



# Hemyock Parish Council

29 April 2025

To: All Members of Hemyock Parish Council

Dear Councillor

You are duly summoned to attend a meeting of **Hemyock Parish Council** to be held at The Healthy Living & Activities Centre, Riverside, Hemyock on **Wednesday, 6 May 2026 at 7.30pm**. The meeting is open to the press and the public.

Yours sincerely

Susan McGeever

Parish Clerk

## AGENDA

ITEM		REPORT PAGE
1	<b>To elect Chairman</b> and receive declaration of acceptance of office	N/A
2	<b>To elect Vice-Chairman</b> and receive declaration of acceptance of office	N/A
3	<b>Apologies for absence and candidates for co-option</b>	N/A
4	<b>Declarations of Interest/Dispensations</b>	4
5	<b>Public Participation</b> (limited to 10 minutes, 2 minutes per question)	N/A
6	<b>To approve the minutes of the meeting on 1 April 2026</b>	5-15
7	<b>Chairman's Announcements</b> Annual Parish Meeting	N/A
8	<b>Finance</b> Annual Governance and will take place at the June meeting as some bank statements are received mid-month allowing insufficient time for the Internal Audit to be completed.	16-18
9	<b>Planning</b> Application numbers for consideration:  <b>26/00500/TPO</b> Proposal: Application to fell 1 Ash tree protected by Tree Preservation Order 91/00001/TPO Location: 2 Castle Barton Culmstock Road Hemyock Site Vicinity Grid Ref: 313573 / 113338 Parish: Hemyock 26  <b>26/00420/HOUSE</b> Proposal: Replacement and relocation of north boundary fence Location: 3 Station Road Hemyock Cullompton Site Vicinity Grid Ref: 313706 / 113400 Parish: Hemyock 26  <b>26/00592/FULL</b> Proposal: Conversion of agricultural building to dwelling Location: Land and Building at NGR 314576 113259 (Fourways Cross) Hemyock Site Vicinity Grid Ref: 314652 / 113128 Parish: Hemyock 26	19

10	<p><b>General Power of Competence</b> To note that GPC is not applicable to the council in 2026/27 as the Clerk does not yet have the CILCA qualification</p>	N/A
11	<p><b>To appoint</b> 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</p> <ul style="list-style-type: none"> <li>- Finance Committee</li> <li>- Commons Management Group (CMG)</li> <li>- Policy Committee</li> <li>- Emergency Plan Group</li> <li>- Skatepark Committee</li> <li>- Longmead Advisory Committee</li> <li>- Asset Management Advisory Committee</li> </ul>	20-21
12	<p><b>To appoint</b> councillors as representatives</p> <ul style="list-style-type: none"> <li>- Footpaths</li> <li>- Road Warden/Highways/Snow Warden</li> <li>- Social media moderator</li> </ul>	22
13	<p><b>To review</b> representation with external bodies and arrangements for reporting back</p> <ul style="list-style-type: none"> <li>- Blackdown Hills Parish Network (BHPN)</li> <li>- Longmead</li> <li>- Parish Hall</li> <li>- The Garages</li> <li>- Peter Holway/Second Poor Charity</li> <li>- Mary Waldron Trust</li> <li>- Primary School</li> <li>- Blackdown Healthy Living &amp; Activity Centre</li> </ul>	23
14	<p><b>To review and adopt core documents and policies</b></p> <ul style="list-style-type: none"> <li>- Code of conduct</li> <li>- Standing orders (2025 version)</li> <li>- Financial regulations (2025 version)</li> <li>- Risk Management Scheme (updated)</li> <li>- Publication Scheme</li> <li>- Privacy Notice</li> <li>- Equality and Diversity Policy</li> <li>- Contract of Employment</li> <li>- Health &amp; Safety Policy</li> <li>- Website Accessibility Statement</li> <li>- Asset Register (updated)</li> <li>- Investment Strategy</li> <li>- IT Policy (approved at last meeting)</li> </ul> <p>Council documents:</p> <ul style="list-style-type: none"> <li>- Grant policy</li> </ul>	Circulated to Councillors
15	<p><b>Asset Management Reports</b></p> <p>Longmead War memorial Cemetery Blackdown Healthy Living and Activities Centre The Parish Store The Commons Public Conveniences Car Park Village Maintenance Ground Maintenance</p>	24

<b>16</b>	<b>Project Reports</b> Community Land (Cavanna) Station Road Pavement Connecting the Culm/DRIP Purchase of Land Skatepark Assistance for the Clerk Building Maintenance	25
<b>17</b>	<b>Community Matters</b> Garages Youth Project Hemyock Community Larder Hemyock Day/Lights Brigade Footpaths (P3) Speedwatch	26
<b>18</b>	<b>Highways</b> Road Warden Scheme Lengths Man Highways matters	27
<b>19</b>	<b>Police Matters</b> Crime Councillor Advocate Scheme	28
<b>20</b>	<b>MDDC Report</b> No written report received from Councillor Clist	N/A
<b>21</b>	<b>DCC Report</b> No written report received from Councillor Clist	N/A
<b>22</b>	<b>Public Relations</b> No written report received from Councillor Talbot	N/A
<b>23</b>	<b>Clerk update/correspondence</b>	29
<b>24</b>	<b>Matters raised by Councillors/meetings attended (not for decision)</b>	N/A
<b>25</b>	<b>Items for the next agenda</b>	N/A
<b>26</b>	<b>To agree</b> dates, times, and place of ordinary meetings of full council for the year ahead.	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 (<https://hemyockparish.gov.uk>) or a copy can be obtained from the Clerk ([clerk@hemyockparish.gov.uk](mailto:clerk@hemyockparish.gov.uk)).

ITEM		PAGE
4	<b>Declarations of Interest/Dispensations</b>	4

**To receive** any declarations of interest relating to business to be conducted at this meeting and

**To consider** any dispensation requests and confirm any relevant dispensations.

- Agenda Item 9 Planning – Councillor Clist is a member of the planning committee of Mid Devon District Council and chooses not to participate in any planning application consultation.
- Agenda Item 15 Asset Management Reports – Councillors P Doble and Ward may have a personal interest as both are members of Longmead Management Committee

ITEM		PAGE
6	<b>To approve the minutes of the meeting on 1 April 2026</b>	5-14

**Hemyock Parish Council**  
**Meeting of the Parish Council**  
**held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 1 April 2026**

**Present**

Councillors P Doble (Chair), Atkinson, A Doble, Parish, District & County Councillor Clist, Councillors Moon, 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 Councillor Summers.  
It was noted that Councillor Madge had resigned from the Parish Council.

**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:

- Hemyock Day would be on 13 June 2026 and there would be a dance tent for children. A fund raising café would run at Longmead on 28 May 2026 and through August.
- The Lights Brigade were holding a Spring Dance  
The Chair thanked the organiser for her hard work.
- Opening up of the cemetery and locking the new gate.
- Robotic mowers cutting down daffodils at Longmead

**4. To approve the minutes of the meeting on 4 March 2026**

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

**PROPOSER:** Councillor Talbot

**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.

**5. Chair's Announcements**

The Chair thanked Councillor Talbot for her work on the Clerk's appraisal.

**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:**

**INCOME (to 31 March 2026)**

	March 2026
Account ending 1298	0.00
Account ending 1308	6.88
Account ending 1311	3.97
Account ending 1324	1157.19
Cemetery	£830.00
Pizza van	£ 20.00

**EXPENDITURE – Invoices received 2025/26****Payments made in March**

02-Mar-26	Direct Debit (MDDC DIRECT DEBITS)	1251581	-53.00	
06-Mar-26	Direct Debit (VALDA ENERGY LIMIT)	VALDAENERGY	-93.69	
06-Mar-26	B/P to: I R Pike	CEMETERY GRASS	-208.00	
06-Mar-26	B/P to: blackdown healthy	INVOICE 4256	-16.00	
06-Mar-26	B/P to: Mrs S M McGeever	EXPENSES	-52.50	
06-Mar-26	B/P to: TBC (Devon) Ltd	HEMYOCK PC	-99.00	
06-Mar-26	B/P to: e ingledew	P COUNCIL	-162.00	
06-Mar-26	B/P to: hmrc cumbernauld	120PW00334133	-300.03	
06-Mar-26	B/P to: Mrs S M McGeever	WAGES FEB26	-828.66	
06-Mar-26	B/P to: Cloud Next	264455	-59.98	
06-Mar-26	B/P to: Chrissie Parker	HPC/0012	-101.45	
06-Mar-26	B/P to: foot anstey llp	11416088	-45.00	
06-Mar-26	B/P to: bk construction	2201	-4391.71	
06-Mar-26	B/P to: pennon water	6092695658	-55.26	
06-Mar-26	B/P to: c houghton	HEMYOCK	-273.00	
06-Mar-26	B/P to: sutcliffe	7740	-408.23	
06-Mar-26	B/P to: pennon water servi	5017292201	-132.23	
09-Mar-26	Direct Debit (VALDA ENERGY LIMIT)	VALDAENERGY	-23.67	
25-Mar-26	B/P to: DCM MUGA	INV 22854	-67964.40	
26-Mar-26	B/P to: bunyan plumbing	TOILETS	-1750.56	
26-Mar-26	B/P to: DCM MUGA	INV 23058	-3775.80	
26-Mar-26	B/P to: DCM MUGA	INV 22963	-3775.80	
31-Mar-26	Service Charge		-10.30	-84580.27

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 meetings.

Payment was made 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 the year end of 31 March 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

The Parish Council RESOLVED to approve the decision to make payment in line with previous decisions.

**EXPENDITURE – Invoices received for the year 2026/27**

Invoices received in March for approval at the 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.	£392 hours £67.29 items	I Pike	Cemetery maintenance £264 Village maintenance £128 Petrol £13.80 Soap dispenser £9.49 Toilet seat £ 44.00
2.	162.00	E Ingledew	Public Convenience
3.	6.00	S McGeever	Giff Gaff subscription
4.	900.51	S McGeever	Wages
5.	331.51	HMRC	PAYE/NI
6.	11.25	S McGeever	Mileage
7.	26.00	S McGeever	Expenses
8.	437.29	Husqvarna DD	Robot mowers
9.	28.37	Valda DD	Electricity – public convenience
10.	215.48	C Parker	Inventory
11.	16.00	BHLAC	Meeting room
12.	158.99	Valda DD	Longmead
13.	102.00	Bunyan	Public Convenience
14.	220.00	T P Slator	Moles
15.	954.00	Ashculme	BHLAC trees
16.	421.34	Glasdon	Poo bags
17.	320.75	Houghton	Lengthsman
18.	55.99	Ward	Soil sampler
19.	775.57	DALC	Membership
20.	42.00	DALC	Assertion 10
21.	134.40	Coomber	Longmead

The Clerk advised that the poo bags were bought in bulk to reduce cost.

**PROPOSAL:** The Parish Council make all payments listed above.

**PROPOSER:** Councillor P Doble

**SECONDER:** Councillor K Talbot

**DECISION:** In favour with Councillor Clist abstaining

### Bank Reconciliations

The bank reconciliation for the Unity accounts were as follows:

Bank account	Closing balance 28/02/2026	Monies in	Monies out	Closing balance 31/03/2026
Unity Trust Bank current 298	78188.24	15000.00	-84580.27	8607.97
Unity Trust Bank deposit	31708.86	1157.19	-15000.00	17866.05
Unity Trust Bank GF	707.71	3.97		774.68
Unity Trust Bank P3	1334.72	6.88		1341.60

Due to awaiting yearly bank statements, 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.

The current figures for all bank accounts are given below excluding interest to be paid on 31 March 2026:

HSBC Comm Acc 51082116	£317.72	at 22/03/2026
HSBC Deposit 51082132	£99,694.78	at 22/03/2026
United Trust Bank	£90,349.21	awaiting latest information
Unity Deposit 20371324	£17,866.05	31/03/2026
Unity GF 20371311	£774.68	31/03/2026
Unity P3 20371308	£1,341.60	31/03/2026
Skipton Building Society	£91,385.54	interest due 31/3/26
Unity Current 20371298	£8,607.97	31/03/2026
Nationwide Instant Access	£5,210.41	interest due 31/3/26
Nationwide 35 day	£85,235.21	interest due 31/3/26
Cambridge Building Society CB01452546	£83,567.14	interest due 31/3/26
<b>Total in Banks</b>	<b>£484,350.31</b>	

It was noted that the FSCS limit had been raised to £120,000.00 and no account was above that limit. However, it was felt prudent that the Finance Committee review current investments.

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

The application will need to be resubmitted – paperwork will be brought to the May 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 May meeting.

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

Cambridge Building Society – signatory work ongoing

Nationwide – verification of accounts believed to be complete

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

**7.1 Rates for 2026-27**

Cemetery: £ 0.00

Public Convenience £ 0.00

Car Park £668.03

The Parish Council noted that the Car Park rates sat at £864.00 and transitional relief of £215.97 was received. The acquisition of the Car Park had been based on its value as a community asset and as a building site. No charges were made for residents using the Car Park.

The Clerk was asked to investigate rates for community car parks.

**7. Planning**

**7.1 To consider** the following applications:-

There were no applications for consideration.

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

The Parish Council noted the following decision notice:

**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

Appeals:

As requested by the Paish Council, the Clerk had submitted its comments on the appeals listed below:

**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

**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

**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 new policy was to strengthen existing regulations and thus was supported by the Parish Council.

**8. Asset Management Reports**

The Parish Council noted the Clerk's report.

**8.1 Longmead**

Councillor Ward advised that the bubbling on the MUGA had been due to insufficient sand. The surface was not playing well.

Councillor Ward continued to work on the grant application for funds to improve the football pitches which had received approval but for a lesser amount. He would report further at the next meeting.

The missing wooden seats had been found in a hedge and would be put back in place.

The Clerk was still 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.

The Clerk's report as given below was noted and in order to move a number of items forward, the Parish Council agreed to meet to discuss Longmead on Friday, 10 April 2026:

- a) Options for having a permanent license at Longmead Pavillion  
Decision required on hours
  - 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.
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- 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  
**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  
The repairs had been completed.
- 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

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**

Councillor Atkinson agreed to assist Councillor A Doble with the cemetery and a meeting was being set up with Pring & Sons to discuss the cemetery extension.

Hedging

The yew trees had been planted and were situated in such a way as to not affect the drains running across the cemetery extension.

New gate

Following the information provided in the Public Forum, it was RESOLVED to put combination padlock on the new gate.

Spoil Tip

Location of the spoil tip may change with the introduction of the new path.

Bier House

The general consensus was that the Bier House should be dismantled and the structure kept to provide a pergola for cemetery users to shelter under.

A new Bier House could then be erected.

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Path to extension

The 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 been received but no licence to stick on.

**Action:** Councillor A Doble/Clerk to follow up

## **8.4. Blackdown Healthy Living and Activities Centre**

Report on

- The trees had now been removed.

- 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 was ongoing.

### **8.5 The Parish Store**

Councillor P Doble had nothing to report.

### **8.6 The Commons**

The rent had been received from the Gun Club who felt that the information received from MDDC was not sufficient to enable them to move the stands.

**Action:** Clerk to follow up with MDDC

The Parish Council RESOLVED to fix the gate and Councillor Clist advised that an application could be made to the Locality Budget.

It was noted that no grants were currently applied for with regard to the Commons.

**Action:** Clerk to investigate if any grants would be available for Biodiversity Net Gain.

### **8.7 Public Conveniences**

Councillor Povah advised that the public conveniences were now open and they would be closed each night at 8pm and opened in the morning at 7am. Further vandalism has taken place.

**Action:** Clerk to contact the police again.

Councillor Talbot to post on social media the cost of repairs to the Public Convenience so that residents were aware of the ongoing expenditure due to vandalism.

### **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 an initial repair had been carried out but the drain cover did not fit properly.

The Clerk continued to be 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.

Councillor Povah advised he was working to have the handrail repaired.

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### **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

- 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 was awaited.
- Proposed purchase of additional land – the clerk is awaiting the details of the Exchange of Contracts

### **9.2 Station Road Pavement**

Councillor Povah advised that signed documentation had been received from one of the properties involved and the second was awaited.

### **9.3 Connecting the Culm/DRIP**

The Parish Council noted that the Memorandum of Understanding (cameras) had been completed and this item could come off the agenda.

The Parish Council noted that the floodgate at The Garages had been fitted and this item could come off the agenda.

Councillor Ward had attended the Connecting the Culm event and the work they were undertaking was very interesting. The Parish Council were looking to work with Connecting the Culm on future projects.

### **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 on a self-employed basis.

The level of remuneration would be passed to the Finance Committee who would report back to the Parish Council.

### **9.7 Building Maintenance**

Work was ongoing on building maintenance and the first meeting date for the working group that had been set up was awaited.

**Action:** Councillors Atkinson, Povah/Clerk and Miss Lawrence

## **10. Community Matters**

### **10.1 Garages**

The information received from the Clerk had been passed to the Garages who would look into the preferred new doors and liaise with the owner for approval.

### **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 there was one more path to walk before the paperwork could be completed and submitted.

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The Clerk had spoken to DCC and understood that the new footbridge would be fitted in the early summer and the path re-opened.

## **11. Highways**

The Clerk was actioning 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 had 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 and an invitation issued for a representative to attend a Parish Council meeting.

**Action:** Clerk to follow up

### **12.2 Councillor Advocate Scheme**

Councillor Clist advised he had nothing to report.

### **13. MDDC Report**

Councillor Clist advised that a Household Support Fund was being set up for those affected by oil price rises.

### **14. DCC report**

Councillor Clist advised that DCC were dealing with a spate of potholes. Some 9700 potholes had been reported with a further 6600 outstanding. Fifty-two crews were working to rectify the potholes. Due to the wet weather work had had to be undertaken out of season and some potholes would need to be filled again. Councillor Clist would be meeting with the Neighbourhood Highways Officer.

Councillor Clist had attended a business event where concerns had been expressed over the new business taxes and minimum wage.

A number of DCC farms were coming up to rent and it was hoped younger farmers would take them on.

### **15. Public Relations**

Public relations and social media

Councillor Talbot advised that she would look to put information out on the Public Conveniences and promote the MUGA.

### **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. Feedback was required on Hemyock specific problem areas and who would be part of the Community Response Team. An updated Emergency Plan would then be taken to a Public Meeting in June and further information added.

#### **Neighbourhood Plan**

Further information on drafting a Planning Statement had been circulated to Parish Councillors. MDDC had confirmed the funding for the Housing Needs Survey which would include Culmstock and Clayhidon.

#### **Blackdown Hill Parish Network**

Information had been circulated to Parish Councillors and a contribution to their costs would be considered by the Finance Committee.

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

No further information had been provided.

#### **Assertion 10**

The Clerk advised that to confirm compliance with Assertion 10, the council would 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

It was noted that:

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

The website met 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 and this document could supersede the Bring Your Own Device policy. The Parish Council considered the document and made the required decisions to tailor it to Hemyock Parish Councils operating procedures.

**PROPOSAL:** The Parish Council adopt the IT Policy

**PROPOSER:** Councillor P Doble

**SECONDER:** Councillor K Talbot

**DECISION:** All in favour

#### **Biodiversity Education for Councils**

Following an online DALC event, the Clerk advised that biodiversity should be part of each agenda.

**PROPOSAL:** The Parish Council place Biodiversity on the agenda.

**PROPOSER:** Councillor Clist

**SECONDER:** Councillor K Talbot

**DECISION:** All in favour

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#### **MDDC Assets**

The Clerk advised that further information was awaited on acquiring MDDC non-statutory assets.

#### **Planning Training for Town and Parish Councils**

The Clerk had attended the training and the presentations circulated to Parish Councillors.

#### **DCRF SPRING FORUM**

No Parish Councillor attended.

#### **Civility and Respect Pledge**

The Clerk advised that Parish Councils were being asked to sign up to the Civility and Respect Pledge.

By signing the Pledge, the council would be 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 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

**PROPOSAL:** The Parish Council sign the Civility and Respect Pledge

**PROPOSER:** Councillor Clist

**SECONDER:** Councillor Ward

**DECISION:** All in favour

#### **Creative Communities Scheme 2026/27**

The Clerk has circulated details of the scheme. Given that the first tranche of applications was open until Friday 24 April 2026, the Parish Council would look to consider possible projects for the next tranche.

#### **17. Matters raised by Councillors/meetings attended**

Councillor A Doble advised that the DCC tarmac provided as part of the Road Warden scheme was not of the highest quality but work for small potholes.

Councillor Ward raised the issue of fly-tipping and the Clerk advised instances were reported to MDDC.

Councillor Moon advised that the road from Culmstock to Uffculme was closed for three months.

Councillor Povah asked if the Parish Council would consider improving the area by the boule pitch. Quotes would be obtained for clearing the boule pitch and improving the car parking area.

Councillor Clist suggested that councillors submit reports prior to the meeting to speed up discussions and Councillor P Doble as Chair asked that all councillors respond to the Clerk's call for agenda information in advance.

**18. Items for the next agenda**

As detailed in these minutes.

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**19. Dates of the next meetings:**

Informal discussion on Longmead - Friday, 10 April 2026  
Any points raised would be brought to the next Parish Council meeting.

Finance Committee - Date to be set in April

Annual Meeting of the Parish Council - Wednesday, 6 May 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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman

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ITEM		PAGE
8	<b>Finance</b>	16-18

### 8.1 Accounts for the Year 2025-26

The Internal Auditor is reviewing the accounts for the year 2025-26 (pending final bank statements)  
The AGAR documentation will be brought to the June 2026 meeting for approval.

### 8.2 To agree income and expenditure and bank reconciliations for the year 2026-27:

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

#### INCOME (to 29 April 2026)

	29 April 2026
Account ending 1298	61620.00
Precept £61500.00	
Cemetery £ 120.00	
Account ending 1308	0.00
Account ending 1311	0.00
Account ending 1324	20.00
Pizza van       £ 20.00	

#### EXPENDITURE – Invoices received 2026/27

##### Payments made in April

01-Apr-26	MDDC DIRECT DEBITS	1251581	-52.03	
01-Apr-26	HUSQVARNA UK LIMIT	8QNN4F.Z10000QD435	-437.29	
07-Apr-26	VALDA ENERGY LIMIT	VALDAENERGY	-28.37	
07-Apr-26	VALDA ENERGY LIMIT	VALDAENERGY	-158.99	
07-Apr-26	B/P to: Ward Alpines	26032301	-55.99	
07-Apr-26	B/P to: Chrissie Parker	HPC/0013	-215.48	
07-Apr-26	B/P to: hmrc cumbernauld	120PW00334133	-331.51	
07-Apr-26	B/P to: blackdown healthy	INVOICE 4273	-16.00	
07-Apr-26	B/P to: Mrs S M McGeever	EXPENSES	-43.25	
07-Apr-26	B/P to: c houghton	HEMYOCK MAR 26	-320.75	
07-Apr-26	B/P to: I & Y Pike	REIMBURSEMENT	-67.29	
07-Apr-26	B/P to: Mrs S M McGeever	WAGES MAR26	-900.51	
07-Apr-26	B/P to: glasdon	S1934751	-421.34	
07-Apr-26	B/P to: ashculme	26/064 BHLAC	-954.00	
07-Apr-26	B/P to: e ingledew	P COUNCIL	-162.00	
07-Apr-26	B/P to: dalc	7378	-775.57	
07-Apr-26	B/P to: bunyan plumbing	PARISH COUNCIL	-102.00	
07-Apr-26	B/P to: T P Slator	INV 801 AND 819	-280.00	
07-Apr-26	B/P to: Coomber Security	256432	-134.40	
07-Apr-26	B/P to: I R Pike	CEMETERY GRASS	-392.00	
07-Apr-26	B/P to: dalc	7244	-42.00	-5890.77
29-Apr-26	Transfer to 20371324		-55000.00	-55000.00
				-60890.77

#### EXPENDITURE – Invoices received for the year 2026/27

Invoices received in March for approval at the April meeting:

Rates:

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

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No	Amount	Payee	Reason
1.	TBA	I Pike	Cemetery/Maintenance
2.	TBA	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.	29.41	Valda DD	Electricity – public convenience
10.	103.77	C Parker	Inventory
11.	TBA	BHLAC	Meeting room
12.	137.69	Valda DD	Longmead
13.	916.80	Ashfords	BHLAC sub-lease
14.	110.00	ICCM	Membership
15.	99.00	TBC (Devon)	Rolling cemetery
16.	188.90	Coomber Security	Call out Longmead
17.	93.36	MDDC	Cemetery bin
18.			
19.			
20.			
21.			

### Bank Reconciliations

The bank reconciliation for the Unity accounts were as follows:

Bank account	Closing balance 31/03/2026	Monies in	Monies out	Closing balance 31/03/2026
Unity Trust Bank current 298	8607.97	61620.00	60890.77	9337.20
Unity Trust Bank deposit	17866.05	55020.00		72886.05
Unity Trust Bank GF	774.68			774.68
Unity Trust Bank P3	1341.60			1341.60

Due to awaiting yearly bank statements, a bank reconciliation report (all accounts) will be prepared in Scribe for

Other Bank accounts:

HSBC Comm Acc 51082116	£317.72	at 31/03/2026
HSBC Deposit 51082132	£99,797.92	at 31/03/2026
United Trust Bank	£90,349.21	awaiting latest information
Unity Deposit 20371324	£72,886.05	29/04/2026
Unity GF 20371311	£774.68	29/04/2026
Unity P3 20371308	£1,341.60	31/03/2026
Unity Current 20371298	£8,607.97	29/04/2026
Skipton Building Society (2 May 2026)	£95,406.50	current balance exc interest interest on maturity £3625.45
Nationwide Instant Access	£5,210.41	awaiting latest information

Nationwide 35 day	£85,235.21	awaiting latest information
Cambridge Building Society CB01452546	£83,567.14	awaiting latest information
<b>Total in Banks</b>	<b>£543,494.41</b>	

\*awaiting latest information for 31/3/2026

**8.3 To receive** information on S106 monies

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

ITEM		PAGE
9	<b>Planning</b>	19

**9.1 To consider** the following applications:-

**26/00500/TPO**

Proposal: Application to fell 1 Ash tree protected by Tree Preservation Order 91/00001/TPO

Location: 2 Castle Barton Culmstock Road Hemyock

Site Vicinity Grid Ref: 313573 / 113338

Parish: Hemyock 26

[26/00500/TPO | Application to fell 1 Ash tree protected by Tree Preservation Order 91/00001/TPO | 2 Castle Barton Culmstock Road Hemyock Cullompton Devon EX15 3RJ](#)

Deadline for comments: 29 April 2026 – extension given to 8 May 2026

**26/00420/HOUSE**

Proposal: Replacement and relocation of north boundary fence

Location: 3 Station Road Hemyock Cullompton

Site Vicinity Grid Ref: 313706 / 113400

Parish: Hemyock 26

[26/00420/HOUSE | Replacement and relocation of north boundary fence | 3 Station Road Hemyock Cullompton Devon EX15 3SE](#)

Deadline for comments: 30 April 2026 – extension given to 8 May 2026

**26/00592/FULL**

Proposal: Conversion of agricultural building to dwelling

Location: Land and Building at NGR 314576 113259 (Fourways Cross) Hemyock

Site Vicinity Grid Ref: 314652 / 113128

Parish: Hemyock 26

[26/00592/FULL | Conversion of agricultural building to dwelling | Land and Building at NGR 314576 113259 \(Fourways Cross\) Hemyock Devon](#)

Deadline for comments: 18 May2026

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

**24/01565/FULL – APPROVED – 2 April 2026**

Proposal: Erection of chapel of rest, associated facilities and double garage following partial demolition of existing building

Location: Pring & Son Funeral Directors Hemyock Cullompton

**9.3 To receive** information regarding enforcement issues:

No update has been received on any ongoing Enforcement issues.



Asset Management Advisory  
Committee

K Pinder

The Garages

P Deyus-  
Jones  
LP

BHLAC

Toilets/Floodbridge/  
Car Park/ War  
Memorial/Pump

PD  
SC/AD  
NM  
A Brook

The Sore  
Cemetery  
Commons  
Longmead

**Action:** Policy Committee to write terms of reference

ITEM		PAGE
12	<b>To appoint councillors as representatives</b>	22

2025/26

Councillor Responsibilities

Footpaths	LP
Road Warden/Highways/Snow Warden	SC/AD
Social Media	KT

Assets: See Asset Management Advisory Committee

ITEM		PAGE
13	<b>To appoint representation with external bodies and arrangements for reporting back</b>	23

2025/26

Representatives (External Bodies)

Blackdown Hill Parish Network	KA
Longmead	SW
	PD
Parish Hall	SC
The Garages	KA
Peter Holloway/Second Poor Charity	C Matthews
	NM
	SC
	SW
	SS
Mary Waldron	SC
Primary School	PD
BHLAC	PD

ITEM		PAGE
15	<b>Asset Management Reports</b>	24

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

#### **15.1 Longmead**

Councillor Ward – Football Association Grant

Clerk report including meeting on 10/4/26 – separate document to be circulated and attached as an addendum to the minutes

#### **15.2 War memorial**

Councillor Povah – Nothing to report

#### **15.3 Cemetery**

Councillors Clist/A Doble

Councillors Atkinson and Povah – report on cemetery meeting

Clerk report – separate document to be circulated and attached as an addendum to the minutes

#### **15.4 Blackdown Healthy Living and Activities Centre**

Councillor P Doble – Nothing to report

Clerk report – separate document to be circulated and attached as an addendum to the minutes

#### **15.5 The Parish Store**

Councillor P Doble – Nothing to report

#### **15.6 The Commons**

Councillor Moon – the next Commons Management Committee meeting will take place in June.

Review and approval of the Gun Club lease.

#### **15.7 Public Conveniences**

Councillor Povah

#### **15.8 Car Park**

Report from the Clerk

MDDC is going out to tender for the car park to be re-surfaced now with a view to it being completed in this financial year – now more likely 2026-27.

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

#### **15.9 Village Maintenance**

Maintenance continues around the village.

#### **15.10 Ground Maintenance**

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

ITEM		PAGE
16	<b>Project Reports</b>	25

**16.1 Community Land (Cavanna)**

Transfer document circulated to all Parish Councillors.  
Approval to pass to Cavanna’s solicitors to be taken

**16.2 Station Road Pavement**

All documentation received.  
Progress to planning application.

**16.3 Connecting the Culm/DRIP**

Nothing to report

**16.4 Purchase of Land**

Final report circulated to all Parish Councillors.  
Approval to move to exchange and completion on the same day

**16.5 Skatepark**

Councillor Summers

**16.6 Assistance for the Clerk**

Approval of rise in hourly rate from £13.00 to £15.00 effective 1 April 2026

**16.7 Building Maintenance**

Report from the Asset Management Advisory Committee

ITEM		PAGE
17	<b>Community Matters</b>	26

**17.1 Garages Youth Project**

Councillor Atkinson

**17.2 Hemyock Community Larder**

Councillor P Doble

**17.3 Hemyock Day/Lights Brigade**

**17.4 Footpaths (P3)**

Councillor Povah

**17.5 Speedwatch**

Correspondence

Volunteers required.

ITEM		PAGE
18	<b>Highways</b> - traffic issues and pavements	27

### **18.1 Road Warden Scheme**

- a. Road Warden
  - Claim for PPE being processed.
  - Cones being delivered
  - Tarmac being delivered
  - Awaiting confirmation of signs
  
- b. 20mph applications/speed limits
  - Information requested on 20mph applications

### **18.2 Lengths Man**

Report

### **18.3 Highways matters**

DCC Highways policy on mirrors

Meeting awaited.

Barriers

Meeting awaited.

ITEM		PAGE
19	<b>Police Matters</b> - Councillor Advocate Scheme	28

**19.1 Crime**

Neighbourhood Officer attendance at a Parish Council meeting requested.

**19.2 Councillor Advocate Scheme**

Report from Councillor Clist

ITEM		PAGE
23	<b>Clerk update/Correspondence received</b>	29

To receive any relevant information on:

**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. Feedback was required on Hemyock specific problem areas and who would be part of the Community Response Team. An updated Emergency Plan would then be taken to a Public Meeting in June and further information added.

**Neighbourhood Plan**

Further information on drafting a Planning Statement had been circulated to Parish Councillors. MDDC had confirmed the funding for the Housing Needs Survey which would include Culmstock and Clayhidon.

**Blackdown Hill Parish Network**

Information had been circulated to Parish Councillors and a contribution to their costs would be considered by the Finance Committee.

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

No further information had been provided.

**Assertion 10**

The Clerk advised that to confirm compliance with Assertion 10, the council would 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

DPA Agreement in place with Scribe.

**MDDC Assets**

MDDC form detailing expression of interest completed.

ITEM		PAGE
26	<b>Date of the next meetings</b>	30

Dates of the next meetings:

Annual Parish Meeting - Wednesday, 14 May 2025

Parish Council meetings:  
1<sup>st</sup> Monday of the month

Finance Committee:  
Quarterly

Commons Management Group  
June