

Hemyock Parish Council

Full Meeting

held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 4 September 2024

Present

Councillors P Doble (Chair), A Doble, Matthews, Moon, Povah, Summers, Talbot 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 Councillor Lawrence.

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

No declarations of interest were made.

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:

The Hemyock History and Archiving Association had provided a report that was included in the agenda for the meeting. In addition to the report, they raised the question over funding to assist with repairs to the organ in St Mary's Church.

Councillor Radford advised that there was the potential that he could provide some funds to the Hemyock History and Archiving Association through the Locality Budget.

4. To approve the minutes of the meeting on 3 July 2024

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

PROPOSER: Councillor Ward

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 raised the question of the Clerk's workload and time available and the suggestion had been made that an assistant be appointed. This could be an apprenticeship for a young person wishing to train to be a Clerk. The Chairman and the Clerk felt providing the Parish Council with some continuity could be beneficial given the difficulties encountered over the past year.

Action: Clerk to make enquiries about the possibility of apprenticeships

The Chairman felt it would be beneficial to have another Action Plan Meeting during the autumn to progress the ideas raised during the initial meeting and finalise the setting up the Asset Management Working Group to assess all the assets of the Parish Council.

Action: Clerk to write to circulate draft terms of reference for the Asset Management Working Group and dates for an Action Plan Meeting.

6. Finance

6.1 To agree income and expenditure and bank reconciliations:

The Clerk provided the following information:

INCOME

Account ending 1311		£0.00
Account ending 1324	Pizza van	£20.00
Account ending 1308	Interest	£0.00

EXPENDITURE – Invoices received 2024/25

For payments in July/August (Transfer of £5000 from deposit to current made 04/07/24)

Invoices paid in August:

No	Amount	Payee	Reason
1.	142.50	E Ingledew	Cleaning public conveniences - July
2.	408.75	I Pike	Village maintenance (£165.00), cemetery (£187.50) Village grass (£56.25)
3.	631.36	S McGeever	Clerk's wages (Payroll 31/07/24)
4.	157.80	HMRC	PAYE
5.	4.30	HMRC	Additional PAYE – correction by accountant

Invoices to pay in September:

No	Amount	Payee	Reason
1.	135.00	E Ingledew	Cleaning public conveniences
2.	511.96	I Pike	Village (202.50), cemetery (237.50) Petrol 14.85 Weedkiller 57.11 - August
3.	689.36	S McGeever	Clerk's wages (Payroll 30/6/24)
4.	12.00	GiffGaff	PC phone paid by S McGeever x 2 – to be reimbursed
5.	27.00	S McGeever	Travel expenses – July/August
6.	64.00	MDDC	Car park rates - August
7.	64.00	MDDC	Car park rates - September
8.	28.00	BHLAC	Meeting room 3/7/24
9.	32.00	BHLAC	Meeting rooms - June
10.	127.00	R Taylor	BMX/Footbridge - July
11.	23.70	Source for Business	Water - cemetery
12.	60.50	Source for Business	Water – public conveniences
13.	768.00	ISCA	Installation of thermostatic mixer valve in home dressing Room - Longmead
14.	56.57	FW3 Limited	Toilet rolls – public conveniences
15.	405.12	Glasdon	Dog bags
16.	240.00	N Williams	Moles at BHLAC and cemetery
17.	4044.16.	Hiscox	Renewal of insurance policy
18.	172.20	HMRC	PAYE
19.	8.00	BHLAC	Meeting room
20.	356.40	J Stevens	Commons
21.	125.00	R Beaver	Longmead strimming

EDF Energy DD for Public Conveniences

PROPOSAL: The expenditure listed above should be paid.

PROPOSER: Councillor Talbot

SECONDER: Councillor Moon

It was RESOLVED to make the payments.

Action: Clerk to set up online payments.

The Clerk had put forward a recommendation to set up a Direct Debits for the car park rates and Source for Business given that these were contractual obligations.

PROPOSAL: Direct Debits be set up to cover the rates and water payments

PROPOSER: Councillor Doble

SECONDER: Councillor Summers

It was RESOLVED set up the Direct Debit payments.

Action: Clerk to set up Direct Debit payments with the required signatures.

Bank Reconciliations

August statements were not available when agenda was produced and thus the information for the Unity Trust Bank accounts was provided at the meeting:

Bank account	Closing balance 30/6/2024	Monies in	Monies out	Closing balance 31/07/2024
Unity Trust Bank current 298	5866.21	5000.00	6219.36	4646.85
Unity Trust Bank deposit	117736.59	20.00	5000.00	112756.59
Unity Trust Bank GF	742.84			742.84
Unity Trust Bank P3	1286.42			126.42

Bank account	Closing balance 31/07/2024	Monies in	Monies out	Closing balance 31/08/2024
Unity Trust Bank current 298	4646.85		1366.01	3280.84
Unity Trust Bank deposit	112756.59	270.00		113026.59
Unity Trust Bank GF	742.84			742.84
Unity Trust Bank P3	1286.42			1286.42

No other bank statements had been received although the United Trust Bank bond was due to mature at the end of August 2024.

6.2 To receive an update from the Finance Committee

The Clerk presented the recommendations from the Finance Committee:

Allocation to Skatepark £25,000

Public Open Space allocate the balance of Old Station Yard £28.5k plus £46.5k, from the future Projects General Reserve (overage) to establishing the Public Open Space total £75k and £50k from the overage to maintaining the POS in future.

The Future Projects fund down to £103.5k, or under £100k if we put the £5,420 expenses for POS so far.

PROPOSAL: The recommendations of the Finance Committee in relation to the Skatepark and Public Open Space be approved

PROPOSER: Councillor Talbot

SECONDER: Councillor Moon

It was RESOLVED to allocate the amounts to the budgets

Action: Clerk to set up budgets in Scribe.

The Clerk was in the process of identifying the costs for a planned maintenance survey. Surveys had been conducted for Longmead and the BHLAC in 2018.

The Clerk had contacted the insurance company and MDDC planning and was awaiting responses.

6.3 To receive an update on the application for bank cards (Financial Regulations)

The Clerk advised that the new Financial Regulations recommended that only the Clerk/Responsible Financial Officer was in receipt of a bank card.

PROPOSAL: The recommendation in the Financial Regulations be adopted and a bank card be obtained for the Clerk/Responsible Financial Officer.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

It was RESOLVED to obtain a bank card for the Clerk/Responsible Financial Officer

Action: Clerk to set prepare paperwork for signature.

6.4 Footpaths

The Clerk advised that a PROW grant for £410 had been allocated to the Parish Council and additional monies may be available.

6.5 Flood works to Longmead

The Clerk advised that the paperwork for the flood works funded by DRIP had been received and required approval from the Parish Council.

PROPOSAL: The DRIP funded flood work paperwork be approved and signed.

PROPOSER: Councillor Moon

SECONDER: Councillor A Doble

It was RESOLVED that the paperwork should be signed.

Action: Clerk to set prepare paperwork for signature.

The information regarding flood works at the Garages had been sent to owner for approval.

It was noted that the works at Shuttleton funded through Connect the Culm had been completed.

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

The Clerk had brought all the completed forms to be signed for the following banks:

United Trust Bank

Nationwide

Cambridge Building Society

Skipton Building Society

Lloyds Bank (Second Poor)

The forms would be signed following the meeting.

6.7 To receive information on S106 monies

The Clerk was still in negotiations with MDDC over the possibility of additional funding towards the cost of the trim trail project.

6.8 Grant request from Hemyock Day

The Clerk advised that the shortfall on the day was £617.00 and that a grant to cover these funds has been requested.

PROPOSAL: A grant of £617.00 be allocated to Hemyock Day

PROPOSER: Councillor P Doble

SECONDER: Councillor Summers

It was RESOLVED that the grant should be given.

Action: Clerk to set up the payment.

6.9 Play Park inspections

The Clerk had been looking into the costs of play park inspections. MDDC offered a service to inspect play parks under their contract which would be more cost effective than using another contractor.

PROPOSAL: MDDC take over the play park inspections.

PROPOSER: Councillor Summers

SECONDER: Councillor A Doble

It was RESOLVED that MDDC take over the play park inspections.

Action: Clerk to set up with MDDC.

6.10 Scribe Asset Management

The Clerk advised that Scribe were offering a free 12 month trial of a new asset management programme. If a Parish Council had more than 10 assets, they would also form part of the working group.

The video had been sent to members of the Finance Committee.

Action: Finance Committee to view video and a decision made at the next meeting.

7. Planning

Councillor Clist was not present at the meeting.

7.1 To consider the following applications:-

24/01086/FULL

Proposal: Removal of condition 12 of planning permission 22/01635/FULL (Erection of dwelling and attached garage with associated external landscaping) – No excavation works within 2m

Location: Bailey Lodge Culmstock Road Hemyock

Site Vicinity Grid Ref: 313522 / 113383

Parish: Hemyock 26

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Summers

SECONDER: Councillor Matthews

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

24/00932/FULL

Proposal: Formation of parking areas; relocation of existing shepherds hut; the siting of one additional shepherds hut and 2 BBQ accommodation huts with associated facilities

Location: Wildside Experience Hemyock Cullompton

Site Vicinity Grid Ref: 314751 / 110503

Parish: Hemyock 26

Councillor Povah noted that one objection had been received based on increased traffic movements and concerns over the visibility splay.

Overall, it was considered that the Wildside Experience provided a service to young people in the parish.

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Moon

SECONDER: Councillor Summers

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

24/01078/FULL

Proposal: Change of use of dwelling and associated works to form offices and accommodation for Blackdown Support Group

Location: Newland Station Road Hemyock

Site Vicinity Grid Ref: 313702 / 113362

Parish: Hemyock 26

The Parish Council whilst noting that there was a shortage of affordable housing in the parish and so moving residential space to office space was not ideal, the location of the property next to the surgery was ideal for the Blackdown Support Group. The group provided services to the residents.

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

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

Councillor Matthews abstained from the vote.

24/01221/TPO

Proposal: Application to remove overhanging branches on 3 Oak trees protected by Tree Preservation Order 00/00007/TPO

Location: Land at NGR 313896 113010 (Windward Edge) Hemyock Cullompton

Site Vicinity Grid Ref: 313851 / 112838

Councillor Povah noted that this was to remove branches from the tree and provided the Tree Officer was satisfied with the proposal then he believed the Parish Council should be content with the application.

PROPOSAL: The Parish Council is content with this application.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

The Parish Council RESOLVED that it was content with this application if the Tree Officer was satisfied with the works to be done.

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 following decision notices were noted.

24/00419/FULL – APPROVED – 16 July 2024

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 Devon

24/00916/NMA – GRANTED – 19 July 2024

PROPOSED NON-MATERIAL AMENDMENT

Proposal: Non-Material Amendment to planning permission 23/01021/HOUSE to add window to east elevation

Location: Canters Culm Davy Hemyock

24/00832/LBC – APPROVED – 26 July 2024

Proposal: Removal of Conditions 10 (rooflights), 11 (blocking existing openings), 13 (first bfloor 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 Cullompton

24/00854/HOUSE – APPROVED – 19 August 2024

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

Location: Higher Brownings Hemyock Cullompton Devon

24/00855/LBC – APPROVED – 19 August 2024

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

Location: Higher Brownings Hemyock Cullompton Devon

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

The Clerk hoped to set up a meeting with the new Enforcement Officer.

ENF/23/00214/BRE – 30 August 2023

Re: Home office used as living accommodation

Ploversfield Culmstock Road Hemyock

The Clerk hoped to set up a meeting with the new Enforcement Officer.

8. Asset Management Reports

The setting up of a Working Group had been covered under Item 5.

8.1 Longmead

The Clerk advised that the review of the constitution, provision of the committee structure and terms of reference was ongoing and related to the Working Group.

MUGA

Information had been received on lighting for the Hemyock Muga as follows:

There are lights that have failed at the MUGA and need replacing. To do so it is necessary to have a lift etc. for access.

The proposal has been put forward to replace all the existing lights with new LED lights which would be more cost-effective.

A single quote has been received and represents two options – Option 1 whilst dearer is a better product:

Fitting costs	£ 814.00	
Option 1 Ansell lights	£21290.00	Total £2943.00

Option 2 Kosnic lights	£1678.00	Total £2492.00
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Prices are excluding VAT

The Parish Council noted the cost difference of approximately £450 and the decision was made to request more information from Longmead prior to a decision being made. In particular, how long the lights would last and the associated running costs. The question should also be asked if the existing light poles could also serve to light the proposed skatepark.

Action: Clerk

GRASS CUTTING

Councillor P Doble reported that further trials were needed to understand the amount of Longmead that could be cut by the robot mower. Three quotes would then be obtained for the robot mower as well as contractor costs for cutting the whole area which were estimated to be around £4000 per year.

Contractors had been asked to quote for the work.

Action: Councillor Doble/Clerk to bring costings to the next meeting

IMPROVEMENTS TO LONGMEAD PAVILLION

The Clerk was awaiting responses from the insurance company and planning.

Action: Bring to next meeting

8.2 War memorial

Councillor Povah advised that he had received two quotes and was awaiting a third.

Action: Bring to next meeting

8.3 Cemetery

Councillor A Doble advised that he had spoken to Councillor Clist and one quote had been received and two more were being obtained.

Action: Bring to next meeting

8.4 Blackdown Healthy Living and Activities Centre

The request for approval to put in two electric car charging points at the BHLAC funded through the Blackdown Parish Network had been received. It was understood that the BHLAC would also receive access to an electric vehicle. The electricity supply would be separate and there would be no cost to the Parish Council or the BHLAC.

PROPOSAL: The Parish Council approves the installation of two car charging points at the BHLAC

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

The Parish Council RESOLVED that it was content the proposal above.

Action: Clerk to convey decision to the BHLAC

8.5 The Parish Store

In the absence of Councillor Lawrence, there was nothing to report.

8.6 The Commons

Councillor Moon advised that he wished to fence part of Shuttleton Common to ensure that the track which the Parish Council did not own could not be used for vehicle access. This would then allow for the 12' gate onto the common to be kept locked and a pedestrian access gate put in. Costings/quotes would be obtained and brought to the next Parish Council meeting.

A Commons Management Meeting was being scheduled for October where the possibility of moving the clay shoots to their old location would also be discussed.

8.7 Public Conveniences

The Clerk advised that the mirrors at the public conveniences had been broken. The glass had been removed but no replacement had been put in place.

The Clerk would obtain three quotes for the refurbishment of the toilet affected by the fire.

Action: Clerk

8.8 Car Park

The Clerk advised that the surface was still scheduled to be re-surfaced by MDDC and that an interest in Devon County Council funded electric car charges had been lodged.

8.9 Village Maintenance

Maintenance continued around the parish and Mr Pike would be asked to look at the broken window at the Garages.

Action: Clerk

It was also noted that the seat at Eastlands needed repairing as well as a bench at Longmead. The cost of repairs would be considered against the cost of recycled plastic benches which did not deteriorate in the same way as wood.

Action: Councillor Povah/Clerk

9. Project Reports

9.1 Community Land (Cavanna)

Councillor Matthews advised the topographical survey had been arranged but the state of the land meant that accurate readings could not be taken. The vegetation would be flatted and a new date for the survey arranged.

Action: Councillor Matthews/Clerk

9.2 Station Road Pavement

Councillor Povah had advised via email that no further progress and he had spoken to the solicitors. He asked that further discussion take place in Part 2.

9.3 Connecting the Culm/DRIP

The Clerk was awaiting further information on the installation of the web cameras otherwise all works had been reported on during the course of the meeting.

10. Community Matters

10.1 Garages Youth Project

Councillor Matthews advised that the Garage Committee had the funds to go ahead with the flooring at an estimated costs of £6500 plus VAT.

A meeting was being set up to discuss the lease with the owner.

10.2 Hemyock Community Larder

Councillor P Doble advised that he had nothing to report.

10.4 Footpaths (P3)

Councillor Povah noted the grant was quite low but understood further funds would be made available.

11. Highways

Councillor A Doble advised that he was still to complete the Road Warden Training.

The Clerk was still awaiting the cost of funding 20mph speed limits.

12. Police matters

12.1 Crime

ASB at the Public Conveniences continued and was being monitored.

12.2 Councillor Advocate Scheme

In the absence of Councillor Clist no report was given.

12.3 Vision Zero

The website is being monitored for funding opportunities.

12.4 Speedwatch

Speedwatch report

Hemyock Community Speedwatch

There is still work to do on "educating" some of the drivers travelling on our village roads. In this last quarter we have not monitored any of our 30mph zones as it seems the greatest problem is within the 20mph limits. If we have enough resources then we shall endeavour to cover all our speed limit zones. Although only 6% of those passing were recorded as speeding, it must be remembered that this does not mean only 6% of those passing were travelling in excess of the 20mph limit, as the D&C Police guidance allows a small tolerance to be added to the 20mph limit. Nonetheless the 6% of drivers monitored will have received a letter advising them of their driving over the lawful limit, including in the last 12 months, one who we have recorded over the speed limit 4 times, 4 who we have recorded 3 times, and 7 who we have recorded twice.

Also, in the last quarter you will see that there were 8 offenders' with a maximum speed recorded in excess of 1.5 times the limit, of which one offender was travelling at 38mph or 1.9 times over the limit, and the offenders' average recorded speed is 26mph or 1.3 times the limit.

Our small team is only six people, one of which is not able to take part at present and one is shortly to be hospitalised and so will not be taking part until recovered. Nevertheless, we shall continue trying to recruit new volunteers so that more can be done to educate the naughty drivers travelling in our village. You will already have had my views on the Police Personal Accident compensation cover for volunteers over the age of 74, (email 7 June), needless to say whatever the Police have said in their answers to me has not changed my mind about their value of us "oldies" being one tenth of our "youngsters" and I don't want to continue to volunteer for CSW in these circumstances.

Councillor Moon noted that there had been a police presence on Station Road.

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 that funds had been made available to the Football Club through the Locality Budget.

Further requests for the Locality Budget should be for projects that would be completed before the end of February 2025.

The current Neighbourhood Highways Officer was moving to South Hams and his replacement would be in place towards the end of September.

Potholes continued to be an issue to be raised on DCC's website.

15. Public Relations

Councillor Talbot advised that she would include information on the need to cut hedges by footpaths in the Pump article.

The Clerk advised that work was ongoing to change to a gov.uk website domain.

16. Clerk Update/Correspondence

Neighbourhood Plan

A meeting was being arranged to discuss neighbourhood plans – date to be confirmed.
Attendance recommended.

Skatepark

As agreed by the Parish Council, a skateboard committee has been set up comprising of the Parish Councillors P Doble, Matthews, Moon, Summers and from Skatepark Hemyock Andrew Brooke, Emma Essex, Sarah Root and Becky Tomlinson.

A set of Terms of Reference had been drawn up, circulated to all members of the committee and now required approval by the Parish Council.

PROPOSAL: The Parish Council approves the Terms of Reference for the Skatepark Committee

PROPOSER: Councillor Matthews

SECONDER: Councillor P Doble

The Parish Council RESOLVED to adopt the Terms of Reference

Action: Clerk to publish in the minutes and on the website.

The next meeting of the Skateboard Committee will review the project to date and create a timeline for actions to be taken and report back to the next Parish Council Meeting.

It was thought preferential to set up a Hemyock Parish Council Skatepark bank account so that all receipts and expenditure on the project were clearly identified in the accounts and approval was required from the Parish Council.

PROPOSAL: The Parish Council approves the setting up of a Hemyock Parish Council Skatepark account

PROPOSER: Councillor P Doble

SECONDER: Councillor Matthews

The Parish Council RESOLVED to set up the bank account.

Action: Clerk

Mid Devon Corporate Plan

In the absence of Councillor Clist, this item was not discussed.

Devon Community Resilience Forum – 26 September 2024

It was hoped that a member of the Parish Council would be able to attend.

17. Matters raised by Councillors/meetings attended

No matters were raised.

18. Items for the next agenda

As detailed in these minutes.

19. Dates of the next meetings:

The next meetings were as follows:

17 September 2024 - Skatepark Committee

2 October 2024

Commons Committee

6 November 2024

Finance Committee

4 December 2024

The Chairman closed the meeting at 9.30pm

Signed _____ Date _____
Chairman

Note: Actions from Part Two would be reported at the next meeting.