



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 14th FEBRUARY 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Carol Godwin, Sarah Lee, Bo McAllister-Bruce, Janette Parker, and Graham Tully (*Chairman for this meeting*)
County Councillor Jerry Brook (*arrived after agenda item 12.1*)
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the February parish council meeting and explained that the Chairman Cllr Charlie Fisher was unable to attend. It was proposed, seconded and unanimously resolved that the Vice Chairman Cllr Graham Tully would chair the meeting.

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 Councillors Charlie Fisher, Pete McCullar and Kate Willett. The reasons for their apologies were accepted.
District Councillor Stephen Purser and Mr Andrew Cooper DNPA also sent their apologies.

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

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st January to 31st January 2023 there were 3 recorded offences in the parish. Police responded to 10 other non-crime offences in this period.

The Clerk informed the meeting that she had met with PC Hawkins and our Neighbourhood Highways Officer that morning and they had spoken about the speed of traffic near the proposed Tollgate Farm development and the opportunity to undertake a Speedwatch in that area. Highways have proposed a traffic island by the proposed development and speed figures would help to support this.

6.2. COUNTY COUNCILLOR'S REPORT: County Councillor Jerry Brook gave his report when he arrived after agenda item 12.1. Cllr Brook spoke about Devon County Council's budget for 2023/24 with increases for Children's Services and Adult Social Care. He raised the issue about the state of the county's roads, commenting that they have suffered considerably this year, he said that they are looking at new methods of fixing potholes. There was a discussion regarding the collection of small electrical items either from the kerbside or local pick up points, Cllr Brook said he would ask about this possibility and report back.

ACTION A – The Clerk to feedback Cllr Brook's findings regarding the recycling of small electrical items.

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser's report was circulated to councillors prior to the meeting, there were no questions regarding the contents.

ACTION B - The Clerk to promote the loans available from Teignbridge District Council for people who need to buy fuel in bulk via our newsletter and Facebook page.

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: The Clerk informed the meeting that she had met with Ines from Highways that morning and they had discussed that the ditch that runs from the play park to "Welcome to Chudleigh Knighton Sign" to be cleared mechanically by highways, hopefully in next couple of months. Sibelco /Devon Wildlife Trust are doing their work on Chudleigh Knighton heath end of this week. There are still ongoing talks with National Highways re. proper repair on bulge / hole that appears on A38 bridge. The Pothole by the Chapelry, Ines took a photo and is reporting. The Clerk also introduced Ines to PC Dave Hawkins and they discussed undertaking a speed check by Tollgate Farm once roadworks gone.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 10th January 2023 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 TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL. None.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 10TH JANUARY 2023

The Clerk distributed via email a summary of all actions following January's meeting, all have been completed [SEE APPENDIX A]

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- Preparing for Elections in 2023, online zoom training by DALC 24th January 2023.
The Clerk said that following the training she has started work on putting together Induction Packs for the new council. The packs received positive feedback and the Clerk requested ideas for further content.

ACTION C - The Clerk to include the following additional suggestions in the induction pack:

- * What Teignbridge District Council and Devon County Council are responsible for
- * How to report a highways problem to Devon County Council
- * Hennock Parish Council - List of Committees
- * How a councillor gets something added to the agenda.
- * Hennock Parish Council Policies
- * Quiz (The one the Clerk produced as part of her job interview)

Also, to keep the Contents page but remove the page numbers

10. ARTICLES FOR THE PARISH COUNCIL NEWS

Lots of suggestions were given, see action below.

ACTION D - The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects:

- * Elections 4th May and the need for photo ID
- * Spread the cost of your food bills
- * Vacant plots at Hennock Allotments
- * Police Surgery at Soup and Pud, Hennock Village Hall, 16th March 12 noon
- * Parish Council archives
- * Emptying bins on parish council land and sponsorship opportunities
- * Trees in the parish and TPOs

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II.

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised at the meeting that were paid after January payments approved

- Scribe Voucher 201 One Drive for Clerk's laptop
- Scribe Voucher 202 Heart Internet
- Scribe voucher 203 for Clerk's mobile phone, (automatic payment)
- Scribe Voucher 204 for asbestos disposal at Brunel Recycling Centre

ACTION E - The Council unanimously resolved that the Clerk should make the below payments 205 - 220 using online banking, with the exception of voucher 209 NEST pension that will automatically be debited in March.

Voucher	Cheque	Name	Description	Amount
201	Microsoft*Store	Microsoft Ireland Operations Limited	Microsoft 365 Personal - One Drive	59.99
			<i>RETROSPECTIVE One Drive purchased in consultation with Chairman as external hard drive no longer backing up all files.</i>	
202	HINTERNET 0	Heart Internet	Email Addresses	143.86
			<i>RETROSPECTIVE Email Addresses for Clerk and Councillors. £9.99 / month billed annually + VAT.</i>	
203	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE - Auto Monthly payment</i>	
204	BRUNEL ROAI	Brunel Road Recycling Centre	Asbestos Disposal	12.10
			<i>RETROSPECTIVE relating to last remaining pieces from top allotment, Hennock</i>	
205		HMRC	PAYE & National Insurance	293.11
206		E Maynard, Clerk	Salary, E Maynard, Clerk	1,331.68
207		E Maynard, Clerk	Working from home expenses	18.00
208		E Maynard, Clerk	Mileage	10.80
			<i>16/01 Hennock Allotment Inspections, H & TV Noticeboards 5 miles @ 45p / mile 30/01 SJB Signs, Heathfield and H & TV Noticeboards 9 miles claimed @ 45p / mile 08/02/23 Collect asbestos, H&TV Noticeboards, Brunel Recycling Centre 10 miles @ 45p / mile</i>	
209		NEST	Pension	72.54
			<i>AUTO PAYMENT IN MARCH</i>	
210		S & W Lygo Engineering	Weekly Inspections	180.00
211		S & W Lygo Engineering	Tidy up gravel at Hennock Play Park	30.00
212		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	331.38
213		Dartmoor Heathers and Gardens	Allotment Work - Hennock	84.00
			<i>Strimming and clearing bottom triangle following inspections 16/01/23</i>	
214		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	30.00
			<i>10/01/23 Full Parish Council Meeting, 24/01/23 Planning</i>	
215		Abbey Business Machines	Stationery	35.61
			<i>A4 paper, staples, A4 notebook</i>	
216		Abbey Business Machines	Stationery	34.56
			<i>12 x A4 Display Books 20 pockets for Induction Packs £2.40 + vat each</i>	
217		SJB Signs	Signage for contractor's vehicles when tidy	48.00
			<i>Using remaining amount of Tidy Teignbridge Grant Funding 2022/23</i>	
218		Devon Association of Local Councils	Training - Preparing for Elections	36.00
			<i>Attendance of Eily Maynard, Clerk on preparing for elections webinar 24/01/23</i>	
219		Teign Village Allotment Association	Grant towards Deer Fence at Teign Village /	300.00
			<i>Grant towards Deer Fencing. Using Councillor's Community Fund money that had been earmarked for TV wooden gazebo.</i>	
			<i>Amendment authorised by HPC, Cllr Lorraine Evans and TDC.</i>	
220		Sibelco	Rent - CK Environmental Play Area	15.00
TOTAL				3,076.63

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **ten** months ended **31st January** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £30773.75 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 £37913.75

The Clerk highlighted the receipt of £1698.45 Vat recovered.

It was unanimously resolved that the financial statements be approved.

13. TO CONSIDER LOCAL GOVERNMENT ELECTIONS SCHEDULED FOR THURSDAY 4TH MAY 2023.

The Clerk provided the meeting with the key dates as follows:

- Publication of Notice of Election - Friday 17th March
- Delivery of Nomination Papers to Returning Officer at Forde House, Newton Abbot from Monday 20th March - Tuesday 4th April at 4pm.
- Publication of Statement of Persons Nominated Wednesday 5th April by 4pm (that's when we will know if there will be an election)
- Polling Day – Thursday 4th May 7am – 10pm

It was noted that the nominators must be on the electoral roll.

14. TO CONSIDER THE COSTS OF EMPTYING THE LITTER BINS ON PARISH COUNCIL LAND 2023/24.

It was resolved that Hennock Parish Council would like Teignbridge District Council to continue to empty the following bins at £13.50 + VAT per empty:

Chudleigh Knighton Play Park - Twice a week £1404.00

Teign Village Car Park, Dog Bin - Fortnightly £351.00

Teign Village Car Park, bin on bus shelter - Fortnightly £351.00

Teign Village Play Park - Fortnightly £351.00

Admin Fee £30.50, total £2487.50 + VAT 2023/24 but paid in arrears April 2024.

ACTION F - The Clerk to include in our newsletter the following article. At our last parish council meeting Councillors voted to continue to pay Teignbridge District Council to empty our litter bins and dog bins at our play parks and car parks. This is a huge cost to the parish council as it costs £13.50 + vat each empty so in total the bill for 2023/24 will be £2487.50 + vat. We would encourage residents to take their rubbish home if they can. Could you company / group help by sponsoring a bin? Please contact the Clerk.

15. TO CONSIDER HENNOCK PARISH COUNCIL'S RESPONSE TO THE PLANNING MEETING HELD ON 26TH JANUARY 2023.

A draft response produced by Cllr Fisher and Cllr Parker was circulated prior to the meeting, the main topics covered in the letter were lack of case officers, enforcement issues and town and parish council forums. It was unanimously resolved that the Clerk should send this letter on behalf of the parish council.

16. PARKS AND OPEN SPACES MATTERS –

16.1. To consider any maintenance issues arising from weekly inspections of play parks and car parks in Hennock, Teign Village and Chudleigh Knighton. None

17. ALLOTMENT MATTERS, TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS INCLUDING AVIAN FLU

17.1. To consider the report and recommendations from Hennock Parish Council's Allotment Committee.

Cllr Parker Chairman of the Allotment Committee read out a summary from the draft minutes of the Allotments Committee Meeting held on 7th February and stated that it was agreed that the rent for Hennock Allotments and Teign Village Allotments would increase by 5% for 2024/25. Chudleigh Knighton rents were not up for renewal. This information was included on the Hennock invoices that were issued 8th February, Teign Village Allotment Association were informed of the rent increases.

18. REPORTS FROM PARISH COUNCILLORS ON TRAINING ATTENDED AND MEETINGS WITH OUTSIDE BODIES.

Cllr Mcallister-Bruce explained she had attended her 2nd carbon cutting training and her 3rd is next week. She would like to raise awareness when opportunities arise.

Cllr Lee reported that she had attended Hennock Village Hall Committee Meeting and spoke about their forthcoming events including an open meeting to discuss the Coronation on Wednesday 8th March.

Cllr Godwin reported she had been to the Chudleigh Knighton Village Hall Committee Meeting and they had also been discussing their plans for the Coronation.

19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

The Clerk was asked to put the Coronation on the March agenda so we could consider gifts for the children.

ACTION G - The Clerk to put the Coronation on the March agenda so we can consider gifts for the children and to ascertain numbers of children at the pre schools and schools and find costings for Coronation Medals and other items.

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

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

Tues 28th February 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 7th March 2023: Annual Parish Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 14th March 2023: Full Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II None

As there was no further business the meeting ended at 9.13pm

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