

HENNOCK PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10TH MARCH 2020 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, S Edmonds, C Fisher, J Parker [Chairperson] and K Willett
County Cllr F J Brook
Helen Reynolds, Clerk to the Parish Council.

PART I (Open to the Public)

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 Parish Councillors R Dixon, S Edwards, P McCullar, G Tully and C Webb and the reasons for their absence were accepted. Apologies were also received from District Cllr S Purser.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Baker declared a Part B interest as a member of Dartmoor Vale Rotary Club during the discussion of minute item 15.3.

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: None.

6.2. COUNTY COUNCILLOR'S REPORT: County Cllr Jerry Brook reported as follows: (i) The budget went through: there was a big discussion on the road network and how poor a state it is in and how the difficulties will be overcome, especially in the rural network. 2/3 more "dragon" machines have been ordered to help address the poor road network – there is some discussion regarding whether an element of responsibility can be applied to the farming community for the highway network given the impact of large agricultural vehicles. In response to a question about whether resurfacing is being done cheaply and quickly as potholes are appearing in roads which have been resurfaced more recently, Cllr Brook agreed to report this as an issue; (ii) There is a new permit scheme and Cllr Brook will let the Clerk know about works to be carried out; (iii) Ofsted is reporting on Children & Young People's services: DCC has been working up from being not in a good position and DCC is hopeful the report will be positive; (iv) The Chairperson asked whether DCC had a plan for the ongoing health problems (Coronavirus) and what role the Parish Council will play - Cllr Brook advised that DCC is meeting with Public Health England and NHS England and a plan is evolving.

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

6.3. DISTRICT COUNCILLOR'S REPORT: Cllr Stephen Purser's emailed report included the following: (i) Full Council (Teignbridge District Council [TDC]) confirmed the budget with associated cuts and charge increases. Unfortunately, Rural Aid was cut to £26K and only to parishes with a precept of less than £20K so Hennock will not be eligible. Also Sunday parking charges reintroduced; (ii) Local strategic plan will be going out to consultation towards the end of March; (iii) Greater Exeter Strategic Plan will follow; and (iv) TDC emergency planning is taking place in case Corona virus takes a hold.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT:

7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Parish Council meeting held on 11th February 2020 were approved and duly signed.

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8. MATTERS ARISING FROM THE MINUTES:

8.1. Snow Warden: There has been no response from the resident of Teign Village who had indicated he would be happy to take on the Snow Warden duties and it was therefore agreed that a request should go in the March Parish News.

8.2. Faster broadband for Hennock village: In the absence of Cllr Dixon, this matter was deferred.

8.3. Articles for Parish Council News: The Clerk was instructed to include the following articles in the March Parish news: (i) Removal of dog waste bin from Chudleigh Knighton Car Park; (ii) Request for volunteer Snow Warden; (iii) Cycle pump track planned for Chudleigh Knighton; (iv) Climate emergency events (*not included as events postponed in view of Coronavirus developments*); (v) Hennock phone box: request for fundraising (*not included in view of Coronavirus developments*); and (vi) Keep an eye on your neighbours (Extended article included: Coronavirus Community Support Plan).

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: It was agreed that the correspondence from BHIB Insurance Brokers should be considered in Part II as it is commercially sensitive.

10. FINANCIAL MATTERS AND PAYMENTS:

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

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: 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> Employee: £807.50 x 5% x 80% (as tax is deducted at source) = <u>£32.30</u>	56.53
H Reynolds	2823	Clerk's net salary	1159.74
HMRC	2824	PAYE & NI	210.33
H Reynolds	2825	Clerk's expenses*	258.18
S & W Lygo Engineering	2826	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 repairs to broken gutter at Hennock bus shelter: £35	215.00
CHEQUE DESTROYED	2827	Error in writing cheque	
Hennock Village Hall	2828	Grant for one edition of the Hennock & Teign Village newsletter. <i>Agreed by the Parish Council at its meeting on 11th February 2020: Minute item 10.9.</i>	60.00
Sibelco UK Ltd	2829	Rent relating to the "Cycle Track" – now the Environment Play Area at Chudleigh Knighton Play Park	15.00
Hennock Village Hall	2830	Payment for hire of Hennock Village Hall from 12.2.19 to 14.1.20	72.00
Wotton Printers	2831	Artwork & printing of glossy Parish Plan: £266.00 plus VAT £53.20 <i>Funded from grant received on 14.3.17 from DCC County Cllr Jerry Brook's Locality Budget</i>	319.20
Hawthorns Accounting Services Limited	2832	To administer 6 months RTI [Real Time Information] payroll including monthly submissions	69.00
Wixworks	2833	Added new blog to the Parish Council's website (previous Wix Blog version used by the Parish Council)	60.00

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		for its News & Info will no longer be supported after 30.4.20): £60.00	
Wollens	2834	Payment for registration of titles of some of the Parish Council's land at Land Registry [5 x £30 on the basis that the price of the land does not exceed £80K – each valued at a nominal £1 value as a proxy because classed as a “community asset”] plus £50 incidental expenses <i>N.B. There are still 9 other units to be registered. N.B.2. When Chudleigh Knighton common land (which includes Black Path) has been registered, the Parish Council has agreed with Sibelco that it will formalise the current arrangement Sibelco has in terms of letting the land owned by the Parish Council over which it has tipping rights(part of Black Path).</i>	£200.00
DALC	2835	Charge for delivering Being a Good Councillor training to 9 councillors at Chudleigh Knighton Village Hall on 3.3.20: £200 plus VAT £40 <i>Cheque to be posted on receipt of invoice</i>	240.00
Dartmoor Heathers & Gardens	2836	Parish Lengthsman duties: £140.00 Parks & Open Spaces: Repairs to surround of slide at Teign Village Play Park: £121.00 Tree work: £38.00 Planters/troughs for Chudleigh Knighton: plants, materials for installing & installation: £193.95 VAT: £98.59	591.54
South West Grounds Maintenance	2837	Repair to fence in Chudleigh Knighton Play Park and replace post in Teign Village Jubilee Orchard: £170.00 plus VAT £34.00	204.00

*Clerk's Expenses £

Working from home expenses	14.00
Stationery: 2 x A4 white paper [2 x £2.95], 2 x C5 envelopes [2 x £1.79] & 2 x punch pockets [2 x £1.30]	12.08
Giffgaff “goodybag” – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Postage/stamps includes £29.89 [49 x £0.61] for CK & Hennock allotment invoices	54.94
Mileage: 12/2/20 To Teign Village Car Park to meet Adrian Hill of The Cotswold Group (insurance investigator): 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> & 28/2/20 To Teign Village to deliver notice to resident re abandoned vehicle in Teign Village Car Park: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> : Total of 8 miles @ 60.1p per mile = £4.80	4.80
HP 950XL black ink cartridge	30.48
Heart Internet renewal fee for email addresses. (This should have been debited to the Parish Council's bank account under the direct debit mandate but was taken from the Clerk's credit card on 31/1/20: Heart Internet has amended its records to take it by direct debit in January 2021)	131.88
Total	258.18
Cheque No.	2825

10.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the eleven months ended 29th February 2020 were presented to the Council, which showed the current account credit balance of £28158.68 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for unpresented cheques totalling £777.00, equated to the Receipts and Payments closing credit balance of £34521.68. It was resolved that the financial statements be approved.

10.3. Claim for VAT refund: A claim for a VAT refund was submitted to HMRC for £7488.08 (£2285.42 relates to the year ended 31st March 2019 & £5202.66 relates to the year ended 31st March 2020) – there will be a

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greater surplus at the year-end than anticipated as the revised forecast reserves for the 10 months ended 31st January 2020 did not include the refund for 2018/2019. £7488.08 was received into the Parish Council's bank account on 3rd March 2020.

10.4. Re-declaration of compliance with The Pensions Regulator: The Pensions Regulator has confirmed that the Parish Council has completed a re-declaration of compliance; date of re-declaration and date of re-enrolment: 24th February 2020.

11. CLIMATE EMERGENCY WORKING GROUP MATTERS: Cllrs Edmonds and Willett reported as follows: (i) The first event is scheduled for next Wednesday in Chudleigh Knighton Village Hall and links with global recycling day; donations will be sought and given to more trees (*the event did not go ahead because of the Coronavirus*); (ii) a big banner has been produced and there have been poster drops around the villages: the cost of the banner and posters will be settled with the April payments and come from the 2020/21 budget; (iii) Cllr Edmonds attended TDC's Climate Action Plan workshop – Hennock Parish Council is way ahead of other groups in terms of what it is already doing.

The Chairperson expressed the Council's thanks for all the Climate Emergency Working Group are doing.

12. ABANDONED VEHICLES IN TEIGN VILLAGE CAR PARK: Letters dated 28th February 2020 have been written to two out of three of the owners of the abandoned vehicles in Teign Village Car Park advising that, unless the vehicles are removed within 21 days of the date of the letters, the Parish Council will arrange for them to be removed and scrapped. The DVLA has no record of the owner's details for the third vehicle and, after some discussion, the Council resolved that the third vehicle should also be scrapped. (*It was not possible to take this forward due to the Coronavirus restrictions*).

13. CONSULTATION ON "YOUR DARTMOOR", THE DARTMOOR NATIONAL PARK MANAGEMENT PLAN 2020-2025: It was agreed that this should be added to the April Parish Council agenda.

14. REMINDER TO COUNCILLORS THAT COMMITTEE/WORKING GROUP MEMBERSHIP WILL BE CONSIDERED AT THE MAY PARISH COUNCIL MEETING TOGETHER WITH THE ELECTION OF THE CHAIRPERSON & VICE-CHAIRPERSON: The Chairperson reminded councillors that all of the roles within the Council will be re-elected at the Annual Meeting in May and she asked councillors to think carefully about what they want to do.

15. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

15.1. Emma Stockley, Community Engagement Officer at DNPA: Email advising that the applications for Parishscapes grants for the Chudleigh Knighton telephone box for £1131.50 and the Hennock telephone box for £1020.00 were both unsuccessful this time. It was suggested that the Parish Council consider asking for community fund-raising for these projects.

15.2. District Cllr Lorraine Evans: Email confirming that she is happy to support the Chudleigh Knighton Phone Box Museum project and has £125 left in this year's funds. After some discussion, the Clerk was instructed to make an application, accordingly.

15.3. District Cllr Terry Tume: Email advising that he has already allocated this year's Community Funding and so cannot support the Hennock Phone Box Library. Cllr Tume also advised that he cannot support the Parish Council's request for £1000 from next year's funding for a defibrillator for Teign Village. Cllr Baker declared an interest as a member of Dartmoor Vale Rotary Club and suggested that the Parish Council consider asking the Rotary Club for a donation towards the Teign Village defibrillator. After some discussion, the Clerk was instructed to ask the Rotary Club for funding, accordingly.

15.4. NALC: Chief executive's bulletin: Including an article on the Coronavirus advising that the Government's advice currently is broadly, "business as usual" and if the Government's advice changes, NALC will reassess and communicate to Parish/Town Councils, accordingly. Cllr Willett requested that this matter is considered in

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terms of contingency planning at the April Parish Council meeting. The Clerk was instructed to send updated posters for the notice boards.

15.5. Residents A, B & C: The Parish Council has been asked for its help by a number of residents in Chudleigh Knighton who are all concerned about the long-term build-up of dog excrement in the garden of a neighbour and the risk of rat infestation. The Clerk has written to TDC asking the Dog Warden for his help in this matter.

15.6. Resident C: Emails regarding (i) removal of Inox's consultation board on the land adjoining Apple Tree Close [Mary Ridgway, TDC's Housing Enabling Officer has confirmed that she has gained Inox's agreement to remove the sign by the end of the weekend of 14/15 March]; (ii) request for the Parish Council to ask Inox to plant some trees on the triangular piece of land adjacent to Apple Tree Close; & (iii) enquiry as to whether there might be a village litter pick organised in the near future for the heath and an offer of help from the resident. Cllr Edmonds agreed to have a look at the piece of land to assess its suitability for tree planting and Cllr Willett agreed to ask the Climate Emergency Working Group to look at the request for a litter pick; Cllr Fisher reminded the Council that the Parish Plan identified young people's concern with litter and the action plan proposes inclusion of the local schools in a litter pick.

15.7. Andy Benn of Wixworks: Email in response to a question from the Clerk confirming that he will review the website and access what needs doing in terms of a website accessibility check and report back (the Council needs to undertake a website accessibility check to meet the legal accessibility requirements by 23 September 2020).

15.8. BHIB Insurance Brokers: *Please refer to Part II minutes.*

16. PLAY PARKS MATTERS:

16.1. Chudleigh Knighton Pump Track: Cllr Willett reported that she would like to publicise the plans for a pump track in the Chudleigh Knighton Environmental Play Area: The Council agreed that Cllr Willett should go ahead and publicise the project; the Chairperson had a meeting with Chudleigh Knighton Primary School on Thursday organised by Rev'd Wimsett and agreed to bring this up with the School and Cllr Willett agreed to send the Clerk an article for the Parish News.

17. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES: (i) The Clerk reported that Cllr Webb had attended TDC's Civic Service on 1st March and also attended TDC for Commonwealth Day on 9th March. (ii) Cllr Fisher attended a TALC meeting and reported that the next meeting of TALC will be dedicated solely to "what's wrong with TALC".

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Fisher has completed the design of the glossy Parish Plan and had it printed – the Chairperson particularly thanked Cllr Fisher for all his hard work and also thanked everyone else involved.

The Chairperson reported that Rev'd Wimsett has set up a meeting with Chudleigh Knighton Primary School with a view to seeing how the School can get involved in the community: the pump track will be an ideal project for the children to debate. Cllr Fisher suggested that the Parish Council ask if the Council can have a meeting at the School once a year.

The Chairperson reported that there is a meeting at Chudleigh Knighton Village Hall the following evening to talk about celebrations for VE Day. If the celebrations are to go ahead, the Parish Council will be asked for some funding and the Clerk was instructed to add this to the April Parish Council agenda.

The Chairperson has met with a representative of CVS regarding the possibility of setting up a social prescribing project in Hennock with a view to combatting social isolation. The Chairperson has invited the representative to attend a future Parish Council meeting.

The Chairperson agreed to talk to the Chudleigh Knighton Village Hall Committee about the location of the defibrillator – she will raise this at the Village Hall's AGM.

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Cllr Fisher expressed concern about the state of the land/conditions for the cattle on the land at the top of Black Path – Cllr Edmonds agreed to email the details of the location to the Clerk so that she can bring this to the attention of Sibelco.

The Chairperson referred to the “Being A Good Councillor” training and asked councillors to email the Clerk with any items for the agenda and put together some words for councillors to read beforehand. The Clerk was instructed to add “Planning Training” to the next Planning Committee agenda.

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

Tuesday 17th March 2020: Parish Plan Steering Group meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 24th March 2020: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 7th April 2020: Part II Parish Council meeting in Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 14th April 2020: Parish Council meeting in Chudleigh Knighton Village Hall starting at 7.30pm.

PART II (Private):

15.8. BHIB Insurance Brokers: The Parish Council considered the email dated 9th March 2020 from its insurance brokers regarding the liability decision from the insurers regarding the public liability claim. The Clerk was instructed to respond to BHIB, accordingly. After some discussion regarding what action the Council should take, it was agreed that a decision should be deferred until Cllr Edwards, as the representative of Teign Village, was in attendance. The Clerk was instructed to add this matter to the April Parish Council agenda.

The Chairperson asked councillors to advise the Clerk if they are uncomfortable about meeting as a result of the Coronavirus – the Clerk can take forward urgent work if necessary.

As there was no further business the meeting ended at 9.10pm.

.....**Chairperson**

Dated.....