The clerk declared that:-  Agenda item 7 &amp; 21- 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 9 &amp; 24 – Mrs H Stallard and Mr R Calcraft have personal interests as they are members of The Garages Committee.  Agenda item 9 – Mrs H Stallard has a personal interest as she is Chair of the Blackdown Hills Parish Network.  Agenda item 9 &amp; 19 - Mrs H Stallard has a personal interest as she is member of Longmead management committee.  Agenda item 16.2 – Mr S Clist has a personal interest as the applicant is a friend of his. In the interests of transparency, it is noted that the applicant has recently worked for the council on the Pump refurbishment.</p>	
<p><b>5. <u>Public Participation</u></b>  The following were reported:-</p> <p>5.1 The debris from the brook clean-up has been partly removed. Mr S Clist to remove the remainder.</p> <p>5.2 Kissing Gate – the bottom hinge looks to be damaged. Mr S Clist to investigate.</p> <p>5.3 Mast at Newton Farm – when will it be fully connected? Clerk to enquire.</p>	<p>SC</p> <p>SC</p> <p>Clerk</p>
<p><b>6. <u>Minutes from Previous Meetings</u></b>  <b>PROPOSAL:</b> The Council minutes of the 6<sup>th</sup> &amp; 20<sup>th</sup> April meetings are approved.  <b>PROPOSED:</b> Miss P Lawrence  <b>SECONDED:</b> Mr R Calcraft  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>7. <u>Appointment of councillors to existing committees and working groups</u></b>  7.1 Planning Committee  <b>PROPOSAL:</b> All planning matters are dealt with by full council and this committee is dissolved.</p>	

<p>7.2 Finance Committee  <b>PROPOSAL:</b> Mr N Punnett, Miss P Lawrence, Mr T Barton &amp; Mrs H Stallard are appointed to the Finance Committee, to include staffing matters.</p> <p>7.3 Commons Management Group (CMG)  <b>PROPOSAL:</b> Mr S Clist, Mr L Povah, Mr N Moon, Ms J Pritchard and Mr P Doble are appointed to the CMG.</p> <p>7.4 Policy Committee  <b>PROPOSAL:</b> Mr N Punnett, Mr L Povah, Mr S Clist, Miss P Lawrence and Mrs H Stallard are appointed to the Policy Committee.</p> <p>7.5 Cemetery Representatives  <b>PROPOSAL:</b> Mr S Clist and Mr T Barton are appointed as the cemetery representatives.</p> <p>7.6 Footpaths  <b>PROPOSAL:</b> Mr L Povah is appointed as the footpaths representative.</p> <p>7.7 Emergency Plan Group  <b>PROPOSAL:</b> Mr T Barton, Mr R Calcraft and Ms J Pritchard are appointed to the emergency plan group.</p> <p>7.8 Road Warden  The council has not joined the road warden scheme and therefore no road warden need be appointed.</p> <p>7.9 Highways  <b>PROPOSAL:</b> Mr S Clist is appointed as the Highways representative</p> <p>7.10 Parish Plan/Housing Needs Survey Working Group  <b>PROPOSAL:</b> Mr S Clist, Miss P Lawrence, Mr N Punnett, Mr L Povah, Mrs H Stallard &amp; Ms J Pritchard are appointed to the Parish Plan/Housing Needs Survey Working Group.</p> <p><b>PROPOSED:</b> Mr Clist  <b>SECONDED:</b> Mr L Povah  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>8. <u>Appointment of new committees, working groups</u></b>  None required.</p>	
<p><b>9. <u>Review representation on external bodies and arrangements for reporting back</u></b></p> <p>9.1 Blackdown Hills Parish Network (BHPN)  <b>PROPOSAL:</b> Ms J Pritchard and Mr N Punnett are appointed as the BHPN representatives.</p> <p>9.2 Longmead  <b>PROPOSAL:</b> Mr P Doble is appointed as the Longmead representative.</p> <p>9.3 Parish Hall  <b>PROPOSAL:</b> Miss P Lawrence is appointed the Parish Hall representative.</p> <p>9.4 The Garages  <b>PROPOSAL:</b> Mr R Calcraft and Mrs H Stallard already sit on this committee. No additional representation required.</p> <p>9.5 Peter Holway/Second Poor Charity</p>	



**15. County Council Report**

Councillor Ray Radford sent his apologies.

**16. Planning**

Applications for the following considered:-

16.1 16/00390/FULL The Barn, Lickham Bottom, Hemyock. Conversion of agricultural building to single dwelling.

**PROPOSAL:** The council supports the application.

**PROPOSED:** Mr N Moon

**SECONDED:** Mr S Clist

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

16.2 16/00482/HOUSE. 31 Castle Park, Hemyock. Erection of single storey rear and side extensions.

**PROPOSAL:** The council supports the application.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr N Moon

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

16.3 16/00463/FULL. Conigar Farm, Hemyock. Formation of manege for private equestrian use.

**PROPOSAL:** The council supports the application.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr S Clist

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

**To note approval for:-**

16.4 16/00225/HOUSE. Avondale, Hemyock. Erection of a conservatory and a garage.

**17. Finance**

17.1 Income & Expenditure

Income

1.	150.00	Gun Club
2.	150.00	AG Real & Son
3.	150.00	AG Real & Son
4.	61.75	WPD Wayleave
5.	3.09	Interest 14 day a/c
6.	1,000.00	DCC P3 grant
7.	37,256.50	Precept first instalment
8.	0.04	Interest

Expenditure

1.	63.75	Longmead	Room Hire
2.	451.30	DALC	Subscriptions
3.	774.36	D Evans	Clerk's wages and expenses
4.	12.07	HMRC	NI
5.	159.50	I Pike	Grass cutting cemetery & Village

**ACCOUNT RECONCILIATION**

Community a/c	159,842.24
Deposit	52,058.09
Griffith/Flay	704.18
P3	1,212.73
Longmead	1.27
<b>Total</b>	<b>213,818.51</b>

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

**PROPOSED:** Miss P Lawrence

<p><b>SECONDED:</b> Mr S Clist  <b>DECISION:</b> passed. (all in favour)  17.2 Tap Fund 2016/2017 – carry forward to next meeting.</p>	
<p><b>18. Clerk Update</b>  18.1 Housing Needs Survey – the clerk has circulated the draft questionnaire and accompanying letter from Devon Communities Together (DCT). The Parish Plan/Housing Needs Survey working group needs to take this forward. They will meet on Monday 9<sup>th</sup> May at 7.30pm.  18.2 CiLCA – the clerk is continuing her work on the CiLCA qualification. Achievement of the standard will require some changes to procedures and working practices over the coming months. The clerk proposed several new policies, amendments to her contract, and revisions to other procedures. In future, when sending the clerk apologies, councillors are asked to provide a reason for their absence – to allow the reason to be approved or otherwise by council. Failure to attend or provide an acceptable reason for absence over a six month period will lead to a councillor’s removal from office.  18.3 Police Report – PCSO Tracey Peters sent the following report:- There were eight logs reported in April, including one report of criminal damage, one missing person, anti-social behaviour by a female, and two reports regarding possible drink drivers. There were three crimes reported. Between 13/04/16 – 16/04/16, a lock on an outbuilding was forced. However, it appears that no items were stolen from within. On or around 14/04/16, a lock was forced on a wooden garage, and around £2,000 worth of power tools were stolen. On 22/04/16, a set of keys were stolen from a coat pocket.</p>	Parish Plan Group
<p><b>19. Longmead</b>  Nothing to report.</p>	
<p><b>20. Highways</b>  Vehicle Activated Signs (VAS) – the clerk has circulated the process/application reference VAS. The cost is approximately £4,500. The signs cannot be located within 100m of the start of a speed restriction. Mr S Clist will liaise with Willy Pike, Highways, to establish if he is authorised to relocate the signs within the village as and when required by the council. All to consider location of signs. Clerk to resend the process/application to all.</p>	SC all
<p><b>21. Commons Management Group</b>  Mr S Clist updated the meeting as follows:-  A. Clerk to advertise in Pump for a 3-acre plot near village for possible community orchard.  B. Name signs to be erected at Hemyock &amp; Shuttleton Common.  C. Benches to be installed at both Shuttleton &amp; Hemyock Common.  D. Contractor to be instructed to top Shuttleton Common at a cost of £372.  E. DCC are willing to provide a new gate within a gate at entrance to Shuttleton. HPC to install.  <b>PROPOSAL:</b> the above 5 proposals are recommended to council.  <b>PROPOSED:</b> Mr S Clist  <b>SECONDED:</b> Mr L Povah  Mr N Moon objected strongly to the name sign and bench being erected/installed at Shuttleton Common. He believes that this particular common should be left as a wildlife haven and not disturbed. Erecting signs and benches will encourage visitors and those with dogs off leads are affecting deer and ground nesting birds.  An amendment to the proposal was made:  <b>PROPOSAL:</b> the council approves the 5 recommendations as above but without reference to a sign and bench at Shuttleton Common.  <b>PROPOSED:</b> Mr N Moon  <b>SECONDED:</b> Miss P Lawrence  A further amendment was made:  <b>PROPOSAL:</b> the council approves the 5 recommendations as above but without reference to a sign and bench at Shuttleton Common and refers this back to the Commons Management Group for further discussion.</p>	

<p><b>PROPOSED:</b> Mrs H Stallard  <b>SECONDED:</b> Mr S Clist  <b>DECISION:</b> passed. (all in favour)</p>	
<p><b>22. <u>Cemetery</u></b>  Mr S Clist to visit cemetery and inform clerk of size of Western Red Cedar required.  <i>Councillor Frank Rosamond left the meeting</i></p>	SC
<p><b>23. <u>Footpaths</u></b>  Following the recent public inquiry reference Footpath 21, the planning inspectorate has ruled in favour of Footpath 21, Conigar Lane and this will be added to the definitive map.</p>	
<p><b>24. <u>The Garages</u></b>  The external doors need attention. The problems experienced previously have returned. Mr L Povah will pursue with the developer/provider of doors and will report back.</p>	LP
<p><b>25. <u>Annual Parish Meeting</u></b>  Feedback from the Annual Parish Meeting has been positive. Thanks were made to Ms J Pritchard and Miss P Lawrence for the display boards and organisation of the event.</p>	
<p><b>26. <u>Parish Plan</u></b>  Work continues and the working group will meet on Monday 9<sup>th</sup> to continue this work.</p>	
<p><b>27. <u>Website</u></b>  Miss P Lawrence has circulated the new website details.</p>	
<p><b>28. <u>Assets Of Community Value</u></b>  Mr N Punnett explained the process for nominating an asset to be added to the community right-to-bid register held by MDDC. A discussion ensued concerning which assets might be nominated.  <b>PROPOSAL:</b> Mr N Punnett to talk to the owners/landlord of the post office and pub to inform them of the council's decision to nominate them for consideration. Clerk to advise MDDC of nomination.  <b>PROPOSED:</b> Mr N Punnett  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed. (all in favour)</p>	NP/clerk
<p><b>29. <u>Correspondence</u></b>  29.1 Letter from DCC confirming recommendations for Footpath 31, Clayhidon and Footpath 40, Hemyock to remain as footpaths have been agreed.  29.2 Healthwatch Devon – Spring edition noted.</p>	
<p><b>30. <u>Items raised by Chairman</u></b>  Nothing to report.</p>	
<p><b>31. <u>Items raised by Councillors</u></b>  31.1 A request for a post box between Millhayes and the post office has been made. Clerk to establish procedure.  31.2 Ms J Pritchard clarified that the parish council being mentioned in the local paper as requesting bags of clothes and blankets for Syrian refugees was a mistake. Ms J Pritchard had been acting on her own and an assumption was made that she was representing the parish council.  31.3 Mr N Punnett asked that councillors Mr R Calcraft, Mrs H Stallard and Mr S Clist pass their profiles to him for inclusion in the next newsletter.  31.4 Mr S Clist reported that the lack of available parking spaces in Prowses has been mentioned to him on a number of occasions. Clerk will report to MDDC estate management.  31.5 Mr S Clist requested a Social Media Policy be adopted.  31.6 The newly purchased salt spreaders may need some modification so as not to obstruct lights/number plates. Mr S Clist will report back any necessary additional expenditure.  31.7 Devon County Show 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> May.  31.8 Clerk was asked to circulate DALCs advice reference Ex-Officio members.  31.9 Mr P Doble reported that the road from Gypsy Cross to Windsor Cross is becoming narrower</p>	Clerk     RC/HS/S C  Clerk    Clerk

<p>in places. Clerk to report to Highways.</p>	<p>Clerk</p>
<p><b>32. <u>PR</u></b>                  The council requested PR on the following topics:-</p> <ul style="list-style-type: none"> <li>• New website</li> <li>• 3-acre plot sought for possible community orchard</li> <li>• Conigar footpath addition to definitive map</li> </ul>	
<p><b>33. <u>Date of next Meeting</u></b> Wednesday 1<sup>st</sup> June at 7.30pm, Forbes Lounge, Parish Hall</p>	
<p><b>34. <u>Sale of Old Station Yard Site</u></b>  <u>Exclude Press &amp; Public</u></p> <p>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.</p> <p><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.</p> <p><b>PROPOSED:</b> Mr S Clist  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed. (all in favour)</p> <p>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> <p>The clerk outlined the outstanding issues which need to be resolved before the solicitor can prepare the paperwork for signature.</p> <p><b>PROPOSAL:</b> Clerk instructed to inform solicitor that council accepts responsibility for maintenance of fence, the maintenance of ransom strip will attach to owner of land immediately in front of ransom strip, the landscaped areas at the front will remain as landscaped unless written consent is given from the council at a future date, and the fence is to be oak square posts 100mm x 100mm, 600mm in ground, 300mm above ground every 1.5m.</p> <p><b>PROPOSED:</b> Mr S Clist  <b>SECONDED:</b> Mr N Moon  <b>DECISION:</b> passed. (all in favour)</p> <p><b>PROPOSAL:</b> the clerk asks for a statement of the fees to date and when the sale is completed the council considers how best to inform the solicitor of its disappointment with regard to the inefficient handling of the case.</p> <p><b>PROPOSED:</b> Mr L Povah  <b>SECONDED:</b> Mr S Clist  <b>DECISION:</b> passed. (all in favour)</p>	<p>Clerk</p> <p>Clerk</p>

Meeting closed.

Signed .....

Dated .....