

**MINUTES OF HATHERLEIGH TOWN COUNCIL  
ANNUAL GENERAL MEETING 14<sup>TH</sup> MAY 2024  
7PM IN THE COMMUNITY CENTRE**

**Present:** Cllrs. Reddaway, Laycock, Laing-Trengove, Walters  
Harrison, Capon, Burrow, Lewis, Kemp, Dist. Cllr  
Kimber, the Clerk, two members of the public

**Apologies:** Dist. Cllr. Wakeham

- 1. Election of Chair/Mayor - the Clerk asked for nominations  
Cllr. Reddaway - proposed Cllr. Lewis seconded Cllr. Walters  
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. Laing-Trengove seconded Cllr.  
Burrow. There were no other nominations. Cllr. Laycock duly  
elected**
- 3. Apologies – Dist. Cllr. Wakeham**
- 4. Election of representatives to the following bodies:-**
  - a) Sports field Committee Cllr. Laycock**
  - b) Moor Management Cllrs. Laycock, Walters, Capon**
  - c) DCCP3 scheme Cllr. Laing-Trengove**
  - d) Northern Links Cllr. Reddaway**
  - e) Community Centre Cllr. Laing-Trengove**
  - f) Allotment Association Cllr. Lang-Trengove**
  - g) Okehampton Rail Cllr. Walters**
  - h) Play Equipment inspectors Cllrs. Lewis, Laycock**
  - i) Web Site manager Cllr. Burrow**
  - j) Graveyard administration Cllr. Walters**
  - k) Medical Centre rep Cllr. Kemp**
  - l) Facebook information page Cllrs. Burrow, Lewis, Harrison**

5. **Declarations of interest – to be declared throughout the meeting were appropriate**

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**PUBLIC SESSION**

- a) **Dr. R. Haylock – co-option interview**  
b) **Mr. J. Barr – co-option interview**

**Each candidate was asked the same four questions, followed by any questions the applicants wished to put to the council. The applicants were interviewed separately**

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**APPROVAL OF MINUTES**

6. **The minutes of the meeting held 9<sup>th</sup> April 2024 having been duly circulated were signed by the chairman as a correct record with one amendment - min.353 to read “report to DCC” Proposed Cllr. Walters seconded Cllr. Kemp Part II therefore to be circulated and duly approved at next meeting.**

**MATTERS ARISING THEREFRM**

7. **Co-option (min.347 refers) Cllr. Reddaway declared a personal interest and took no part in the discussion or decision. Resolved that Mr. Jake Barr be co-opted onto the Council. Clerk to inform both applicants**
8. **Hatherleigh medical centre (min.349 refers) Cllr Kemp had circulated notes from the meeting she attended at Holsworthy. Resolved that Cllr. Kemp ascertain if we could publish these on our noticeboard/website for public information**
9. **Millennium Corner (min.35 refers) DCC confirmed area was registered at the Land Registry to the County Council but was not maintainable at public expense. Will supply further response when he has further information from the property team**
10. **Second school entrance (min.351 refers) meeting with the Enforcement Officer he reported that due to lapse of time and**

the Sec.106 not being enforced by WDBC the matter “was dead in the water”. Resolved that in view of this information we would arrange for the DCC Highways officer to revisit the area to discuss parking and traffic restrictions in and around the school area

11. Street lighting new market entrance (min.354 refers) Dist. Cllr. Kimber reported no further information from WDBC

12. 20 is plenty (min.355 refers) resolved to have printed 4 A3 posters to display. Clerk to contact Devon & Cornwall Constabulary to ascertain dates for training a speed watch team

13. P3 Scheme (min.356 refers) new contact was Jon Boyd email address – [jon.boyd@devon.gov.uk](mailto:jon.boyd@devon.gov.uk) Clerk to submit forms and request a grant for work carried out

14. Island Park litter bin (min.357 refers) resolved that Clerk ascertain the emptying roster eg. Weekly or fortnightly

15. BT Kiosk Moor View (min. 358 refers) BT have extended their consultation on the adoption scheme until 12.9.24

16. Community Centre electric supply (min.360 refers) Cllr. Laing-Trengove reported that Hatherleigh Players had been confirmed as tenants and as such a new electricity supplier can now be sourced following the termination of the existing contract

17. Parking problems Moor View (min.361 refers) Cllr. Laing-Trengove reported that the vehicle in question was parking in the most suitable place and as such there was no problem

18. BMX Track (min.275 refers) resolved this is an agenda item at the next meeting

19. Town Council Facebook page (min.376 refers) Cllr. Burrow had set this up. This was for information only with no comments to be posted on the page

## **PLANNING MATTERS**

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

**a) 0828/24/TCA Manor Hall tree works  
No objections**

**21. Permissions granted:-**

**a) 4244/23/LBC Reed Cottage new chimney**

**22. Refusals advised\:** none

**23. Any other planning matters:-**

**a) Red Lane enforcement – the lane is not maintained at public expense therefore no permission required for the undertaking of works. DCC confirmed that the works had been carried out satisfactorily. ~Therefore case closed**

## **HATHERLEIGH MARKET**

**24. See attached addendum**

## **FINANCIAL MATTERS**

**25. Clerk had circulated end of year accounts, bank reconciliation and asset register to all councillors. Proposed Cllr. Walters seconded Cllr. Laycock that the accounts be adopted. All agreed. Copy signed by the Chair and Clerk.**

**26. The annual governance agreement was agreed and signed by the Chair and Clerk**

**27. The accounting statement was agreed and signed by the Chair and Clerk**

**28. The internal audit form had been completed and signed**

**29. Resolved that the asset register be examined moving forward into year 24/25. Agenda item next meeting**

**30. Clerk presented the following accounts for payment:**

<b>a) Mrs. Rewse</b>	<b>toilet cleaning</b>	<b>£657.80</b>
<b>b) J.Tagg</b>	<b>street caretaker</b>	<b>£ 121.00</b>
<b>c) Mrs. Lock</b>	<b>wages</b>	<b>£ 366.43</b>
<b>d) Community Centre hire</b>		<b>£ 20.50</b>

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e) Pynto	website	£ 43.18
f) Clear Insurance	RHIB insurance	£1431.87
g) L M Cole	flower bed mulch	£ 130.00
h) MNW Timber	bench repairs	<u>£ 200.40</u>
<b>Total</b>		<b><u>£2,971.18</u></b>

Proposed Cllr. Laycock seconded Cllr. Kemp that the above accounts be paid. Cheques signed by Cllrs. Walters and Laing-Trengove.

**31. Moneys received:-**

a) WDBC first precept payment **£23,375**

**32. Clerks salary – clerk had received no pay increase since 2019 currently 10 hours a week @ £10.57 per hour. Smaller and similar sized councils are paying £13.97 per hour as per the SLCC spinal column. Resolved that Clerks pay be increased to £14.00 (fourteen pounds) per hour 10 hours a week. All agreed. Clerk to inform WDBC**

**Any other financial matters:-**

a) PSE/National Grid xmas lights electricity – PSE did not accept cheques . Cllr. Reddaway would pay this invoice and reimbursement made at the next meeting

**DISTRICT COUNCILLORS REPORT**

**34. Cllr. Kimber reported as follows:-**

- a) new leader of DCC to be Cllr. James McInnes
- b) pavement on industrial estate had been repaired
- c) Sustainable Hatherleigh project being taken forward

**TRAFFIC/MAINTENANCE ISSUES**

**35. L & M Cole reported two broken brackets for the hanging baskets. Cllr. Reddaway to source replacements**

**36. The Square – resolved the future of the Square be an agenda item next month. Clerk to ascertain from WDBC insurance value, repair schedule and other expenses paid out in respect of the area**

**37. Cllr. Reddaway reported that the bench for Victoria footpath was now in situ. Skatepark repair works carried out and more would follow**

**MEETINGS ATTENDED BY COUNCILLORS**

**38. Cllr. Walters – Okehampton Rail notes circulated**

**29. Cllr. Laing-Trengove – Allotment Association**

**a) some allotments had been split – no waiting list**

**b) polytunnel was being repaired**

**40. Cllr. Burrow – two working group meetings for the Market**

**41. Cllr. Reddaway had attended the Northam Mayfair celebrations**

**CORRESPONDENCE**

**42. County Cllr. McInnes report circulated**

**43. Barnstaple Mayor making ceremony invitation for Cllr. Reddaway**

**ITEMS OF INTEREST/FUTURE AGENDA ITEMS**

**44. Future agenda items, The Square, Asset Register and BMX Track**

**EXCLUSION OF PUBLIC**

**46. In light of confidential contractual and financial matters Chair moved that the meeting be moved into Part II. All agreed.**

**47. Chair moved that meeting come out of Part II all agreed and the meeting was closed at 9.45pm**

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