



Hemyock Parish Council

230 April 2025

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, 7 May 2025 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely

Susan McGeever

Parish Clerk

AGENDA

ITEM		REPORT PAGE
1	To elect Chairman and receive declaration of acceptance of office	N/A
2	To elect Vice-Chairman and receive declaration of acceptance of office	N/A
3	Apologies for absence and candidates for co-option	N/A
4	Declarations of Interest/Dispensations	4
5	Public Participation (limited to 10 minutes, 2 minutes per question)	N/A
6	To approve the minutes of the meeting on 2 April 2025	5-16
7	Chairman's Announcements Annual Parish Meeting	N/A
8	Finance	17-20
9	Planning Application numbers for consideration: 25/00439/FULL 25/00044/HOUSE	21
10	General Power of Competence To note that GPC is not applicable to the council in 2025/26 as the Clerk is undertaking CILCA training	N/A
11	To appoint councillors to existing standing committees, review Terms of Reference and reporting arrangements, determine number and time of ordinary meetings and elect Chairman and to consider any new committees or working groups <ul style="list-style-type: none">- Finance Committee- Commons Management Group (CMG)- Policy Committee- Emergency Plan Group- Community Land	22
12	To appoint councillors as representatives <ul style="list-style-type: none">- Footpaths- Road Warden/Highways/Snow Warden- Asset management allocation:- Longmead, toilets, car park, The Garages, The Parish Store, Floodbridge, BHLAC, cemetery, war memorial, Pump, Commons.- Social media moderator and review social media policy	23

13	To review representation with external bodies and arrangements for reporting back <ul style="list-style-type: none"> - Blackdown Hills Parish Network (BHPN) - Longmead - Parish Hall - The Garages - Peter Holway/Second Poor Charity - Mary Waldron Trust - Primary School - Blackdown Healthy Living & Activity Centre 	24
14	To review and adopt core documents and policies Required by law: <ul style="list-style-type: none"> - Code of conduct - Standing orders (new) - Financial regulations - Risk Management Scheme (updated) - Publication Scheme - Privacy Notice - Equality and Diversity Policy - Contract of Employment - Health & Safety Policy - Website Accessibility Statement - Asset Register (updated) - Investment Strategy (new) Council documents: <ul style="list-style-type: none"> - Grant policy 	Circulated to Councillors
15	Asset Management Reports Longmead War memorial Cemetery Blackdown Healthy Living and Activities Centre The Parish Store The Commons Public Conveniences Car Park Village Maintenance Ground Maintenance	25-26
16	Project Reports Community Land (Cavanna) Station Road Pavement Connecting the Culm/DRIP Improvements to Longmead Improvements to the MUGA Skatepark Assistance for the Clerk Lights Competition Longmead Carpark Building Maintenance	27
17	Community Matters Garages Youth Project Hemyock Community Larder Hemyock Day Footpaths (P3) Speedwatch	28

18	Highways Road Warden Scheme Public Transport	29
19	Police Matters Crime Councillor Advocate Scheme	30
20	MDDC Report Report from Councillor Clist	31
21	DCC Report Report from new councillor	32
22	Public Relations	33
23	Clerk update/correspondence	34
24	Matters raised by Councillors/meetings attended (not for decision)	N/A
25	Items for the next agenda	N/A
26	To agree dates, times, and place of ordinary meetings of full council for the year ahead.	35

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).

ITEM		PAGE
4	Declarations of Interest/Dispensations	4

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 9 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 15 Asset Management Reports – Councillors P Doble and Ward may have a personal interest as both are members of Longmead Management Committee

ITEM		PAGE
6	To approve the minutes of the meeting on 2 April 2025	5-14

Hemyock Parish Council
Full Meeting
held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 2 April 2025

Present

Councillors P Doble (Chair), A Doble, Moon, Summers, Talbot and Ward together with Parish & District Councillor Clist, County Councillor Radford and Mrs S McGeever (Clerk) and members of the public.
Councillor P Doble opened the meeting at 7.30pm.

1. Apologies

Apologies had been received from Councillors Lawrence and Povah together with MDDC Councillor Bradshaw and DCC Councillor Radford.

The Notice of Vacancy for Councillor Matthews had not resulted in a call for an election and the Parish Council could move forward to co-opt a new member.

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

The following items were raised:

Longmead

- moles at the stream
- grass cutting
- sign going into Longmead has rotted off (IP to action)

Parish Network

- application at Sheldon for the race track for increased meets and weekday racing

Electric car charges

- Broadhembury has installed (Clerk)

Station Road

- parking and the buses

School Parent Teacher and Friends Association (PTFA)

Presentation (circulated to Parish Councillors) on the need to raise money to improve the playground. One quote received of £40,000, two other quotes requested. PTFA will be fund-raising (target £10,000), applications for grants from the academy and DCC together with approaching Parish Councils where children attended the school.
(see agenda item)

4. To approve the minutes of the meeting on 5 March 2025

PROPOSAL: The council minutes of 5 March 2025 are approved as a true record of the meeting.

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

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.

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5. Chairman's Announcements

The Chairman asked councillors to consider nominations for the Annual Parish Meeting which would be taking place on Wednesday, 14 May 2025 at Longmead – responses to Councillors Doble and Talbot together with Clerk – for consideration at the next meeting.

Food had been organised and it was hoped Councillor Bradshaw would speak on Net Zero.

The Parish Council should engage more with the community and explain how the precept is used.

Councillor Clist gave his apologies for the meeting.

6. Finance

6.1 Report from the Finance Committee

In the absence of Councillor Lawrence, Councillor Summers advised that the Finance Committee would be meeting on 30 April 2025 and preparation had started for the internal and external audits.

6.2 To agree income and expenditure and bank reconciliations:

The Clerk presented the following financial information:

INCOME (to 31 March 2025)

Account ending 1298	Cemetery	£875.00
Account ending 1308	Interest	£ 8.21
Account ending 1311	Interest	£ 4.74
Account ending 1324	Pizza van	£ 20.00
	Cemetery	£460.00
	Interest	£819.35

EXPENDITURE – Invoices received 2025/26

Invoices to pay for March (approval at April meeting):

Rates:

Cemetery	£548.90 less business relief of £548.90	Amount payable £0
Public Convenience	£374.25 less business relief of £374.25	Amount payable £0
Car Park	£636.23 1 x £53.23 11 x £53.00	Amount payable
		£636.23 (Direct Debit)

No	Amount	Payee	Reason
1.	161.76	MDDC	Cemetery trade waste 1/4/25 to 31/3/26
2.	527.25	I Pike	Cemetery maintenance £168.75. Village maintenance £345.00 plus petrol 13.50
3.	40.62	I Pike	Screws for the flood bridge repairs
4.	127.50	E Ingledew	Public Convenience
5.	6.00	S McGeever	Giff Gaff subscription
6.	811.33	S McGeever	March wages
7.	312.00	S McGeever	Expenses (Part 2) (12 months)
8.	202.80	HMRC	PAYE
9.	27.00	S McGeever	Mileage (3 visits 60x0.45)
10.	25.00	L Povah	Public convenience keys
11.	100.00	S Carter	Skateboard coaching (allocate to Skateboard funds)
12.	80.51	C Parker	Administrational assistance
13.	129.60	Coomber security	Fire maintenance (Longmead)
14.	753.39	DALC	Membership 25-26
15.	480.00	J Stevens	Fence @ St Margaret's
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16.	900.00	Foot Anstey	Land transfer (Longmead)
17.	420.00	R Beaver	Cutting back shrubs by tennis court
18.	230.00	N Page	PROW

No	Amount	Payee	Reason
19.	2220.00	Blackdown Tech	CCTV
20.	2246.40	ST Electricals	MUGA lights
21.	16.00	BHLAC	Meeting room

Invoice awaited for RBLI VE 80 Day event flag etc.
 Invoice awaited for the robotic mower

EDF Energy £23.30 (Direct Debit)

PROPOSAL: The Parish Council pay the above listed invoices.

PROPOSER: Councillor Moon

SECONDER: Councillor Summers

It was RESOLVED that the invoices should be paid.

Request for funds

The volunteer manager for the Longmead Environmental Area had requested the following funds:
 £100 from the money in account from previous grants to buy:

- a folding light wheelbarrow - £45. Tools may not be left at Longmead (see following) and this will enable me to transport a lightweight wheelbarrow in the car.
- replacement secateurs 4x8" Spear and Jackson bypass secateurs @ £9.95 each = £39.80
- residue of the money to be spent on planting for the raised beds.

PROPOSAL: The Parish Council issue a grant of £100 from allocated funds.

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

It was RESOLVED that the grant of £100 be added to the list of payments.

It was noted that a replacement volunteer manager was required and this would be raised at the Annual Parish Meeting.

Bank Reconciliations

The bank reconciliation for the Unity Trust Bank was as follows:

Bank account	Closing balance 28/02/2025	Monies in	Monies out	Closing balance 31/03/2025
Unity Trust Bank current 298	3223.50	10875.00	7560.52	6537.98
Unity Trust Bank deposit	129329.54	1299.35	10000.00	120628.89
Unity Trust Bank GF	753.00	4.47		757.74
Unity Trust Bank P3	1304.02	8.21		1312.23

There had been no movement on the savings bank accounts.

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

Application re-submitted.

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

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Unity Trust Bank – completed

Action: Clerk to request a full list of signatories so that past councillors could be removed.

United Trust Bank – completed

Signatories

- Mrs P Lawrence
- Mr S Summers
- Mrs K Talbot
- Mr P Doble

Future instructions sent to the bank must be in accordance with the new mandate, which is any 2 of the 4 signatories listed above.

The funds were reinvested in August 2024 taking the amount over the Financial Services Compensation Scheme (FSCS) limit. A letter to the bank was required to transfer the sum of £5,479.93.

Action: Clerk to bring letter to the next meeting to be signed

Nationwide – all actions have now been undertaken

The Clerk was awaiting confirmation bank and online banking was being requested (signatory to action).

Action: Signatories/Clerk

Cambridge - all three IDs have now been received and, following authorisation on one, will be forwarded to the bank

Action: Councillor Talbot to contact accountant

Skipton - all three IDs have now been received and, following authorisation on one, will be forwarded to the bank

Action: Councillor Talbot to contact accountant

- HSBC – signatory change completed
- request for online banking actioned, Councillor Povah to upload signature – expired – to be resubmitted
 - Councillor Doble to verify dormant account

Lloyds – Poor Charity

Councillor Clist would speak to Mrs Matthews to ascertain if she wished to continue as a Trustee for the Charity.

The constitution called for five trustees and only four had been appointed including Mrs Matthews – Councillors Clist, Moon and Ward. Trustees were appointed by the Parish Council. Councillor Doble declared an interest and did not comment or vote.

PROPOSAL: The Parish Council appoint Councillor Summers as a trustee.

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

It was RESOLVED to appoint Councillor Summers as a trustee.

6.5 To receive information on S106 monies

The Clerk has sent the invoices for the trim trail project to MDDC's S106 department. S106 would contact the Clerk when the development funds had been received.

6.6 Clerk's Annual Review (Part 2)

Councillor Doble thanked Councillor Talbot for her work and the result of the annual review would be reported in Part 2.

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6.7 Grants

The Parish Council noted the grant requests from the Blackdown Support Group, the Scouts, Hospicecare and the Hemyock PTFA and RESOLVED that all applications should be considered by the Finance Committee.

ACTION: Finance Committee to consider at its next meeting on 30 April 2025

7. Planning

7.1 To consider the following applications:-

Councillor Clist declared an interest and did not participate in the discussion or voting.

25/00409/TPO

Proposal: Application to reduce the crown of 1 Oak tree by 3m and reduce the limb of the second Oak by 3m protected by Tree Preservation Order 16/00004/TPO

Location: 8/9 Lower Greenfield Hemyock Cullompton

Site Vicinity Grid Ref: 313208 / 113220

Parish: Hemyock 26

Councillor Moon commented that whilst he was content with the application but requested that the cut-off ends of the tree were treated.

PROPOSAL: The Parish Council is content with Application 25/00409/TPO and Councillor Moon's comment be included in the information uploaded.

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

It was RESOLVED, with the abstention of Councillor Clist that the Clerk upload the comment to the MDDC Planning Portal.

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

24/01307/FULL – APPROVED – 7 March 2025

Proposal: Erection of general agricultural building

Location: Land at NGR 314712 110798 South West of Madford Farm 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 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.

Other matters:

Eastlands

An email had been received from MDDC regarding the availability of car parking spaces when the Zen Pods were delivered to Eastland as a parking suspension would be in place during the day.

The Clerk had advised MDDC that parking was available in the car parks and at Longmead – a date was awaited.

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8. Asset Management Reports

The Clerk referred to the agenda:

There was still a need to set up of a working group to assess all assets and work towards an asset management plan which might require external expertise.

8.1 Longmead

Tidying up Longmead

The Clerk had contacted Councillor Povah's contractor and had received no response. With the need to prepare Longmead for the robot mowers (installed 1 April 2025), the football pitches had been cut and the areas surrounding the football pitches would be cut the following week. Once the robot mowers were in full operation, the grass should be maintained and further intervention not required.

Grass cutting at Longmead

The contract for the Husqvarna robot mowers have been signed and returned and installation took place on 1 April 2025.

Lighting for the Hemyock MUGA

The invoice had been received and was on on the payment list.

Re-surfacing the Hemyock MUGA

Quotes have been forwarded to Longmead Committee for discussion.

Play Park inspection

The Play Park inspection was booked for April at a cost of £94.95. The report and invoice was awaited.

Trees overhead the stream

Councillor Ward had been overseeing quotes. Three contractors had visited the site and two quotes had been circulated to Parish Councillors, the third contractor had chosen to decline the work. Councillor Ward had confirmed that both contractors had quoted for the same work.

Works as follows:

Lift various trees along stream/footpath 2-3m high and away from the football net

Remove one (1) dead limb on tree in the far left corner

Remove smaller dead Ash tree which is leaning over the footpath

Remove large hanger and any other hanging branches found on site over the footpath

Remove two (2) trees in the far right corner near the houses which are leaning towards the field due to included unions

All wood chip to be dumped off in a designated area on site

Quote 1: TOTAL £650

Quote 2: TOTAL £1450+Vat

Tree works as follows:

Habitat two (2) large Ash trees to a safe height to encourage wildlife

Logs to be removed from site or left in lengths for resale of your own accord

All wood chip to be dumped off in a designated area on site

Quote 1: TOTAL £1500

Quote 2: TOTAL £2950+Vat

Councillor Ward recommended that the Parish Council use the cheaper contractor given the cost differential.

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PROPOSAL: The Parish Council appoint the contractor shown as Quote 1.

PROPOSER: Councillor Ward

SECONDER: Councillor P Doble

It was RESOLVED to appoint the contractor shown as Quote 1.

Action: Councillor Ward/Clerk

Improvements at Longmead

The insurance company has given the go ahead for the work provided that the insurance policies of all contractors are provided to the Parish Council prior to the commencement of the work.

Action: Clerk to liaise with A. Brooke.

The 'to scale' drawings for the proposed French Doors to replace windows have been sent to MDDC planning and email response circulated to the Parish Council regarding permitted development versus Certificate of Lawful Use.

PROPOSAL: The Parish Council apply for a Certificate of Lawful Use which would provide a written record of the works carried out.

PROPOSER: Councillor Summers

SECONDER: Councillor Talbot

It was RESOLVED to apply for a Certificate of Lawful Use.

Action: Clerk

Following on from Councillor A Doble's question regarding bins, the Clerk had received the following information from MDDC Trade Waste.,

MDDC can collect from your Longmead, Weekly, Fortnightly or Monthly.

Cost of Service

Recycling:

240L wheeled Bin £5.16 per bin per lift

360L wheeled Bin £7.08 per bin per lift

660L wheeled Bin £9.56 per bin per lift

1100L wheeled Bin £13.98 per bin per lift.

Given that it could be difficult to police the recycling bins, the Parish Council RESOLVED to ask the Pizza Van if they could ensure that sufficient bins are provided at the van to take all debris.

Action: Clerk

8.2 War memorial

In the absence of Councillor Paveh, the Clerk referred to his circulated email.

The works could not take place under the wall had been repaired and should it be repaired to its existing height or should it be lowered.

The Parish Council believed that the wall should remain at its existing height to protect the War Memorial.

The contractor undertaking the work on the War Memorial had indicated that he would also be able to repair the wall. The Parish Council believed it prudent to use the same contractor.

PROPOSAL: The Parish Council appoint the same contractor undertaking the work on the War Memorial and the wall is re-instated to its existing height.

PROPOSER: Councillor P Doble

SECONDER: Councillor Ward

It was RESOLVED to carry out the work described above.

Action: Clerk

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8.3 Cemetery

Fencing

Councillor A Doble advised that the work was now due to start in May as the new railings had taken longer than expected.

Taking down the trees

Councillor Ward had been overseeing quotes. Three contractors had visited the site and two quotes had been circulated to Parish Councillors, the third contractor had chosen to decline the work. Councillor Ward had confirmed that both contractors had quoted for the same work.

Tree works as follows:

Removal of eight (8) Fir trees

Stump grind resulting eight (8) stumps

Logs to be removed from site or left in lengths for resale of your own accord

All wood chip to be dumped off in a designated area on site

Quote 1: £950

Tree works as follows:

Deadwood Oak tree in cemetery and lift lower two (2) branches

Quote 1: £300

Quote 1: Total cost for all works £1250.

Quote 2: Total cost of all the above tree works = £2950+Vat

PROPOSAL: The Parish Council appoint the contractor shown as Quote 1.

PROPOSER: Councillor Ward

SECONDER: Councillor A Doble

It was RESOLVED to appoint the contractor shown as Quote 1.

Action: Councillor Ward/Clerk

Spoil Tip

It was noted that the spoil tip needs to be removed when the extension has been completed.

Bier House

The Clerk was arranging a meeting with interested Parish Councillors to decide on the work that was required before speaking to contractors for quotes.

Action: Clerk

New Path

Awaiting exchange of Cavanna Land (discussion with Cavanna on contract)

The Clerk advised that the cost of trade waste collection from 01 Apr 2023 to 31 Mar 2025 for a Trade Waste 240ltr Wheeled Bin would be £161.76 (see Finance)

8.4 Blackdown Healthy Living and Activities Centre

River bank at the BHLAC

Awaiting visit of geomorphologist.

Trees on the River bank at BHLAC

A report had been sent to Councillor Lawrence. The trees were not on Parish Council land.

Action: Bring forward to next meeting

Oil tank at the BHLAC

Councillor Povah had authorised the work.

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CCTV

The CCTV work had been carried out and the invoice had been received (see Finance).

The BHLAC had provided the documents relating to their use.

Councillor P Doble advised that the electric taxi provided through grants had arrived.

8.5 The Parish Store

Councillor P Doble advised there was nothing to report.

8.6 The Commons

Councillor Moon reported that the Commons Management meeting was due to take place on Saturday, 12 April 2025.

Action: Clerk to prepare agenda

The National Grid are carrying emergency tree works to cutdown trees that are touching wires.

A response had been received from MDDC regarding the shooting stations:

On the basis that the stations are on Hemyock Parish Council land and the works would be done by them, the following permitted development rights may be applicable, under Part 12 Class A of the GPDO (The Town and Country Planning (General Permitted Development) (England) Order 2015).

Action: Councillor Moon to contact the Gun Club

The Commons Management Committee would look to see if any grants were available grants.

8.7 Public Conveniences

The Clerk reported that Councillor Povah has had the keys cut so that he can meet contractors to repair the Public Convenience.

Electricity Contract

The Clerk advised that the contract was up for renewal and the Parish Council have used Clear Utility Solutions part of the DALC Partnership in the past to obtain best value.

The renewal quotes have been circulated to all Parish Councillors and a decision was required on the contractor to appoint.

PROPOSAL: The Parish Council appoint Tomato Energy which had provided the lowest quote and was the recommendation of Clear Utility Solutions.

PROPOSER: Councillor Clist

SECONDER: Councillor Talbot

It was RESOLVED to appoint Tomato Energy.

Action: Clerk

8.8 Car Park

The Clerk reported that:

MDDC was going out to tender for the car park to be re-surfaced now with a view to it being completed in this financial year – now more likely 2025-26.

The possibility of electric car chargers funded through DCC was being pursued and information on the online meeting on 4 March has been circulated to Parish Councillors.

8.9 Village Maintenance

Maintenance continues around the village.

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Fence between the church and stream

Councillor Povah had authorised the work at a lower rate than previously advised (see Finance).

8.10 Ground Maintenance

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

Emails have been sent to contractors

9. Project Reports

9.1. Community Land

Report from the Clerk

- The Land Registry has been completed and lodged
- Foot Anstey is considering the documentation and the comments made by parish councillors on the contract – meeting requested
- Drainage and soil analysis – three companies have been contacted to look at the drainage and soil analysis – availability appears to be the main issue – more companies are being contacted or another strategy needs to be adopted
- The notes from the catch-up meeting with Cavanna had been sent to all parish councillors.

A quote has been sent to Cavanna for the trees on the Longmead boundary that are believed to be a danger to a property which has been accepted.

No parish councillor was appointed to lead the project.

9.2 Station Road Pavement

In the absence of Councillor Povah and given correspondence received, the Clerk asked that discussion on the Station Road Pavement move to Part 2.

9.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)

The Clerk had included all the information received from the company who look after the cameras in the agenda.

Given the possible associated costs, the Clerk would speak to Connecting the Culm who had also asked if the Parish Council considered that a camera at Westown was needed.

Action: Clerk

Longmead Sports Pavillion and The Garages

The M3 Floodtec works were due to take place on 14/15 April 2025.

Connecting the Culm Forum 7

Details of the 'Managing water for nature and people' forum on Thursday 3 April 2025, 7–9pm at Cullompton Community Centre had been circulated to Parish Councillors.

9.4 Improvements to Longmead

See Longmead

9.5 Improvements to the MUGA

See Longmead

9.6 Skatepark

The Lottery Application had not been successful.

Councillor Summers would like to receive an update for the next meeting but believed a meeting with Maverick was being scheduled.

HSBC Bank Account – see Finance.

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9.7 Assistance for the Clerk

The first set of information from the filing cabinets has been circulated to Parish Councillors and this work continued.

Additional assistance on chasing quotes could be accommodated and the Parish Council felt that utilising the assistant to computerise the cemetery records may be beneficial.

Action: Bring forward to the next meeting

9.8 Lights Competition

Clerk actioning prizes

9.9 Longmead Carpark

PROPOSAL: Councillors Povah and Moon lead on the project and present a final design to the February meeting which should provide for the biggest car park possible and include galvanised tubing barriers.

Councillor Moon believed that the top soil should form a bank at the bottom end that could be planted with shrubs. He felt the car park should be fenced.

The Clerk referred to Councillors Povah's email where he had confirmed work on the plans was in hand.

9.10 Building Maintenance

A building maintenance plan had been started in 2020 but not followed. Councillor Povah and the Clerk were working on the project.

Action: Councillor Povah/Clerk

10. Community Matters

10.1 Garages Youth Project

Councillors P Doble and Ward would ascertain the number of meetings to attend before putting in place a replacement for Councillor Matthews.

The Youth Club have requested if there is funding available to install Broadband at the Garages.

Action: Bring forward to the next meeting

10.2 Hemyock Community Larder

Councillor P Doble advised the larder was working extremely well and had opened at the weekend because so much food had been available.

10.3 Footpaths (P3)

In the absence of Councillor Povah, the Clerk advised that the P3 forms were almost ready to be submitted. The Clerk was chasing DCC for the second PROW payment for 2024-25.

The Bridleway blockage, Madford had been reported to Councillor Povah.

Other matters:

The Clerk was applying for the Licence for Hemyock Day.

11. Highways

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

The Parish Council had been contacted by residents regarding the re-routing of the Dartline (now Stagecoach) bus. DCC had confirmed that there were no planned changes to the route.

The difficulties of the bus and emergency services accessing Station Road was noted. The Parish Council could request double yellow lines that approximately two years to action but this would move the parking problem from one area of the village to another.

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It was hoped that the additional proposed car parking at Longmead would help to ameliorate the situation.

The Clerk had contacted the bus company, DCC and MDDC again.

The Clerk was awaiting a meeting with the Neighbourhood Highways Officer regarding the visibility splay at Withy Lane.

12. Police matters

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

13. MDDC Report

Councillor Clist advised that as the pre-election period was in place, he would not be giving a report.

14. DCC report

Councillor Radford had advised that as the pre-election period was in place, he would not be giving a report.

15. Public Relations

Councillor Talbot advised there was nothing to report.

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:

Maintenance of the park below Lower Millhayes

Request from Councillor Bradshaw and local residents for the Parish Council to consider a tree planting scheme to enhance the area.

Request to carry forward to the next meeting.

Station Road

Conversations with South West Water, DCC and MDDC have been ongoing to try to resolve the water issue.

DCC have an ongoing programme to check all drains the following information has been received:

Water would not be considered a defect unless there is standing water 24 hours after the rainfall has stopped and the speed limit is 40mph or above. A very large number of drains are still due to be cleared out in the next month as part of last cyclical clean before the new financial year.

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

See Longmead and the Garages.

Blackdown Hills National Landscape

Comments based on Councillor Bradshaw's information was circulated to Parish Councillors and then submitted.

DALC – Community Statement

The response had been circulated to parish councillors.

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17. Matters raised by Councillors/meetings attended (not for decision)

A view was put forward that the Devon Association of Local Councils (DALC) was not as independent as it had been.

Councillor Ward requested information on the Ordnance Survey facility.

Action: Clerk

In his email Councillor Povah had raised the following items:

- Repair café – finance required
- staggered barriers at Castle Park & the Holingarth/Station Rd footpath – the barriers are too close to allow the passage of electric scooters/ wheelchairs.

Councillor P Doble that the next meeting would see the election of the Chair, Vice-Chair and appointment of committees and asked parish councillors to consider their current appointments.

Councillor P Doble also asked all parish councillors to speak to people regarding the current vacancy on the council.

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 April 2025 - Commons Committee
30 April 2025 - Finance Committee

7 May 2025 – Annual Meeting of the Parish Council

14 May 2025 – Annual Parish Meeting – Longmead

Meetings to be arranged: Community Land Committee
 Skatepark Committee
 Action Plan meeting

The Chairman closed the public meeting at 9pm.

Signed _____ Date _____
Chairman

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Part 2

Clerk's Appraisal

Councillor Talbot reported that a meaningful discussion had taken place with the Clerk. As part of the appraisal, Councillors P Doble and Talbot had made the recommendation that the Clerk's remuneration increase to £20.48 to meet the pay scale of the work being undertaken.

PROPOSAL: The Parish Council increase the Clerk's pay scale to £20.48 per hour

PROPOSER: Councillor Talbot

SECONDER: Councillor Moon

It was unanimously RESOLVED to increase the Clerk's pay scale. To £20.48 per hour.

At the appraisal, the Clerk had provided a breakdown of general expenses including stationery, Adobe, broadband etc. totally £25 per month.

PROPOSAL: The Parish Council meet the general expense cost of £25 per month

PROPOSER: Councillor Clist

SECONDER: Councillor Talbot

It was unanimously RESOLVED to meet the expense cost of £25 per month.

Community Land

The Parish Council noted the report on the Attenuation Pond received from Cavanna.

Station Road

The Clerk was asked to review all previous documentation.

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ITEM		PAGE
8	Finance	17-20

8.1 Accounts for the Year 2024-25

The Internal Auditor is reviewing the accounts for the year 2024-25.

The AGAR documentation will be brought to the June 2025 meeting for approval.

8.2 Report from the Finance Committee

The minutes of the meeting will be circulated to Parish Councillors before the meeting but below is a list of recommendations to be considered at the meeting.

Connecting the Culm

Discussions were taking place regarding the Memorandum of Understanding for the cameras.

The Finance Committee recommends that all cameras are kept in place until 2027 and, that if further funding cannot be secured, the Parish Council only maintain the cameras at the floodbridge after that date.

Accounting Procedures

To provide clear accounting between ongoing maintenance and improvements, the Finance Committee recommends that Capital Funds be set up as follows utilising the Sinking Fund and the 2024-2025 accounts be amended accordingly:

Commons	£5,000	to cover improvements such as fencing, tree planting and noticeboards
BHLAC	£10,000	to cover improvements including the new doors, CCTV cameras etc
Community Land (Acquisition)	£15,000	to cover solicitors fees, drainage surveys etc

The earmarked reserves already in place would be “capital” and “maintenance”.

War Memorial	£6,000	to cover the new paving, repairs to the wall would come under village maintenance
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A capital fund was already in place to cover the improvements to Longmead and the extension of the cemetery.

Longmead

A meeting be set up between the Finance Committee and the Longmead Management Committee to fully understand the financial situation and discuss the distribution of costs between the Longmead Management Committee and the Parish Council with a view to identifying any cost savings.

Given the recent pest control measures that had taken place, the Finance Committee recommends the Parish Council put in place a Pest Control Policy.

Grants

The Finance Committee recommends that the Parish Council approve that Grant Application Form.

Blackdown Support Group

The Parish Council currently affords a grant of £2000 per annum to the Blackdown Support Group.

The Finance Committee recommends that in 2025-26, given the use of their reserves to purchase a property to accommodate the group, a one-off donation of £2000 be given to assist with the loss of income from those reserves.

Hemyock PTFA

The Finance Committee recommends that the Parish Council award a grant that match funds the final contribution given to the project by the school's trust to a maximum of £12,000.

Hospicare

The Finance Committee considered that there was insufficient information and that grants should be awarded to local groups and charities. If assistance to local families could be demonstrated then the matter of a grant could be reconsidered.

Scouts

The Finance Committee recommends that the Parish Council award a grant of £1000 to the Scouts.

The Pump

The Finance Committee recommends that the Parish Council award a grant of £600 to The Pump.

Repair Café

The Finance Committee would consider any formal request for funding received from the Repair Café.

8.3 To agree income and expenditure and bank reconciliations:

The bank statements were not available at the time of preparing the agenda.

A transfer of £10,000 from account ending 1324 was made to account ending 1298 to cover expenditure.

INCOME (to 30 April 2025)

Account ending 1298

Account ending 1308

Account ending 1311

Account ending 1324	Pizza van	£	20.00	
	Precept		£49000.00	
	Cemetery (internments)	£	1825.00	
	Credit 99*	£	310.00	Total £51155.00

*Memorials £250.00 EROB £60.00

EXPENDITURE (to 30 April 2025)

Direct Debit (EDF ENERGY)	A-5DED08B2-001	-25.03
B/P to: mddc	2572702/80029309	-161.76
B/P to: I R Pike	CEMETERY GRASS	-527.25
B/P to: I & Y Pike	REIMBURSEMENT	-40.62
B/P to: e ingledew	P COUNCIL	-127.50
B/P to: Mrs S M McGeever	EXPENSES	-345.00
B/P to: Mrs S M McGeever	WAGES MAR25	-811.33
B/P to: hmrc cumbernauld	120PW00334133	-202.80
B/P to: I povah	COUNCIL	-25.00
B/P to: Coomber Security	PARISH COUNCIL	-129.60
B/P to: dalc	6482	-753.39
B/P to: J Stevens Contract	INVOICE 0239	-480.00
B/P to: r beaver	0088/0118	-420.00
B/P to: foot anstey llp	11383461	-900.00
B/P to: n page	HEMYOCK COUNCIL	-230.00
B/P to: Blackdown Tech	1160/BHLAC	-2220.00
B/P to: Chrissie Parker	HPC/0001	-80.51

B/P to: Samuel Carter	001/SKATEPARK	-100.00	
	5657/HEMYOCK		
B/P to: ST Electricals	MUGA	-2246.40	
B/P to: blackdown healthy	INVOICE 3949	-16.00	
B/P to: pma slater	P COUNCIL LEAP	-100.00	
Direct Debit (MDDC DD)	1251581	-53.23	-9995.42

Invoices to be approved 31/5/25

No	Amount	Payee	Reason
1.		E Ingledew	Cleaning public conveniences
2.		I Pike	Village and cemetery maintenance
3.		I Pike	Expenses
4.		S McGeever	Clerk's wages (Payroll 30/4/25)
5.	6.00	GiffGaff	PC phone paid by S McGeever – to be reimbursed
6.		S McGeever	Travel expenses – April
7.		HMRC	PAYE (Payroll 30/4/25)
8.	53.00	MDDC	Car park rates - DD
9.	2550.98	Window Warehouse	Longmead
10.	160.00	N Page	PROW works
11.	116.67	C Parker	Inventory
12.	225.00	Upcott	Longmenad grass
13.	860.00	Husqvarna	Robotic mowers (2 months – Apr/May)
14.			
15.			

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

Bank Reconciliations

Bank account	Closing balance 01/04/2025	Monies in	Monies out	Closing balance 30/04/2025
Unity Trust Bank current 298	6537.98	10000.00	9995.42	6542.56
Unity Trust Bank deposit	120628.89	51155.00	10000.00	161783.89
Unity Trust Bank GF	757.74			757.74
Unity Trust Bank P3	1312.23			1312.23

Debit cards – awaiting confirmation from bank

Other Bank accounts:

HSBC 2116	£317.72	22/04/24
HSBC 2132	£96605.04	22/04/24
HSBC 0275	£0.00	22/06/23 Dormant
HSBC 2124	£0.00	06/01/24 Dormant (Griffiths/Flay)
HSBC 7152	£0.00	22/02/23 Dormant (Longmead Field Account)

Mandate update complete
Change of address re-submitted.
Online banking application re-submitted.
Statements requested.

Nationwide 6589	£85235.21	31/3/25 Yearly interest £2690.95
Nationwide 6570	£ 5210.41	31/3/25 Yearly interest £ 109.83

Skipton	£91385.54	3/5/24 Yearly interest £3303.09
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The Cambridge	£81250.19	31/12/23
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United Trust Bank	£85479.93	24/8/24 Interest 2 years 5027.47
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8.4 To receive information on S106 monies

Possibility of additional funding towards the cost of the trim trail project – ongoing

ITEM		PAGE
9	Planning	21

9.1 To consider the following applications:-

25/00439/FULL

Proposal: Retention of conversion of former piggery to residential (Use Class C3)

Location: Barn Waldrons Farm Hemyock

Site Vicinity Grid Ref: 312438 / 113576

Parish: Hemyock 26

Deadline for comments: 18 April 2025 extension granted to 7 May 2025

25/00044/HOUSE

Proposal: Installation of 4 velux windows to facilitate loft conversion

Location: 3 Hartley Drive Hemyock Cullompton

Site Vicinity Grid Ref: 313672 / 113277

Parish: Hemyock 26

Deadline for comments: 30 April 2025 extension granted to 9 May 2025

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

25/00150/HOUSE – APPROVED – 11 April 2025

Proposal: Construction of raised patio to the rear

Location: Whitehall View Hemyock Cullompton Devon

9.3 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 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.

ITEM		PAGE
11	To appoint councillors to existing standing committees, review Terms of Reference and reporting arrangements, determine number and time of ordinary meetings and elect Chairman and to consider any new committees or working groups	22

2024/25

Note: Councillor Matthews has been taken off the Policy and Community Land Committees following her resignation.

Committees			Budget	Meeting frequency	Terms of Reference
Finance	Chair	PL AD NM SS KT		Quarterly	
Commons Management	Chair	NM AD LP SW	2000	Yearly	
Policy		LP PL			
Emergency Plan Group		Mr Barton			
Community Land	Chair	Vacant SW SC NM TB			

PSPO Working Group (decision taken in April 2024)
Councillor Talbot plus members of the public

Action: Policy Committee to write terms of reference

ITEM		PAGE
12	To appoint councillors as representatives	23

2024/25

Note: Councillor Matthews has been taken off the Garages following her resignation.

Councillor Responsibilities

Cemetery	SC/AD
Footpaths	LP
Road Warden/Highways/Snow Warden	SC/AD
Social Media	KT
Asset management	PL

Individual asset managers

Longmead	PD	
Toilets	LP	
Car park	LP	
The Garages	CM	
The Store	PL	
Floodbridge	LP	
BHLAC	PL	
Cemetery	SC	
War memorial	LP	
Pump	LP	
Commons	NM	Turbary Shuttleton Lickham

ITEM		PAGE
13	To appoint representation with external bodies and arrangements for reporting back	24

2024/5

Note: Councillor Matthews has been taken off the BHPN and Garages following her resignation. Decision to be made on the Peter Holloway/Second Poor Charity

The list in 2023 including:

- Parish Hall
- Primary School

But no representative was appointed.

Representatives (External Bodies)

Blackdown Hill Parish Network	Vacant
Longmead	SW PD
The Garages	Vacant
Peter Holloway/Second Poor Charity	CM? PL SC NM SW
BHLAC	NM PD
Mary Waldron	SC

ITEM		PAGE
15	Asset Management Reports	25-26

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

15.1 Longmead

A meeting between the Longmead Committee and the Parish Council has been requested to run through the plans for financial viability.

Tidying up Longmead

Clerk arranged for grass to be cut prior to robotic mowers being installed

Grass cutting at Longmead

Robotic mowers are in operation – call out for one mower

Longmead team to manage machines

Play Park inspection

Report circulated to the Parish Council

Trees overhead the stream

Councillor Ward overseeing the tree work following the appointment of a contractor.

Bins

Pizza Van providing bins and notices

15.2 War memorial

Update from Councillor Povah

15.3 Cemetery

Fencing

Due to start in May

Taking down the trees

Councillor Ward overseeing work following appointment of contractor

Spoil Tip

On hold until back fence moved.

Bier House

Clerk called for dates for a meeting.

Responses awaited.

Existing path extension

Will be required when the extension is complete

Cemetery plots

Following a meeting with Pring & Son, it has been noted that a number of plot numbers will not be available to use due to tree roots and the path extension. A plan was discussed as to how to utilise the remaining plots to ensure access for the grave diggers.

15.4 Blackdown Healthy Living and Activities Centre

River bank at the BHLAC

Report with Connecting the Culm

Trees on the River bank at BHLAC
Report sent to Councillor Lawrence.

Oil tank at the BHLAC
Councillor Povah has authorised the work.

15.5 The Parish Store

Update from Councillor Doble

15.6 The Commons

Report from Councillor Moon

Minutes of the meeting on 23 April 2024 circulated to the Parish Council.

15.7 Public Conveniences

Councillor Povah has had the keys cut so that he can meet contractors to repair the Public Convenience.
Update awaited.

Electricity Contract

The Parish Council use Clear Utility Solutions part of the DALC Partnership for the electricity contract.
Change from EDF to Tomato did not go ahead – changed to Valda Energy

15.8 Car Park

Report from the Clerk

MDDC is going out to tender for the car park to be re-surfaced now with a view to it being completed in this financial year – now more likely 2025-26.

More information on electric car chargers funded through DCC is awaited.

15.9 Village Maintenance

Maintenance continues around the village.

Fence between the church and stream

Councillor Povah has authorised the work

15.10 Ground Maintenance

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

Ongoing

ITEM		PAGE
16	Project Reports	27

16.1 Community Land (Cavanna)

Clerk chasing Parish Council's solicitor and Cavanna for an update.

16.2 Station Road Pavement

Clerk has conveyed decision on way forward to the Parish Council's solicitor – update awaited.
Solicitor supplying land registry document.

16.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)
Discussion is ongoing with the supplier and Connecting the Culm regarding ongoing costs.

Longmead Sports Pavillion and The Garages - M3 Floodtec
The work at Longmead has been completed.
Update awaited on The Garages.

16.4 Improvements to Longmead

The insurance documents for contractors have been received.
The work has commenced.
Clerk applying for the CLU.

16.5 Improvements to the MUGA

Quotes have been sent to Longmead

16.6 Skatepark

Update awaited on moving the project forward.

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

16.7 Assistance for the Clerk

The second set of information from the filing cabinets has been circulated to Parish Councillors.
Work is ongoing and the assistance can be given to chasing quotes etc

16.8 Lights Competition

Clerk actioning prizes

16.9 Longmead Carpark

PROPOSAL: Councillors Povah and Moon lead on the project and present a final design to the February meeting which should provide for the biggest car park possible and include galvanised tubing barriers.

Update from Councillors Povah and Moon.

16.10 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

ITEM		PAGE
17	Community Matters	28

17.1 Garages Youth Project

There is no representative to provide a report

17.2 Hemyock Community Larder

Report from Councillor P Doble

17.3 Hemyock Event

17.4 Footpaths (P3)

Report from Councillor Povah

Second payment for 2024/5 received.

17.5 Speedwatch

Volunteers required.

ITEM		PAGE
18	Highways - traffic issues and pavements	29

18.1 Report from Clerk

- a. Road Warden
Claim being made for equipment purchased.
A grant has been approved for the purchase of traffic cones for the Parish Council when needed to road matters.
- b. 20mph applications/speed limits
Correspondence from residents refer to use of speed cameras and the need for a reduction of speed on Cornhill.
- c. Bus routes
Meeting requested with DCC and Stagecoach – no date has been agreed

18.2 DCC Highways policy on mirrors

Meeting awaited.

ITEM		PAGE
19	Police Matters - Councillor Advocate Scheme	30

19.1 Crime

ASB at the Public Conveniences and other incidents with catapults etc

19.2 Councillor Advocate Scheme

Report from Councillor Clist

ITEM		PAGE
20	MDDC Report	31

MDDC report from Councillors Clist/Bradshaw

ITEM		PAGE
21	DCC Report	32

DCC Report from new councillor

ITEM		PAGE
22	Public Relations	33

Report from Councillor Talbot on public relations and social media.

Report from Clerk

Updating of all the information on the website is ongoing.

Change to gov.uk site in progress

ITEM		PAGE
23	Clerk update/Correspondence received	34

To receive any relevant information on:

Maintenance of the park below Lower Millhayes

Request from Councillor Bradshaw and local residents for the Parish Council to consider a tree planting scheme to enhance the area.

Request to carry forward to the next meeting.

Station Road

Conversations with South West Water, DCC and MDDC have been ongoing to try to resolve the water issue.

DCC have an ongoing programme to check all drains the following information has been received:

Water would not be considered a defect unless there is standing water 24 hours after the rainfall has stopped and the speed limit is 40mph or above. A very large number of drains are still due to be cleared out in the next month as part of last cyclical clean before the new financial year.

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.

ITEM		PAGE
26	Date of the next meetings	35

Dates of the next meetings:

Annual Parish Meeting - Wednesday, 14 May 2025

Parish Council Meetings - Dates to be decided