

**Hemyock Parish Council**  
**Monthly Meeting**  
**held in the Forbes Lounge at 7.30pm on 7<sup>th</sup> December 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, Mr L Povah, Ms J Pritchard, Mr N Punnett, Mrs D Evans (Parish Clerk) and 2 members of the public.  <b><u>Apologies</u></b> Councillor F Rosamond (District Councillor) and Councillor R Radford (County Councillor)</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b>  The clerk declared that:-  Agenda item 11 - Mrs H Stallard &amp; Mr P Doble have a personal interest as they are members of Longmead Management Committee.  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 - Mrs H Stallard and Ms J Pritchard have a personal interest as they are members of The Blackdown Hills Parish Network.  Agenda item 22 – Ms J Pritchard has a personal interest as she is a school governor.</p>	
<p><b>3. <u>Public Participation</u></b>  3.1 Nothing to report</p>	
<p><b>4. <u>Minutes from Previous Meetings</u></b>  <b>PROPOSAL:</b> The council minutes of the 2<sup>nd</sup> November meeting are approved.  <b>PROPOSED:</b> Mr T Barton  <b>SECONDED:</b> Mr N Moon  <b>DECISION:</b> passed (all in favour)  The minutes of the finance committee meeting of 28<sup>th</sup> November were noted.</p>	
<p><b>5. <u>Planning</u></b>  The following approval applications were noted:-  5.1 16/00918/MOUT. Outline for the erection of 22 dwellings. (West of Conigar Close), Culmstock Road, Hemyock.  5.2 16/01530/FULL. Erection of 2 semi-detached dwellings following demolition of outbuildings and alterations to vehicular access. 50 Station Road, Hemyock.  The following change of use application was noted:-  5.3 16/01690/PNCOU. Prior notification for the change of use of agricultural building to hotel (Use Class C1) under Class R. Madford Farm, Hemyock.</p>	
<p><b>6. <u>Matters Arising</u></b>  6.1 St Margaret's Brook – Mr S Clist &amp; Mr L Povah will inspect the brook and advise clerk before the next meeting what works are required. LP/SC  6.2 Car Park – MDDC has clarified its position reference the charges it would make to administer the car park on behalf of the council. Clerk  <b>PROPOSAL:</b> The council to purchase the car park from MDDC for the agreed price of £2,000, subject to the car park being resurfaced and relined, etc. The parish council will assume full responsibility and does not wish to use the services offered by MDDC.  <b>PROPOSED:</b> Ms J Pritchard  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed (all in favour)  6.3 Old School Court – Clerk has chased a response but heard nothing in reply. Clerk to contact Chief Executive. Clerk  6.4 Community Speed Watch – volunteers have been trained and will commence sessions shortly. The first three sessions will be supervised by the police.  6.5 Kissing Gate – the initial works have been completed. As this work was carried out it became apparent that a new bearing was required. Contractor instructed to continue with work.  6.6 Defibrillators – over 60 people came along to the training session. The defibrillators will be fitted in the village on Friday 16<sup>th</sup> December.</p>	

<p>6.7 Vehicle-Activated Signs (VAS) – DCC Highways has considered the requested sites and refused to give permission to use the VAS, informing parish council that the average speed of vehicles is compliant with the limit.</p> <p>6.8 Trees/shrubs, Culmstock Road – the contractor has taken down the leylandi. The homeowner behind the fence has asked that the council allow him to mend his fence before it plants a new hedge. Clerk to write confirming it is acceptable if completed before end of February. Clerk will gauge opinion from homeowner who asked for trees to be cut back. Clerk to send a Christmas card to Mr Craig apologising for failing to inform him that the trees were to be cut down. Clerk to approach AONB for possible funding opportunities for new hedge.</p> <p>6.9 Highways Meeting – following a recent highways conference it was agreed that Mrs H Stallard, Mr S Clist and clerk should ask for a meeting with Chief Highways Officer, David Whitton, and County Councillor, Ray Radford, to discuss virtual path, 20 MPH limit, VAS, HGV signs, HGV Sat Nav, pavements in village and vehicular movements.</p> <p>6.10 Car park – opportunity to purchase land for possible additional car parking. Nothing to report.</p> <p>6.11 Fire Risk Assessments – the clerk confirmed that specialist advice is not required to complete fire risk assessments. The government website has many standard checklists that may be used. Mr T Barton will undertake the assessments for Longmead and The Garages on behalf of the council.</p>	<p>Clerk Clerk Clerk</p> <p>Clerk</p> <p>TB</p>																																																																																	
<p><b>7. <u>District Council Report</u></b> Councillor Frank Rosamond sent his apologies.</p>																																																																																		
<p><b>8. <u>County Council Report</u></b> Councillor Ray Radford sent the following report:- This time of year we are considering the budget for next year. This year`s revenue budget is running at an overspend of £7m (Adult Services £5m and Children Services £2m). The Environment, which includes roads and waste, has an overspend of £550k. The Chief Executive will consider possible cessation of some spending and vacancy management. Hopefully there is better news on the broadband front - Devon County is awarding Phase 2 of the broadband contract to a couple of suppliers (not BT). Details will be announced on 16<sup>th</sup> December and coverage maps will be available from day one. I would like to wish everyone in the Hemyock Parish a happy and healthy new year.</p>																																																																																		
<p><b>9. <u>Finance</u></b> 9.1 Income &amp; Expenditure</p> <p><b>INCOME</b></p> <table border="1" data-bbox="86 1193 1331 1585"> <tr><td>1.</td><td>0.03</td><td>Interest</td></tr> <tr><td>2.</td><td>37,256.50</td><td>Precept</td></tr> <tr><td>3.</td><td>0.01</td><td>Interest</td></tr> <tr><td>4.</td><td>130.00</td><td>A G Real</td></tr> <tr><td>5.</td><td>150.00</td><td>Fine Memorial</td></tr> <tr><td>6.</td><td>1.77</td><td>Interest</td></tr> <tr><td>7.</td><td>0.02</td><td>Interest</td></tr> <tr><td>8.</td><td>8,256.20</td><td>MDDC TAP Fund</td></tr> <tr><td>9.</td><td>147.00</td><td>Defibrillator</td></tr> <tr><td>10.</td><td>50.00</td><td>Fine Memorials</td></tr> <tr><td>11.</td><td>2,000.00</td><td>Violet Chapman grant for Defibrillator</td></tr> </table> <p><b>EXPENDITURE</b></p> <table border="1" data-bbox="86 1648 1385 2076"> <tr><td>1.</td><td>R Calcraft</td><td>7.36</td><td>Reimbursement of cement for bin at BMX track</td></tr> <tr><td>2.</td><td>Hemyock Parish Hall</td><td>21.00</td><td>Room hire</td></tr> <tr><td>3.</td><td>Unity Trust Bank</td><td>18.00</td><td>Service charge</td></tr> <tr><td>4.</td><td>The Play Inspection Company</td><td>75.00</td><td>Annual safety check, Longmead</td></tr> <tr><td>5.</td><td>Ashculme Ltd</td><td>576.00</td><td>Tree work at Culmstock Road</td></tr> <tr><td>6.</td><td>Kingfisher Packaging</td><td>143.04</td><td>Road salt</td></tr> <tr><td>7.</td><td>DALC</td><td>192.00</td><td>Training fees</td></tr> <tr><td>8.</td><td>Steel Fabrications (Martock) Ltd</td><td>372.00</td><td>Frame stiffening - floodbridge</td></tr> <tr><td>9.</td><td>Devon Communities Together</td><td>500.00</td><td>Housing needs survey</td></tr> <tr><td>10.</td><td>South West Highways</td><td>1,728.00</td><td>Community road signs</td></tr> <tr><td>11.</td><td>D Evans</td><td>1,010.78</td><td>Wages and expenses</td></tr> <tr><td>12.</td><td>HMRC</td><td>27.00</td><td>PAYE</td></tr> </table>	1.	0.03	Interest	2.	37,256.50	Precept	3.	0.01	Interest	4.	130.00	A G Real	5.	150.00	Fine Memorial	6.	1.77	Interest	7.	0.02	Interest	8.	8,256.20	MDDC TAP Fund	9.	147.00	Defibrillator	10.	50.00	Fine Memorials	11.	2,000.00	Violet Chapman grant for Defibrillator	1.	R Calcraft	7.36	Reimbursement of cement for bin at BMX track	2.	Hemyock Parish Hall	21.00	Room hire	3.	Unity Trust Bank	18.00	Service charge	4.	The Play Inspection Company	75.00	Annual safety check, Longmead	5.	Ashculme Ltd	576.00	Tree work at Culmstock Road	6.	Kingfisher Packaging	143.04	Road salt	7.	DALC	192.00	Training fees	8.	Steel Fabrications (Martock) Ltd	372.00	Frame stiffening - floodbridge	9.	Devon Communities Together	500.00	Housing needs survey	10.	South West Highways	1,728.00	Community road signs	11.	D Evans	1,010.78	Wages and expenses	12.	HMRC	27.00	PAYE	
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13.	M Clements	248.75	Website hosting
14.	I Pike	66.00	Cemetery grass cutting

**BANK RECONCILIATION**

Community a/c	210,419.01
Deposit	52,077.04
Griffith/Flay	704.18
P3	1,582.25
Longmead	1.27
Unity Trust Bank	582.01
<b>Total</b>	<b>265,265.76</b>

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

**PROPOSED:** Mr S Clist

**SECONDED:** Miss P Lawrence

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

## 9.2 Finance Committee recommendations

## 9.2.1 Financial Regulations

**PROPOSAL:** the council adopts the full model Financial Regulations.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr N Moon

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

## 9.2.2 Investment

**PROPOSAL:** the council invests £75,000 in a one year fixed interest bond with Nationwide and transfers funds between HSBC and Unity Trust Bank.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr S Clist

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

## 9.2.3 Precept 2017/2018

**PROPOSAL:** the council sets the precept for next year at £77,000 increasing the band D contribution from £89.30 per annum to £90.69. (1.56% increase).

**PROPOSED:** Mr S Clist

**SECONDED:** Mr N Punnett

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

The Finance Committee was thanked for its hard work and prudent recommendations.

## 9.2.4 Tiverton &amp; District Community Transport Association

**PROPOSAL:** the council makes a donation of £75 on 1<sup>st</sup> April, having already made a donation to them in June 2016.

**PROPOSED:** Mr N Punnett

**SECONDED:** Mr S Clist

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

**10. Clerk Update**

10.1 Recycling Survey – clerk reminded all to complete survey by 23<sup>rd</sup> December.

10.2 Grass Cutting – clerk has received some maps from MDDC and will liaise with Miss P Lawrence.

10.3 Blackdown Healthy Living & Activities Centre (BHLAC) – the white and yellow lines will be painted on 14<sup>th</sup> December. Mr R Calcraft is assisting the BHLAC with erecting notices and putting out cones to ensure area is clear of cars for the work.

10.4 Longmead – a new sign to be erected at entrance to Longmead has been promised by MDDC for the New Year.

10.5 Planning Consultees – DCC has confirmed to the clerk that when it is consulted about planning applications, the education authority continues to have statutory responsibility with regard to school places, regardless of whether a school is under local authority control or part of an independent academy. DCC hold capacity figures, numbers on roll, and forecast numbers and analyse these on a school by school basis.

10.6 106 Pooling – the clerk reported that there has been some changes to 106. She will confirm with MDDC what money is held and what projects are earmarked to receive that money.

Clerk/PL

Clerk

**11. Longmead**

<p>11.1 <b>BMX Track</b> The council discussed the quotation from Forte Trailscapes to tarmac the BMX track in order to remove ongoing maintenance costs. Clerk to provide Mr L Povah with information and he will obtain a comparison quotation from a local firm.</p>	Clerk/LP
<p>11.2 <b>Dogs on Pitches</b> – Mrs H Stallard reported back that signs would be approximately £70 each. The council had previously agreed to erect additional signage to remind parishioners that dogs are not allowed on any of the football pitches. The effectiveness of the signs will be reviewed. <b>PROPOSAL:</b> Mrs H Stallard to order 20 signs to be erected around the edge of football pitches. <b>PROPOSED:</b> Mrs H Stallard <b>SECONDED:</b> Mr N Punnett <b>DECISION:</b> passed. (all in favour) The clerk was asked to pursue other options with MDDC ref bye laws, dogs on leads, banning dogs, etc.</p>	HS  Clerk
<p>11.3 <b>Tennis Club</b> – the tennis club wishes to improve the flood lighting and resurface the courts. They may be able to obtain a grant from Viridor but under the terms and conditions of the grant application, the club must have a 10 year lease. The club has therefore asked the council to consider granting them a 10 year lease. <b>PROPOSAL:</b> the council agrees in principle to a 10 year lease subject to seeing a full copy of a lease agreement. . <b>PROPOSED:</b> Mr S Clist <b>SECONDED:</b> Mr L Povah <b>DECISION:</b> passed. (all in favour)</p>	
<p><b>12. <u>Highways</u></b> Mrs H Stallard reported that many ‘road closed’ signs were left out by Highways long after road works had been completed, causing unnecessary problems for motorists.</p>	
<p><b>13. <u>TAP Fund 2016/2017</u></b> Nothing to report.</p>	
<p><b>14. <u>Commons Management Group (CMG)</u></b> Next meeting to be held on 19<sup>th</sup> January 2017.</p>	
<p><b>15. <u>Cemetery</u></b> Railings – a discussion ensued about the various options and the best way to refurbish the railings at the cemetery (powder coating, painting, galvanising, etc.). Mr S Clist will take advice, gather more information and report back at next meeting.</p>	SC
<p><b>16. <u>Footpaths</u></b> FP 21 Conigar Woods – It was reported that the newly installed steps might have been extended slightly thus making it easier to access. Mr L Povah will report this back to DCC.</p>	LP
<p><b>17. <u>The Garages</u></b> The Tuesday night slot is well attended. Tuesday 13<sup>th</sup> December will be film night.</p>	
<p><b>18. <u>Village Maintenance</u></b> 18.1 Benches - The council considered a quotation to refurbish the bench at Castle Park. Mr L Povah will obtain price and information on replacing the current with a recycled plastic bench. 18.2 Maintenance Person – Mr T Barton has prepared a draft tender document for the post of maintenance person. Clerk to circulate to all for feedback.</p>	LP  Clerk
<p><b>19. <u>Parish Plan</u></b> The working group met to take this plan forward. It has formed smaller working groups under various headings. Each group hopes to meet with representatives from the parish to discuss and formulate a draft report/questionnaire for consideration.</p>	
<p><b>20. <u>Correspondence</u></b> 20.1 Adopted Solar Supplementary Planning Document from MDDC noted. 20.2 Letter from MDDC reference business rates for cemetery and The Garages noted. 20.3 Letter from HSBC informing that Wellington branch is closing from February noted. 20.4 Litter Picker Co-ordinator – a new co-ordinator is sought. Clerk to add to next Pump article.</p>	
<p><b>21. <u>Blackdown Hills Parish Network Update</u></b> Ms J Pritchard updated the meeting. The parish network is bringing Devon &amp; Somerset Highways together to</p>	

<p>discuss differences. The issue of HGVs using inappropriate lanes and the Sat Nav information systems they use is also being pursued. Devon County are soon to announce the provider for the next phase of improvements to rural broadband.</p>	
<p><b>22. <u>Primary School</u></b> The school is aware of the traffic problems around school drop-off and pick-up times. It is conducting a whole school survey including all aspects of the school and its facilities. It was suggested that the school be invited to speak at the Annual Parish Meeting.</p>	
<p><b>23. <u>Items raised by Councillors</u></b> 23.1 The council to have a bring and share supper at the chairman’s house on Friday 13<sup>th</sup> January, 7pm for 7.30pm. 23.2 The Lights Brigade was congratulated on another fabulous parade. The clerk thanked Mr S Clist for erecting road signs on behalf of the Lights Parade and for collecting them afterwards.</p>	
<p><b>24. <u>Items raised by Councillors</u></b> 24.1 Mr T Barton asked that a social media presence should be pursued early in the New Year once Clerk has submitted her CiLCA exam. 24.2 Miss P Lawrence reported that The Quantock Hills AONB has issued guidance on refurbishing road signs. 24.3 Mr N Moon reported that during recent flooding the newly painted flood stones could not be seen clearly as the tops are now painted black. Perhaps some reflective strips might be added? 24.4 Mr S Clist reminded all of various Xmas festivals, including the Electric Nights street food festival. He also suggested a summer food fayre in Hemyock, perhaps extending the monthly market.</p>	Clerk
<p><b>25. <u>PR</u></b> The council requested PR on:-  <ul style="list-style-type: none"> <li>• Please keep dogs off pitches at Longmead</li> <li>• Christmas Decorations Competition – please inform the clerk if you are outside of the 30MPH limit and wish to be judged!</li> <li>• Litter picker co-ordinator required</li> </ul> </p>	
<p><b>26. <u>Date of next Meeting</u></b> Wednesday 1<sup>st</sup> February 2016 at 7.30pm, Forbes Lounge, Parish Hall</p>	

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