

Hemyock Parish Council
Annual Meeting
held in the Forbes Lounge at 7.30pm on 2nd May 2018

Subject	Action
<p>1. <u>Present</u> Mrs H Stallard (Chair), Mr T Barton, Mr R Calcraft, Mr S Clist (Vice-Chair), 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 members of the public. <u>Apologies</u> Councillor R Radford (County Councillor)</p>	
<p>2. <u>Election of Chairman</u> The clerk explained that whilst standing orders allowed for voting to take place via a secret ballot she advised that this method is unlikely to withstand scrutiny as to its legitimate purpose and validity. She recommended voting be done by a show of hands or using named voting slips. The council declined her recommendations. Mrs Stallard was nominated by Mr Barton, seconded by Ms Pritchard. Mr Barton was nominated by Mr Moon, seconded by Mr Doble. Mr Clist was nominated by Mr Doble, seconded by Mr Povah. Following a secret ballot Mrs Stallard was elected as chairman (6 votes, 2 votes and 2 votes). Mrs Stallard signed her declaration of acceptance of office as chair.</p>	
<p>3. <u>Election of Vice-Chairman</u> Mr Barton was nominated by Mr Moon, seconded by Mr Calcraft. Mr Clist was nominated by Mr Doble, seconded by Mr Povah. Following a secret ballot the vote was tied at 5 votes each. Mrs Stallard, as chairman, used her casting vote in favour of Mr Barton. Mr Barton was elected as vice chairman. Mr Barton signed his declaration of acceptance of office as vice chair. <i>Mr Clist left the meeting</i></p>	
<p>4. <u>Declarations of Interest/Dispensations</u> The clerk stated that any interests would be declared once appointments to committees had been made.</p>	
<p>5. <u>Public Participation</u> The following were reported/raised:-</p> <p>5.1 A neighbour of the site of planning application 18/00474/FULL (agenda item 17.4) informed the council that his septic tank and electrics are located in the middle of the proposed development site.</p> <p>5.2 The applicants for agenda item 17.3 introduced themselves and informed the council they were willing to answer any questions councillors may have in regard to their application.</p> <p>5.3 A parishioner enquired when Highways would be completing the white lining at the top of Penn Cross hill. Clerk to enquire.</p> <p>5.4 The culvert under the road at New Gorwell Farm is collapsing and there is also a pothole. Clerk to report.</p>	<p>Clerk</p> <p>Clerk</p>
<p>6. <u>Minutes from Previous Meetings</u> PROPOSAL: The council minutes of the 4th & 26th April are approved. Subject to an amendment under item 16 of the 4th April's minutes - the tree is to be planted at the proposed development adjacent to the cemetery. PROPOSED: Miss Lawrence SECONDED: Mr Povah DECISION: passed (all in favour)</p> <p>PROPOSAL: The chair moved that Planning, Finance & Matters arising be dealt with as the next three items on the agenda. PROPOSED: Mrs Stallard SECONDED: Mr Calcraft DECISION: passed (all in favour)</p>	
<p>17. <u>Planning</u> Planning applications considered for:-</p> <p>17.1 18/00461/FULL. Hillcott, Hemyock. Change of use of agricultural land and formation of outdoor winter equine exercise area. PROPOSAL: the council has concerns about:-</p>	

The visual impact of the development. It suggested that a strict planting scheme was necessary, including planting a row of native trees along the front of the development similar to the trees at the rear of the development.

PROPOSED: Mr Povah

SECONDED: Ms Pritchard

DECISION: passed (all in favour).

- 17.2 18/00525/FULL. Madford Farm, Hemyock. Conversion of an agricultural barn into a hotel/guesthouse (Use Class C1) to include relocation of hedgerow.

PROPOSAL: the council has concerns about the application:-

There appears to be no kitchen. How will hotel guests be fed? The council does not believe that the barn is suitable for conversion to a hotel/guest house.

PROPOSED: Ms Pritchard

SECONDED: Miss Lawrence

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

- 17.3 18/00581/HOUSE. 25 Castle Park, Hemyock. Erection of single storey extension.

PROPOSAL: the council is content with the application.

PROPOSED: Mr Punnett

SECONDED: Mr Moon

DECISION: passed (all in favour).

- 17.4 18/00474/FULL. Land west of Elmdene, Hemyock. Erection of 2 dwellings, alterations to existing access, and associated works.

PROPOSAL: the council is not content with the application. It commented as follows:- it is outside of the permitted development of the village; there are issues with visibility on to highway; the location map provided does not take into account the 2006 west-side extension to the bungalow Elm Dene; concerns about foul drainage; the septic tank and electric supply in the middle of the plot servicing the next door neighbour; the dormer windows are out of keeping and extend beyond the building line at the rear; the plans show 4 bedrooms but only 3 are mentioned in the application; the development is too high and wide for the size of plot; the harm outweighs any benefit.

PROPOSED: Mr Punnett

SECONDED: Ms Pritchard

DECISION: passed (all in favour).

- 17.5 18/00527/HOUSE. Paddock Wood, Culmstock. Installation of UPVC folding doors to breakfast room and dining room to include construction of cavity wall following removal of sun room and canopy.

PROPOSAL: the council is content with the application.

PROPOSED: Ms Pritchard

SECONDED: Mr Barton

DECISION: passed (all in favour).

- 17.6 18/00356/FULL. Land and Buildings at NGR 313669 113266 Builders Yard, Culmstock Road Hemyock. Variation of condition 2 of planning permission 17/01510/FULL to allow substitute plans in respect of the addition of a garage to Plot 5 and re-siting of store and parking to Plot 6.

PROPOSAL: the council is content with the application.

PROPOSED: Mr Barton

SECONDED: Mr Punnett

DECISION: passed (all in favour). Ms Pritchard, Mr Moon & Mr Doble abstained from voting.

Permission granted noted for:-

- 17.7 18/00170/FULL. Old Storage Building, Culmbridge Mill, Hemyock. Conversion and extension of agricultural building to dwelling (Revised scheme).

- 17.8 18/00176/FULL. Blackdown Hill Road, Hemyock. Erection of extension to existing livestock building.

- 17.9 18/00322/HOUSE. 16 Logan Way, Hemyock. Erection of single storey side extension following demolition of existing conservatory.

- 17.10 17/02066/FULL. 24 Station Road, Hemyock. Erection of 2 dwellings following demolition of existing bungalow and outbuildings.

Application withdrawn noted for:-

- 17.11 17/01831/FULL. Land at Nelson Farm, Hemyock. Change of use of land for the siting of 3 gite camping pods and associated parking, compost toilets and shower facilities.

Details pursuant discharged noted for:-

- 17.12 16/00390/FULL. The Barn, Lickham Bottom, Hemyock. Conversion of agricultural building to single dwelling.

17.13 17/01510/FULL. Builders Yard, Culmstock Road, Hemyock. Erection of 6 dwellings with associated highways, sheds and stores following demolition of existing buildings.

17.14 17/01524/FULL. St Marys Church, Hemyock. Erection of extension and relocation of oil tank.

18. Finance

18.1 Income and expenditure and bank reconciliation

INCOME

1.	100.00	Air Ambulance night-time landing site donation
2.	61.75	WPD wayleave
3.	50.00	Fine Memorials
4.	40,000.00	MDDC first instalment precept

EXPENDITURE

1.	50.40	S Machin	Maps for lease agreement
2.	868.56	D Evans	Clerk's wages and expenses
3.	47.81	HMRC	Paye/NI
4.	90.00	ICCM	Cemetery Management membership
5.	474.82	DALC	Membership
6.	39.70	Hemyock Parish Hall	Room hire
7.	287.90	I Pike	Maintenance and grass cutting
8.	13.47	South West Water	Cemetery water bill
9.	5.10	R Calcraft	Reimbursement of cement costs for sign post
10.	24.00	R Calcraft	Additional keys for The Store
11.	91.20	Ken White Signs	Warning signs at floodbridge
12.	134.81	H Stallard	Reimbursement of Annual Parish Meeting costs
13.	37.89	J Pritchard	Reimbursement of Annual Parish Meeting costs
14.	257.00	N Punnett	Reimbursement of Parish Plan costs

BANK RECONCILIATION

HSBC Community a/c	13,298.23
HSBC Deposit	75,046.18
HSBC Griffith/Flay	0
HSBC P3	0.04
HSBC Longmead	1.27
Unity Trust Bank current	36.00
Unity Trust Bank deposit	78,088.45
Unity Trust Bank GF	705.08
Unity Trust Bank P3	1,699.80
Nationwide Bond	85,491.74
United Trust Bank	75,000.00
Total	329,366.79

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

PROPOSED: Miss Lawrence

SECONDED: Mr Barton

DECISION: passed (all in favour).

18.2 Recommendations from the Finance Committee

18.2.1 **PROPOSAL:** The council makes a donation of £250 to the Bowling Club and also suggests that the club

- applies to MDDC's Communities Together fund after 1st June 2018 and
- applies to Ray Radford's Locality Budget. The parish council would support these two applications.

PROPOSED: Mr Punnett

SECONDED: Mr Moon

DECISION: passed (all in favour).

<p>18.2.2</p> <p>18.2.3</p>	<p>PROPOSAL: The council makes a grant of £1,000 to Longmead for the year 2018/19, subject to acceptance of a revised list of responsibilities.</p> <p>PROPOSED: Mr Barton SECONDED: Ms Pritchard DECISION: passed (all in favour).</p> <p>PROPOSAL: The council pays for the hire of the Forbes Lounge for 3 hours in June for the Calf Club Centenary working group to hold an open day in order to gather historical information.</p> <p>PROPOSED: Mr Punnett SECONDED: Mr Moon DECISION: passed (all in favour)</p>	
<p>19. Matters Arising</p> <p>19.1</p> <p>19.2</p>	<p>Vehicle Activated Sign – the sign may be upgraded to become solar-powered but will then have to be a permanent sign (non-mobile). Whether mobile or permanent, the sign may be moved to face the other way. The cost to convert is £1,155.</p> <p>PROPOSAL: The clerk to arrange for the sign to be converted to solar powered at a cost of £1,155.</p> <p>PROPOSED: Mr Punnett SECONDED: Mrs Stallard DECISION: passed (all in favour).</p> <p>Car park – Mr Povah explained that some additional works had become necessary during the installation of the pavement directly through the car park (an additional manhole was discovered, protection of stone wall foundations were required and damage to the street light cabling needed attention). These additional works had to be completed whilst the work was underway and will result in additional costs of approx. £2,000.00.</p>	
<p>7. Appointment of councillors to existing standing committees</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Finance Committee</p> <p>PROPOSAL: Mr Punnett, Miss Lawrence, Mr Barton, Mrs Stallard and Mr Clist are appointed to the Finance Committee, to include staffing matters. This group to meet at least quarterly at a time to suit. The chair to be Mr Punnett.</p> <p>PROPOSED: Mrs Stallard SECONDED: Mr Barton DECISION: passed (all in favour).</p> <p>Commons Management Group Committee (CMG)</p> <p>Membership and chair to be agreed by the council at the next meeting.</p> <p>Policy Committee</p> <p>PROPOSAL: Mr Punnett, Mr Povah, Mr Clist, Miss Lawrence and Mrs Stallard are appointed to the Policy Committee. This group to meet at least annually at a time to suit. Mr Punnett to be the chair.</p> <p>PROPOSED: Mrs Stallard SECONDED: Miss Lawrence DECISION: passed (all in favour).</p> <p>Emergency Plan Committee</p> <p>PROPOSAL: Mr Barton, Mr Calcraft, Mrs Stallard and Ms Pritchard are appointed to the Emergency Plan Committee. This group to meet at least annually at a time to suit. Mr Barton to be the chair.</p> <p>PROPOSED: Mr Punnett SECONDED: Mr Calcraft DECISION: passed (all in favour).</p>	
<p>8. Appointment of councillors to working groups</p>	<p>None required.</p>	
<p>9. Appointment of councillors as representatives</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Cemetery Representatives</p> <p>Mr Clist and Mr Barton are appointed as the cemetery representatives.</p> <p>Footpaths</p> <p>Mr Povah is appointed as the footpaths representative.</p> <p>Road Warden</p> <p>to be agreed at next meeting.</p>	

9.4	Highways to be agreed at next meeting.	
10.	<u>Appoint new committees</u> None required.	
11.	<u>Review representation on external bodies and arrangements for reporting back</u>	
11.1	Blackdown Hills Parish Network (BHPN) PROPOSAL: Ms Pritchard and Mr Punnett are appointed as the BHPN representatives.	
11.2	Longmead PROPOSAL: Mr Doble and Mrs Stallard are appointed as the Longmead representatives.	
11.3	Parish Hall PROPOSAL: Miss Lawrence is appointed as the Parish Hall representative.	
11.4	The Garages PROPOSAL: Mr Calcraft and Mrs Stallard already sit on this committee. No additional representation required.	
11.5	Peter Holway/Second Poor Charity PROPOSAL: Mr Edwards, Mr Hart, Mrs Redwood and Mrs Hawkins are the trustees. Clerk to confirm that these trustees are willing to continue.	Clerk
11.6	Mary Waldron Trust PROPOSAL: Mrs Cartledge is the existing parish council representative. Clerk to confirm that all trustees are willing to continue to serve. Clerk to inform Uffculme School about the trust.	Clerk Clerk
11.7	Hemyock Primary School Patrick Redwood, Chair of Governors will provide council with regular updates.	
11.8	Blackdown Healthy Living and Activities Centre PROPOSAL: Mr Punnett and Mr Moon are appointed as the BHLAC representatives. PROPOSED: Mrs Stallard SECONDED: Mr Punnett DECISION: passed (all in favour)	
12.	<u>Review any delegation arrangements for committees</u> There are no delegation arrangements.	
13.	<u>Review Terms of Reference for committees and groups</u> PROPOSAL: To be referred to Policy Committee. PROPOSED: Miss Lawrence SECONDED: Mr Calcraft DECISION: passed (all in favour)	
14.	<u>To agree dates, times and venues for future ordinary council meetings for the year ahead</u> The council will continue to meet on the first Wednesday in the month at 7.30pm Forbes Lounge, Parish Hall.	
15.	<u>To review and adopt standing orders and financial regulations</u> The council has recently reviewed these. However, new standing orders have just been released from NALC. Clerk to refer to Policy Committee.	Clerk
16.	<u>To adopt MDDC's Code of Conduct</u> PROPOSAL: The council adopts MDDC's Code of Conduct. PROPOSED: Mrs Stallard SECONDED: Mr Povah DECISION: passed (all in favour)	
20.	<u>Items raised by chairman</u> 20.1 Mrs Stallard reminded the meeting that a council may suspend standing orders (except one that incorporates mandatory statutory requirements) in order to include an item on a meeting agenda that	

would otherwise be prohibited by those same standing orders.	Clerk
20.2 Mrs Stallard asked the clerk to send letters of thanks to all the speakers at the Annual Parish Meeting.	
21. <u>Items raised by councillors</u>	
21.1 Miss Lawrence advised that when contractors re-surfaced the road at Ashculme they did not fill in pot holes.	
21.2 Miss Lawrence reported that a blue liquid (paint?) had been put down one of the drains in Station Road. Clerk to report to South West Water.	Clerk
21.3 Mrs Stallard noted that Highways has patched the road above Higher Culm Pyne but the road to Windlehurst needs attention.	
21.4 Mr Povah and Mr Calcraft reported that the glass in the new external doors of The Garages may not be double glazed, as requested. Mr Povah to discuss with contractor and report back.	LP
21.5 Mr Povah reported that the shutlake on Station Road has been flooded during recent rainfall. Clerk to chase a response from DCC/South West Water.	Clerk
21.6 Mr Povah is obtaining quotations for the repair of the bridge on the north side of the football pitches.	LP
21.7 Mr Povah asked for an update on Old School Court. Mrs Stallard confirmed that members of the council were going to view the property on 3 rd May at 11am but had cancelled a visit from the valuer. Clerk to add to agenda for next meeting.	Clerk
21.8 Mr Povah asked for an update on Pencross improvements. Mrs Stallard asked the clerk to establish the insurance implications if a passing place/lay-by was created. The clerk reminded the meeting that it had been previously agreed that the council would not proceed if Highways was not prepared to adopt any changes to the highways. Highways has confirmed it will not adopt any changes. Clerk to add to agenda for next meeting.	Clerk
21.9 Mr Punnett suggested a second 'public participation' should be added to the meeting agenda to give members of the public the chance to ask questions as a result of anything that has occurred during the meeting. Clerk will add as a trial to agenda next meeting.	Clerk
21.10 Mr Doble reported the poor state of the road at Moorhayes. Clerk to report.	
21.11 A meeting has taken place between Neil Parish MP, the Blackdown Hills Parish Network, Devon & Somerset Highways, Brookridge Timber and councillors from Clayhidon & Hemyock Parish Councils to discuss HGVs using inappropriate routes and lack of signage. Devon Highways has agreed to review signage and routes through the Blackdowns. Another meeting has been scheduled for October.	Clerk
22. <u>Date of next Meeting</u> 6th June 2018 at 7.30pm, Forbes Lounge, Parish Hall	

Meeting closed at 10.05pm

Signed Dated