

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 12<sup>th</sup> APRIL 2022 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Phil Baker, Charlie Fisher, Pete McCullar, Janette Parker [Chairperson] , Graham Tully and Kate Willett.  
Carol Godwin (co-opted onto the council agenda item 8)  
Elly Maynard, Clerk to Hennock Parish Council

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

The Chairperson welcomed everyone to the April parish council meeting including Carol Godwin who would like to be considered for co-option onto the parish council.

**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, District Cllr Stephen Purser and County Cllr Jerry Brook. 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:** The Chairperson introduced Carol Godwin and invited her to say a few words about herself and why she would like to be considered as a councillor.

**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 04/04/22 via email.

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

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** None. The Chairperson commented how nice it was to see Ines at our Annual Parish Meeting and giving members of the public a chance to ask her questions.

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 8<sup>th</sup> March 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairperson.

**8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL.** Carol Godwin was co-opted onto Hennock Parish Council

<p><i>ACTION – The Clerk to ensure all relevant paperwork is completed by Carol, send her register of interests to Teignbridge. Add Carol to our website and set up her email address. Issue Carol with pdf versions of Good Councillor's Guide. Introduce her to the parish via website, Facebook and update posters in noticeboards.</i></p>
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**9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:**

**9.1 CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 8<sup>TH</sup> MARCH 2022**

The Clerk distributed via email a summary of all actions following March's meeting, all have been completed apart from work on black path by tree surgeon and tree for Queen's Green Canopy, the Clerk has chased.

### **9.2. BLACK PATH, CHUDLEIGH KNIGHTON, WORKS TO BE DONE BY TREE SURGEON AND SIBELCO.**

These works will be completed shortly.

### **9.3. ANCHOR INN, CHUDLEIGH KNIGHTON, RESPONSE FROM SENIOR PLANNING ENFORCEMENT OFFICER**

The email was read out by the Clerk and it will be considered at our next planning meeting.

### **9.4. GREAT BRITISH SPRING CLEAN AND COMMUNITY DAY, HELD SATURDAY 9<sup>TH</sup> APRIL 2022.**

The Chairperson reported that the sun came out and people turned up and took part and enjoyed themselves. she thanked the councillors and the clerk for organising the event. There was a short discussion on how we can make it bigger and better next year, perhaps by including refreshments.

### **9.5. TRAINING ATTENDED BY CLERK, HAPPY YEAR ENDING, 16<sup>TH</sup> MARCH 2022, VIA ZOOM, FREE**

Noted

**9.6. ACTIONS TO CONSIDER FROM ANNUAL PARISH MEETING, HELD 29<sup>TH</sup> MARCH 2022** It was proposed that Hennock Parish Council hold daytime surgeries in Hennock as an informal way of residents meeting councillors whilst there are no councillors living in Hennock or Teign Village. Please note the reports from this meeting are available on our website.

*ACTION – The Clerk to check availability of Hennock Village Hall and councillor availability to get 2 dates set.*

## **10. ARTICLES FOR THE PARISH COUNCIL NEWS**

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

- Introduce New Councillor, Carol Godwin
- Report on Great British Spring Clean and Community Day, Saturday 9<sup>th</sup> April
- Meet your Councillors – Hennock Village Hall
- Cost of car park bins being emptied by Teignbridge
- Thank people for attending Annual Parish meeting

*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 HR REVIEW COMMITTEE RECOMMENDATION TO RAISE THE CLERK'S GRADE FROM 24 – 25**

Following the Clerk's Review on 21<sup>st</sup> March, the HR Review Committee asked the full council to raise the Clerk's grade from 24 – 25, this was unanimously resolved that the recommendation be approved and backdated to November 2021 when the review should have occurred on the anniversary of her appointment.

### **12.2. TO CONSIDER PAYMENT OF INVOICES**

Retrospective payments authorised at April Parish Council Meeting (12/04/22) that were paid after March payments approved at March Parish Council meeting (08/03/22) IN 2021/22 FINANCIAL YEAR

**DRAFT PAYMENTS LIST 211 TO 214**

Voucher	Cheque	Code	Name	Description	Amount
211	HOMEBASE L	58 - Repairs	Homebase	Paint	14.00
				<i>RETROSPECTIVE Black Paint for Repainting Bus Shelter</i>	
212	TOOLSTATION	58 - Repairs	Toolstation	Paint	28.26
				<i>RETROSPECTIVE Cornish Cream Paint for Repainting Bus Shelter</i>	
213	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
				<i>RETROSPECTIVE Automatic Payment</i>	
214	LIDL GB KING	126 - Refreshments	Lidl	Refreshments	5.78
				<i>RETROSPECTIVE 2021/22 Refreshments for Annual Parish Meeting and Community Day</i>	
<b>TOTAL</b>					<b>58.04</b>

Retrospective payments authorised at April Parish Council Meeting (12/04/22) IN 2022/23 FINANCIAL YEAR  
Scribe Vouchers 1 – 5 which relate to litter picking equipment (grant funded) bought for event April 9<sup>th</sup>.

Voucher	Cheque	Code	Name	Description	Amount
1	HOME BARGA	121 - Litter Picking Equipment	Home Bargains	Litter Picking Equipment	30.08
				<i>RETROSPECTIVE - GRANT FUNDED For Great British Spring Clean 09/04 Buckets, sponges, latex gloves, gardening gloves, grab sticks</i>	
2	WWW.SCREW	121 - Litter Picking Equipment	Screwfix	Litter Picking Equipment	71.80
				<i>RETROSPECTIVE - GRANT FUNDED For Great British Spring Clean 09/04 10 x Large / X Large Hi Vis Waistcoats and 10 x Small / Medium Hi Vis Waistcoats</i>	
3	HOME BARGA	121 - Litter Picking Equipment	Home Bargains	Litter Picking Equipment	12.64
				<i>RETROSPECTIVE - GRANT FUNDED For Great British Spring Clean 09/04 5 x Bins, 1 x grab stick</i>	
4	HALFORDS 0	121 - Litter Picking Equipment	Halfords	Litter Picking Equipment	11.97
				<i>RETROSPECTIVE - GRANT FUNDED For Great British Spring Clean 09/04 3 x Kids Hi Vis Vests, Zero rated as Kids clothes</i>	
5	ARGOS LTD C	121 - Litter Picking Equipment	Argos	Litter Picking Equipment	40.00
				<i>RETROSPECTIVE - GRANT FUNDED For Great British Spring Clean 09/04 4 X Handy Reacher grab sticks</i>	
6		26 - Pension	NEST	Pension	78.40
				<i>AUTO PAYMENT, £78.40 due to be debited 12th April 2022. This was authorised at Full PC Meeting 08/03/22 Scribe 196 but zeroed off as needs to appear in 2022/23</i>	
7		30 - Tax and NI	HMRC	PAYE & National Insurance	377.16
				<i>NB. Higher as this month's salary includes back pay from November 2021</i>	
8		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,345.14
				<i>New Salary Grade SCP grade 25 Salary £1423.24 Gross / month. Plus Back Pay from November 2021 (when annual review was due) £211.68</i>	
9		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
10		31 - Mileage	E Maynard, Clerk	Mileage	9.03
				<i>16/03 Noticeboards, 21/03 Play Park Site Visits, 05/04 Noticeboards</i>	
11		26 - Pension	NEST	Pension	78.05
				<i>AUTO PAYMENT in May</i>	
12		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	179.27
13		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
14		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	65.00
				<i>Screw back fence posts x 7, remove CK gate signs</i>	
15		58 - Repairs	S & W Lygo Engineering	Repairs to Hennock Car Park	50.00
				<i>Repair Hennock vandalised roadside wire fence</i>	
16		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	471.48
17		58 - Repairs	Dartmoor Heathers and Gardens	Repairs to CK Play Park	84.42
				<i>Removing dog poo bags from oak tree, temporary fix of internal fencing.</i>	
18		63 - Planting and Tree Works	Dartmoor Heathers and Gardens	Planting, Hedge and Tree Works	78.00
				<i>Fallen Tree, TV Memorial Tree and repair of plaque, Fell and remove dead tree TV</i>	
19		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	42.50
				<i>08/02 Full £17, 15/02 Contracts Mtg and Allotments Mtg £17, 22/02 Planning £8.50</i>	
20		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	42.50
				<i>03/03 Full £17, 22/03 Planning £8.50, 29/03 Annual Parish Meeting</i>	
21		3 - Membership - DALC & NALC	Devon Association of Local Councils	NALC Affiliation Fee	108.31
				<i>AUTOMATIC This fee will be taken directly from precept payment by TDC 27/04/2022</i>	
22		3 - Membership - DALC & NALC	Devon Association of Local Councils	DALC Service Charge	17.83
				<i>AUTOMATIC This fee will be taken directly from precept payment by TDC 27/04/2022</i>	
23		3 - Membership - DALC & NALC	Devon Association of Local Councils	DALC Affiliation Fee	284.24
				<i>AUTOMATIC This fee will be taken directly from precept payment by TDC 27/04/2022</i>	
24		118 - Training - FILCA	SLCC	Training - FILCA	144.00

*ACTION - The Council resolved that the Clerk should make the following payments 6 - 31 using online banking, with the exception of voucher 6 and 11 NEST pension that will automatically be debited, vouchers 21, 22 and 23 for DALC and NALC which will be paid direct from the precept, voucher 29 for McAfee will be automatically paid.*

**12.3. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments and Bank Reconciliation for the **twelve** months ended **31<sup>st</sup> March 2022** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £26,225.99 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 £33,365.99

The Clerk highlighted that we have received grant for £500 from Locality Budget, £160 from Teignbridge's Councillor Fund and further Hennock allotment rent.

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

**12.4. TO APPROVE EARMARKED RESERVES** This was considered under agenda item 17.

**12.5. TO APPROVE FIXED ASSET REGISTER** It was unanimously resolved that the fixed asset register be approved. SEE APPENDIX A

**12.6. WILD ABOUT DEVON APPLICATION FOR GRANT OF £120** The Clerk informed the meeting that she had applied for this funding but hadn't heard back yet.

**13. TO CONSIDER HOW WE CAN PROMOTE THE USE OF PUBLIC TRANSPORT WITHIN THE PARISH.**

The email from Stagecoach regarding the cancellation of bus services was circulated prior to the meeting. This is the service that affects our parish the most. Service 39 (Exeter – Newton Abbot via Bovey Tracey)

- 1950 Monday to Saturday journey from Newton Abbot to Exeter is withdrawn.
- 2305 Monday to Saturday journey from Exeter to Newton Abbot is withdrawn.
- 0015 Monday to Saturday journey from Newton Abbot to Exeter is withdrawn.

Councillors discussed how there is no physical bus stop sign on the Buckingham Orchard side of Plymouth Road.

*ACTION – The Clerk was instructed to write to Stagecoach and Country Bus saying residents of Chudleigh Knighton have approached Hennock Parish Council as they would like a bus stop sign by Buckingham Orchard on Plymouth Road B3344, Chudleigh Knighton. This is an official stop for service 39 (Stagecoach) and service 182 (Countrybus), but there is no bus stop sign on this side of the road, there is a sign on the opposite side of the road that says "Stops both sides of the road"*

#### **14. TO CONSIDER THE QUEEN'S JUBILEE AND QUEEN'S GREEN CANOPY INCLUDING:**

##### **14.1 UPDATE ON JUBILEE TREE, TEIGN VIEW, CHUDLEIGH KNIGHTON** Delays due to Covid

*ACTION – The Clerk was instructed to keep chasing.*

##### **14.2 TO CONSIDER £100 DONATION RELATING TO BAGPIPER FOR BEACON LIGHTING.**

*ACTION – The Clerk was instructed to respond saying Hennock Parish Council could give the band a donation of £100 towards hiring Countess Wear school for practice purposes. The invoice needs to include the Pipe Band's name and address, plus payment details and would be settled by bacs the day after our June meeting, i.e. 15th June.*

*ACTION – The Clerk to organise a site visit for herself and other councillors with the farmer at the beacon site.*

#### **15. TO CONSIDER WHETHER HENNOCK PARISH COUNCIL WANTS TO CONTINUE TO USE TEIGNBRIDGE TO EMPTY LITTER BINS AT CHUDLEIGH KNIGHTON CAR PARK (TWICE A WEEK) AND TEIGN VILLAGE CAR PARK (ONCE A FORTNIGHT)**

After some discussion it was agreed that we would continue to use Teignbridge to collect rubbish from our car park bins, keep under review.

*ACTION – The Clerk to add something to our newsletter about costs involved in emptying these bins for awareness purposes.*

#### **16. TO CONSIDER THE PROGRAMME OF MEETINGS FOR HENNOCK PARISH COUNCIL, JULY – DECEMBER 2022**

The Chairperson explained that we are currently holding all our meetings at Chudleigh Knighton Village Hall. This is because there is no wi-fi / broadband at Hennock Village Hall which is needed for councillors to access documents. Chudleigh Knighton main hall is larger than Hennock's which allows us to continue to space out. It was unanimously agreed that the full parish council meeting on Tuesday 12<sup>th</sup> July will be held at Chudleigh Knighton Village Hall and all planning meetings will continue at Chudleigh Knighton Village Hall. September – December 2022 meeting venues will be confirmed after feedback from Hennock Surgeries.

#### **17. PLAY PARKS AND OLD FOOTBALL FIELD MATTERS –**

##### **17.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS.**

The Clerk reported about the following issues at Chudleigh Knighton Play Park

1. Chudleigh Knighton, wooden fence posts being broken off and discarded, found and replaced.
2. Chudleigh Knighton, internal yellow gate now repaired with new self-closing spring.
3. Chudleigh Knighton, throwing of full dog poo bags into the oak tree resulting in some splitting and contents being trodden around the play park, the park being closed for 2 days, for cleaning, inspection and removal of bags from the tree above picnic bench. The police crime incident reference number is Log 329 05/04/22
4. Chudleigh Knighton, damage to internal green fencing. It was agreed to go ahead and purchase a sign as recommended, warning users not to climb the framework or nets, a proof was shown at the meeting.
5. Hennock, wire mesh been deliberately cut, repaired by our contractors.

*ACTION – The Clerk to order the sign and get it installed*

##### **17.2. TO CONSIDER QUOTES ARISING FROM ANNUAL INSPECTION REPORT.**

It was unanimously resolved that the quotes from our contractor be approved.

*ACTION – THE CLERK TO CONTACT S&W LYGO AND ASK THEM TO GO AHEAD.*

#### **18. To consider the Teignbridge Planning Enforcement Policy last updated in 2017, deadline 19/04/22 (If requested extension to respond after Planning Committee Meeting isn't granted)**

The extension was granted so this will be on the Planning Committee Agenda on 26<sup>th</sup> April 2022.

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

Cllr Parker reported she had been to Heathfield Liaison Meeting and highlighted that vehicles should not turn right out of the main entrance a new sign has been put in place, she will circulate the minutes in due course. She also attended a Community Safety Meeting.

*ACTION – Cllr Parker to circulate the minutes to all councillors and the Clerk.*

**20. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.** Cllr Willett commented that the cycle path alongside the A38 is now clearer and therefore wider.

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

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

*Tuesday 26<sup>th</sup> April 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tuesday 10<sup>th</sup> May 2022: Annual Meeting of the Parish Council starting at 7.30pm, Chudleigh Knighton Village Hall*

..... **Chairperson**

**Dated**.....