

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 13th JULY 2021 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Sylvia Edwards, Charlie Fisher, Janette Parker [Chairperson], Emma Sueref, Chris Webb and Kate Willett.
County Councillor Jerry Brook
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

The Chairperson welcomed everyone to the last full parish council meeting before the Summer recess and ensured everyone understood the Covid restrictions we had put in place.
It was agreed that agenda item 15 should be moved to be before agenda item 6.

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 Cllr Steve Edmonds due to family commitments, Cllr Pete McCullar due to family illness and Cllr Graham Tully due to moving house. Apologies were also received from District Cllr Lorraine Evans due to family illness and Ines Pfister, DCC Neighbourhood Highways Officer, due to family illness.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:

Cllr Parker has updated her register of interests and asked the Clerk to send them to Teignbridge.

ACTION: Clerk to send Cllr Parker's register of interests to Teignbridge

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: No members of the public present

5.1. Ines Pfister, Neighbourhood Highway Officer, Devon County Council Apologies sent

15.0. To consider whether we need to update our Covid Risk Assessment for Face-to-Face Meetings. Should we wear masks if socially distanced and encourage Lateral flow tests before meetings?

It was proposed and resolved to make the following addition and amendment.

- Councillors are encouraged to undertake Lateral Flow tests before attending parish council meetings.
- Wearing of masks whilst moving around the hall, masks can be removed when seated.

*ACTION: Clerk to update Covid Risk Assessment, publish on website and distribute to all councillors.
[SEE APPENDIX A]*

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: None

6.2. COUNTY COUNCILLOR'S REPORT: County Cllr Jerry Brook spoke about the huge amount of online training that Devon County Council staff have undertaken since the elections.

He explained that he is still in talks with Meg Booth regarding funding to measure traffic flow and speed at various points in Chudleigh Knighton. This would assist in discovering where the best place for a crossing would be. Cllr Parker reported to Cllr Brook that residents are very pleased with the new road surface through the village.

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Lorraine Evans sent her apologies, however District Cllrs Richard Keeling and Lorraine Evan's report was distributed to all councillors via email 12/07/21, this was noted.

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 June were approved and signed by the Chairperson.

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL. None received

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION

- 9.1. Training and Meetings Attended:** Clerk attended SLCC Meeting on 23rd June at Newton Abbot Town Hall
- 9.2. Repair to pot hole in Teign Village Car Park:** Reported by Cllr Edwards at previous meeting. Completed by Parish Lengthsman.
- 9.3. Clerk's Meeting with Ines Pfister, Neighbourhood Highways Officer, 18th June.**
Action Points to work on including those raised at previous meeting by Councillors.
Next meeting scheduled for Friday 23rd June 2021.

ACTION: Clerk to speak to Ines to discuss whether our action plan should be published on our website.

- 9.4. Future Highways Work,** Footbridge Repairs between Devon Heath and Gales Crest, from 26th July. Traffic lights will be in place as a temporary footway will be provided in the carriageway.
- 9.5. 30mph Speed Limit Order in Chudleigh Knighton** – required signing work is programmed for w/c 2nd August.
- 9.6. Hennock Car Park** – Progress Report

The Clerk reported that she had received a quote for wooden bollards with railings and pailings as requested at the June meeting and explained this was significantly higher than the £1000 budget that was authorised at last month's meeting £1454 + VAT. It was resolved that the works should go ahead and the resident be informed.

ACTION – Clerk to contact the resident and authorise the work to commence.

10. ARTICLES FOR PARISH NEWS

The Clerk was asked to produce articles on the following subjects:

- Thanks to those who attended Drop In and how to still respond.
- Update on new working group being formed to develop the orchard project at the old football field, Chudleigh Knighton and Wildflower verges.
- Take out article about prescription service.

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

9.6 To consider quotes for Hennock Car Park (Part II)

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENTS OF INVOICES

Payments Vouchers 55-61 were paid between 8th June meeting and 13th July meeting and retrospective approval was sought and agreed.

It was agreed to downgrade our monthly subscription to Zoom and just have the free service.

The Council resolved that the Clerk should make the following payments using online banking:

13 July 2021 (2021-2022)

Hennock Parish Council
DRAFT PAYMENTS LIST 55 TO 0

Voucher	Cheque	Code	Name	Description	Amount
55	CO OP GROU	22 - Postage	Co Op	Postage	7.92
				<i>12 x 2nd Class Stamps for S & W Lygo to return weekly inspection sheets</i>	
56	POST OFFICE	22 - Postage	Post Office Ltd	Postage	15.48
				<i>12 x Large 1st class stamps</i>	
57	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
58	WILKO RETAIL	21 - Stationery	Wilko	Stationery	10.20
				<i>Pins, magnets, punch pockets, wallets, sticky notes, folders</i>	
59	HOME BARGA	21 - Stationery	Home Bargains	Stationery	5.58
				<i>Laminating pouches for Drop In Session re. TDC Draft Local Plan</i>	
60	ZOOM.US 888	19 - Zoom Fees	Zoom	Zoom Fees	14.39
61	HOME BARGA	21 - Stationery	Home Bargains	Stationery	2.58
				<i>Pins for Drop In Session re. TDC Draft Local Plan</i>	
62		30 - Tax and NI	HMRC	PAYE & National Insurance	214.08
63		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,193.79
64		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
65		31 - Mileage	E Maynard, Clerk	Mileage	3.01
				<i>5 miles @ 60.1p per mile. To Collect 700 leaflets from Wotton Printers</i>	
66		26 - Pension	NEST	Pension	58.52
				<i>AUTO PAYMENT - WILL BE DEBITED IN AUGUST 2021</i>	
67		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
68		58 - Repairs	S & W Lygo Engineering	Repairs to TV Play Park	45.00
				<i>To re secure broken fence post at Teign Village</i>	
69		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	25.00
				<i>To replace and refit fence posts.</i>	
70		73 - Parish Lengthsman Contract	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	834.48
				<i>Includes £45 repair to Pot Hole at Teign Village Car Park</i>	
71		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	27.00
				<i>Full PC Meeting - 8th June 2021, Planning meetings - 25th May and 22nd June</i>	
72		41 - Allotment Costs	The National Allotment Society	Membership	66.00
				<i>Year Membership</i>	
73		15 - Data Protection Registration	Information Commissioner's Office	Membership	40.00
				<i>Yearly Membership, due 11/08/2021</i>	
74		23 - Printing	Wotton Printers	Printing Costs	70.00
				<i>700 x Local Plan Leaflets</i>	
75		72 - Grounds Maintenance Contr	South West Grounds Maintenance	Grounds Maintenance Contract	261.30
TOTAL					3,102.29

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments and a Bank Reconciliation for the three months ended 30th June 2021 were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £30912.12 and the Savings Account (Bus Bank Account) credit balance of £7140.00, less unrepresented Nest pension payment of £58.52 = £37993.60

The balance of which equated to the Receipts and Payments closing credit balance of £37993.60

It was resolved that the financial statements be approved.

13. To consider the response from the Drop In Sessions held at Chudleigh Knighton Village Hall, Saturday 10th and Sunday 11th July re. Teignbridge's Draft Local Plan.

Cllr Parker thanked the councillors and Clerk for attending over the weekend and apologised that she wasn't able to attend on the Sunday as planned as she had to self isolate for 2 days. She felt that the sessions were

very positive and over 50 individuals attended. She stated that the Planning Committee would formulate the response from Hennock Parish Council.

14. Report from the working group to develop the Orchard Project and Wild Flowering of verges after their first meeting on 29th June, next meeting scheduled for 20th July.

The first meeting was attended by 3 residents and it is hoped more will attend future meetings. The idea is to get a plan together that can be submitted to Natural England to ensure they agree it.

15. To consider whether we need to update our Covid Risk Assessment for Face-to-Face Meetings.
See above agenda item 6.

16. To consider whether there is a need to reform Teignbridge Association Local Councils (TALC).
Cllr Parker explained that she had recently emailed all Clerks in Teignbridge to gauge whether they felt TALC should be reformed, during Lockdown when councillors needed it the most it didn't meet. She reported that she received a good response back. She suggested it could be online to encourage more participation, they could have guest speakers and training, it must be relevant. It should be a support network

17. To consider the Boundary Commission review.

Cllr Parker explained that there are no plans to move Chudleigh Ward to be part of Newton Abbot, this would mean it stays a rural ward.

18. Play Parks matters - To consider any maintenance issues arising from weekly inspections.
The Clerk reported graffiti on 2 signs at Chudleigh Knighton play park, which she was able to clean herself. Cllr Edwards asked if there was an update to when the repairs at Teign Village play park would be addressed.

ACTION – Clerk to chase contractors to discover when Teign Village car park maintenance would be completed.

19. To consider giving authority to the Clerk to act during the summer recess, in consultation with the Chairperson or Vice-Chairman, to deal with all urgent and normal business and payments.
Unanimously resolved.

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

Cllr Edwards reported that she attended Hennock Village Hall's first meeting since lockdown. She asked the council if we were considering doing anything for Queen's Platinum Jubilee Beacons, the Clerk was asked to add it to our September agenda and to make preliminary enquiries with the landowner.

ACTION – Clerk to add to September agenda and to contact Michael Harvey

21. 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 Baker mentioned the overgrown vegetation and verges near Finlake

ACTION – Cllr Baker to report it to Devon County Council via their website

Cllr Edwards spoke about a) Cars parked on pavements in Hennock. b) Location of Grit Bin in Teign Village. c) Gardens in Teign Village being turned into parking for cars, do they need permission? d) The usage of Teign Village Car Park.

ACTION – a. Cllr Edwards to report to the police. b. The Clerk to investigate. C. The Clerk to contact our Neighbourhood Highways Officer for advice. d. The Clerk to monitor

Cllr Parker said we need to start thinking what we can do for our community this Christmas.

ACTION – Clerk to add this to the September Agenda

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

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

Tuesday 27th July 2021: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 14th September 2021: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private)

See Agenda Item 9.6

As there was no further business the meeting ended at 9.22pm

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