

Hemyock Parish Council Annual Meeting
held in the Forbes Lounge at 7.30pm on 20th May 2015

Subject	Action
<p>1. <u>Present</u> Mrs H Stallard (Chair), Mr T Barton, Mr R Calcraft, Mr S Clist, Mr P Doble, Miss P Lawrence, Mr N Moon, Mr L Povah, Ms J Pritchard, Mr N Punnett, Mrs D Evans (Parish Clerk) and 3 members of the public.</p>	
<p>2. <u>Election of Chairman</u> PROPOSAL: Mrs Stallard is re-elected as Chairman of the council. PROPOSED: Miss Lawrence SECONDED: Mr Barton DECISION: passed (all in favour). Mrs Stallard signed her declaration of acceptance of office as Chair.</p>	
<p>3. <u>Election of Vice-Chairman</u> PROPOSAL: Mr Barton is elected as Vice-Chairman of the council. PROPOSED: Mrs Stallard SECONDED: Mr Punnett</p> <p>PROPOSAL: Mr Clist is elected as Vice-Chairman of the council. PROPOSED: Mr Calcraft SECONDED: Mr Povah</p> <p>DECISION: After a secret ballot Mr Clist was elected, 8 votes to 2. Mr Clist signed his declaration of acceptance of office as Vice-Chair.</p>	
<p>4. <u>Declaration of Acceptance of Office</u> All councillors signed their declarations of acceptance of office and undertook to observe the Mid Devon District Council Code of Conduct.</p>	
<p>5. <u>Declarations of Interest/Dispensations</u> The clerk declared that:- Agenda item 14.2 – Mr Clist has a disclosable pecuniary interest as he does business with the applicant and will leave the room when this item is discussed. Mr Doble has a disclosable pecuniary interest as he does business with the applicant and will leave the room when this item is discussed. Agenda item 18 - Mrs Stallard has a personal interest as she is a member of Longmead Management Group Agenda item 19.3 – Mrs Stallard has a personal interest as she is Chair of The Blackdown Hills Parish Network Agenda item 19.6 – Mrs Stallard has a personal interest as she is Chair of The Garages Committee. Mr Calcraft has a personal interest as he is a member of The Garages Committee.</p> <p>The Clerk reminded councillors that it is their responsibility to disclose any interest, whether pecuniary or personal. If the interest is pecuniary then the councillor must leave the room and not take part in discussions, if the interest is personal it must be disclosed but councillors may remain in the room and take part in discussions, etc.</p>	
<p>6. <u>Public Participation</u> 6.1 Several members of the public welcomed the new councillors to the parish council and wished them luck!</p>	
<p>7. <u>Minutes from Previous Meetings</u> PROPOSAL: The Council minutes of the 6th May meeting are approved. PROPOSED: Mr Barton</p>	

<p>SECONDED: Mr Povah DECISION: passed (all in favour)</p>	
<p>8. <u>Review Delegation Arrangements</u> No committee has delegated powers.</p>	
<p>9. <u>Review Terms of Reference for Committees</u> This to be actioned by individual committees.</p>	
<p>10. <u>Appointment of Councillors to Committees/Working Groups</u> 10.1 Planning Committee PROPOSAL: All planning matters are dealt with by full council.</p> <p>10.2 Finance Committee PROPOSAL: Mr Punnett, Miss Lawrence, Mr Barton & Mrs Stallard are appointed to the Finance Committee, to include staffing matters.</p> <p>10.3 Commons Management Group (CMG) PROPOSAL: Mr Clist, Mr Povah, Mr Moon, Ms Pritchard and Mr Doble are appointed to the CMG.</p> <p>10.4 Policy Committee PROPOSAL: Mr Punnett, Mr Povah, Mr Clist, Miss Lawrence and Mrs Stallard are appointed to the Policy Committee.</p> <p>10.5 Cemetery Representatives PROPOSAL: Mr Clist and Mr Barton are appointed as the cemetery representatives.</p> <p>10.6 Footpaths PROPOSAL: Mr Povah is appointed as the footpaths representative.</p> <p>10.7 Emergency Plan Group PROPOSAL: Mr Barton, Mr Calcraft and Ms Pritchard are appointed to the emergency plan group.</p> <p>10.8 Road Warden PROPOSAL: Mr Clist is appointed as the road warden representative. Clerk to liaise with Highways ref training and equipment needed and add to agenda for next month.</p> <p>PROPOSED: Mr Clist SECONDED: Miss Lawrence DECISION: passed (all in favour)</p>	Clerk
<p>11. <u>Appointment of New Committees/Working Groups</u> 11.1 Highways PROPOSAL: Mr Povah and Mr Clist are appointed to this new group which will, in turn, form a larger, joint group with representatives from Culmstock and Clayhidon parish councils. £1500 of TAP fund monies has been secured for this group to utilise. Clerk to arrange a meeting and establish how much, if any, of the parish lengthsmen's budget might be transferred to the parish.</p> <p>11.2 Parish Plan/Neighbourhood Plan PROPOSAL: Mr Clist, Miss Lawrence, Mr Punnett, Mr Povah and Mrs Stallard are appointed to the working group.</p> <p>PROPOSED: Mr Clist SECONDED: Miss Lawrence</p>	Clerk

<p>DECISION: passed (all in favour)</p>	
<p>12. <u>Review representation on external bodies and arrangements for reporting back</u> 12.1 Blackdown Hills Parish Network (BHPN) PROPOSAL: Ms Pritchard and Mr Punnett are appointed as the BHPN representatives.</p> <p>12.2 Longmead PROPOSAL: Mr McCulloch (ex-vice chair of council) will continue to chair Longmead Management Committee meetings. Mr Doble will attend the next meeting and consider being the council representative.</p> <p>12.3 Parish Hall PROPOSAL: Mr Punnett, Miss Lawrence, Mrs Stallard and Mr Calcraft already sit on this committee. No additional representation required.</p> <p>12.4 The Garages PROPOSAL: Mr Calcraft and Mrs Stallard already sit on this committee. No additional representation required.</p> <p>12.5 Peter Holway/Second Poor Charity PROPOSAL: Mr Edwards, Mr Hart, Mrs Redwood and Mrs Hawkins are the trustees. Clerk to clarify that these trustees are willing to continue.</p> <p>12.5 Mary Waldron Trust PROPOSAL: Mrs Cartledge is the existing parish council representative. Clerk to clarify that she is willing to continue.</p> <p>PROPOSED: Mr Clist SECONDED: Miss Lawrence DECISION: passed (all in favour)</p>	<p>Clerk</p> <p>Clerk</p>
<p>13. <u>To agree dates, times and place of future ordinary council meetings for the year ahead</u> The council will meet on the first Wednesday in the month at 7.30pm Forbes Lounge, Parish Hall.</p>	
<p>14. <u>Planning</u> Applications received for:-</p> <p>14.1 15/00699/FULL - 1 St Margaret's Close, Hemyock - Erection of garage and two storey extension to the rear. The plans online are difficult to read. The council wishes to visit the site. Clerk to arrange site visit for 6.30pm on Friday, ask MDDC for clearer plans and arrange a further meeting to agree comments. <i>Mr Clist & Mr Doble left the room</i></p> <p>14.2 15/000648/FULL - Rodleigh Farm, Hemyock - Erection of a building to provide retail/office and storage facilities PROPOSAL: The council supports the application and makes no further comment. PROPOSED: Mr Barton SECONDED: Mr Calcraft DECISION: passed, all agreed. Mr Moon abstained from voting. <i>Mr Clist & Mr Doble returned to the room</i></p> <p>Withdrawal of the following applications noted:-</p> <p>14.3 15/00482/FULL - Rigglesfoot Hemyock - Erection of single storey extension to rear to form annex Approval for the following applications noted :-</p> <p>14.4 15/00399/FULL - Studleys Hemyock - Alterations and repairs including replacement of rooflights with 3 dormer windows and lowering of rear eaves</p>	

- 14.5 15/00400/LBC - Studleys Hemyock - Listed Building Consent for internal and external alterations including replacement of thatched roof with water reed and block ridge, replacement of rooflights with 3 dormer windows, lowering of rear eaves, and replacement of all doors and windows
To note prior notification accepted for:-
- 14.6 15/00566/PNAG - Middle Ashculme Farm, Hemyock - Prior Notification for the erection of an agricultural building

15. Finance

15.1 Income & Expenditure

Income

	£	
1	105.00	Fine Memorials
2	31,750.00	Precept 1 st instalment
3	00.04	Interest
4	150.00	Gun club

Expenditure

	£	Payee	Reason
1	21.50	Hemyock Parish Hall	Room hire
2	6.00	I McCulloch	Election expenses
3	1,846.80	Stephens & Scown LLP	Interim legal fees – potential sale of Old Station Yard Site

BANK ACCOUNT RECONCILIATION

COMMUNITY ACCOUNT	115,825.60
DEPOSIT A/C	52,021.61
GF A/C	704.18
P3 A/C	1,530.58
LONGMEAD	1.27
TOTAL	£170,083.24

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

PROPOSED: Mr Clist

SECONDED: Mr Povah

DECISION: passed. All agreed.

15.2 Renewal of membership of The Society of Local Council Clerks

PROPOSAL: The membership is renewed for the sum of £103.00

PROPOSED: Mr Clist

SECONDED: Miss Lawrence

DECISION: passed. All agreed.

16. Clerk Update

- 16.1 Cosmic Update - The clerk has met with Cosmic and received advice on what technical equipment would be needed to view planning applications via a screen and projector. She awaits a quotation from them.
- 16.2 Social Media Training
The clerk will attend a free training event at Cullompton Town Council on 22nd June.
- 16.3 Bank Accounts – the mandate needs to be reviewed and clerk will do this along with new financial regulations.
- 16.4 Data Protection Training – the clerk asked if she might attend a data protection training session at Cullompton Town Council for the fee of £10.00
PROPOSAL: The clerk may attend the training

Clerk

Clerk

Clerk

<p>business to be transacted</p> <p>PROPOSAL: Press and public are excluded from rest of meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted</p> <p>PROPOSED: Mr Clist</p> <p>SECONDED: Mrs Stallard</p> <p>DECISION: passed (all in favour)</p>	
<p>24 <u>Longmead/Old Station Yard Site</u></p> <p>The new councillors were brought up to date with matters. The Clerk informed the meeting that part of the original proposal deemed that the developer would be responsible for the relocation of the BMX track. After meeting with a BMX expert, Kye Forte (recommend by MDDC), it was hoped that the developer would contribute towards Mr Forte’s costs, rather than doing the work himself. However, advice from the council’s legal advisers suggests he is not willing to do this. The clerk explained that matters seemed to be drawn out as a result of referring everything to legal advisers. Mindful of mounting legal fees, she asked for permission to contact the developer directly to establish what he would be prepared to do reference the relocation of the BMX track and whether or not he was willing to work with the BMX expert in some way.</p> <p>PROPOSAL: Clerk to contact developer directly and establish what he might be prepared to do reference working with BMX expert in the creation of the new BMX track at Longmead.</p> <p>PROPOSED: Mr Povah</p> <p>SECONDED: Mr Moon</p> <p>DECISION: passed (all in favour) Mr Clist abstained from voting.</p>	Clerk
<p>25 <u>Date of the Next Council Meeting.</u> Wednesday 3rd June 2015 in the Forbes Lounge</p>	

Meeting closed at 10.45pm

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