

**Hemyock Parish Council**  
**Annual Meeting**  
**held in the Forbes Lounge at 7.30pm on 15<sup>th</sup> May 2019**

Subject	Action
<p><b>1. <u>Present</u></b>  Mrs H Stallard (Chair), Mr T Barton, Mr R Calcraft, Mr S Clist, Mr P Doble, Miss J Fouracre, Miss P Lawrence, Mr N Moon, Mr L Povah, Mr S Ritchie, Mr A Russell, Mrs D Evans (Parish Clerk) and members of the public.</p>	
<p><b>2. <u>Election of Chairman</u></b>  Mr Clist was nominated by Mr Povah, seconded by Mr Ritchie.  Mr Barton was nominated by Mr Russell, seconded by Mr Calcraft.  Mr Doble was nominated by Mr Doble, seconded by Miss Fouracre.  Following a secret ballot, Mr Barton received 4 votes, Mr Clist received 3 votes and Mr Doble received 3 votes. As no-one received a clear majority, a vote was taken to decide which of Mr Clist and Mr Doble should not go through to the final round of voting. Mr Clist received 5 votes and Mr Doble received 5 votes.  Mrs Stallard was asked to settle the deadlock by casting the chairman's vote and voted to strike off Mr Clist.  <i>Mr Clist left the meeting</i>  Following a secret ballot, Mr Barton received 5 votes and Mr Doble received 4 votes. Mr Barton was elected as chairman and signed his declaration of acceptance of office as chair.  <i>Mr Barton took the chair</i></p>	
<p><b>3. <u>Election of Vice-Chairman</u></b>  Mr Doble was nominated by Mr Russell, seconded by Miss Fouracre.  Mr Clist was nominated by Mr Moon, seconded by Mr Ritchie.  Following a secret ballot, Mr Doble was elected as vice chairman (5 votes to 4) and signed his declaration of acceptance of office as vice chair.</p>	
<p><b>4. <u>Declarations of Interest/Dispensations</u></b>  The clerk stated that any interests would be declared once appointments to committees had been made.</p>	
<p><b>5. <u>Public Participation</u></b>  The following were reported/raised:-</p> <p>5.1 A parishioner commented upon the poor state of Station Road. Clerk to report to neighbourhood highways officer.</p> <p>5.2 Mrs Stallard reported she would take the problem of broadband speeds in the surrounding areas of the village back to the Parish Network.</p> <p>5.3 Mr Pike offered to provide the clerk with a copy of his insurance policy for public liability.</p>	Clerk
<p><b>6. <u>Minutes from Previous Meetings</u></b>  <b>PROPOSAL:</b> The council minutes of the 1<sup>st</sup> May are approved  <b>PROPOSED:</b> Mr Barton  <b>SECONDED:</b> Mr Moon  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>7. <u>Appointment of councillors to existing standing committees</u></b></p> <p>7.1 Finance Committee  <b>PROPOSAL:</b> Mr Barton, Miss Lawrence and Mr Moon 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 Barton.</p> <p>7.2 Commons Management Group Committee (CMG)  <b>PROPOSAL:</b> Mr Moon, Mr Barton, Mr Povah, Mr Doble, Miss Fouracre, Mr Ritchie and Mr Russell are appointed to the CMG. This group to meet at least half-yearly at a time to suit. The chair to be Mr Moon</p> <p>7.3 Policy Committee  <b>PROPOSAL:</b> Miss Lawrence, Mr Barton and Mr Povah are appointed to the Policy Committee. This group to meet at least annually at a time to suit. Miss Lawrence to be the chair.</p> <p>7.4 Emergency Plan Committee  <b>PROPOSAL:</b> Mr Barton, Mr Calcraft, Mr Ritchie and Mr Russell are appointed to the Emergency Plan Committee. This group to meet at least annually at a time to suit. Mr Russell to be the chair.</p> <p><b>PROPOSED:</b> Mr Barton  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour).</p>	

<p><b>8. <u>Appointment of councillors to working groups</u></b>  8.1 Asset Management – Mr Povah and Miss Lawrence  8.2 Blackdown Healthy Living &amp; Activities Centre (BHLAC) – heating system – Mr Doble, Mr Moon, Mr Povah and Miss Lawrence are appointed to this working group to work with Peta Dayus-Jones and team at BHLAC.</p>	
<p><b>9. <u>Appointment of councillors as representatives</u></b>  9.1 Cemetery Representatives  Mr Calcraft and Mr Barton are appointed as the cemetery representatives.  9.2 Footpaths  Mr Povah and Miss Fouracre are appointed as the footpaths representatives. Mr Ritchie and Mr Russell will join the team of volunteer walkers.  9.3 Road Warden  to be agreed at next meeting.  9.4 Highways  to be agreed at next meeting.  9.5 Snow Warden  Mr Russell and Mr Clist are appointed snow wardens.</p>	
<p><b>10. <u>Appoint new committees</u></b>  None required.</p>	
<p><b>11. <u>Review representation on external bodies and arrangements for reporting back</u></b>  11.1 Blackdown Hills Parish Network (BHPN)  <b>PROPOSAL:</b> Mrs Stallard is happy to continue being the BHPN representative. (the representative does not need to be a councillor)  11.2 Longmead  <b>PROPOSAL:</b> Mr Ritchie and Mr Russell are appointed as the Longmead representatives.  11.3 Parish Hall  <b>PROPOSAL:</b> Miss Lawrence and Mr Calcraft are appointed as the Parish Hall representatives.  11.4 The Garages  <b>PROPOSAL:</b> Mr Calcraft and Miss Fouracre are appointed as The Garages representatives.  11.5 Peter Holway/Second Poor Charity  <b>PROPOSAL:</b> Mr Edwards, Mr Hart, Mrs Redwood and Mrs Hawkins are the trustees. Clerk to confirm that these trustees are willing to continue.  11.6 Mary Waldron Trust  <b>PROPOSAL:</b> Mrs Cartledge is the existing parish council representative. Clerk to confirm that the trustees are willing to continue to serve.  11.7 Hemyock Primary School  Patrick Redwood, Chair of Governors, will provide council with regular updates. Clerk to confirm that Mr Redwood is willing to continue.  11.8 Blackdown Healthy Living and Activities Centre  <b>PROPOSAL:</b> Mr Doble and Mr Moon are appointed as the BHLAC representatives.  <b>PROPOSED:</b> Mr Barton  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>12. <u>Review any delegation arrangements for committees</u></b>  12.1 <b>PROPOSAL:</b> the Commons Management Group (CMG) has delegated responsibility to incur expenditure to the value of the allocated budget for the CMG (currently £1,000 per annum) to effectively manage the commons.  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Miss Lawrence</p>	

<b>DECISION:</b> passed (all in favour)			
<b>13. <u>Review Terms of Reference for committees and groups</u></b> To be referred to Policy Committee.			
<b>14. <u>To agree dates, times and venues for future ordinary council meetings for the year ahead</u></b> <b>PROPOSAL:</b> the council meet on the first Wednesday of each month at 7.30pm Forbes Lounge, Parish Hall (except August) <b>PROPOSED:</b> Mr Doble <b>SECONDED:</b> no one <b>DECISION:</b> failed  <b>PROPOSAL:</b> the council meet on first Wednesday of each month at 7.30pm Forbes Lounge, Parish Hall (except for January). <b>PROPOSED:</b> Mr Moon <b>SECONDED:</b> Mr Calcraft <b>DECISION:</b> passed (all in favour)			
<b>15. <u>To review and adopt standing orders and financial regulations</u></b> Carried forward to next month as clerk wishes to make updates.		Clerk	
<b>16. <u>To adopt MDDC's Code of Conduct</u></b> <b>PROPOSAL:</b> The council adopts MDDC's Code of Conduct. <b>PROPOSED:</b> Mr Barton <b>SECONDED:</b> Miss Lawrence <b>DECISION:</b> passed (all in favour)			
<b>17. <u>Planning</u></b> The following applications were considered:- Mr Moon declared that he had a personal interest in the following application as the applicant is his nephew. 17.1 19/00678/HOUSE. Erection of first floor extension. Bracken, Hemyock. <b>PROPOSAL:</b> The council is content with the overall development. However, it has some concerns with regard to the type of material proposed for cladding and the colour of the slate on the roof. The pc believes that it is not in keeping with the local vernacular. The scale and size is also missing from the drawings. <b>PROPOSED:</b> Mr Barton <b>SECONDED:</b> Mr Ritchie <b>DECISION:</b> passed (all in favour). Mr Moon abstained from the vote. Permission noted for:- 17.2 19/00536/HOUSE. Erection of single-storey extension with balcony and stairs and new render finish to house. Lower Mackham Farm, Hemyock. 17.3 19/00345/HOUSE. Erection of single-storey side extension and erection of 1.8m high fence. 40 Castle Park, Hemyock.			
<b>18. <u>Finance</u></b> 18.1 Income and expenditure and bank reconciliation <b>INCOME</b>			
1.	10,550.04	VAT reclaim	
2.	12.77	Interest, HSBC	
<b>EXPENDITURE</b>			
1.	135.50	Portal Plan Quest	Planning fee – BHLAC change of use
2.	50.00	Devon Communities Together	Membership
3.	340.00	Roger Beaver	Longmead gardening maintenance
4.	40.40	Hemyock Parish Hall	Room hire
5.	1731.60	RPC BPI recycled Products	Benches
<i>No1 already paid - to be ratified</i>			
<b>BANK RECONCILIATION</b>			
HSBC Community a/c		19,476.41	
HSBC Deposit		75,165.82	
HSBC Griffith/Flay		0	

HSBC P3	0.04
HSBC Longmead	1.27
Unity Trust Bank current	100.00
Unity Trust Bank deposit	77,681.45
Unity Trust Bank GF	707.42
Unity Trust Bank P3	1,679.73
Skipton Building Society	85,000
United Trust Bank	75,900
<b>Total</b>	335,712.14

**PROPOSAL:** that the income is agreed and the

above cheques/payments are paid/agreed.

**PROPOSED:** Miss Lawrence

**SECONDED:** Mr Moon

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

**19. Training**

The clerk will liaise with new councillors to arrange any necessary training.

Clerk

**20. Matters Arising**

- 20.1 Old School Court – clerk to arrange a meeting with agent/applicant to discuss potential installation of pavement with Mr Povah, Mr Calcraft, Mr Ritchie and Mr Barton.
- 20.1 Longmead Play Area – the play area is closed as the equipment is not currently fit for purpose. Brookridge Timber has kindly agreed to arrange the refurbishment of the play area. Mr Ritchie will liaise with Longmead Management Group and Brookridge Timber and has offered to take this project forward. He has volunteered his time to refit the play area with help from Mr Russell, if necessary, and it is hoped that the refurbishment will be completed before the start of the summer holidays.

Clerk

SR/AR

**21. Correspondence**

- 21.1 Skipton Building Society acknowledgement of 1-year investment noted.
- 21.2 DCC confirmation of P3 footpath grant £500.00 noted.

**22. Items raised by clerk**

- 22.1 Posters on bridge – clerk asked for clarification on pc's position reference posters on flood bridge. The pc confirmed it does not want any posters on the flood bridge. Maintenance person is instructed to remove any that appear. Clerk will clarify position with school PTFA.
- 22.2 The monitoring officer from MDDC will attend the next parish council meeting.
- 22.3 The bank mandate needs to be updated. Clerk will contact new councillors for necessary information.
- 22.4 The pump will be temporarily dismantled whilst remedial works are undertaken.
- 22.5 A problem has arisen with the new noticeboard. The manufacturer is aware and will remedy the fault shortly.

Clerk

Clerk

**23. Items raised by chairman**

Nothing to report.

**24. Items raised by councillors**

- 24.1 The bridge over the river has been repaired by Devon County.
- 24.2 A parishioner had offered to put some gravel around a bench in the village. It was thought this was unnecessary and not in keeping with the immediate area.
- 24.3 Old flood bridge stones – Mr Povah to obtain quote to reset the recently damaged stones.
- 24.4 Clerk confirmed that although there was a date on the MDDC website for the Culmbridge Farm planning application to be heard by committee, it would be decided by the planning officer under delegated powers.
- 24.5 BHLAC – wind barrier - Clerk to inform the contractor that their services are no longer required as they had failed to commence the work in March as agreed.

LP

Clerk

**25. Public Participation**

- 25.1 Newsletter – the pc will need to appoint a new editor of the newsletter and discuss delivery method.
- 25.2 Monthly Market – pc to consider continuing to have a presence at the monthly market.

**26. Date of next Meeting 5<sup>th</sup> June 2019 at 7.30pm, Forbes Lounge, Parish Hall**

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