

**HATHERLEIGH TOWN COUNCIL  
MINUTES OF THE ANNUAL GENERAL MEETING HELD  
TUESDAY 14TH MAY 2019 7.00pm  
in the Community Centre**

**Declarations of Acceptance of Office** were signed by C. Tyson, D.Laing-Trengove, R.Laycock, C.Gladstone, P.Back, J. Newman, K.Walters – duly witnessed by the Clerk

**Election of Chair/Mayor** Cllr.Tyson proposed Cllr.Laing-Trengove seconded Cllr.Gladstone  
*Cllr.Tyson duly signed her acceptance of office*

**Election of Vice Chair** Cllr.Laycock proposed Cllr.Gladstone seconded Cllr.Newman

**Present:** Cllr.Tyson in the chair, Cllrs.Laing-Trengove, Gladstone, Laycock, Back, Newman, Walters.  
Dist.Cllr. Kimber, the Clerk and two members of the public

**Apologies** None

**Declarations:** Cllr.Tyson – employee of WDBC  
**of interest**

***1. Election of councillors to the following organisations***

Sportsfield	Cllr.Tyson
Moor Management	Cllrs. Laycock, Back, Gladstone
DCC P3 Scheme	Cllr.Laing-Trengove
Northern Links	Cllrs.Tyson and Back
Community Centre	Cllr.Laing-Trengove
Allotment Association	Cllr.Back
Okehampton Rail	Cllrs.Laycock and Walters
Play Equipment inspectors	Cllrs.Tyson and Laing-Trengrove (to be reviewed after training course)
Website manager	Cllr.Tyson

***Approval of minutes***

2. The minutes of the meeting held 9<sup>th</sup> April 2019, having been duly circulated were signed by the Chairman as being a true and correct record. Proposed Cllr. Laycock seconded Cllr.Gladstone All agreed.

***Matters arising from minutes***

3. Hanging baskets (min.365 refers) Mr.Gilbert had installed a further 4 brackets.

4. Car park light (min.366 refers) situation to be monitored as to its working.

5. Buddle Spring (min.367 refers) Cllr.Tyson reported on response from DCC as to the ownership of the wall at the Buddle spring. “the wall is not HMPE (highways maintainable at public expense). DCC view is that hedges/boundary walls that border the highway belong to the adjacent landowner (however the owners in this case says that the wall is not on their title deeds). Resolved that Town Council would apply to WDBC to register Buddle Spring as a community asset.

6. “No dog signs” Island Park (min.369 refers) resolved that 3 A3 size metal signs be ordered.

7. Co-option process (mi.373 refers) the Town Council had 3 vacancies to be filled by co-option.

All interested parties should contact the clerk

8. Kingswood Homes/Hatherleigh market (min.378 refers) resolved that the statement read at the plans committee meeting by Cllr.Tyson on behalf of the Town Council be put on the Town council's website. Cllr.Back confirmed he attended the site visit by the plans committee, as an observer only.

9. Abandoned bike (min.384b) refers) this has been removed.

10. Town sign by football field (min.386 refer) Cllr.Laing-Trengrove reported that Mr.Bailey considers that the sign is not worth repairing. Resolved that Cllr.Gladstone investigate cost of replacement sign.

### **Planning matters**

11. Applications to consider:-

a) Mr.Beavis                      Badgers Barn                      0989/19 demolition of existing garage/shed and replace with new. *Council supported the application*

12. Permissions granted:-

a) Kingswood Homes    Hatherleigh market                      1794/18/FUL redevelopment of market site

13. Refusals advised    none

14. Any other planning matters:-

a) 23/25 Bridge St – following advice from the Enforcement Officer of WDBC any retrospective planning application for the erection of the porches would likely to be supported - with similar structures further down the road already in situ. Resolved that we accept that this matter is now closed

b) Biddicombe 31 Park Road – unauthorised tree house had now been removed – case now closed

c) house rear of former Nat.West Bank – concerns over large hole dug in the back garden had been reported to the Enforcement Officer art WDBC.

### **Financial matters**

15. The Clerk read the Annual Governance Statement which was approved/agreed and duly signed by the Chair and the Clerk.

16. Adoption of accounts year ending 31st March 2019 -

a) Clerk reported on the internal audit report and points noted

b) Clerk had supplied councillors with copies of accounts, bank reconciliation and asset register. Proposed Cllr.Laycock seconded Cllr.Bank that the accounts be adopted. All agreed. Clerk to submit all requisite forms to the External Auditor. The Clerk was thanked for all her work in dealing with the accounts.

17. The Clerk presented the following accounts for payment:-

a) BHB Ltd.	Insurance premium	£1,210.18
b) Hatherleigh Comm.Centre	hire	£ 16.40
c) Pynto Ltd.	Website hosting	£ 96.00
d) Mrs.Rewse	toilet cleaning	£ 295.56
e) Mrs.R.Lock	wages	£ 154.60
f) Mrs.R.Lock	expenses	£ 45.04
g) Mrs.J.Gist	internal audit fee	£ 42.00
h) WDBC	30% toilet costs	£ 1,400.71

Proposed Cllr.Gladstone seconded Cllr.Back that the above accounts be paid. Cllrs.Laycock and Laing-Trengove signed the cheques.

18. Moneys received: None

19. Any other financial matters:-

a) Clerk reported still experiencing difficulty in paying invoices by cheque with WDBC

b) Clerk and Cllr.Back reported on the difficulty in ordering new cheque books now that they were not sent out automatically.

### ***District Councillor's report***

20 . Cllr.Kimber confirmed he had been re-elected for a further term was looking forward to working with the Town Council over the next 4 years.

### ***Code of Conduct/Standing orders***

21. Clerk had supplied all councillors with a copy of the code of conduct. This is now also on the website. New standing orders were being drawn up and would be presented at a future meeting.

### ***Traffic/Maintenance issues***

22. Cllrs. Laing-Trengove and Walters reported inconsiderate parking at Oakfield Rd/Church Lane. Clerk to report to PCSO.

23. Cllr.Laycock reported on problems with the lack of yellow lines between the auction rooms and the school and the problems this causes especially at school start/finish times. Resolved that Clerk report to PCSO and write to the school expressing our concerns.

24. Cllr.Gladstone – fallen rocks from hedges at Park Rd/Victoria Rd had been reported again to DCC Highways.

25. Cllr.Tyson reported as follows:-

a) Playpark

- zipwire – Mr.Whiting had removed the chain and seat. The cogwheel was not fitting flush. He will repair if Mr.P.May would sign off the work – this he has agreed to do. Resolved that repairs are carried out. The mud had been cleared from the zip wire ramp
- Rota rocker – bearings worn. Repair/replacement parts could cost £800-£1000. Resolved that these necessary repairs are carried out
- replaced signage on the noticeboard
- basket swings had been greased
- fence and mesh repaired were necessary
- zip wire post sawn off
- wooden bridge – resolved that all councillors take close look at the bridge before any repairs are undertaken

b) Skatepark

- holes/cracks appearing in the concrete. Wheelscape who installed the park are no longer in existence. Quote from Matthew Hewitt (ex Wheelscape) to make necessary repairs asked for. Meanwhile temporary repairs to holes had been filled in
- broken piece of weld on box had been taped off

- c) Toddler park
  - middle carriage of wooden train had been completely removed
  - fund raising committee for the Toddler Park are considering reapplying for a lottery grant through the Community Centre. Meanwhile had set up crowd funding page to raise £200.00. Resolved that Town Council match this sum. Cllr.Tyson to inform Mr. Hill.
- d) DAA landing site
  - reports of car often parked in gateway to entrance to the site. Football Club were aware of this and had ordered the necessary sign. Resolved that Town Council would pay for this sign.

Cllr.Tyson and Alec Muir were thanked for all their hard work carrying out this maintenance work.

**Meetings attended by Councillors**

26. None

**Correspondence**

27. Barnstaple Town Mayor making ceremony 23<sup>rd</sup> May. Cllr.Tyson could not attend.

28. Mrs. Moore – querying land ownership in front of nos.40-46 Moor View. Town Council did not own land in question – she should therefore contact the Housing Association.

29. Merchant Navy “Fly the flag day” 3<sup>rd</sup> Sept. 2019. Information on file.

**Items of interest/future agenda items**

30. Cllr.Laing-Trengove – Mr.Barkwell's dogs were allowed to roam freely throughout the allotments and the Madewell property. She had approached Mr.Barkwell and he responded he would not tie his dogs up. Resolved that Council write letter to Mr.Barkwell stressing the health hazards that this was causing.

31. Date of next meeting Tuesday June 11<sup>th</sup> 7pm.

There being no further business, the Chairman thanked those present for their attendance and closed the meeting at 9pm.

Signed.....chairman.....dated