

Hemyock Parish Council

Full Meeting

held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 1 May 2024

Present

Councillors P Doble (Chair) and A Doble, Parish & District Councillor Clist, Councillors Lawrence, Matthews, Moon, Povah, Summers (arrived late) and Ward together with Mrs S McGeever (Clerk) and members of the public.

Councillor Doble opened the meeting at 7.30pm.

1. To elect Chairman and receive declaration of acceptance of office

PROPOSAL: The elect Councillor P Doble as Chairman of the Parish Council.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Moon

It was unanimously RESOLVED that Councillor P Doble would be elected Chairman and Councillor P Doble declared that he accepted the office.

2. To elect the Vice-Chairman and receive declaration of acceptance of office

Two proposals for Vice-Chairman came from the floor.

PROPOSAL: The elect Councillor Talbot as Vice-Chairman of the Parish Council.

PROPOSER: Councillor P Doble

SECONDER: Councillor Lawrence

PROPOSAL: The elect Councillor Moon as Vice-Chairman of the Parish Council.

PROPOSER: Councillor Matthews

SECONDER: Councillor P Doble

Following a drawn ballot, it was unanimously RESOLVED that both Councillor Talbot and Moon would be elected to the position of Vice-Chairman. Councillor Talbot had given her declaration of acceptance via email and Councillor Moon declared that he accepted the office at the meeting.

3. Apologies

Apologies had been received from Councillor Talbot together with Councillor Radford DCC.

4. Declarations of Interest/Dispensations

- Agenda Item 9 Planning – Councillor Clist is a member of the planning committee of Mid Devon District Council and chooses not to participate in any planning application consultation.
- Agenda Item 13 To review representation with external bodies and arrangements for reporting back – Councillor A Doble declared at interest in the Peter Holloway Charity
- Agenda Item 15 Longmead – Councillors P Doble and Ward may have a personal interest as both are members of Longmead Management Committee

5. Public Participation

Members of the public raised the following points:

- the Hemyock Day and the proposed dog show and parking concerns regarding access for emergency vehicles
- possibly fly tipping in the disabled parking spot at Longmead
- Cavanna 'residents only' signs on the cemetery wall
- the new specification 'dog poo' bags
- car dumped at Longmead
- Floodbridge handrail will need replacing and it was noted that Brookridge made the angular rails. The whole bridge was showing its age.

6. To approve the minutes of the meeting on 3 April 2024

PROPOSAL: The council minutes of 3 April 2024 are approved as a true record of the meeting.

PROPOSER: Councillor Clist

SECONDER: Councillor Ward

It was RESOLVED by those who had been present at the meeting that the minutes were a true record of the meeting, and they were duly initialled and signed by the Chairman.

7. Chairman's Announcements

The Chairman had no announcements to make.

8. Finance

8.1 To agree income and expenditure and bank reconciliations:

The expenditure is given below.

No	Amount	Payee	Reason
1.	135.00	E Ingledew	Cleaning public conveniences
2.	496.25	I Pike	Village and cemetery maintenance
3.	14.30	I Pike	Petrol
4.	39.97	I Pike	Materials to reseed BHLAC
5.	573.56	S McGeever	Clerk's wages (Payroll 29/4/24)
6.	6.00	GiffGaff	PC phone paid by S McGeever – to be reimbursed
7.	18.00	S McGeever	Travel expenses – April
8.	143.20	HMRC	PAYE (Payroll 29/4/24)
9.	64.00	MDDC	Car park rates
10.	600.00	Parish Pump	Agreed April meetings
11.	100.00	ICCM	Membership
12.	123.60	Coomber Security	Fire maintenance at Longmead
13.	120.00	TBC Ltd	Hedge cutting at cemetery
14.	1237.50	Andy Brooke	Grass cutting at Longmead
15.	20.00	Youth Club	Christmas Light donation
16.	99.00	Play Inspection Co.	Longmead play area
17.	1440.00	Ashfords	BHLAC / DCC lease
18.	16.00	BHLAC	Meeting room

PROPOSAL: The expenditure listed above should be paid.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Matthews

It was RESOLVED to make the payments.

Action: Clerk to set up online payments.

Bank Reconciliations

April statements were not available when bank reconciliation done so date is 29/4/24

Bank account	Closing balance 31/03/2024	Monies in	Monies out	Closing balance 29/04/2024
Unity Trust Bank current 298	2711.49	15070.00	7211.68	10569.81
Unity Trust Bank deposit	93715.93	43167.50	15000.00	121883.43
Unity Trust Bank GF	737.78			737.78
Unity Trust Bank P3	1277.66			1277.66

Expenditure not listed in April agenda

EDF energy DD £27.25

Income

Precept £43097.50

Cemetery £ 50.00

Pizza Van £ 20.00

Other Bank accounts

HSBC 2116 £317.72 22/01/24

HSBC 2132 £96139.29 22/01/24

HSBC 0275 £0.00 22/06/23

HSBC 2124 £0.00 06/01/24

Nationwide £5003.92 21/7/23

Nationwide £80132.60 21/7/23

Skipton TBA

The Cambridge £81250.19 31/12/23

8.2 To receive an update from the Finance Committee Chairman on:

- Update on Annual Return (Scribe)
- Viring amounts
- Insurance
- Asset Register

Councillor Lawrence advised that Councillor Summers had almost finished inputting the data into Scribe to produce the information required for the Annual Return.

Information on the viring amounts would be produced for the June meeting.

Once completed the accounts would be sent to the Internal Auditor for scrutiny and reporting.

The AGAR forms would be presented to the June meeting for approval and onward submission to the External Auditor.

8.3 To receive an update on the application for bank cards

The BHLAC had been confirmed as the correspondence address for the bank accounts and at the last meeting a limit of £1500.00 had been set on the proposed bank cards.

The Clerk had been prepared for signature.

Action: Clerk

8.4 To consider subscriptions

Councillor Lawrence advised that the BHPN subscription had been £250 in 2023. Given it was based on the number of people on the electoral role (1825) and either an amount of 20p or 25p person

@20p x 1825 = £365.00

@25p x 1825 = £456.25

she proposed the figure of £365 which was an increase of £115.00.

PROPOSAL: BHPN subscription figure be £365.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

It was RESOLVED that the subscription figure be £365.00.

Action: Clerk

Councillor Clist thanked the Finance Committee for their hard work.

9. Planning

Councillor Clist did not take part in the planning discussion nor did he vote on any of the applications.

9.1 To consider the following applications:-

24/00497/FULL

Proposal: Erection of cover over existing livestock yard

Location: Land and Buildings at NGR 314387 116057 Great Simonsburrow Farm Hemyock

Site Vicinity Grid Ref: 314448 / 116001

Parish: Hemyock 26

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Moon

SECONDER: Councillor A Doble

The Parish Council RESOLVED that it was content with this application.

24/00571/CLU

Proposal: Certificate of Lawfulness for the existing use of agricultural building as a dwelling for a period in excess of 4 years

Location: Barn at NGR 315032 112754 Jewells Farm Hemyock

Site Vicinity Grid Ref: 315040 / 112746

Parish: Hemyock 26

Councillor Lawrence advised that Chapter 5, Clause 115 of the Levelling Up bill had increased the limit for Certificates of Lawfulness to 'in excess of 10 years'.

PROPOSAL: The Parish Council is not content with this application and that Clause 115 should be cited as the reason for the objection. It would also be noted that the National Landscape required planning applications to enhance rather than maintain the landscape (December 2023).

PROPOSER: Councillor Moon

SECONDER: Councillor A Doble

The Parish Council RESOLVED that it was not content with this application.

The Blackdown Hills Parish Network newsletter had noted that an appeal had been turned down for a barn conversion just outside the National Landscape area because such conversions should also enhance the National Landscape.

24/00326/HOUSE

Proposal: Erection of single storey side extension

Location: Springside Castle Hill Hemyock

Site Vicinity Grid Ref: 313029 / 111617

Parish: Hemyock 26

Councillor Povah advised that whilst the extension was large, it was considered subservient to the main building.

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Matthews

SECONDER: Councillor Ward

The Parish Council RESOLVED that it was content with this application. Councillor Povah abstained from the vote.

24/00640/CLU

Proposal: Certificate of lawfulness to establish the lawful commencement of development approved by planning permission 21/02312/MFUL Variation of condition 2 of planning permission 18/00423/MFUL - Erection of 11 dwellings with garages

Location: Land at NGR 313832 114004 Former St Ivel Station Hemyock

Site Vicinity Grid Ref: 313832 / 114004

Parish: Hemyock 26

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Moon

SECONDER: Councillor P Doble

The Parish Council RESOLVED that it was content with this application. Councillor Povah abstained from the vote.

9.2 To receive the following decision notices/appeal decisions:-

24/00181/FULL – APPROVED 28/3/2024

Proposal: Installation of a Medpoint prescription collection machine

Location: The Blackdown Practice The Surgery Station Road Hemyock

Site Vicinity Grid Ref: 313687/113347

24/00186/ADVERT – APPROVED 28/3/2024

Proposal: Advertisement Consent to display vinyl wrap to the front of the proposed Medpoint prescription collection machine with operation instructions, name and logo and White LED strip light static at the top of screen.

Location: The Blackdown Practice The Surgery Station Road Hemyock

24/00246/HOUSE – APPROVED – 5/4/24

Proposal: Erection of rear extension

Location: 2 Redwood Close Hemyock Cullompton Devon

24/00218/LBC – APPROVED 12/4/24

Proposal: Listed Building Consent for traditional sett paving around War Memorial monument

Location: War Memorial Culmstock Road Hemyock Devon

24/00317/FULL – APPROVED 17/4/2024

Proposal: Temporary siting of a chalet for a period of three years to provide accommodation for a family member

Location: Land at NGR 315120 116620 Hill Farm Hemyock Devon

23/01957/LBC – APPROVED 22/4/24

Proposal: Listed Building Consent for erection of garden room; internal alterations to the granary and its fenestration; repairs and alterations to barn and its eastern outshot including photovoltaic array and formation of swimming pool

Location: Whitehall Manor Whitehall Hemyock Cullompton

23/01955/HOUSE – APPROVED 22/4/24

Proposal: Erection of garden room; internal alterations to the granary and its fenestration; repairs and alterations to barn and its eastern outshot including photovoltaic array and formation of swimming pool

Location: Whitehall Manor Whitehall Hemyock Cullompton

9.3 To receive information regarding enforcement issues:

ENF/23/00164/COU – 13 July 2023

Re: Conversion of barn to dwelling

Shuttleton Castle Hill Hemyock

Update requested.

ENF/23/00214/BRE – 30 August 2023

Re: Home office used as living accommodation
Ploversfield Culmstock Road Hemyock

Update requested.

It was noted that Enforcement was not a statutory obligation for District Council but Mid Devon District Council did have an Enforcement Officer. The workload was large and focus was on breaches of planning that would make a significant difference to the landscape and residents live.

MDDC believed that the planning system should be robust and residents should be adhering to the rules and submitting applications in accordance with the planning framework.

10. General Power of Competence

The Parish Council noted that the General Power of Competence is not applicable to the council in 2024/25 as new Clerk is undertaking CILCA training required.

11. To appoint councillors to existing standing committees, review Terms of Reference and reporting arrangements, determine number and time of ordinary meetings and elect Chairman and to consider any new committees or working groups

The Parish Council noted the make up of the committees as follows and voted as follows:

Finance (meets quarterly):

Councillor Lawrence (Chair)
Councillor Moon
Councillor Summers
Councillor Talbot

PROPOSAL: Councillor A Doble joins the Finance Committee

PROPOSER: Councillor Clist

SECONDER: Councillor P Doble

The Parish Council RESOLVED that the above change be made to the Finance Committee.

PROPOSAL: Councillor Lawrence is the chair.

PROPOSER: Councillor Moon

SECONDER: Councillor Matthews

The Parish Council RESOLVED that Councillor Lawrence be the chair.

Commons Management Committee (yearly):

Councillor Moon (Chair)
Councillor P Doble
Councillor Povah

PROPOSAL: Councillor P Doble steps down from the Commons Management Committee and Councillors A Doble and Ward join the committee.

PROPOSER: Councillor Clist

SECONDER: Councillor Summers

The Parish Council RESOLVED that the above changes be made to the Commons Management Committee.

PROPOSAL: Councillor Moon is the chair.

PROPOSER: Councillor Clist

SECONDER: Councillor P Doble

The Parish Council RESOLVED that Councillor Moon be the chair.

Policy Committee (ad hoc):

Councillor Lawrence
Councillor Povah

PROPOSAL: Councillor Matthews join the Policy Committee.

PROPOSER: Councillor Clist

SECONDER: Councillor Moon

The Parish Council RESOLVED that the above changes be made to the Policy Committee.

Community Land Committee (ad hoc):

Councillor Matthews (Chair)
Councillor Clist
Councillor Moon
Councillor Ward

PROPOSAL: Councillor Matthews remains as Chair of the Community Land Committee and that Mr Barton also be listed as a member.

PROPOSER: Councillor Clist

SECONDER: Councillor P Doble

The Parish Council RESOLVED that the above changes be made to the Community Land Committee.

Emergency Plan Working Group

Mr Barton

The Parish Council noted that there was a meeting scheduled for 12 June 2024 at Magelake Pavilion, Uffculme from 7-9pm with representation from Devon Communities Together and MDDC for parishes in the area.

Councillor Clist was not able to commit any time to an Emergency Plan but believed that it was a project the Parish Council should undertake.

It was suggested that the Working Group be expanded to include Councillors P Doble and Talbot and to see the assistance of Connecting the Culm.

Action: Clerk

PSPO Working Group (decision taken in April 2024)

The Working Group with Councillor Talbot plus members of the public had yet to be set up.

Action: Councillor Talbot

All Committees and Working Groups report to the Parish Council.

The Policy Committee would write Terms of Reference for the above committees and working groups.

Action: Policy Committee

12. To appoint councillors as representatives

The Parish Council reviewed the appointment of councillors as representatives as follows:

Cemetery: Councillors Clist and A Doble

Footpaths: Councillor Povah

Road Warden/Highways/Snow Warden: Councillors Clist and A Doble

Social Media: Councillor Talbot

Asset Management: Councillor Lawrence

Longmead: Councillors P Doble and Ward

Toilets: Councillor Povah

Car Park: Councillor Povah

The Garages: Councillor Matthews

The Store: Councillor Lawrence

Floodbridge: Councillor Povah

BHLAC: Councillor Lawrence

Cemetery: Councillors Clist and A Doble

War Memorial: Councillor Povah

The Pump: Councillor Povah

The Commons (Lickham/Shuttleton/Turbary): Councillor Moon

PROPOSAL: The appointments above be agreed by the Parish Council.

PROPOSER: Councillor Summer

SECONDER: Councillor Clist

The Parish Council RESOLVED that the above appointments be agreed.

13. To review representation with external bodies and arrangements for reporting back

The Parish Council reviewed the appointment of councillors as representatives as follows:

Blackdown Hills Parish Network (BHPN): Councillor Matthews (when unable to attend a meeting, Councillor Matthews would be responsible for finding a replacement).

Longmead: Councillors P Doble and Ward

Parish Hall: Councillor Clist (when unable to attend a meeting, Councillor Clist would be responsible for finding a replacement).

The Garages: Councillor Matthews

Peter Holway/Second Poor Charity: Councillors Clist, Lawrence, Moon and Matthews

BHLAC: Councillor P Doble

Mary Waldron: Councillor Clist

Primary School: The need for a representative for the Primary School would be investigated.

Action: Councillor Matthews

PROPOSAL: The appointments above be agreed by the Parish Council.

PROPOSER: Councillor Moon

SECONDER: Councillor P Doble

The Parish Council RESOLVED that the above appointments be agreed.

14. To review and adopt:

- Code of conduct
- Standing orders
- Financial regulations
- Risk Assessment

PROPOSAL: The Parish Council adopt its current core documents.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Clist

The Parish Council RESOLVED to adopt its current core documents.

15. Asset Management Reports

A date for the working group to meet and review all assets was pending.

15.1 Longmead

The Clerk reported as follows:

- a. the review of the constitution, provision of the committee structure and terms of reference is ongoing
- b. the floodgate is in situ and paid for
- c. PSPO order and local press has been dealt with
- d. the gate on the play park is outstanding (send Play Park report to IP)
- e. Funding for the re-surfacing of the MUGA – to be reviewed by the working group consisting of all asset managers

Councillor P Doble reported as follows:

- a. Longmead were considering a robot grass cutter and a demonstration was being arranged
- b. Longmead were considering selling the white line marker and reverting to an old-fashioned push line marker

Councillor Lawrence noted that all asset committees should refer financial purchases to the Parish Council.

15.2 War memorial

The Clerk reported as follows:

Planning permission has been received.

Councillor Povah reported that he was taken the required works out to tender.

15.3 Cemetery

Councillor Clist advised that the spoil heap had been moved by the normal contractor as only one quote had been received.

Councillor Clist would present quotes for the fencing to the next meeting. The quotes would include a variety of types of fencing.

15.4 Blackdown Healthy Living and Activities Centre

The Clerk reported as follows:

- a. The lease between the BHLAC and DCC had been signed and sent to the solicitor.
- b. The King's portrait had been received and delivered to the BHLAC

Councillor Lawrence had not further matters to report.

15.5 The Parish Store

Councillor Lawrence reported as follows:

- a. The Parish Store was now more organised but there was still unwanted equipment to be removed.
- b. A further discussion would take place on whether battery operated lights be used or mains electricity installed.

15.6 The Commons

The meeting would be arranged at the Turbary.

Action: Clerk

15.7 Public Conveniences

The Clerk advised that the update from the police was still awaited.

Action: Clerk to contact police and the insurance company

15.8 Car Park

The Clerk advised that there was no update yet on clarification regarding the ownership of the walls.

15.9 Village Maintenance

The Clerk advised that maintenance continued around the village. Work on the footbridge was weather dependent.

16. Project Reports

16.1 Community Land (Cavanna)

Councillor Matthews reported that she had a meeting on Friday to discuss the drainage survey on the fields.

A meeting had taken place with the National Landscape regarding potential grants for the community land and funding may be available for hedge laying etc. An application would be prepared.

16.2 Station Road Pavement

Councillor Povah reported that negotiations had not progressed any further since the last meeting.

The period of time of 2 years from planning permission had been conveyed to the solicitor for onward transition to one resident who were also pressing the solicitors of the second resident for agreement.

The Parish Council noted its frustration at the time being taken to reach an agreement to provide a much-needed pavement.

The possibility of blocking the existing entrance to the Parish Council land was discussed and a decision would be made at the next meeting.

16.3 Connecting the Culm/DRIP

a. The contract for the works on the Commons had been received.

PROPOSAL: The Parish Council sign and return the documentation

PROPOSER: Councillor Lawrence

SECONDER: Councillor Moon

The Parish Council RESOLVED to sign and return the documentation.

b. Five to ten volunteers are needed for the advance warning system - 5 names still required
A call for names would be made at the Annual Parish Meeting.

c. The decision on cameras has been sent to Connecting the Culm and further information was awaited,

17. Community Matters

17.1 Garages Youth Project

Councillor Matthews reported that the electrical work was in hand and a safety report was being obtained for all appliances etc in the building.

The Youth Club was undertaking its own risk assessments.

There were a number of maintenance issues including the doors closing too quickly and the floor was in need of replacing.

The lease had eleven (11) years to go and the maintenance appeared to be a tripartite agreement which would cover the works needed to the floor.

Terms of Reference were required for the Garage Management Committee.

17.2 Hemyock Community Larder

P Doble reported that the Food Larder was going from strength to strength and that 2.2 tons of food had been moved in 2 months.

17.3 Hemyock Event

The Hemyock event was progressing well.

17.4 Footpaths (P3)

Councillor Povah reported that he was awaiting details of any grant that may be given by Devon County Council. There were funds in the bank to carry out a number of scheduled works.

18. Highways

The Clerk reported as follows:

a. Road Warden

Councillor A Doble was in the process of completing the online training.

b. Red diesel

The information received from the HMRC appeared to allow the Parish Council to call on farmers to carry out hedge and verge cutting for safety purposes.

19. Police matters

19.1 Crime

The Parish Council noted that incidents of ASB were continuing in the village.

Action: Clerk to contact police

Councillor Clist would enquire as to potential MDDC grants to combat ASB.

Action: Councillor Clist to make enquiries.

19.2 Councillor Advocate Scheme

Councillor Clist advised he was receiving all he reports and would bring anything specific to issues within Hemyock to the Parish Council.

19.3 Vision Zero

The Clerk would continue to monitor possible grant funding for road safety initiatives.

Action: Clerk

20. MDDC Report

Councillor Clist advised that he was part of the Planning Policy Advisory Group who were working on the Local Plan and site allocations.

With regard to Devon County Council, Councillor Clist reported that the Leader was stepping down to become Chairman of the Council for a period of one year.

The Devo deal would see £8 million to go to DCC and Torbay. A further £8 million would be shared amongst the 8 districts. Plymouth had not joined the scheme.

MDDC hoped to work with Community Land Trusts to provide affordable housing for care leavers and a homelessness grant of £370,000 had been received for 14 projects to provide accommodation. The use of brownfield sites was preferred.

21. DCC report

The Parish Council noted that a report had not been received from Councillor Radford.

22. Public Relations

Councillor Talbot provided the following report:

Since taking over the Social Media responsibility we have seen an increase of followers by 484 from 254. Our posts are regularly shared and often reach over 1000 people.

Our main demographic reach is 35-44 followed by 45-54 age groups. The 35-44 age group has grown by 30% and 45-54 age group has grown by 31% in the last 6 months which means that residents are now using Facebook to engage with the Council and are regularly using it to find out up to date information. Residents often use the messaging service to ask questions or to bring something to our attention. It really is encouraging to see the use of Social Media in this way and how it's growing in popularity within the Village.

As well as Facebook, the Website is also updated with the same information (thanks to Sue) to ensure that whatever method residents wish to use they can always find what they need and that the messages we put out are consistent.

The Pump magazine is another useful tool we have to give residents who do not use Social Media an insight to what is happening. Although it's not a live system it does allow us to give fuller details about a subject rather than a shorter post which can be helpful.

23. Clerk Update/Correspondence

The Clerk advised that all information has been forwarded to Parish Councillors and, where appropriate, included under the agenda item.

24. Matters raised by Councillors/meetings attended

Councillor Ward asked if the name of the property could be added to the planning application on the agenda pages as well as in the report.

Action: Clerk

Councillor Matthews advised that there was no obligation for the Parish Council to have a representative for the Primary School.

Councillor Clist felt it would be beneficial for Parish Councillors to be open to reviewing their knowledge and undertaking training as required.

Action: Clerk to prepare a training policy for approval

Councillor Matthews asked whether new Parish Councillors could be allocated a mentor.

Councillor Moon asked if it would be possible for councillors to have each other's mobile numbers. It was noted that the WhatsApp group contained all the numbers.

Councillor Povah was concerned at the location of the Purple Peril and Councillor P Doble advised that the unit was not fixed to the ground and could be moved. Its current location was visible from the pavilion.

Councillor Lawrence reiterated the need for Terms of Reference, reports on all assets and the setting up of maintenance plans and budget allocations.

Councillor P Doble reminded all Parish Councillors that the Annual Parish Meeting would take place on Wednesday, 15 May 2024 with a start time of 6.30pm for the event and 7.30pm for the actual meeting.

25.Items for the next agenda

As detailed in these minutes.

19. Dates of the next meetings:

Annual Parish Meeting - Wednesday, 15 May 2024

The Parish Council would continue to meet on 1st Wednesday of the month at 7.30pm at the BHLAC except for January and August where additional meetings could be called if required.

5 June 2024

3 July 2024

(7 August 2024)

4 September 2024

2 October 2024

6 November 2024

4 December 2024

(8 January 2025)

5 February 2025

5 March 2025

2 April 2025

7 May 2025 – Annual Meeting of the Parish Council

14 May 2025 – Annual Parish Meeting

Signed _____ Date _____
Chairman