



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 16th MAY 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Jasmine Carter, Carol Godwin, Bo McAllister-Bruce, Janette Parker, Pam Rogers, Graham Tully and Kate Willett
Becky Applewood, Chris Applewood and Sarah Lee (All 3 Co-opted onto parish council agenda item 10)
District Councillors: Suzanne Sanders and Andy Swain (Cllr Swain arrived during agenda item 21)
One member of the public
Elly Maynard, Clerk to Henock Parish Council

PART I (Open to the Public)

Cllr Graham Tully as the current Vice Chairman welcomed everyone to the first full parish council meeting of this term. He commented that the previous Chairman Cllr Charlie Fisher had decided not to stand for re-election so therefore he would be opening the meeting. He asked everyone in the room to briefly introduce themselves.

1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Graham Tully asked for nominations for Chairman for 2023/24. Cllr Graham Tully was nominated and seconded and it was unanimously resolved that Cllr Tully be Chairman for 2023/24. Cllr Tully made his Declaration of Acceptance of Office as Chairman and undertook to observe the Code of Conduct. The "Declaration of Acceptance of Office" form was signed by Cllr Tully and the Clerk as Proper Officer of the Council. The newly elected Chairman thanked Cllr Charlie Fisher for his year of service as Chairman and years as a Councillor and he also thanked Cllr Pete McCullar for his many years service on the parish council, he then chaired the meeting.

2. ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

The Chairman asked for nominations for Vice Chairman for 2023/24. Cllr Phil Baker was nominated and seconded and it was unanimously resolved that Cllr Baker be Vice Chairman for 2023/24. Cllr Baker made his Declaration of Acceptance of Office as Vice Chairman and undertook to observe the Code of Conduct, which was duly signed before the Clerk, as Proper Officer of the Council.

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

4. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from District Councillor Stephen Purser and District Councillor Richard Keeling, Andrew Cooper our Dartmoor National Park Link Member also sent his apologies. The reasons for their apologies were accepted unanimously.

5. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None

6. REQUESTS FOR DISPENSATIONS: None

7. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: Becky Applewood, Chris Applewood and Sarah Lee introduced themselves to the meeting and briefly spoke about why they would like to join the parish council and what skills they could bring.

8.0. REPORTS FOR INFORMATION

8.1. POLICE OFFICER'S REPORT: A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st April – 30th April there were 3 recorded offences in the Chudleigh Knighton and

Hennock beat code area. Police responded to 12 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

8.2. COUNTY COUNCILLOR'S REPORT: None

8.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser's email was circulated to councillors prior to the meeting, there were no questions regarding the contents.

District Councillor Suzanne Sanders (Chudleigh ward) introduced herself to the meeting as she and explained she has been newly elected and new to the role and is currently undertaking Teignbridge's training programme. She explained she has a particular interest in Planning and Fair Trade but roles within Teignbridge have yet to be confirmed. She concluded by saying she wants to support us and is happy to help.

Standing Orders were temporarily suspended after agenda item 21 so District Councillor Andy Swain (Teign Valley ward) who had just arrived could introduce himself to the meeting, he is newly elected to Teign Valley ward but was a district councillor before for Kenn valley ward.

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

8.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None

Although there was no report, the Clerk was asked to report to our Neighbourhood Highways Officer the recent issues with pot holes in Teign View, Chudleigh Knighton that have been reported via our Facebook page.

ACTION A - The Clerk to contact our Neighbourhood Highways Officer about the recent issues with pot holes and how they have been fixed in Teign View and to report back to the council.

9. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 11th April 2023 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

10. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE THREE VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL.

Becky Applewood from Chudleigh Knighton Chudleigh Knighton ward

Chris Applewood from Chudleigh Knighton Chudleigh Knighton ward

Sarah Lee from Hennock. Hennock village ward

The above candidates were nominated and seconded and it was unanimously resolved to co-opt Becky Applewood, Chris Applewood and Sarah Lee onto Hennock Parish Council, they dutifully signed their declaration of acceptance of office and were given their induction packs. The Clerk confirmed they are all able to attend Councillor Training on 30th May.

ACTION B – The Clerk to ensure all relevant paperwork is completed, send their register of interests to Teignbridge. Add them to our website and set up their email addresses. Introduce them to the parish via our website and Facebook page and update posters in noticeboards.

11. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

11.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 11TH APRIL 2023 The Clerk distributed via email a summary of all actions following April's meeting, all have been completed apart from action I regarding the allotment gate in Chudleigh Knighton which is due to be completed imminently. [SEE APPENDIX A]

11.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- Meeting with Chris Jebb, Hawthorns Accounting Services Internal Auditor 28th April 2023
- Chudleigh Knighton Pre School Coronation Picnic 3rd May 2023
- Chudleigh Knighton Primary School Coronation Celebrations 5th May 2023
- Hennock Primary School including pre-school Royal Variety Performance 16th May 2023

12. Committee/Working Party membership:

12.1. Allotments Committee P Baker, C Godwin, B McAllister-Bruce, J Parker, S Lee (5)

12.2. Planning Committee C Applewood, P Baker, C Godwin, J Parker, G Tully, K Willett (6)

12.3. Human Resources Review Team Committee B Applewood, S Lee, G Tully (3)

12.4. Sustainability Working Group

B Applewood, C Applewood, C Godwin, B McAllister-Bruce, K Willett (5)

12.5. Infrastructure and Development Working Group including Parish Plan

B Applewood, S Lee, J Parker, K Willett (4)

It was agreed that the position of Chairman of each committee and working group would be considered at the next meeting of each committee.

13. Parish Council representatives on outside bodies and other appointments:

13.1. Dartmoor National Park Authority Forum To be decided once we have more information

13.2. Heathfield Liaison Committee Cllr Janette Parker

13.3. Hennock Village Hall Committee Cllr Sarah Lee

13.4. Chudleigh Knighton Village Hall Committee. Cllr Janette Parker

14. Other appointments:

14.1. Independent member of the public responsible for checking financial records Cathy Pennicott

14.2. Tree Guardian to the Parish Dr Peter Beale

14.3. Facebook page www.facebook.com/hennockparishcouncil The Clerk

14.4. Website www.hennockpc.org.uk The Clerk

14.5. Responsibility for Chudleigh Knighton notice boards x 3 The Clerk

14.6. Responsibility for Hennock notice boards x 2 The Clerk & Cllr Lee

14.7. Responsibility for Teign Village notice board The Clerk & Cllr Rogers

14.8. Responsibility for Chudleigh Knighton Defibrillator Cllr Phil Baker

14.9. Responsibility for Hennock Defibrillator Resident of Hennock

14.10. Responsibility for Teign Village Defibrillator Cllr Jasmine Carter

ACTION C – SEE APPENDIX B The Clerk to ensure all councillor profiles are updated with these positions.

15. PARISH COUNCILLOR TRAINING, Tuesday 30th May at Chudleigh Knighton Village Hall, 6.30pm – 9.30pm. The Clerk confirmed that all councillors were able to attend including the new councillors and those co-opted at this meeting. Councillors confirmed that the Clerk did not need to attend as they would set up the room themselves and provide the refreshments.

16. ARTICLES FOR THE PARISH COUNCIL NEWS

Lots of suggestions were given, see action below.

ACTION D - The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects:

* Photo of the new Council including new Chairman and Vice Chairman

* Article about the presentation of Coronation medals to children attending the parish preschools and schools

* Article about the relaunch of Sustainability Working Group and if interested to contact Cllr Willett

* Contact details for Environment Agency so residents can report odours.

* Article about Chudleigh Knighton's school signs to encourage drivers to Slow Down.

17. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II

18. FINANCIAL MATTERS AND PAYMENTS:

18.1. PAYMENT OF INVOICES

Voucher	Cheque	Name	Description	Amount
18	AMZNMktplace	Torone Limited	Extra strong magnets for Notice Boards <i>RETROSPECTIVE - Replacement stronger matching magnets. Purchased via Amazon.</i>	22.97
19	SP RBLLI CD 7!	Royal British Legion Industries	Coronation Sponsorship <i>RETROSPECTIVE although Clerk authorised to purchase at full pc meeting 11/04/23 Please note we can't recover the VAT. "When a local council receives donations from a third party, it can only recover vat on the use of the money if the council does not do anything in return for the donor, nor agree to allow a third party to benefit." As we are naming the companies this can be seen as benefitting them.</i>	99.58
20	SCREWFIX DI	Screwfix	Cable Ties <i>RETROSPECTIVE Although agreed at Full PC Meeting 11/04/23 for Clerk to purchase</i>	11.04
21	giffgaff CD 752	GiffGaff	Mobile Phone <i>RETROSPECTIVE Auto monthly payment</i>	10.00
22	McAfee.com C	McAfee	Virus Protection, Annual Subscription <i>RETROSPECTIVE Issue with Auto Payment Correct amount , received a £32 discount. Paid £36 less than budgeted amount.</i>	47.99
23	MCAFEE *WW	McAfee	Virus Protection, Annual Subscription <i>RETROSPECTIVE Error by McAfee was charged in \$ rather than £. Been refunded, refund £1.61 less because of exchange rate issues. So given 1 month additional cover free.</i>	52.33
24	NON-GBP TR/	McAfee	Virus Protection, Annual Subscription <i>RETROSPECTIVE Error by McAfee was charged in \$ rather than £. Been refunded This is the NON-GBP TRANS FEE 2.75% CD 7526</i>	1.43
25		HMRC	PAYE & National Insurance	272.71
26		E Maynard, Clerk	Salary, E Maynard, Clerk	1,352.08
27		E Maynard, Clerk	Working from home expenses	18.00
28		E Maynard, Clerk	Mileage <i>5 trips to Hennock and Teign Village. 25 miles claimed in total x £0.45 / mile = £11.25 1 trip to Salcombe to meet Internal Auditor. 64 miles claimed x £0.45 / mile = £28.80</i>	40.05
29		NEST	Pension <i>AUTO PAYMENT in June</i>	72.54
30		South West Grounds Maintenance	Grounds Maintenance Contract	447.47
31		S & W Lygo Engineering	Weekly Inspections	215.00
32		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall <i>11/04/23 Full Parish Council Meeting, 18/04/23 Planning</i>	30.00
33		Hawthorns Accounting Services Ltd	Internal Audit <i>Internal Audit Fee £175</i>	175.00
34		Hawthorns Accounting Services Ltd	Postage of Internal Audit <i>Return of Internal Audit folder by post, included in invoice 5696</i>	5.39
35		Hawthorns Accounting Services Ltd	Payroll <i>Payroll for 2 months - April and May 2023</i>	24.00
36		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	2,346.00
37		Dartmoor Heathers and Gardens	Allotment Work - Hennock	120.00
38		Dartmoor Heathers and Gardens	Repairs to Hennock Play Park fence	336.00
39		Clothing Your Way	2 Hi Vis Vests for Councillors	21.60
TOTAL				5,721.18

ACTION E - The Council unanimously resolved to approve these retrospective payments 18 – 24, no action required. The Council unanimously resolved to approve the above payments and resolved that the Clerk should make the above payments 25 – 39 using online banking with the exception of Scribe voucher 29 which is an automatic Nest payment.

18.2. Financial Statements – Summary of Receipts and Payments, Bank Reconciliation

Receipts List – including noting the receipts of:

▪ VAT Recovered, Jan – March 2023	£656.39
▪ Tidy Teignbridge Grant	£490.00
▪ CIL Monies	£1394.34
▪ First Half Year Precept	£22928.44

18.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **one** months ended **30th April** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £45231.40 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 £352371.40 It was unanimously resolved that the financial statements be approved.

Receipts List – including noted the receipts of:

▪ VAT Recovered, Jan – March 2023	£656.39
▪ Tidy Teignbridge Grant	£490.00
▪ CIL Monies	£1394.34
▪ First Half Year Precept	£22928.44

18.3. [Approve Community Infrastructure Levy \(CIL\) Annual report](#)

The report showed total CIL retained from previous years of £2563.43. £9787.58 CIL was received during the financial year and £8645.60 spent resulting in £3705.41 CIL receipts remaining at the year ending 31st March 2023. The Council considered the CIL Annual Report and unanimously resolved that it should be approved.

ACTION F - The Clerk to send a copy to Teignbridge District Council and place a copy on our website.

18.4. [Approve the CIL Policy](#)

These were proposed and seconded then unanimously resolved to keep the existing CIL Policy.

ACTION G – The Clerk to update the approval date on the document and update CIL policy on our website.

18.5. [Review/approve the Standing Orders](#)

These were proposed and seconded then unanimously resolved to keep the existing Standing Orders.

ACTION H – The Clerk to update the approval date on document and update Standing Orders on our website.

18.6. [Review/approve the Financial Regulations](#)

These were proposed and seconded then unanimously resolved to keep the existing Financial Regulations.

ACTION I – The Clerk to update the approval date on the document and update Financial Regulations on our website.

18.7. [Approve the adoption of the Joint Panel on Accountability Governance Practitioner’s Guide 2023.](#)

These were proposed and seconded then unanimously resolved to adopt the 2023 guide.

ACTION J - The Clerk to include a link on our website.

18.8. [Approve the General and Financial Risk Assessment, “Risk Management”](#)

These were proposed and seconded then unanimously resolved to keep the existing risk assessment.

ACTION K - The Clerk to update the approval date on the document and update General and Financial Risk Assessment “Risk Management” on our website.

18.9. [Approve the Statement of Internal Control](#)

These were proposed and seconded then unanimously resolved to keep the existing risk assessment.

ACTION L – The Clerk to update the approval date on the document and update Statement of Internal Control on our website.

18.10. [Approve the GDPR policy](#)

ACTION M – The Clerk to update the approval date on the document and update GDPR policy on our website.

18.11. [Approve the Fixed Asset Valuation policy](#)

ACTION N – The Clerk to check if wording has changed in JPAG Guide March 2023 from March 2020. If not change to “Guide March 2023 states” update the approval date on document and update Fixed Asset policy on our website. If the wording has changed, add to June agenda.

18.12. [Review/note the Annual Internal Audit Report for 2022/23](#)

This was completed by Mr Chris Jebb of Hawthorns Accounting Services on the 5th May 2023. The Council considered the Annual Internal Audit Report for the year ending 31st March 2023 and accompanying letter. It was unanimously resolved that the report should be accepted.

18.13. [Consider the Annual Governance Statement & approve Section 1 of the AGAR \(Annual Governance and Accountability Return\) Form 3: Annual governance statement 2022/23](#)

The Council considered the Annual governance statement and unanimously resolved that Section 1 of the AGAR should be approved and they were duly signed by the Chairman and Clerk.

18.14. [Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2022/23](#)

The Council considered the Accounting statements for the year ending 31st March 2023 and unanimously resolved that Section 2 of the AGAR should be approved. The Clerk as Responsible Financial Officer certified on 27th April 2023 that the statements had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of the Council.

18.15. [Approve the Fixed Assets Register](#) (Approved at 11/04/23 meeting, agenda item 12.5)

18.16. [Approve the Bank reconciliation for year ended 31st March 2023](#) (Approved 11/04/23, item 12.2)

18.17. [Approve the Variance explanation to be submitted with the Annual Return for the year ended 31st March 2023 and Box 3 and Box 6 explanation](#)

The Council considered the Variance explanations to be submitted with the AGAR for the year ended 31st March 2023 and unanimously resolved that they should be approved.

18.18. [Approve the analysis of earmarked and restricted reserves](#)

The council resolved that the report should be approved.

18.19. [Note the period for the exercise of public rights](#)

ACTION O – The Clerk to send the relevant forms to PKF Littlejohn the external auditor and put up notices regarding the period for the exercise of public rights on our website and noticeboards.

19. PARKS AND OPEN SPACES MATTERS –

19.1. To consider any maintenance issues arising from weekly inspections of play parks, car parks and bus shelters in Hennock, Teign Village and Chudleigh Knighton. None

19.2. To consider the quotes following The Play Inspection Company’s Annual Report in March. It was unanimously agreed that all quotes should be accepted with the exception of the bark.

ACTION P – The Clerk to chase our Grounds Maintenance contractor regarding the topping up of the bark.

20. ALLOTMENT MATTERS None

21. REPORTS FROM PARISH COUNCILLORS ON TRAINING ATTENDED AND MEETINGS WITH OUTSIDE BODIES.

Cllr Parker reported that the Heathfield Liaison Meeting she was planning to attend that day was cancelled. She also reported that she had attended Chudleigh Knighton Primary School to present Coronation Medals as part of their assembly.

Cllr Willett reported that she had attended Chudleigh Knighton Pre School's Coronation picnic as a parent but enjoyed seeing Cllr Tully and the Clerk presenting medals.

Cllr McAllister-Bruce said she had been at the Community Coffee Morning that PC Dave Hawkins had also attended, one of the topics that as spoken about was Speed through Chudleigh Knighton. Chudleigh Knighton Primary School have made posters encouraging drivers to slow down. There was some discussion regarding additional SLOW signs around the village and it was agreed this was something the infrastructure group could explore.

Cllr Tully reported he had attended Chudleigh Knighton Pre School's Coronation Picnic and presented medals to the children, plus Hennock Primary School's Royal Variety Performance and presented medals to the pre school and school children.

ACTION Q – The Clerk to find out more about the school's SLOW project and share a picture of their signs in our newsletter.

22. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Cllr Carter asked how old Teign Village Play Park is.

Cllr Parker asked the Clerk to chase when the work on Chudleigh Knighton War Memorial will be undertaken.

ACTION R – The Clerk to find out and report back to the council.

ACTION S – The Clerk to find out when the work on Chudleigh Knighton War Memorial will be undertaken and report back to the council.

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

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

Tues 23rd May 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall (4th Tues)

Tues 13th June 2023: Full Parish Council Meeting at 7.30pm, Chudleigh Knighton Village Hall (2nd Tues)

PART II None

As there was no further business the meeting ended at 9.32pm

..... **Chairman** **Dated**.....