

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 8th MARCH 2022 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher, Pete McCullar, Janette Parker [Chairperson] and Kate Willett
Elly Maynard, Clerk to Hennock Parish Council (The Clerk attended virtually as she had Covid)

PART I (Open to the Public)

The Chairperson welcomed everyone to the March parish council meeting and explained that the Clerk had to attend virtually because she had tested positive for Covid.

1. RECORDING OF MEETINGS: The Chairperson reminded all in attendance that they may be recorded or otherwise reported about.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Councillor Emma Sueref, Councillor Graham Tully, District Cllr Stephen Purser and Mr Andrew Cooper Dartmoor National Park Authority Parish Link Member. The reasons for their apologies were accepted unanimously.

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

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: None

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS: Report from District Cllr Stephen Purser was circulated to councillors 28/02/22 via email. The Chairperson highlighted Teignbridge's empty homes scheme and let the meeting know that she had asked the Clerk to share information about this via our Facebook page which she had done.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: None.

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 8th February 2022 were approved and agreed unanimously as a true and correct record and will be signed by the Chairperson when it is practicable to do so.

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL. None received. The Clerk explained there are still 4 vacancies and she has had 3 people show an interest, 2 are still interested but couldn't attend tonight's meeting.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

The Clerk distributed via email a summary of all actions following February's meeting, all have been completed apart from the dedicated page on our website for Queen's Platinum Jubilee, which will be addressed shortly.

9.1. HENNOCK ALLOTMENTS The Clerk reported that the Allotment Committee Meeting was held 15th February and Hennock invoices went out the next day. To date received £352.50 rent income of possible £795,

payments due by 25/03/22. 2 allotment holders have chosen to give up so contacted 2 on Waiting list. The shed with water butt suffered in recent storms so repair work has been completed by Dartmoor Heathers and Gardens (see agenda item 12.1) CKAA and TVAA will receive their invoices in April.

9.2 MEETING WITH DR PETER BEALE, VOLUNTEER TREE WARDEN, BLACK PATH, CHUDLEIGH KNIGHTON The Clerk reported that she had a site visit with our tree warden on Wednesday 23rd February to check trees after storm as requested by the Chairperson. She is waiting to hear back from tree surgeon regarding trees on our part of black path and tree at carpark. The Clerk attended a site visit with Jamie Heron from Sibelco on Friday 4th March, Sibelco are going to arrange to address trees along their part of Black Path in the next few weeks and Dr Peter Beale has his contact details.

ACTION: The Clerk to chase the recommended tree surgeon.

9.3 ANCHOR INN, CHUDLEIGH KNIGHTON The Clerk reported that she had been in touch with Teignbridge District Council's planning enforcement officer and the owners following the recent storms which caused the heras fencing to fall down. The fencing has subsequently been put back up and strengthened, however the site is still an eyesore. The enforcement officer responded saying he will look at the condition of the site and if it is something that needs to be pursued, he will chase up with the owners and update the parish council accordingly.

9.4. DIRECTORY ON OUR WEBSITE The Clerk reported that there are now 7 entries in our directory. Our first paid advert promoting the directory will feature in the March edition of Knighton News. <https://www.hennockpc.org.uk/directory-listings>

ACTION: The Clerk to promote on Facebook again.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- 4 Vacancies on Hennock Parish Council
- Community Day, Saturday 9th April
- Dog Bins
- Memories of the Queen and previous Jubilee Celebrations
- Picnic Benches
- Annual Parish Meeting, Tuesday 29th March

ACTION: The Clerk to produce the Newsletter and distribute via agreed methods.

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. NO PART II

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised at March Parish Council Meeting (08/03/22) that were paid after February payments approved at February Parish Council meeting (08/02/22)

- Scribe Voucher 191 for Clerk's mobile phone, (automatic payment)

ACTION - The Council resolved that the Clerk should make the following payments 192 - 210 using online banking, with the exception of voucher 196 NEST pension that will automatically be debited in April and voucher 197 as no invoice was submitted so £0.00

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Reserves Balance for the **eleven** months ended **28th February 2022** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £29526.59 and the Savings Account (Bus Bank Account) credit balance of £7140.00.

The balance of which equated to the Receipts and Payments closing credit balance of £36540.71

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The unrepresented payment of £125.88 relates to voucher 188 that hasn't been automatically debited yet. The Clerk highlighted that we have received Hennock allotment rents, see agenda item 9.1.

- It was unanimously resolved that the financial statements be approved.

DRAFT PAYMENTS LIST 191 TO 210

| Voucher | Cheque | Code | Name | Description | Amount |
|--------------|-----------------|-----------------------------------|-----------------------------------|---|-----------------|
| 191 | giffgaff CD 751 | 17 - Mobile Phone for Clerk | GiffGaff | Mobile Phone | 10.00 |
| | | | | <i>RETROSPECTIVE , AUTO PAYMENT</i> | |
| 192 | | 30 - Tax and NI | HMRC | PAYE & National Insurance | 421.93 |
| | | | | <i>Please note higher than normal as pay includes £283.92 back payment from 1.75% pay increase backdated to 01/04/2021.</i> | |
| 193 | | 28 - Clerk's Net Salary | E Maynard, Clerk | Salary, E Maynard, Clerk | 1,297.68 |
| | | | | <i>Email from DALC 04/03/22 National Salary Award 2021/2022 The National Joint Council for Local Government Services (NJC) has reached an agreement on the new rates of pay applicable from 1 April 2021. The new rates have a 1.75% increase applied, and employers are encouraged to implement this pay award as swiftly as possible.</i> | |
| 194 | | 86 - Home Working Allowance | E Maynard, Clerk | Working from home expenses | 18.00 |
| 195 | | 31 - Mileage | E Maynard, Clerk | Mileage | 15.05 |
| | | | | <i>Mileage to Hennock and Teign Village 9th Feb, 16th Feb, 21st Feb, 25th Feb and 4th March</i> | |
| 196 | | 26 - Pension | NEST | Pension | 78.40 |
| | | | | <i>AUTO PAYMENT, due to be debited 12th April 2022 Please note higher than normal as pay includes £283.92 back payment from 1.75% pay increase backdated to 01/04/2021.</i> | |
| 197 | | 72 - Grounds Maintenance Contr | South West Grounds Maintenance | Grounds Maintenance Contract | |
| | | | | <i>No invoice received to date</i> | |
| 198 | | 66 - Inspections Play Parks & CF | S & W Lygo Engineering | Weekly Inspections | 180.00 |
| 199 | | 114 - (ER) Repairs - TV Play Par | S & W Lygo Engineering | Repairs to TV Play Park | 20.00 |
| | | | | <i>FROM EARMARKED RESERVES treat post tops</i> | |
| 200 | | 122 - (ER) Hennock Play Park 21 | S & W Lygo Engineering | Repairs to Hennock Play Park | 60.00 |
| | | | | <i>FROM EARMARKED RESERVES Multi Play Junior repairs and Roundabout clearing.</i> | |
| 201 | | 116 - OldFootballField, Grant bei | S & W Lygo Engineering | Deliver and Install Picnic Benches | 285.00 |
| | | | | <i>To deliver, position and secure 2 picnic benches as approved at 08/02/22 meeting.</i> | |
| 202 | | 73 - Parish Lengthsman Contrac | Dartmoor Heathers and Gardens | Parish Lengthsman Contract | 137.76 |
| 203 | | 41 - Allotment Costs | Dartmoor Heathers and Gardens | Allotment Work - Hennock | 145.97 |
| | | | | <i>Cut grass at top of allotments. Re-erect Water tank. Purchase lost gutter & drain due to storm damage.</i> | |
| 204 | | 123 - Grant - Queen's Platinum | Chudleigh Knighton Village Hall | Grant | 100.00 |
| | | | | <i>Grant for Queen's Platinum Jubilee, agreed at meeting 08/02/22</i> | |
| 205 | | 124 - Rent - CK Environmental F | Sibelco | Rent - CK Environmental Play Area | 15.00 |
| | | | | <i>Rent for area behind CK Playpark. Please note we were not charged 2020/21.</i> | |
| 206 | | 116 - OldFootballField, Grant bei | Marmax | Benches | 741.60 |
| | | | | <i>GRANT FUNDED 2 benches @ £384 each + VAT £50 Delivery + VAT</i> | |
| 207 | | 115 - OldFootballField Project, D | Marmax | Benches | 240.00 |
| | | | | <i>GRANT FUNDED 2 benches @ £384 each + VAT £50 Delivery + VAT</i> | |
| 208 | | 82 - Chairman's Allowance | Trophies Plus Medals | Medals for Queen's Jubilee | 395.00 |
| | | | | <i>250 Medals for children in Parish Preschools & schools. Agreed at meeting 08/02/22</i> | |
| 209 | | 10 - Accountant - Payroll | Hawthorns Accounting Services Ltd | Payroll | 120.00 |
| | | | | <i>To administer 10 months RTI payroll including monthly submissions and P60s June 2021 - March 2022</i> | |
| 210 | | 21 - Stationery | Abbey Business Machines | Ink Cartridges | 33.60 |
| | | | | <i>Epson 104 Ecotank 4 colour pack ink bottles</i> | |
| TOTAL | | | | | 4,314.99 |

12.3. TO APPROVE THE EARMARKED RESERVES

The query raised at the February Parish Council meeting regarding £75 in Earmarked Reserves for work at Chudleigh Knighton Play Park. The Clerk was asked at the February meeting to investigate if this was still needed, if not it was resolved to return this £75 to general reserves. The Clerk reported back that the work wasn't needed so she has transferred £75 to general reserves. She also reported that she had heard back from the solicitors regarding the progress of registering our land that we have £4800 earmarked, they said it's all happening but very slowly. The updated Reserves Balance report dated 09/02/22 was unanimously approved. SEE APPENDIX A

12.4. LOCALITY BUDGET APPLICATION

The Clerk informed the meeting that our Locality Budget Application for £500 from County Councillor Jerry Brook was approved for Chudleigh Knighton history project phase 2 of the Chudleigh Knighton phone box museum that includes publishing a leaflet with interactive trail with a QR code link to our website which will include further information.

ACTION: The Clerk to chase Devon County Council when the monies will be received by the parish council.

12.5. TEIGNBRIDGE DISTRICT COUNCIL'S – COUNCILLOR'S COMMUNITY FUND, application for £160. The Clerk informed the meeting that she has applied for £160 for the shortfall in our picnic bench project, this has been agreed in principle by District Cllr Richard Keeling and forms completed, awaiting decision.

ACTION: The Clerk to chase Teignbridge District Council to see if this has been approved and to find out when the monies will be received by the parish council.

12.6. TIDY TEIGNBRIDGE LOCAL AREA CLEANSING FUND 2022 – 2023, application for £389.68, approved and we will receive the monies at the start of April 2022.

It was noted that we have received confirmation from TDC that our precept request of £39,840.26 will be paid in 2 instalments 27th April 2022 and 28th September 2022

13. TO CONSIDER ANNUAL COMMUNITY DAY SCHEDULED FOR 9TH APRIL 2022

13.1. DECIDE ON AREAS TO FOCUS ON WITHIN THE PARISH. The following areas were identified and councillors were asked to let the Clerk know of other areas to add to the list. Litter picking around village, area behind CK Play Park, Black Path and Ant Trail, paint bus shelters, clean signs.

ACTION: The Clerk was instructed to formulate a list to include the suggestions from the meeting and subsequent suggestions.

The Clerk to ensure a Risk Assessment is in place and inform our insurers.

13.2. DECIDE ON WHAT ITEMS TO PURCHASE USING FUNDS FROM TIDY TEIGNBRIDGE LOCAL AREA CLEANSING FUND

ACTION: The Clerk to purchase equipment based on list produced for grant funding. In addition she needs to purchase masonry paint and brushes to paint bus shelters, purchased from repairs budget.

14. TO CONSIDER THE QUEEN'S JUBILEE AND QUEEN'S GREEN CANOPY

14.1 UPDATE ON JUBILEE TREE, TEIGN VIEW, CHUDLEIGH KNIGHTON The Chairperson explained that the ground has been prepared and Teign Housing have informed the Clerk it will be planted once we have better weather.

ACTION: The Clerk to keep in touch with Teign Housing and let councillors and school know when it will be planted to ensure they can attend.

14.2. UPDATE ON JUBILEE TREE, JUBILEE ORCHARD, TEIGN VILLAGE The Clerk explained that she has managed to source for free a Wild Cherry tree from Saving Devon's Treescapes Community Engagement Officer at Devon Wildlife Trust. This will be delivered to Teign Village and planted in the Jubilee Orchard.

14.3. PURCHASE OF 250 PERSONALISED QUEEN'S JUBILEE MEDALS The Clerk explained these have been ordered and will be dispatched once paid tomorrow.

ACTION: The Chairperson to contact Hennock Village Hall regarding Jubilee Plans

15. Annual Parish Meeting, Tuesday 29th March 2022 There was a short discussion regarding the Annual Parish meeting and the invite list circulated prior to the meeting was discussed.

ACTION: The Clerk was instructed to add Rev Alex Sharp to the invite list and send out the invitations.

16. To consider Hennock Parish Council's Covid-19 specific risk assessment for face-to-face meetings
The current risk assessment approved 13th July was considered and alterations were made and approved; this will be reviewed again if government guidelines change again.

ACTION: The Clerk to update the risk assessment and distribute to all councillors and put a copy on our website.

17. Planning Application, Teignbridge District Council, 22/00191/AGR

Address: Land at Riley, Hennock, TQ13 9QL

Proposal: Agricultural building

Type: Agricultural Notification

<https://www.teignbridge.gov.uk/planning/forms/planning-application-details/?Type=Application&Refval=22/00191/AGR>

The Chairperson explained this application had to be considered as the Clerk's request for an extension of time to reply after our March Planning Committee meeting wasn't granted by Teignbridge.

ACTION: The Clerk was asked to respond via Teignbridge's Planning Portal that we support the proposal.

18. Play Parks and Old Football Field matters –

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

18.2. Installation of 2 picnic benches at Old Football Field, Chudleigh Knighton It was noted this project has now been completed

18.3. Update on quotes received for replacement high fencing at Chudleigh Knighton Play Park. The Clerk informed the meeting that Sibelco who own the land behind the play park are also contacting their contractor.

19. Reports from Parish Councillors on training attended and meetings with outside bodies. The Chairperson spoke about the Chudleigh Knighton Village Hall meeting she attended regarding their jubilee preparations.

20. Matters brought forward by Parish Councillors.

Cllr Willett spoke about concerns regarding bus stops in Chudleigh Knighton and lack of awareness.

ACTION: The Clerk was instructed to add the following agenda item to our April agenda "To consider how we can promote the use of public transport within the parish."

Cllr Fisher spoke about concerns regarding dog mess within the village of Chudleigh Knighton especially on Black Path.

ACTION: The Clerk was instructed to inform residents via our Facebook page of the "Bag It and Bin It" rule the infographic includes photos and descriptions of the dog poo bins within the village of Chudleigh Knighton.

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

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

Tuesday 22nd March 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 29th March 2022: Annual Parish meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 12th April 2022: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 8.45pm

..... Chairperson Dated.....
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