



Hemyock Parish Council

24 March 2026

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, 1 April 2026**. The meeting is open to the press and the public.

Yours sincerely
Susan McGeever
Parish Clerk

AGENDA

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1	Apologies for absence	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 4 February 2026	4-15
5	Chairman's Announcements	N/A
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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	20-22
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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	30

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 ([Meetings & Agendas - 2026 - Hemyock Parish Council](#)) or a copy can be obtained from the Clerk (clerk@hemyockparish.gov.uk).

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 4 March 2026	4-15

Hemyock Parish Council
Meeting of the Parish Council
held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 4 March 2026

Present

Councillors P Doble (Chair), Atkinson, A Doble, Parish, District & County Councillor Clist, Councillors Povah, Talbot and Ward together with Mrs S McGeever (Clerk).

Councillor Doble opened the meeting at 7.30pm and advised that the Parish Council would run until 8.30pm followed by Part 2 and the Clerk's review with the Chair and Vice-Chair.

1. Apologies for absence

Apologies for absence were approved for Councillors Madge, Moon and Summers.

2. Declarations of Interest/Dispensations

Councillor Clist as a member of Mid Devon District Council and Devon County Council chooses not to participate in any planning application consultations.

Councillors P Doble and Ward were both members of Longmead Management Committee and Councillor P Doble was a Trustee of the BHLAC.

3. Public Participation

Members of the public raised the following points:

- The Cavanna Open Space land
- Potholes
- Dog attacks at Longmead

4. To approve the minutes of the meeting on 4 February 2026

PROPOSAL: The council minutes of 4 February 2026 are approved as a true record of the meeting.

PROPOSER: Councillor A Doble

SECONDER: Councillor Clist

It was RESOLVED by those who had been present at the meeting that the minutes were a true record of the meeting, and they were duly initialled and signed by the Chair.

5. Chair's Announcements

The Chair advised that he had no announcements to make at this meeting.

6. Finance

In the absence of Councillor Summers, the Clerk ran through the financial information provided:

6.1 To agree income and expenditure and bank reconciliations:

The information provided reflects the bank transactions to 25/02/2026. An update will be made at the meeting to cover payments/receipts to 28/02/2026.

INCOME (to 25 February 2026)

	January	
Account ending 1298	1160.00	(P3 Scheme)
Account ending 1308	0.00	
Account ending 1311	0.00	
Account ending 1324	20.00	

PROPOSAL: The Parish Council do not make any payments to DCM Surfaces. These invoices would be paid when the work on the MUGA was completed and written assurances given that should there be problems due to the delays in installation would be covered by the company.

PROPOSER: Councillor Atkinson

SECONDER: Councillor P Doble

DECISION: In favour with Councillor Clist abstaining

PROPOSAL: The Parish Council make all payments except for DCM Surfaces.

PROPOSER: Councillor P Doble

SECONDER: Councillor K Talbot

DECISION: In favour with Councillor Clist abstaining

Bank Reconciliations

The bank amounts were as follows, bearing in mind some statements were outstanding at the time of the meeting:

Unity Trust Bank

	31/01/2026		28/02/2026	
Unity Trust Bank current 298	6922.39	76160.00	4894.15	78188.24
Unity Trust Bank deposit	106688.86	20.00	75000.00	31708.86
Unity Trust Bank GF	770.71			707.71
Unity Trust Bank P3	1334.72			1334.72

All banks:

HSBC Comm Acc 51082116	317.72
HSBC Deposit 51082132	98574.34
United Trust Bank Unity	90349.21
Deposit 2037132	31708.86
Unity GF 2037131	770.71
Unity P3 2037130	1334.72
Unity Current 20371298	78188.24
Skipton Building Society	91385.54
Nationwide Instant Access	5210.41
Nationwide 35 day	85235.21
Cambridge Building Society	83567.14
	566642.10

A bank reconciliation report (all accounts) would be prepared in Scribe for February 2026, circulated to all Parish Councillors for review prior to the March meeting and signed by the Chairman.

The eleventh-month budget report had been proposed at the month end and circulated to all Parish Councillors. No questions were raised.

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

The Clerk would prepare new paperwork and the accounts required for the application.

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

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Clarification from the Devon Association of Local Councils:

Banking and internal controls procedures are an important safeguard for the public money held by the council and should be regularly reviewed by the council to ensure they are fit for purpose.

When it comes to authorisation of payment by cheque, or on-line, DALC suggests that the bank mandate should require

at least 2 councillors to sign all cheques and payments; the clerk/RFO should only be a signatory in conjunction with 2 other councillor signatories. Whilst not all councillors will be bank signatories, all councillors remain responsible for the council finances.

Councils can make payments either electronically or by cheque, and there should be a system in place to reduce the risks of error or fraud. All payments must be authorised by the council or under delegated authority. All payments should be supported by invoices and/or receipts.

NALC's Model Financial Regulation 2025 <https://www.nalc.gov.uk/resource/model-financial-regulations-england.html> sets out a section on internet banking, and you may want to consider reviewing Hemyock's Financial Regulations to incorporate any changes made to how electronic payments are authorised.

Section 7 covers electronic payments and sets out for example,

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

The Parish Council currently has the Clerk as the Service Administrator and four council members who can authorise payments. Two council members must authorise the payments set up the Clerk.

PROPOSAL: The Clerk becomes a signatory but not authorised to make payments.

PROPOSER: Councillor P Doble

SECONDER: Councillor K Talbot

DECISION: In favour with Councillor Clist abstaining

In the absence of Councillor Summers, the Clerk advised as follows:

HSBC – online banking ongoing

Cambridge Building Society – signatory work ongoing

Nationwide – verification of accounts ongoing

Skipton Building Society – address change achieved / signatory work ongoing

United Trust Bank – online banking ongoing

Unity Trust Bank – deleting signatory work ongoing

6.4 To receive information on S106 monies

There is £5,358 available in S106 largely related to Landscaping and provision of park furniture at Higher and Lower Millhayes Open Spaces.

An update is awaited on other S106 matters that have not yet been received by MDDC.

Where possible, S106 funds should be spent prior to May 2027. The Clerk was in negotiations with MDDC in respect of the non-statutory assets and services circulated to Parish Councillors.

6.5 To receive requests for grants

- Mid Devon Mobility - forms awaited

6.5 Trade Waste

MDDC are moving to annual payments for Trade Waste and the contract has been completed and returned to them.

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7. Planning

7.1 To consider the following applications:-

There were no applications for consideration.

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

Appeals:

25/0731/MOUT

Land At Abbey Road Dunkeswell - Outline application for residential development for up to 65 dwellings (all matters reserved except for access) Link - 25/0731/MOUT | Outline application for residential development for up to 65 dwellings (all matters reserved except for access) | Land At Abbey Road Dunkeswell

This application was refused by EDDC last July and has just gone to appeal.

Appeal reference - APP/U1105/W/26/3377572.

Link: [Reference: APP/U1105/W/26/3377572](https://www.gov.uk/guidance/reference-APP/U1105/W/26/3377572)

Dunkeswell Parish Council have asked that Hemyock Parish Council support them in objecting to this application.

Councillor Povah advised that there was significant information in the appeal documentation. Given that Hemyock Parish Council had not been consulted on the original application and thus had not commented, the Parish Council considered whether or not a comment should be placed on the portal especially given the Government's house building objectives and increased targets.

The Parish Council RESOLVED to make a general comment in terms of infrastructure and the effect of HGV's and increased traffic on rural roads. It was felt that the developer should make a contribution to Highways to ensure the roads did not deteriorate in condition.

PROPOSAL: The Parish Council to make the statement as above.

PROPOSER: Councillor A Doble

SECONDER: Councillor W Ward

DECISION: In favour with Councillor Clist abstaining

25/01113/FULL

Proposal: Reinstatement of existing building to dwelling (Class C3) with associated alterations, landscaping and parking

Location: Land at NGR 312090 115702 Culm Davy Hemyock Devon

Appeal Ref: 6005161

Appellants Name: Mr J Rogers

Link: [Appeal open for comment - Comment on a planning appeal - GOV.UK](https://www.gov.uk/guidance/appeal-open-for-comment-Comment-on-a-planning-appeal-GOV.UK)

The Parish Council noted that it had not objected to this application given that it was reinstating a residents albeit that there was no metal highway leading to the flint dwelling.

The Parish Council RESOLVED to put forward a comment that there was a dwelling on site but that any new dwelling should remain within the existing footprint.

PROPOSAL: The Parish Council to make the statement as above.

PROPOSER: Councillor L Povah

SECONDER: Councillor K Atkinson

DECISION: In favour with Councillors Clist and P Doble abstaining

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7.3 To receive information regarding enforcement issues:

Any update from Enforcement would be dependent on if action has been taken or a retrospective planning application is received.

Other planning matters:

Mid Devon District Council Caravan site and mobile homes policy consultation

The relevant documentation has been circulated to parish councillors for consideration before the meeting and a response would be discussed at the meeting.

Action: Clerk to formulate a response

Response to National Planning Policy Framework consultation.

Action: The Parish Council did not comment of the National Planning Policy Framework.

8. Asset Management Reports

The Parish Council noted the Clerk's report.

8.1 Longmead

Councillor Ward advised that the MUGA was nearing completion. If the Parish Council were minded to accept advertising banners around the MUGA, he had been approached by a potential advertiser. The Junior Teams and neighbouring Senior Teams were using the MUGA together with the netball team.

Councillor Ward advised that the living roof on Longmead definitely needed to be repaired. The cost was £3700 plus scaffolding.

The Clerk was currently seeking clarification as to whether the living roof could be replaced by solar panels. This would be more cost effective given the funding available and would provide an ongoing benefit.

Action: Clerk to report to the next meeting.

Councillor Ward advised that he was in the process of submitting the bid for funding to improve the football pitches. In order to complete the job a specialist tool to take soil samples was required at a cost of £55.60. The grant paid out £7500 in the first and second years, then two-thirds of that some in Year 3, half in Year 4 and one-third in Years 5 and 6.

PROPOSAL: The specialist tool should be purchased for the sum of £55.60.

PROPOSER: Councillor Ward

SECONDER: Councillor Clist

DECISION: All in favour

The Clerk's report as given below was noted:

The Parish Council has made the decision to take the finances back in house and have the Longmead Management Committee as the Longmead Advisory Committee. Consideration needs to be given to the wording of the Terms of Reference and the modus operandi for handling the accounts. The draft Terms of Reference circulated by the Longmead Committee provide a good starting point. **A meeting is required.**

Update on matters brought to the Clerk's attention:

- a) Options for having a permanent license at Longmead Pavillion
The application was nearing completion
- b) Online booking system for the facilities at Longmead Pavillion
The setting up of the booking system was ongoing.
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- c) Inventory of equipment at Longmead
The list of equipment had been received.
- d) Terms of Reference for the Longmead Advisory Committee
See note above regarding an informal meeting.
- e) Quotes for upgrading the football pitches in the spring
As reported above
- f) Update on robotic mowers
Nothing to report
- g) Update of MUGA refurbishment (2G surface ordered) and an opening ceremony
As reported above
- h) Play park repairs
Further new parts had been purchased and the work was nearing completion.
- i) Acoustic equipment
The Longmead Advisory Committee wish to improve the acoustics in the building.
Quotes requested.

- j) Recycling bins for clothes
The contract had been received and circulated.

PROPOSAL: The Clerk should sign the contract for the recycling bins for clothes

PROPOSER: Councillor P Doble

SECONDER: Councillor S Ward

DECISION: All in favour

- k) Longmead roof
As reported above.

- l) Netball posts
The netball posts had been purchased and fitted.

Councillor Ward advised that the Tree Hub was not running this year.

Ongoing actions:

Planning application for a Certificate of Lawfulness – to be actioned when time allows

Longmead Car Park

Councillor Ward had lined up the tree for the triangle and Councillor P Doble was providing further stones.

The drain was still broken.

8.2 War memorial

Councillor Povah advised there was nothing to report.

8.3 Cemetery

Hedging

The Clerk had purchased the fencing required by Councillor Ward.

Hedge Cutting of extension

The contractor had cut the hedge.

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Spoil Tip

Bier House

Councillor A Doble advised that he had nothing to report.

Path to extension

Councillor A Doble advised that he wished to hand over the getting of quotes to another councillor and this was agreed.

Action: Clerk was working through cemetery documentation to ensure that the cemetery extension did not require planning permission

Moving to online records

Councillor P Doble had nothing to report.

Brown bin

The bin had not been received.

Action: Clerk to follow up

8.4. Blackdown Healthy Living and Activities Centre

Report on

- Trees (the land has been too wet to take the equipment on site but the work would be actioned on 18 March)
- Riverbank (report received - Connecting the Culm are looking at funding and this will be tied in to other projects in the village)
- Renewal of DCC lease for offices. Solicitor has been advised the Parish Council will pay its own costs.

The BHLAC had a fund-raising event and raised £2950.00.

8.5 The Parish Store

Councillor P Doble had nothing to report.

8.6 The Commons

In the absence of Councillor Moon, no report was given.
The Clerk had provided the information requested for the Gun Club.

8.7 Public Conveniences

Councillor Povah advised that the works should be completed in the next week. The keys had been cut so that the building could be locked overnight.

Action: Councillor Talbot to put an article into the Pump.

8.8 Car Park

The Clerk was still awaiting dates for the works to re-surface the car park (MDDC) to commence.

The trip hazard on the footpath from the Car Park to Redwoods Close had been reported and would be repaired.

The Clerk was also in talks with the owner with regard to improved lighting on the footpath.

DCC were moving closer to appointing an electric car charger contractor/partner.

The Baptist Church were taking action on the wall.

8.9 Village Maintenance

Maintenance continues around the village.

The cost for the handrails at Eastlands was £385.78 including VAT.

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PROPOSAL: The quote for the handrails be accepted.

PROPOSER: Councillor Atkinson

SECONDER: Councillor P Doble

DECISION: All in favour

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. This is an ongoing process.

9. Project Reports

The Parish Council noted the Clerk's report:

9.1 Community Land (Cavanna)

Report from the Clerk

- Information from solicitor (Part 2)
Amended proposal from Cavanna (Part 2)
A report had been circulated to Parish Councillors prior to the meeting to set out the information received from the solicitor, Cavanna and MDDC (Planning and S106)
The trees on the Longmead boundary would be dealt on 19 March and Cavanna were settling the invoice.
- Proposed purchase of additional land – initial report received and no red flags to prevent purchase – the final report will be circulated to councillors when received

9.2 Station Road Pavement

The new map has been sent to the solicitor and it was understood that both parties had signed the contracts.

The Parish Council RESOLVED that copies of the signed contracts should be sent to the Clerk.

Action: Councillor Povah/Clerk

Devon County Council had confirmed that they were content for the pavement to be actioned and MDDC had confirmed that there were no new planning regulations that would influence the planning application.

As previously agreed, the planning application would be submitted once the signed contracts had been received.

9.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)

The signed contract had been received.

Floodgate at The Garages

The floodgates were being fitted on 6 March 2026.

9.4 Skatepark

In the absence of Councillor Summers no update was given.

9.5 Assistance for the Clerk

Mrs Parker is happy to provide assistance once the inventory is complete.

9.7 Building Maintenance

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

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Following information received from Councillor Clist, the Clerk was speaking to In-house Training Consultancy Limited who would be able to assist with the development of a 10-year building maintenance programme.

Action: Councillors Atkinson, Povah/Clerk and Miss Lawrence

10. Community Matters

10.1 Garages

As requested, the Clerk had obtained the following report from MDDC:

Typically, in Conservation Areas the introduction of uPVC doors/windows is resisted and timber joinery is preferred, as this is a traditional material which contributes to the character and appearance of the area. Historic England has published advice on replacement windows and doors, with the following passage about uPVC:

'Replacement plastic (PVC-u) windows pose one the greatest threats to the heritage value of historic areas, particularly in towns and villages. Despite attempts at improving the design of these windows they are instantly recognisable because they cannot match the sections and proportions of historic joinery.'

The full advice document from Historic England can be found here: <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows-revfeb17/>. I would advise that where there are existing timber windows/doors within a Conservation Area, on a Listed Building or nearby that these are either retained, if of significance themselves, or replaced with accurate copies in order to preserve the special interest of the heritage asset.

Hemyock does not have a Conservation Area. You can view all our Conservation Areas at the following webpage with an interactive map: <https://www.middevon.gov.uk/residents/planning/conservation/conservation-areas/>.

There are several listed buildings within Hemyock itself, the best resource to view this is the map search at Historic England which can be viewed here: <https://historicengland.org.uk/listing/the-list/map-search/>. A notable feature is the Scheduled Monument of Hemyock Caste and the several listed buildings within the site or nearby within the churchyard of the Grade II* listed Church of St Mary (list entry number: 1169390).

Whilst not a specific planning restriction, such as removing permitted development rights, any development nearby a heritage asset should seek to preserve the setting and the significance of the asset. This is most often associated with the development of structures next to listed buildings and the local authority must demonstrate that special regard has been given to preserving the significance of the asset, and its setting. Setting is the surroundings of a heritage asset, and this is not a fixed extent.

Further clarification had been sought and whilst wooden doors would be preferred, it would be possible to install UPVC doors with the owner's approval.

Action: Clerk

10.2 Hemyock Community Larder

Councillor P Doble advised that the larder continued to be a success.

10.3 Footpaths (P3)

Councillor Povah advised that the paperwork was being completed for this year's grant and would be submitted by the deadline 31 March 2026. The P3 payment of £1160 for 2025-26 has been received.

The footpath from Tedbury to Whitehall was effectively out of use whilst the Environment Agency approved the new footbridge.

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11. Highways

The Clerk was actioned the claims for equipment and cones.

Information was still awaited on parish funded 20mph speed limits.

Lengths Man

The Lengths Man was undertaking drain clearance work around the parish.

Tarmac was being ordered so that pothole work could commence as the drier weather began. The potholes were sealed before tarmac was applied.

Flood Risk Management (26/27 January 2026)

Clerk compiling a report for DCC

DCC Highways policy on mirrors

A meeting had been requested.

Barriers

DCC have responded and the situation is quite complicated. A meeting may be the best way to solve the issues.

Action: Clerk to request a meeting

12. Police matters

12.1 Crime

A report was awaited from the Neighbourhood Police Officer on the anti-social behaviour experienced in Hemyock.

Councillor Clist advised that the NPO (Neighbourhood Police Officer) had attended the Culmstock Parish Council meeting.

Action: Clerk to invite to next meeting.

12.2 Councillor Advocate Scheme

Councillor Clist advised he had nothing to report.

13. MDDC Report

Councillor Clist advised that the affordable housing at Eastlands was nearing completion.

The Clerk had also circulated the report prepared by MDDC Councillor DuChesne.

14. DCC report

Councillor Clist advised that DCC had approved its budget for 2026-27.

The Government was picking up the shortfall in the SEND budget.

Locality Budgets were increasing from £8000 to £10000.

Additional funding of £15m had been found for highways and £4m for ditch and drainage work.

The Library Consultation had had 22,000 responses and funding would be found to fund libraries albeit with shorter opening hours.

15. Public Relations

Public relations and social media

Councillor Talbot advised she had nothing to report.

Report from Clerk

The Clerk advised that most Parish Councillors were now using the gov.uk email system. It was a little cumbersome but became easier with familiarity.

16. Clerk Update/Correspondence

The Clerk brought the following information to the attention of Parish Councillors:

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Maintenance of the park below Lower Millhayes

No update received

Station Road Drainage

Ongoing but drains cleared.

Emergency Plan

The draft Emergency Plan and details of Emergency Community Hubs had been circulated to Parish Councillors and the Clerk asked for feedback.

A date would need to be set for a public meeting

Action: Clerk

Neighbourhood Plan

Further information on drafting a Priority Statement had been circulated to Parish Councillors.

Confirmation had been received that MDDC would fund a Housing Needs Survey.

Blackdown Hill Parish Network

Information circulated

Use of an image and request for payment on Hemyock.org

No further information had been received.

Assertion 10

Information on Assertion 10 had been circulated to councillors.

The Clerk had started work on her report with the key takeaways being:

- a) Use of gov.uk emails
- b) Not downloading documents to personal computers
- c) Ensuring there was a legal basis for information held that would/could identify a living human being.
- d) For the most part, there was a legal basis for the information being held i.e. cemetery records, contractors, councillors etc.
- e) It was important to only hold information that was not in the public domain (agenda, minutes, finance etc) for the time it was needed. The Clerk had set up a system to delete emails from parishioners, six months after the matter had been dealt with.

A full report with actions and policies would be brought to the April meeting.

Biodiversity Education for Councils - CPD-Accredited Training: Actioning Your Council's Biodiversity Duties

DALC were providing an online event that covered the responsibilities of a Parish Council and this would be brought to the next meeting.

MDDC Assets

Further information awaited.

Planning Training for Town and Parish Councils

The Clerk encouraged parish councillors to attend the online event on Thursday 26th March 2026 (18:00 – 20:30 hours).

DCRF SPRING FORUM

This event was also on Thursday 26th March from 10am - 4pm.

No parish councillor was able to attend.

17. Matters raised by Councillors/meetings attended

Councillor A Doble raised the lights at the top of Prowses.

It was noted that DCC lights were now subject to legislation regarding to light pollution and dark skies.

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18. Items for the next agenda

As detailed in these minutes.

19. Dates of the next meetings:

Full Council Meeting

-

Wednesday, 1 April 2026

The Annual Parish Meeting would take place on 13 May 2026 at Longmead Pavillion with a start time of 7pm.

Dates to be set for:
Asset Management Working Group
Action Plan Meeting
Skatepark Meeting
Finance Committee - April

Signed _____ Date _____
Chairman

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Part 2

Cavanna Open Space Land

The Parish Council considered the report prepared by the Clerk setting out the information received from the Parish Council's solicitor, Cavanna and MDDC (Planning and S106).

Whilst the Parish Council acknowledged there were risks in taking on the Public Open Space land, the benefit to residents and the ongoing landscape of the village outweighed the associated risks.

The Parish Council RESOLVED to take on the Cavanna Open Space Land.

PROPOSER: Councillor P Doble

SECONDER: Councillor Ward

DECISION: All in favour

The Parish Council then considered the two options put forward by Cavanna

Option 1 – We finalise the transfer agreement, which will then be subject to the remedial works.

Option 2 – Cavanna Homes make a commuted sum to the Parish Council of £23,274.70 (can be held with solicitors until the transfer takes place) and the Parish look to better the cost of these works.

Whilst noting its concern with regard to drainage, the Parish Council RESOLVED that it would take Option 1, this would ensure that the remedial work was completed in a timely manner with a completion date of September 2026.

PROPOSER: Councillor S Clist

SECONDER: Councillor P Doble

DECISION: All in favour

The Parish Council would monitor the remedial work at each stage of the project and have a final on-site meeting with Cavanna and the contractor.

The Parish Council noted Cavanna's written confirmation that they would relax the wording in the transfer agreement to give the Parish Council more flexibility on the use of land (car parking etc) as well as providing the means of installing a more permanent track/hardstanding to the open space area.

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ITEM		PAGE
6	Finance	16-18

6.1 To agree income and expenditure and bank reconciliations:

The information provided reflects the bank transactions to 24/03/2026. An update will be made at the meeting to cover payments/receipts to 28/02/2026.

INCOME (to 24 March 2026)

	January
Account ending 1298	0.00
Account ending 1308	0.00
Account ending 1311	0.00
Account ending 1324	830.00
Cemetery £830	

EXPENDITURE – Invoices received 2025/26

Payments made in March to date

09-Mar-26	VALDA ENERGY LIMIT	VALDAENERGY	-23.67	
06-Mar-26	B/P to: pennon water servi	5017292201	-132.23	
06-Mar-26	B/P to: sutcliffe	7740	-408.23	
06-Mar-26	B/P to: c houghton	HEMYOCK	-273.00	
06-Mar-26	B/P to: pennon water	6092695658	-55.26	
06-Mar-26	B/P to: bk construction	2201	-4391.71	
06-Mar-26	B/P to: foot anstey llp	11416088	-45.00	
06-Mar-26	B/P to: Chrissie Parker	HPC/0012	-101.45	
06-Mar-26	B/P to: Cloud Next	264455	-59.98	
06-Mar-26	B/P to: Mrs S M McGeever	WAGES FEB26	-828.66	
06-Mar-26	B/P to: hmrc cumbernauld	120PW00334133	-300.03	
06-Mar-26	B/P to: e ingledew	P COUNCIL	-162.00	
06-Mar-26	B/P to: TBC (Devon) Ltd	HEMYOCK PC	-99.00	
06-Mar-26	B/P to: Mrs S M McGeever	EXPENSES	-52.50	
06-Mar-26	B/P to: blackdown healthy	INVOICE 4256	-16.00	
06-Mar-26	B/P to: I R Pike	CEMETERY	-208.00	
06-Mar-26	VALDA ENERGY LIMIT	VALDAENERGY	-93.69	
02-Mar-26	MDDC DIRECT DEBITS	1251581	-53.00	-7303.41

Invoices paid since the last meeting:

At its December meeting, the Parish Council resolved that it would make payment for the MUGA under the terms of the contract which stated, invoice to be settled on completion. The Parish Council made the same decision at its January, February and March meeting, On receipt of confirmation that the MUGA had been completed and the installation team were happy that the problems identified by the Parish Council due to lack of sand had been rectified. That said, the Parish Council sought and received written confirmation that the company would rectify any problems that arose from the slow installation and in particular bubbling and seams rising.

The Chair, Vice-Chair, Finance Committee Chair and the Clerk/Responsible Financial enacted the Parish Council's decision following the completion of the work. This allowed the financial payment to be made prior to 31 March 2026 and would be ratified at the Parish Council meeting on 1 April 2026.

Invoice 22854	£67964.40
Invoice 22963	£ 3775.80
Invoice 23058	£ 3775.80

In addition, the final invoice for the works on the Public Convenience was settled:

Bunyan Plumbing	£1750.56
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Invoices to pay for March (approval at April meeting):

Rates:

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

No	Amount	Payee	Reason
1.		I Pike	Cemetery maintenance £ Village maintenance £
2.		E Ingledew	Public Convenience
3.	6.00	S McGeever	Giff Gaff subscription
4.	TBA	S McGeever	Wages
5.	TBA	HMRC	PAYE/NI
6.	TBA	S McGeever	Mileage
7.	26.00	S McGeever	Expenses
8.	437.29	Husqvarna DD	Robot mowers
9.		Valda DD	Electricity – public convenience
10.		C Parker	Inventory
11.	16.00	BHLAC	Meeting room
12.		Valda DD	Longmead
13.	102.00	Bunyan	Public Convenience
14.	220.00	T P Slator	Moles
15.			
16.			
17.			
18.			
19.			
20.			

Bank Reconciliations

The March 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 28/02/2026	Monies in	Monies out	Closing balance 24/03/2026
Unity Trust Bank current 298	78188.24			
Unity Trust Bank deposit	31708.86			
Unity Trust Bank GF	707.71			
Unity Trust Bank P3	1334.72			

Due to the meeting date being 1 April 2026, details of the other bank accounts will be circulated post the meeting when postal statements are available

A bank reconciliation report (all accounts) will be prepared in Scribe for March 2026 and circulated to Parish Councillors for review after the meeting and will be signed by the Chairman at the May meeting and form part of the accounts for the AGAR statements.

The end of year budget report will be available as soon as all bank statements have been received and circulated to parish councillors and reviewed by the Finance Committee as part of the year-end documentation.

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

Update – Clerk has just been advised that they require two years accounts – the application will need to be resubmitted.

Paperwork will be brought to the April meeting.

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

Following, the Parish Council’s decision that the Clerk should become a signatory on the bank accounts but not authorised to make payments, the paperwork will be brought to the April meeting.

HSBC – Update from Councillor Summers (online access required for the Clerk)

Cambridge Building Society – signatory work ongoing

Nationwide – verification of accounts ongoing

Skipton Building Society – address change achieved / signatory work ongoing

United Trust Bank – Councillor Summers setting up online banking

Unity Trust Bank – deleting signatory work ongoing

6.4 To receive information on S106 monies

No further information is available at the time the agenda was prepared.

6.5 To receive requests for grants

- Mid Devon Mobility - forms awaited

6.6 Rates for 2026-27

Cemetery: £ 0.00

Public Convenience £ 0.00

Car Park £668.03

ITEM		PAGE
7	Planning	19

7.1 To consider the following applications:-

There are no applications for consideration.

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

22/00852/MFUL – APPROVED – 9 March 2026

Proposal: Erection of a poultry building (2878.93 sqm) and associated works

Location: Land and Building at NGR 312957 115541 (Goodalls Farm) Hemyock Devon

7.3 To receive information regarding enforcement issues:

Any update from Enforcement would be dependent on if action has been taken or a retrospective planning application is received.

Other planning matters:

Mid Devon District Council Caravan site and mobile homes policy consultation

The relevant documentation has been circulated to parish councillors for consideration before the meeting and a response will be discussed at the meeting.

ITEM		PAGE
8	Asset Management Reports	20-22

8.1 Longmead

Following the Parish Council's decision to take the finances back in house and have the Longmead Management Committee as the Longmead Advisory Committee, a meeting to discuss the modus operandi is required.

Update on matters brought to the Clerk's attention:

- a) Options for having a permanent license at Longmead Pavillion
Update on application at the meeting
- b) Online booking system for the facilities at Longmead Pavillion
Ongoing
- c) Inventory of equipment at Longmead
Received and to be added to the asset list, as appropriate.
- d) Terms of Reference for the Longmead Advisory Committee
Updated Terms of Reference to be discussed and approved once modus operandi approved.
- e) Quotes for upgrading the football pitches in the spring
Grant submitted by Councillor Ward – update at the meeting
Action: Councillor Ward
- f) Update on robotic mowers
Nothing to report
- g) Update of MUGA refurbishment (2G surface ordered) and an opening ceremony
The work on the MUGA has been completed.
- h) Play park repairs
Update at the meeting.
- i) Acoustic equipment
The Longmead Advisory Committee wish to improve the acoustics in the building.
Quotes requested.
- j) Recycling bins for clothes
Contract signed and returned.
- k) Longmead roof
Work is ongoing to identify if the living roof can be removed and replaced by solar panels. There are two solar panels on the roof but this will be nearing their life expectancy

Ongoing actions:

Planning application for a Certificate of Lawfulness – to be actioned when time allows

8.2 War memorial

Nothing to report.

8.3 Cemetery

Hedging

Completed.

Hedge Cutting of extension

A contractor has been appointed. Cost: £55 per hour. Will be completed before 1 March 2026.

Spoil Tip

Nothing to report

Bier House

Update from Councillor Atkinson

Path to extension

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

Update from Clerk

Moving to online records

New Year

Brown bin

Actioned but not received. Clerk has chased.

Any further updates from Councillor A Doble.

8.4. Blackdown Healthy Living and Activities Centre

Report on

- Trees – actioned 18/3/26
- Riverbank (report received - Connecting the Culm are looking at funding and this will be tied in to other projects in the village)
- Renewal of DCC lease for offices. Solicitor has been advised the Parish Council will pay its own costs.

8.5 The Parish Store

Update from Councillor P Doble

8.6 The Commons

Report from Councillor Moon

Collision information received.

8.7 Public Conveniences

Update from Councillor Povah on the works to repair works/refurbishment of the public convenience.

Update on opening and locking the public convenience

Further vandalism

8.8 Car Park

Report from the Clerk

Awaiting dates for the works to commence.

Lighting on footpath from the Car Park to Redwoods Close plus trip hazard - ongoing

DCC are moving closer to appointing an electric car charger contractor/partner.

Baptist Church are taking action on the wall.

8.9 Village Maintenance

Maintenance continues around the village.

Outstanding issues:

- Handrail at Eastlands

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. This is an ongoing process.

ITEM		PAGE
9	Project Reports	23

9.1 Community Land (Cavanna)

Report from the Clerk

- The Parish Council's solicitor is undertaking the amendments that were agreed with Cavanna following the acceptance of the land.
Timescale for the completion of the remedial works and date for signing the contract awaited.
- Proposed purchase of additional land – the clerk is awaiting the details of the Exchange of Contracts

9.2 Station Road Pavement

The solicitor has been requested to send the signed documentation from both parties.

MDDC have confirmed that there are no new planning regulations that would influence the planning application.

DCC have been contacted for confirmation they are still content for the pavement to be actioned.

Once the signed documentation has been received, the planning application will be submitted.

9.3 Connecting the Culm/DRIP

Memorandum of Understanding (cameras)

Completed

Floodgate at The Garages

Being fitted 6 March 2026

9.4 Skatepark

Update from Councillor Summers

9.5 Assistance for the Clerk

Mrs Parker is happy to provide assistance once the inventory is complete.

9.7 Building Maintenance

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

Following information received from Councillor Clist, the Clerk is speaking to In-house Training Consultancy Limited who will be able to assist with the development of a 10-year building maintenance programme.

Further details will be brought to the meeting.

Action: Councillors Atkinson, Povah/Clerk and Miss Lawrence

ITEM		PAGE
10	Community Matters	24

10.1 Garages

Report from Councillor P Doble

Update awaited on new doors.

10.2 Hemyock Community Larder

Report from Councillor P Doble

10.3 Footpaths (P3)

Report from Councillor Povah

The P3 documentation has been submitted.

ITEM		PAGE
11	Highways - traffic issues and pavements	25

Report from Clerk

- Road Warden
Claim being made for equipment purchased.
Claim being made for cones

- 20mph applications/speed limits
Update from Councillor Clist

Lengths man

CH is continuing to carry out work.

Request for tarmac - actioned

Flood Risk Management (26/27 January 2026)

Clerk compiling a report for DCC

DCC Highways policy on mirrors

Meeting requested.

Barriers

DCC have responded and the situation is quite complicated. A meeting may be the best way to solve the issues.

ITEM		PAGE
12	Police Matters - Councillor Advocate Scheme	26

12.1 Crime

Incident at the Public Conveniences

The police are going to respond on the anti-social behaviour that has been reported. Chased.

12.2 Councillor Advocate Scheme

Report from Councillor Clist

ITEM		PAGE
15	Public Relations	27

Report from Councillor Talbot on public relations and social media.
Nothing to report

ITEM		PAGE
16	Clerk update/Correspondence received	28 - 29

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

Maintenance of the park below Lower Millhayes

No update received

Station Road Drainage

Ongoing but drains cleared.

Emergency Plan

Draft Emergency Plan and details of Emergency Community Hubs circulated to Parish Councillors.
Date to be set for a public meeting

Neighbourhood Plan

Further information on drafting a Planning Statement circulated to Parish Councillors.
MDDC funded Housing Needs Survey confirmed.

Blackdown Hill Parish Network

Information circulated

Use of an image and request for payment on Hemyock.org

Update to be given at the meeting

Assertion 10

To confirm compliance, the council will need to meet all four criteria:

- A council-owned domain-based email address
- A website that meets accessibility regulations, the relevant Transparency Code, and documentation as specified in the Freedom of Information Act
- Clear arrangements for data protection (DPA and GDPR)
- An IT policy

The Parish Council has a council-owned domain-based email address.

The website meets the accessibility regulations, the relevant Transparency Code and documentation specified in the Freedom of Information Act

The Parish Council has a data protection policy.

The Clerk has circulated the template IT Policy to Parish Councillors, the final document will depend on decisions made at the April meeting.

Biodiversity Education for Councils

Following an online DALC event, biodiversity should be part of each agenda.

MDDC Assets

Further information awaited.

Planning Training for Town and Parish Councils

Report from Clerk

DCRF SPRING FORUM

No Parish Councillor attended.

Civility and Respect Pledge

By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Creative Communities Scheme 2026/27

The Clerk has circulated details of the scheme.

The first tranche of applications are open until Friday 24 April 2026.

Suggestions are sought from Parish Councillors.

[Creative Communities: Success stories and grant applications now open](#)

		PAGE
19	Date of the next meeting	30

Discussion on format for the Annual Parish Meeting.

Wednesday, 13 May 2026

Date of the next meetings:

6 May 2026

Dates to be decided:

Asset Management Working Group

Action Plan Meeting

Skatepark Meeting

Finance Committee

Emergency Plan