

## HENNOCK PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY THE 11<sup>TH</sup> APRIL 2017 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

**PRESENT:** Cllrs P Baker, I Bridle, M Curran, P McCullar, J Parker, P Wastell and J Williamson  
County Cllr FJ Brook  
District Cllrs R Keeling & D Laing  
Helen Reynolds, Clerk to the Parish Council

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

**1. FILMING AND RECORDING OF MEETINGS:** The Chairman 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 Cllr K Dobson and Cllr B Kelly and the reasons for their absence were accepted.

**3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:** Cllr P Wastell declared a pecuniary interest in item 13: Housing Needs Report because he has brought forward some land at New Houses, Five Lanes, Hennock, for potential affordable self build plots and the Housing Needs Report will be a factor which Dartmoor National Park Authority [DNPA] will consider in relation to a planning application. Cllr Wastell left the room whilst this matter was discussed.

**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:** Frances Swan introduced herself as the new editor of the Hennock & Teign Village newsletter. Frances is new to the area and lives in Bovey Tracey – she worships at St Mary's Church in Hennock and has got to know people by coming up to the coffee mornings and "Soup & Pud" lunches in Hennock. Frances agreed to email the newsletter to the Clerk for circulation.

The Chairman thanked Frances for attending the meeting.

**6.1. POLICE OFFICER'S REPORT:** The Police Officer's report was as follows: There were 3 reported crimes for the month of March 2017, as follows: (i) Criminal Damage / vehicle – A vehicle parked secure and unattended has been scratched by unknown means to several panels. There are no witnesses. The victim believes it could be the ex – partner but has no evidence; (ii) Dog Worriying / sheep – A dog off the lead has killed and injured several sheep. The dog owner is prepared to pay for the damage caused and to have the dog put to sleep; and (iii) The Parish Council's new bench installed along Black Path, Chudleigh Knighton, was stolen. It was subsequently found, having been removed from its base and left further along the Black Path. There are no suspects or witnesses.

**6.2. COUNTY COUNCILLOR'S REPORT:** Cllr Brook reported as follows: (i) New contractors (not familiar with the area) ripped hedges out, damaged the road grass bank and damaged their vehicle which was too large for the roads they planned to tar – Cllr Brook will find out exactly what happened because the communication had been poor and the work they were planning to do has had to be put back to the end of the season. Cllr Bridle commented that SatNav brings people up Lyneham Hill but Tom Tom will not change this – the surface of the road the contractors came up is due to be treated also – Cllr Brook agreed to "chase" this; and (ii) there has been some confusion about the issue of voting cards to residents in Dunley which state Bovey Tracey rather than Hennock – Cllr Bridle confirmed that Dunley is not included in Hennock Parish. Cllr Williamson thanked Cllr Brook for the funding from his Locality Budget towards Teign Village Water Company.

**6.3. DISTRICT COUNCILLORS' REPORTS:** Cllr Laing reported as follows: (i) Simon Pearson, Neighbourhood Highway Officer, is being promoted and has been replaced; (ii) Cllr Laing's role at Teignbridge

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District Council [TDC] includes responsibility for the economy & tourism and bringing forward employment land. TDC has been successful at bringing forward housing – there is a target that there should be 30% affordable housing. In Chudleigh Knighton there is an offer from a developer to bring forward 40% affordable housing, 2 acres of employment land and land for a school (although Cllr Laing understands that there is no money for a new school at the present time) – it is outside of the “village envelope” and so it may not happen; the developer might just “sit on” the land; (ii) Regarding the electoral arrangements for Teignbridge, TDC do not make representations to the Boundaries Commission and leave this to Parish & Town councils; TDC was asked if it wanted to retain 46 councillors which it did; (iii) Broadband: BT finished Phase 1 and achieved its target for high speed broadband; Airband will continue with Phase 2. Cllr Laing deals with strategic matters rather than individual problems but he is happy for people to raise problems with him and he will redirect their enquiry; (iv) TDC’s new website will be launched on Monday (17<sup>th</sup> April); (v) Exeter Strategic Plan – they are very keen to receive people’s input – the Chairman confirmed that the Parish Council had responded; (vi) South West Ambulance Service – Cllr Laing sits on the Remuneration & Recruitment Group – there are 2 vacancies and there were 108 candidates for these non-executive roles which have been short-listed to 8 with the hope that selections will be made in the next few weeks; and (vii) Tourism: “Visit Devon” is up and running and will work closely with Dartmoor – because of the low value of the pound and the threat of terrorism, tourism prospects are very good.

Cllr Keeling had emailed his report and commented upon it: (i) Cllr Keeling attended the Full Council meeting on the 6<sup>th</sup> March 2017 at which the Devolution – Proposed Heart of South West Joint Committee and Productivity Plan was discussed and the establishment of a HotSW Joint Committee with a commencement date of the 1st September 2017 was approved in principle. The Annual Pay Policy statement for 2017/18 was also discussed; (ii) Cllr Keeling also attended the Overview & Scrutiny meeting on the 6<sup>th</sup> March – one of the most important issues was a “Forward Plan” of anticipated key decisions by the Executive for the next 12 months; (iii) Cllr Keeling attended a Planning meeting on the 14<sup>th</sup> March: TDC is set to increase planning fees by 20% - the fees currently applicable came in to force on 22 November 2012 – they do not rise annually and are not index-linked and so have remained static since that date. Planning application fees are an important source of income to the Council, annually contributing approximately £750000 on average over the last 5 years. However planning fees do not cover the full cost of the Development Management service; and (iv) TDC has extended the gypsy travelling site at Kennford which Cllr Keeling believes is an improvement.

The Chairman thanked Cllrs Brook, Laing and Keeling for their reports.

### **6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER’S REPORT:** None.

**7. APPROVAL AND SIGNING OF THE MINUTES:** There were two amendments to the draft minutes: (i) Minute item 6.3.(ii) was amended to read, “ Cllr Laing had a conversation with Marcel Venn of Inox earlier in the day – Cllr Laing is the Portfolio Holder for the Economy, Skills & Tourism and spoke to Marcel in this capacity to promote the opportunities for employment land.....” - this amendment was approved following a vote (with 4 in favour, 1 against and 2 abstentions) and (ii) The Receipts & Payments account and Bank Reconciliation presented at the March meeting covered the period to the 1<sup>st</sup> March and not to the 28<sup>th</sup> February as reported and minute item 11.2. was amended to the following: “Financial Statement: A Receipts and Payments Account and a Bank Reconciliation for the eleven months and one day ended the 1<sup>st</sup> March 2017 were presented to the Council.....” – this amendment was unanimously approved by those present at the March meeting. The remaining minutes of the Parish Council Meeting held on the 14<sup>th</sup> March 2017 were approved and the minutes were duly signed.

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

**8.1. Devon Air Ambulance potential night landing sites update:** (i) Teignbridge District Council (Nick Davies) has confirmed that the Parish Council can use some of the Apple Tree Close Section 106 monies for the air ambulance night landing site in Chudleigh Knighton; (ii) District Cllr Richard Keeling has confirmed that he would contribute £500 to fund the Teign Village site; (iii) Toby Russell (Devon Air Ambulance) has advised that the only way the air ambulance can land in a field at night that has livestock in it is if the landing area is fenced off. The only livestock present can be sheep. They are still considering whether they can use a site which has horses kept nearby; (iv) Toby Russell is taking forward discussions in respect of the Teign Village

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potential site (Paul Edwards) and Chudleigh Knighton potential site (Carol Chapman of the First Federation & Sally Lacey of the Chudleigh Knighton Pre-School); (v) "Rocky Field" in Hennock is not available for a night landing site but the landowners contact details have been passed to Toby Russell with a view to discussing the possibility of using another field they own; and (vi) Planning permission is required for the 10m lighting column, not for night landing per se.

**8.2. Rural Aid 2017 applications:** The Council resolved that the following process and timescales should be implemented: (i) Applications to be with the Clerk by Thursday 20<sup>th</sup> April (in line with the poster); (ii) Applications to be forwarded to councillors by email on Fri the 21<sup>st</sup> April; (iii) Councillors to give their views to the Clerk by the 2<sup>nd</sup> May and (iv) Clerk to submit selected application to TDC by the deadline of 4pm on Fri the 5<sup>th</sup> May.

**8.3. Parliamentary Boundary Review:** The Boundary Commission has received the Parish Council's consultation feedback (reference number: BCE-37387). This consultation closed on the 27<sup>th</sup> March 2017. Based on what local people have told the Commission it might revise its proposals and consult on those revisions in the autumn of 2017.

**8.4. Articles for Knighton News and for Hennock and Teign Village Chronicle website:** The Clerk was instructed to include the vacancy on the Parish Council and councillors were asked to contact the Clerk with any additional articles.

**9. VACANCY IN THE OFFICE OF PARISH COUNCILLOR/POSSIBLE CO-OPTION OF COUNCILLOR:**  
There are no candidates for this vacancy at the present time.

**10. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** It was agreed that items 19 & 20 should be discussed in Part II.

### 11. FINANCIAL MATTERS AND PAYMENTS:

**11.1. Payment of invoices:** The Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
DALC	Paid by TDC from Precept	NALC affiliation fee, DALC affiliation fee & DALC service charge: £346.79 plus VAT (only payable on service charge): £52.04	398.83
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1227.40 less £489.67 = £737.73 (Qualifying earnings for 2017/18 tax year are between £5876 & £45000) x 1% = £7.37 Employee: £7.37 x 80% = £5.90 as tax is deducted at source	13.27
H Reynolds	2482	Clerk's salary increased by 1% [£0.134 p/hr] - new pay scale for SCP 29 £13.488 p/hr (up from £13.354 p/hr) with effect from April 2017 – agreed by Parish Council at its meeting on 14 <sup>th</sup> June 2017: minute reference 17.5. £13.488 p/hr x 21 hours x 52 weeks divided by 12 months = £1227.40 gross less employee NI [£65.69], auto enrolment pension [£5.90] & tax [£61.80] = £1094.01 net pay	1094.01
HMRC	2483	PAYE & NI	203.03
S & W Lygo Engineering	2484	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters x 2 months <i>Cheque no. 2474 for £180.00 dated 14/3/17 lost in the post – cheque 2484 for £360.00 includes March payment (Cheque stopped at bank)</i>	360.00
H Reynolds	2485	Clerk's expenses*	76.10

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Chudleigh Knighton Village Hall Committee	2486	Room hire: 10/1/17, 21/2/17 & 28/2/17	34.50
Devon Communities Together	2487	Housing Needs survey costs including postage <i>As agreed by the Parish Council at its meeting on the 13<sup>th</sup> December 2016: minute ref: 13.</i>	1265.00
Dartmoor Heathers & Gardens	2488	Parish Lengthsman duties: £1209.00 plus VAT £241.80 Notes: <ol style="list-style-type: none"> <li>1. £444.00 plus VAT relates to work agreed under pilot scheme (approximately £200.00 worth of work outstanding)</li> <li>2. Parish Lengthsman pilot expenditure to 31/3/17 = £4720.00 plus £444.00 (included in this invoice) plus £200.00 (yet to be invoiced) = £5364.00 against the budget (2016/17) of £6500.00 (surplus of £1136.00 to be carried forward to 2017/18 – see below*)</li> <li>3. £765.00 relates to Parish Lengthsman contract commencing April 2017: £585.00 relates to regular items and £180.00 relates to irregular items – the irregular items have only been counted once for the purpose of the tender sum but will probably feature three times (April, midsummer &amp; in the autumn) and so the contract sum will be greater than £3512.00 in year 1 – the “overspend” which may be as much as £1474 if all irregular items (£737.00) feature 3 x not once will be covered by the Highway Maintenance Community Enhancement Fund [HCEF] grant (£1756.00).</li> <li>4. 2017/18 budget for Lengthsman = £3000.00</li> <li>5. Tender sum = £3512.00 plus possible “overspend” £1474.00 = £4986.00 – shortfall of £1986.00 to be covered by HCEF grant (£1756.00) and * balance carried forward from 2016/17 (£1136.00) leaving a surplus of £906.00</li> </ol>	1450.80
Dartmoor Heathers & Gardens	2489	Work to Chudleigh Knighton Play Park to address cracking tarmac and damage under fence: £242.00 plus VAT £48.40 <i>- agreed by Parish Council at its meeting on the 14<sup>th</sup> February 2017: minute reference 23</i>	£290.40
Dartmoor Heathers & Gardens	2490	Fix 6 benches: £636.92 plus VAT £127.38 Broken down as follows: £485.00 plus VAT in line with original quote dated 3 <sup>rd</sup> December 2017 plus extras: materials (24 stronger brackets & 48 bolts - £71.92 plus VAT) & labour (to recover stolen bench & reinstall - £80.00 plus VAT) <i>- Parish Council agreed to the 6 benches at its meeting on the 12<sup>th</sup> July 2016</i>	764.30

### \*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 paper x 2 (£5.00) & C4 envelopes (£1.29)	6.29
HP 950XL black ink cartridge	24.99
Mileage: Mileage: 24/3 site visits with Dr Peter Beale, Tree Warden, to view oak tree at Chudleigh Knighton allotments & sweet chestnut tree at Hennock: 12 miles less mileage to/from CK of 9 miles = <u>3</u> miles @ 60.1p per mile	1.80
Postage/stamps	26.36
Mobile 'phone calls from landline 7/12/16 – 7/3/17	2.66
<b>Total</b>	<b>76.10</b>
Cheque No.	2485

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**11.2. Financial Statement:** A Receipts and Payments Account and a Bank Reconciliation for the year ended the 31st March 2017 were presented to the Council, which showed the current account credit balance of £36029.04 and the Savings Account credit balance of £7,140.00, the balance of which after adjusting for un-presented cheques totalling £301.00, equated to the Receipts and Payments closing credit balance of £42868.04. The following year-end adjustments have been made:

Date	Adjustment	Amount £
13/09/16	S&W Lygo Engineering moved from wages to Parks & open spaces	180.00
13/09/16	Clerk's expenses moved from wages to administration	38.37
10/01/17	Parish lengthsmen costs £141.00 moved from Parish Lengthsman to VAT	141.00
31/03/17	Annual return: staff mileage costs switched from admin to staff costs	127.35

It was unanimously resolved that the financial statements be approved.

**11.3. Receipt of Highway Maintenance Community Enhancement Fund grant towards cost of Parish Lengthsman:** The Parish Council's application for £1756.00 to the Highway Maintenance Community Enhancement Fund has been successful – this will help fund the cost of the Parish Lengthsman.

**11.4. Receipt of Cllr Jerry Brook's Locality Budget Funding for the Parish Plan:** £2000.00 has been received for the Parish Plan update.

**11.5. Audit for 2016/17: update on timescales:** This year the results of the internal audit are required to accompany the completed Annual Return for the Parish Council meeting at which the Council approves the Annual Governance Statement and the Accounting Statements. The Council's approval will, therefore, be sought at the May meeting so that the return date (19<sup>th</sup> June 2017) set by Grant Thornton can be met. The audit work has been completed by the Clerk; the internal quarterly check has been completed by Mrs Lyn Harris and the audit papers are to be delivered to the internal auditor (Chris Jebb of Hawthorns Accounting Services) on the 12<sup>th</sup> April 2017.

**12. ANNUAL PARISH MEETING:** The following is a summary of the meeting: (i) Attendees: 21 including local residents, representatives from local organisations, Parish and District councillors and Toby Russell of the Devon Air Ambulance; (ii) 17 reports received either in person or sent in writing; (iii) Toby Russell talked about night landing sites and the possible opportunities and way forward for Hennock Parish; (iv) People were asked to write their ideas about improvements/projects for the Parish on a post-it and stick it on the white board: 3 ideas received: (a) Sponsor a tile for the village hall roof (Chudleigh Knighton Village Hall); (b) Defibrillator in the phone box and (c) Large DAAT [Devon Air Ambulance] fundraiser and push the DAAT Lottery; and (v) Volunteers were sought to join the Play Parks and Parish Plan Working Groups. Existing members of the Play Parks Working Group are Cllr Kate Dobson, Cllr Janette Parker, Cllr Paul Wastell, Cllr Jan Williamson and Mr Tony Allen. Existing members of the Parish Plan Working Group are Cllr Maura Curran, Cllr Kate Dobson, Cllr Janette Parker and Mrs Lyn Harris.

**13. HOUSING NEEDS REPORT:** *Cllr Paul Wastell left the room whilst this matter was discussed.* The Housing Needs survey identified a need for 20 affordable homes within the next 5 years. Janice Alexander of Devon Communities Together has agreed to attend the May meeting of the Parish Council to discuss the way forward. After some discussion, the Council instructed the Clerk to feedback the following: (i) The survey identified a need in the near future for 20 units of affordable housing and 18 units of open market housing – would Janice be able to tell the Parish Council in which part of Hennock Parish these 36 respondents live and distinguish between the affordable housing and open market housing need as there are three distinct villages within the Parish? and (ii) Some councillors received the following feedback: some residents didn't fill in the survey because they found it complicated and some felt it was "prying"/ didn't want to disclose their personal financial information, possibly fearing that members of the Parish Council would have access to this information. (The Council acknowledged that the survey gave Janice Alexander's contact details if people had

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any questions, included a confidentiality clause and understood that without financial information details an affordable need cannot be established).

### 14. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

**14.1. The Pensions Regulator:** Under the Pensions Act 2008, every employer in the UK must make increases to the minimum contributions for their automatic enrolment pension scheme. These increases take effect from 6 April 2018 and then again from 6 April 2019 as follows:

Date effective	Employer minimum contribution	Staff contribution	Total minimum contribution
Currently until 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

**14.2. Bruno Peek (Pageant master):** Battle's Over – a Nation's Tribute & WWI Beacons of Light: Hennock Parish Council appears in the official guide correctly. Four charities are being involved representing the Royal Navy, Army, Royal Air Force and Merchant Navy. The next update will be on Friday 5<sup>th</sup> January 2018.

**14.3. Teignbridge District Council:** Confirmation of 2017/18 precept payments as expected:

	£
Precept	31472.00
Council Tax support grant	£2780.00
Total payment	£34252.00
First half year amount	£17126.00
Less DALC payment	(£398.83)
First half year payment (April 2017)	16727.17
Second half year payment (Sep 2017)	17126.00

**15. PLAY PARKS MATTERS:** No new matters to consider.

**16. REPORTS FROM PARISH COUNCIL'S REPRESENTATIVES ON OUTSIDE BODIES:** None.

**17. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:** Cllr Williamson raised the following matters: (i) The arisings from the hedge cutting some while ago at Teign Village allotments have yet to be burnt; ii) The grass at Teign Village Play Park has been cut but not removed and because the grass was so long there is an excess of cut grass; and (iii) A resident has complained about the quality of the crown lifting of the trees in the Jubilee Orchard in Teign Village - the Clerk was instructed to discuss these matters with Paul Cary of South West Grounds Maintenance and check whether the crown lifting is included in the Grounds Maintenance contract. Cllr Williamson also commented on how lovely the two new benches look in the Teign Village Play Park.

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

Tuesday the 18<sup>th</sup> April 2017: Allotments Committee meeting in Hennock Village Hall at 6.30pm.

Tuesday the 25<sup>th</sup> April 2017: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall at 7.30pm.

Tuesday 9<sup>th</sup> May 2017: Annual Meeting of the Parish Council in Chudleigh Knighton Village Hall at 7.30pm

### PART II (Private)

**19. THE FUTURE OF CYCLE WAYS IN CHUDLEIGH WARD: CONSIDER SUPPORT FOR CLLR CHRIS WEBB OF CHUDLEIGH TOWN COUNCIL RE TAKING DISCUSSIONS FORWARD:** The Clerk was instructed to contact Cllr Kate Dobson and ask her if she is happy to take discussions forward and for her details to be passed on to Cllr Chris Webb.

**20. CONSIDER TAKING ON THE LENGTHSMAN CONTRACT FROM DCC HIGHWAYS:** Tom Vaughan, Highways Capital Development & Waste at DCC, has advised that the DCC Parish Lengthsman is now committed to cleaning buddle holes, grips and easements only in all parishes once a year. This is done by

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way of visiting each parish 2 times for a number of days calculated by the number of drainage features in the parish. They do not undertake other works in the parish. There are a small number of parishes which have an agreement with DCC to undertake this work on DCC's behalf and DCC pay them the equivalent level they would pay their term maintenance contractor. If the Parish Council wishes to take on this service, it is too late to have an agreement in place for the 2017/18 financial year as DCC has now made commitments to its term maintenance contractor. The Clerk has asked DCC to confirm the level of funding and service charges applicable and advise on the following: (i) whether DCC will guarantee the payment for a period of time and/or give some assurance that a payment will be made in subsequent years and (ii) whether DCC will be prepared to take back the Lengthsman contract in the future if required. A response is still awaited and so the matter will be considered again at the May meeting of the Parish Council.

As there was no further business the meeting ended at 8.55pm.

..... **Chairman**

**Dated**.....