

HENNOCK PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 14TH JANUARY 2020 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, R Dixon, S Edmonds, S Edwards, C Fisher, J Parker, G Tully and K Willett
County Cllr F J Brook
District Cllr R Evans
District Cllr T Tume
Helen Reynolds, Clerk to the Parish Council.

PART I (Open to the Public)

The Chairperson acknowledged the death of the late Mr Alan Horn. He had been a Parish Council councillor for many years and worked really hard for the Parish Council and the Village Hall. He was a big supporter of the Pre-School and will be a great loss to the community. The Chairperson will be attending his funeral on behalf of the Parish Council.

1. FILMING AND RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Cllr P McCullar and Cllr C Webb and the reasons for their absence were accepted. Apologies were also received from District Cllr S Purser and Mr A Cooper, DNPA [Dartmoor National Park Authority] Parish Link Member.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None.

4. REQUESTS FOR DISPENSATIONS: None.

5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: None.

6.1. POLICE OFFICER'S REPORT: PC Steve Hodges reported as follows:

- He would like to come along to as many meetings as he can; this is likely to be 2 or 3 during the year.
- Since the last meeting there has been 1 crime reported in the Parish: theft and vandalism of flower planters from the entrance gates to Chudleigh Knighton.
- PC Hodges is trying to promote connectivity: 101 (phoneline) is "a nightmare" and he requested that people be directed to the online 101 – there is a huge amount of information that the police are not receiving because people are not reporting crimes because of the long wait on 101. PC Hodges asked the Parish Council to continue to encourage residents to sign up to Devon and Cornwall Alert and encourage people to report incidents.
- One of the big problems the police are experiencing is travelling criminals who are targeting farms and isolated areas: a red Ford Ranger is known to Police in connection with thefts from rural locations.
- PCSO Mark Easton is back and PC Hodges has another PCSO to cover another part of his patch so there has been an increase in numbers allowing PC Hodges more time to target drug dealers and "County Lines".
- The Chairperson reported that locations have been agreed and risk assessments completed for the Community Speedwatch in Chudleigh Knighton and volunteers are being sought. PC Hodges is hoping that the Community Speedwatch will also give him some intelligence on criminals.

The Chairperson thanked PC Hodges for attending the meeting and for his report.

HENNOCK PARISH COUNCIL

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Brook reported as follows:

- The Cabinet looked at the budget for 2020/21: there will be an 8.7% increase “across the board”, 10% in adult care and 5.1% for roads.
- Speeding traffic – “a space to watch”: Cllr Brook has been asked to Chair a pilot scheme in Newton Abbot with a view to making Newton Abbot and arterial routes in to it 20mph. It will be a long process with all residents to be canvassed. If the pilot scheme works, it will be able to be applied elsewhere, e.g. Chudleigh Knighton. Central Government permission is no longer required for 20mph but it is still the case that it cannot be enforced. Cllr Baker made the point that it is a pollution problem as people have to drive in lower gears. Cllr Brook added that there is a need to involve schools as parents taking children to school is an issue.
- Cllr Brook will deal with the large pothole near Dunley.

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Keeling reported as follows:

- Reference to his written report covering the Sports and Community Awards Nominations and the Government consultation paper on “Strengthening police powers to tackle unauthorised encampments”.
- TDC's [Teignbridge District Council] Council Tax will increase by £5 p.a. for a Band D property.
- The Rural Aid grant may “have the chop” – TDC is looking at how it can be changed because it is not targeted; it was set up for rural areas which couldn't get funding.
- The Chairperson commented that Town Councils get funding to which Cllr Keeling responded that there is a case for targeting rural communities. Other grants are coming forward, it needs to be finetuned and there are a number of District Councillors meeting to discuss this.
- Rural Aid represents £40k and TDC needs to address its shortfall of £2M as a result of the £4M New Homes Bonus having gone.
- District Councillors Community funds are probably going to be reduced from £1500 to £1000.
- New home owners will have to purchase their bins for £80 which is expected to generate £50K – there was some discussion regarding this decision:
 - TDC has looked at charging the developer of new homes but legally it is unable to do this.
 - Existing bins will be replaced.
- Over Christmas the refuse collection was fantastic – the team worked really hard.
- District Cllr Tume raised the issue of litter and dog waste bins no longer to be emptied by TDC if they are not on the highway [refer to Minute item 10.3.] – the Chairperson explained that this will be a huge cost to the Parish Council and Cllr Baker added that the cost must be deferred for 12 months.
- Cllr Keeling confirmed that he and Cllr Evans have promised their respective 2020/21 District Councillors funds for a defibrillator (for Chudleigh Knighton).
- Cllr Tume apologised for not attending an earlier Parish Council meeting – he and Cllr Purser have split the wards between them but he is always available.
- He will be meeting with other District Councillors including Cllr Stephen Purser and Cllr Alan Connett to look at Rural Aid funding – Rural Aid is a lot of Parish Council's access to money and is vital for rural communities.

The Chairperson thanked Cllr Keeling and Cllr Tume for attending and for their reports.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: None.

7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Parish Council meeting held on 10th December 2019 were approved and duly signed.

8. MATTERS ARISING FROM THE MINUTES:

8.1. USE OF AREA ABOVE HENNOCK PLAY PARK: Cllr Dixon and the Clerk have arranged to meet on site with the Head of Hennock Primary School on Tuesday 21st January 2020 to discuss this further.

HENNOCK PARISH COUNCIL

8.2. TRAFFIC LIGHTS FOR CLAY LANE BRIDGE: In response to an email sent by the Parish Council to DCC [Devon County Council] Highways adding its support to Sibelco's request for traffic lights and reiterating the issues raised in its letter of 3rd December 2018, the Neighbourhood Highways Officer has advised that the DCC Bridge Team is currently putting together a brief for the introduction of a traffic light system on Clay Lane Bridge. They are currently looking at delivery in the 2020/21 financial year but the budgets have not yet been confirmed. The Parish Council welcomed this news. Cllr Willett reported that the bridge links two footpaths and suggested that the Council ask DCC to add to traffic light signs, "Beware of pedestrians" – the Clerk was instructed to put this request to DCC Highways, accordingly.

8.3. OPERATION LONDON BRIDGE: AGREEMENT TO RAISE FLAGS AT HALF-MAST: Chudleigh Knighton Village Hall and Hennock Primary School have agreed to raise their flags at half-mast when the time comes.

8.4. VANDALISM & THEFT OF FLOWER BOXES FROM CHUDLEIGH KNIGHTON ENTRANCE GATES & INSTALLATION OF NEW BOXES AT KINGSTEIGNTON & CHUDLEIGH ENTRANCES: The Parish Council's contractor will do what he can to make the flower boxes secure. New boxes have already been purchased for the entrance gates at the Chudleigh entrance and the Kingsteignton entrance to Chudleigh Knighton. It was agreed that the Clerk should purchase a replacement box for the Bovey Tracey entrance as the original had been stolen (the second box is being repaired).

8.5. ARTICLES FOR PARISH COUNCIL NEWS: The Clerk was instructed to add the following articles to January's Parish Council News: (i) Encourage residents to report incidents to the Police and to sign up to Devon and Cornwall Alerts; and (ii) Fire engine unable to get through Hennock Village due to poorly parked vehicles – please park responsibly (Cllr Curran reported on a recent incident in Hennock).

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: Correspondence from the Parish Council's insurers was discussed in Part II.

10. FINANCIAL MATTERS AND PAYMENTS:

10.1. PAYMENT OF INVOICES: The Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £512 = £807.50 [Qualifying earnings for 2019/20 tax year are between £6136 & £50000] x 3% = <u>£24.23</u> Employee: £807.50 x 5% x 80% (as tax is deducted at source) = <u>£32.30</u>	56.53
H Reynolds	2806	Clerk's net salary	1159.74
HMRC	2807	PAYE & NI	210.33
H Reynolds	2808	Clerk's expenses*	187.94
S & W Lygo Engineering	2809	Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180 plus the following work at Teign Village Play Park as detailed in the Clerk's Summer Recess report 2019: Tighten net fixings on junior multi-play: £25; Tighten picnic table fixings: £10; Cut down & dispose of dead trees: £35; Tighten rope fixings on activity trail: £15; Tighten eye bolts on activity trail: £10; Secure grass matting around bars: £10; Secure grass matting under flat-bed swings: £15; Clean off algae on springer-horse: £5;	440.00

HENNOCK PARISH COUNCIL

		Replace missing bolt covers on springer-horse: £10; Tighten grips & footrests on springer-tractor: £15; Tighten net fixings on toddler multi-play: £20; Cut matting & remove hazard under junior multi-play: £10; Secure peg fixings on junior multi-play: £25; Tighten somersault bars on junior multi-play: £10; Replace platform fixings on junior multi-play: £20; Secure tunnel surround fixings on junior multi-play: £15; & Replace some roof fixings on junior multi-play: £10.	
Post Office Ltd	2810	Payment to Teignbridge District Council for emptying of dog waste bin at Teign Village Car Park once per week in advance for Jan – Mar 2020 13 weeks x £7.89 = £102.57 plus VAT £20.51	123.08
Tindle Newspapers Devon Limited	2811	Public notice/advert in Mid Devon Advertiser on 10/1/20 for tenders of 3-year Parish Lengthsman and Grounds Maintenance contracts £127.40 plus VAT £25.48	152.88
Chudleigh Knighton Village Hall	2812	Room hire: 29/10/19 – 10/12/19 <i>Parish Plan: £10 & Admin: £27</i>	37.00
Dartmoor Heathers & Gardens		<i>Monthly bill is under £200 and so will be added to February invoice</i>	
South West Grounds maintenance		<i>No invoice submitted</i>	

*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 white paper [£2.95 x 2] & 50 DL envelopes [£1.99]	7.89
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Postage/stamps: includes 37 2 nd class stamps for letters to Chudleigh Knighton allotment tenants (£22.57)	34.09
Mileage: 18/12/19 To Chudleigh Knighton Black Path to take down signs & inspect path, to Hennock to collect box folder from phone box, to Shaptor to view Kennock Tottiford reservoirs sign (missing), to Teign Village to photograph manhole cover & drain to report to DCC & to Teign Village to photograph abandoned cars: 18 miles less mileage to/from CKVH of 9 miles = <u>9 miles</u> ; 6/1/2020 To Teign Village to assess footpath from road to Teign Village Car Park: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> ; & 8/1/2020 To Hennock to photograph curb stones and Teign Village to photograph potholes: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> ; Total of 17 miles @ 60.1p per mile = £10.21	10.21
Wix.com website hosting annual fee £93.13 plus VAT £18.62	111.75
Total	187.94
Cheque No.	2808

The Chairperson advised the Council that the Clerk had installed mobile broadband (in addition to her landline broadband which is very slow and frequently drops out) to improve the internet speeds and connection. It is important the job is properly costed and the Clerk was, therefore, instructed to look in to the payment of homeworking expenses and what it covers, etc.

10.2. FINANCIAL STATEMENTS: A Receipts and Payments Account and a Bank Reconciliation for the nine months ended 31st December 2019 were presented to the Council, which showed the current account credit balance of £24221.00 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £31361.00. The following points were noted: (i) The costs of Operation London Bridge condolence books and photographs have been attributed to Section 137 as the Parish Council has no specific statutory power; (ii) The cheque for £30.82 payable to DALC which has been outstanding

HENNOCK PARISH COUNCIL

for some time has been debited to the Council's bank account; & (iii) Fixed assets have increased by £117 representing the cost of 3 x wooden planters for the Kingsteignton & Chudleigh entrance gates. [Please refer to Appendix A for a schedule of Fixed Assets]. There was some discussion regarding the value of the bus shelters – the Clerk explained that the Hennock bus shelter and the bus shelter in Chudleigh Knighton near the former Anchor Inn have historically been valued at £500 each – these have been valued in line with Proper Practices and once recorded in the asset register, the recorded value of the asset will not change from year to year until disposal. It was resolved that the financial statements be approved.

10.3. TEIGNBRIDGE DISTRICT COUNCIL'S PROPOSAL TO CHARGE FOR EMPTYING OF THE LITTER & DOG WASTE BINS IN CHUDLEIGH KNIGHTON CAR PARK: TDC wrote to the Parish Council on 16th December 2019 and advised that following a review of its litter bin emptying service, it has identified that there is one litter and one dog waste bin in Chudleigh Knighton play area car park which are the responsibility of the Parish Council, that are currently emptied by TDC staff. From 1st April 2020 TDC intends to make a charge to cover the costs of this service. The costs assuming current collection schedules (litter bin emptied twice per week and dog waste bin emptied once per week) equate to £1741 for the year (3 empties x 52 weeks x £11 plus £25 annual admin fee). After some discussion, the Clerk was instructed to respond to TDC along the following lines: The Parish Council has already agreed its budget and requested its precept for 2020/21 and there is no budget to pay the additional charges which amount to nearly 5% of the Parish's precept. This charge represents a material change to the Parish Council's budget and it needs to be properly consulted upon and the Parish Council requires 12 months' notice or at least sufficient notice before it sets its budget. The Parish Council, therefore, expects TDC to continue to empty the bins for the financial year 2020/21. The Clerk was also instructed to obtain some quotes from commercial waste collection companies, e.g. Hall Waste.

11. CLIMATE EMERGENCY WORKING GROUP MATTERS: The terms of reference for the Working Group were considered [Please refer to Appendix B]. The Chairperson asked how the Working Group sees the action points and recommendations being reported to the Council – Cllr Edmonds advised that one of the councillors from the Working Group will submit the recommendations to go out with the Parish Council agenda. The Council agreed the terms of reference and the Clerk was instructed to place them on the Parish Council's website. Cllr Edmonds also reported that the Group has existed for half of its lifespan and if it takes any new people it will be unwieldy. The Group is looking to do some events in Chudleigh Knighton e.g. talks on saving energy around the home. Cllr Curran made the point that there must be diverse communication as not everybody uses Facebook. Cllr Dixon asked the Clerk to put some National Environment Awareness Days 2020 on the website. She also reported that Audrey Compton is doing an interactive "Coffee, Climate and Cakes – what you can do" climate and ecology display at Trusham Village Hall on Saturday 18th January from 10.30am – 12.30pm. At the next Working Group meeting they will discuss a plan for the Council, itself, and some suggestions were made. Cllr Willett has been asked to speak at Ide's Climate Emergency Group meeting as a Climate Scientist.

12. PARISH LENGTHSMAN AND GROUNDS MAINTENANCE CONTRACTS 2020 – 2023: Cllrs Baker, Dixon and Edmonds agreed to make up the interview panel with interviews to take place on Tuesday 18th February starting at 7pm in The Old Library Room at Chudleigh Knighton Village Hall. The Clerk will draw up a tender evaluation document and also attend the interviews.

13. ADOPT PARISH PLAN AND AGREE TO TAKE FORWARD ACTION POINTS: [Please refer to Appendix C]. Cllr Fisher was thanked for his fabulous work in writing up the final plan. Two amendments were agreed: (i) The two Parish Churches were included in the introduction 2.1. & (ii) The final sentence in the first paragraph of the Action Plan 5. was amended to read, "These ideas are sectioned into the sections previously referred to so they relate exactly to what you told us". After some discussion, the Council resolved to adopt the Parish Plan and to take forward the action points. The Chairperson explained that the action plan will be referred to when looking at the Council's budgets in the future with a view to making the community a better place. She thanked all members of the Steering Group for their hard work in putting the plan together.

14. PROVISION OF A PUMP TRACK IN CHUDLEIGH KNIGHTON: Cllr Willett explained that they were looking at three options: (i) The School Field; (ii) The proposed orchard on the Chudleigh Knighton heath "football pitch"; & (iii) The Chudleigh Knighton Environmental Play Area. Their main focus is a provision for small children learning to ride their bikes and bike safety. They will look at the three options and report back to the Council. The Clerk was instructed to email the Environmental Play Area map to Cllr Willett.

HENNOCK PARISH COUNCIL

15. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

15.1. Parishscapes Grant Fund: Email from DNPA attaching guidance notes on funding as well as an application form in response to an enquiry by the Parish Council for funding for refurbishing Hennock phone box. The deadline for applications is 31st January 2020. After some discussion, the Clerk was instructed to make a grant application to refurbish the Hennock phone box library to include a damp proof membrane and replacement shelves using recyclable plastic. Cllr Curran agreed to provide some supporting information, e.g. numbers using the library. The Clerk was also instructed to submit a second grant application for the Chudleigh Knighton phone box museum, the concept for which was agreed by the Parish Council at its meeting on 9th April 2019 [Minute ref: 15].

The Clerk was instructed to contact District Councillors Stephen Purser and Terry Tume to ask whether they would be able to fund a defibrillator for Teign Village from their respective 2020/21 District Councillor's Community Funds.

15.2. Mel Stride MP: email including a response from Meg Booth, Chief Officer of Highways, Infrastructure Development and Waste at Devon County Council [DCC] regarding the road from Teign Village to Hennock. John Frewings, Neighbourhood Highways Manager at DCC Highways sent the Parish Council a copy of this email which was reported upon at the December Parish Council meeting. It is hoped that this work will be done as soon as possible in 2020/21. Cllr Edwards reported that she has started a petition in the village to ensure it does happen and is not overlooked.

15.3. DALC: email from Cara Stobart confirming that DALC [Devon Association of Local Councils] can provide an in-house version of Being a Good Councillors Course. After some discussion, all councillors in attendance (Councillors P Baker, M Curran, R Dixon, S Edmonds, S Edwards, C Fisher, J Parker, G Tully and K Willett) agreed that they would attend the training on Tuesday 3rd March starting at 7pm in either Chudleigh Knighton Village Hall or Hennock Village Hall. The Clerk was instructed to book the training, book the hall and invite Councillors P McCullar and C Webb to attend.

16. PLAY PARKS MATTERS: None.

17. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES: Cllr Edwards attended a Hennock Village Hall Committee meeting: the roof has been thatched at a cost of £30K. They received some bad news: they will no longer be able to use the barn for the Hennock Fayre which is their biggest fund raiser so they need to look for an alternative location. The Clerk reported that, despite a number of requests, the Council had not received an invoice for the use of the hall for this financial year – Cllr Edwards agreed to speak to the person who takes the bookings in this respect.

Cllr Willett reported that Knighton Stores is doing well and is considering opening up the kitchen behind the shop as a café and is looking for grant funding. The shop is also looking into selling products like milk and cleaning products which customers can purchase by refilling their own containers. The Clerk was instructed to email to Cllr Willett "Engaging Rural Micros" details/contact information to pass on to the shop owners.

It was reported that an extension to an agricultural building at Pitt Orchard at the entrance to Chudleigh Knighton had commenced but councillors have not seen a planning application for this. The Clerk advised that there is an application and she agreed to forward it to councillors (it will be considered by the Planning Committee at its next meeting).

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:

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HENNOCK PARISH COUNCIL

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19. DATES, VENUES AND TIMES OF NEXT PARISH COUNCIL MEETINGS:

- Wednesday 15th January 2020: Meeting of Chudleigh Knighton Allotment tenants regarding formation of Allotment Association in Chudleigh Knighton Village Hall (main hall) starting at 7pm.
- Tuesday 21st January 2020: Meeting of Parish Plan Steering Group in The Old Library Room, Chudleigh Knighton Village Hall starting at 7.30pm.
- Tuesday 28th January 2020: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 7.30pm.
- Tuesday 11th February 2020: Parish Council meeting in Chudleigh Knighton Village Hall starting at 7.30pm.

PART II (Private)

20. CORRESPONDENCE FROM BHIB INSURANCE BROKERS: The details of a claim have not been minuted for commercial and data protection reasons. The Council’s insurers are dealing with the matter and corresponding directly with the claimant.

As there was no further business the meeting ended at 9.50pm.

.....**Chairperson**

Dated.....