

**Hemyock Parish Council Monthly Meeting**  
**held in the Forbes Lounge at 7.30pm on 3<sup>rd</sup> October 2012**

Subject	Action
<p><b>1. Present</b>  Mrs H Stallard (Chair), Mr R Calcraft, Mr S Clist, Mr S Major, Mr R Brooke, Mr L Povah, Mrs L Clist, Mr R Hart, Mr J Edwards, Mr R Radford (County Councillor) from item 6, Mr F Rosamond (District Councillor), Mrs D Evans (Parish Clerk) and 16 members of the public.  <b>Apologies</b> Mr I McCulloch (away)</p>	All to note
<p><b>2. Public Question Time</b></p> <ol style="list-style-type: none"> <li>1. <u>CLT/Housing Needs Survey</u>  A member of the public asked for an update following the council's meeting with John Scott (CCD). A response to the planning application for 12 houses that had been received during the month was also requested. See 3.2.</li> <li>2. <u>Give Way Sign</u>  The Give Way sign by the Baptist Church needs re-erecting. It was suggested that it might be set back from road, against the wall to prevent it protruding too far. Also white lines need re-painting, as they are not very visible. Clerk to report.</li> <li>3. <u>Drains</u>  Drains outside Churchills Farm Cottage and Rosemount High Street need unblocking. Clerk to report.</li> <li>4. <u>Hedge</u>  Hedge at Fairview needs attention. Clerk to contact owner.</li> <li>5. <u>Longmead</u>  It was commented that BMX bikes were not wanted at Longmead. General maintenance at Longmead needs attention, especially the shrubbery by tennis courts and the recently planted trees as part of the QDJ celebrations - many have died. Clerk to report comments to Longmead Management Committee.</li> <li>6. <u>Proposed development of 12 houses, Culmstock Road</u>  A suggestion was made that any new entrance to the proposed development of 12 houses on the Culmstock Road feature a raised roadway, similar to that on the entrance to Longmead from Station Road in an attempt to slow the traffic. Council to feedback as part of the planning process.</li> <li>7. <u>Pot Holes</u>  The road surface of Prowses and Castle Park is in poor condition. Clerk to report.</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All to note/Clerk</p> <p>Clerk</p>
<p><b>3. Minutes from Previous Meetings and Matters Arising</b>  The Council minutes of the 5th September and Section 2 minutes of the same date were accepted as a true record.</p> <ol style="list-style-type: none"> <li>1. <u>Maintenance Work at Prowses</u>  Mr Finan, Chief Executive MDDC, arranged for an update on the maintenance work programme for Prowses. A suggested list of remedial works was identified during an independent survey. He has asked that the Repairs Manager notify all the tenants in the block of the intended works and timetable of implementation.</li> <li>2. <u>CLT/Housing needs Survey</u>  Mr Major confirmed the meeting with John Scott (CCD) was very useful and made the following proposal:-  The council write to the CLT asking them as a matter of urgency to:- <ol style="list-style-type: none"> <li>i. Ask John Scott to contact those respondents from the survey who expressed a need for affordable housing and invite them to an open day/evening.</li> <li>ii. Arrange an open day/evening with Hastoe to gauge the real interest in the affordable housing development and obtain the relevant information from interested parties to ensure the levels of rent will be 'affordable'.</li> </ol> </li> </ol>	Clerk

<p>3. <u>Beef &amp; Butterflies</u> Clerk will contact Helen Barnett to ensure whoever takes over this project will liaise with Mr Povah about any schedule of works.</p>	Clerk
<p>4. <u>Road Markings outside Surgery</u> (carried forward) Clerk to arrange a site meeting with Mr Radford, Mrs Stallard, and Mr W Pike (DCC) to discuss a way forward.</p>	Clerk
<p>5. <u>Leat behind Redwoods</u> (carried forward) This needs clearing out. Chair will speak to Geoff Ackland.</p>	Chair
<p>6. <u>South View Road</u> Mr Finan arranged for his legal department to confirm that several of the houses in South View Road have specific clauses in their conveyances stating the owner should pay a fair proportion towards the maintenance of the road adjacent to the properties. This is not the case for all house owners. It appears that although the current surface of the road meets the Devon County standards for a 'road', it is also used by the community as a footpath. Clerk to contact DCC and ask if surface can be improved as per the County standards for a footpath.</p>	Clerk
<p>7. <u>Virtual Path</u> (carried forward) Mr Povah to design plans to submit to Rhys Davies and Councillor Radford. One suggestion was to use the Redwoods site as a footpath, if Redwoods leaves the village. Mrs Stallard to approach Mr Redwood.</p>	Mr Povah/Chair
<p>8. <u>Dropped Kerbs</u> (carried forward) Mr S Major has completed the survey and there are some areas in the village which lack dropped kerbs. Mr Major will produce a list of recommended works.</p>	Mr Major
<p>9. <u>Benches</u> (carried forward) The survey of 17 benches in the village has been completed. Mr McCulloch will produce an action plan detailing what needs mending, replacing etc. The job will then go out to tender.</p>	Mr McCulloch
<p>10. <u>Station Road/Spar Footpath</u> See item 6.1.</p>	
<p>11. <u>Village Questionnaire</u> (carried forward) The village questionnaire was completed in December 2008. Mr McCulloch suggested the original panel get together to look at the results and decided what action, if any, needs to be taken. Mrs Stallard agreed to get the group together and take forward.</p>	Chair
<p>12. <u>Pencross Lay-by</u> See item 6.2.</p>	
<p>13. <u>TAP Fund</u> (carried forward) HPC will need to have a separate meeting to decide what grant monies it could apply for under this scheme. See item 6.3.</p>	Mr Povah
<p>14. <u>Footpaths</u> (carried forward) Mr Povah to issue a schedule of works for replacing some stiles with gates.</p>	
<p>15. <u>Culmstock Parish Council/Cricket Club.</u> Mr Major is liaising with Hemyock CC and Culmstock CC ref TAP Fund request for £250.00. This needs to be considered as part of the overall TAP Fund allowance. See 6.3.</p>	
<p>16. <u>Hemyock Emergency Plan (HEP)</u> Tim Barton, HEP coordinator, updated the council reference his review of the plan. Much of the review has been completed and Mr Barton hopes to issue a draft plan to the council at the next meeting. He is currently looking for 3 additional people to be part of the Emergency Plan Team to step in and help coordinate the plan if necessary. Ideally these people should live in the village and be able to walk to the Surgery if needed. Clerk to include in PR.</p>	Clerk
<p>17. <u>Allotments</u></p>	

<p>Given the lack of allotments in the village, it has been suggested that HPC contact the Gardening Club to see if they would coordinate a garden share scheme in the village. Clerk to contact the Gardening Club Secretary.</p> <p>18. <u>NALC Code of Conduct</u> (carried forward) Mr Clist has a query about the new wording and is investigating.</p> <p>19. <u>BH Annual Event</u> (carried forward) Mr Clist suggested the launch of an annual event to celebrate the Blackdown Hills. Mr Clist to consider how to progress this idea.</p>	<p>Clerk</p> <p>Mr Clist</p> <p>Mr Clist</p>
<p><b>4. <u>District Council Report</u></b></p> <ul style="list-style-type: none"> <li>• New dog control orders will come into force in December.</li> <li>• MDDC has issued a new complaints procedure to follow for high hedges/trees.</li> <li>• Local Plan Part 3 – a draft has been issued and consultations have begun.</li> <li>• Sustainable Communities Act is being consulted on. This is as a result of the Localism Bill. More information will be available on the MDDC website and in Parish Matters Magazine.</li> </ul>	
<p><b>5. <u>Planning</u></b></p> <p>Refusal received for:- Ref. No: 12/00820/FULL - Erection of roof to provide cover to slurry pit, Land and Buildings at NGR 313165 111092 (Collard Hill Farm) Blackborough Devon</p> <p>Planning Applications received for:- Ref. No: 12/01200/FULL - Erection of carport and store, and workshop for furniture restoration business after demolition of existing outbuilding, Shortlands, Hemyock Cullompton, Devon EX15 3SU. The Chairman declared an interest and abstained from voting.</p> <p>Ref. No: 12/01222/FULL - Conversion of garage to ancillary accommodation, 27 Logan Way, Hemyock, Cullompton, Devon EX15 3RD</p> <p>The Council voted to support the above 2 proposed applications, with no further recommendations or observations.</p> <p>Ref. No: 12/01319/FULL - Construction of slurry storage tank (507 sq m gross external area) and erection of extension to an existing agricultural building to cover an existing concrete yard, Brook Farm, Uffculme, Cullompton, Devon EX15 3DH</p> <p>The council voted to support the application with no adverse comments.</p> <p>Ref. No: 12/01334/MFUL - Erection of 12 dwellings and associated works, Land at NGR 313224 113301 Culmstock Road Hemyock Devon. The following councillors declared an interest and left the room Mrs Stallard, Mr S Clist, Mr S Major, Mr R Brooke, and Mr L Povah. The application was discussed by the remaining 4 councillors: Mrs Clist, Mr Hart, Mr Calcraft and Mr Edwards.</p> <p>It was proposed and agreed that Mrs Clist act as Chair for this part of the meeting. The councillors decided they needed to visit the site and Clerk to ask MDDC for an extension to the deadline for comments. The councillors will report back at a Council Planning Meeting on 2<sup>nd</sup> November at 7pm, venue to be confirmed. This meeting will be open to the public but the only agenda item will be this particular planning application and any comments/observations the council wish to make to MDDC. Clerk to book venue and issue agenda on website and noticeboards in village.</p>	<p>Clerk</p> <p>Clerk</p>

<p>Mrs Clist stood down as acting Chair and the 5 councillors with an interest returned to the room.</p> <p><u>Other Planning</u></p> <p>Mr Major updated the council on MDDC's final consultation draft of the Mid Devon Local Plan Part 3: Development Management Policies which will complete the Local Plan for Mid Devon. The plan reflects new national planning guidance and will replace the last policies from the old Local Plan which dates from 2006.</p> <p>The LP3 covers such matters as protecting community facilities, renewable energy and low-carbon development, rural housing, high-quality design, parking for new developments and promoting town centres.</p> <p>Mrs Stallard had some concerns around length of time S106 monies have taken to be paid. Chair to contact Mr Rosamond.</p>	<p>Chair</p>
<p><b>6. <u>County Council Report</u></b></p> <p>1. <u>Station Road/Spar footpath</u> Councillor Ray Radford agreed that if HPC obtain the relevant landowner's permission he will ensure this project is taken forward. DCC will draw up the plans for the footpath with contributions coming from Councillor Radford's Locality Budget, some from HPC and the remainder from DCC.</p> <p>2. <u>Pencross Lay-by</u> When this was first mooted, 17 local businesses supported a Pencross lay-by. A meeting needs to be set up to get all interested parties around a table to discuss how this might be taken forward. Chair to inform Clerk of all interested parties and Clerk to set up a meeting with DCC.</p> <p>3. <u>TAP Fund</u> Hemyock has been allocated a budget of £1,916. If a successful bid is not received by DCC this money will be re-allocated elsewhere. HPC has been approached by Culmstock Cricket Club for £250.00 towards some specialist training for one of their coaches. Chair to arrange a separate meeting to discuss this fund.</p>	<p>Chair</p> <p>Chair/Clerk</p> <p>Chair</p>
<p><b>7. <u>Finance</u></b></p> <p>The meeting was updated on the following financial matters:</p> <p><u>Income</u></p> <ol style="list-style-type: none"> <li>1. £568.28 VAT reclaim</li> <li>2. £0.28 interest P3 a/c</li> <li>3. £0.88 interest 14 day a/c</li> <li>4. £0.04 interest g/f a/c</li> </ol> <p><u>Expenditure</u></p> <ol style="list-style-type: none"> <li>1. £6.60 Wasteology Cemetery Green waste</li> <li>2. £255.00 S Aldworth Internal Audit Fee</li> <li>3. £823.61 Clerk's salary and expenses</li> <li>4. £145.00 Mr I Pike grass cutting cemetery/village</li> <li>5. £120.00 Mr R Calcraft Millhayes grass cutting</li> <li>6. £480.00 Audit Commission Annual Return Fee</li> </ol> <p>All income and 6 payments were agreed unanimously by the Council.</p> <p><u>Other Finance</u></p> <ol style="list-style-type: none"> <li>1. £25.00 DALC Standing Orders Part 1. These explain standing orders and other tools for Parish Council governance.</li> <li>2. £120 plus VAT – CilCA. A 1 day intensive Parish Clerk's course required to help achieve Parish Quality Status.</li> </ol> <p>These 2 payments were agreed unanimously by the council.</p>	

<p><u>Finance Committee recommendations for consideration</u></p> <p>1. Hemyock Parish Council pays £75 per quarter to the Chairman towards expenses incurred while undertaking those duties.</p> <p>The council voted against this recommendation, 5 to 2. It was proposed that the Chair completes a monthly expenses form, reflecting work undertaken and expenses incurred and pass to Clerk on a monthly basis for inclusion in agenda under ‘Finance’. Clerk to draft a claim sheet for Chair to use.</p> <p>This was agreed unanimously by the council.</p> <p>2. <u>Open Spaces Society (Octavia Hill Appeal)</u> Recommendation that this application is not supported as the donation appears not to directly benefit the parish.</p> <p>This was agreed unanimously by the council.</p> <p>3. <u>Voluntary Support Scheme</u> Recommendation that this application is supported to the sum of £50.00. The organisation works closely with the Blackdown Support Group (BSG) and has had 6 referrals from the BSG in the last year.</p> <p>This was agreed unanimously by the council.</p> <p>4. <u>Citizens Advice Bureau</u> Recommendation that this application is supported to the sum of £50.00. The organisation helps resolve legal, debt and other problems by providing free, independent and confidential advice, and by influencing policymakers.</p> <p>This was agreed unanimously by the council.</p> <p>Mr Clist thanked the Finance Committee for their work.</p>	<p>Chair/Clerk</p>
<p><b>8. <u>Highways</u></b> Nothing to report.</p>	
<p><b>9. <u>Cemetery</u></b> 1. Mr Pike will arrange for the mole catcher to visit.</p>	<p>Mr Pike</p>
<p><b>10. <u>Footpath Issues</u></b> Nothing to report.</p>	
<p><b>11. <u>Culm Valley Trail Update</u></b> This scheme needs to be able to prove widespread support in order for DCC to give possible further support to the scheme. The introduction of a membership scheme is being considered.</p>	
<p><b>12. <u>Correspondence</u></b></p> <p>1. <u>DCC</u> Annual Parish Path Partnership Autumn Workshops – passed to Mr Povah.</p> <p>2. <u>MDDC</u> Letter confirming that due to budgetary pressures, no cemetery grant will be paid from April 2013.</p> <p>3. <u>BH Parish Network</u> Email confirming next meeting is 6<sup>th</sup> November.</p>	

<p>4. <u>St Mary's PCC</u> Acknowledgement letter and noting HPC's comments regarding article in Pump.</p> <p>5. <u>Western Morning News</u> Competition for community groups. BSG has put in a bid and Clerk to ask for support in PR.</p> <p>6. <u>DCC Temporary Traffic Restriction</u> Notification of surface dressing w/c 8 Oct for 24hrs Gladhayes Bridge to Bridgehouse Cross.</p> <p>7. <u>Audit Commission</u> Letter confirming appointment of Grant Thornton as the external auditor for 5 years.</p> <p>8. <u>WWD</u> Introductory letter offering their services.</p> <p>9. <u>DCC Devon Heritage Services</u> Notification of integration of county archives, local studies collections, historic registers and county archaeological records. Tours will be available. Details can be found on DCC website. Clerk to send copy to History Group secretary.</p> <p>10. <u>Depth Markers</u> HPC has previously requested depth markers for the raised footbridge. Clerk to chase. It was noted that the bridge along Byes needs depth markers and the verges need attention to help with flood defences to the South of the bridge. The grooves need cutting back into the verges. Clerk to report/request.</p> <p>11. <u>MDDC</u> State of the District Debate.</p> <p>12. <u>MDDC</u> Assessing the impact of proposed changes to council tax benefit. Passed to Mr Clist to feedback on behalf of the council.</p> <p>13. <u>Friends of St Mary's</u> Festival of Trees is being held again this year 14<sup>th</sup> – 16<sup>th</sup> December. Contact Janet Attlee if interested in sponsoring or decorating a tree.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Mr Clist</p>
<p><b>13. <u>Chairman's Business</u></b></p> <p>1. <u>St Ivel Garages Project</u> Mr Clist asked that this project be put back on the agenda and referred to the Finance Committee to see what can be done to move the project forwards as a matter of urgency. Mr Povah and Mr Brooke will meet to discuss and cost the necessary schedule of works. They will report to Finance Committee.</p> <p>2. <u>Fixed Asset Register (FAR)/Insurance Review</u> The FAR is out of date and needs reviewing. It has been mentioned on the last 2 audits and must be reviewed this year. The Clerk to review this register along with the insurance schedule to make sure the insurance values are correct. Chair and Mr McCulloch will help Clerk with this task.</p>	<p>Mr Povah/Mr Brooke</p> <p>Clerk/Chair/Mr McCulloch</p>
<p><b>14. <u>PR</u></b> The Council requested PR on the following topics:</p> <ul style="list-style-type: none"> <li>• Promote Western Morning News competition and the BSG's entry.</li> <li>• HEP – ask for 3 volunteers to assist.</li> <li>• Promote the garden share, if agreed with the Gardening Club.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>15. <u>Date of the Next Meeting.</u></b> Wednesday 7<sup>th</sup> November 2012 at 7.30pm.</p>	

Meeting finished at 10.15pm, move to Section 2 Meeting.

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