



# Hemyock Parish Council

19 June 2024

To: All Members of Hemyock Parish Council

Dear Councillor

You are duly summoned to attend a meeting of the **Hemyock Parish Council** to be held at The Healthy Living & Activities Centre, Riverside, Hemyock on **Wednesday, 26 June 2024 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely  
Susan McGeever  
**Parish Clerk**

## AGENDA

ITEM		REPORT PAGE
1	<b>Apologies for absence</b>	N/A
2	<b>Declarations of Interest/Dispensations</b> <b>To receive</b> any declarations of interest relating to business to be conducted at this meeting and <b>To consider</b> any dispensation requests and confirm any relevant dispensations.	N/A
3	<b>Public Participation</b> (limited to 10 minutes, 2 minutes per question)	N/A
4	<b>To approve the minutes of the meeting on 5 June 2024</b>	4-15
<b>Annual Governance and Accountability Return (AGAR) 2023/24</b>		
<ul style="list-style-type: none"> <li>- The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.</li> <li>- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references</li> <li>- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.</li> <li>- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval</li> </ul>		
5	<b>Internal Auditor's Report</b> <b>To receive and note</b> the annual internal auditor's report and identify any actions required.	N/A
6	<b>Annual Governance Statement</b> <b>To approve</b> Section 1, Annual Governance Statement.	N/A
7	<b>Accounting Statements</b> <b>To approve</b> Section 2, Accounting Statements	N/A
8	<b>Date for the public rights period</b>	N/A
9	<b>Date of the Council Meeting</b>	N/A

This agenda displayed on the noticeboards provides the topics that will be under discussion at the next Parish Council meeting.

The full agenda published on the Parish Council website includes all the reports listed on this agenda ([www. hemyock.org/parishcouncil/meetings/](http://www.hemyock.org/parishcouncil/meetings/)) or a copy can be obtained from the Clerk ([hemyockpc@gmail.com](mailto:hemyockpc@gmail.com)).

ITEM		PAGE
4	<b>To approve the minutes of the meeting on 5 June 2024</b>	3-

**Hemyock Parish Council**  
**Full Meeting**  
**held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 5 June 2024**

**Present**

Councillors P Doble (Chair), Parish & District Councillor Clist (arrived during the Public Forum), Councillors Lawrence, Moon, Summers and Talbot together with Mrs S McGeever (Clerk) and members of the public.

Councillor Doble opened the meeting at 7.30pm.

**1. Apologies**

Apologies had been received from Councillors A Doble, Matthews, Povah and Ward together with Councillor Radford DCC.

**2. Declarations of Interest/Dispensations**

- Agenda Item 7 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 8 Longmead – Councillors P Doble and Ward may have a personal interest as both are members of Longmead Management Committee

**3. Public Participation**

Members of the public raised the following points which would be addressed under the appropriate agenda item or dealt with in any other business:

- Blackdown Support Group advised that they were purchasing a property in Hemyock as offices for the Charity. The Charity, run by volunteer Trustees, had been in existence for 30 years and had 90 volunteers providing a variety of services which included transportation (400 users) and services such as picking up prescriptions, shopping, bereavement etc (300 users). The purchase would be funded through legacies and it was thought there would be some rental income from unused office space. Planning permission would be required for change of use and funding would be sought from the lottery, businesses and Government funding. The population in the Blackdown's showed an increasing number of over 65s with the aspiration to live at home and experience healthy aging which aligned with the Charity's aims. The Charity would keep the Parish Council appraised of developments.
- orange spray on the highways and pavements that had been put forward for repair
- closing the road for work on a telephone pole – could Highways indicate where the road was closed? As cars had continued to use the road only to find they had to turn round.
- plans for the field by Cavanna

Councillor Lawrence had sent a report on the meeting with Southwest Water to discuss works at the Sewage Treatment Plant to reduce the number of phosphates being released into the watercourse. The works were scheduled to start on 17 June 2024 and required a part of Longmead being used as a depot for approximately six months. Parish Councillors and members of the public raised the following points:

- had a wildlife survey been undertaken
- need to avoid deliveries during school drop off and pick up times
- signage on Longmead Road bearing in mind much of the work would take place during the summer holidays
- would there be any impact on the Longmead path or the BMX track (no)
- could the stones used to create the hard standing at the depot be left for council use
- plans to re-instate the area

It was noted that in some instances the speed limit could be reduced to 5 mph for works traffic and this might be appropriate along Longmead road

The Clerk would raise these matters with Southwest Water.

**Action:** Clerk

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Councillor Lawrence would attend the Longmead meeting on 12 June to relay the information to the committee.

#### **4. To approve the minutes of the meeting on 1 May 2024**

**PROPOSAL:** The council minutes of 1 May 2024 are approved as a true record of the meeting.

**PROPOSER:** Councillor Lawrence

**SECONDER:** Councillor Moon

Prior to the meeting, Councillor Matthews had requested amended wording for her report on the garages and this had been incorporated into the minutes signed by the Chairman.

With this amendment, 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.

#### **5. Chairman's Announcements**

The Chairman thanked everyone who had helped with the Annual Parish Meeting and those who helped with the maintenance of the village.

#### **6. Finance**

**6.1 To agree** income and expenditure and bank reconciliations:

##### **EXPENDITURE – Invoices received 2024/25**

<b>No</b>	<b>Amount</b>	<b>Payee</b>	<b>Reason</b>
1.	135.00	E Ingledew	Cleaning public conveniences
2.	756.25	I Pike	Village (£300), cemetery (£381.25) and grass (£75.00) maintenance
3.	700.84	S McGeever	Clerk's wages (Payroll 31/5/24)
4.	6.00	GiffGaff	PC phone paid by S McGeever – to be reimbursed
5.	27.00	S McGeever	Travel expenses – May
6.	TBA	S McGeever	Print cartridges/paper etc
7.	79.99	S McGeever	Microsoft 365
8.	175.20	HMRC	PAYE
9.	234.30	Metcalfe Allen	CCTV system
10.	122.00	R Taylor	Strimming bike jump/footbridge
11.	100.00	Hemyock Parish Hall	Annual Parish Meeting
12.	60.00	P Doble	Reimbursement (APM Awards)
13.	165.00	Donna Lucking	Catering – Annual Parish Meeting
14.	100.00	BHLAC	Community Shed - donation
15.	78.90	Coomber Security	Fire alarm system (Longmead)
16.	92.80	Source for Business	Water – Public Conveniences
17.	25.25	Source for Business	Water - Cemetery
18.	900.00	Jamie Stevens	Removal of spoil tip - Cemetery
19.	16.00	BHLAC	Meeting room
20.	187.12	P Lawrence	Reimbursement (APM plus Awards)
21.	64.00	MDDC	Hemyock car park rates (DD mandate requested)
22.	365.00	BHPN	Subscription

**PROPOSAL:** The expenditure listed above should be paid.

**PROPOSER:** Councillor Summers

**SECONDER:** Councillor Talbot

It was RESOLVED to make the payments.

**Action:** Clerk to set up online payments.

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It was noted that the following payment had been made by Direct Debit:

EDF Energy DD for Public Conveniences £25.01

## Bank Reconciliations

The Parish Council noted the bank reconciliations given below:

Bank account	Closing balance 30/04/2024	Monies in	Monies out	Closing balance 30/05/2024
Unity Trust Bank current 298	10569.81		5246.38 25.01	5,298.42
Unity Trust Bank deposit	121883.43	20.00*		121903.43
Unity Trust Bank GF	737.78			737.38
Unity Trust Bank P3	1277.66			1277.66

Details of the other bank accounts will be given at the meeting and recorded in the minutes.

### Income

Pizza Van                                   £ 20.00\*

### Monies to be paid in

Wayleave payment                       £ 54.14 (contact and address changed)

Gun Club                                   £150.00

### 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	£5100.58	31/03/2024
Nationwide	£82544.26	31/03/2024
Skipton	£91331.54	02/05/2024
The Cambridge	£81250.19	31/12/23

### Nationwide Interest included in the figures given

90206570	£96.66
90206589	£2411.66

### Skipton interest

992302975	£3303.09
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**6.2 To receive** an update from the Finance Committee Chairman on the inputting of data into Scribe, budgets etc  
Councillor Lawrence thanked Councillor Summers and the Clerk on the work they had done to prepare the year end accounts on Scribe. A spreadsheet on the accounts and budgets had been circulated to Parish Councillors. Some cost centres were over budget and monies would need to be vired across (see Attachment A). These included an additional amount in clerk's remuneration to cover to employees whilst one employee was on sick leave and works to Longmead (as a result of flooding) and the BHLAC (repairing the wall as a result of tree damage) during the winter.

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**PROPOSAL:** That sums be vired in accordance with the amounts given in Attachment A

**PROPOSER:** Councillor Lawrence

**SECONDER:** Councillor Moon

It was RESOLVED to vire the sums as outlined.

**Action:** Councillor/Summers/Clerk

Going forward, Scribe would allow for the production of monthly budget monitoring reports and bank reconciliation reports for signature.

### **6.3 Internal Audit**

The Internal Auditor had been given access to Scribe to review the accounts and the end of year documentation. The Internal Auditor's report would be considered at a Special Meeting on 19 June 2024.

### **6.4 External Audit**

The documentation for the Annual Governance and Accountability Return (AGAR) would be prepared and presented to the Special Meeting on 19 June 2024.

### **6.5 To receive an update on the application for bank cards**

The documentation to start the process of applying for bank cards was signed at the meeting.

### **6.6 To receive a thank you from the Pump for the grant of £600.**

The Parish Council noted the thank you from the Pump.

### **6.7 Membership of SLCC for the Parish Clerk**

The Clerk's membership of SLCC was due on 1 July 2024 at a cost of £183. This amount could be shared between Parish Councils and the Clerk would investigate this possibility and report back.

## **7. Planning**

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

### **7.1 To consider the following applications:-**

#### **22/01635/FULL**

Proposal: Erection of dwelling and attached garage with associated external landscaping

Location: Bailey Lodge Culmstock Road Hemyock Cullompton

Grid Ref: 313522 : 113383

Parish: Hemyock 26

The Parish Council noted the short turnaround time on this application (Received 3 May 2024, deadline for comments: 9 May 2024) and that the application had subsequently been approved.

#### **24/00082/HOUSE**

Proposal: Erection of replacement garage

Location: Canters Culm Davy Hemyock Cullompton

Grid Ref: 312332 : 115059

Parish: Hemyock 26

The Parish Council noted that whilst Canters itself was not a listed building, it was sited amongst a number of listed buildings.

The reduced size of the garage was noted.

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**PROPOSAL:** The Parish Council is content with this application with the condition that it remains a part of Canters, is used for the purpose stated in the application and that any change to the proposed use or building would require full planning permission.

**PROPOSER:** Councillor Lawrence

**SECONDER:** Councillor Moon

The Parish Council RESOLVED that it was content with this application with the condition as detailed.

#### **24/00735/HOUSE**

Proposal: Erection of front porch and alterations to connect 74 and 76 Prowses

Location: 74 and 76 Prowses Hemyock Cullompton

Site Vicinity Grid Ref: 313878 / 113261

Parish: Hemyock 26

The Parish Council noted that there were no material planning considerations that would preclude it from being approved by MDDC. That said concern was expressed at the possible loss of two affordable properties if it were turned into one residence.

**PROPOSAL:** The Parish Council is content with this application in the context that it is connecting two properties.

**PROPOSER:** Councillor Moon

**SECONDER:** Councillor Kelly

The Parish Council RESOLVED that it was content with this application with the condition as detailed. One abstention.

#### **24/00419/FULL**

Proposal: Erection of roof to provide covered yard and part replacement of an existing agricultural building

Location: Land and Buildings at NGR 312696 113604 Westhayes Farm Hemyock

Site Vicinity Grid Ref: 312699 / 113610

Parish: Hemyock 26

**PROPOSAL:** The Parish Council is content with this application given that it was part of a Government funded initiative.

**PROPOSER:** Councillor Moon

**SECONDER:** Councillor Summers

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

#### **24/00783/FULL**

Proposal: Conversion and extension of barn to dwelling

Location: Land and Buildings at NGR 311821 115118 (Cracklehayes Barn) Hemyock Devon

Site Vicinity Grid Ref: 311843 / 115067

Parish: Hemyock 26

The Parish Council noted that the conversion did not fall within the footprint of the existing building and included a new structure.

**PROPOSAL:** The Parish Council is content with this application but would prefer to see the conversion remain within the original footprint of the building.

**PROPOSER:** Councillor Talbot

**SECONDER:** Councillor Lawrence

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

Following the conclusion of the discussion on planning, Councillor Clist commented that the new NPPF guidelines allowed for Class Q conversion to breach the footprint of the original building.

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Existing applications:

#### **23/00511/FULL**

Eastlands

The Parish Council noted the decision was made to approve the application at committee but it is currently in the process of having a legal agreement signed. Residents have made representations to Devon County Council and Mid Devon District Council.

#### **CLU applications**

The Parish Council noted MDDC's comments on CLU applications as given in the agenda.

**7.2 To receive** the following decision notices/appeal decisions:-

The Parish Council noted the following decisions:

#### **24/00418/FULL – APPROVED 26 April 2024**

Proposal: Erection of roof to provide covered yard

Location: Land and Buildings at NGR 312718 113538 Westhayes Farm Hemyock Devon

#### **No: 24/00438/TPO – REFUSED 3 May 2024**

Proposal: Application to fell 2 Oak trees protected by Tree Preservation Order 16/00004/TPO

Location: 8 Lower Greenfield Hemyock Cullompton Devon

Site Vicinity Grid Ref: 313208/113220

#### **24/00446/FULL – APPROVED 9 May 2024**

Proposal: Concreting of existing yard area

Location: Land at NGR 314465 116106 Great Simonsburrow Farm Hemyock Devon

Site Vicinity Grid Ref: 314449/116110

### **22/01635/FULL – APPROVED 24 May 2024**

Proposal: Erection of dwelling and attached garage with associated external landscaping

Location: Bailey Lodge Culmstock Road Hemyock Cullompton

Site Vicinity Grid Ref: 313522/113383

### **24/00497/FULL - APPROVED 24 May 2024**

Proposal: Erection of cover over existing livestock yard

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

Site Vicinity Grid Ref: 314448/116001

**7.3 To receive** information regarding enforcement issues:

#### **ENF/23/00164/COU – 13 July 2023**

Re: Conversion of barn to dwelling

Shuttleton Castle Hill Hemyock

#### **ENF/23/00214/BRE – 30 August 2023**

Re: Home office used as living accommodation

Ploversfield Culmstock Road Hemyock

The Parish Council noted that no update had been received from MDDC.

### **8. Asset Management Reports**

The setting up of a working group to assess all assets would be discussed at the meeting on 19 June 2024.

#### **8.1 Longmead**

The Clerk reported that the review of the constitution, provision of the committee structure and terms of reference was ongoing.

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Councillor P Doble reported that the robot mower was being trialled at Longmead and the results would be assessed at the next Longmead Committee meeting. A proposal would be brought to the Parish Council.

#### **8.2 War memorial**

Councillor Povah had sent the following report:

The documents to send out to the tenderers have been prepared. These will go to BK Construction, Pring & Son and AN Other.

Councillor Lawrence would send the name of a third contractor to Councillor Povah.

#### **8.3 Cemetery**

Councillor Clist reported that the spoil tip had been removed.

Contractors had been contacted to quote on the new fencing for the cemetery extension and a third quote was awaited.

Contractors had been contacted to quote on moving the bier house and extending the pathway to the new section of the cemetery and quotes were awaited.

Contractors had been contacted to quote for taking down the conifers and grinding the stumps where the spoil tip had been. The spoil tip would be re-sited.

The Clerk raised the query from a resident at Cavanna regarding the cutting of the hedge. The covenants relating to the century indicated that the hedge did not belong to the Parish Council albeit that it kept the cemetery side of the hedge cut.

The top and other side of the hedge were the responsibility of the hedge owner albeit that in some cases the top of the hedge was cut half way across from either side.

**Action:** Councillor Clist

#### **8.4 Blackdown Healthy Living and Activities Centre**

Councillor Lawrence advised that she had nothing to report.



### **8.5 The Parish Store**

Councillor Lawrence advised that she had nothing to report.

### **8.6 The Commons**

Councillor Moon advised that he had nothing to report.

### **8.7 Public Conveniences**

The Clerk advised that the outcome of the investigation into the fire at the toilets was still awaited.

**Action:** Clerk to contact police, fire brigade and insurance.

### **8.8 Car Park**

The Clerk advised that she was still awaiting a response regarding the ownership of the boundary walls

### **8.9 Village Maintenance**

Councillor Lawrence noted that the reseeded area at Longmead needed to have the docks and nettles removed.

Councillor Lawrence advised that the Parish Council had received bills for a water supply that appeared to relate to Old School Court. Forms had been completed to verify the water supply and confirm whether or not the Parish Council was responsible for the supply. A reply was expected by 25 June 2024.

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## **9. Project Reports**

### **9.1 Community Land (Cavanna)**

In the absence of Councillor Matthews, the Clerk reported that work was ongoing regarding the drainage survey and it was hoped an answer would be available on 19 June 2024.

### **9.2 Station Road Pavement**

Councillor Povah had advised via email that no further progress had been made.

### **9.3 Connecting the Culm/DRIP**

The Clerk advised that

- a. The emails of five volunteers have been forwarded to Connecting the Culm
- b. The web cameras would be installed over the summer.

## **10. Community Matters**

### **10.1 Garages Youth Project**

Councillor P Doble had spoken to Karen Pinder and a meeting was being held to discuss the current lease and the possibility of it being extended/re-negotiated. Essential maintenance would continue but the new floor would be dependent on the lease.

### **10.2 Hemyock Community Larder**

Councillor P Doble reported that the new summer hours for the Food Larder were working well.

### **10.3 Hemyock Event**

The Hemyock event was progressing well and there had been several offers of help. Parking was being investigated. Notices were being placed on Facebook to promote the event.

### **10.4 Footpaths (P3)**

Councillor Povah had advised that he was in the process of authorising a payment for works carried out by the Footpaths contractor.

## **11. Highways**

The Clerk reported that she had attended a DALC event with Highways and that she hoped that more information would be provided on self-funded 20mph areas. Further events were planned over the summer as Highways sought to engage with Parish and Town Councils.

### **a. Road Warden**

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

### **b. 20mph applications/speed limits**

See comment above. The information was required to address the need for a reduction of speed on Cornhill.

## **12. Police matters**

### **12.1 Crime**

There had been no further reports of ASB.

### **12.2 Councillor Advocate Scheme**

Councillor Clist advised he was not receiving the emails.

**Action:** Clerk to forward

### **12.3 Vision Zero**

The website is being monitored for funding opportunities.

The Clerk advised that there was some concern over insurance for members of the Speedwatch Team aged over 75. A further update would be given at the next meeting.

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## **13. MDDC Report**

Councillor Clist gave a short report advising that MDDC had passed an assessment by the Housing Ombudsman and the provision of affordable housing for your people was essential.

Work was ongoing on the draft corporate plan and a policy development group had been set up.

MDDC were lobbying DCC to make sure that the pothole monies were used for that purpose.

The Planning Policy Advisory Group who were working on the Local Plan and site allocations and he hoped the wording 'there will be no large scale development in the National Landscape area except in extreme circumstances' would be added.

## **14. DCC report**

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

The Parish Council asked the Clerk to ask for clearer signage when roads were closed.

**Action:** Clerk

## **15. Public Relations**

Councillor Talbot advised she had nothing to report.

## **16. Clerk Update/Correspondence**

The Clerk reported as follows:

### a. Emergency Plan

The Emergency Plan event was scheduled for Wednesday, 12 June 2024 – Councillor P Doble would be in attendance.

### b. Parking at the surgery

Concerns had been raised over the ability to park at the surgery and information had been circulated to Councillors.

Parking in Hemyock was a problem and it not only affected the surgery but also impaired the passage of buses. It was noted that new developments were only required to provide parking for 1.7 cars because it was considered adequate for cars to park in the road.

It was noted that there was parking at Longmead and there was a long-term project to have more car parking available.

Further discussion was required but the possibility of a drop-off point was muted.

### c. Neighbourhood Plan

A Neighbourhood Plan would assist the Parish Council in planning matters but was a considerable undertaking and would require expert advice.

Further discussion was required.

### d. D-Day Event

Councillor Lawrence would represent the Parish Council at the D-Day Event.

**17. Matters raised by Councillors/meetings attended**

No items were raised.

**18. Items for the next agenda**

As detailed in these minutes.

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**19. Dates of the next meetings:**

A special meeting would be held on 19 June to approve the accounts and the AGAR documentation.

A meeting with the Skatepark group would be held prior to the next Parish Council meeting.

Meeting dates for July:

3 July 2024 (Parish Council)

11 July 2024 (Finance)

TBA Commons Meeting

The Chairman closed the meeting at 9pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman

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