

**Hemyock Parish Council**  
**Monthly Meeting**  
**held at Healthy Living & Activities Centre, Hemyock at 7.30pm on 4<sup>th</sup> May 2022**

Subject	Action
<p><b>1. <u>Present</u></b>            Mr P Doble (Chair), Mr T Barton, Mr R Calcraft, Mr S Clist, Mrs P Dayus-Jones, Miss P Lawrence, Mr N Moon, Mr A Russell, Mrs D Evans (Parish Clerk) and members of the public.  <b><u>Apologies</u></b> Mr L Povah</p>	
<p><b>2. <u>Election of chairman</u></b>            Mr Doble was nominated by Mr Moon, seconded by Mr Barton.            There being no other nominations, Mr Doble was elected as chairman and signed his declaration of acceptance of office.</p>	
<p><b>3. <u>Election of vice chairman</u></b>            Mr Barton was nominated by Mr Moon, seconded by Mr Calcraft.            Mr Russell was nominated by Mrs Dayus-Jones, seconded by Mr Doble. Following a secret ballot Mr Barton received 7 votes and Mr Russell received 2 votes. Mr Barton was elected as vice chairman and signed his declaration of acceptance of office.</p>	
<p><b>4. <u>Declarations of Interest/Dispensations</u></b></p> <ul style="list-style-type: none"> <li>• Agenda item 8 – Planning – Mr Clist is a member of the planning committee of Mid Devon District Council and chooses not to participate in any planning application consultation.</li> <li>• Agenda item 10 - Mrs Dayus-Jones &amp; Mr Russell each has a personal interest as they are members of Longmead Management Committee.</li> <li>• Agenda item 23 - Mr Moon &amp; Mr Doble each has a personal interest as they are trustees of the Healthy Living &amp; Activity Centre</li> <li>• Agenda item 23 – Mrs Dayus-Jones has a personal interest as she is an employee of the Healthy Living &amp; Activity Centre</li> <li>• Agenda item 32 - Mr Moon has a personal interest as he is a member of the rough shoot syndicate that uses the common</li> <li>• Agenda item 34 - Mr Calcraft has a personal interest as he is a member of The Garages Committee.</li> </ul>	
<p><b>5. <u>Public Participation</u></b>            The following was reported:-</p> <p>5.1 Cemetery – the spoil heap needs clearing. Clerk to ask Cavanna to remove some spoil.</p> <p>5.2 BMX Track – various areas have been dug up and the whole site needs attention. It was suggested that the pc should engage with the young people using the area before any maintenance is carried out.</p> <p>5.3 Longmead – it's great to see that the bins are being used at Longmead. However, if one bin is full it would be appreciated if people could use another of the bins on site, rather than over filling a bin.</p> <p>5.4 20 MPH vehicle activated sign – the 20mph sign does not stop cars from speeding. A sign which shows the speed a car is doing may be more effective. Add to next agenda to discuss.</p> <p>5.5 BHLAC – What is going to happen with the large logs left after the tree work? It is intended that the large logs will be used to create a seating and climbing area.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>10. <u>Longmead (see 10 below)</u></b></p> <p>10.1 Skatepark – The skatepark team circulated a full report to the council and asked that the pc agree, subject to funding, that Maverick are the chosen supplier of the Skatepark and that any necessary planning permission is obtained.  <b>PROPOSAL:</b> The pc agrees, subject to funding, to appoint Maverick as the skatepark designer/installer. Although MDDC has informed the pc that it believes planning permission is not required, the pc will submit a certificate of lawfulness application so that the permission is documented formally.  <b>PROPOSED:</b> Mr Barton  <b>SECONDED:</b> Mr Clist</p>	

<p><b>DECISION:</b> passed (all in favour). The skatepark team will arrange a future meeting between the pc and Maverick. Mrs Dayus-Jones congratulated the skatepark team on their efforts and commitment to the project.</p>	
<p><b>6. <u>Minutes from Previous Meeting</u></b> <b>PROPOSAL:</b> The council minutes of the 6<sup>th</sup> April are approved. <b>PROPOSED:</b> Miss Lawrence <b>SECONDED:</b> Mrs Dayus-Jones <b>DECISION:</b> passed (all in favour).</p>	
<p><b>7. <u>Annual Return</u></b></p> <p>7.1 Statement of Internal Controls <b>PROPOSAL:</b> The council reviews and adopts the statement of internal control. <b>PROPOSED:</b> Miss Lawrence <b>SECONDED:</b> Mrs Dayus-Jones <b>DECISION:</b> passed (all in favour)</p> <p>7.2 Internal Audit Report <b>PROPOSAL:</b> The council notes the findings of the internal audit and approves the implementation of recommendations. <b>PROPOSED:</b> Miss Lawrence <b>SECONDED:</b> Mrs Dayus-Jones <b>DECISION:</b> passed (all in favour)</p> <p>7.3 Annual Governance Statement, year ending 31<sup>st</sup> March 2022. <b>PROPOSAL:</b> The council adopts the Annual Governance Statement, year ending 31<sup>st</sup> March 2022 <b>PROPOSED:</b> Miss Lawrence <b>SECONDED:</b> Mrs Dayus-Jones <b>DECISION:</b> passed (all in favour)</p> <p>7.4 Accounting Statements year ending 31<sup>st</sup> March 2022. <b>PROPOSAL:</b> The council adopts the Accounting Statements, year ending 31<sup>st</sup> March 2022 <b>PROPOSED:</b> Miss Lawrence <b>SECONDED:</b> Mrs Dayus-Jones <b>DECISION:</b> passed (all in favour)</p>	
<p><b>8. <u>Planning</u></b> The following applications were considered:-</p> <p>8.1 22/00687/HOUSE. Retention of building for use as additional living accommodation Old Parsonage Cottage, High Street, Hemyock. <b>PROPOSAL:</b> The parish council is not content with the application. This building has been erected without planning permission and exceeds the height and area allowable under permitted development. It has concerns with regard to the surface water discharging onto a neighbour's land and also concurs with the comments made by both the neighbouring properties. The parish council is concerned with the increasing number of retrospective planning applications in the parish and believes there should be a penalty to discourage this - possibly higher fees than for a normal planning application. If the officer is minded to approve the application, the pc requests the matter is called in to be decided by the planning committee. <b>PROPOSED:</b> Mr Moon <b>SECONDED:</b> Mr Barton <b>DECISION:</b> passed (all in favour).</p> <p>8.2 22/00386/HOUSE. Raising of roof height to provide additional living accommodation at first floor level to include installation of 4 dormer windows and erection of replacement garage with storage area. Broadfield, Hemyock <b>PROPOSAL:</b> The council is content with the application. <b>PROPOSED:</b> Mr Barton <b>SECONDED:</b> Mr Russell <b>DECISION:</b> passed (all in favour).</p>	

- 8.3 22/00710/HOUSE. Construction of a rear dormer loft conversion (Revised Scheme). 4 Longmead, Hemyock.  
**PROPOSAL:** The council is content with the application.  
**PROPOSED:** Mr Moon  
**SECONDED:** Mr Doble  
**DECISION:** passed (all in favour). Mr Barton and Mrs Dayus-Jones declared a personal interest and chose not to vote.
- 8.4 22/00810/HOUSE. Erection of two-storey side extension and front porch. 12 Pencross View, Hemyock.  
**PROPOSAL:** The council is content with the application.  
**PROPOSED:** Mr Barton  
**SECONDED:** Mr Moon  
**DECISION:** passed (all in favour).
- Refusal noted for:-
- 8.5 21/00902/FULL. Demolition of wood store and erection of Class C1 studio/dwelling for use as residential art courses/holiday let. Mill House, Whitehall, Hemyock.

## 9. Finance

### 9.1 Income and expenditure

#### INCOME

No	Amount	From
1	43,518.50	MDDC, precept
2	650.00	Redwoods, funeral
3	20.00	Exe Valley Pizza, donation
4	4.01	Interest, HSBC deposit

#### EXPENDITURE

No	Amount	Payee	Reason
1.	1,063.52	D Evans	Clerk wages and expenses
2.	50.99	HMRC	PAYE
3.	270.00	A Russell	Reimbursement – QPJ costs
4.	122.11	Spot On	Toilet consumables
5.	600.00	Ashfords	Legal fees, BHLAC lease
6.	634.80	Ashfords	Legal fees, pavements
7.	784.80	Ashfords	Legal fees, pavement
8.	49.96	N Power	Electric, toilets
9.	50.00	Rod Taylor	Village maintenance (BMX)
10.	1,327.20	J Stevens	Village maintenance (ditch, Longmead)
11.	280.00	Ajgibl Gbp	Insurance (additional premium, skate jams)
12.	50.00	Devon Communities Together	Subscription
13.	123.75	K Amor	Toilets, cleaning
14.	465.00	I Pike	Village maintenance, cemetery and grass
15.	138.47	I & Y Pike	Reimbursement, weedkiller
16.	15.94	South West Water	Cemetery
17.	180.70	South West Water	Toilets
18.	16.00	Hemyock Parish Hall	Room hire QPJ

#### BANK RECONCILIATION

Account	Amount
HSBC Community a/c	445.72
HSBC Deposit	94,355.77

Unity Trust Bank current	100.00	
Unity Trust Bank deposit	83,705.19	
Unity Trust Bank GF	711.40	
Unity Trust Bank P3	1361.61	
Skipton 1-year Bond	86,906.18	
United Trust Bank	79,613.87	
Total	347,199.74	
<p><b>PROPOSAL:</b> that the income is agreed and the above cheques/payments are paid/agreed.  <b>PROPOSED:</b> Mr Clist  <b>SECONDED:</b> Mrs Dayus-Jones  <b>DECISION:</b> passed (all in favour).</p>		
<p><b>10. <u>Longmead (cont'd)</u></b></p> <p>10.2 Ditch/collapsed drain – Mr Russell has obtained a price from the contractor that carried out the ditching work to mend the drain.  <b>PROPOSAL:</b> The council appoints a contractor to replace the old cement pipe, renew it with 300mm twin wall pipe and bend to bring the new pipe away from the gate and tree roots at a cost of approx. £350.00.  <b>PROPOSED:</b> Mr Russell  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p> <p>10.3 Pitch Drainage – the council discussed the report from SWW with regard to the pitch drains and Sam Iddon's email asking what can be done to clear the drains. It was agreed that no action should be taken at this time and the situation should be reviewed after the winter, following the work to clear the ditch and the use of the Aeroquick on the pitch.</p> <p>10.4 Longmead Management Group – it was agreed that the clerk will offer to provide admin/treasurer support to Longmead. It was also agreed that a meeting is arranged between the chair of Longmead and the chair, vice chair, Longmead representatives and the clerk to discuss what other assistance the pc might be able to provide.</p>		
<p><b>11. <u>Clerk Update</u></b></p> <p>11.1 Annual Parish Meeting tomorrow night. Please arrive at 7pm to set up refreshments in the Forbes.</p> <p>11.2 Co-option of councillor. Following the resignation of Sean Ritchie, 14 working days have passed since the casual vacancy was posted and the pc may appoint a new councillor by co-option. It was agreed an advert would be placed on social media /noticeboard, asking any interested person to send their CV to the clerk by close of play 20<sup>th</sup> May. Applicants will be invited to attend the council meeting on 1<sup>st</sup> June at which a councillor will be co-opted.</p> <p>11.3 Toilet – It appears the baby change station has been used as a seat by people that are larger and heavier than a baby. Although it has been repaired once, it has continued to be used inappropriately and is no longer repairable. The toilet roll dispenser has been damaged beyond repair.  <b>PROPOSAL:</b> the baby change station is removed and not replaced. A stronger metal toilet roll dispenser is purchased.  <b>PROPOSED:</b> Mr Russell  <b>SECONDED:</b> Miss Lawrence  <b>DECISION:</b> passed (all in favour).</p>		
<p><b>12. <u>Appoint councillors to existing standing committees, determine number and time of ordinary meetings and elect chairman.</u></b></p> <ul style="list-style-type: none"> <li>• Finance Committee (TB, PL, TB, AR)</li> <li>• Commons Management Group (CMG) (NM, AR, LP, PD, TB)</li> <li>• Policy Committee (PL, LP, TB)</li> <li>• Emergency Plan Group (TB, PL, AR)</li> </ul> <p><b>PROPOSAL:</b> All memberships and details to remain the same  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Mr Barton</p>		

<p><b>DECISION:</b> passed (all in favour).</p>	
<p><b>13. <u>Appoint councillors to working groups</u></b></p> <ul style="list-style-type: none"> <li>• Community Land (SC, PD, PDJ, TB, AR, NM)</li> </ul> <p><b>PROPOSAL:</b> All memberships to remain the same  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>14. <u>Appoint councillors as representatives</u></b></p> <ul style="list-style-type: none"> <li>• Cemetery Representatives (TB, RC)</li> <li>• Footpaths (LP)</li> <li>• Road Warden/Highways/Snow Warden (AR, SC)</li> </ul> <p><b>PROPOSAL:</b> All memberships to remain the same  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>15. <u>Appoint any new committees, working groups etc.</u></b> Nothing to report.</p>	
<p><b>16. <u>Review representation with external bodies and arrangements for reporting back</u></b></p> <ul style="list-style-type: none"> <li>• Blackdown Hills Parish Network (BHPN) (tbc)</li> <li>• Longmead (PDJ, AR)</li> <li>• Parish Hall (RC)</li> <li>• The Garages (RC, PDJ, AR)</li> <li>• Peter Holway/Second Poor Charity (tbc)</li> <li>• Mary Waldron Trust (tbc)</li> <li>• Primary School (PD)</li> <li>• Blackdown Healthy Living &amp; Activity Centre (NM, PD, PDJ)</li> </ul> <p><b>PROPOSAL:</b> All memberships as above.  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>17. <u>Review delegation arrangements</u></b> 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>PROPOSAL:</b> The expenditure limit is increased to £2,000.  <b>PROPOSED:</b> Mr Doble  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>18. <u>Review any terms of reference for committees</u></b> This to be completed by Miss Lawrence and Clerk and brought back to pc.</p>	PL/Clerk
<p><b>19. <u>Agree dates, times and place of ordinary full council meetings for the year ahead.</u></b>  <b>PROPOSAL:</b> The council will meet on the first Wednesday of each month February - July and Sept – December at 7.30pm Blackdown Healthy Living Centre. (the council will only meet for brief meetings in January and August if there are planning applications to consider)  <b>PROPOSED:</b> Mr Clist  <b>SECONDED:</b> Mr Moon  <b>DECISION:</b> passed (7 for, 1 against).</p>	
<p><b>20. <u>Standing Orders and Financial Regulations</u></b>  <b>PROPOSAL:</b> that the council continues with the existing arrangements.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton</p>	

<p><b>DECISION:</b> passed (all in favour).</p>	
<p><b>21. <u>Code of Conduct</u></b>  <b>PROPOSAL:</b> that the council continues with the existing arrangement of using the MDDC code.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>22. <u>Cemetery</u></b>  Nothing to report.</p>	
<p><b>23. <u>Blackdown Healthy Living &amp; Activities Centre</u></b>  23.1 Essential work to some of the doors at the centre is necessary to comply with regulations, following an independent specialist fire risk assessment. Mrs Dayus-Jones has obtained specialist advice and a quotation. Other specialist companies will provide alternative quotations but charge to provide the quotation. Mrs Dayus-Jones would like to instruct Argos to 'fix' the 3 fire doors in the corridor and install a new fire door between the kitchen and dining room. The fire doors between the studio and kitchen no longer need to be fire doors, but they are falling off their hinges. She will obtain 3 quotations from non-fire companies to replace these.  <b>PROPOSAL:</b> the pc agrees to instruct Argos to complete the necessary work to comply with the fire regulations. The pc is content that this is specialist work and represents value for money.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Barton  <b>DECISION:</b> passed (all in favour).  23.2 Crash Barrier – to be carried forward.</p>	
<p><b>24. <u>Correspondence</u></b>  24.1 Skipton Building Society – 1-year bond maturity and reinvestment noted.  24.2 Waddeton Park – the council discussed a letter from a developer who would like to meet with the council to discuss a potential development on land to the right of the cemetery. Mr Barton declared a pecuniary interest as he owns land adjacent to the proposed site. He requested a dispensation to be able to speak but not vote on matters relating to this. He believes he has specialist knowledge of the site and it would be in the interests of the parish if he was able to participate in discussions.  <b>PROPOSAL:</b> the pc grants Mr Barton a dispensation to speak but not vote on this matter. The dispensation will be valid until the next elections in 2023. The council agrees to meet with Waddeton Park to hear their proposals.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr Russell  <b>DECISION:</b> passed (all in favour).</p>	Clerk
<p><b>25. <u>The Queen's Platinum Jubilee</u></b>  The organising committee is finalising details.</p>	
<p><b>26. <u>Community Land</u></b>  The council recently met with Cavanna to discuss the proposed road closure and the community land.</p>	
<p><b>27. <u>Matters Arising</u></b>  27.1 The mole catcher has revisited the BHLAC.  27.2 Public Open Space Protection Order (PSPO). The pc has submitted a request to MDDC to add 'dogs on leads' at Longmead to the PSPO. The reason for the request was to attempt to reduce dog fouling on the pitches. Not only is this unpleasant and carries disease, but the pc is at financial risk of having to repay a Football Federation loan of £160k if the football club was to fold. Following comments made on social media, the pc discussed this issue, implications and its proposed amendment to the PSPO.  <b>PROPOSAL:</b> The pc is supportive of dog walkers, but not dogs on football pitches. It believes this is the right course of action and is committed to providing the dog walkers an area on the new community land where dogs will be welcomed off leads.</p>	

<p><b>PROPOSED:</b> Mr Calcraft  <b>SECONDED:</b> Mr Russell  <b>DECISION:</b> passed (all in favour).</p>	
<p><b>28. <u>County Council Report</u></b>  Nothing to report.</p>	
<p><b>29. <u>District Council Report</u></b>  Nothing to report.</p>	
<p><b>30. <u>Highways</u></b>  30.1 It was reported that the bank of the stream adjacent to the church has not been repaired by Devon County Council. It is anticipated that it will be repaired this month.  30.2 A large pothole on Station Road at the entrance to Hollingarth was reported. Clerk to report.</p>	Clerk
<p><b>31. <u>Footpaths</u></b>  Nothing to report.</p>	
<p><b>32. <u>Commons Management Group</u></b>  Horses have been galloping across Hemyock Turbary churning it up. Signs will be erected informing horse riding is banned 1<sup>st</sup> September - 1<sup>st</sup> May.</p>	
<p><b>33. <u>Village Maintenance</u></b>  The path from Station Road to Hollingarth needs weeding.</p>	
<p><b>34. <u>The Garages</u></b>  Nothing to report.</p>	
<p><b>35. <u>Blackdown Hills Parish Network</u></b>  Nothing to report.</p>	
<p><b>36. <u>Asset Management</u></b>  Miss Lawrence will speak with Mr Povah to revisit the last surveyor's report, inspect the assets and come up with a list of works.</p>	PL/LP
<p><b>37. <u>Items raised by chairman</u></b>  Nothing to report.</p>	
<p><b>38. <u>Items raised by councillor</u></b>  38.1 Mr Calcraft asked for an update with regard to the installation of a new pavement on Station Road linking outside of the Spar to the industrial estate. The clerk confirmed she was hopeful the legal paperwork would be signed shortly.  38.2 Mr Clist raised the subject of succession planning for the parish council and also other volunteer groups in the parish.</p>	
<p><b>39. <u>Public Participation</u></b>  39.1 The pc was warned to be on its guard when talking to developers.  39.2 A noise nuisance was reported. The parishioner was advised to report the incident to the police on 101 and MDDC Environmental Health.</p>	
<p><b>40. <u>PR</u></b>  40.1 Speed Watch volunteers  40.2 Bins at Longmead</p>	
<p><b>41. <u>Date of next Meeting</u></b>  Wednesday 1<sup>st</sup> June at 7.30pm, Blackdown Healthy Living &amp; Activities Centre, Hemyock.</p>	
<p><b>42. <u>Exclusion of public &amp; press</u></b>  Chair moved that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business because publicity would be prejudicial to the public interest by reason of the confidential /sensitive nature of the business to be transacted.</p>	
<p><b>43. <u>Overage Clause</u></b>  <b>PROPOSAL:</b> The pc accepts the recommendation from its appointed expert valuer.  <b>PROPOSED:</b> Mr Clist</p>	

<p><b>SECONDED:</b> Miss Lawrence <b>DECISION:</b> passed (all in favour).</p>	
<p><b>44. <u>Shuttleton Common</u></b> A member of the public is claiming a right over the common. The pc is unaware of any such right being registered and had previously asked the claimant to provide evidence. This has not been forthcoming and instead the parishioner has instructed a solicitor. The pc has sought legal advice and now considers the draft response from the pc's solicitor.</p> <p>Several councillors provided additional information to be included in a letter of response.</p>	

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