

Hemyock Parish Council

Full Meeting

held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 3 July 2024

Present

Councillors P Doble (Chair), A Doble, Lawrence, Matthews, Povah, Summers and Ward together with DCC Councillor Radford, Mrs S McGeever (Clerk) and members of the public.

Councillor Doble opened the meeting at 7.30pm.

1. Apologies

Apologies had been received from Parish & District Councillor Clist and Councillors Moon and Talbot.

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:

- Damage to the Parklands sign
- Activity at the field next to the cemetery
- PSPO signs for dogs in the cemetery and the churchyard
- Replace white lines at Station Road/Culmbridge Road where the road has been re-surfaced
- Waste bins and dog bins at Longmead (full by Friday evening)
- Lorries to/from the works at the Hemyock Treatment Plant were driving slowly along Longmead

4. To approve the minutes of the meeting on 26 June 2024

PROPOSAL: The council minutes of 26 June 2024 are approved as a true record of the meeting.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

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 attended the meeting to discuss the action plan for the remainder of this Parish Council term. The action plan had looked at short, medium and long term aims and a further meeting would take place before an action plan was brought to the Parish Council for approval.

However, some items had already been placed on agendas during the last year. One such item was the setting up of an Asset Management Working Group to assess all the assets of the Parish Council. The Working Group would consist of those councillors already involved in the management of assets and members of the public who were also involved in their day-to-day management. Individuals should assess the asset and consider a maintenance programme. The Parish Council would consider the need for professional assistance.

Action: Clerk to write to all concerned and draft terms of reference.

6. Finance

6.1 To agree income and expenditure and bank reconciliations:

Income in July consisted of:

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 payments 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.	804.96	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.	201.40	HMRC	PAYE
13.	127.00	R Taylor	Grass maintenance
14.	183.00	SLLC	Parish Clerk membership
15.	2000.00	Blackdown Support Group	Donation for 2023/24 and 2024/25

There was also an EDF Energy DD for the Public Conveniences.

PROPOSAL: The expenditure listed above should be paid.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

It was RESOLVED to make the payments.

Action: Clerk to set up online payments.

Bank Reconciliations

The bank reconciliations for the Unity Trust Bank were as follows:

Bank account	Closing balance 31/05/2024	Monies in	Monies out	Closing balance 30/6/2024
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

A reconciliation of the bank accounts, as taken from Scribe, at the end of the month were as follows:

HSBC Comm Acc 2116	£317.72
HSBC Deposit 2132	£96,446.13
United Trust Bank	£80,452.46
Unity Deposit 1324	£117,736.59
Unity GF 1311	£742.84
Unity P3 1308	£1,286.42
Skipton Building Society	£88,082.45
Unity Current 1298	£5,866.21
Nationwide Instant Access	£5,100.58
Nationwide 35 day	£82,544.26
Cambridge Building Society CB2546	£81,250.19
Total in Banks	£559,825.85

6.2 To receive an update from the Finance Committee Chairman

Councillor Lawrence advised that the Finance Committee would be meeting on 11 July 2024 and figures were being taken off Scribe for the year 2023/24 and the first quarter of 2024/25 to assess income and expenditure to be reflected in the budgets.

6.3 To receive an update on the application for bank cards

The application for bank cards had been submitted.

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

Councillor Lawrence reported that:

Unity – change of address had been completed

United Trust Bank – documentation to sign

Nationwide – documentation to sign

Cambridge – documentation to sign

Ongoing HSBC and Cambridge.

Together with the change of key contact, additional signatories were required for a number of the accounts.

It was RESOLVED that where necessary, Councillors P Doble, Summers and Talbot would be added to the list of signatories.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Povah

DECISION: unanimous

It was RESOLVED that the United Trust Bank funds would be re-invested to the amount of £80,000 in a two-year bond. The remaining revenue would be invested in another account to remain under the FSCS limits.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

DECISION: unanimous

A diary of the dates various bonds matured and interest rates would be produced for the Finance Committee.

Action: Clerk

6.4 To receive information on S106 monies

Councillor Lawrence reported that there may be additional S106 funds of around £13,000 for the Trim Trail Project which had been paid for out of Parish Council reserves.

6.6 To receive an update on the External Audit

All documentation had been submitted by the due date and the notice of public rights had been published on 27 June 2024.

6.5 Membership of SLCC for the Parish Clerk

Councillor Lawrence felt it was important that the Parish Clerk had membership of the SLCC and felt that a contribution of £183.00 would be appropriate.

PROPOSER: Councillor Lawrence

SECONDER: Councillor P Doble

DECISION: unanimous

This would be added to the list of payments.

6.6 Grant requests

The Blackdown Support Group had requested a grant to cover 2023/24 and 2024/25. Councillor Lawrence advised that the group normally received £1000 and felt that a grant of £2000 would be appropriate.

PROPOSER: Councillor A Doble

SECONDER: Councillor Lawrence

DECISION: unanimous

This would be added to the list of payments.

The Youth Football Club had requested a grant towards the purchase of line paint for the Junior pitches (blue) and Senior pitch (white) with an approximate cost of £625.00. Several options were put forward.

PROPOSAL: A budget of £600 be agreed toward the purchase of paint and nozzles.

PROPOSER: Councillor Summers

SECONDER: Councillor P Doble

DECISION: unanimous

After this decision, Councillor Radford (DCC) suggested that a locality budget application could be made by the Youth Football Club.

Other business:

Councillor Lawrence advised that she was stepping down from the Peter Holloway Trust and the nominated Trustees would be Councillors Clist, Matthews, Moon and Ward.

7. Planning

Councillor Clist was not present at the meeting.

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

PROPOSAL: The Parish Council is content with this application given that it will be governed by Listing Building considerations.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Ward

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

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

and

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

PROPOSAL: The Parish Council is content with these applications given that they will be governed by Listing Building considerations.

PROPOSER: Councillor Matthews

SECONDER: Councillor A Doble

The Parish Council RESOLVED that it was content with this application. It was a small extension, not visible from the highway and sympathetically designed.

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:-

The Parish Council noted the following 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

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 had been undertaken under Item 5.

8.1 Longmead

Robot Mower

Consideration was given to a proposal for the purchase of a robot mower to cut both Longmead and the recreation ground at the Village Hall at a costing of around £14,000 for two base units and one cutter. The machines had a three year warranty and annual costs of approximately £250 and a life of 8-10 years. Battery replacement was a further £250, if required. Operation was via a mobile phone app.

It was noted that the results of a trial had been well received but there remained several questions to be considered before a decision was made:

1. Discussion was needed with the Parish Hall committee
2. Information on insurance costs was needed
3. The possibility of finance being available

It was noted that this would save on labour costs, could provide an income from the Parish Hall and redundant equipment could be sold to assist with the cost.

It was also noted that some traditional equipment would need to be retained to cut areas outside the M25 path.

Action: Bring to next meeting

MUGA

Consideration was given to new lighting for the MUGA at a cost of £3000 for the lights and installation. It was also noted that the surface required improvement. The Parish Council did not have a reserve for the MUGA. Three quotes would be required for any works to be carried out and identification of any possible grant funding.

Action: Bring to next meeting

IMPROVEMENTS TO LONGMEAD PAVILLION

Proposals for improvements to the Longmead pavilion were presented to the Parish Council. It was noted that there were several questions to be considered before a decision could be made:

1. Insurance whilst works were ongoing and following completion
2. Potential change in rateable value
3. Need for planning
4. Project management
5. External maintenance such as guttering
6. Total budget including costing of volunteer manpower and donated materials
7. Potential funding sources

Action: Bring to next meeting

Skatepark

To move the Skatepark project forward, it was RESOLVED that a committee would be set up to consider the project. Parish Council members would be Councillors P Doble, Matthews, Moon and Summers. The independent Skatepark Committee would be invited to be part of the committee.

Action: Clerk

8.2 War memorial

Councillor Povah advised that he was still looking to obtain three quotes.

8.3 Cemetery

In Councillor Clist's absence, Councillor A Doble would look to obtain the quotes for the work required to fence the remainder of the cemetery.

Action: Bring to next meeting

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 and Councillor Summers had been advised that a response would be available in two weeks. Consideration needed to be given to the cost of repairs versus the excess payment and potential changes to the premium of the insurance policy.

Action: Bring forward to next meeting

8.8 Car Park

Information had been provided by MDDC on the ownership of the walls and this would be addressed as part of the Asset Management Working Group.

8.9 Village Maintenance

Maintenance continued around the parish.

9. Project Reports

9.1 Community Land (Cavanna)

Councillor Matthews advised that work was ongoing to achieve a full drainage survey due to the need for a topographical survey post development.

PROPOSAL: TO set a budget of £5000 to carry out the topographical and drainage survey.

PROPOSER: Councillor Matthews

SECONDER: Councillor Ward

The Parish Council RESOLVED to set a budget of £5000.

Action: Councillor Matthews/Clerk

9.2 Station Road Pavement

Councillor Povah had advised via email that no further progress had been made but the possibility of reducing the length of the pavement was being investigated.

9.3 Connecting the Culm/DRIP

A report from Connecting the Culm had been received.

10. Community Matters

10.1 Garages Youth Project

Only essential maintenance work would take place whilst a new lease was discussed.

10.2 Hemyock Community Larder

Councillor P Doble advised that an incident had occurred requiring a police presence.

10.3 Hemyock Event

The event had been a success with almost 500 people attending over the day. Plans for Hemyock 2025 were already underway. There had been a small shortfall in balancing the books and it had already been agreed that the Parish Council would pick up the shortfall.

The Parish Council thanked Susan Scantlebury for her hard work.

10.4 Footpaths (P3)

Councillor Povah had approved the invoice for footpath works.

11. Highways

The Clerk's report in the agenda was noted.

12. Police matters

The Clerk's report in the agenda was noted together with the Speedwatch report that had been circulated to councillors.

13. MDDC Report

In the absence of Councillor Clist, no report was given.

14. DCC report

The Parish Council noted the report received from Councillor Radford and the funds available through the Locality Budget.

15. Public Relations

Councillor Talbot advised she had nothing to report.

16. Clerk Update/Correspondence

The Clerk's report in the agenda was noted.

17. Matters raised by Councillors/meetings attended

Councillor A Doble would look at branches in the cemetery.

Councillor Povah raised a resident's complaint regarding overgrown paths and verges from Eastlands to Culmbridge Road.

Action: Clerk to report

18. Items for the next agenda

As detailed in these minutes.

19. Dates of the next meetings:

Unless planning matters required a meeting in August (7 August), the next meeting Full Parish Council meeting would take place on 4 September 2024.

The Finance Committee would meet on 11 July 2024.

The Chairman closed the meeting at 9pm

Signed _____ Date _____
Chairman