

**HATHERLEIGH TOWN COUNCIL**  
**Minutes of meeting held Tuesday**  
**10<sup>th</sup> September 2024**

**Present:** Cllr. Reddaway in the chair, Cllr. Laycock, Walters  
Barrs. Laing-Trengove, Harrison, Kemp. Lewis  
Dist. Cllr.Kimber, the Clerk, one member of the  
public.

**Apologies** Cllrs. Capon, Burrow

.....  
**PUBLIC SESSION**

**Mr.B.Tagg – pavement obstructions leading to Island Park**  
.....

**APPROVAL OF MINUTES**

**125.** The minutes of the meeting held 9<sup>th</sup> July 2024 having been duly circulated were signed by the Chair with one amendment – Present – Cllr. Walters name to be added. Proposed Cllr. Laycock seconded Cllr. Walters. All agreed

**MATTERS ARISING FROM MINUTES**

**126,** Hatherleigh Medical Centre (min,89 refers) Cllr. Kemp reported that the next meeting was scheduled for 20<sup>th</sup> September

**127.** Millennium Square (min.90 refers) there were no further updates. Cllr. Walters would send photos to DCC

**128.** 2<sup>nd</sup> school entrance (min.91 refers) now that schools were back resolved that Clerk contact DCC Highways Officer to visit Hatherleigh either at start or finish of a school day

**129.** 20 is plenty signs (min.92 refers) Cllr. Lewis had obtained the new A5 signs which would now be displayed. Clerk reported she has heard nothing further regarding the police training sessions for a speed watch team. Resolved she contact them again

**130.** P3 scheme (min.93 refers) Clerk reported to date no moneys received from DCC

**131.** Hanging baskets (min.95 refers) Cllr. Laycock reported that

**the hanging baskets had been taken down earlier this year due to chains and brackets breaking and also that some baskets were not being looked after. Resolved that Clerk contact L & M Cole to ascertain how many baskets were erected this year and that article be put in the Parish Pump asking if residents wanted hanging basket next year**

**132. SW Ambulance/NHS Defib cheque (min.97 refers) Clerk had spoken to Mr. Painter who had ascertained no further response from SW Ambulance/NHS trust as to the whereabouts of the council's last cheque submitted in May and he asked if yet another cheque could be drawn and sent to new payee and address to resolve the situation. Cllr. Walters had spoken to the bank who confirmed that the cheque had not been presented for payment – this would now be stopped with no charge involved and a 3<sup>rd</sup> cheque drawn**

**133. Co-op Bus shelter (min.99 refers) Clerk reported that Mrs .Rewse had offered to clear up the area. Resolved that ownership of the area be ascertained. Dist. Cllr. Kimber would confirm with WDBC if it was on their asset register and Cllr. Harrison would ask the Co-Op**

**134, Market St. railings (min.100 refers) ongoing project**

**135 Moor View noticeboard (min.102 refers) Cllr Laing-Trengove would inspect the Perspex as to its replacement or cleaning**

**136. Family hub (min.102 refers) Clerk to contact Cllr. McInnes about attending a town council meeting**

**137. Adoption of South Street phone box (min.113b refers) after lengthy paperwork/forms for signature BT had confirmed that the town council now owned the phone box Resolved that this be an agenda item next month to discuss the best use of this new asset.**

**138. Micro providers (min.114 refers) Dist. Cllr. Wakeham was not present at the meeting to give an update**

**139. Metal benches (min.117 refers) resolved that Cllr. Reddaway obtain a quote for repairing the metal benches**

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**140. Island Park Bridge (min.120 refers) Resolved that estimates be obtained for a new bridge and ask members of the public what they would like to see it replaced with to make it a feature of the area. – via an article in the Parish Pump. Clerk to obtain ideas/estimate of costs from a metal fabricator**

## **PLANNING MATTERS**

**141. Applications to consider:-**

- a) 1811/24/TCA 7 Pound Meadow tree works  
*supported by email responses***
- b) 1519/24 Daisychain nursery Sheepwash – polytunnel  
*supported by email responses***
- c) 0968/24 Bembridge Sheepwash – roofed area for livestock  
*supported by email responses***
- d) 2578/24/CLE A.Cranleigh 35a Market St. – separate dwelling  
*Council had no evidence to submit***
- e) 2381/24/HHO Biddick – 10 Moor View – extension/new access  
*council supported the application***
- f) 2144/24/HHO Grindrod – 7 Cob Meadow – conservatory/ext  
*council supported the application***

## **PERMISSIONS GRANTED**

**142. 1988/24/tca 24 Vicks Meadow tree works**

## **REFUSALS ADVISED**

**143. None**

## **ANY OTHER PLANNING MATTERS**

**144. Biddicombe – nobody available for site visit or committee meeting**

**145. Strawberry Fields – variation of licence application had been withdrawn**

## **HATHERLEIGH MARKET**

**146. Information submitted by Cllr. Burrow**

- a) legal work/lease – draft lease now largely in agreed form. In order to complete awaiting following**
  - Land registry approved plans from Kingswood**
  - Responses to enquiries regarding insurance premium payable to Kingswood for insuring the building**

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- Responses to enquiries regarding annual management charges for road maintenance
  - Review of final draft lease by our solicitors Tozers
- b) PLEDGE UPDATES**
- Pledges for shares in community benefit society stand at £37,150 towards our goal of £50,000
  - Pledges made from 152 businesses and individuals
  - Previously received 280 pledges under the old scheme – still in the process of contacting the remaining 128 who have not yet repledged under the new scheme
- c) SITE DEVELOPMENT/SCHEDULE UPDATE**
- Advised in June that practical completion of market building was expected end of September
  - In call with site Manager Ben Tipton 30<sup>th</sup> Aug.24 advised that the glass installers are projecting 10 day delay
  - Kingswood need the glass installed before the cladding on the end gables can be installed to make the building weather proof
  - Building needs to be weather proof before internal electrics and installation of office and toilet facilities can be completed
  - Looking like glass will be installed by mid September – remaining internal work will require further month to complete
  - This takes latest projection for practical completion to mid October
- d) FINANCE AGREEMENT**
- Community benefit society and Kingswood Homes currently in negotiations regarding agreement to pay the £228,000 enhancement costs
- e) PARKING MANAGEMENT**
- Received parking management proposals from Cumbria Parking Services (commercial company PK yet to advise)
  - Working group to review and make decision at their next meeting
  - Have requested costs for parking meters that accept payment by coins and cards
  - Parking fee structure still to be agreed but will likely mirror charges in the town car park
  - Dist. Cllr Kimber to provide update regarding a local donation of funds to pay for parking machines who was motivated to

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address accessibility concerns to ensure parking meters are user friendly for older members of the community who don't engage well with parking apps/digital technology

f) **FUND RAISING** from grants and fund raising we project to bring in the following within 24months towards the £228,000 enhancement costs

- £25,000 Hatherleigh Moor Management grant
- £10,000 Hatherleigh Town Council (year one grant )
- £10,000 Hatherleigh Town Council (year two grant)
- £10,000 Rural Prosperity fund grant
- £50,000 West Devon regeneration grant scheme
- £50,000 Community share issue (£37,150 already pledged)
- £155,000 Total

With additional grants and share capital in year 1 and monthly payments of £1850 made from capital revenue during the initial 5 year rent free period – anticipate that the loan balance can be reduced to

- Circa £90,000 by end of year 1
- Below £45,000 by end of year 2
- Current expectation that the enhancement costs will be repaid within the first 3-5 years of trading from the new site

g) **BUSINESS PLAN** – currently awaiting the following info/costs to update the draft financial forecast

- Annual insurance premium payable to Kingswood for insuring the building
- Annual management charges for road maintenance
- Fees/projected income from parking
- Once we have these business plan can be finalised

h) **COMMUNITY BENEFIT SOCIETY SHARE ISSUE**

- Finalised projections and business plan required to progress with the setting up of the CBS share scheme

## **FINANCIAL MATTERS**

147. Clerk presented the following accounts for payment:-

a) Mrs. Rewse	toilets	£1,12,4.68
b) Mr. J. Tagg	street caretaker	£ 199.50
c) Okehampton Transport	community grant	£ 250.00
d) Mrs.R.Lock	clerks wages	£ 970.54
e) Hatherleigh Com.centre	hire	£ 16.40
f) PKF Littlejohn	external audit	£ 378.00
g) RGB Supplies	paint	£ 23,99

h) R.Burrow	paint supplies	£ 109.62
i) SW Ambulance Service	defib payment	£2,160.00
j) Luke Matthews	computer work	£ 45.00
k) Festive Light Co	xmas lights	£1,095.60

**Total** **£6,373.33**

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

**148. Moneys received VAT refund £6,012.23**

**149. PKF Littlejohn external audit – Clerk reported accounts had been signed off. Notice of completion and AGAR parts 1,2,3, to be displayed on website**

**150. Any other financial matter – none**

#### **DISTRICT COUNCILLOR REPORT**

**151. Dist. Cllr. Kimber reported**

- a) he would check ownership of land by Co-op bus shelter**
- b) Market Street lighting was a DCC matter**
- c) He attended a meeting with South West Water**

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

**152. War Memorial – Cllr. Barrs would look at the condition of base of the memorial to ascertain any necessary repairs**

**153. Pavement Pyles Auction Room – following the public session it was resolved that we ask the police and DCC Highways to visit and assess the problems.**

**154. Litter bins Island Park – the bins with missing lids belonged to the Town Council. Resolved that Clerk obtain prices for replacement bins.**

**155. Electric box The Square – Cllr. Reddaway reported that extra keys had been cut and handed out to various people - not by the Town Council. Resolved that there should only be two keys in circulation - Cllr. Laing-Trengove to retrieve the extra keys which should not be in general circulation.**

**156. Runnon Moor dog bin – Cllr. Laing-Trengove reported this has now been emptied**

**157. Cllr. Laycock reported ongoing water leak in South Street - this should be reported again**

**158. Island Park climbing frame – the bark required topping up. Cllr. Barrs to inspect the area**

**159, Cllr. Laing-Trengove - Okehampton Community Transport Group – residents had reported to her that they have had to cancel hospital/doctor appointments because the bus was not available due to lack of volunteer drivers. Resolved that Clerk relay this when remitting their grant cheque.**

#### **MEETINGS ATTENDED BY COUNCILLORS**

**160. Cllr. Reddaway – Carnival safety meeting – at this meeting he met the new police team for the area. Resolved that details are forwarded to the Clerk in order that she can contact them on any other matters**

#### **CORRESPONDENCE**

**161. New PCSO -Sean James – details forwarded to all councillors**

**162. Madewell Community Land Trust meeting – details forwarded to all councillors**

**163. Barnstaple Fair invitation forwarded to Cllr. Reddaway**

#### **ITEMS BROUGHT FORWARD FOR INTEREST/FUTURE AGENDA ITEMS**

**164. Agenda items for inclusion at October meeting**

- **Remembrance Day**
- **BT Box South Street**
- **Xmas celebrations**

**165, Date of next meeting Tuesday 8<sup>th</sup> October**

**There being no further business the Chairman thanked those present for their attendance and closed the meeting at 8.55pm**

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

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