

**MINUTES OF THE PARISH COUNCIL MEETING INCLUDING PLANNING MATTERS  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 27<sup>th</sup> SEPTEMBER 2022 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Charlie Fisher (Chairman), Carol Godwin, Bo McAllister-Bruce, Pete McCullar, Graham Tully and Kate Willett.  
Sarah Lee (co-opted onto Parish Council, agenda item 8)  
Elly Maynard, Clerk to Hennock Parish Council  
Arthur Bray, Church Warden of St Paul's Church, Chudleigh Knighton  
Jill and Paul Forshaw, St Paul's Church, Chudleigh Knighton  
John Crosbie, Hope Coffee Van

**PART I (Open to the Public)**

<i>Prior to the commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022</i>
--

The Chairman welcomed everyone to the September parish council meeting after the Summer Recess and explained this meeting had been postponed from 13<sup>th</sup> September due to the death of HM Queen Elizabeth II. He also explained that Planning Matters would be included within this meeting. The Chairman informed the meeting that he had received the resignation of Cllr Emma Sueref as she had moved to East Devon, he said that we will all miss her positive energy and support.

**1. RECORDING OF MEETINGS:** The Chairman reminded all in attendance that they may be recorded or otherwise reported about.

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from Councillor Phil Baker, Councillor Janette Parker and District Cllr Stephen Purser.

**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:** Cllr Bo McAllister-Bruce, to discuss and vote on the Parish Precept, this request was granted.

**5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM:**

Arthur Bray, Church Warden of St Paul's Church and Jill and Paul Forshaw from Knighton News came to speak to the parish council about Knighton News. The salient points were:

- Knighton News has been produced by the Church for 15 years.
- It is financed through the Church, but is currently running at a loss of circa £400 / year.
- Over the years there has been 5 editors and lots of volunteers involved.
- Paul wants to retire as the editor and Jill as advertising secretary, they haven't been able to recruit replacements.
- It currently takes 1 day for Paul to compile the newsletter from all the contributions, using Microsoft word.
- Opportunity to find more advertisers, perhaps from outside of the village. Currently £7 / advert. 16 boxes.

The Chairman thanked them for attending and said that the parish council will consider the matter in agenda item 14 and the Clerk would report back to them.

John Crosbie from Hope Coffee Van introduced himself to the meeting and explained his proposal, councillors had been sent information prior to the meeting including that the van will be powered by batteries and solar, that they will provide their own bin and they have public liability insurance and a trading licence from Teignbridge.

The Chairman introduced Sarah Lee and invited her to say a few words about herself and why she would like to be considered as a councillor, the Clerk had previously circulated an introductory letter from her.

**6.0. REPORTS FOR INFORMATION**

**6.1. POLICE OFFICER'S REPORT:** A report from PCSO Paul Wilson was circulated to councillors prior to the meeting and the parish council was pleased to hear that PC David Hawkins has taken on the role of Neighbourhood Beat Manager. The Chairman remarked that the figures show that our parish remains a very safe place to both live and work.

**6.2. COUNTY COUNCILLOR'S REPORT:** None

**6.3. DISTRICT COUNCILLORS' REPORTS:** A report from District Cllr Stephen Purser was circulated to councillors prior to the meeting, there were no questions regarding the contents.

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

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** No report has been received however, the Clerk informed the meeting about several ongoing highways issues. The Clerk has exchanged several emails regarding the closure of the Bovey Tracey Road between Bradley Cross and Dunley Cross from Monday 10<sup>th</sup> October. Although it's not in our parish it will have a significant effect on our residents. The contractor has told Devon County Council that due to health and safety, cyclists and pedestrians shouldn't use the carriageway as access.

*ACTION A – The Clerk to check whether bus companies have been informed on the planned closure.*

The Clerk has reported the potholes on the bridge over the A38, councillors told her of another further down.

*ACTION B – The clerk to inform Devon County Council Highways about second hole on top of A38 bridge.*

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 12<sup>th</sup> July 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

**8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL.**

Sarah Lee from Hennock. All agreed and it was resolved to co-opt Sarah Lee onto Hennock Parish Council, she dutifully signed the declaration of acceptance of office and she was given an induction pack.

*ACTION C – The Clerk to ensure all relevant paperwork is completed, send her register of interests to Teignbridge. Add her to our website and set up her email address. Introduce her to the parish via our website and Facebook and update posters in noticeboards. The Clerk to send her details about relevant training.*

**9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:**

**9.1 CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 12<sup>TH</sup> JULY 2022**

The Clerk distributed via email a summary of all actions following July's meeting, all have been completed or are on tonight's agenda. [SEE APENDIX A]

**9.2. APPLICATION TO WAR MEMORIALS TRUST FOR GRANT TOWARDS CLEANING OF CHUDLEIGH KNIGHTON WAR MEMORIAL** The Clerk reported that she had completed the second stage and awaits further feedback.

*ACTION D – The Clerk was asked to continue to progress with the application.*

**9.3. UPDATE ON ABANDONED VEHICLES AT TEIGN VILLAGE CAR PARK,** all 3 vehicles removed. However, the Clerk has issued 2 more notices this month.

**9.4. TRAINING AND MEETINGS ATTENDED BY THE CLERK**

- Dartmoor National Park, new planning software training, 16<sup>th</sup> August 2022 via Teams.
- DALC, Clerk's Summer Social, 23<sup>rd</sup> August 2022 at Passage House Hotel, Kingsteignton
- FILCA - Financial Introduction to Local Council Administration, completed and passed
- SLCC, Understanding Qualifications, 7<sup>th</sup> September via Zoom
- Operation London Bridge Meeting, 8<sup>th</sup> September via Zoom

- Proclamation of King Charles III, Forde House, Newton Abbot, 12<sup>th</sup> September 2022
- SLCC, Meeting of the Devon Branch, 22<sup>nd</sup> September 2022 via Zoom

## 9.5. TO CONSIDER THE CLERK'S REQUEST TO UNDERTAKE ILCA BEFORE COMMENCING CILCA

It was unanimously resolved that the Clerk can undertake ILCA this financial year, the cost £120 + VAT will be funded from General Reserves.

**ACTION E – The Clerk to enrol onto SLCC's ILCA Course.**

## 10. TO NOTE CLERK'S SUMMER RECESS REPORT [SEE APPENDIX B]

### 10.1. Payment of Invoices

### 10.2. Financial Statements for 4 months ending 31<sup>st</sup> July 2022 [SEE APENDIX C]

### 10.3. Conclusion of Audit 2021/22

### 10.4. Planning and Housing Matters

### 10.5. Parks and Open Spaces

### 10.6. Highways Matters

The Council resolved to accept the report and recommendations, and approved action taken during the recess, including financial payments. The Chairman expressed his thanks to the Clerk for all her hard work over the summer especially relating to Operation London Bridge and the large amount of time she spent liaising with Teignbridge's Rough Sleeping Team, the police, Dartmoor National Park, Teignbridge cleansing team and residents regarding the rough sleeper in Hennock.

## 11. ARTICLES FOR THE PARISH COUNCIL NEWS

The Clerk was asked to produce articles on the following subjects:

- Welcome to new Parish Councillor Sarah Lee
- Replacement of high mesh fencing and repairs to bridge in Chudleigh Knighton Play Park
- The parish council allowing Hope Coffee Van to park up and serve in Chudleigh Knighton Car Park

**ACTION F - The Clerk to produce the Newsletter and distribute via agreed methods.**

## 12. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II.

## 13. FINANCIAL MATTERS AND PAYMENTS:

### 13.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised at September Parish Council Meeting (27/09/22). Due to the postponement of the September meeting, these were paid by the Clerk (14/09/22) using online banking following authorisation from the Chairman and Vice Chairman using delegated powers. Please note, Voucher 119 NEST pension will be automatically debited in October and Voucher 123 rent payment is an existing standing order.

Voucher	Cheque	Code	Name	Description	Amount
114	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
<i>RETROSPECTIVE - Auto Payment</i>					
115		30 - Tax and NI	HMRC	PAYE & National Insurance	245.24
116		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,241.99
117		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
118		31 - Mileage	E Maynard, Clerk	Mileage	9.03
<i>5 trips to Hennock and TV noticeboards (inc OLB)</i>					
<i>12/09 Forde House Proclamation</i>					
119		26 - Pension	NEST	Pension	63.23
<i>AUTO PAYMENT will be taken in October</i>					
120		72 - Grounds Maintenance Contr	South West Grounds Maintenance	Grounds Maintenance Contract	270.18
121		58 - Repairs	Dartmoor Heathers and Gardens	Repairs to CK Play Park	180.00
<i>Repair to tarmac by nest swing due to subsidence.</i>					
<i>Authorised by Chairman and Vice Chairman in Summer Recess.</i>					
122		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	539.28
123		65 - Rent - Hennock Play Park	Savills	Rent - Hennock Play Park	435.00
<i>AUTO PAYMENT - Standing Order.</i>					
<i>Annual Rent for Play Park, Car Park and grass area above Play Park</i>					
124		18 - Bar for Chain of Office	Gerry and Co	Chain of Office - Plate	68.40
<i>In budget @ £50.52 + VAT = £60.62</i>					
<i>New Plate - Janette Parker 2016 - 2022</i>					
125		21 - Stationery	Abbey Business Machines	Stationery	29.10
<i>A4 Paper</i>					
126		21 - Stationery	Abbey Business Machines	Stationery	10.42
<i>7 sheets of large Black Card for Noticeboards (Operation London Bridge)</i>					
127		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
<b>TOTAL</b>					<b>3,299.87</b>

**13.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments and Bank Reconciliation for the **five** months ended **31<sup>st</sup> August** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £26752.57 and the Savings Account (Bus Bank Account) credit balance of £7140.00. The balance of which equated to the Receipts and Payments closing credit balance of £33,892.57. It was unanimously resolved that the financial statements be approved.

**13.3. APPLICATION FOR HIGHWAY MAINTENANCE COMMUNITY ENHANCEMENT FUND (HMCEF)**

The Clerk confirmed she applied in July, but hasn't yet received a response.

**13.4. TO CONSIDER THE OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS.**

It was unanimously resolved that the parish council should follow NALC's advice "*NALC strongly advises you to continue as part of the SAAA sector-led auditor appointment regime, in which case no action is necessary, and you will remain part of the central scheme.*"

**13.5. INTERNAL AUDIT 2023** - To note that Chris Jebb from Hawthorn Accounting has agreed to continue to be our internal auditor for 2022/23.

**14. TO CONSIDER HOW HENNOCK PARISH COUNCIL CAN SUPPORT KNIGHTON NEWS CONTINUE TO PRODUCE BOTH A PRINTED AND ONLINE VERSION OF KNIGHTON NEWS.**

The Parish Council agreed to support Knighton News by helping them to streamline the editing process so it becomes a less arduous task, suggest ways to streamline the advertising admin and encourage more advertising. It is also happy to help financially once the above is in place.

*ACTION G – The Clerk and the Chairman to liaise with the church to find some solutions.*

**15. TO CONSIDER WHETHER HENNOCK PARISH COUNCIL WILL SUPPORT THE HOPE COFFEE VAN TRADING FROM CHUDLEIGH KNIGHTON CAR PARK.**

It was unanimously resolved that the parish council should support Hope coffee van and the Clerk was instructed to write to them with the following points.

- Afternoons would be preferable to mornings.
- They would need to arrive when the car park is quiet so you can find the most suitable location for safety aspects and to allow other vehicles to park.
- The Clerk will provide a sign for you to put up in the van saying that you have permission from Hennock Parish Council to operate from the car park.
- It will start with a 6 month trial to see what works best, with two way feedback.
- The Clerk to let them know that there is a planned road closure on the Bovey Road between Bradley Cross and Dunley Cross from Monday 8th October for up to 4 weeks.

*ACTION H - The Clerk to write to Hope Coffee Van with the above points.*

**16. TO CONSIDER WHETHER HENNOCK PARISH COUNCIL WANTS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE.**

It was unanimously resolved that the parish council should continue to monitor the project which is currently in its infancy. The parish council agree with the principals behind it, but we are not able to take on additional training pressures at this stage.

*ACTION I – The Clerk to monitor the Civility and Respect Project and report back as required.*

**17. PARKS AND OPEN SPACES MATTERS –**

**17.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS.**

The Clerk reported that Sibelco's contractor carried out emergency works on the bridge prior to the full refurbishment later this year, that Sibelco are very kindly funding.

## 18. ALLOTMENT MATTERS

### 18.1. TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS INCLUDING AVIAN FLU

The Clerk informed the meeting that she had passed on the latest advice regarding avian flu to Chudleigh Knighton Allotment Association, Teign Village Allotment Association and Hennock allotment tenants with chickens.

## 19. PLANNING MATTERS

### 19.1. APPROVAL AND SIGNING OF THE MINUTES: PLANNING COMMITTEE MEETING HELD 26<sup>TH</sup> JULY 2022

The minutes of the Planning Committee Meeting held on 26<sup>th</sup> July 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairman Cllr Charlie Fisher.

### 19.2. PLANNING APPLICATIONS

**Teignbridge District Council & Dartmoor National Park** None

### 19.3. PLANNING DECISIONS

- **Teignbridge District Council** None
- **Dartmoor National Park**
  - Reference** 0262/22
  - Location** Beadon Farm, Hennock, TQ13 9NU
  - Proposal** Alterations to existing agricultural building
  - Decision** Prior Approval not required

*Our Response: Hennock Parish Council considered this proposal at their Planning Committee Meeting held on 27th July 2022 at Chudleigh Knighton Village Hall, agenda item 9.3 and supports the proposal.*

### 19.4. PLANNING WITHDRAWN

- Reference** 22/00741/HOU
- Location** 29 Devon Heath, Chudleigh Knighton
- Proposal** Removal of existing ground floor side extension and replace with two storey side extension

<https://publicaccess.teignbridge.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R9Z28PPZKVB00>

*Our Response: Hennock Parish Council considered this application at its Planning Committee Meeting held 24/05/22 at Chudleigh Knighton Village Hall, agenda item 9.2. Hennock Parish council would like to make the following comment: Whilst Hennock Parish Council supports developments that meet the needs of our residents, we have concerns that this a large development that changes it from a 3 bedroom to 5 bedroom property. We are concerned that will cause a change of street scene and character, plus set a precedent. There is limited parking in this area.*

- Reference** 22/01462/PIP
- Location** 8 Teign View, Chudleigh Knighton
- Proposal** Permission in principle for one dwelling

<https://publicaccess.teignbridge.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RFQ5XNPZ01U00>

*Please note this application hasn't been considered by the parish council, the Clerk requested an extension of time to consider it at this meeting, but Teignbridge replied saying the application has been withdrawn.*

### 19.5. EMAIL FROM LISA EDWARDS, TEIGNBRIDGE DISTRICT COUNCIL to say that an appeal has been submitted to the planning inspectorate against the refusal of 21/02419/HOU. Reference 3295995.

*Our Response: Hennock Parish Council considered this application at its Planning Committee Meeting held at Chudleigh Knighton Village Hall 23/11/21 Agenda item 9.1 and 9.2 Hennock Parish Council considered 9.1 21/02419/HOU and 9.2 21/0240/LBC together. Hennock Parish Council supports the proposal. In view of the heritage assessment Hennock Parish Council feels that these developments are appropriate and should receive planning and listed building consent.*

### 19.6. EMAIL FROM MARIA SPRAGG, TEIGNBRIDGE DISTRICT Council to say that an appeal has been submitted to the Planning Inspectorate against Ground (a) for Enforcement Notice



*ACTION J – No Action required, the above planning decisions, planning withdrawn and emails were noted.*

**20. Reports from Parish Councillors on training attended and meetings with outside bodies.**

Cllr Kate Willett reported that she had attended Teignbridge Cycling Forum in the summer.

**21. Matters brought forward by Parish Councillors.**

Cllr Bo McAllister-Bruce reported a highways issue regarding an obscured 30mph sign.

Cllr Kate Willett said she is unable to attend Teign Village’s Apple Day and Cllr Bo McAllister-Bruce agreed to attend.

Cllr Charlie Fisher said we need to check committee / working party membership following the resignation of Cllr Emma Sueref and he also requested that a review of our Parish Plan should go on the November Agenda.

*ACTION K – The Clerk to report overgrown vegetation to Devon County Council Highways*

*ACTION L – The Clerk to check committee / working party membership and report back to the Chairman.*

*ACTION M – The Clerk to add “Review of Parish Plan” to November Agenda.*

**22. Dates, venues and times of next Parish Council meetings:**

To confirm the dates of the next Parish Council and Planning Committee Meetings

*Tues 11<sup>th</sup> October 2022: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tues 25<sup>th</sup> October 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

**PART II (Private) No Part II**

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

..... **Chairman**                      **Dated**.....