

## HENNOCK PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11<sup>TH</sup> FEBRUARY 2020 IN CHUDLEIGH KNIGHTON VILLAGE HALL STARTING AT 7.30PM.

**PRESENT:** Parish Councillors: P Baker, M Curran [*left the meeting at 9.15pm*], R Dixon, S Edmonds, S Edwards, C Fisher, P McCullar, J Parker, G Tully, C Webb and K Willett  
County Cllr F J Brook  
District Cllr R Keeling  
Mr A Cooper  
One member of the public.  
Helen Reynolds, Clerk to the Parish Council.

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

*The Chairperson acknowledged the death of the late Mrs Beryl Morris. She had been a Parish Council councillor for many years and was heavily involved in the Village Hall. She did a lot of work for the village and the community and will be a great loss to the community. The Chairperson will be attending her funeral on behalf of the Parish Council.*

**1. FILMING AND RECORDING OF MEETINGS:** The Chairperson reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from District Cllr 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:** The Parish Council reported criminal damage to its bus shelter at Candy Cottages, Chudleigh Knighton, in the form of human excrement – Teignbridge District Council was extremely helpful in dealing with this for the Parish Council.

**6.2. COUNTY COUNCILLOR'S REPORT:** Cllr Jerry Brook reported as follows: (i) The budget turned out a little better than anticipated with an 8.7% overall increase in budget (Adult care services: 10%, Children's services: 8.5% & Highways: 5%). The statement of educational needs budget is overspent and as there is no formula to fund money for this, the costs will be carried forward to next year's budget. There is a £44M overspend for Schools and the Government needs to find a resolution for this. The average Band D Council Tax bill for Devon County Council's services will increase by 3.99%. Direct monies from Central Government have ceased and so DCC now has to bid for monies from Central Government. On the whole, DCC's services are still being delivered and nothing has been shut; staff have been reduced by 2500 over 10 years and premises have been sold. (ii) In response to a question from the Chairperson, Cllr Brook advised that the pilot for business rates provided an additional £10M but DCC did not win a bid for this a second time.

The Chairperson explained that the Parish Council is being squeezed by the District and County Councils; it has picked up services previously delivered by the other authorities, e.g. Parish Lengthsman duties and emptying bins; the District Council is seeking c£1700 to empty two bins which is almost 5% of the Parish Council's precept and the Parish Council will have to raise its precept substantially to manage what it has been doing. At Cllr Brook's request, the Clerk was instructed to send him a copy of the budget.

The Chairperson thanked Cllr Brook for attending and for his report.

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**6.3. DISTRICT COUNCILLOR'S REPORT:** The written report referred to: (i) The Coronavirus; (ii) Teignbridge Digital updates; (iii) Praise from the Food Standards Agency; (iv) The latest development, "MyAccount"; & (v) The Cave Music Project. Cllr Richard Keeling also reported as follows: (i) Teignbridge District Council has £4M less funding (it will no longer receive the New Homes Bonus) this coming year and it has had to make savings – it does not want to cut frontline services; it will increase its budget by 2.94%; it has increased staff for the Climate Emergency and for planning enforcement. Rural Aid has been cut and will not be available for towns – grants of up to £2000 (reduced from £5000) will be available for rural areas; the charge for emptying the bins is to put Town & Parish Councils on a level playing field as some were charged and others were not – Cllr Alan Connett has promised that there will be no retrospective charges; (ii) The Dog Warden will pay more regular visits to Chudleigh Knighton – there are 3 Dog Wardens who also deal with fly tipping - Overview & Scrutiny is looking at the increase in fly tipping – there was some discussion regarding the possible reasons for this including the increase in charges at the recycling centre; & (iii) Cllrs Keeling & Evans have promised £1000 each from their respective 2020/21 District Councillor's Fund for Hennock Parish Council for a defibrillator for Chudleigh Knighton and the Clerk was asked to make the funding applications in May.

The Chairperson expressed the Council's anger and frustration that the rural areas continue to be "hit" as a result of cuts by the other authorities.

The Chairperson thanked Cllr Keeling for attending and for his report.

**6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT:** Mr Andrew Cooper reported as follows: (i) DNPA [Dartmoor National Park Authority] does not know what its budget is or is going to be for 2020/21: for the time being it is continuing with "business as usual"; (ii) From 1 March to 31 July all dogs in the National Park (which includes Hennock) must be kept on a lead – sheep worrying has reached an all-time high – this will be publicised in visitor centres and the Clerk was instructed to put an article in the newsletter and on the website; (iii) The Moor Otters project is returning; the first project was launched two years ago and it was the biggest and most successful engagement DNPA had ever done. Otter sculptures of mother and cub will be in various locations across Dartmoor and surrounding towns and sponsorship will be raised from two auctions; one physical and one online; (iv) DNPA has launched a consultation on the Dartmoor National Park Management Plan which is available online and in libraries; it includes: nature & natural beauty, visitor management, communities & business, and climate change with a target of being carbon neutral by 2025.

The Chairperson thanked Mr Cooper for attending and for his report.

**7. APPROVAL AND SIGNING OF THE MINUTES:** The minutes of the Parish Council meeting held on 14<sup>th</sup> January 2020 were approved and duly signed.

### **8. MATTERS ARISING FROM THE MINUTES:**

**8.1. "BEWARE OF PEDESTRIANS" SIGN FOR CLAY LANE BRIDGE:** DCC has confirmed that this will be included in the brief for the traffic lights at Clay Lane bridge.

**8.2. REQUEST FOR DISTRICT COUNCILLOR'S COMMUNITY FUNDING TOWARDS A DEFIBRILLATOR FOR TEIGN VILLAGE:** After some discussion, the Clerk was instructed to apply for funding from District Councillors Stephen Purser and Terry Tume for a defibrillator for Teign Village.

**8.3. ARTICLES FOR PARISH COUNCIL NEWS:** The Clerk was instructed to include the following articles: (i) Traffic lights for Clay Lane bridge; (ii) DNPA's consultation on the Dartmoor National Park Management Plan; (iii) Dogs should be kept on a lead within Dartmoor National Park from 1 March – 31 July; & (iv) Public Health England information regarding the Wuhan Novel Coronavirus.

**8.4. CLERK'S WORKING FROM HOME EXPENSES:** At the January Parish Council meeting the Clerk was asked to look in to the payment of homeworking expenses with specific reference to broadband costs to ensure the Clerk's role is properly costed:

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- As an employer providing homeworking expenses for its employee, the Parish Council has certain tax, National Insurance and reporting obligations.
- Homeworking expenses include for example computers, internet access, electricity charges.
- If the Council provides equipment, e.g. the Clerk's laptop and printer, the Council does not have to report or pay anything if they're only used for business purposes which they are.
- If the Council covers the cost of additional household expenses for the Clerk working from home, it does not have to report or pay anything if the following apply:
  - The Clerk needs to work from home because equipment she needs is not available at the workplace - there is no workplace.
  - The amount the Council gives the Clerk is not more than her additional household expenses.
  - The amount the Council gives the Clerk is not more than the current weekly limit which from 2013 onwards is £4.00 (or £18 a month for employees paid monthly)

The Clerk was paid £14.00 per month for broadband costs until June 2012 but in July 2012 DALC [Devon Association of Local Councils] advised in a newsletter of changes to working from home expenses which meant that the employer could not reimburse an employee's broadband internet charges. The expenses previously claimed as broadband expenses were retrospectively adjusted to working from home expenses and £14.00 per month was subsequently paid as a contribution to working from home expenses [Refer Minute item 16.5. of the minutes of the Parish Council meeting held on 10<sup>th</sup> July 2012].

In summary, without tax, National Insurance and reporting obligations, the Parish Council cannot reimburse the Clerk for broadband costs but it could pay up to £18 a month for homeworking expenses. After some discussion, given that the Council has already set its budget for 2020/21, it agreed to consider increasing the Clerk's working from home expenses from £14 a month to £18 a month for 2021/22 when it looks at the following year's budget.

**9. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** In addition to item 23, it was agreed that item 12 [Parish Lengthsman and Grounds Maintenance contracts] should be considered in Part II for commercial reasons and item 18.9 [correspondence regarding affordable housing in Chudleigh Knighton] should be considered in Part II because the pre-app is confidential.

### 10. FINANCIAL MATTERS AND PAYMENTS:

**10.1. PAYMENT OF INVOICES:** The Council resolved to make the following payments:

| Payee                        | Chq no.      | Purpose  | Amount (£) |
|------------------------------|--------------|--|------------|
| Viridor Waste Management Ltd | 2813         | Grant for Chudleigh Knighton Village Hall towards a new heating system and development of a quiet room. <i>Agreed by the Parish Council at its meeting on 12<sup>th</sup> November 2019; refer Minute item 10.6. Cheque signed by the Chairperson &amp; Vice-Chairman on 28<sup>th</sup> January 2020 following a request from Viridor for the third-party contribution.</i> | 500.00     |
| NEST                         | Direct Debit | Auto enrolment pension contributions:<br>Employer: £1319.50 (gross salary) less £512 = £807.50 [Qualifying earnings for 2019/20 tax year are between £6136 & £50000] x 3% = <u>£24.23</u><br>Employee: £807.50 x 5% x 80% (as tax is deducted at source) = <u>£32.30</u>   | 56.53      |
| H Reynolds                   | 2814         | Clerk's net salary   | 1159.74    |
| HMRC                         | 2815         | PAYE & NI  | 210.33     |
| H Reynolds                   | 2816         | Clerk's expenses*  | 127.11     |
| S & W Lygo Engineering       | 2817         | Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180 plus the following work at Chudleigh  | 365.00     |

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|                                   |      |  |        |
|-----------------------------------|------|--|--------|
|                                   |      | Knighton Play Park as detailed in the Clerk's Summer Recess report 2019:<br>Replace worn shackles on nest swing: £80 &<br>Replace top links x 4 with D-shackles on tyre swing:<br>£105   |        |
| Cheque destroyed                  | 2818 | Error in writing cheque  |        |
| Teign Valley Building Company Ltd | 2819 | Work to Mining Truck Information board at Hennock:<br>Replaced plywood back (at no charge because the original plywood was defective), sanded down & applied 3 coats of external wood preserver, new sealer around the edges and checked all fixings:<br>£200 plus VAT £40   | 240.00 |
| Post Office Ltd                   | 2820 | Payment to Teignbridge District Council for clearing of human excrement from Candy Cottages bus shelter:<br>£75 plus £15 VAT   | 90.00  |
| Dartmoor Heathers & Gardens       | 2821 | December Parish Lengthsman duties: £120.75<br>December Parks & Open Spaces: Recovery & repair of vandalised flower box: £30.00<br>December VAT: £30.15<br>January Parish Lengthsman duties: £251.40<br>January Parks & Open Spaces:<br>Teign Village Car Park potholes & removal of hanging branch: £95.00<br>Purchase of plants, compost, feed & planting of flower boxes for Chudleigh Knighton entrance gates: £67.50<br>January VAT £82.78<br><i>N.B. £300 of Locality Budget grant reallocated to purchasing planters and installing them with plants at the entrance gates to Chudleigh Knighton:<br/>3 x wooden plant boxes purchased for £117.03 plus VAT<br/>Purchase of plants, etc as above: £67.50<br/>Replacement plant box purchased for £41.23 plus VAT<br/>Damaged flower box recovered &amp; repaired for £30.00 plus VAT</i> | 677.58 |
| South West Grounds maintenance    | 2822 | Grounds maintenance duties: £356.46 plus VAT<br>£71.29   | 427.75 |

### \*Clerk's Expenses £

|   |               |
|---|---------------|
| Working from home expenses  | 14.00         |
| Stationery: Punch pockets [£1.30], Minutes folder [£2.63] & A4 white paper [£2.95]  | 6.88          |
| Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone   | 10.00         |
| Postage/stamps  | 18.62         |
| Mileage: 21/1/20 To Hennock to meet Vic Pooler & Jason Keenan and Cllr Ruth Dixon at Hennock to discuss use of area above Hennock Play Park: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> & 29/1/20 To Teign Village to meet Cllr Sylvia Edwards re potholes, drains & a planning issue: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> : Total of 7 miles_@ 60.1p per mile = £4.20 | 4.20          |
| HP 951XL yellow ink cartridge   | 23.93         |
| Large wooden planter to replace stolen planter at Chudleigh Knighton entrance gates   | 49.48         |
| <b>Total</b>  | <b>127.11</b> |
| Cheque No.  | 2816          |

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**10.2. FINANCIAL STATEMENTS:** A Receipts and Payments Account and a Bank Reconciliation for the ten months ended 31<sup>st</sup> January 2020 were presented to the Council, which showed the current account credit balance of £31114.31 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for un-presented cheques totalling £537.00, equated to the Receipts and Payments closing credit balance of £37717.31. It was resolved that the financial statements be approved.

**10.3. REFUND RECEIVED FROM HAGS FOR ROPE EXTENSIONS & COUPLING LINKS RETURNED AUG 2019:** The sum of £113.04 (£94.20 plus VAT £18.84) was refunded to the Parish Council's bank account on 17<sup>th</sup> January 2020.

**10.4. S106 MONIES RECEIVED FOR RESURFACING OF BLACK PATH & TOWARDS RESURFACING OF CHUDLEIGH KNIGHTON PLAY PARK:** *[Please refer to Appendix A]* £9087.47 was received from Teignbridge District Council on 31<sup>st</sup> January 2020: £3421.50 for resurfacing Black Path and £5665.97 towards resurfacing/capping the tiled areas at Chudleigh Knighton Play Park. The Parish Council has now received the full allocation [£56851.00] of the Apple Tree Close Section 106 monies.

**10.5. HIGHWAY MAINTENANCE COMMUNITY ENHANCEMENT FUND APPLICATION APPROVED IN PART:** The Parish Council has been awarded a Highway Maintenance Community Enhancement Fund grant of £1000.00 towards the 2020/21 Parish Lengthsman costs. (The Parish Council applied for a grant of £3350).

**10.6. PARISHSCAPES GRANT APPLICATIONS SUBMITTED FOR HENNOCK PHONE BOX LIBRARY AND CHUDLEIGH KNIGHTON PHONE BOX MUSEUM:** The Parish Council has applied to the DNPA Parishscapes Grant Fund for £1131.50 for the Chudleigh Knighton Phone Box History Museum project. It has also applied to the DNPA Parishscapes Grant Fund for £1020.00 for the Hennock Phone Box Library project.

**10.7. TEIGNBRIDGE DISTRICT COUNCIL'S [TDC] OFFER TO INVOICE ANNUALLY IN ARREARS FOR EMPTYING OF THE LITTER & DOG WASTE BINS IN CHUDLEIGH KNIGHTON CAR PARK:** There was some discussion regarding this matter which included the following:

- If the Parish Council accepts the charges, it will have to increase its precept by 5% next year.
- Concern was expressed about the smell in the Play Park if the dog waste bin is removed and dog waste is placed in the litter bin.
- Could the dog waste bin be removed and the litter bin be moved to the position of the dog bin?
- Ask residents for their opinion by putting an article in the local newsletter.
- Hold an extraordinary meeting and invite residents to attend to give their views.
- The Council should be able to make a decision on this issue.
- Consulting on this single issue is not a "quick, easy solution".
- The Parish Plan consultation process looked at priorities.
- It won't make a difference if you remove one dog waste bin.
- Pay the charges and look at the services the Council provides next year.

It was agreed that the matter should be put to a vote and there were three proposals:

1. Remove the dog waste bin and leave the litter bin in place which can also be used for dog waste: This proposal received 3 votes.
2. Remove the dog waste bin and place a sign on the Ant Trail information board asking people to flick their dog's poo into the side undergrowth along Black Path where it will degrade naturally and to bag it from the Heath and use the dog bin opposite the Claycutters Arms: This proposal received 6 votes.
3. Keep both bins and pay the charges as the Parish Council is providing a service: This proposal was not seconded.

It was resolved that the dog waste bin should be removed and the Clerk was instructed to advise TDC and arrange the signage, accordingly.

**10.8. ACTUALS V BUDGET FOR 10 MONTHS ENDED 31 JAN 2020:** *[Refer to Appendix B]* This shows an opening balance of £44422.24 (c£15.92k higher than budget) with total receipts of £49270.20 and total payments of £55975.13 leaving a closing balance of £37717.31. The notes include a detailed breakdown of the Parks & Open Spaces expenditure (and committed items). The remaining repairs budget is c£1488 but further repairs are

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required to Chudleigh Knighton Play Park fence, Hennock Play Park fence, Jubilee Orchard fence and the ground around the slide at Teign Village Play Park and so some monies are likely to be needed from reserves to cover these costs. The notes also include a revised reserve forecast which shows forecast reserves at £25132 which is £4672 higher than the original budget (£20460) - £1000 relates to the HMCEF grant towards the 2020/21 Parish Lengthsman costs but is likely to be received in this financial year. It was noted how much has been spent on the Play Parks and it is hoped that there won't be any major expenditure on the Play Parks next year.

**10.9. REQUEST FOR PARISH COUNCIL TO SPONSOR AN EDITION OF THE HENNOCK & TEIGN VILLAGE NEWSLETTER:** The editor of the newsletter has asked the Parish Council for £60.00 to fund one edition of the newsletter. After some discussion, it was resolved that the Parish Council should provide a grant of £60.00 to Hennock Village Hall Committee which produces the newsletter; this will be funded from reserves.

**11. CLIMATE EMERGENCY WORKING GROUP MATTERS:** The Climate Emergency Working Group are arranging four events/talks to take place on Wednesdays from March to June from 7.30pm – 9pm in either Chudleigh Knighton Village Hall or Hennock Village Hall. These will include the following topics: domestic recycling, trees/tree planting, natural burials, national clean air month and car sharing links & cycle routes, and food & farming. The Group is also looking to arrange an Eco Easter event early in the Easter holidays. It was agreed that the invoices for the hall hire should be addressed to the Parish Council and the Clerk was instructed to advise the booking secretaries, accordingly.

Cllr Edmonds and another member of the Working Group will be attending TDC's Climate Action Plan meeting.

Cllr Edmonds has purchased some recycling boxes for community use and it was agreed that he should forward the receipts/invoices to the Clerk for payment from the 2020/21 budget.

*Cllr Maura Curran left the meeting at 9.15pm after items 16 & 17 were discussed but before items 12, 13, 14, 15 & 18 onwards were considered.*

**12. PARISH LENGTHSMAN AND GROUNDS MAINTENANCE CONTRACTS 2020 – 2023: *This item was considered in Part II for commercial reasons.***

**13. ANNUAL PARISH MEETING: PROPOSAL TO CHANGE THE DATE & FORMAT OF THE 2020 MEETING:** The completed Parish Plan is to be launched at the Annual Parish meeting but it will not be ready for 17<sup>th</sup> March. The Chairperson proposed that the Council adopt a different format this year and reschedule the Annual Parish meeting to a Saturday morning to include a coffee morning and stalls and the launch of the Parish Plan. The meeting must take place between 1<sup>st</sup> March and 1<sup>st</sup> June (and requires three weeks' notice). After some discussion, it was resolved that the Annual Parish meeting will not take place on 17<sup>th</sup> March and the Parish Plan Steering Group will agree a date for the meeting at the Group's next meeting in the format proposed.

**14. PROVISION OF A PUMP TRACK IN CHUDLEIGH KNIGHTON:** Cllr Willett advised the Council that the Chudleigh Knighton Environmental Play area is now the preferred option for the pump track.

**15. FORMATION OF CHUDLEIGH KNIGHTON ALLOTMENT ASSOCIATION [CKAA]:** The Chairperson reported that a meeting had been held on 15<sup>th</sup> January (attended by the Chairperson, Clerk & nine Chudleigh Knighton allotment tenants) at which a committee had been formed, officers were elected and the constitution had been agreed. Some members of the Chudleigh Knighton Allotment Association subsequently met with the Clerk and have asked the Council to consider a number of matters. After some discussion, the Council agreed the following:

1) Request for a reduction in the rent payable to the Parish Council by £50 from £300 to £250 on the basis that approximately half an acre which forms part of the Top Plot (and includes the oak tree with a TPO) cannot be used for allotments as the soil is too poor: The Parish Council unanimously agreed that the rent should remain at £300 on the basis that this land could be used for other things by the Allotment Association such as a community area.

2) Tenancy Agreement between the Parish Council [HPC] and the Allotment Association [CKAA] Clause 8: Request to amend this clause (i) to allow glass used for cloches as well as greenhouses and (ii) to allow galvanised sheeting that is already in existence on the allotment site. Clause 8 will be amended to read as

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follows: "The Society shall see to it that Tenants shall not use any barbed wire for a fence adjoining any path set out by the Landlord for the use of the occupiers of the Allotment Gardens, and will also ensure that no glass (apart from that used for green houses or cloches), galvanised iron sheeting (except that in existence as at the date of this agreement) or carpet is used on the Allotment Gardens". CKAA's agreement with its tenants (Clause 9) will be amended as follows: "The Tenant shall not use any barbed wire, razor wire or galvanised sheeting for a fence without express written consent of Chudleigh Knighton Allotment Association". The Council agreed to these amendments.

3) The Council was also asked if there is any money "in the fund" which can be passed to CKAA as an initial balance. The Council agreed that the surplus of £204.50 should be transferred to CKAA once the Tenancy Agreement is signed and CKAA has agreed to register at the ICO [Information Commissioner's Office]. This will provide CKAA with sufficient funds to pay for Public Liability & Trustee Liability insurance (£129.64) and pay the data protection fee (£40/60). This will negate the requirement for the Parish Council to "bridge" the payment of the insurance and data protection fee.

4) Signing of the Tenancy Agreement between HPC and CKAA: CKAA is next meeting after the Parish Council's March meeting and given that CKAA is working towards the management of the allotments to be passed to it before 25 March, the Council gave the Clerk authority to draw up the amended Tenancy Agreement and sign it on behalf of the Parish Council after 11 March and before 25 March at a mutually agreeable time with the trustees of CKAA.

5) The CKAA plans to send out invoices in Dec 2020 for the 2021/22 allotment year for payment by 31 Jan 2021 and so the Clerk will advise tenants of this in her covering letter/invoice to tenants which will be sent out in February.

**16. SNOW WARDEN FOR HENNOCK & TEIGN VILLAGE:** Mr Brian Marnham has been the Parish's Snow Warden for a number of years and Mr Jon Hole has assisted him in the last couple of years. A resident of Teign Village has indicated to Cllr Edwards that he would be happy to undertake the Snow Warden duties; Cllr Edwards will speak to him and pass his contact details to the Clerk (meanwhile Mr Marnham will continue to be DCC's contact/Snow Warden). The Council expressed its thanks and appreciation for the work undertaken by Mr Marnham and Mr Hole and instructed the Clerk to write letters of thanks to them.

**17. FASTER BROADBAND FOR HENNOCK VILLAGE:** Cllr Dixon has received comments from residents about the poor broadband in Hennock village and been asked whether broadband is on the Parish Council's agenda. After some discussion, it was agreed that Cllr Dixon will set up a working group to look in to this issue.

### **18. CORRESPONDENCE FOR CONSIDERATION AND ACTION:**

**18.1. Resident A:** Email from resident expressing her disappointment at the Council's response to pesticide spraying in Teign Village.

**18.2. Teignbridge District Council:** invitation to Civic Service on Sunday 1 March which Cllr Webb, Vice-Chairman, will attend on behalf of the Parish Council.

**18.3. St Paul's Church, Chudleigh Knighton:** email advising that Rev'd Paul Wimsett will be retiring in August 2020.

**18.4. Teignbridge District Council:** Invitation to Tree Seminar on 20 February at which Cllr Steve Edmonds will be speaking and representing the Parish Council.

**18.5. Resident B:** Copy letter forwarded from Westward Housing regarding parking issues at Apple Tree Close, Chudleigh Knighton. The Parish Council has written to Westward Housing advising that it owns the car park across the road from Apple Tree Close where no overnight parking is permitted and asking that this is made clear to tenants and not provided as a solution to parking issues.

**18.6. DALC:** Being a Good Councillor training booked for Tuesday 3<sup>rd</sup> March from 7-9pm in Chudleigh Knighton Village Hall. 10 councillors have confirmed attendance and 1 yet to confirm. Cost: Groups up to 10: £200 plus VAT; groups 11-15: £250 plus VAT.

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**18.7. Teignbridge District Council:** Invitation to Raising the Commonwealth Flag on Monday 9 March at 10am outside Olde Forde House: Cllr Webb, Vice-Chairman, will attend this event on behalf of the Parish Council.

**18.8. Resident C:** Enquiry regarding progress following complaint regarding signage at Five Lanes, Hennock.

**18.9. Teignbridge District Council: Affordable housing in Chudleigh Knighton:** *This item was considered in Part II because the pre-app is confidential.*

**19. PLAY PARKS MATTERS:** Please refer to item 23. There were no other matters to consider.

**20. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES:** None.

**21. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:** None.

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

Tuesday 25<sup>th</sup> February 2020: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 10<sup>th</sup> March 2020: Parish Council meeting in Hennock Village Hall starting at 7.30pm.

### **PART II (Private)**

#### **12. PARISH LENGTHSMAN AND GROUNDS MAINTENANCE CONTRACTS 2020 – 2023:**

**Parish Lengthsman contract 2020 – 2023:** One tender had been received from the existing Parish Lengthsman for £7025 in year 1 (and an inflation allowance of 2.5% in years 2 & 3). (This excludes maintenance of the troughs outside of Chudleigh Knighton Village Hall which are being attended to by a volunteer). This is higher than the budget of £6700 for 2020/21, largely as a result of the addition to the contract of maintenance of the planters at the Kingsteignton and Chudleigh entrances to Chudleigh Knighton and the addition to the contract of the clearance of the culvert behind Chudleigh Knighton Play Park and the culvert adjacent to the Ant Trail information board. The Parish Council has received confirmation of a grant of £1000 towards the Parish Lengthsman 2020/21 costs – refer to Minute item 10.5. and so, it effectively has a budget of £7700 which is sufficient to cover the contract sum. After some discussion, the Council resolved to accept the tender from Dartmoor Heathers & Gardens and the Clerk was instructed to advise the contractor, accordingly.

**Grounds Maintenance contract 2020 – 2023:** One tender had been received from the existing Grounds Maintenance contractor for £2498.50 (and an inflation allowance of 1.5% in years 2 & 3). This is more-or-less in line with the budget of £2474 for 2020/21. After some discussion, the Council resolved to accept the tender from South West Grounds Maintenance and the Clerk was instructed to advise the contractor, accordingly.

**18.9. TEIGNBRIDGE DISTRICT COUNCIL: AFFORDABLE HOUSING IN CHUDLEIGH KNIGHTON:** After some discussion, it was resolved that the Council should meet with Mary Ridgway, TDC's Housing Enabling Officer, in a separate Part II meeting to discuss the process of community consultation for affordable housing in Chudleigh Knighton. The meeting will need to be held in Part II (Private) because the pre-app is confidential.

**23. USE OF AREA ABOVE HENNOCK PLAY PARK: CONSIDER QUOTES FOR WORK REQUIRED:** Cllr Dixon explained Hennock Primary School's request to use the land above Hennock Play Park for the Forest School. (The School do not want the Parish Council to cut back the hedges or the brambles or cut the grass as the children will explore the area, make their own paths and have to risk assess the environment. The School will undertake its own risk assessment when accessing/using the land and will be covered by its own insurance. The boundary fence has fallen down because the posts have rotted and the Council has a responsibility to repair this fence but it has deferred doing so pending a decision on the use of the land. Currently there is no access to this land other than by scrambling up the bank and (before the fence fell over) climbing over the fence - cutting the grass in this area forms part of the existing Grounds Maintenance contract and this is the means by which the contractors access the land).



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The Parish Council has received a quote from Contractor A for £1450 plus VAT to install some timber steps (leading up from the corner of the car park and running alongside the existing play park fence), a gate and repairing the existing fence.

The Parish Council has sought quotes from three contractors on a number of occasions with different requirements, e.g.1. to repair the fence before it had fallen down, install a gate, install steps and cut the overgrown hedge and vegetation and e.g.2 to stand up the existing fence and install a gate.

In terms of costs, whilst the Parish Council would normally seek 3 quotes for amounts in excess of £500, it has sought 3 quotes on two or three previous occasions for variations of this work and latterly (in June 2019) the quote from Contractor A to install the steps, repair the fence (before it had fallen down), cut the overgrown hedge and brambles was the cheapest quote.

After some discussion, on an exceptional basis, the Parish Council resolved to make its decision based on the single quote and accept the quote from Contractor A for £1450 plus VAT to be funded partly from the remaining Parks & Open Spaces repairs budget and partly from reserves. The Clerk was instructed to advise South West Grounds Maintenance (Contractor A) and the School, accordingly.

On a separate but related matter, Cllr Dixon has asked the Head Teacher whether the School would consider allowing the school playground to be used after school as a community space for children to kick a ball around, etc. The playground is used by the after-school club but the Head Teacher agreed to look at opening up the playground on Saturdays, Sundays and during school holidays possibly on a trial basis.

As there was no further business the meeting ended at 9.45pm.

.....**Chairperson**

**Dated**.....