# Hemyock Parish Council Annual Meeting

held in the Forbes Lounge at 7.30pm on 4 <sup>th</sup> May 2016	
Subject	Action
1. Election of Chairman  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.	
2. <u>Election of Vice-Chairman</u> 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.	
3. Present 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. Apologies: Mr T Barton (received and approved) and Councillor R Radford (County Councillor)	
4. <u>Declarations of Interest/Dispensations</u>	
The clerk declared that:- Agenda item 7 & 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 & Shuttleton Commons.  Agenda item 9 & 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 & 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.	
5. <u>Public Participation</u>	
<ul> <li>The following were reported:-</li> <li>5.1 The debris from the brook clean-up has been partly removed. Mr S Clist to remove the remainder.</li> <li>5.2 Kissing Gate – the bottom hinge looks to be damaged. Mr S Clist to investigate.</li> </ul>	SC SC
5.2 Alssing Gate – the bottom imige looks to be damaged. Wit's Clist to investigate.  5.3 Mast at Newton Farm – when will it be fully connected? Clerk to enquire.	Clerk
6. Minutes from Previous Meetings PROPOSAL: The Council minutes of the 6 <sup>th</sup> & 20 <sup>th</sup> April meetings are approved. PROPOSED: Miss P Lawrence SECONDED: Mr R Calcraft DECISION: passed (all in favour)	
7. Appointment of councillors to existing committees and working groups 7.1 Planning Committee PROPOSAL: All planning matters are dealt with by full council and this committee is dissolved.	

7.2 Finance Committee

**PROPOSAL**: Mr N Punnett, Miss P Lawrence, Mr T Barton & Mrs H Stallard are appointed to the Finance Committee, to include staffing matters.

7.3 Commons Management Group (CMG)

**PROPOSAL**: Mr S Clist, Mr L Povah, Mr N Moon, Ms J Pritchard and Mr P Doble are appointed to the CMG.

7.4 Policy Committee

**PROPOSAL**: Mr N Punnett, Mr L Povah, Mr S Clist, Miss P Lawrence and Mrs H Stallard are appointed to the Policy Committee.

7.5 Cemetery Representatives

**PROPOSAL:** Mr S Clist and Mr T Barton are appointed as the cemetery representatives.

7.6 Footpaths

**PROPOSAL:** Mr L Povah is appointed as the footpaths representative.

7.7 Emergency Plan Group

**PROPOSAL**: Mr T Barton, Mr R Calcraft and Ms J Pritchard are appointed to the emergency plan group.

7.8 Road Warden

The council has not joined the road warden scheme and therefore no road warden need be appointed.

7.9 Highways

**PROPOSAL:** Mr S Clist is appointed as the Highways representative

7.10 Parish Plan/Housing Needs Survey Working Group

**PROPOSAL:** Mr S Clist, Miss P Lawrence, Mr N Punnett, Mr L Povah, Mrs H Stallard & Ms J Pritchard are appointed to the Parish Plan/Housing Needs Survey Working Group.

**PROPOSED**: Mr Clist **SECONDED**: Mr L Povah

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

## 8. Appointment of new committees, working groups

None required.

## 9. Review representation on external bodies and arrangements for reporting back

9.1 Blackdown Hills Parish Network (BHPN)

**PROPOSAL**: Ms J Pritchard and Mr N Punnett are appointed as the BHPN representatives.

9.2 Longmead

**PROPOSAL**: Mr P Doble is appointed as the Longmead representative.

9.3 Parish Hall

**PROPOSAL**: Miss P Lawrence is appointed the Parish Hall representative.

9.4 The Garages

**PROPOSAL**: Mr R Calcraft and Mrs H Stallard already sit on this committee. No additional representation required.

9.5 Peter Holway/Second Poor Charity

	<b>PROPOSAL</b> : Mr Edwards, Mr Hart, Mrs Redwood and Mrs Hawkins are the trustees. Clerk to clarify that these trustees are willing to continue.	Clerk
9.6	Mary Waldron Trust <b>PROPOSAL</b> : Mrs Cartledge is the existing parish council representative. Clerk to clarify that she is willing to continue. Clerk to mention this trust in the next Pump article.	Clerk
	PROPOSED: Mr S Clist SECONDED: Mr L Povah DECISION: passed (all in favour)	
.0. There	Review any delegation arrangements are currently no delegation arrangements.	
1. To be	Review Terms of Reference for committees and groups referred to Policy Committee.	Policy C'ttee
2. The co	To agree dates, times and place of future ordinary council meetings for the year ahead ouncil will meet on the first Wednesday in the month at 7.30pm Forbes Lounge, Parish Hall.	
3. 3.1 3.2	Matters Arising St Margaret's Brook – carry forward Purple Peril – carry forward	
3.3	Car Park – Following meeting with MDDC reference the options available with regard to the village car park. A discussion ensued of the various options and the possible impact of those options.	
	PROPOSAL: HPC to purchase the car park from MDDC at the purchase price. PROPOSED: Mr N Moon SECONDED: Mr S Clist	
	The following amendment was made to the proposal. <b>PROPOSAL:</b> HPC to purchase the car park from MDDC at half the purchase price (reduced to cover some of the first resurfacing costs).	
	PROPOSED: Mr P Doble SECONDED: Mr N Punnett	
	The following amendment was made to the amended proposal <b>PROPOSAL:</b> HPC to purchase the car park from MDDC at half the purchase price (reduced to cover some of the first resurfacing costs). If this offer is refused – clerk to increase offer to	
	purchase price.  PROPOSED: Mr N Punnett  SECONDED: Miss P Lawrence	
	<b>DECISION:</b> passed (8 for, 1 against) Consideration should be given to public liability and community asset register in the future if purchase is successful.	Clerk
3.4 3.5 3.6	Old School Court – nothing to report  Community Speed Watch – nothing to report  Defibrillators – clerk to set up meeting with SW ambulance Trust. Clerk to invite Culmstock	Clerk
3.7	& Clayhidon. Floodbridge Maintenance – Mr L Povah will organise for a new sign to be installed to remind users when opening the large gates to close the side gates, for the safety of pedestrians.	LP
14.	District Council Report	
Follov decisi	cillor Frank Rosamond reported:- wing a recent council meeting the Local Plan will inevitably be delayed due to the latest on to review the allocation of land at J27 for a leisure/retail/tourism and employment opment.	

## 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
Total	213,818.51

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

**PROPOSED**: Miss P Lawrence

**SECONDED:** Mr S Clist

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

17.2 Tap Fund 2016/2017 – carry forward to next meeting.

## 18. Clerk Update

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.

Parish Plan Group

- 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.

## 19. Longmead

Nothing to report.

# 20. Highways

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.

SC all

### 21. Commons Management Group

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 & Shuttleton Common.
- **C.** Benches to be installed at both Shuttleton & 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.

**PROPOSAL**: the above 5 proposals are recommended to council.

**PROPOSED:** Mr S Clist **SECONDED:** 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:

**PROPOSAL**: the council approves the 5 recommendations as above but without reference to a sign and bench at Shuttleton Common.

PROPOSED: Mr N Moon

**SECONDED:** Miss P Lawrence

A further amendment was made:

**PROPOSAL**: 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.

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in places. Clerk to report to Highways.	Clerk
2. <u>PR</u>	
he council requested PR on the following topics:-	
New website	
3-acre plot sought for possible community orchard	
Conigar footpath addition to definitive map	
3. <u>Date of next Meeting</u> Wednesday 1 <sup>st</sup> June at 7.30pm, Forbes Lounge, Parish Hall	
I. Sale of Old Station Yard Site	
Exclude Press & Public	
hair moved under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960	
at the press and public be excluded from the meeting for the following item of business because	
ublicity would be prejudicial to the public interest by reason of the commercially ensitive/confidential nature of the business to be transacted.	
<b>ROPOSAL</b> : Press and public are excluded from the meeting because publicity would be prejudicial the public interest by reason of the commercially sensitive/confidential nature of the business to be	
ansacted.	
ROPOSED: Mr S Clist	
ECONDED: Miss P Lawrence	
ECISION: passed. (all in favour)	
he clerk noted that a dispensation was in place for Mr S Clist to take part in and vote on matters	
lating to the Old Station Yard Site.	
he clerk outlined the outstanding issues which need to be resolved before the solicitor can prepare	
ne paperwork for signature.	
<b>PROPOSAL</b> : Clerk instructed to inform solicitor that council accepts responsibility for maintenance f fence, the maintenance of ransom strip will attach to owner of land immediately in front of ransom	Clerk
trip, the landscaped areas at the front will remain as landscaped unless written consent is given from ne council at a future date, and the fence is to be oak square posts 100mm x 100mm, 600mm in round, 300mm above ground every 1.5m.	
PROPOSED: Mr S Clist	
ECONDED: Mr N Moon	
<b>DECISION:</b> passed. (all in favour)	
DODOSAI, the clock color of the feet of the feet to date and when the color of annulated the	Clerk
<b>PROPOSAL</b> : the clerk asks for a statement of the fees to date and when the sale is completed the ouncil considers how best to inform the solicitor of its disappointment with regard to the inefficient andling of the case.	Cierr
PROPOSED: Mr L Povah	
ECONDED: Mr S Clist	
DECISION: passed. (all in favour)	
eting closed.	
ned	