

HATHERLEIGH TOWN COUNCIL
MINUTES OF ANNUAL GENERAL MEETING HELD TUESDAY 8TH MAY 2018
7.00pm IN THE COMMUNITY CENTRE

1. **Election of Chair/Mayor** Cllr.Tyson proposed Cllr.Gladstone seconded Cllr.Laycock
All in favour. Cllr.Tyson signed her declaration of
acceptance of office witnessed by the Clerk
2. **Election of Vice Chair** Cllr.Laycock proposed Cllr.Gladstone seconded Cllr.Tyson
All in favour

Present: Cllr.Tyson in the chair, Cllrs. Laycock, Gladstone, Kimber, Back, Trenamman, Madders,
Laing-Trengove. The Clerk, Dist.Cllr.Kimber and 2 members of the public

Apologies: Cllr.Bailey

3. **Co-option of new councillor** - Mr.Jeff Newman signed his declaration of acceptance of office,
witnessed by the Clerk and was handed his declaration of interests for completion and a copy of the
council's code of conduct.

4. Election of Councillors to organisations/outside bodies

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|---|---|
| a) Sportsfield | Cllr.Trenaman |
| b) Moor Management | Cllrs.Laycock, Gladstone and Back |
| c) P3 Scheme | Cllr.Laing-Trengove |
| d) Northern Links | Cllrs.Tyson and Back |
| e) Community Centre | Cllrs.Kimber, Gladstone and Madders |
| f) Ruby Run | Cllr.Laycock |
| g) Allotment Association | Cllr.Back |
| h) Play Equipment inspectors | Cllrs.Tyson, Laing-Trengove, Bailey and Madders |
| i) Website Manager | Cllr.Tyson |
| j) Destination Okehampton/Okehampton Rail | Clls.Gladstone and Laycock |

APPROVAL OF MINUTES

5. The minutes of the meeting held 10th April 2018, having been duly circulated were signed by the
Chairman as being a true and correct record. Proposed Cllr.Laing-Trengove seconded Cllr.Madders. All
agreed.

MATTERS ARISING FROM MINUTES

6. Car park ((min.393 refers) Clerk had circulated email to all councillors received from Cathy Aubertin of
WDBC agreeing for a period of 2 years to our proposals as follows "Hatherleigh Town Council pay an
annual
sum to West Devon Borough Council to cover the cost of lost revenue by yourselves from car park charges.
This sum to be based on previous years figures and reviewed when West Devon Borough Council review
charges at other West Devon Borough Council car parks. This idea would see West Devon Borough
Council retain ownership and associated maintenance costs of the car park but would experience no
income loss"
Resolved that Clerk inform WDBC we agree in principle and would make it an agenda item for June
meeting.

7. Devon Air Ambulance (min.394 refers) Cllr.Back had nothing further to report.

8. Bench by School (min.395 refers) quote from M.Wonnacott for repairs in sum of £140 plus vat.

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Resolved that we accept quote.

9. Okehampton Rail trip (min.395 refers) Cllr.Tyson reported that 39 residents from Hatherleigh went on the trip to Oxford which was a great success. Further trip being arranged for September. Council agreed to join Connect Bude, a partnership group to Oke Rail, to show further support to the rail reinstatement campaign.

10. Market table tops (min.399 refers) Parish Pump had donated £500 towards the cost of the table tops.

11. Bank cheque signatory forms (min.400 refers) Following many visits to the bank by Cllrs.Laing-Trengove and Trenaman, new cheque signatories had been added in the names of Cllrs.Kimber and Back and The Clerk (although paperwork to be put in place that she would not actually sign any cheques) Her name being added purely so the bank would talk to her about the accounts. The documents held in safe custody by the bank on behalf of the Town Council had been collected. Cllr.Madders would take photocopies of these for record purposes and certify the same, and the originals would be deposited with Messrs.Peter Peter Wright & Son.

12. Island Park Fence (min.402 refers) condition to be monitored.

13. Litter pick up (min.403 refers) Cllr.Laycock to arrange a date after school on a Friday night following the half term break.

14. Bench Ruby Trail (min.404 refers) Cllr.Laing-Trengove meeting J.Baker, Footpath Officer to determine siting of a bench, which they would not maintain. Cllr.Tyson to ascertain if WDBC would empty a dog poo bin on the Ruby Trail and what charge would this incur.

15. New street lamps/hanging baskets (min.417 refers) SSE had replaced 26 lamp columns but only 20 had brackets. Cllr.Laycock to liase with Mr.A.Gilbert about which lamps to be missed out. Clerk to enquire from Mr.M.Cole if a better water retention liner could be used in the baskets. New quote to come from Mr.Gilbert.

16. Car park new machine (min.419a refers) WDBC had confirmed that charging period times should not have been changed. The new machine display was wrong and has now been rectified.

17. Bad parking Park Rd/Red Lane (min.419b refers) PCSO had visited Hatherleigh 12th April and found no obstruction. For future reference should any obstructions occur, telephone calls to police should be made at that time and an officer will attend to access/deal with the matter.

18. Island Park zip wire (min.419c refers) Cllr.Tyson to contact S.Farley on the matter.

19. Road signs (min.421a refers) Cllr.Back to organise cleaning of some road signs.

20. Overhanging tree/bush Church Lane (min.422b refers) Cllr.Laing-Trengove could see no problem, but Cllr.Kimber would contact the PCC on the matter.

21. New litter bin Oakfield Road (min.423 refers) Clerk to ascertain from Cllr.Bailey if he has purchased a new bin.

22. Hatherleigh toilet opening for carnival (min.428 refers) Mrs.Rewse would meet requests by carnival committee in extra opening times, and cleaning and restocking toilet paper throughout the carnival. Friday extra visit at 10pm Sat. extra visits at 12 noon, further visits at 4pm, 7pm 9pm and close midnight and clean. Clerk to inform carnival committee.

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23. Festival use of toilets (min.429 refers) Cllr.Tyson reported that Festival would like toilets open until midnight on Friday 20th Saturday 21st July.

PLANNING MATTERS

24. Applications to consider:-

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|-----------------------------|------------------------|---|
| a) Mr. & Mrs.Gladstone | Haven House Higher St. | Tree works
<i>(Cllr.Gladstone left the room and took no part in discussion or comments made)</i>
<i>Council supported the application</i> |
| b) Hatherleigh Cricket Club | Changing Rooms | Var.of cond.2 of 2665/2017
<i>Council supported the application</i> |

25. Permissions granted:

- | | | |
|---------------|-----------------|------------------------|
| a) R.Cobb | Millers Cottage | extensions/alterations |
| b) Mrs.S.Hall | 21 Higher St | replacement rear porch |

26. Refusals advised: None

27. Any other planning matters:-

- a) 18 Oakfield Road planning breach *(Cllr.Madders left the room and took no part in the discussion/comments)* WDBC the structure involved had been removed - therefore no breach occurred.

28. Mr.Bealing - re Littlewood Farm - residents of nearby housing estate concerned about the increased traffic movements using the farmlane. He had checked WDBC planning website and could find no record of planning permissions other than refusals for bed and breakfast and guest house use back in 1991. Council had not received or considered any planning applications for this property and resolved that Clerk check the position with WDBC.

29. Market working group - nothing to report.

FINANCIAL MATTERS

30. Approval of Governance Statement - Clerk read out the statement which was agreed and approved by the council and signed by the Chair and Clerk.

31. Adoption of accounts - clerk presented revised end of year accounts (Internal Auditor had picked up on outstanding cheq.no 2587 noted in cash book and bank reconciliation as £213 but invoice and cheque showed payment of £213.30 which would have affected the correctness of the closing bank reconciliation). Proposed Cllr.Trenaman seconded Cllr.Laycock that the accounts are adopted. All agreed.

32. Moneys received : Parish Pump donation market table tops £500.00

ANY OTHER FINANCIAL MATTERS

33. Clerk presented the following accounts for payment:-

a) Mrs.Rewe	toilet cleaning 11.4/8.5.2018	£ 219.24
b) Mrs.R.Lock	wages	£ 154.60
c) Mrs.R.Lock	expenses	£ 48.80
d) R.Gill	xmas tree	£ 50.00
e) WDBC	emptying of 4 litter bins 26 weeks	£ 124.80

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f) Hatherleigh Comm.Centre	hire	£ 16.40
g) Mrs.J.Gist	Internal Audit fee	£ 42.00
h) RHIB Ltd.	insurance premium	£1170.51

Proposed Cllr.Laycock seconded Cllr.Gladstone that the above accounts be paid. In view of the difficulties in

altering cheque signatory list and no confirmation from the bank as to the validation of the new signatories, Cllrs.Trenaman and Laing-Trengove signed all the cheques, apart from those payable to the Clerk for wages and expenses and these were signed by Cllrs.Kimber and Back.

DISTRICT COUNCILLOR'S REPORT

34. Cllr.Kimber reported as follows:-

- a) WDBC were looking into partnership funding. Had purchased 2 commercial properties
- b) Joint Local Plan was progressing well
- c) Attended a Devon Building Control meeting
- d) New waste contract under negotiation
- e) A council lottery had been set up
- f) "Incredible Edible" project being looked into

TRAFFIC/MAINTENANCE ISSUES

35. Toilets - Mrs.Rewse was concerned that the garage owners were giving out the keys to members of the public to use the toilets after they had been cleaned and shut - which may lead to health and safety issues with regard to wet floors. Resolved that Cllr.Laing-Trengove has a polite word with the garage owner.

36. Cllr.Kimber - railings outside the Post Office and Salar Gallery needed attention. Clerk to ascertain from County Councillor McInnes who was responsible for the railings.

37. Cllrs.Madders - still concerned about the overhanging hedge/tree on the churchyard path. Resolved that Cllr.Kimber speak to the PCC.

38. Cllr.Laing-Trengove reported that the new graveyard required replacement signs. Resolved that she contact Mr.G.Bush to see where the original signs were purchased.

39. Cllr.Tyson:-

- a) reported that yellow lines had been implemented opposite the primary school, Park Road and Moor View and loading bays implemented at Pyles Auctions and opposite Post Office
- b) Millennium Corner - Mr.M.Cole had advised that the bushes were too big for the area and further suggested that gravel be placed around the tree roots rather than plants. Resolved that we ask Mr.Cole to remove the bushes and gravel the tree root areas.

COBB HORSE SCHOOL PROJECT

40. Cllr.Gladstone reported on correspondence from Beaford Arts concerning this project. Resolved that Cllrs.

Laing-Trengove and Laycock liaise with the school and Beaford Arts to bring the project together.

DATE PROTECTION OFFICER

41. Clerk advised that the Government had put forward an amendment to their Data Protection Scheme - in that Town and Parish Councils would not have to have a designated Data Protection Officer, however due diligence should still be carried out. Resolved that Clerk bring further information to the next meeting.

MEETINGS ATTENDED BY COUNCILLORS

42. Cllr.Kimber - Community Centre - maintenance work was upto date. Fund raising events planned.

43. Cllr.Tyson - had attended Torrington Mayor's charity fund raising Sunday lunch with Cllr.Laing-Trengove and Okehampton Mayoral buffet fundraiser with Cllr.Gladstone.

CORRESPONDENCE

44. South Molton Olde English fayre Sat.9th June - Cllrs.Tyson and Laycock could not attend.

45. Hatherleigh Football Club - request for donation towards their new clubhouse. This would be discussed at the next meeting under Financial matters.

ITEMS OF INTEREST/FUTURE AGENDA ITEMS

46. Future agenda items - collection and erection of "Welcome to Hatherleigh" sign & street cleaning.

47. Date of next meeting Tuesday 12th June 7.00pm

There being no further business, the Chairman thanked those present for their attendance and closed the meeting at 10pm.

Signed.....Chairman.....dated