



**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 11<sup>th</sup> OCTOBER 2023 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Chris Applewood, Phil Baker, Jasmine Carter, Bo McAllister-Bruce, Janette Parker, Pam Rogers, Kate Willett and Graham Tully (Chairman)  
Elly Maynard, Clerk to Hennock Parish Council  
County Councillor Jerry Brook  
District Councillor Suzanne Sanders  
District Councillor Andy Swain (*arrived during agenda item 6.3*)  
Arthur Bray, Churchwarden, St Paul's Church, Chudleigh Knighton

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

Cllr Graham Tully welcomed everyone to the October meeting.

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

**2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS FOR ABSENCE:**  
Apologies were received from Councillors Becky Applewood, Carol Godwin and Sarah Lee, the reasons for their apologies were accepted.  
District Councillor Stephen Purser 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:** Cllr Phil Baker declared an interest in agenda item 13.6 as he is the Treasurer of Chudleigh Knighton Village Hall.

**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:**

Arthur Bray addressed the meeting speaking on behalf of Chudleigh Knighton PCC and its request for a grant towards the publication of Knighton News and the cutting of the grass in the churchyard. He said that they fortunately have a new editor and volunteers to deliver the newsletter, but the cost of printing the newsletter has escalated to £1700 per year and they aren't receiving enough in advertising income to make it viable. The three major bodies using Knighton News as a means of communication their events and news are Hennock Parish Council, the church and the village hall. The village hall has made a £480 contribution towards the cost this financial year and it was hoping that the parish council could increase their grant which traditionally has been £300.00. Councillors asked relevant questions in preparation for it to be considered under agenda item 13.5.

**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 1<sup>st</sup> September – 30<sup>th</sup> September there was 1 recorded offence in the Chudleigh Knighton and Hennock beat code area, which was an assault. Police responded to 13 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

Upcoming Police Surgeries:

Chudleigh Knighton Friendship Group – Tuesday 24<sup>th</sup> October 2023, 2pm

Henock Soup and Pud – Thursday 16<sup>th</sup> November, 12pm – 2pm

<https://www.henockpc.org.uk/post/police>

*ACTION A – The Clerk to promote the Police Surgeries via its Facebook page, website, newsletters and posters.*

**6.2. COUNTY COUNCILLOR’S REPORT:** Jerry Brook gave an update from Devon County Council and spoke about the Mobile Library Service and the difficulties it is facing. There were 8 vans and there are now 4 vans serving the whole of Devon on a rota basis. There was some discussion regarding the removal of this service adding to rural isolation and the benefit of social interaction which the mobile library provides. It was commented that Chudleigh Knighton has a Library in the village hall where books, jigsaws and DVDs can be borrowed free of charge and Henock has converted its phone box into a library.

*ACTION B – The Clerk to update the Parish Council on the Devon County Council Mobile Library Service situation including details of the stops within the parish.*

**6.3. DISTRICT COUNCILLORS’ REPORTS:**

District Councillor Stephen Purser’s report and District Councillor Andy Swain’s reports were circulated to councillors prior to the meeting. There were no questions regarding the contents of the report.

District Councillor Suzanne Sanders gave an update from Teignbridge District Council explaining it’s hard times and they are looking to reduce staff expenditure. Following on from previous discussions regarding our concerns about the cost of emptying litter bins and dog bins at our car parks and play parks, she let the meeting know that Kingskerswell Parish Council are now getting their bins emptied by an external company to save costs. She also let the meeting know she had awarded a grant of £300 to Chudleigh Knighton Village Hall towards their planned building works. Cllr Sanders also reported that Chudleigh Town Council are looking to enhance their indoor sporting facilities and will be consulting with the wider community.

*ACTION C – The Clerk was asked to contact Kingskerswell Parish Council to ask which contractor they use to empty litter bins and dog bins and to explore whether this would be a viable option for Henock Parish Council.*

*ACTION D – The Clerk was asked to contact Chudleigh Town Council once their minutes have been published to see if they need our help in reaching the wider community.*

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

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** None

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 12<sup>th</sup> September 2023 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

**8. TO NOTE THERE ARE NO VACANCIES ON HENOCK PARISH COUNCIL** Noted

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

**9.1. CLERK’S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 12<sup>TH</sup> SEPTEMBER 2023** The Clerk distributed via email a summary of all actions following September’s meeting, all have been completed apart from Action H and P which are still ongoing.

*The Clerk to action the ongoing actions namely:*

*ACTION E - The Clerk to set up a dedicated page on our website and a Facebook page regarding Teign Village Play Park*

*ACTION F - The Clerk to organise with relevant councillors a suitable date and venue for Finance Group.*

## 9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- Chudleigh Knighton Village Hall Community Coffee Morning, Friday 15<sup>th</sup> September
- HR Committee Meeting, Monday 17<sup>th</sup> September
- Scribefest, online free conference, Thursday 21<sup>st</sup> September
- DALC AGM and Conference, Exeter Racecourse, 27<sup>th</sup> September 2023
- Highways Meeting, 4<sup>th</sup> October 2023

## 10. TO RECEIVE AND CONSIDER HR COMMITTEE'S REPORT

### 10.1. THE INSTALLATION OF A HENNOCK PARISH COUNCIL POST BOX IN CHUDLEIGH KNIGHTON VILLAGE HALL

The Chairman explained all councillors had received a detailed email about this prior to the meeting. He explained this had come about following a threatening email requesting the Clerk's home address over the Summer. After consultation with PC Dave Hawkins and advice from DALC which was "the council must be contactable, but there is no requirement that I am aware of that a postal address must be listed."

Option 1 – PO Box deliver service £396 + VAT / year or PO Box Collect service £330 + VAT/ year

Option 2 – Secure Post Box installed at Chudleigh Knighton Village Hall £16.66 + VAT

The HR Committee voted for option 2 and this has now been purchased and installed, many thanks to Chudleigh Knighton Village Hall Committee for their support.

In addition, future Agendas will no longer have the Clerk's home address on.

*ACTION G – The Clerk to promote the installation of the Post Box via our Newsletter and Facebook Page*

### 10.2. CLERK'S REQUEST TO INCREASE WORKING FROM HOME ALLOWANCE IN LINE WITH GOVERNMENT GUIDELINES

It was proposed, seconded and unanimously agreed that the Clerk should be paid from now the £26 / month home allowance in line with government guidelines and have this backdated to April 2023. See agenda item 13.1.

### 10.3. CLERK'S TRAINING NEEDS

It was proposed, seconded and unanimously agreed that the Clerk should complete the course "ILCA to CiLCA" as her next step towards becoming CiLCA qualified.

*ACTION H – The Clerk was asked to include the cost of ILCA to CiLCA course in the 2024/25 budget £120 + VAT*

### 10.4. LOCAL GOVERNMENT PAY AWARD STILL NOT AGREED FOR 2023/24

It was noted that no decision has yet been made.

## 11. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- \* Turnpike Fields – Information on Construction workers entering and leaving the site
- \* Budget ideas for 2024/25
- \* Secret Santa
- \* Biodiversity in the Parish
- \* War Memorial has been cleaned
- \* Hennock Parish Council Post Box

## 12. AGREEMENT OF AGENDA BETWEEN PARTS I & II. NO PART II

### 13. FINANCIAL MATTERS AND PAYMENTS:

#### 13.1. TO CONSIDER PAYMENT OF INVOICES (DETAILS OF PROPOSED PAYMENTS TO BE PRESENTED AT THE MEETING)

*ACTION J - The Council unanimously resolved to approve the following payments and resolved that the Clerk should make the below payments 117 - 132 using online banking with the exception of Scribe voucher 122 which is an automatic Nest payment payable in November.*

Voucher	Cheque	Name	Description	Amount
113	SAVILLS UK L	Savills	Rent - Hennock Play Park	435.00
		<i>ADMIN ERROR BY SAVILLS HPC paid online 13/09/23 as per invoice £435 Then Savills took £435 by standing order. This was repaid 20/09/23 by Savills Scribe Receipt 35</i>		
114	CO-OP GROU	Co Op	Postage	18.00
		<i>RETROSPECTIVE 3 books of 8 2nd Class stamps For S&amp;W Lygo to return weekly inspection sheets</i>		
115	WWW.SCREW	Screwfix	Post box for Village Hall entrance hall	19.99
		<i>REETROSPECTIVE For mail and correspondence from members of the public</i>		
116	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
		<i>RETROSPECTIVE, Auto monthly payment</i>		
117		HMRC	PAYE & National Insurance	272.51
118		E Maynard, Clerk	Salary, E Maynard, Clerk	1,352.28
119		E Maynard, Clerk	Working from home expenses	26.00
		<i>New proposed amount of £26 / month (See agenda item 10.2) (replacing £18 / month, this actually changed April 2020)</i>		
120		E Maynard, Clerk	Working from home expenses	48.00
		<i>See Agenda Item 10.2 £26 - £18 = £8 owed per month 6 months x £8 = £48 back payment</i>		
121		E Maynard, Clerk	Mileage	9.45
		<i>19/09 Trip to Screwfix, Hennock &amp; TV Claimed 7 miles @ £45p = £3.15 27/09 DALC Conference Exeter Racecourse 9 miles @ 45p = £4.05 03/10 Hennock &amp; TV Claimed 5 miles @ 45p = £2.25</i>		
122		NEST	Pension	72.54
		<i>AUTO PAYMENT in November</i>		
123		S & W Lygo Engineering	Weekly Inspections	215.00
124		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,141.20
125		Dartmoor Heathers and Gardens	Tidy Teignbridge Local Area Cleansing Func	54.00
		<i>Tidy Teignbridge - Improvements to Footpaths Area by bus stops near Candy Cottages.</i>		
126		Dartmoor Heathers and Gardens	Repair to bench	102.00
		<i>Ref: 11/07/23 18.3. To note that repair work needed to the bench opposite the War Memorial in Hennock - Noted</i>		
127		Williams and Triggs	Clean - Chudleigh Knighton War Memorial	1,089.60
		<i>£908 + VAT From Earmarked Reserves Under budget by £92</i>		
128		South West Grounds Maintenance	Grounds Maintenance Contract	239.40
129		Wollens	Registration of Land at Land Registry	5,959.60
		<i>£4800 + VAT from Earmarked Reserves Additional £158.00 + VAT Registration of titles to Cobley Stable DNS730533 Chudleigh Knighton Common Land DNS730534 The lease of the playground and car park at Hennock Glebe DNS730532 The recreation ground at Chudleigh Knighton Heath DNS730531 The allotment fields at Chudleigh Knighton DNS730535</i>		
130		Devon Association of Local Councils	DALC AGM & Conference	54.00
		<i>The Clerk to attend DALC AGM, Conference and Exhibition 27/09/23</i>		
131		Heart Internet	Email Addresses	11.98
		<i>Additional yearly charge for Clerk's Email to be a "Premium" Mailbox larger capacity.</i>		
132		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	37.50
		<i>05/09 Climate &amp; Sustainability, 12/09/ 23 Full PC Mtg, 26/09 Planning</i>		
			<b>TOTAL</b>	<b>11,168.05</b>

### **13.2. FINANCIAL STATEMENTS – SUMMARY OF RECEIPTS AND PAYMENTS, BANK RECONCILIATION, RECEIPTS.**

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **six** months ended **30<sup>th</sup> September** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £45626.99 and the Savings Account (Bus Bank Account) credit balance of £7,140.00. The balance of which equated to the Receipts and Payments closing credit balance of £52766.99 It was unanimously resolved that the financial statements be approved.

### **13.3. TO CONSIDER THE RESERVES BALANCE**

It was unanimously resolved that the Reserves Balance be approved. It was noted that there would be significant changes in Earmarked Reserves following the payments approved I agenda item 13.1 for Landy Registry and the cleaning of the War Memorial.

### **13.4. TO NOTE THE RECEIPT OF SECOND HALF YEAR PRECEPT FROM TEIGNBRIDGE DISTRICT COUNCIL.**

The payment by Teignbridge of the second half year precept payment was noted £22,928.43

### **13.5. TO CONSIDER THE REQUEST FROM CHUDLEIGH KNIGHTON PCC TO INCREASE GRANT AWARDED.**

Arthur Bray spoke to the meeting in public participation and then left the meeting. After some discussion it was agreed that the Clerk should respond to their request, see action below.

*ACTION K The Clerk was instructed to write to Arthur Bray representing Chudleigh Knighton PCC thanking him for attending the parish council meeting and explaining the situation to the parish council.*

*For 2023/24 it was resolved that the Parish Council will support the printing of Knighton News with a grant of £300 and an additional £84 from its advertising budget, totalling £384. Please note 100% of this grant will be for the production of Knighton News and not include monies towards the cutting of the grass in the churchyard as this is a grey area in terms of whether the parish council has the power to spend money for this purpose.*

*In addition, it was agreed that the Parish Council would promote the need for new advertisers via its Facebook Page. It was also agreed for the Clerk to contact Baker Estates to see if they would like to advertise / sponsor Knighton News, I await their response.*

*We will be looking at our Budget for 2024/25 over the next few months so we will be reviewing the budget allocation for Knighton News.*

### **13.6. TO CONSIDER THE REQUEST FROM CHUDLEIGH KNIGHTON VILLAGE HALL REGARDING A GRANT**

The Clerk explained that the village hall had approached the parish council for a grant towards a small business scheme. The Clerk replied saying this year's budget has already been set but she signposted the village hall to District Councillor's community funding and they have been successful in being awarded £300 from District Councillor Suzanne Sanders.

### **13.7. TO CONSIDER INSURANCE QUOTES**

The Clerk informed the meeting that she had not received back all 3 quotes in time and was awaiting the quote from our current insurers who couldn't quote earlier than a month before renewal due 11th November, but we are not scheduled to meet again as a full parish until Tuesday 14th November (October is a 5-week month)

Therefore, it was proposed and unanimously agreed that we would meet as a full parish for an Extraordinary meeting on Tuesday 24th October at 7pm to consider insurance quotes in part II.

*ACTION L - The Clerk to produce the Agenda and necessary paperwork for the extraordinary meeting on Tuesday 24<sup>th</sup> October at 7pm to consider Insurance quotes.*

### **13.8. TO CONSIDER ITEMS FOR INCLUSION IN 2024/25 BUDGET**

It was agreed that this agenda item should be deferred until the November meeting, due to time constraints. It was requested that the Climate and Sustainability Group get a budget this year rather than a grant funded amount.

### **14. TO RECEIVE AND CONSIDER THE REPORT FROM THE “INFRASTRUCTURE AND DEVELOPMENT WORKING GROUP INCLUDING PARISH PLAN” INCLUDING AGREEMENT OF THE TERMS OF REFERENCE.**

Cllr Janette Parker Chairman of this working group said they haven't met since the last meeting and they are unlikely to meet until the New Year.

### **15. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP”**

Cllr Chris Applewood Chairman of this working group reported that there are now 20 actions in progress. On 29<sup>th</sup> October at 2pm they have planned a Tree Walk. The Biodiversity Database listing parish flora and fauna is now up and running on the website. <https://www.henockpc.org.uk/parish-flora-and-fauna>

The group are hosting a Tree Hub at Chudleigh Knighton Car Park end of Jan / early Feb exact date to be confirmed by Devon Wildlife Trust.

*ACTION M - The Clerk agreed to send out the biodiversity link to all Councillors and promote on Facebook.*

*ACTION N – The Clerk to promote the Tree Walk on our Facebook page, website and posters on noticeboards.*

### **16. TO RECEIVE AND CONSIDER THE REPORT FROM THE “TEIGN VILLAGE PLAY PARK WORKING GROUP”**

Cllr Jasmine Carter Chairman of this working group said they haven't met since the last meeting but they are due to be meeting a contractor on 18<sup>th</sup> October on site, to get a better understanding of what is involved.

### **17. TO CONSIDER THE IMPACT OF THE POST OFFICE'S AMENDMENTS TO THE SERVICE PROVIDED AT CHUDLEIGH KNIGHTON VILLAGE HALL.**

The parish council received notification that following a recent review by the Post Office of all the Outreach Offices, they have amended some of the session times and locations. From 26<sup>th</sup> September Tuesdays will now be 2pm – 3.30pm and Thursdays still 8.30am – 10.30am at Chudleigh Knighton Village Hall. The Clerk informed the meeting that she had already updated our website and FAQ page with the updated times. Noted.

### **18. TO CONSIDER REMEMBRANCE SUNDAY (12<sup>TH</sup> NOVEMBER 2023): LAYING OF WREATHS AT CHUDLEIGH KNIGHTON AND HENNOCK.**

Cllr Graham Tully agreed to lay the wreath on behalf of Henock Parish Council at St Paul's Church, Chudleigh Knighton and Cllr Sarah Lee at Henock War Memorial. There was a discussion whether St Paul's Church had saved the wreath and card from last year, the Clerk was instructed to find out so it could be reused for environmental reasons.

*ACTION O – The Clerk to ask Cllr Sarah Lee to ensure all the old wreaths and crosses at Henock have been removed.*

*ACTION P - The Clerk to contact St Paul's Church to let them know Cllr Tully will be attending the service and to see if the wreath has been kept ready to be reused. If so the Clerk to inform Royal British Legion we only require one wreath but will pay the same donation*

### **19. TO CONSIDER WHAT HENNOCK PARISH COUNCIL WANTS TO ORGANISE TO SUPPORT THEIR COMMUNITY THIS CHRISTMAS.**

Cllr Janette Parker proposed and it was unanimously agreed that we continue with the tradition of delivering Christmas Goodie Bags, the Clerk confirmed there is £280 in the budget for this project (Section 137). The bags will include a message from the Parish Council and cards from pupils of the primary schools.

*ACTION Q – The Clerk to produce paper forms and online forms to encourage residents to nominate their friends and neighbours. Have they had a difficult time?  
Are they going to be alone over Christmas?  
Are they always helping out others and deserve a treat themselves?*

## **20. TO CONSIDER STAGECOACH'S RESPONSE TO OUR LETTER OF CONCERN REGARDING BUS SERVICES 38 AND 39.**

Stagecoach's response was circulated to councillors prior to the meeting, see below an extract.

*“Regarding the conclusions you have stated:*

- We apologise for the inaccurate and inconsistent information across our platforms, which we have either already resolved or are in the process of doing so.*
- We apologise for the confusion caused initially by the changes and hope that passengers will be able to travel with confidence going forward.*
- With regards to changing buses in Bovey Tracey, I have confirmed that on alternate journeys this is not required and that through fares are available and therefore there is no additional cost.*
- Regarding reduced travel options, there are now more opportunities for travel to new destinations, however, we accept that a change of bus in Bovey Tracey is required on alternate journeys on Service 38.”*

There were no further questions regarding the contents of the letter except that the Bus Timetables on the roadside still haven't been updated with the letter C which denotes that you can remain on the bus when the bus changes from a 38 service to a 39 service at Bovey.

*ACTION R – The Clerk to write to Stagecoach and ask them to update the roadside Bus Timetables.*

## **21. TO CONSIDER ADOPTING TEIGNBRIDGE'S UPDATED CODE OF CONDUCT**

It was agreed that this agenda item should be deferred until the November meeting, due to time constraints.

*ACTION S – The Clerk to include to consider adopting Teignbridge's Code of Conduct in 14<sup>th</sup> November agenda.*

## **22. PARKS AND OPEN SPACES MATTERS –**

### **22.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS.**

Details of the quote regarding fixing the wet pour under the nest swing were circulated prior to the meeting. The Clerk informed the meeting that the work should be done on 16<sup>th</sup> October.

*ACTION T – The Clerk to report back to the parish council once the wet pour under the Nest Swing has been repaired.*

## **23. ALLOTMENT MATTERS**

**23.1. To consider any issues arising relating to the allotments**

**23.2. To set a date for Allotment Inspections in Hennock**

*ACTION U – The Clerk to email the Allotment Committee to arrange a suitable date for Hennock allotment inspections.*

## **24. REPORTS FROM PARISH COUNCILLORS ON TRAINING ATTENDED AND MEETINGS WITH OUTSIDE BODIES.**

Cllr Janette Parker reported that she had attended a Heathfield Liaison Meeting and Valencia haven't yet put in their planning permission. She also attended a Chudleigh Knighton Village Hall meeting.

**25. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.** None

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

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

*Tues 24<sup>th</sup> October 2023: Extraordinary Full Parish Council Meeting at 7pm, Chudleigh Knighton Village Hall*

*Tues 24<sup>th</sup> October 2023: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tues 14<sup>th</sup> November 2023: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

**PART II (Private)** None

As there was no further business the meeting ended at 9.53pm

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