

## 9.1. Clerk's Actions from Parish Council Meeting held 14<sup>th</sup> November 2023

Action Ref.	No.	Action	Notes	Agenda Item Dec
A	5	The Clerk to contact Baker Estates with the resident's concerns, see also agenda item 16.	Completed.	N/A
B	9.1.	The Clerk to meet with the alternative contractor to empty litter bins and dog bins and to explore whether this would be a viable option.	Completed. 22/11/23 Awaiting quote	N/A
C	11.	The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects: * Remembrance Sunday * Our website, letting residents know what it contains and request feedback * Secret Santa * News from Climate and Sustainability Group * Vacancies on Hennock Parish Council	Completed	N/A
D	11.	The Clerk to attend Community Coffee Morning at Chudleigh Knighton on Friday 17th November to promote Secret Santa project.	Completed	N/A
E	13.1.	The Council unanimously resolved to approve the payments above and resolved that the Clerk should make the below payments 136 – 151 using online banking with the exception of Scribe voucher 140 which is an automatic Nest payment payable in December.	Completed	N/A
F	13.3.	The Clerk to produce an updated Reserves Balance report and send to Councillors prior to the December meeting that shows that she has moved the remaining £92 allocated to the War Memorial to General Reserves.	Completed	13.3.
G	13.4.	The Clerk to produce an updated CIL report and send to Councillors prior to the December meeting	Completed	13.4
H	13.5	The Clerk to provide councillors with further information about what S137 is, what are the limitations and how much we can spend using section 137.	Completed See email 24/11/2023	N/A
I	13.5.	The Clerk to find out Hennock Village Hall room hire costs as we are looking to use both halls. Amend Cost Code 9 Room Hire if necessary.	Completed	N/A
J	13.5.	The Clerk to provide councillors with Finance training opportunities including via DALC and Scribe.	Completed	N/A
K	13.5.	The HR Committee and the Clerk to consider tools that the Clerk requires, for example laptop and mobile.	Completed 05/12	10.
L	13.5.	The Clerk to ask residents via our Newsletter and Facebook page whether they use our website and request feedback and the Clerk to provide Councillors with web stats.	Completed	N/A
M	14.	The Clerk was instructed to include "To consider the Biodiversity Policy in our December Parish Council agenda. Plus promote "I'm dreaming of a Green Christmas via Facebook, Newsletter and website.	Completed	14.
N	17.	The Clerk to update our website with the updated Code of Conduct	Completed	N/A
O	18.	The Clerk to book both village halls and update our website and noticeboards with future programme of meetings.	Completed	N/A
P	19.	The Clerk was instructed to respond to Teignbridge with the following: Hennock Parish Council considered proposal 23/01864/HOU at their Full Parish Council Meeting on 14th November 2023 at Chudleigh Knighton Village Hall, agenda items 19. Our extension of time request to allow us to consider the proposal at our Planning Committee Meeting on 28th was declined. Hennock Parish Council supports the proposal.	Completed	N/A
Q	20.1	The Clerk to report back to the parish council once the wet pour under the Nest Swing in Chudleigh Knighton has been repaired.	Completed, see email 24/11/23	13.1.