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

Subject	Action
1. Present 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.	
2. Election of Chairman 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.	
3. <u>Election of Vice-Chairman</u> PROPOSAL: Mr Barton is elected as Vice-Chairman of the council. PROPOSED: Mrs Stallard SECONDED: Mr Punnett	
PROPOSAL: Mr Clist is elected as Vice-Chairman of the council. PROPOSED: Mr Calcraft SECONDED: Mr Povah	
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.	
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.	
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.	
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.	
6. Public Participation 6.1 Several members of the public welcomed the new councillors to the parish council and wished them luck!	
7. <u>Minutes from Previous Meetings</u> PROPOSAL: The Council minutes of the 6 th May meeting are approved. PROPOSED: Mr Barton	

SECONDED: Mr Povah

DECISION: passed (all in favour)

8. Review Delegation Arrangements

No committee has delegated powers.

9. Review Terms of Reference for Committees

This to be actioned by individual committees.

10. Appointment of Councillors to Committees/Working Groups

10.1 Planning Committee

PROPOSAL: All planning matters are dealt with by full council.

10.2 Finance Committee

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

10.3 Commons Management Group (CMG)

PROPOSAL: Mr Clist, Mr Povah, Mr Moon, Ms Pritchard and Mr Doble are appointed to the CMG.

10.4 Policy Committee

PROPOSAL: Mr Punnett, Mr Povah, Mr Clist, Miss Lawrence and Mrs Stallard are appointed to the Policy Committee.

10.5 Cemetery Representatives

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

10.6 Footpaths

PROPOSAL: Mr Povah is appointed as the footpaths representative.

10.7 Emergency Plan Group

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

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.

Clerk

PROPOSED: Mr Clist

SECONDED: Miss Lawrence **DECISION**: passed (all in favour)

11. Appointment of New Committees/Working Groups

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 lengthsman's budget might be transferred to the parish.

Clerk

11.2 Parish Plan/Neighbourhood Plan

PROPOSAL: Mr Clist, Miss Lawrence, Mr Punnett, Mr Povah and Mrs Stallard are appointed to the working group.

PROPOSED: Mr Clist

SECONDED: Miss Lawrence

DECISION: passed (all in favour)

12. Review representation on external bodies and arrangements for reporting back

12.1 Blackdown Hills Parish Network (BHPN)

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

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.

12.3 Parish Hall

PROPOSAL: Mr Punnett, Miss Lawrence, Mrs Stallard and Mr Calcraft already sit on this committee. No additional representation required.

12.4 The Garages

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

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.

Clerk

12.5 Mary Waldron Trust

PROPOSAL: Mrs Cartledge is the existing parish council representative. Clerk to clarify that she is willing to continue.

Clerk

PROPOSED: Mr Clist

SECONDED: Miss Lawrence **DECISION**: passed (all in favour)

13. To agree dates, times and place of future ordinary council meetings for the year ahead

The council will meet on the first Wednesday in the month at 7.30pm Forbes Lounge, Parish Hall.

14. Planning

Applications received for:-

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.

Mr Clist & Mr Doble left the room

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.

Mr Clist & Mr Doble returned to the room

Withdrawal of the following applications noted:-

14.3 15/00482/FULL - Rigglesfoot Hemyock - Erection of single storey extension to rear to form annex

Approval for the following applications noted:-

14.4 15/00399/FULL - Studleys Hemyock - Alterations and repairs including replacement of rooflights with 3 dormer windows and lowering of rear eaves

- 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	Interim legal fees – potential sale of Old
		LLP	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.

Clerk

16.2 Social Media Training

The clerk will attend a free training event at Cullompton Town Council on 22nd June.

Clerk Clerk

- 16.3 Bank Accounts the mandate needs to be reviewed and clerk will do this along with new financial regulations.
- 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

4

Being an effective councillor 15th June - Miss Lawrence, Mr Punnett, Ms Pritchard, Mr Clist and Mr Moon. Being an effective councillor 15th September – Mr Doble Chairmanship short course 9th July – Mrs Stallard and Mr Clist Longmead Clerk has update ref negotiations with developer ref relocation of BMX track/sale of Old Station Yard Site. RROPOSAL: This item is dealt with at the end of the meeting and, due to the commercially sensitive nature of the business to be transacted, the public and press should be excluded for that part of the meeting. PROPOSED: Mr Clist SECONDED: Mr Stallard DECUSION: passed. All agreed. 19			T
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23 Exclude Press & Public	The C	ouncil requested PR on the following topics:	
	•	Thank the electorate for coming out and voting	
	23	Exclude Press & Public	
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	public	ity would be prejudicial to the public interest by reason of the confidential nature of the	

business to be transacted	
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	
PROPOSED: Mr Clist	
SECONDED: Mrs Stallard	
DECISION : passed (all in favour)	
24 Longmead/Old Station Yard Site	
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.	
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. PROPOSED : Mr Povah	Clerk
SECONDED: Mr Moon	
DECISION : passed (all in favour) Mr Clist abstained from voting.	
25 Date of the Next Council Meeting. Wednesday 3 rd June 2015 in the Forbes Lounge	

Meeting closed at 10.45pm	
Signed	Date