



Hemyock Parish Council

25 May 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, 4 June 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	Apologies for absence Notice of Vacancy	N/A
2	Declarations of Interest/Dispensations	3
3	Public Participation (limited to 10 minutes, 2 minutes per question)	N/A
4	To approve the minutes of the meeting on 7 May 2025	4-18
5	Chairman's Announcements	N/A
6	Finance	19-21
7	Planning Decision notice: 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	22
8	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	23-24
9	Project Reports Community Land (Cavanna) Station Road Pavement Connecting the Culm/DRIP Improvements at Longmead Improvements to the MUGA	25

	Skatepark Assistance for the Clerk Longmead Car Park Building Maintenance	
10	Community Matters Garages Youth Project Hemyock Community Larder Hemyock Event Footpaths (P3)	26
11	Highways Road Warden Scheme DCC 20mph applications	27
12	Police Matters Crime Councillor Advocate Scheme	28
13	MDDC Report Report from Councillor Clist	29
14	DCC Report Report from Councillor Clist	30
15	Public Relations	31
16	Clerk update/correspondence	32
17	Matters raised by Councillors/meetings attended (not for decision)	N/A
18	Items for the next agenda	N/A
19	Date of the next meeting	33

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/) or a copy can be obtained from the Clerk (hemyockpc@gmail.com).

ITEM		PAGE
2	Declarations of Interest/Dispensations	3

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

- Agenda Item 7 Planning – Mr Clist is a member of the planning committee of Mid Devon District Council and chooses not to participate in any planning application consultation.
- Agenda item 8 Asset Management Reports - Mr Doble and Mr Ward may have a personal interest as both are members of Longmead Management Committee

ITEM		PAGE
4	To approve the minutes of the meeting on 7 May 2025	4-18

Hemyock Parish Council
Annual Meeting of the Parish Council
held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 7 May 2025

Present

Councillors P Doble (Chair), Moon, Povah, Summers, Talbot and Ward together with Mrs S McGeever (Clerk) and members of the public. Councillor Atkinson joined the meeting from Item 4 onwards.

Councillor P Doble opened the meeting at 7.30pm.

1. To elect Chair and receive declaration of acceptance of office

PROPOSAL: To elect Councillor P Doble as Chair of the Parish Council.

PROPOSER: Councillor Moon

SECONDER: Councillor Talbot

It was unanimously RESOLVED by those voting that Councillor P Doble would be elected Chair and Councillor P Doble declared that he accepted the office.

2. To elect the Vice-Chair and receive declaration of acceptance of office

Councillors Moon and Talbot had acted as Vice-Chair during 2024-25 and it was proposed that this situation continue:

PROPOSAL: To elect Councillor Talbot as Vice-Chairman of the Parish Council.

PROPOSER: Councillor Summers

SECONDER: Councillor Moon

PROPOSAL: To elect Councillor Moon as Vice-Chairman of the Parish Council.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

It was unanimously RESOLVED by those voting that both Councillor Talbot and Moon would be elected to the position of Vice-Chair. Councillor Talbot and Moon declared that they accepted the office.

3. Apologies for absence and candidates for co-option

Apologies had been received from Parish, District & County Councillor Clist (following the May elections) together with Councillor A Doble.

The Parish Council noted that Miss P Lawrence has resigned from the Parish Council and wished to record its thanks for her hard work over many years.

Co-option paperwork had been completed by Kim Atkinson to fill the vacancy resulting from the resignation of Corinne Matthews given that no election had resulted from the published Notice of Vacancy.

PROPOSAL: To elect Kim Atkinson to the Parish Council.

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

It was unanimously RESOLVED that Kim Atkinson be elected to the Parish Council and she duly declared her acceptance of the position.

Page 195

4. Declarations of Interest/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 13 To review representation with external bodies and arrangements for reporting back – Councillor A Doble declared at interest in the Peter Holloway Charity
- Agenda Item 15 Longmead – Councillors P Doble and Ward may have a personal interest as both are members of Longmead Management Committee

5. Public Participation

Members of the public raised the following points:

- abandoned vehicle at Longmead
- tree down at the BHLAC
- rolling of the cemetery
- right of way over land adjoining land the cemetery given the cemetery extension was part of the adjoining land.
- grant for the PTFA

6. To approve the minutes of the meeting on 2 April 2025

PROPOSAL: The council minutes of 2 April 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 Chair.

7. Chair's Announcements

The Chair confirmed that the Annual Parish Meeting was taking place at Longmead on 14 May 2025 with a start time of 6.30pm to meet the councillors and participate in the food offering and 7.30pm for the meeting.

The Chair suggested a number of names to receive awards at the Annual Parish Meeting.

PROPOSAL: The Chair's suggestions for awards at the Annual Parish Meeting would be announced on the night and each would receive a £60 voucher towards dinner at the Catherine Wheel.

PROPOSER: Councillor Moon

SECONDER: Councillor Summers

It was unanimously RESOLVED that Chair organise and present the awards to the people nominated.

8. Finance

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

In the absence of Miss P Lawrence following her resignation, Councillor Summers gave the report from the Finance Committee.

Connecting the Culm

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

The Finance Committee recommended 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.

Page 196

Accounting Procedures

To provide clear accounting between ongoing maintenance and improvements, the Finance Committee recommended 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
--------------	--------	---

A capital fund was already in place to cover the improvements to Longmead and the extension of the cemetery.

PROPOSAL: The Finance Committee's recommendations as given above be approved.

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

It was unanimously RESOLVED that the recommendations be approved.

Action: Clerk

Councillor Summers noted that the majority of grants offered by the Parish Council covered running costs but there had been grant requests for capital projects.

PROPOSAL: That a capital grant fund be set up in the sum of £25,000 and reviewed each year.

PROPOSER: Councillor S Summers

SECONDER: Councillor Moon

It was unanimously RESOLVED to set up a capital grant fund in the sum of £25,000.

Action: Clerk

Longmead

Following discussion at the meeting, the Finance Committee recommended that 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.

Councillor Doble advised that the Longmead Management Committee were of a similar opinion and it was RESOLVED that the Parish Council would suggest that the meeting took place after Longmead's Annual General Meeting on Wednesday, 11 June 2015 with a start time of 8.30pm.

Action: Clerk

Given the recent pest control measures that had taken place, the Finance Committee also recommended the Parish Council put in place a Pest Control Policy and this would include moles.

Action: Councillor A Doble/Clerk

Grants

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

Page 197

PROPOSAL: That the Grant Application Form be approved.

PROPOSER: Councillor Moon

SECONDER: Councillor Talbot

It was unanimously RESOLVED that the form be approved.

Action: Clerk

Blackdown Support Group

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

The Finance Committee recommended 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.

PROPOSAL: That in addition to the normal grant of £2000, a one off donation of £2000 was approved.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

Councillor Moon abstained and it was RESOLVED that the grant be issued.

Action: Clerk

Hemyock PTFA

The Finance Committee recommended 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 £12,500.

PROPOSAL: That a grant to match fund the final contribution by the school's trust to a maximum of £12,500 be approved.

PROPOSER: Councillor Moon

SECONDER: Councillor Talbot

It was RESOLVED that the grant be issued.

Action: Clerk

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.

The Parish Council noted the Finance Committee's recommendation and no grant was awarded.

Scouts

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

PROPOSAL: That a grant of £1000 to the Scouts be approved with £500 going towards the Denmark trip and £500 for works to the land at Clayhidon.

PROPOSER: Councillor Moon

SECONDER: Councillor Atkinson

It was RESOLVED that the grant be issued.

Action: Clerk

The Pump

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

PROPOSAL: That a grant of £600 to the PUMP be approved.

PROPOSER: Councillor Moon

SECONDER: Councillor Talbot

It was RESOLVED that the grant be issued.

Action: Clerk

Page 198

Repair Café

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

Action: Councillor Povah

8.3 To agree income and expenditure and bank reconciliations:

The Clerk reported as follows:

A transfer of £10,000 in April from account ending 1324 was made to account ending 1298 had been made 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

As requested at the previous meeting, a full list of payments was provided below:

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	
B/P to: ST Electricals	5657/HEMYOCK 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

Page 199

Invoices to be approved 31/5/25

The Clerk presented at updated list of payments to be approved at the meeting:

No	Amount	Payee	Reason
1.	135.00	E Ingledew	Cleaning public conveniences
2.	232.00	I Pike	Village maintenance
3.	288.00	I Pike	Cemetery maintenance
4.	933.96	S McGeever	Clerk's wages (Payroll 30/4/25)
5.	6.00	GiffGaff	PC phone paid by S McGeever – to be reimbursed
6.	45.00	S McGeever	Travel expenses – April 100 miles
7.	26.00	S McGeever	Expenses – April (as agreed at review)
8.	104.99	S McGeever	Microsoft
9.	345.95	HMRC	PAYE (Payroll 30/4/25 - £223.40) + Employer NI (112.550)
10.	53.00	MDDC	Car park rates - DD
11.	2550.98	Window Warehouse	Longmead
12.	160.00	N Page	PROW works
13.	116.67	C Parker	Inventory
14.	225.00	Upcott	Longmead grass
15.	860.00	Husqvarna	Robotic mowers (2 months – Apr/May)
16.	2300.89	BKC Construction	BHLAC oil tank
17.	113.94	Play Inspection	Play park inspection
18.	1500.00	Tree Steps Ahead	Longmead
19.	32.00	BHLAC	Meeting rooms
20.	22.11	Source4Business	Cemetery water
21.	87.99	Source4Business	Public convenience
22.	60.00	Rod Taylor	Bike jump
23.	65.00	Rod Taylor	Footbridge
24.	131.62	A Doble	Road Warden (DCC reimbursing)
25.	118.80	Metcalfe	CCTV

Councillor Povah queried the BKC Construction invoice and would revert back to the Clerk following investigations.

PROPOSAL: The Parish Council make the payments listed above with the exception of BKC Construction.

PROPOSER: Councillor Summers

SECONDER: Councillor Talbot

The Parish Council unanimously RESOLVED to make the payments

Bank Reconciliations

The Unity Trust bank reconciliations were given:

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

Page 200

Information on the investment accounts was provided as follows:

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
The Cambridge	£83567.14	31/12/24 Yearly interest £2273.01 and £43.94 before product switch
United Trust Bank	£85479.93	24/8/24 Interest 2 years 5027.47

8.4 To receive information on S106 monies

Discussion on the possibility of additional funding towards the cost of the trim trail project was ongoing and awaiting funds from the developer.

9. Planning

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

Discussion on the proposal highlighted the following concerns:

- This was a retrospective planning application
- Approval would set a precedent to allow barn conversions to take place without going through the correct procedures and supplying the detailed environmental surveys required to protect the landscape and wildlife

- There was no clear purpose was it a) for residential use (year round occupancy) or b) for a holiday let without permanent residential use
- Given that the application was retrospective, no permitted development rights should be granted and any change should require full planning permission
-

PROPOSAL: The Parish Council is not content with this application and the Clerk would write a response based on the points above.

PROPOSER: Councillor Povah

SECONDER: Councillor Moon

The Parish Council RESOLVED that it was not content with this application.

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

Page 201

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.

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 was unable to give any update.

10. General Power of Competence

The Parish Council noted that the General Power of Competence is not applicable to the council in 2025/26 as the new Clerk was still undertaking the CILCA qualification.

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

The Parish Council noted that the resignations of Mrs Matthews and Miss Lawrence opened up a number of vacancies and the following proposals were made:

Finance (meets quarterly):

Councillor A Doble

Councillor Moon

Councillor Summers

Councillor Talbot

PROPOSAL: Councillor Atkins joins the Finance Committee and the committee elects a new chair

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

The Parish Council RESOLVED that the above change be made to the Finance Committee.

Commons Management Committee (yearly):

Councillor Moon (Chair)

Councillor A Doble

Councillor Povah

Councillor Ward

Page 202

PROPOSAL: The make-up of the committee remains as is and Councillor Moon remain as chair

PROPOSER: Councillor Summers

SECONDER: Councillor P Doble

The Parish Council RESOLVED that no changes be made to the Commons Management Committee.

Policy Committee (ad hoc):

Councillor Povah

PROPOSAL: Councillors Atkinson and Talbot the Policy Committee.

PROPOSER: Councillor Summers

SECONDER: Councillor Moon

The Parish Council RESOLVED that the above changes be made to the Policy Committee.

Community Land Committee (ad hoc):

Councillor Clist

Councillor Moon

Councillor Ward

PROPOSAL: The Community Land Committee is disbanded with the Parish Council making all decisions with regard to the signing of the contracts. The committee could be re-instated when discussions began on its use.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

The Parish Council RESOLVED that the above changes be approved.

Emergency Plan Working Group

Mr Barton

PROPOSAL: The Emergency Plan Working Group become the Emergency Plan Advisory Committee and comprise of Mr Barton, Councillor P Doble and the Clerk.

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

The Parish Council RESOLVED that the above changes be approved.

PSPO Working Group (decision taken in April 2024)

The Parish Council RESOLVED to disband the working group as there was not a need at this current time.

Skatepark Committee (Terms of Reference in place)

Councillor Summers (Chair)

Councillor P Doble

Councillor Moon

Mr A Brooke

Ms S Root

Ms B Tomlinson.

PROPOSAL: The make-up of the committee remains as is and Councillor Summers remain as chair

PROPOSER: Councillor P Doble

SECONDER: Councillor Moon

The Parish Council RESOLVED that no changes be made to the Skatepark Committee.

The Policy Committee would write Terms of Reference for the above committees and working groups.

Action: Policy Committee

12. To appoint councillors as representatives

The Parish Council reviewed the appointment of councillors as representatives as follows:

Footpaths: Councillor Povah

Road Warden/Highways/Snow Warden: Councillors Clist and A Doble

Social Media: Councillor Talbot

PROPOSAL: The appointments above be agreed by the Parish Council.

PROPOSER: Councillor Summers

SECONDER: Councillor Talbot

The Parish Council RESOLVED that the above appointments be agreed.

Rather than have individuals to represent each of the Parish Council's assets, it was agreed that an Asset Management Advisory Committee should be set up made up of members of the Parish Council and the managers or a representative from each management committee following the approval of the individual's concerned.

The Garages: Karen Pinder

The Store: Councillor P Doble

BHLAC: Peta-Deyus-Jones

Toilets: Councillor Povah

Car Park: Councillor Povah

Floodbridge: Councillor Povah

War Memorial: Councillor Povah

The Pump: Councillor Povah

Cemetery: Councillors Clist and A Doble

The Commons (Lickham/Shuttleton/Turbary): Councillor Moon

Longmead: Andrew Brooke

The Clerk would write to the individuals who were not on the Parish Council to see their approval.

It was felt that the information created in 2020 with regard to setting up building management programmes could form the basis for a form that each representative could complete to provide the Parish Council with their view of the work that might need to be undertaken over the forthcoming 5 years.

It was hoped the forms would be completed by 30 September 2025.

Action: Clerk

13. To review representation with external bodies and arrangements for reporting back

The Parish Council reviewed the appointment of councillors as representatives as follows:

Blackdown Hills Parish Network (BHPN): vacant

Longmead: Councillors P Doble and Ward

Parish Hall: Councillor Clist (when unable to attend a meeting, Councillor Clist would be responsible for finding a replacement).

The Garages: vacant

Peter Holway/Second Poor Charity: Councillors Clist, Matthews (external), Moon, Summers and Ward

BHLAC: Councillor P Doble

Mary Waldron: Councillor Clist

Primary School: vacant

PROPOSAL: That Councillor Kim Atkinson take on the role for the BHPN and Garages and Councillor P Doble take on the role for the school given he had attended a meeting already.

PROPOSER: Councillor Moon

SECONDER: Councillor Talbot

The Parish Council RESOLVED that the above appointments be agreed.

14. To review and adopt:

The Clerk ran through the following documentation which had been made available to Parish Councillors prior to the meeting:

- Code of conduct (no change)
- Standing orders (new 2025 version)
- Financial regulations (new 2024 version already adopted)
- Risk Management Scheme (updated with further additions required)
- Publication Scheme (no change)
- Privacy Notice (no change)
- Equality and Diversity Policy (no change)
- Contract of Employment (in place)
- Health & Safety Policy (no change)
- Website Accessibility Statement (no change)
- Asset Register (to be updated and presented at the June meeting with the AGAR paperwork)
- Investment Strategy (new)

Council documents:

- Grant Policy (to be approved)
- Social Media (in place)

PROPOSAL: The Parish Council adopt the core documents presented by the Clerk with the appropriate additional changes required to the Risk Management Scheme and the Asset Register

PROPOSER: Councillor P Doble

SECONDER: Councillor Talbot

The Parish Council RESOLVED to adopt the core documents as detailed in the proposal.

15. Asset Management Reports

The Parish Council noted the information provided by the Clerk and the reports given by Councillors as follows:

15.1 Longmead

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

Tidying up Longmead

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

Page 205

Grass cutting at Longmead

Robotic mowers were in operation – there had been a call out for one mower

Longmead team to manage machines

Play Park inspection

Report circulated to the Parish Council

Action: Clerk to provide a copy to Mr I Pike

Trees overhead the stream

Councillor Ward had overseen the tree work following the appointment of a contractor and advised that the work had been carried out to a satisfactory level. There was plenty of nesting available.

Purple Peril

There was litter left at the Purple Peril and it required painting.

Action: Decision to be taken on colour, potential for the Junior Footballers to carry out the work. Bring forward.

Bins

The Pizza Van company would be providing bins and notices

15.2 War memorial

Councillor Povah advised that the wall had been re-built and the paving should be completed by the end of the week. The Parish Council noted the high standard of the work.

15.3 Cemetery

In the absence of Councillor A Doble, the Clerk advised that the work was 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

Councillors P and A Doble together with Mr Pike would consider the updates required to the Bier House and the Clerk would investigate if a preservation order was in place. The Bier had been used once in the last 30 years.

PROPOSAL: The Parish Council purchase a new padlock and key so that more than one key was available.

PROPOSER: Councillor Moon

SECONDER: Councillor Ward

The Parish Council RESOLVED to approve the purchase of a new padlock.

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 and a copy would be provided to the Clerk and it would be circulated to councillors and discussed at the next meeting.

Page 206

Trees on the River bank at BHLAC

The report had been sent to Miss Lawrence given her concerns over the possibility of the trees falling on Longmead together with a quote for the works of £795 plus VAT. It was noted that one of the trees had already fallen down across the river.

PROPOSAL: Given that the trees might fall on the BHLAC, the Parish Council should action their removal.

PROPOSER: Councillor P Doble

SECONDER: Councillor Ward

The Parish Council RESOLVED to take down the trees at a maximum cost of £795 plus VAT.

Oil tank at the BHLAC

Councillor Povah advised the work was completed and he was checking the invoice (see Finance).

15.5 The Parish Store

Councillor Doble advised he would obtain the key from Miss Lawrence.

15.6 The Commons

Councillor Moon advised that the minutes of the meeting on 23 April 2024 would be circulated to the Parish Council and he would be looking to get quotes for noticeboards.

15.7 Public Conveniences

Councillor Povah advised that he had not had the time to meet contractors but would look to do so in the coming month.

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 and the company had then recommended Valda Energy and the paperwork being processed.

15.8 Car Park

The Clerk understood that MDDC is going out to tender for the car park to be re-surfaced.

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 had authorised the work and it had been completed at a lower cost.

15.10 Ground Maintenance

Councillor Povah advised that the document of current hourly rates for those undertaking ground maintenance in the village was ongoing.

16. Project Reports

16.1 Community Land (Cavanna)

The Clerk had received a response from the Parish Council's solicitor and this had been circulated to councillors. The discussion would take place in Part 2.

16.2 Station Road Pavement

The Clerk had conveyed decision on way forward to the Parish Council's solicitor and an email had been sent. The solicitor had supplied the land registry document.

The discussion would take place in Part 2.

Page 207

16.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)
See Finance.

Longmead Sports Pavillion and The Garages - M3 Floodtec

The work at Longmead has been completed.

The work at The Garages should be completed by the end of May

16.4 Improvements to Longmead

The insurance documents for all contractors have been received and the work had commenced.

Certificate of Lawful Use

The Clerk was in the process of applying for the Certificate of Lawful Use for the works being done at Longmead having ascertained that it was covered by permitted development by a Parish Council.

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 – last call to be put in the Parish Pump.

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.

Councillor Povah advised that he would be looking to draw up the plans for the next meeting.

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 and when set up the Asset Management Advisory Committee

17. Community Matters

17.1 Garages Youth Project

No report available.

17.2 Hemyock Community Larder

Councillor P Doble reported that the Food Larder continued to go from strength to strength.

17.3 Hemyock Event

Susan Scantlebury gave a full report to the Parish Council and confirmed the date as being Saturday, 21 June 2025 from 12pm to 10pm.

Action: Clerk to arrange licence

Page 208

Fund-raising had been going well and the on-stage entertainment had been booked together with kids entertainment, food outlets and a trained First-Aider.

There would be an arts and crafts marquee and the Blackdown Support Group, Hemyock PTFA and the Lights Brigade were attending and the Parish Council were asked if they would have a presence.

Action: All to consider a rota to allow a Parish Council stand on the day

If adverse weather called the event to be cancelled, the Sunday could be an option.

The Parish Council were thanked for their support of the event.

17.4 Footpaths (P3)

Councillor Povah advised that the second grant had been received.

The bridge was down on the Tedbury Lane to Whitehall footpath and Devon County Council was aware but repairs could not be carried out until approval had been received from the Environment Agency due to the presence of crayfish.

17.5 Community Speedwatch

Volunteers were required for the scheme to continue.

Action: To be raised at the Annual Parish Meeting

18. Highways

18.1 Report from Clerk

- a. Road Warden

The claim was 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

Councillor P Doble and the Clerk had attended an online meeting with Devon County Council and Stagecoach. Stagecoach no longer wished to operate along Station Road and a number of alternatives were discussed as to how the bus might still serve Prowses. Stagecoach personnel would be visiting Hemyock to view the turning possibilities but it seemed likely that there would be a 600m walk for residents at Prowses to a new bus stop in Station Road. A further update would be given at the next meeting.

18.2 DCC Highways policy on mirrors

Given that DCC Highways did not approve of mirrors, a meeting was awaited the possibility of improving visibility where the mirror used to be at Withy Lane.

19. Police matters

19.1 Crime

Nothing to report.

19.2 Councillor Advocate Scheme

In the absence of Councillor Clist no report was given.

20. MDDC Report

In the absence of Councillor Clist no report was given.

Page 209

21. DCC report

In the absence of Councillor Clist no report was given.

22. Public Relations

Councillor Talbot advised there was nothing to report.

The Clerk advised that the work to change to a gov.uk website and email addresses was in progress.

23. Clerk Update/Correspondence

Maintenance of the park below Higher Millhayes

In the absence of Councillor Bradshaw this item would be carried 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 had been postponed so that the impact could be assessed. It was now felt a meeting would be beneficial.

Action: Clerk

24. Matters raised by Councillors/meetings attended

Councillor Ward asked for the password to the Ordnance Survey account.

Action: Clerk

25. Items for the next agenda

As detailed in these minutes.

19. Dates of the next meetings:

Annual Parish Meeting - Wednesday, 14 May 2025

The Parish Council would continue to meet on 1st Wednesday of the month at 7.30pm at the BHLAC except for January and August where additional meetings could be called if required. The dates would be placed on the website.

Signed _____ Date _____
Chairman

Part 2

Community Land

The Parish Council noted the comments received from the solicitor and a response would be prepared and circulated to parish councillors.

Station Road

The Parish Council noted the correspondence from the solicitor and a response was awaited prior to the submission of a planning application.

ITEM		PAGE
6	Finance	19-21

6.1 To agree income and expenditure and bank reconciliations:

The information provided reflects the bank transactions to 31/5/25. The May statements were were not available when the agenda was prepared. The final information will be provided at the meeting.

INCOME (to 31 May2025)

Account ending 1298	DCC (Prow)	£410.00
Account ending 1308		
Account ending 1311		
Account ending 1324	Pizza van	£ 20.00

£10,000 was transferred from the Deposit Account to the Current Account to meet the April payments. A further £10,000 has been transferred on 1 June 2025 to meet the April grant payments and the May invoices.

EXPENDITURE – Invoices received 2025/26

Payments made in May

31May2025	Service Charge	-9.3
16May2025	Direct Debit (EDF ENERGY)	-28.67
12May2025	B/P to: R Taylor	-65
12May2025	B/P to: n page	-160
12May2025	B/P to: metcalfe allen	-118.8
12May2025	B/P to: pennon water	-22.11
12May2025	B/P to: Chrissie Parker	-116.67
12May2025	B/P to: Tree Steps	-1500
12May2025	B/P to: Window Warehouse	-2550.98
12May2025	B/P to: Mark Upcott	-225
12May2025	B/P to: A Doble	-131.62
12May2025	B/P to: e ingledew	-135
12May2025	B/P to: Husqvarna	-860
12May2025	B/P to: I R Pike	-232
12May2025	B/P to: pennon water servi	-87.99
12May2025	B/P to: I R Pike	-288
12May2025	B/P to: hmrc cumbernauld	-345.95
12May2025	B/P to: blackdown healthy	-32
12May2025	B/P to: play inspection co	-113.94
12May2025	B/P to: Mrs S M McGeever	-933.96
12May2025	B/P to: R Taylor	-60
12May2025	B/P to: Mrs S M McGeever	-181.99
01May2025	Direct Debit (MDDC DIRECT DEBITS)	-53
	TOTAL PAYMENTS	-8251.98

Payments to make/authorise from the May meeting:

Blackdown Support Group	£4000.00
1 st Hemyock Scouts	£1000.00
Pump	£ 600.00
BKC construction (BHLAC)	£2300.89

Invoice from RBL to be presented at the meeting

Invoices to pay for May (approval at June meeting):

Rates:

Car Park (Direct Debit)	£636.23	1 x £53.23	11 x £53.00	Amount payable	£636.23
----------------------------	---------	------------	-------------	----------------	---------

No	Amount	Payee	Reason
1.	621.70	I Pike	Cemetery maintenance £336.00 Village maintenance £208.00 Village grass £64.00 Petrol £13.70
2.	9.99	I Pike	Padlock (Bier house)
3.	171.00	E Ingledew	Public Convenience
4.	6.00	S McGeever	Giff Gaff subscription
5.	913.36	S McGeever	May wages
6.	TBA	HMRC	PAYE Tax 228.40 NI figure awaited
7.	27.00	S McGeever	Mileage
8.	21.00	S McGeever	Hemyock Event
9.	180.00	Upcott	Longmead grass-cutting
10.	437.29	Husqvarna	Robot mowers
11.	105.00	ICCM	Membership
12.	28.79	Valda	Electricity – public convenience
13.	5472.00	Blackdown Fencing	Cemetery
14.	16.00	BHLAC	Meeting room
15.	128.26	C Parker	Inventory
16.	44.46	MDDC	Cemetery Waste Collection
17.	80.00	Ellises Farm	Annual Parish Meeting

Bank Reconciliations

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

Bank account	Closing balance 30/04/2025	Monies in	Monies out	Closing balance 31/05/2025
Unity Trust Bank current 298	6534.46	10410.00	8251.98	8692.48
Unity Trust Bank deposit	161783.89	20.00	10000.00	151803.89
Unity Trust Bank GF	757.74			757.74
Unity Trust Bank P3	1312.23			1312.23

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

6.3 To receive an update on the application for bank cards (Financial Regulations)
The application has been withdrawn following the resignation of Penny Lawrence.
New documentation will be brought to the meeting for signature.

6.4 To receive an update on the change of key contact for Unity Trust Bank and changes for other bank accounts
Following the resignation of Penny Lawrence all bank mandates will need to be updated and it is recommended that there are four signatories for each account.
A full report will be given to the Finance and Planning meeting on 25 June 2025.

6.5 To receive information on S106 monies
No update

ITEM		PAGE
7	Planning	22

7.1 To consider the following applications:-

No consultation requests have been received.

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

25/00232/FULL – APPROVED – 1 May 2025

Proposal: Erection of a general purpose agricultural building 628sqm

Location: Land at NGR 312623 110960 Trickeys Farm Hemyock

25/00409/TPO – APPROVED – 19 May 2025

Proposal: Application to remove 1 multi-stemmed Oak tree and reduce the limb of 1 Oak tree by 3m protected by Tree Preservation Order 16/00004/TPO

Location: 8/9 Lower Greenfield Hemyock Cullompton Devon

25/00439/FULL – APPROVED – 20 May 2025

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

Location: Barn Waldrons Farm Hemyock Cullompton

7.3 To receive information regarding enforcement issues:

ENF/23/00164/COU – 13 July 2023

Re: Conversion of barn to dwelling

Shuttleton Castle Hill Hemyock

ENF/23/00214/BRE – 30 August 2023

Re: Home office used as living accommodation

Ploversfield Culmstock Road Hemyock

The 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
8	Asset Management Reports	23-24

Update on the setting up of a working group to assess all assets.
Peta Deyus-Jones (BHLAC) and Andy Brooke (Longmead) have agreed to join the working group.
Response awaited from The Garages.

8.1 Longmead

Members of the Parish Council will be meeting with the Longmead Committee.

Grass cutting at Longmead

The robotic mowers are working but one was down during the refurbishment of the pavilion.
One further cut of the outer area is required – approximate cost £200.00.
Direct debit mandate requested from Husqvanna.

Play Park inspection

The Play Park inspection report has been forwarded to Ian Pike for review.

Improvements at Longmead

Planning application for a Certificate of Lawfulness ongoing.

Moles

Contractor contacted.

8.2 War memorial

Update from Councillor Povah

8.3 Cemetery

Fencing

The fencing at the cemetery has been completed.

Trees

A date for the work to start is awaited.

Spoil Tip

Spoil tip also needs to be removed in due course

Bier House

Meeting of Parish Councillors to decide works

Path to extension

This will be required during the course of the next 12 to 18 months at current burial rates.

Moving to online records

Discussion required and decision on the 'how'.

Any further updates from Councillor A Doble.

8.4. Blackdown Healthy Living and Activities Centre

Report on

- Trees
- Riverbank

8.5 The Parish Store

Update from Councillor P Doble

8.6 The Commons

Report from Councillor Moon

8.7 Public Conveniences

Update from Councillor Povah
New electricity contract in place.

8.8 Car Park

Report from the Clerk
Update requested from MDDC.

8.9 Village Maintenance

Maintenance continues around the village.

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.
Ongoing

ITEM		PAGE
9	Project Reports	25

9.1 Community Land (Cavanna)

Report from the Clerk

- Further information has been received from the solicitors. (Part 2)
- Update awaited from Cavanna

9.2 Station Road Pavement

Report from Councillor Povah

- Response awaited from solicitor (Part 2)

9.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)

Further information awaited from Connecting the Culm.

Floodgate at The Garages

Updated Councillor P Doble.

9.4 Improvements to Longmead

Work is ongoing.

9.5 Improvements to the MUGA

See Longmead

9.6 Skatepark

Update from Councillor Summers

9.7 Assistance for the Clerk

Work on the inventory is continuing.

9.8 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.

9.9 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
10	Community Matters	26

10.1 Garages Youth Project

Replacement for Councillor Matthews

10.2 Hemyock Community Larder

Report from Councillor P Doble

10.3 Hemyock Day

Event notice in place.

Decision on Parish Council stand.

10.4 Footpaths (P3)

Report from Councillor Povah

ITEM		PAGE
11	Highways - traffic issues and pavements	27

Report from Clerk

- 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. How many are required?

- 20mph applications/speed limits
No update

- Bus routes
The route for Bus 20 has been changed.
Correspondence on new bus stop/access to the bus

DCC Highways policy on mirrors

Meeting requested.

ITEM		PAGE
12	Police Matters - Councillor Advocate Scheme	28

12.1 Crime

Nothing reported to Clerk

12.2 Councillor Advocate Scheme

Report from Councillor Clist

ITEM		PAGE
13	MDDC Report	29

MDDC report from Councillors Clist/Bradshaw

ITEM		PAGE
14	DCC Report	30

DCC Report from Councillor Clist

ITEM		PAGE
15	Public Relations	31

Report from Councillor Talbot on public relations and social media.

Update

Report from Clerk

The gov.uk domain has been purchased – Woodquist actioning change of domain name for website and email addresses.

ITEM		PAGE
16	Clerk update/Correspondence received	32

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

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 Drainage

Ongoing

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

Meeting being arranged with a planning consultant.

Blackdown Hills National Landscape

No update

Blackdown Hill Parish Network

AGM – Thursday 3rd July, starts 7pm

Yarcombe Village Hall, EX14 9AD

1st Hemyock Scouts Group

Invitation to a cream tea at the Hemyock Parish Hall on Saturday 19th July 2pm to 4pm.

		PAGE
19	Date of the next meeting	33

Dates of the next meetings:

25 June 2025 – Parish Council – Planning and Finance

2 July 2025 – Parish Council – Full Meeting

Dates to be decided:

Asset Management Working Group

Action Plan Meeting

Skatepark Meeting