

HENNOCK PARISH COUNCIL

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 8TH SEPTEMBER 2020 STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, R Dixon, S Edmonds, S Edwards, C Fisher, P McCullar, J Parker [Chairperson], G Tully and K Willett.

County Cllr Jerry Brook.

District Cllr L Evans.

Mr Ian Baker, Managing Director of Baker Estates Ltd.

Mr Richard Ayre, Land & Planning Director at Baker Estates Ltd.

Ms Lisa Wotton, Baker Estates Ltd.

Mary Ridgway, Housing Enabling Officer at Teignbridge District Council.

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. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Parish Councillor C Webb (received the following morning). Apologies were also received from District Councillors R Keeling and S Purser and from Mr Andrew Baker, Dartmoor National Park Authority Link Member.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr K Willett declared an interest in item 12.1. but she did not leave the meeting because the payment to her for £33.00 was not an expense but reimbursement for the cost of printing the Parish Plan launch banner and posters – Cllr Willett did not vote on this item. Cllr C Fisher declared an interest in item 15 and left the meeting whilst this item was being considered.

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: Ian Baker, Managing Director of Baker Estates Ltd, and Richard Ayre, Land & Planning Director of Baker Estates Ltd, provided the Council with feedback following the Company's consultation regarding the Tollgate Farm, Chudleigh Knighton, site. Mary Ridgway, Housing Enabling Officer of Teignbridge District Council, also contributed to the discussion. The following summarises the salient points:

- The consultation newsletter was sent to residents in the three villages in the Parish.
- Near neighbours to the development were contacted and offered one-to-one video conferences.
- There was a dedicated page on the Company's Community Consultation website.
- There was 20+ answers to every question.
- 795 consultation newsletters were sent out and there were 48 responses (c6%).
- The consultation asked four specific questions and provided an opportunity for open text.
- 75% of responses supported the approach for 30% affordable housing.
- There was an even split in responses to the proposal that 5% of the scheme would be allocated for self or custom-build homes.
- 75% of responses supported the proposal for the open market homes to be predominantly bungalows or chalet bungalows (the proposal is not for 60 bungalows but it will be bungalow-led).
- Other feedback included:
 - Accessibility for those with limited mobility.
 - Importance for cycling and pedestrians.
 - Concern that shared zones may be used for parking.
 - Impact on traffic – speed and safety concerns.

HENNOCK PARISH COUNCIL

- Parking: concern cars will spill out onto the main road: Baker Estates always provide oversized garages on all of their developments so that they can be used for storage and parking. Garages are not provided for affordable homes.
- The affordable homes (30%) will include a range of tenures:
 - 25% will be affordable homes & 5% will be custom/self-build.
 - 75% will be for social rent and 25% will be for shared ownership.
- Baker Estates is not proposing to deliver a rural exception site.

Mary Ridgway explained the following:

- Teignbridge District Council sees the Tollgate Farm site as a rural exception site.
 - The Local Authority determines the housing need and Devon Home Choice identifies eligibility.
 - The Parish's 2017 Housing Needs report identified a need for 20 affordable homes and 18 open market homes.
 - It also identified a need for 6 bungalows: 3 affordable and 3 open market.
- If it is seen as an allocated site:
 - 30% would be allocated for affordable housing.
 - The need would be assessed by local planners.
 - The allocation of affordable housing would not be just for Hennock Parish which means there would be a broader need.
 - The function/role of a Section 106 Agreement is different to an exception site.
- This will be a discussion for the planners.

Mary suggested to Baker Estates that it would be good to have a discussion to establish to what extent the Parish Council could engage with them regarding design, parking, energy efficiency, etc – perhaps a smaller Working Group from the Parish Council could meet with Baker Estates. This was very much welcomed by Baker Estates and Lisa Wotton asked Mary Ridgway to send her some dates for a meeting.

The Chairperson thanked Ian Baker, Richard Ayre and Lisa Wotton for attending and they left the meeting.

Mary Ridgway temporarily left the meeting and returned for item 13.

6.1. POLICE OFFICER'S REPORT: None.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Jerry Brook reported as follows: (i) Devon County Council [DCC] has redeployed staff during the Covid-19 health crisis and the majority of staff are working from home; (ii) DCC has had to spend an extra £45m which has been supported by Central Government although not to the full extent; (iii) The Government is pressing for people to walk or cycle and DCC is looking at options for a cycle route from Chudleigh towards Newton Abbot – the route is undefined but Cllr Brook encouraged the Parish Council to get involved with this. Cllr Willett reported that she had a meeting with people from Bovey Tracey to discuss the development of a cycle path from Chudleigh Knighton to Bovey Tracey via the B3344; and (iv) In response to a question regarding the possibility of unitary status in Devon, Cllr Brook advised that he had always supported this idea if it is cheaper for the ratepayer and he thought that delivering the same service can be done. Exeter is key to the running of Devon, financially – it is up for discussion but the timescale may be too short to get a bid in for next year. DCC has worked extremely well with the district councils so the system in place works very well.

The Chairperson thanked Cllr Brook for his report.

6.3. DISTRICT COUNCILLOR'S REPORT: Cllr Evans reported as follows: (i) Gordon Hook stood down and Cllr Alan Connett is now the leader of the Liberal Democrats and the leader of the Council; (ii) Cllr Richard Keeling is now the Portfolio Holder for Corporate Resources and he will keep the Armed Forces Covenant. Cllr Evans will stay on the Overview & Scrutiny Committee – there are now two committees rather than one – and she will continue with the Licencing and Regulatory Committee and join the Standards Board; (iii) There are very few staff back at Forde House and they continue to use Zoom for meetings; (iv) Newton Abbot Hospital wards are now open for visiting for one hour a day and with effect from 1st September parking charges at hospitals have been re-introduced. Day surgery is back at Torbay hospital; (v) The Government has introduced the Kickstart

HENNOCK PARISH COUNCIL

scheme which provides funding for employers looking to create job placements for young people; there is a possibility that employers can make a group application and there are 15 sole traders in Chudleigh interested in this.

A written report was provided by Cllrs Evans and Keeling ahead of the meeting which included the following: Income Compensation Scheme; Employer Recognition Scheme; approval of a £2m grant application; Solar Together scheme; Planning changes – from 1 September offices, cafes, clinics and shops can all change to a wider range of uses without needing planning permission; Tax-free childcare; a new guide to help councils tackle climate change has been published; and a visual guide for community building re-opening.

District Cllr Stephen Purser provided a written report which also covered some of the above points.

The Chairperson thanked Cllr Evans for her report and Cllr Evans left the meeting.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: Mr Andrew Cooper provided a written report which covered: The National Park Visitor Centre at Postbridge reopens; Emergency powers to stop camping at Bellever/Riddon Ridge; WeAre Dartmoor campaign which celebrates the people behind local businesses; and Making headway on headwaters – together with the Environment Agency, DNPA is delivering the Dartmoor Headwaters Natural Flood Management project – a pilot study to determine ways that the impact of flooding can be reduced by emulating and rejuvenating natural processes.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 14th July 2020 and will be signed when it is practicable to do so.

8. MATTERS ARISING FROM THE MINUTES:

8.1. LAUNCH OF PARISH PLAN: Banners and posters have been placed around the Parish and Cllr Edwards agreed to put some posters up in Teign Village. Hard copies of the Plan are available at Chudleigh Knighton Village Hall. Cllr Willett will do some video interviews with councillors.

The Chairperson thanked Cllrs Fisher and Willett for their fabulous work in launching the Plan.

8.2. HENNOCK ALLOTMENTS: CONSIDER REPORT FROM SOMERSET SCIENTIFIC SERVICES: Somerset Scientific Services undertook a site visit on 10th August 2020 and from the sample analysis result it is evident that there is an amount of small broken asbestos cement pieces within the soil of the piece of allotment land. (The piece of land is shown on the map in Appendix A). There isn't a huge amount of material in the soil of the allotment and digging/inspection showed the material to be present only in the top 4 to 6 inches. From the information provided, Somerset Scientific Services has advised that the risk from digging this ground is minimal. Going forward, provided the Parish Council has done all that is practicable in terms of picking out, bagging and disposing of the pieces of asbestos cement, it would be acceptable for the allotment land to be let, subject to advising the tenant that there remains a small risk. When digging, if the asbestos cement material is found, it should be picked up and placed in a bag that can be sealed up. The bag should be labelled and once the bag is full it must be sealed and disposed of as a hazardous waste.

After some discussion, it was agreed that the Clerk should speak to Mr Alec Jacobs about asking Mr Richard Harvey if he would be happy to rotate and pick out the asbestos with the help of Mr Jacobs – Mr Jacobs and Mr Harvey continue to undertake a lot of work at Hennock allotments on a voluntary basis but it was agreed that it would be appropriate to pay them for this work if they are happy to do it.

8.3. ARTICLES FOR PARISH COUNCIL NEWS: The Clerk was instructed to include the following articles in the September Parish news: (i) Please support your local shop, Knighton Stores; (ii) Check if you can apply for a grant through the Kickstart scheme; and (iii) More vandalism in the Parish (Chudleigh Knighton Play Park and Teign Village Car Park).

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: It was agreed that items 21 (for commercial reasons) & 22 (matters affecting a member of staff) should be considered in Part II.

HENNOCK PARISH COUNCIL

10. CLERK'S SUMMER RECESS REPORT: The Council resolved to accept the report and recommendations, and approved action taken during the recess, including financial payments.

11. MATTERS ARISING FROM CLERK'S SUMMER RECESS REPORT: None.

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. Payment of invoices: The Council resolved that the Clerk should make the following payments using online banking. (Cllr Willett did not vote):

Payee	Method of payment	Purpose	Amount (£)
NEST	Direct Debit (paid 7.9.20)	Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £520 = £799.50 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£23.99</u> Employee: £799.50 x 5% x 80% (as tax is deducted at source) = <u>£31.98</u>	55.97
Giffgaff	Debit Card (paid 25.8.20)	"Goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Post Office	Debit Card (paid 18.8.20)	24 second class stamps (<i>10 of these stamps were used for stamped addressed envelopes given to Steve Lygo to post Play Park Inspection Reports to Clerk</i>)	15.60
Zoom	Debit Card (7.9.20)	Standard Pro Monthly charge: £11.99 plus VAT £2.40	14.39
H Reynolds	Online	Clerk's net salary	1168.82
HMRC	Online	PAYE & NI	199.77
H Reynolds	Online	Clerk's expenses*	14.00
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 Re-cable football net at Chudleigh Knighton Play Park: £10.00; plus Re-fix fence upright slats x 2 and supply & fix another slat which was missing at Chudleigh Knighton Play Park: £40.00	230.00
Kate Willett	Online	Reimbursement for the cost of printing the Parish Plan launch banner and posters	33.00
Somerset Scientific Services	Online	Hennock allotments sampling of cement debris in ground on 10 th August 2020 and report to Parish Council: £240.00 plus VAT £48.00 <i>Refer to minute item 18 of the draft minutes of the Parish Council meeting held on 14th July 2020: this invoice is for less than the quote for £275.00 plus VAT which h the Council accepted.</i>	288.00
Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £378.00; plus Allotments – Cut Chudleigh Knighton allotment hedge on the eastern boundary: £240.00; plus VAT £123.60	741.60
South West grounds Maintenance	Online	Grounds maintenance duties: £246.50 plus VAT £49.30	295.80

HENNOCK PARISH COUNCIL

Tindle Newspapers Devon Limited	Online	Job advert for Clerk's position to be placed in Mid Devon Advertiser: £96.00 plus VAT £19.20 <i>To be paid on receipt of invoice</i>	115.20
---------------------------------	--------	-----------------------------------------------------------------------------------------------------------------------------------------	--------

*Clerk's Expenses £

Working from home expenses	14.00
Total	14.00

12.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the five months ended 31st August 2020 were presented to the Council, which showed the current account credit balance of £32492.41 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for un-presented cheques totalling £60.00, equated to the Receipts and Payments closing credit balance of £39572.41. It was resolved that the financial statements be approved.

12.3. Analyse actual expenditure against budget for 4 months to 31 July 2020: {Refer to Appendix B}. This shows an opening balance of c£40400 - the opening balance less earmarked reserves of c£9989 left general reserves of c£30411 which is £7182 higher than the budget opening balance of £23229. Total receipts for the 4 months were c£22602 and total payments were c£20145 leaving a closing balance of c£42857. The points of particular note are highlighted in yellow in Appendix B and there are separate analyses for the Parks & Open Spaces budget and the Admin budget. In summary, the Parish Council is in a comfortable financial position 4 months into this financial year.

The Clerk was instructed to ask DCC if the Parish Council could use the some of the Covid-19 Prompt Action Fund grant (£430) to pay for the Covid-19 Play Park signs.

The Council resolved to accept the analysis of actual expenditure against budget for the 4 months to 31 July 2020.

13. HOUSING NEEDS SURVEY REFRESHER & CONSIDER OTHER MATTERS ARISING FROM AGENDA

ITEM 5: This item was discussed before item 12. Financial Matters and Payments so that Mrs Mary Ridgway could contribute to the discussions ahead of leaving the meeting. Mary Ridgway explained that the situation is very complicated, there are two sites in Chudleigh Knighton (Tollgate Farm and the site adjoining Apple Tree Close) and there is no planning case officer for either site. Both are exception sites as they are outside of the development boundary. An exception site has to be 100% affordable housing unless there is not a grant available in which case open market houses are allowed to cross-subsidise the affordable homes. Mary Ridgway and the Parish Council are very keen to maintain community-led consultation. People are being encouraged to register their interest in affordable housing by registering with Devon Home Choice. Councillors were encouraged to look at the Government consultation outcome on First Homes and the Government consultation on Planning for the Future – Mary Ridgway reported that TDC is extremely concerned regarding the impact on affordable homes provision under the proposal to allow no affordable housing at all on sites up to 50 homes.

After some discussion, it was agreed that a Housing Working Group should be formed to engage with the two developers to facilitate a community-led process for the provision of affordable homes in Chudleigh Knighton as Mary Ridgway had suggested under item 5. It was also agreed that the following councillors will form the Working Group: Cllrs Phil Baker, Steve Edmonds, Charlie Fisher, Janette Parker and Kate Willett.

The Chairperson thanked Mary Ridgway for her input and she left the meeting.

14. RECOGNITION OF LOCAL "HEROES" DURING COVID-19 HEALTH CRISIS: The Council considered a list of 8 nominees and it was resolved that 7 of these should be given a certificate and a voucher to the value of £20 for Knighton Stores. One of the nominees was the owner of Knighton Stores and it was resolved that they should be given a voucher to the value of £20 for the Claycutters Arms. The total amount of £160 (8 x £20) will be funded from reserves (Section 137 which gives the Council power to incur expenditure for purposes not otherwise authorised).

HENNOCK PARISH COUNCIL

It was agreed that Cllr Fisher would design a certificate, Cllr Parker would organise the vouchers and Cllrs Dixon, Edmonds, Edwards and Parker agreed to deliver the certificates/vouchers.

15. DEVON ASSOCIATION OF LOCAL COUNCILS AGM: COMPLETE FORM OF PROXY INDICATING PREFERRED CANDIDATES TO BE APPOINTED TO THE BOARD OF DIRECTORS: Cllr Fisher left the meeting whilst this item was considered. After some discussion, it was resolved that Cllr Fisher should be the Parish Council's proxy and the Council would direct the proxy to vote for Cllr Fisher as the Council's preferred candidate to be appointed to the Board. Cllr Fisher should then vote or abstain from voting at his discretion on all other motions.

Cllr Fisher re-joined the meeting.

16. REVIEW COVID-19 RISK PLAN & RISK ASSESSMENTS FOR THE PLAY PARKS AND CONSIDER RISK ASSESSMENTS FOR THE HENNOCK PHONE BOX LIBRARY & THE CHUDLEIGH KNIGHTON PHONE BOX MUSEUM: After some discussion, the Parish Council agreed the following:

- Covid-19 Risk Plan with revisions highlighted in yellow [Appendix C].
- Covid-19 Specific Chudleigh Knighton Play Park risk assessment: The considerations in the risk assessment of 14th July 2020, updated on 22nd July, remain apposite [Appendix D].
- Covid-19 Specific Hennock Play Park risk assessment: The considerations in the risk assessment of 14th July 2020, updated on 22nd July, remain apposite [Appendix E].
- Covid-19 Specific Teign Village Play Park risk assessment: The considerations in the risk assessment of 14th July 2020, updated on 22nd July, remain apposite [Appendix F].
- Covid-19 Specific Chudleigh Knighton Phone Box Museum risk assessment [Appendix G]: The Clerk was instructed to arrange for the signage to be ordered and fitted.
- Covid-19 Specific Hennock Phone Box Library [Appendix H]: The Clerk was instructed to arrange for the signage to be ordered and fitted.

17. REGISTRATION OF PARISH COUNCIL'S LAND AT LAND REGISTRY: The Parish Council instructed Wollens Solicitors to register its land at Land Registry in February 2019. The Parish Council wrote to Mr Michael Cosgrave at Wollens Solicitors on 26th August 2020 requesting that registration of the land be completed by the end of November 2020 given that it has been more than a year and a half since the Council provided its formal instruction to proceed. The Parish Council paid Wollens £200 in March 2020 to cover the Land Registry costs for the five units of land detailed below and incidental expenses:

1. Cobleys Stable [Chudleigh Knighton Play Park]
2. Chudleigh Knighton common land [Black Path (part), Chudleigh Knighton, & Chudleigh Knighton Car Park (which adjoins the Play Park)] – when this land has been registered, the Parish Council has agreed with Sibelco that it will formalise the current arrangement Sibelco has in terms of letting the land owned by the Parish Council over which it has tipping rights (part of Black Path).
3. The lease of the playground and car park at Hennock Glebe
4. Recreation ground at Chudleigh Knighton Heath (which includes the land known as the "Football Pitch")
5. Allotment fields at Chudleigh Knighton

Once the Chudleigh Knighton common land has been registered at Land Registry the Parish Council has agreed with Sibelco UK that it will formalise the current arrangement: As detailed in item 24 of the minutes of the Parish Council meeting held on 8th November 2016, an area of Black Path, which Sibelco thought it owned, is actually owned by Hennock Parish Council but the Council gave Sibelco (formally Devon & Courtenay Clay Co Ltd) the rights to tip on the land in 1972. The deed [Deed of Grant from The Parish Council of Hennock to The Devon and Courtenay Clay Company Limited of a legal easement to tip on a piece of land on Chudleigh Knighton Heath dated the 16th February 1972] confirms the Council's ownership of the land (edged in green on Appendix I) and details the tipping rights. Sibelco has restored this land and is letting it for grazing. Mr Keith Lee, Estates Surveyor at Sibelco in November 2016, confirmed that Sibelco would pay for any legal expenses in connection with formalising the arrangement.

Mr Cosgrave wrote on 7th September 2020 advising that he will be carrying on the work dealing with the registration when the office transfers to Torquay. The application for registration of the titles has not yet been

HENNOCK PARISH COUNCIL

submitted. He will advise of progress but doubts whether the titles will be registered before the end of December because a lot of Land Registry staff are still working from home.

This still leaves the following units to be registered:

1. Land adjoining Hennock Vicarage
2. Hennock allotments [Part Field known as Kiln Headland, Hennock]
3. Teign Village Play Park [second parcel of the allotment land; first parcel of allotment land is already registered under title DN131475]
4. Hennock water trough – Mr Cosgrave agreed on 14th May 2019 to establish the ownership of the land on which the water trough sits as it is included in the assets register of the Parish Council.
5. Hennock bus shelter – Mr Cosgrave agreed on 14th May 2019 to establish the ownership of the land on which the bus shelter sits as it is included in the assets register of the Parish Council.
6. Hennock war memorial – Neither the Diocese of Exeter or St Mary's Parochial Church Council own the Hennock war memorial and so Mr Cosgrave agreed on 14th May 2019 to establish its ownership as it is included on the assets register of the Parish Council.

Mr Cosgrave confirmed in his letter of 7th September 2020 that he will deal with the above titles and report to the Parish Council when he has established the necessary information which could support the Council's title or any other title if appropriate.

The land associated with the three Chudleigh Knighton bus shelters is not owned by the Parish Council and so will not be registered – Devon County Council Highways confirmed to the Parish Council in an email dated 23rd April 2019 that the Parish Council is responsible for the actual bus shelters in terms of their structure but they are all on the public highway.

After some discussion, the Council accepted that it would now be the New Year before its land is registered.

18. PLAY PARKS MATTERS: It was noted that the vandalism at Chudleigh Knighton Play Park – fence posts are repeatedly being ripped off the boundary fence – have been reported to the Police.

19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Edmonds reported that he had spoken to some young people who were trying to re-instate the football posts at the old football pitch on Chudleigh Knighton heath as they are no longer able to use the school field. Cllr Edmonds suggested that, with careful design, it would be possible to reinstate one goal end as part of the Orchard Project and it was agreed that this was a good idea.

Some parking issues were highlighted in Chudleigh Knighton and Hennock and the Chairperson suggested that councillors contact the PCSO where appropriate.

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

Monday 14th September 2020 annual inspection of Hennock allotments starting at 10am – to be confirmed.

Tuesday 22nd September 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 29th September 2020: Virtual Zoom Allotment Committee meeting starting at 7.30pm – to be confirmed.

Tuesday 13th October 2020: Virtual Zoom Parish Council meeting starting at 7.30pm.

PART II (Private):

21. TEIGN VILLAGE CAR PARK PATH: After some discussion as to whether to retain the path or close the hedge/access to the path, it was resolved that Dartmoor Heathers and Gardens quote of no more than £500 (plus VAT) should be accepted to scrape up any mud, put in defined edges and a good layer of plannings rolled into the path.

In order to improve the light to the path, the Council also resolved that the Clerk should arrange for the hedges either side of the path to be laid. The Clerk was given authority to accept the quote provided it was less than £500.00 (excluding VAT) and obtained from one of the Council's preferred suppliers.

HENNOCK PARISH COUNCIL

22. HUMAN RESOURCE MATTERS:

22.1. Vacancy for position of Clerk to Hennock Parish Council: Mrs Helen Reynolds (current Clerk) has advised the Chairperson that she would like to retire from the Parish Council and it has been agreed that the December Parish Council meeting will be her last meeting. She has really enjoyed working for the Parish Council for the last 11 years but would now like to spend some more time with her husband.

After some discussion, the following was agreed:

- The position is part-time: 21 hours per week.
- The salary will be paid in accordance with the National Joint Council for Local Government Services pay scales: LC2 SCP23 £14.42 per hour increasing to LC2 SCP24 £14.90 per hour subject to successful completion of a Probationary Period.
- The Probation Period will be 13 weeks.
- Although the Clerk will work largely from home, they will be required to attend evening meetings and occasionally work during the weekends.
- It is essential that the Clerk has their own transport to respond to issues within the Parish.
- It is desirable that this role should be the Clerk's only Parish/Town Clerk position.
- A laptop, printer and mobile phone will be provided.
- The closing date for applications is Wednesday 30th September 2020.
- Interviews will take place on Monday 12th October 2020.
- The provisional starting date is Tuesday 3rd November 2020 to enable c1 months handover.

A job advert will be placed in the Mid Devon Advertiser, on the Parish Council's website & Facebook page and on the DALC [Devon Association of Local Councils] website. It will invite applicants to contact the Clerk for further information, following which they will be sent a job description and an application form.

It was agreed that the interview panel will include: Cllrs Dixon, Fisher & Parker and the Clerk.

22.2. National Salary Award: The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1st April 2020. Appendix J sets out the impact of the salary award on the Parish Council's finances. The Clerk's grade is SCP24 and so the pay will increase from £14.50p/hr to £14.90p/hr. The impact on the Parish Council's finances (including employer's NI and pension contributions) compared with the 2020-21 budget figures would be an increase of c£117 for the year. After some discussion, the Council resolved to accept the National Salary Award pay scales and backdate the payment to 1st April 2020.

As there was no further business the meeting ended at 10pm.

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