

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 4th MAY 2021 VIA ZOOM STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Steve Edmonds, Sylvia Edwards, Charlie Fisher, Janette Parker [Chairperson], Emma Sueref, Graham Tully, Chris Webb and Kate Willett.
District Cllr Lorraine Evans
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

1. Election of Chairman and declaration of acceptance of office.

Cllr Janette Parker was nominated and seconded and it was unanimously resolved that Cllr Parker be Chairperson for 2021/22. Cllr Parker made her Declaration of Acceptance of Office as Chairperson and undertook to observe the Code of Conduct. The "Declaration of Acceptance of Office" form had been distributed by email to all councillors prior to the meeting and will be signed by Cllr Parker and the Clerk as Proper Officer of the Council when it is practicable to do so. Cllr Janette Parker continued to chair the meeting.

2. Election of Vice-Chairman and declaration of acceptance of office.

The Chairperson asked for nominations for Vice-Chairperson for 2021/22. Cllr Chris Webb was nominated and seconded and it was unanimously resolved that Cllr Webb be Vice-Chairman for 2021/22. Cllr Webb made his Declaration of Acceptance of Office as Vice-Chairman and undertook to observe the Code of Conduct, the "Declaration of Acceptance of Office" form had been distributed by email to all councillors prior to the meeting and will be signed by Cllr Webb and the Clerk as Proper Officer of the Council when it is practicable to do so.

3. Elected members of the Council to sign a declaration of acceptance of office.

As it is not an election year this isn't needed, however the Clerk informed the meeting that she had on file declaration of acceptance of office from all councillors.

4. A reminder to all in attendance at the meeting that they may be recorded or otherwise reported about.

5. To receive apologies for absence and to approve the reasons for absence.

The Chairperson told the meeting that she had received the resignation of Cllr Maura Curran. She explained Cllr Curran's reason for this decision was because she feels very strongly about the fact we are having to return to face-to-face meetings. The Chairperson thanked Cllr Curran for all her hard work during her time on the council especially with the parish plan.

Apologies were received from Cllr Pete McCullar due to work commitments.

Apologies were received from County Councillor Jerry Brook, District Councillor Richard Keeling and District Councillor Stephen Purser.

<i>ACTION: Clerk to notify Electoral Services at Teignbridge District Council Clerk to put up Notice of Casual Vacancy on noticeboards, website and Facebook page.</i>
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6. Declaration of any personal or prejudicial interests for items included on the agenda and their nature and a reminder to councillors to update their register of interests where appropriate.

Cllr Parker asked the Clerk to send her the relevant forms as she needed to update hers.

<i>ACTION – Clerk to send Cllr Parker the Register of Interests form to complete.</i>

7. Requests for dispensations to discuss and vote on the Parish Precept.

A Dispensation request was received from Councillor Emma Sueref regarding discussion and voting on the Parish precept – as a council tax payer she will be paying the Parish precept and therefore have pecuniary interests. The Clerk granted Cllr Sueref a dispensation to both speak and vote on the Parish precept until May 2023 because, without dispensations, insufficient members of the Parish Council will be able to participate in the debate or vote. The dispensation requests are therefore in the interests of all residents of Hennock Parish.

ACTION – Clerk to add this completed form to the file.

8. Public participation: an opportunity for members of the public to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration by the parish council. Members of the public may not take part in the Parish Council meeting itself.

No members of the general public in attendance.

9. Reports for information:

9.1. County Councillor Jerry Brook sent his apologies and a report prior to the meeting which was sent to all councillors 28/04/21.

9.2. District Councillors

District Councillor Stephen Purser sent his apologies and a report prior to the meeting which was sent to all councillors 30/04/21.

District Councillor Lorraine Evans gave apologies for District Cllr Richard Keeling and said that nothing has changed since the report of 20th April. She said that the next Teignbridge District Council meeting will be on 28th May and held at Newton Abbot Racecourse as there isn't a room large enough at Forde House to allow social distancing. Members of the public won't be able to attend in person but it will be streamed live.

The Chairperson explained to Cllr Evans that we are having to hold all our meeting in Chudleigh Knighton Village Hall as Hennock Village Hall is too small and there are broadband issues.

9.3. Dartmoor National Park Parish Link Member

No report received

10. Committee/Working Party membership:

There was a short discussion about whether 10.4 and 10.6 should be amalgamated at a future date. It was resolved that membership of the Council's committees and working parties should be as follows:

10.1. Allotments Committee Cllrs Baker, Edmonds, McCullar, Parker and Webb

10.2. Planning Committee Cllrs Baker, Edwards, McCullar, Parker, Sueref, Tully and Willett

10.3. Human Resources Review Team Committee Cllrs Parker, Sueref and Webb

10.4. Parish Plan Steering Group Cllrs Baker, Edmonds, Fisher, Parker, Sueref and Willett

10.5. Climate Emergency Working Group Cllrs Edmonds, Sueref and Willett

10.6. Infrastructure and Development Working Group Cllrs Fisher, Parker, Sueref and Willett

ACTION – Re. 10.5 Cllr Edmonds to check whether non councillor members want to remain in the working group.

11. Parish Council representatives on outside bodies and other appointments:

It was resolved that representatives on outside bodies should be as follows:

11.1. Dartmoor National Park Authority Forum Cllrs Edmonds and Webb

11.2. Heathfield Liaison Committee Cllrs Edmonds and Parker

11.3. Hennock Village Hall Committee - (In a liaison capacity) None

11.4. Chudleigh Knighton Village Hall Committee – (In a liaison capacity) Cllr Parker

Cllr Baker said he can ensure Cllr Parker receives agendas and minutes as he is on the village hall committee.

12. Other appointments:

It was resolved that other appointments should be as follows:

12.1. Independent member of the public responsible for checking financial records Mrs Lyn Harris

12.2. Voluntary Tree Warden Dr Peter Beale

12.3. Webmaster (Facebook page) The Clerk

12.4. Webmaster (website) The Clerk

12.5. Responsibility for Chudleigh Knighton notice boards The Clerk

12.6. Responsibility for Hennock notice board Maura Curran

12.7. Responsibility for Teign Village notice board Cllr Sylvia Edwards

Responsibility for Chudleigh Knighton Defibrillator Cllr Phil Baker (as previously)

Responsibility for Hennock Defibrillator Maura Curran (as previously)

Responsibility for Teign Village Defibrillator Sylvia Edwards (as previously)

13. Approval of the Minutes: The minutes of the last Parish Council Meeting held on Tuesday 13th April 2021 were approved and will be signed when it is practicable to do so.

14. Progress reports from the Clerk for information and consideration:

14.1. Training Attended by Clerk: None

14.2. Update on the concerns made by a resident of Hennock regarding the village car park.

The Clerk and Cllr Chris Webb spoke to the meeting about the issue at the car park, during their site visit, the resident saw them and spoke to them about his concerns regarding the bank and damage being caused by vehicles. The Clerk has also spoken to Hennock Primary School about the issue. The Clerk and Cllr Webb have spoken to contractors about possible solutions wall, fence, bollards etc but all have cost implications and may need planning permission and/or permission from the Diocese. It was proposed that once the Clerk has received all quotes it is discussed in part II of the agenda.

15. Articles for the Parish News

The Clerk was instructed to add the following articles to May's Parish Council News.

- Election of new Chairperson and Vice Chairman
- Vacancy on the Parish Council
- Great British Spring Clean
- THAT Foodbank collection point at Knighton Stores, still need donations

16. Agreement of agenda between Parts I & II.

17. Financial matters and payments:

17.1. Payment of invoices – The Council resolved to make the following payments:

Hennock Parish Council
DRAFT PAYMENTS LIST 21 TO 0

Voucher	Cheque	Code	Name	Description	Amount
24		30 - Tax and NI	HMRC	PAYE & National Insurance	214.08
25		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,193.79
				<i>Being paid 1st Wednesday of the month, rather than 2nd due to remote legislation ending and having to hold the meeting a week earlier.</i>	
26		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
27		31 - Mileage	E Maynard, Clerk	Mileage	39.07
				<i>21/04/21 Hennock Site Visit with Cllr Chris Webb re. Car Park 27/04/21 Drive to Salcombe to meet Chris Jebb from Hawthorn Accounting. re. Internal Audit</i>	
28		26 - Pension	NEST	Pension	58.52
				<i>WILL BE AUTO PAID IN JUNE</i>	
29		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	403.63
				<i>Increase of 1.5% on 2020/21 as per contract.</i>	
30		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
31		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	110.00
				<i>To replace 2 x bridge boards @ CK £100, To re-fix fence rail/upright @ CK £10. Quote 06/04/21 approved at PC meeting 13/04/21</i>	
32		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,199.24
33		33 - Chudleigh Knighton PCC	Chudleigh Knighton PCC	Grant	300.00
				<i>Towards the maintenance of Chudleigh Knighton Churchyard and the production of the publication "Knighton News". In Budget for 2021/22</i>	
34		19 - Zoom Fees	Zoom	Zoom Fees	14.39
35		14 - Internal Audit Fee	Hawthorns Accounting Services Ltd	Internal Audit	175.00
36		22 - Postage	Hawthorns Accounting Services Ltd	Postage of Internal Audit	35.10
				<i>Postage of Internal Audit back to Clerk. Special Delivery, before 1pm Saturday.</i>	
37		10 - Accountant - Payroll	Hawthorns Accounting Services Ltd	Payroll	24.00
				<i>April and May Payroll</i>	
				Subtotal No.	3,964.82
23	ASDA STORE:	21 - Stationery	ASDA	Stationery	15.00
22	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
21	WH SMITH CE	22 - Postage	WH Smith	Postage	10.32
				<i>Stamps VAT Exempt, 8 Large 1st Class Stamps</i>	
				TOTAL	4,000.14

17.2. Financial Statements

A Summary of Receipts and Payments and a Bank Reconciliation for the **one** month ended **30th April 2021** were sent to the Council prior to the meeting, which showed the Treasurer's Account (current account) credit balance of £37559.92 and the Bus Bank Account (Savings Account) credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £44699.92.

17.3. Approve Community Infrastructure Levy (CIL) Annual report

N/A as Total CIL retained from previous years: £0.00

17.4. Review/note the Annual Internal Audit Report for 2020/21

This was completed by Mr Chris Jebb of Hawthorns Accounting Services on the 26th April 2021. The Council considered the Annual Internal Audit Report for the year ending 31st March 2021 and accompanying letter. It was unanimously resolved that the report should be accepted.

17.5. [Review/approve the Standing Orders](#)

Adopted by the Parish Council on 8th May 2018 to take effect from 12th June 2018. The Council resolved to continue with its existing Standing Orders and the Clerk was instructed to include this matter for further discussion on the June agenda.

ACTION – Clerk to add to 8th June Agenda - Review / Approve the Standing Orders

17.6. [Review/approve the Financial Regulations](#)

The Council reviewed the Financial Regulations and unanimously resolved to continue with its Financial Regulations which were adopted by the Council at its meeting on 12th May 2020.

17.7. [Approve the adoption of the Joint Panel on Accountability Governance Practitioner's Guide March 2021.](#)

The Council resolved to adopt the March 2021 Guide for 2021/22.

17.8. Approve the General and Financial Risk Assessment, “Risk Management”

The Council resolved to approve them and review them annually.

17.9. Approve the Statement of Internal Control

The Council decided to defer this agenda item to their June meeting, the Clerk was instructed to include this matter for further discussion on the June agenda.

ACTION – Clerk to add to 8th June Agenda - Review / Approve the Statement of Internal Control

17.10. Approve the GDPR policy

It was unanimously resolved that the GDPR policy be approved.

17.11. Approve the Fixed Asset Valuation policy

It was unanimously resolved that the Fixed Asset Valuation Policy be approved.

17.12. Approve the CIL Policy

Although there is currently no CIL monies as stated in agenda item 17.3, the Clerk was instructed to include this matter for further discussion on the June agenda.

ACTION – Clerk to add to 8th June Agenda – Review / Approve the CIL Policy

17.13. Consider the Annual Governance Statement & approve Section 1 of the AGAR (Annual Governance and Accountability Return) Part 3: Annual governance statement 2020/21

The Council considered the Annual governance statement and unanimously resolved that Section 1 of the AGAR should be approved. Following approval, it was agreed that arrangements would be made for the Chairperson and Clerk to sign the document.

17.14. Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2020/21

The Council considered the Accounting statements for the year ending 31st March 2021 and unanimously resolved that Section 2 of the AGAR should be approved. The Clerk as Responsible Financial Officer certified on 26th April 2021 that the statements had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of the Council. Following approval, it was agreed that arrangements would be made for the Chairperson to sign the document.

17.15. Approve the Fixed Assets Register

(Approved at 13/04/21 meeting, agenda item 11.3)

17.16. Approve the Bank reconciliation for year ended 31st March 2021 *(Approved 13/04/21, item 11.2)*

17.17. Approve the Variance explanation to be submitted with the Annual Return for the year ended 31st March 2021

The Council considered the Variance explanations to be submitted with the AGAR for the year ended 31st March 2021 and unanimously resolved that they should be approved.

17.18. Approve the analysis of earmarked and restricted reserves

(Approved 13/04/21, item 11.2)

17.19. Note the period for the exercise of public rights

The period set for the exercise of public rights has been set from the 14th June 2021 to the 23rd July 2021. On the 9th June 2021 the following will be published on the Council’s website and displayed on the Council’s notice boards: Notice of public rights and publication of unaudited annual governance & accountability return, Sections 1 & 2 of the AGAR for year ended 31st March 2021 and “A summary of your rights” in line with the proformas provided by PKF Littlejohn LLP.

The Chairperson thanked the Clerk for the huge amount of work in undertaking the audit work and also asked the Clerk to pass on the Council’s thanks to Mrs Lyn Harris for her work.

17.20. Receipt of first half year precept

The sum of £18338.53 has been received from TDC being the first half year precept of £18736 less £397.47 NALC, DALC affiliation fees and service charge.

18. To note any new information regarding the Possible development of houses in Chudleigh Knighton.
The Clerk confirmed she hadn't received any further information.

19. Update on the Great British Spring Clean, 28th May – 13th June 2021.

The Clerk told the meeting that the date had been set for Sunday 6th June 2021. We can borrow equipment from Teignbridge that includes disposable gloves, hi vis waistcoats and litter picker gadgets. The Clerk has sourced bin bags from "Great British Spring Clean" at no cost to the council. Chudleigh Knighton Village Hall will be the hub and Teignbridge will also collect the rubbish from there on Monday 7th June 2021. Participants will be encouraged to put recyclables into a separate bag from rubbish. Risk Assessments and a copy of our insurance need to be sent to Teignbridge in advance of the event.

20. To consider the concerns made by a resident regarding banners by the A38 in Chudleigh Knighton.
Cllr Edwards explained that she had received a complaint from a resident regarding the banners by the A38 as the resident was worried that they could be distracting. There was a long discussion regarding the banners and the salient points were:

- It is a Highways Issue rather than a parish council issue.
- As a parish council we should pass on the complaint to Devon Highways.
- We want to support local businesses.
- Should we form a strategy group to work with local businesses to find a signage solution?

ACTION – Clerk to Contact our neighbourhood highways officer at Devon County Council for advice.

21. Play Parks matters

21.1. To consider any maintenance issues arising from weekly inspections. None

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

23. Matters brought forward by Parish Councillors.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Cllr Edmonds reported a large splinter in the fence by Chudleigh Knighton Play Park.

ACTION – Clerk to investigate and get it addressed

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

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

Tuesday 25th May 2021: Planning Committee meeting, Chudleigh Knighton Village Hall starting at 7.30pm.
Tuesday 8th June 2021: Full Parish Council Meeting, Chudleigh Knighton Village Hall starting at 7.30pm.

PART II (Private)

As there was no further business the meeting ended at 9.15pm

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