

Hemyock Parish Council

Full Meeting

held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 5 February 2025

Present

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

Councillor Doble opened the meeting at 7.30pm.

1. Apologies

Apologies had been received from Councillor Summers, Matthews and Talbot together with DCC Councillor Radford.

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:

- request for a £1500 donation towards the community fridge (an agenda item)
- request for CCTV at BHLAC (an agenda item)
- request to clear Longmead (being actioned)
- extension to the cemetery path (an agenda item)
- vandalism and lack of police action

4. To approve the minutes of the meeting on 4 December 2024

PROPOSAL: The council minutes of 4 December 2024 are approved as a true record of the meeting.

PROPOSER: Councillor Ward

SECONDER: Councillor Clist

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 called for a minute's silence for the late Stephan Lehner.

Councillor Clist advised that Ann Durford, a previous long-serving parish councillor) had also passed away.

6. Finance

6.1 Report from the Finance Committee

Councillor Lawrence advised that the Finance Committee were meeting on 12 February 2025 and a report would be given at the next meeting.

6.2 To agree income and expenditure and bank reconciliations:

The Parish Council noted the updated financial information as provided by the Clerk.

INCOME (December)

Account ending 1329		
Account ending 1308	Interest	£ 8.68
Account ending 1311	Interest	£ 5.01
Account ending 1324	Pizza van	£ 20.00
	Interest	£932.27

INCOME (January)

Account ending 1329
 Account ending 1308
 Account ending 1311
 Account ending 1324 Pizza van £ 20.00

EXPENDITURE – Invoices received 2024/25

The Clerk advised that the following payments made in December were not reflected in the minutes:

Service Charge £ 7.95
 CPRE membership £ 60.00
 EDF Energy £ 28.06
 RBL (wreath) £ 100.00

The Clerk advised that the following invoices paid for December had been paid in January:

I Pike (reimbursement) £ 8.49
 I Pike (maintenance charge) £ 157.50
 E Ingledew (public convenience) £ 135.00
 HMRC (PAYE) £ 131.20
 S McGeever (Wages) £ 524.78
 J Stevens (clearing stream) £ 120.00
 J Stevens (Commons fencing) £1626.00
 BHLAC (meeting room) £ 16.00

EDF Energy DD for Public Conveniences £ 25.67
 Service Charge £ 8.70

The Clerk advised that the following invoices were payable for January:

No	Amount	Payee	Reason
1.	£286.25	I Pike	Cemetery maintenance £31.25. Village maintenance £255.
2.	£135.00	E Ingledew	Public Convenience
3.	£420.00	R Beaver	Longmead strimming (shrubs)
4.	£15.99	S McGeever	Google subscription
5.	£50.00	S McGeever	Devon Communities Together membership
6.	£12.00	S McGeever	Giff Gaff subscription x 2
7.	58.5	S McGeever	January wages
8.	£139.40	HMRC	PAYE
9.	£213.00	Woodquist	Website
10.	£4560.00	Blackdown Fencing	Fencing for extension to cemetery 50% deposit
11.	£131.62	A Doble	PPE equipment (DCC reimbursing council)
12.	£64.00	MDDC	Car park rates
13.	£101.17	Source for Business	Public Convenience
14.	£23.34	Source for Business	Cemetery

PROPOSAL: The invoices listed above should be paid.

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

DECISION: All in favour

ICO

Data protection fee - we will collect your direct debit on or before 05/02/2025

Bank Reconciliations

The Clerk presented the bank reconciliation information.

Bank account	Closing balance 30/11/2024	Monies in	Monies out	Closing balance 31/12/2024
Unity Trust Bank current 298	3002.98	5000.00	3789.90	4213.08
Unity Trust Bank deposit	143217.27	952.27	5000.00	139169.54
Unity Trust Bank GF	747.99	5.01		753.00
Unity Trust Bank P3	1295.34	8.68		1304.02

Bank account	Closing balance 31/12/2024	Monies in	Monies out	Closing balance 31/01/2025
Unity Trust Bank current 298	4213.08	5000.00	2753.34	6459.74
Unity Trust Bank deposit	139169.54	20.00	5000.00	134189.54
Unity Trust Bank GF	753.00			753.00
Unity Trust Bank P3	1304.02			1304.02

The amounts in the other accounts and bonds remained unchanged from the last meeting with most interest being received on a yearly basis.

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

The application was being resubmitted.

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

Unity - completed

United Trust Bank - completed

Nationwide – awaiting further response from the bank

Cambridge – awaiting certified ID from new signatories

Skipton – awaiting certified ID from new signatories

HSBC – signatory change completed – a signatory must register for online banking

The Parish Council RESOLVED that the Clerk complete the online application.

Lloyds – Poor Charity

Nothing to report

6.5 To receive information on S106 monies

The Clerk advised she was awaiting further information from S106 on possible funding for the path around the edge of Longmead (M25).

6.6 To consider hourly rate increases for

The Parish Council RESOLVED to discuss this issue under Part 2 given that individuals were involved and reports the following decisions:

PROPOSAL: The following increase be agreed

- Cleaning of the Public Conveniences – increase to £18 per hour and then be reviewed on an annual basis.

PROPOSER: Councillor Moon

SECONDER: Councillor Clist

DECISION: All in favour

PROPOSAL: The following increase be agreed

- Strimming – increase to £16 per hour
- Grass Cutting and Village Maintenance – increase to £16 per hour

and then be reviewed on an annual basis.

PROPOSER: Councillor Moon

SECONDER: Councillor Clist

DECISION: Two abstentions

6.7 Clerk's Annual Review

The Clerk advised that it was a statutory obligation for a review to take place.

The Parish Council RESOLVED that Councillors P Doble and A Doble would carry out the review. Parish Councillors would be contacted by the Chair for their input prior to the review.

6.8 Cemetery Rule Book

The Clerk advised that the new edition of the Essential Law for Cemetery and Crematorium 2025 revision was now available to purchase via amazon for the price of £46.

PROPOSAL: The new edition of the cemetery rule book should be purchased

PROPOSER: Councillor P Doble

SECONDER: Councillor A Doble

DECISION: All in favour

6.9 To consider the Community Fridge Grant

The Community Fridge has just celebrated its first anniversary. It had re-distributed 15,503kg of food to the community. This was the equivalent of 6,511 meals for local people, £48,740 saved and 49,608kg of CO2 footprint saved which is enough to drive 11, 311 miles. Pretty impressive!

The Parish Council had kindly agreed last year to pay the community larder rent of £1500 each year as recommended by Finance Committee.

PROPOSAL: A grant of £1500 be given to the BHLAC to pay for the room rent for the community larder.

PROPOSER: Councillor Lawrence

SECONDER: Councillor P Doble

DECISION: All in favour

Given the saving in the CO2 footprint this could be logged as a saving for the Parish Council.

6.10 To consider funding CCTV at the BHLAC

The BHLAC has asked the PC to consider putting CCTV on the building (see agenda). The three quotes were as follows:

- A. £1,845 + VAT for 5 x Cameras
- B. £1,866 + VAT for 3 Cameras
- C. £1,885 for 3 Cameras

Quote A was the same contractor as Longmead.

The Parish Council also noted the need for a CCTV policy adopting the principles outlined in Code of Practice for the use of surveillance cameras in this location.

PROPOSAL: The Finance Committee consider the options and bring a proposal to the Parish Council's next meeting.

PROPOSER: Councillor Clist

SECONDER: Councillor Ward

DECISION: All in favour

6.11 Play Park

The Parish Council noted the Annual Inspection was due to take place in April – cost £94.95 exclusive of VAT.

6.12 Precept

The Parish Council noted that the precept paperwork has been submitted.

7. Planning

7.1 To consider the following applications:-

There were no applications to consider.

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

24/00783/FULL – APPROVED – 28 November 2024

Proposal: Conversion and extension of barn to self-build dwelling and erection of a link-to garage with store

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

ENF/23/00214/BRE – 30 August 2023

Re: Home office used as living accommodation

Ploversfield Culmstock Road Hemyock

The Clerk had met with the Enforcement Officer and there are a number of ongoing issues in Hemyock. Enforcement issues were being dealt with on a 'risk' basis and those potential breaches that could have a serious effect on residents.

8. Asset Management Reports

The Clerk referred to the agenda:

Tidying up Longmead

Given the wet weather and the use of one robotic mower various areas of Longmead needed to be tidied up especially if robot mowers are going to be used going forward as the grass is too long. Councillor Povah has met with a local contractor who is able to carry out this work for £440 which includes cutting all areas and taking down all brambles etc.

PROPOSAL: The quote for tidying up Longmead be accepted and the work carried out.

PROPOSER: Councillor Povah

SECONDER: Councillor P Doble

DECISION: All in favour

Grass cutting at Longmead

The Parish Council considered the information supplied by the Clerk in relation to grass cutting at Longmead and the robotic mowers. Despite best efforts, the Clerk had only been able to acquire two quotes.

Quote 1

Lease plan for a Kress Robot Mower for 5 year Plan.

Kress KR236E RTK Mega Robot Mower	£10832.50 + vat
c/w 8-year free 4G data + OAS	
service charge per year/updates	£150.00 +vat
Over 5 Years	£750.00 + vat
Total	£11582.50 + vat

1/4 Year Repayments	£719.27 +vat
Per Annum	£2877.08 + vat

Option to potentially purchase the equipment at the end of the lease period.

This price excludes insurance as there are so many get out clauses for the insurance companies /not secure/Vandalism/theft/weather/lightning/Trees falling/Branches/Floods/etc.

The Kress KR236E would cut the whole of the grounds 2-3 times per week.

The Parish Council would need a person to carry out general care of the machine weekly, cleaning off the underside and wheels etc of the build-up of grass, also to check the blades for sharpness/ damage, also to be a point of contact if anything was to happen, or if there is anything going on at Longmead, football etc, the mower needs to be sent back home to its docking station until it is safe to come back out again. Replacement blades would not be covered.

Quote 2

2 1 970656703 AUTOMOWER® 550 EPOS™
 970468203 EPOS™ RS5 Reference Station
 Service and insurance

Total monthly fee (excl VAT) GBP 374.85
 Annual fee £4498.20
 Contract length 60 months

Husqvarna Services * includes the following:

- Comprehensive insurance
- Installation (Automowers)
- service checklist
- Seasonal change of blades (Automowers)
- Free repairs*
- Replacement product in case of repair
- * Does not cover irresponsible or inappropriate use.

Comprehensive insurance * covers the following:

- Fire
- Theft
- Lightning strike
- Floods
- Vandalism
- Unexpected injury / accident

Products to be used according to user manual

In the event of damage, the insurance' deductible is a maximum of GBP 450.00 per product.

Offer valid for 30 days from : 2025/1/7

PROPOSAL: Quote 2 which provided for comprehensive servicing, insurance and replacement mower(s), if required, should be accepted.

PROPOSER: Councillor Moon

SECONDER: Councillor A Doble

DECISION: Quote 2 was accepted with two abstentions.

Lighting for the Hemyock MUGA

The Clerk reported that initial repairs have been carried out to the lighting at the MUGA as two lights had failed completely. When the work had been carried out, at cost for units/no labour charge, as a Health & Safety issue, there was found to be significant water damage in the boxes housing the electrical units.

For this reason, the proposal to replace all the lights at the MUGA and remove the need for the electrical units was being brought to the Parish Council.

Each light fitting cost £234 plus vat making a total for all 8 units of £1872 plus vat. There would be no charge for labour. Besides removing the need for boxes housing the electrical units. The LED lights would also be brighter and cheaper to run.

PROPOSAL: The lighting at the MUGA should be replaced as soon as possible.

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

DECISION: Accepted with one abstention

Re-surfacing the Hemyock MUGA

The Clerk advised that the general consensus appeared to be that the MUGA requires re-surfacing and again is becoming a health and safety issue. Given that several firms have contacted the Parish Council, she had asked for quotes to look at alongside the Football Team's quote.

The Football Team believed that there would be grants available.

Councillor Lawrence advised that the MUGA was a key part of the Longmead plan to increase income. Consideration had been given to a full pitch but it was felt the current size was sufficient for needs and the siting of the Skatepark had taken this into consideration when putting in the Planning Application which had been approved.

Councillor Summers advised that the school had indicated that they wished to hold their Sports Day at Longmead. The MUGA could also potentially provide an all all-weather sports area for the school given that the quotes were for multi-use services and line painting.

The Clerk would bring further information to the next meeting but the costs looked to be in the region of £65,000.

Play Park inspection

The Play Park inspection is booked for April at a cost of £94.95 (see Finance)

Finance

Longmead have reported that the income is £4,639.22 and expenditure is £5,132.59. The majority of income for the year has been received and there is 2 months to go until year end. There will be a significant deficit again this year. Currently standing at £493.37.

The Clerk advised that the Longmead Committee had discussed the contribution Exe Valley Pizzas made each week and the suggestion had been put forward to increase the fee. Receipts to the Parish Council were currently £20 per month.

The Parish Council considered the Exe Valley Pizza van to be an asset to the village and it was well used and felt that the options for trade waste should be explored before any decision was taken. Pizza boxes were generally taken home in winter but left at Longmead during the summer months.

Action: Clerk

The Longmead Committee had also raised the issue of the trees overhanging the bridge which were in need of pruning together with the overgrowth being strimmed back so the stream can be accessed.

Action: Clerk to obtain three quotes – Councillor Ward undertook to meet the contractors on site.

Councillor Povah considered the wood would be an asset.

8.2 War memorial

Councillor Povah advised that the work was scheduled for early spring.

8.3 Cemetery

Councillor A Doble advised that the work to extend the cemetery was booked in for early March, weather permitting.

The Clerk asked if the grass should be topped before the work commenced as once in place access with a tractor would be limited.

PROPOSAL: Given the timescales, the Chair and the Finance Committee should take the decision on which contractor to use.

PROPOSER: Councillor Clist

SECONDER: Councillor P Doble

DECISION: Accept the proposal to delegate the decision.

It was noted that the spoil tip had been removed but that it would need to be moved/removed again once the extension came into use.

The Clerk would obtain three quotes for taking down the trees around the spoil heap.

Action: Clerk

The Clerk advised that a number of moles had been removed from the cemetery.

8.4 Blackdown Healthy Living and Activities Centre

The Clerk reported as follows:

Accident and damage

The accident and damage has been reported to the insurance company.

River bank at the BHLAC

Connecting the Culm were looking for a river geomorphologist to visit the site and advise.

Oil tank at the BHLAC

It had been identified that the oil tank at the BHLAC does not meet the required standard. The base was too small and it was not sufficiently protected. The insurance is invalidated by the failure to meet the required standard.

Councillor Povah advised that Councillor P Doble had increased the size of the base to the required standard. A quote had been received to remove the timber post and rails and replace with galvanised tubular fencing. Bollards would also be put in place.

Given the Health & Safety and insurance aspects, the work would be carried out as quickly as possible.

8.5 The Parish Store

The Parish Store would need to have equipment put away.

8.6 The Commons

Councillor Moon advised that the work to the track and fencing has been completed at a cost of £1626.00.

A meeting would be called in the Spring.

Action: Clerk

8.7 Public Conveniences

The Clerk was still chasing quotes for the work and Councillor Povah had agreed to meet contractors at the Public Convenience.

8.8 Car Park

The Clerk reported as follows:

MDDC had gone out to tender for the car park to be re-surfaced now with a view to it being completed in this financial year.

The possibility of electric car chargers funded through DCC was being pursued.

8.9 Village Maintenance

The Clerk reported that maintenance continued around the village.

Councillor Lawrence raised the state of the footbridge and the work carried out by Devon County Council Highways.

Boards were rotting and would need to be replaced, Councillor Povah would ascertain the number of boards available for use and report back to the next meeting if more boards needed to be ordered.

Action: Councillor Povah

The quote for repairs to Church/St Margaret's Brook fencing at £984.00 was being reviewed by Councillor Povah before the work was carried out.

8.10 Ground Maintenance

Councillor Povah and the Clerk were putting together a document of current hourly rates for those undertaking ground maintenance in the village.

9. Project Reports

9.1 Community Land

The Clerk reported as follows:

- The Land Registry document sent to Foot Anstey before Christmas appears to have been lost in the post and will require re-signing at the meeting. The signed scanned copy is not sufficient. The other party has signed the document.
- Cavanna's solicitors have confirmed that the draft contracts received just before Christmas are the latest drafts and Foot Anstey is considering the documentation.
- Drainage and soil analysis – three companies have been contacted to look at the drainage and soil analysis – availability appears to be the main issue

Cavanna had also advised that Cavanna do own half of the hedge at the cemetery and would provide a gate to the rear footpath of plots 36/37 in order to maintain the hedge and trees in this location and the report from the ROSPA inspection of the attenuation pond was awaited.

9.2 Station Road Pavement

Councillor Povah confirmed that the paperwork for the appointment of the architect had been completed and signed by the Clerk.

The paperwork for the land transfers was still awaited and it was RESOLVED that Councillor Povah and the Clerk should seek an online meeting with the solicitors for all parties to bring the matter to a conclusion so that the planning application could be submitted.

Action: Councillor Povah/Clerk

Three quotes would need to be obtained for the work.

9.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)

The Parish Council had received information that DCC would like to hand the cameras over to Hemyock Parish Council. The document had been circulated to councillors before the meeting.

The Parish Council RESOLVED that it needed to fully understand the cost implications before signing the document.

Action: Clerk to contact the installer for information and bring to the next meeting

News

The Parish Council noted the latest news update provided in the agenda.

9.4 Improvements to Longmead

The Longmead Committee were in contact with the insurance company to ascertain if there would be a premium whilst the work was being carried out.

9.5 Improvements to the MUGA

See Item 8 above.

9.6 Skatepark

The reserves had been amended to reflect the increase from £25,000 to £30,000 as agreed.

The Lottery Application has been submitted.

A request had been received for the Parish Council to put funds into a Crowdfunding page.

Action: Finance Committee to consider

HSBC Safeguard Team has confirmed the Hemyock Parish Council Longmead Field Account can be re-activated.

Councillor Povah had advised he would be able to undertake the phone call with the Safeguard Team.

9.7 Assistance for the Clerk

The Clerk had collected the paperwork at the meeting and would be taking it to the individual concerned to start work on preparing an inventory.

9.8 Lights Competition

The Clerk had heard from two of the prize winners. One had requested a cash payment.

PROPOSAL: The Clerk would be reimbursed the £40 to provide a cash payment.

PROPOSER: Councillor P Doble

SECONDER: Councillor A Doble

DECISION: All in favour

A further call for winners would be made in the Pump.

9.9 Longmead Carpark

The Parish Council did not believe that planning permission would be required to re-surface the car park at Longmead.

The work would be undertaken in the spring.

9.10 Building Maintenance

A building maintenance plan had been started in 2020 but not followed. The Parish Council RESOLVED to agree the principle having a budgeted, maintenance plan for all assets and that funding may be required to achieve this.

Action: Councillor Povah/Clerk

10. Community Matters

10.1 Garages Youth Project

In the absence of Councillor Matthews, the Clerk advised that the Youth Club had requested if there is funding available to install Broadband at the Garages. Options were currently being considered.

10.2 Hemyock Community Larder

See Finance.

10.3 Footpaths (P3)

The Clerk had contacted DCC regarding this year's outstanding payments of £410 and £700.

11. Highways

The Parish Council noted the information provided by the Clerk in the agenda.

12. Police matters

The Parish Council noted the information provided by the Clerk in the agenda.

13. MDDC Report

Councillor Clist advised as follows:

- MDDC had produced a balanced budget without the need to borrow from reserves or cut services for both 2024-25 and 2025-26.
- The housing stock brought from 3 Rivers would provide for 39 homes with the first residents taking up occupation.
- Devon was not in the first tranche of unitary authorities under the Devolution white paper issued on 16 December 2025 and County Council elections would take place in May. It was likely that District Councils would be disbanded.

14. DCC report

Councillor Radford had submitted a report which was considered by the council and no questions raised.

15. Public Relations

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

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

16. Clerk Update/Correspondence

The Parish Council noted the information received on the following:

Station Road

Email correspondence had been circulated regarding the surface water on Station Road.

Work was ongoing to try to obtain South West Water's report so that the Riparian owners could be contacted with whom responsibility lay.

The Clerk was also in contact with MDDC and DCC to try to resolve the issue.

Emergency Plan

This is a work in progress and will require an Open Meeting for residents. The 2012 Emergency Plan has been circulated to councillors.

Date to be set.

Neighbourhood Plan

Given the changes to the National Planning Policy Framework and the possibility of a Unitary Authority, the Neighbourhood Plan meeting has been postponed so that the impact can be assessed.

Grant Funding for Flood Works

The paperwork has been completed for the works at Longmead.

The paperwork for the works at the Garage is with the owner and the Parish Council, as the lessee, needs to give consideration to signing the paperwork.

Blackdown Hills National Landscape

Comments are invited on the draft management plan for the period 2025-2030. The information has been circulated to the Parish Council.

Christmas Lights

See Item 9.

VE Day 80

The request for funding from the Royal British Legion would be considered by the Finance Committee.

Action: Finance Committee

Discussion paper on Government changes to IHT and farming

The discussion paper would be considered at the next meeting.

Broadband

The Clerk's report on the meeting with Connecting Devon and Somerset as given in the agenda was noted.

DALC

A meeting of smaller councils on Thursday 30th January, 10am – 12pm to discuss Devolution had taken place.

Defibrillator Agreement

The defibrillator agreement for Longmead Pavilion, Hemyock Parish Hall, Rosemary Lane Chapel, Clayhidon Half Moon Pub, Culmstock Village Hall & The Garages is up on the 16/06/2025. Hemyock Parish Council normal pay for the whole contract and then are re-imbursed by the other Parish Councils.

PROPOSAL: Hemyock Parish Council renew the contract

PROPOSER: Councillor P Doble

SECONDER: Councillor Povah

DECISION: All in favour

17. Matters raised by Councillors/meetings attended

The following matters were raised:

- Branch in the ditch on the road along from the car park at Turbary - Councillor Moon to action
- General state of the road
- New crash barrier at Pencross and the width of the hedge
- the Repair Café had indicated that they would continue to operate
- allocation of housing through Devon Home Choice

18. Items for the next agenda

As detailed in the minutes of this meeting.

19. Dates of the next meetings:

The next meeting will be on:

12 February 2025 (Finance)

5 March 2025

Meetings to be arranged:

- Commons Committee
- Community Land Committee
- Skatepark Committee
- Action Plan meeting

The Chairman closed the public meeting at 9.15pm and the meeting went into Part 2.

Part 2 is reported under Item 6.6.

Part 2 closed at 9.30pm.

Signed _____ Date _____
Chairman