

**HATHERLEIGH TOWN COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD**  
**TUESDAY 4TH MAY 2021 7.00pm via zoom**

**Election of Chair  
& Mayor**

Cllr.Tyson proposed Cllr.Laing-Trengove seconded Cllr.Walters  
*Clerk read out the declaration of acceptance of office which  
Cllr.Tyson accepted verbally and to be signed at a later date*

**Election of Vice Chair/Deputy mayor**

Cllr.Laycock proposed Cllr.Walters seconded Cllr.Lewis

**Present:** Cllr.Tyson in the chair, Cllrs. Laycock, Gladstone, Back, Walters, Entwistle  
Laing-Trengove, Bolland, Lewis. Dist.Cllr Kimber, County Cllr.McInnes  
the Clerk

**Apologies:** Cllr.Holland

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

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**PUBLIC SESSION**

no members of the public present

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**1. Election of Councillors to following organisations:**

Sportsfield Committee	Cllr.Tyson
Moor Management	Cllrs.Laycock, Back and Gladstone
DCC P3 SPcheme	Cllr.Laing-Trengove
Northern Links	Cllrs.Tyson and Back
Community Centre	Cllrs.Laing-Trengove and Lewis
Allotment Association	Cllr.Back
Oke Rail	Cllrs.Walters and Laycock
Play Equipment monitors	Cllrs.Tyson and Lewis
Web Site Managers	Cllrs.Tyson and Entwistle
Ruby Run	Cllr.Laycock
Town Centre BusinessRecovery	Cllrs.Holland, Entwistle and Gladstone
Market Working Group	Cllrs.Tyson, Walters, Laycock, Gladstone

**Approval of minutes**

2. The minutes of the meeting held 13<sup>th</sup> April 2021 having been duly circulated were signed by the Chair as being a true and correct record. Proposed Cllr.Gladstone seconded Cllr.Laing-Trengove. All agreed

**Matters arising from minutes**

3. Covid 19/emergency matters (min.804 refers) nothing further to report.

4. PCSO (min.808 refer) Clerk now had new email address to which all PCSOs had access which can be used in the future.

5. Zip wire (min.809 refers) Cllr.Tyson reported:-

- real cost of zip wire was £15,000 as on the asset register and not the £7,000 she quoted last meeting.

- quote received from TK Play for new zip wire further quote awaited from Broxap She would create a list of options to be presented at the next meeting. Cllr.Lewis to help with this work.

6. Town Centre Business survey (min.801 refers) Cllr.Entwistle reported:-

- he was waiting a quote and options for new signs
- new ideas being formulated for new town logo which he would circulate to all councillors.

7. Millennium Corner (min.811 refers) Cllr.,Laing-Trengove reported that ongoing problem with cats on the flower beds.

8. Bench outside school (min.812 refers) Cllr.Tyson would chase up Mr.Peters regarding quote for the wood to repair the bench. Clerk had as yet had not submitted application form to open an account with RGB.

9. Access road to Market meeting (min.813 refers) agreed date now Wed.19<sup>th</sup> May 9.30am Cllr.Walters to set up zoom meeting and Clerk to forward details of those taking part.

10. Community Orchard (min.815 refers) Cllr.Laing-Trengove awaiting information from her solicitor regarding cost of drawing up a legal agreement.

11. Passaford Bridge (min.816 refers) Cllr.Laing-Trengove reported that information regarding ownership had now been passed to relevant person at DCC. She was meeting with Mr.J.Baker on site to ascertain ownership of surrounding land.

12. Community Roadside Action Party (CRAP) Councillors found the information given at the Annual Parish meeting by Mrs. Wood on the work of this group to be useful and would consider it for Hatherleigh.

13. Hatherleigh Town Trail (min.819 refers) Cllr.Laing-Trengove would ask the History Society to contact Mr.Dunstan direct.

14. Moor View roped off verge (min.824a refers) no further response received from the Enforcement Officer.

15. Passaford Lane (min.824b refers) Enforcement Officer had no knowledge of a septic tank being installed on site. He reported that a planning application had been received but not validated as further information had been requested.

16. Hatherleigh Market street names (min.825 refers) Kingswood Homes had now agreed the names of St.Johns View, Beckamoor Gardens and Farmers Way. These names had now been submitted to WDBC for approval.

17. Dog bin Moor View (min.830 refers) Cllr.Tyson reported that this had now been replaced.

18. Car parking spaces by school (min.831 refers) Cllr.Lewis reported the continuing

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problem of cars parking bottom of South Street to drop off children for school. Cllr.Laycock confirmed that the land in question is owned by DCC not by any householder, and parking is therefore a "free for all". Resolved that Clerk ask that the PCSO visits Hatherleigh at 8.30am to witness for problems involved.

19. Island Park play equipment (min.833 refers) Cllr.Tyson reported:-
- basket swing needs replacing
  - ash trees could not be used as wood chip/bark for play surface areas
  - graffiti at Island Park and the toilets had been removed
  - Resolved that the granite boxes be recoated with relevant substance that allows any future graffiti to be removed by wiping off with water. Cllr.Tyson to order relevant product.
20. Oke Rail (min.837 refers) Cllr.Walters had circulated the letter sent.

### **PLANNING MATTERS**

21. Applications to consider:-

- |                |                 |  |
|----------------|-----------------|--|
| a) 1499/21/PDM | Fishleigh House | barn conversion to dwelling<br><i>Council supported the application</i>  |
| b) 0036/21/TPO | Mr.Bowman       | tree works Edgemoor<br><i>Council cannot support this application. The reason being that under app no 3992/20 for erection of 2 bungalows our comment was "we support provided that the oak trees are not impacted on"</i> |
| c) 1197/21/LBC | Mrs.Dawson      | 8 High Street replace rear windows/door<br><i>Council supported the application subject to the Cons.Officer approving the works</i>  |

22. Permissions granted:-

- |            |                        |   |
|------------|------------------------|---|
| a) 1078/21 | The Abattoir           | broadband electric pole                     |
| b) 1079/21 | Airband Communications | equipment cabinet Bridge St.                |
| c) 0139/21 | Mrs.Wollacott          | 21a South St. new porch,ext. & solar panels |

23. Refusals advised: none

24. Any other planning matters:-

- a) Mr.Bowman Oaktree cotttage 2 dwellings – appeal has been dismissed

25. Hatherleigh Market Cllr.Tyson reported as follows:-

- Meeting with Kingswood Homes 14<sup>th</sup> April informed that market phase brought forward and discussion on pannier building additions
- Demolition of sheep shed to comment in June. Market to operate on temporary site behind Hancocks Garage which will be levelled out and given hardcore base. New marquee had been ordered. Further 10 covered traders stalls to be supplied by Kingswood Homes. Approx 40 car parking spaces would be available plus free car parking in council car park
- Market Manager had sent out letter to all traders on Tuesday 20<sup>th</sup> April
- Approximate cost for additions to new market building in region of £70,000.00  
Resolved that we apply immediately to the new source of funding "Gvt UK Community Renewal Funds" We would submit expression of interest in the sum of

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£150,000.00

- Planning permission would also need to be applied for the design changes
- NABMA membership fee had now been paid and Cllr.Tyson would contact them for advise.

### **FINANCIAL MATTERS**

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

27. The Council approved/agreed the Annual Accounting Statement.

28. The Clerk had circulated to all councillors the end of year accounts, bank reconciliation and assets register. Proposed Cllr.Laycock seconded Cllr.Entwistle that the accounts be adopted. All agreed. Clerk to now organise submission of all forms to the external auditor.

29. Clerk presented the following accounts for payment:-

a) Mrs.Rewse	toilets	£ 283.40
b) Mrs.Lock	wages	£ 366.43
c) Mr.Peters	street caretaker	£ 222.75
d) Play Inspection Co	training for play inspector	£ 366.00
e) N. Moorcroft	Island Park caretaker	£ 872.00
f) NABMA	membership fee	£ 369.00
g) L & M Cole Landscapes	g/m £1283.75 + Island Park £30	£1313.75

Proposed Cllr.Lewis seconded Cllr.Walters that the above accounts be paid and cheques were signed by Cllrs.Laing-Trengove and Back.

29. Any other financial matters: none

### ***DISTRICT COUNCILLOR REPORT***

30. Cllr.Kimber reported:-

- WDBC were looking into an Okehampton Transport Hub
- WDBC were preparing a marketing campaign for the top 50 visitor attractions in the area
- Reviewing the planning services.

### ***MAINTENANCE/TRAFFIC ISSUES***

31. L & M Cole request to purchase bags of bark to top up flower beds outside school approx cost £105. Resolved this work be carried out.

32. Millennium Plaque - insurance company confirmed this would be covered under street furniture if looked after and maintained by the Council Cllr.Entwistle reported that there was nothing in the property deeds as to any planning permission given as this is a listed building. Nobody knows how the plaque is affixed to the wall. Resolved that Cllr.Laing-Trengove contact the History Society for any information they have and Clerk to contact Structural Engineer Sam Percival for advise.

33. Cllr Laycock – hanging baskets. Resolved that she liaise with Martin Cole on the erection of the baskets.

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34. Cllr.Tyson – drains in South St. High and Higher Street and road to Moor View were due work in July 2021 under Devon Highways gully clearance programme. She had requested visit by smaller vehicle to enable access to all areas.

35. Cllr.Bolland – when would the xmas lights be taken down. Cllr.Tyson reported this would be dictated by lockdown restrictions being lifted.

36. Cllr.Gladstone – extremely concerned about the large potholes on the main Hatherleigh to Okehampton Road. Clerk to express concern to DCC Highways.

### ***BEATING OF THE BOUNDS***

37. Cllr.Laing-Trengove reported:-

- event to be held August Bank holiday Monday
- Mr.I. Trenaman and herself would check the walk and contact land owners
- she would contact younger members of the Reynolds family to lead the walk with herself
- Moor Management would organise refreshments at Deckfort and Passaford. Town Council to organise refreshments in The Square after completion of the walk.

**NEW GRAVEYARD**

38. Cllr.Laing-Trengove reported:-

- it was work in progress to revamp the relevant documents. To be done with assistance from Cllr.Lewis and Mr. I.Trenaman
- the path was completely overgrown and to keep it as a recognised path it may need a more permanent surface.

**ALLOTMENTS**

39. Cllr.Back awaiting reply from Mrs.Barkwell regarding more land for extra allotments which depends on the route of the new section of cycle track.

40. Cllr.Laing-Trengove reorted that the area of land at the end of the cricket pitch was not suitable for allotments. There was a further plot of land to the end of the Bowling Club which is at present let on a grasskeep basis. However for obvious reasons Made Well is the most suitable site for additional allotments.

**MEETINGS ATTENDED BY COUNCILLORS**

41. Cllr.Walters – Oke Rail information circulated.

42. Cllr.Back – Covid 19 volunteer group – nothing further to report.

**CORRESPONDENCE**

43. Mrs.Knapman – thanking Council and Mayor for update on Island Park.

44. NHS S.W Ambulance -required confirmation that the Town Council were happy that Gavin Brookes of the Fire Service continues to check the defibrillators on our behalf. Resolved that this arrangement continues. New MOU (Memorandum of Understanding) requires to be signed by the Clerk. Resolved that clerk sign the forms and submit.

45. Mrs.O'Brien – complaint about ash tree by Co-op had been demolished. Clerk to reply we noted her concerns but the tree was diseased and is the property of WDBC.

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**ITEMS OF INTEREST/FUTURE AGENDA ITEMS**

46. None

**DATE OF NEXT MEETING**

47. Resolved that next meeting be held Tuesday 22<sup>nd</sup> June (after June 21<sup>st</sup> lockdown restrictions lifted) in the Community Centre. Clerk to book.

There being no further business, the Chair thanked those present for their attendance and closed the meeting at 9.35pm

signed.....dated.....Chairman