



# Hemyock Parish Council

27 June 2024

To: All Members of Hemyock Parish Council

Dear Councillor

You are duly summoned to attend a meeting of **Hemyock Parish Council** to be held at The Healthy Living & Activities Centre, Riverside, Hemyock on **Wednesday, 3 July 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>	3
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 26 June 2024</b>	4-5
5	<b>Chairman's Announcements</b> - Action Plan Meeting	N/A
6	<b>Finance</b>	6-7
7	<b>Planning</b> <b>24/00832/LBC</b> Proposal: Removal of Conditions 10 (rooflights), 11 (blocking existing openings), 13 (first floor of barn) and 18 (photovoltaic panels) of Listed Building Consent 23/01957/LBC 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  <b>24/00854/HOUSE</b> Proposal: Erection of garden room extension on site of former stable Location: Higher Brownings Hemyock Cullompton  <b>24/00855/LBC</b> Proposal: Listed Building Consent for the erection of garden room extension on site of former stable Location: Higher Brownings Hemyock Cullompton Site Vicinity Grid Ref: 312589 / 113104	8-9
8	<b>Asset Management Reports</b> Longmead War memorial Cemetery Blackdown Healthy Living and Activities Centre The Parish Store	10

	The Commons Public Conveniences Car Park Village Maintenance	
<b>9</b>	<b>Project Reports</b> Community Land (Cavanna) Station Road Pavement Connecting the Culm/DRIP	11
<b>10</b>	<b>Community Matters</b> Garages Youth Project Hemyock Community Larder Hemyock Event Footpaths (P3)	12
<b>11</b>	<b>Highways</b> Road Warden Scheme DCC 20mph applications	13
<b>12</b>	<b>Police Matters</b> Crime Councillor Advocate Scheme Vision Zero Community Speedwatch	14
<b>13</b>	<b>MDDC Report</b> Report from Councillor Clist	15
<b>14</b>	<b>DCC Report</b> Report from Councillor Radford	16
<b>15</b>	<b>Public Relations</b>	17
<b>16</b>	<b>Clerk update/correspondence</b>	18
<b>17</b>	<b>Matters raised by Councillors/meetings attended (not for decision)</b>	N/A
<b>18</b>	<b>Items for the next agenda</b>	N/A
<b>19</b>	<b>Date of the next meeting</b>	19

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
2	<b>Declarations of Interest/Dispensations</b>	3

**To receive** any declarations of interest relating to business to be conducted at this meeting and  
**To consider** any dispensation requests and confirm any relevant dispensations.

- Agenda Item 7 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.
- Agenda item 8 Asset Management Reports - Mr Doble and Mr Ward may have a personal interest as both are members of Longmead Management Committee

ITEM		PAGE
4	<b>To approve the minutes of the meeting on 26 June 2024</b>	4-5

**Hemyock Parish Council**  
**Meeting of the Full Council**  
**held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 26 June 2024**

**Present**

Councillors P Doble (Chair) (arrived at Item 4), Councillors Lawrence, Povah, Summers and Talbot together with Mrs S McGeever (Clerk).

Councillor Talbot opened the meeting at 7.30pm.

**26062024/1. Apologies**

Apologies had been received from Councillors Clist, A Doble, Matthews, Moon and Ward.

**26062024/2. Declarations of Interest/Dispensations**

There were no declarations of interest given or dispensations requested at the meeting.

**26062024/3. Public Participation**

There were no members of the public present.

**26062046/4. To approve the minutes of the meeting on 5 June 2024**

**PROPOSAL:** The council minutes of 5 June 2024 are approved as a true record of the meeting.

**PROPOSER:** Councillor Lawrence

**SECONDER:** Councillor Summers

The Parish Council RESOLVED that the minutes were a true record of the meeting, and they were duly initialled and signed by the Chairman.

**Annual Governance and Accountability Return (AGAR) 2023/24**

**26062024/5. Internal Auditor's Report**

The Clerk presented the Internal Auditor's Report to the Parish Council.

There were no items of a material nature that needed to be reported to the Parish Council and the Internal Auditor had welcomed the transition to Scribe.

The 2024/25 data inputted into Scribe would include invoices for all payments and any invoices generated by the Parish Council allocated to receipts as well as all bank statements. This would greatly facilitate the internal audit in 2025.

The transition to Scribe would also provide for improved financial and budgeting reporting to the Parish Council.

The Parish Council noted that there were some amendments to the 2023/24 inputting of data but that this had not affected the year end accounts for the purposes of the AGAR reporting but would improve the accuracy of the year-end budget report.

**26062024/6. Annual Governance Statement 2023/24**

The Parish Council noted that 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.

The Clerk presented the Annual Governance Statement to the Parish Council.

The Annual Governance Statement was duly signed by the Chairman and the Clerk/RFO and it was recorded on the form that it was signed on 26 June 2024 under minute Item 26062024/6.

**26062024/7. Accounting Statements 2023/24**

The Clerk presented the Accounting Statements as verified by the Internal Auditor and signed by the Clerk/RFO prior to the meeting.

The Parish Council RESOLVED to sign the Accounting Statements.

The Accounting Statements was duly signed by the Chairman, and it was recorded on the form that it was signed on 26 June 2024 under minute Item 26062024/7.

The documentation for the AGAR would be sent to the External Auditor before the deadline of 30 June 2024 by email to meet the Parish Council's statutory requirements.

**26062024/8. Dates for the period of public rights**

The dates of the period for the Exercise of Public Rights were recorded as being from Monday, 1 July 2024 to Friday, 9 August 2024 to meet the Parish Council's statutory requirements.

**26062024/9 Dates of the next meetings:**

Meeting dates for July:

3 July 2024 (Parish Council)

11 July 2024 (Finance)

TBA Commons Meeting

The Chairman closed the meeting at 8.15pm

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

ITEM		PAGE
6	<b>Finance</b>	6-7

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

The expenditure is given in the attachment to the agenda but at the time of publication not all figures have been received.

**INCOME**

Account ending 1311	Interest	£5.06
Account ending 1324	Pizza van	£20.00
	Interest	£813.16
Account ending 1308	Interest	£8.76

**EXPENDITURE – Invoices received 2024/25**

For payment in July (Transfer of £5000 from deposit to current made 28/06/24)

No	Amount	Payee	Reason
1.	120.00	E Ingledew	Cleaning public conveniences
2.	797.50	I Pike	Village (£472.50), cemetery (£325)
3.	TBA	S McGeever	Clerk’s wages (Payroll 30/6/24)
4.	6.00	GiffGaff	PC phone paid by S McGeever – to be reimbursed
5.	31.50	S McGeever	Travel expenses – June
6.	64.00	MDDC	Car park rates
7.	751.00	Page	PROW work
8.	200.00	South West Skate Ramps	Hemyock Primary School Summer Fete
9.	21.00	MDDC	S McGeever reimbursement event licence – Hemyock Day
10.	324.00	J Stevens	Topping Turbury and Donkey Commons
11.	565..20	S Aldworth	Audit/Payroll
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

EDF Energy DD for Public Conveniences

Any additional invoices received following the publication of the agenda will be brought to the meeting.

**Bank Reconciliations**

June statements were not available when agenda was produced – information will be brought to the meeting and included in the minutes.

<b>Bank account</b>	<b>Closing balance</b>	<b>Monies in</b>	<b>Monies out</b>	<b>Closing balance</b>
	<b>31/05/2024</b>			
Unity Trust Bank current 298	5298.42	5000.00	4432.21	5866.21
Unity Trust Bank deposit	121903.43	833.16	5000.00	117736.59
Unity Trust Bank GF	737.78	5.06		742.84
Unity Trust Bank P3	1277.66	8.76		1286.42

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

**6.2 To receive** an update from the Finance Committee Chairman

**6.3 To receive** an update on the application for bank cards

The application has been submitted.

**6.4. To receive** an update on the change of key contact for Unity Trust Bank and changes for other bank accounts

Unity – complete (signatory information)

United Trust Bank – documentation to sign

Nationwide – PL has documentation to sign

Cambridge?

**6.4 To receive** information on S106 monies

Possibility of additional funding towards the cost of the trim trail project.

**6.6 To receive** an update on the External Audit

All documentation has been submitted by the due date.

The notice of public rights was published on 27 June 2024.

**6.5 Membership of SLCC for the Parish Clerk**

The cost is £183.00

**6.6 Grant requests**

- Blackdown Support Group

- Youth Football Club

ITEM		PAGE
7	<b>Planning</b>	8-9

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

**24/00832/LBC**

Proposal: Removal of Conditions 10 (rooflights), 11 (blocking existing openings), 13 (first floor of barn) and 18 (photovoltaic panels) of Listed Building Consent 23/01957/LBC 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

Deadline for comments: 26 June 2024 extension agreed to 3 July 2024

**24/00854/HOUSE**

Proposal: Erection of garden room extension on site of former stable

Location: Higher Brownings Hemyock Cullompton

Site Vicinity Grid Ref: 312589 / 113104 Parish:

Hemyock 26

Deadline for comments: 15 July 2024

**24/00855/LBC**

Proposal: Listed Building Consent for the erection of garden room extension on site of former stable

Location: Higher Brownings Hemyock Cullompton

Site Vicinity Grid Ref: 312589 / 113104

Parish: Hemyock 26

Deadline for comments: 15 July 2024

Existing applications:

**23/00511/FULL**

Eastlands

The decision was made to approve 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.

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

**24/00571/CLU – APPROVED – 3 June 2024**

From the evidence submitted in support of this application and in the absence of any counter evidence, the Local Planning Authority considers that, on the balance of probabilities, the existing use of agricultural building as a dwelling for a period in excess of 4 years at Barn at NGR 315032 112754, Jewells Farm, Hemyock, Cullompton has occurred for in excess of 4 years.

First Schedule

The existing use of agricultural building as a dwelling for a period in excess of 4 years.

Second Schedule

Barn at NGR 315032 112754 Jewells Farm Hemyock Cullompton Devon EX15 3PX

**24/00640/CLU – APPROVED – 7 June 2024**

From the evidence submitted in support of this application and in the absence of any counter evidence, the Local Planning Authority considers that, on the balance of probabilities, the development of planning permission 21/02312/MFUL had commenced prior to the 2nd July 2024 and is therefore extant.



First Schedule

The erection of 11 dwellings with garages, as approved by planning permission 21/02312/MFUL commenced prior to the 2nd July 2024 and is therefore extant.

Second Schedule

Land at NGR 313832 114004 Former St Ivel Station Hemyock Devon

**24/00082/HOUSE – APPROVED 10 June 2024**

Proposal: Erection of replacement garage

Location: Canters Culm Davy Hemyock Cullompton

**24/00326/HOUSE – APPROVED 14 June 2024**

Proposal: Erection of single storey side extension

Location: Springside Castle Hill Hemyock Cullompton

**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

Update requested.

**ENF/23/00214/BRE – 30 August 2023**

Re: Home office used as living accommodation

Ploversfield Culmstock Road Hemyock

Update requested.

ITEM		PAGE
8	<b>Asset Management Reports</b>	10

Update on the setting up of a working group to assess all assets.

### **8.1 Longmead**

Report from Clerk

- a. the review of the constitution, provision of the committee structure and terms of reference is ongoing

Report from Councillor P Doble

- a. robot mower at Longmead

Report from Councillor Lawrence

Southwest Water

### **8.2 War memorial**

Report from Councillor Povah

### **8.3 Cemetery**

Report from Councillor Clist

Report from the Clerk

- a. A review of the documents held is being undertaken. There appears to be limited information on transfers of ownership.
- b. Cutting of the hedge by Cavanna homes.

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

Report from Councillor Lawrence

### **8.5 The Parish Store**

Report from Councillor Lawrence

### **8.6 The Commons**

Report from Councillor Moon

### **8.7 Public Conveniences**

Report from the Clerk

Fire

The police and fire brigade were called to a fire in the toilets. Report awaited as to cause. Councillor Summers has spoken to the police.

### **8.8 Car Park**

Report from the Clerk

A response regarding the ownership of the boundary walls has been received and forwarded to Councillor Povah.

Report from Councillor Povah

### **8.9 Village Maintenance**

Report from Clerk

Maintenance continues around the village.

ITEM		PAGE
9	<b>Project Reports</b>	11

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

Report from Councillor Matthews

We are progressing with commissioning a drainage survey of the land to inform satisfactory reinstatement by Cavanna. Enabling access from the Longmead area is also under consideration. An application is being drafted to the FiPL Grant Programme, which if successful will enable the Council to develop a plan to enhance the land in line with good environmental practices and include community consultation.

### **9.2 Station Road Pavement**

Report from Councillor Povah

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

- a. The emails of five volunteers have been forwarded to Connecting the Culm
- b. update on installation of web cameras awaited
- c. Property Flood Resilience surveys

ITEM		PAGE
10	<b>Community Matters</b>	12

**10.1 Garages Youth Project**

Report from Councillor Matthews

We intend to facilitate renegotiation of the lease that currently has 11 years to run.

**10.2 Hemyock Community Larder**

Report from Councillor P Doble

**10.3 Hemyock Event**

Post event report

**10.4 Footpaths (P3)**

Report from Councillor Povah

Work carried out by Nicholas Page.

ITEM		PAGE
11	<b>Highways</b> - traffic issues and pavements	13

Report from Clerk

- a. Road Warden  
Update from Councillor Doble
  
- b. 20mph applications/speed limits  
Correspondence from residents refer to use of speed cameras and the need for a reduction of speed on Cornhill.

ITEM		PAGE
12	<b>Police Matters</b> - Councillor Advocate Scheme	14

### **12.1 Crime**

ASB at the Public Conveniences and around the parish

### **12.2 Councillor Advocate Scheme**

Report from Councillor Clist

### **12.3 Vision Zero**

The website is being monitored for funding opportunities.

### **12.4 Speedwatch**

Quarterly report

ITEM		PAGE
13	<b>MDDC Report</b>	15

MDDC report from Councillors Clist/Bradshaw if felt appropriate during the general election period.

ITEM		PAGE
14	<b>DCC Report</b>	16

DCC Report from Councillor Radford if felt appropriate during the general election period.



ITEM		PAGE
15	<b>Public Relations</b>	17

Report from Councillor Talbot on public relations and social media.

Report from Clerk

Updating of all the information on the website is ongoing.

Email to Woodquist regarding possibility to change domain name to gov.uk

ITEM		PAGE
16	<b>Clerk update/Correspondence received</b>	18

Items received have been circulated to the Parish Council and included on the agenda as appropriate.

The notes from the Action Plan meeting have also been circulated.

		PAGE
19	<b>Date of the next meeting</b>	19

Dates of the next meetings:

- (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