

**MINUTES OF HATHERLEIGH TOWN COUNCIL**  
**ANNUAL GENERAL MEETING 13<sup>TH</sup> MAY 2025**  
**7pm IN THE COMMUNITY CENTRE**

**Present** Cllrs Reddaway, Walters, Lewis, Turner, Harrison  
Laing-Trengove, Burrow, Barr, Kemp, Laycock,  
Dist. Cllr. Kimber, the Clerk (Cllr. Harrison left the  
Meeting at 8pm)

**Apologies** None

- 1. Election of Chair/Mayor – the Clerk asked for nominations - Cllr. Reddaway – proposed Cllr. Walters  
Seconded Cllr. Laing-Trengove. There were no other  
nominations. Cllr. Reddaway accepted and signed his  
declaration of acceptance of office**
- 2. Election of Vice Chair/Deputy Mayor – Cllr. Laycock  
Proposed Cllr. Harrison seconded Cllr. Burrow. There  
were no other nominations Cllr. Laycock duly elected**
- 3. There were no apologies**
- 4. Election of representatives to the following:-**

<b>a) Moor Management</b>	<b>Cllr. Walters, Laycock, Turner</b>
<b>b) Community Centre</b>	<b>Cllr. Laing-Trengove</b>
<b>c) Okehampton Rail</b>	<b>Cllr. Walters</b>
<b>d) Web site</b>	<b>Cllr. Burrow, Harrison</b>
<b>e) Play equipment</b>	<b>Cllrs.Laycock, Lewis,Reddaway</b>
<b>f) Allotment Assoc</b>	<b>Cllr. Laing-Trengove</b>
<b>g) Graveyard admin</b>	<b>Cllr. Walters</b>
<b>h) DCC P3 scheme</b>	<b>Cllr. Laing-Trengove</b>
<b>i) 20 is Plenty</b>	<b>Cllr. Laycock</b>
<b>j) Medical Centre</b>	<b>Cllr. Kemp</b>

**5. Declarations of interest – members are invited to disclose any personal or prejudicial interests as defined by the Council Code of Conduct They are also reminded to consider whether in the light of recent activities any item within their register requires to be updated**

.....  
**P U B L I C   S E S S I O N**

**No members of the public present**  
.....

**APPROVAL OF MINUTES**

**6 The minutes of the meeting held 8<sup>th</sup> April 2025 having been duly circulated were signed by the Chairman as being a true and correct record. Proposed Cllr. Harrison seconded Cllr. Walters. All agreed**

**MATTERS ARISING FROM MINUTES**

**7. Millennium Corner (min.397 refers) the new lamp post was now in situ. Resolved millennium corner be agenda item next meeting to resolve how to take the matter forward**

**8. Hanging baskets (min.399 refers) resolved we purchase 15 new brackets at approx. cost of £50 each as per the design agreed at the meeting. Dist. Cllr. Kimber via email had informed the council that Mrs S. Vick would like to reinstate the hanging basket competition. Resolved that if Mrs Vick wishes to reinstate the competition she could do so through the open gardens competition. Cllr. Kimber to inform her of this.**

**9. Island Park litter bin (min.400 refers) resolved that no extra bin is required**

**10. Toilets late night opening (min.401 refers) late night**

**open for 17<sup>th</sup> May and 7<sup>th</sup> June confirmed. Further request from Festival committee for Friday 11<sup>th</sup> July 10pm and Saturday 12<sup>th</sup> July midnight. Clerk to arrange**

**11. Street caretaker (min.407 refers) resolved that Cllr. Burrow re-advertise the position on Facebook and council website.**

**12. Speedwatch 20 is plenty (min.405 refers) Clerk to inform Police team that Cllr. Laycock is our co-ordinator**

**13. Island Park Bridge (min.406 refers) Cllr. Laing-Trengove reported that History Society member had looked to see if any old parts of the bridge were of interest – reported nothing of interest. Resolved that bridge would be removed in its entirety and notice erected saying “This footpath is closed”**

**14. Dog bins (min.412 refers) still waiting for confirmation from WDBC as to their capacity availability for emptying more bins.**

**15. Skatejam (min.413 refers) Cllr. Laycock reported that it is not certain if this event will take place**

**16. Visit Hatherleigh website (min.416 refers) still a working process to enable others to post events**

**17. VE Celebrations (min.417 refers) the event had been a great success**

**18. NatWest transfer of funds (min.425a refers) bank statement received confirms the sum of £5,800,00 has now been transferred from reserve account to current account**

**19. Hatherleigh Medical Centre (min.434 refers)**

Cllr.Walters had received only an acknowledgement from the Integrated Care Board of her letter reporting response would be made in 20 days. No response from any other parties

## **PLANNING MATTERS**

### **20. Applications to consider:-**

- |                |           |            |  |
|----------------|-----------|------------|--|
| a) 0500/25/HHO | Wollacott | Park House | rear extension<br><i>supported</i>                   |
| b) 0731/25/HHO | Rocks     | Red Bank   | single storey<br>garden room ext<br><i>supported</i> |
| c) 1232/25/PDM | Sharpe    | Fishleigh  | barn to d/h<br><i>supported</i>                      |
| d) 1251/25/PDM | Barkwell  | Littlewood | barn to 2 d/hs<br><i>supported</i>                   |

### **21. Permissions granted:-**

- |                |        |               |                 |
|----------------|--------|---------------|-----------------|
| a) 0085/25/FUL | Bailey | Tally Ho      | bunkhouses      |
| b) 0610/25/TPO | Pyle   | 41 Pearce Cl  | treeworks       |
| c) 676/25/HHO  | Payne  | 7 Oakfield Rd | single rear ext |

### **22. Refusals advised:-**

- |                |        |           |                 |
|----------------|--------|-----------|-----------------|
| a) 3635/24/FUL | Riddle | SS550 049 | stables to d/h  |
| b) 3921/24     | AMP    | Hatchmoor | battery storage |

### **23. Any other planning matters**

- a) AMP Clean Energy had lodged an appeal against refusal of 3921/24

## **HATHERLEIGH MARKET**

### **24. Cllr. Burrow gave the following report:-**

#### **MARKET OPERATION**

- a) Revenue from April trading better than forecasted. Income was £2875 vs £2340 forecast, £500 improvement largely due to successful spring fair

**b) Spring Fair & Farmers market 12<sup>th</sup> April – successful Spring Fair in April welcoming number of new traders and outside food vendors. Set up outside market stalls which were well used. Level of footfall good due to local media coverage by BBC Radio Devon, adverts in Okehampton Times & extensive social media coverage. Positive feedback from traders, number have already booked for End of Summer Fair planned later in year**

#### **FATHERS DAY MARKKET/VINTAGE CARS 15<sup>TH</sup> JUNE**

**a)developing plans for fathers day market,vintage car/tractor meet up and selection of hot food vendors**

**b) Car boot – car boots stubbornly slow to take off, not been as busy as hoped for. Face strong competition from other bigger well established car boot sales. Our strength is we offer indoor facilities in bad weather in winter months**

#### **MARKETING PROPOSAL**

**Following work on financial forecasting with Neil Jory, business plan advisor to the committee, have set up marketing budget of £6500 per year to promote the market. Have agreed to 1 year marketing retainer with We Raise Digital. This includes creation of marketing collateral, creation of new website, social media management, local print advertising, PR and media coverage plus local signage**

#### **CAR PARKING MANAGEMENT**

**Currently in final stages of agreement with WDBC. Have modelled our tariff on a cheap £1 all day parking tariff – to strike careful balance between keeping things affordable whilst generating enough revenue for market to meet its overheads from year 6 onwards when leasehold rent starts to be payable. Projecting between £18,000 - £24,000 per year from parking. WDBC to charge 20% management fee, 80%to be directed as funding for operational overheads.**

**Upfront capital investments costs/licence fees set up estimated at £17,016.62. Local benefactor is offering an £8,000 donation towards these setup costs – leaving**

**£9,016.62 to be funded by HCM reserves allocated for this purpose. Parking management should be in place towards end of the summer**

#### **KITCHEN FACILITIES**

**Debbie Kimber has secured good quality 2<sup>nd</sup> hand kitchen (free of charge) to be repurposed to make permanent kitchen/display counter. Need to invest in new worktops and range cooker. Allowing budget of upto £1,500 plus labour for installation**

**HAND DRYER new eco friendly electric hand dryer installed in toilet to reduce amount of paper towel waste  
PRS/PPL MUSIC LICENCE currently in process of obtaining**

**ALCOHOL PREMISES LICENCE currently in process of obtaining**

#### **FINANCIALS/DONATIONS**

**a) Market Building Enhancement Loan repayment to Kingswood – to date HCM has repaid £95,000 of £228,000 owed for market building enhancements. Made up from £10,000 Hatherleigh Town Council grant. £10,000 Rural Prosperity grant, Hatherleigh Moor Management grant £25,000, WDBC £50,000 grant**

**b) Community Share Scheme pledges/donations update – to date have received £43,350 in pledges from individuals/businesses in local area towards our £50,000 target. Of this £43,350 already collected £13,000 which will be used to further pay down the loan balance to Kingswood. Means that by end of May will have repaid £108,000 of £228,000 owed to Kingswood Homes.  
*Incredible achievement in just 6 months since we started trading in December 2024***

## **FINANCIAL MATTERS**

**25. Approval of accounts – clerk had circulated to all councillors accounts for year ending 31<sup>st</sup> March 2025. Proposed Cllr. Walters seconded Cllr. Burrow that accounts are agreed and adopted. All in favour**

**26. Approval of Governance statement – the Chairman read out points 1 – 9 which were agreed by Council. Duly signed by Chairman and Clerk**

**27. Approval of accounting statement – the Chairman read out points 1 – 10 which were agreed by Council. Duly signed by Chairman and Clerk**

**28. Asset register – agreed that this be revised during this financial year**

**29. Clerk presented the following accounts for payment:-**

a) Mrs. Rewse	toilets	£ 666.44
b) Mrs Lock	wages	£ 485.47
c) Hatherleigh C.Centre	hire	£ 18.00
d) Miss Littlejohn	comm.orchard	£ 585.00
e) Southwest Fixings	play bark	£ 381.59
f) WDBC	revised inv	£ 429.63
g) Clear Insurance	premium 25/26	<u>£1657.20</u>
	fixed for 3 years	

**Total** **£4223.33**

**Proposed Cllr. Lewis seconded Cllr. Kemp that above accounts be paid. Cllrs. Laycock and Walters signed the cheques**

**30. Moneys received:-**

a) Hatherleigh band	fee late toilet opening	£ 10.00
b) Devon Wildlife Trust	community orchard	£ 618.30
c) WDBC	precept payment	<u>£24,775.00</u>
<b>total</b>		<u><b>£25,403.30</b></u>

## **ANY OTHER FINANCIAL MATTER**

**31. Transfer of funds, reported elsewhere in these minutes. Following transfer of £5,800 balance in reserve account stood at £43.41p**

**32. Clerk reported difficulty in paying WDBC invoices – have special paying in book supplied by WDBC – cheques have to be sent to Lloyds Bank Kingsbridge branch and separate email to WDBC reporting payment. Despite this two cheques remain un-presented nos 3137 and 3138 WDBC have asked that these two cheques are cancelled and replacements issued. Resolved that bank be contacted to cancel cheques and new ones to be written out next month.**

## **DISTRICT COUNCILLOR'S REPORT**

**33. Cllr. Kimber reported on various road closures which had been circulated**

## **TRAFFIC/MAINTENANCE ISSUES**

**34. South Street wall collapse - road still closed and causing problems for multiple residents/services. Resolved that Clerk write to DCC Highways J.Scillitoe, Fire Service and new County Councillor to highlight the continuing problem.**

**35. Cllr. Burrow to report the damaged litter bin by RGB**

**36. Cllr. Reddaway reported:-**

**a) horse sculpture outside school needed attention. Cllr. Lewis would look into this**

**b) railings Market St – following discussion as to best way of painting these it was resolved to purchase spray gun and requisite paint – such a process would allow the paint to dry within 10 minutes.**



c) Sheep statue – in need of repair but of no danger to the public. Resolved that Cllr. Laing-Trengove send photos of damaged areas of the statue to Roger Dean to ascertain the best way forward from him e.g. Repair on site, remove whole statue.

d) Island Park noticeboard required cleaning

e) Bench around tree by Co-op bus shelter owned by WDBC. Resolved we contact them and ask for its removal if they are not prepared to repair.

37. Cllr. Lewis reported ongoing problem with rubbish being dumped outside the Co-Op from a property opposite. Resolved that Clerk write to the appropriate parties and ask them to place such black bags outside the property where the rubbish came from

38. Cllr. Kemp reported concerns over signage on the roundabout which restricted drivers vision

39. Cllr. Laycock:-

a) reported broken bench at Sanctuary Lane. Resolved that Cllr. Turner would look at this

b) Oak tree on the roundabout – proposed that we apply for a TPO. Clerk to put in motion

**20 IS PLENTY**

40. Clerk to inform the Devon & Cornwall Speed watch team that Cllr. Laycock is our co-ordinator

**MEETINGS ATTENDED BY COUNCILLORS**

41 Cllr Lewis - Parish Pump – still looking for an Advertising Secretary and considering ways of obtaining income from other contributors to The Pump

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**42. Cllr. Reddaway – meeting with the school concerning traffic/safety issues. It was up to the school to call the next meeting**

**CORRESPONDENCE**

**43 DALC circulated email 9<sup>th</sup> April which contained examples for new codes of conduct, financial regulations etc. for information**

**44. Rotary Club of Hatherleigh -vulnerable in the community/foodbanks meeting 12<sup>th</sup> June 7pm in the Community Centre - those available would attend**

**MATTERS OF INTEREST/FUTURE AGENDA ITEMS**

**45 Invitation to be sent to our new DCC Sue Davies the Reform Party to attend a council meeting**

**DATE OF NEXT MEETING**

**46. Tuesday June 10<sup>th</sup> 7pm**

**There being no further business the Chairman thanked those present for their attendance and closed the meeting at 9.15pm**

**Signed.....chair.....dated**

