

HENNOCK PARISH COUNCIL

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 13TH OCTOBER 2020 STARTING AT 7.30PM.

PRESENT: Parish Councillors: M Curran (joined the meeting during item 6.2), R Dixon, S Edmonds, C Fisher, P McCullar, J Parker [Chairperson], G Tully, C Webb and K Willett.
County Cllr Jerry Brook.
District Cllr R Keeling.
District Cllr S Purser.
Mr Richard Ayre, Land & Planning Director at Baker Estates Ltd.
2 members of the public.
Helen Reynolds, Clerk to Hennock Parish Council.

PART I (Open to the Public)

1. RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the meeting that they may be recorded or otherwise reported about.

2. Apologies were received from Parish Councillors P Baker & M Curran and the reasons for their absence were accepted. Apologies were also received from District Councillor L Evans.

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: None.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Jerry Brook reported as follows: (i) The work on Clay Lane bridge has been extended and the opportunity has been taken to undertake preparation for the installation of traffic lights; (ii) There is still a little money in the pot and Cllr Brook confirmed that he would be happy to support the Parish Council's application for c£100 for some replacement planters & plants to sit on top of the railings outside of Chudleigh Knighton Village Hall. The Clerk was instructed to submit a Locality Budget funding application, accordingly; & (iii) Any possible transition to a unitary authority for Devon is not going to happen this year and there will be an election in May as usual.

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Keeling reported as follows: In response to the Council's disappointment regarding the decision to stop the rural skip service, Cllr Keeling reported that the service cost £61K last year, Covid-19 has adversely impacted on Teignbridge District Council [TDC] with an initial projected loss of £12M from car parking and other services and there is a need to make savings/cuts – TDC has lost £12M but savings and cuts will reduce this to £2M. TDC is looking to Central Government for more funding. Losses will be borne by TDC i.e. Town & Parish Councils will still receive their precepts. There was some discussion on this matter which included: the reduction in rural aid and the further impact on rural communities, the service provided by the Brunel Road Recycling Centre, whether something could be done for the collection of small broken electric items and the absence of an increase in fly tipping. Cllr Keeling was asked what TDC is doing to support things like "men's sheds" & repair shops as "we are still very much a throwaway society" – what is being done "education-wise" from an environmental perspective? Cllr Keeling advised that TDC supports a charity which collects used furniture and agreed to pass on the suggestion of education to the Portfolio Holder.

Cllr Purser expanded on the £2M "hole" in the budget and reported that with regard to the cut in rural aid, a lot of organisations have received other funding this year.

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The Chairperson thanked Cllr Keeling and Cllr Purser for their reports and they left the meeting – Cllr Keeling agreed to return to the meeting for item 13.

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

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 8th September 2020 were approved and will be signed when it is practicable to do so. [Cllr Webb did not vote to approve the minutes because he was not at the September meeting].

8. MATTERS ARISING FROM THE MINUTES:

8.1. Articles for Parish Council News: The Clerk was instructed to include the following articles in the July Parish news: (i) The names of the of the local heroes recognised by the Parish Council during the Covid-19 health crisis and (ii) the appointment of the new Clerk.

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: The Council resolved to move item 11 to Part II.

10. FINANCIAL MATTERS AND PAYMENTS:

10.1. PAYMENT OF INVOICES: The Council resolved that the Clerk should make the following payments using online banking:

Payee	Method of payment	Purpose	Amount (£)
Outdoor Play Devon Ltd	Online (Paid 16.9.20)	Skim over surface under low rotator at Chudleigh Knighton Play Park: £900.00 plus VAT £180.00 Included in Clerk’s Summer Recess report 2020 (Item 3.1) which was accepted by the Council at its meeting on 8 th September 2020 (Minute Item 10).	1080.00
Imperative Training Ltd (Defib Shop)	Debit card (Paid 22.9.20)	Zoll AED Plus batteries for Hennock defibrillator) £65.00 plus VAT £13.00	78.00
The Claycutters Arms	Debit card (Paid 23.9.20)	Payment for 1 x £20 voucher for Covid-19 “Community hero” <i>Section 137 Payment which gives the Parish Council power to incur expenditure for purposes not otherwise authorised i.e. there is no other specific power available.</i> <i>Agreed by the Parish Council at its meeting on 8th September 2020 Minute Item 14</i>	20.00
PBCG Ltd (Knighton Stores, Chudleigh Knighton)	Debit card (Paid 23.9.20)	Payment for 7 x £20 vouchers for Covid-19 “Community heroes” <i>Section 137 Payment which gives the Parish Council power to incur expenditure for purposes not otherwise authorised i.e. there is no other specific power available.</i> <i>Agreed by the Parish Council at its meeting on 8th September 2020 Minute Item 14</i>	140.00
Giffgaff	Debit Card (paid 25.9.20)	“Goodybag” – monthly bundle of minutes, texts & data for Parish Council’s mobile phone	10.00
Zoom	Debit Card Paid 8.10.20)	Standard Pro Monthly charge: £11.99 plus VAT £2.40	14.39

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Amazon	Debit Card (Paid 13.10.20)	Laminating pouches (pack of 100) & postage £8.32 plus VAT £1.66	9.98
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1554.65 (gross salary £1355.90 plus backdated pay £198.75) less £520 = £1034.65 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£31.04</u> Employee: £1034.65 x 5% x 80% (as tax is deducted at source) = <u>£41.39</u>	72.43
H Reynolds	Online	Clerk's net salary (new monthly salary plus backdated pay) <i>The Parish Council agreed to accept the new pay scales for 2020-21 and backdate the payment to 1st April 2020 at its meeting on 8th September 2020: Minute item 22.2.</i>	1319.34
HMRC	Online	PAYE & NI (Increase reflects higher PAYE & NI relating to increased salary and backdated pay)	307.44
H Reynolds	Online	Clerk's expenses*	15.80
S & W Lygo Engineering	Online	Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180.00; plus To remove dog waste bin post on Chudleigh Knighton Car Park: £25.00; plus Re-fix fence upright slats x 3 and supply & fix another slat which was missing at Chudleigh Knighton Play Park: £40.00	245.00
Tindle Newspapers Devon Limited	Online	Job Advert for Clerk's position placed in Mid Devon Advertiser for 3 weeks for the price of 2 weeks (Week 1 included in September payments schedule): £96.00 plus VAT £19.20 (£115.20)	115.20
Michelmore Hughes Stags Clients No. 2 Account	Online	Yearly rent in advance for Hennock Play Park and Car Park (included in 2020-21 budget)	435.00
Chudleigh Knighton PCC	Online	Printing of additional copies of Sep Knighton News for distribution in Hennock & Teign Village and printing of Housing Needs Refresher survey forms included in the Sep edition	49.10
Wixworks	Online	Update cookie pop up and connect to Privacy policy on Parish Council's website	30.00
Devon Association of Local Councils	Online	Attendance of Cllr Phil Baker on the Changes in Planning Law webinar on 17/9/20: £15.00 plus VAT £3.00	18.00
SJB Signs	Online	Replacement Dog Poo sign for Chudleigh Knighton Car Park: £22.00 plus VAT £4.40	26.40
Chudleigh Knighton Village Hall	Online	Room hire for new Clerk interviews on 12/10/20	30.00
Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £350.00; plus Allotments – Strim paths at Hennock allotments: £25.00; plus Parks & Open Spaces – Hedge work at Teign Village Car Park for light to footpath: £460.00 (as agreed by the Parish Council at its meeting on 8 th September 2020: Minute item 21); plus VAT £167.00	1002.00

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South West grounds Maintenance	Online	Grounds maintenance duties: £188.50; plus Parks & Open spaces – repair fence post at Chudleigh Knighton Play Park: £60.00; plus VAT £49.70	298.20
TRBL Poppy Appeal		2 x wreaths for Chudleigh Knighton & Hennock & donation.	40.00
BHIB Ltd	Online	Annual insurance renewal premium: £411.20 plus Insurance Premium Tax [IPT] £49.34 <i>The Council resolved that payment should be made on receipt of:</i> <i>(i) confirmation from BHIB that the invoice reflects the fact that this is the first of a 3-year agreement;</i> <i>&</i> <i>(ii) confirmation that the premium quoted stands notwithstanding the insurance claim in 2020.</i> <i>The Council also resolved that should (i) or (ii) not be forthcoming and the premium changes to reflect these points, the Clerk be given authority, in consultation with the Chairperson, to make a payment to BHIB Ltd to ensure that the Council is insured appropriately for the period 11 Nov 2020 to 10 Nov 2021.</i>	460.54

*Clerk's Expenses £

Working from home expenses	14.00
Mileage: 5/10/20 To Hennock Play Park to look at safety surfacing following Play Park Inspector's report: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> @ 60.1p per mile	1.80
Total	15.80

10.2. FINANCIAL STATEMENTS: A Receipts and Payments Account and a Bank Reconciliation for the six months ended 30th September 2020 were presented to the Council, which showed the current account credit balance of £46140.92 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £53280.92. It was resolved that the financial statements be approved.

10.3. ANALYSE ACTUAL EXPENDITURE AGAINST BUDGET FOR 6 MONTHS TO 30 SEPTEMBER 2020: [Refer to Appendix A] This shows an opening balance of £40400.41 – the opening balance less earmarked reserves of c£9989 left general reserves of c£30411 which is c£7182 higher than budget (£23229). Total receipts were £41446.51 and total payments were £28566.00 leaving a closing balance of £53280.92. The notes include a detailed breakdown of the Parks & Open Spaces expenditure, admin actuals and revised salary costs. The notes also include a revised reserve forecast which equates to £23579 which is £6535 higher than the original forecast (£17044). The repairs and installation of the fence above Hennock Play Park is included in the earmarked/allocated reserves because although £1350 of the £1450 has already been spent and included in the accounts under Parks & Open Spaces expenditure, this sum was earmarked from reserves in the last financial year and so an additional £1450 can be spent on repairs.

In summary, the Parish Council is in a comfortable financial position at half way through the financial year.

10.4. BUDGETS: SUGGESTED ITEMS FOR INCLUSION IN 2021/22 BUDGET: After some discussion, which included the following:

- A goal post for the Chudleigh Knighton Orchard which, it was agreed, will be included in the Chudleigh Knighton community orchard project;
- Purchase of the former Anchor Inn site for a car park – this has previously been considered by the Parish Council and it was established that the cost was too prohibitive;

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- A pedestrian crossing for Chudleigh Knighton – there are some funds in the current year's budget for implementing Parish Plan action points which includes lobbying for speed reductions, repairs to potholes and other traffic issues;
- Due to Covid-19 this year's projects remain outstanding and are unlikely to be completed during this financial year and so will need to be carried forward to 2021-22;
- There are action points identified in the Parish Plan which are unlikely to be completed during this financial year due to Covid-19 and so some of these will also need to be carried forward to 2021-22;

the Clerk was instructed to draw up a draft budget for 2021-22 to include the usual income and expenditure plus an additional £500 for implementing Parish Plan action points and an additional £200 for climate emergency incidental expenses. This will be considered by the Council at its November meeting.

10.5. HCEF GRANT FUND APPLICATION FOR 2021/22 PARISH LENGTHSMAN COSTS: After some discussion, the Clerk was instructed to apply for a grant for 50% of the costs for 2021-22 although it was acknowledged that, based on the last two year's applications, it was unlikely that the Council will receive more than £1000.

10.6. RECEIPT OF SECOND HALF YEAR PRECEPT: The Parish Council has received its second half year precept of £18153 as expected.

11. HUMAN RESOURCE MATTERS: This item was moved to Part II.

12. REMEMBRANCE SUNDAY (8TH NOVEMBER 2020): LAYING OF WREATHS AT CHUDLEIGH KNIGHTON AND HENNOCK: It was agreed that the Chairperson would lay a wreath on behalf of the Parish Council at Chudleigh Knighton and Cllr Edwards would lay a wreath on behalf of the Parish Council at Hennock.

Cllr Keeling returned to the meeting.

13. HOUSING NEEDS SURVEY REFRESHER RESULTS & CONSIDER RECOMMENDATIONS FROM THE HOUSING WORKING GROUP: The Parish Council considered the recommendations of the Housing Working Group which were as follows:

- Acceptance of the Terms of Reference for the Housing Working Group [See Appendix B].
- The Parish Council to write to Teignbridge District Council Planning Department stating that Tollgate Farm, Chudleigh Knighton, is a Rural Exception Site and the Council wants the site delivered in line with the exception site criteria.
- The Parish Council to consider calling in the outline planning application for Tollgate Farm because it does not deliver housing in line with the rural exception site criteria.
- Consultation with residents of the Parish to include:
 - A physical consultation in the Garden Room at Chudleigh Knighton Village Hall for 5 days from Tuesday 20th October to Saturday 24th October to include a display of the outline planning application for Tollgate Farm and a questionnaire for residents to complete. A councillor to be there for one hour each day from 12-1pm.
 - The questionnaire to be available for residents to complete online.
 - The questionnaire to be available for residents to complete at the Claycutters Arms (subject to the landlord's agreement).
- £300 to be earmarked from reserves for the Housing Working Group to spend on room hire, printing costs, etc.

After some discussion, which included the requirement to have a material planning reason for calling in the planning application; a question as to why the former Anchor Inn site (a brownfield site) could not be used as an alternative for housing; and thanks to Mr Richard Ayre of Baker Estates Ltd for providing a paper copy of the planning application which will be used at the consultation event, the Council agreed to accept the Terms of Reference for the Housing Working Group and agreed to the consultation with residents of the Parish as described above. The Planning Committee will make a decision regarding calling in the application at its meeting on 27th October 2020.

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The Chairperson thanked Cllr Keeling who left the meeting.

14. CONSIDER WORKING WITH THE LOCAL PRIMARY SCHOOL TO PRODUCE THE ARTWORK FOR A SIGN ENCOURAGING TRAFFIC TO SLOW DOWN THROUGH CHUDLEIGH KNIGHTON: The Chairperson confirmed that Chudleigh Knighton Primary School will be delighted to be involved with this project. The Parish Council's preferred supplier has provided a ball park figure of £300 plus VAT to produce a sign for the right-hand-side entrance gate to Chudleigh Knighton (from the Bovey Tracey direction) which would match in terms of size and shape with the sign on the left-hand-side. After some discussion, the Council resolved that the Chairperson should purchase a £20 book token for the pupil who produces the selected design and it also resolved that £300 should be earmarked from reserves for this project.

15. CONSIDER PAYING AN INCREASED MONTHLY SUBSCRIPTION TO ZOOM TO ADD AN ALTERNATIVE HOST FOR MEETINGS: After some discussion, it was agreed that should the Clerk be unable to host a Zoom meeting, the Chairperson should have access to the Parish Council's Zoom account to host the meeting and ensure the smooth running of the Parish Council's business.

16. REVIEW COVID-19 RISK PLAN & RISK ASSESSMENTS FOR THE PLAY PARKS: It was agreed that the risk assessments remain apposite.

17. PLAY PARKS MATTERS: One of the Council's preferred suppliers is to visit Hennock Play Park at the weekend to review some of the safety surfacing. It was also noted with thanks that Sibelco has repaired the bridge from Chudleigh Knighton Play Park to the Environmental Play Area.

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: The following matters were brought forward:

- The fencing surrounding the former Anchor Inn site is protruding onto the pavement and making it difficult with a pushchair and young child to pass – the Clerk was instructed to report this to TDC's Enforcement Officer, accordingly.
- The outitgoes platform used for Parish Council email addresses does not work on mobile phones – the Clerk was instructed to email Cllrs McCullar, Webb & Willett instructions to forward the Parish Council emails to their gmail accounts.
- The Pipehouse Lane field and a small piece of land by the water works in Chudleigh Knighton have been sold as part of a package by Sibelco to a developer. The Council was disappointed with this news as it had previously asked Sibelco for "first refusal" if the land became for sale.

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

Monday 26th October 2020: Virtual Zoom Housing Working Group meeting starting at 7.30pm.

Tuesday 27th October 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 10th November 2020: Virtual Zoom Parish Council meeting starting at 7.30pm.

Part II (Private)

11. HUMAN RESOURCE MATTERS:

11.1. APPOINTMENT OF NEW CLERK: The interview panel interviewed a shortlist of 5 candidates out of 7 applicants the previous day and Mrs Eleanor (Elly) Maynard was overwhelmingly the strongest candidate. Elly was a councillor on the Parish Council 5 years ago and was instrumental in the refurbishment of Chudleigh Knighton Play Park. She lives in Kingsteignton, is very impressive, very engaging, has all the right skills and will fit into the role very well. After some discussion, the Council resolved to appoint Mrs Maynard as the new Clerk and Responsible Financial Officer and the Clerk was instructed to make the arrangements, accordingly, with a view to her commencing on 2nd November to allow c1 months handover.

11.2. CONSIDER PAYMENT OF SURPLUS HOURS WORKED AND UNUSED HOLIDAY ENTITLEMENT FOR CURRENT CLERK: After some discussion, the Council resolved to pay the Clerk for her unused holiday entitlement and for surplus hours worked which is estimated at 25 hours – this will be paid with her final salary

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payment in December 2020. The Clerk was thanked for all the extra work she has undertaken during the recruitment process and also for her outstanding work over the last 11 years.

As there was no further business the meeting ended at 9.30pm.

..... **Chairperson** **Dated**.....