



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 9th JANUARY 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Jasmine Carter, Bo McAllister-Bruce, Janette Parker, Pam Rogers, Graham Tully (Chairman) and Cllr Kate Willett.
District Councillor Richard Keeling
Andrew Cooper, Dartmoor National Park
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the January meeting and wished everyone a Happy New Year.

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

2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS FOR ABSENCE: Apologies were received from District Councillor Stephen Purser, District Councillor Suzanne Sanders and PC Dave Hawkins.

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: No members of the public.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT:

A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st December – 31st December there were 9 recorded offences in the Chudleigh Knighton and Hennock beat code area, which were assaults x 2, breach of order x 1, fraud x 1, harassment x 2, residential burglary x 1, sexual offence (non assault) x 1. Police responded to approximately 11 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

<https://www.hennockpc.org.uk/post/police>

It was noted that there was a larger number of crimes in December than normal for the parish.

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Andy Swain and District Councillor Suzanne Sanders reports were circulated to councillors prior to the meeting. There were no questions regarding the contents of the report, however it was noted in District Councillor's Andy Swain's report that due to a change in the law Teignbridge now has 16 weeks instead of 26 to process a planning application before being liable for a refund of the planning fee. There is now a new

interim head of planning who is a very experienced officer who specialises in turning around departments facing difficulties and is putting together a detailed plan for change.

District Councillor Richard Keeling gave an update from Teignbridge. The salient points were:

- District Councillor Suzanne Sanders will be attending our January Planning Meeting that includes the site of the Old Anchor Inn on the agenda.
- Teignbridge officers are currently undertaking a peer review to find out what improvements can be made and then they will have 6 months to implement the changes.
- He spoke about the issues with Planning enforcement and councillors questioned whether officers actually visit the sites.
- District Councillor Suzanne Sanders will be our point of contact regarding Planning matters as she is on the Planning Committee.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: Andrew Cooper spoke to the meeting about issues on Dartmoor, the salient points were:

- Rangers will continue to wear body cameras as the trial was so successful.
- A successful scheme which has seen a team of 'marshals' patrolling Dartmoor to prevent damage and anti-social behaviour at known trouble spots is to continue. Their aim is to 'engage and educate' the public at key locations and they are able to issue fines.
- They are trying to reintroduce Curlews onto Dartmoor
- Visitor numbers are up after Covid, but increasing numbers can cause issues.
- There was a discussion on car park fees and the need for phone signal to pay by RingoGo

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None. Although the Clerk informed the meeting that she has contacted our Highways Officer again about the large number of pot holes from the bottom of Teign Village after the play park down to Leigh Cross. The Clerk encouraged councillors to report pot holes directly to Devon County Council highways <https://www.devon.gov.uk/roads-and-transport/report-a-problem/report-a-pothole/>

A Councillor reported that there was concern from residents of Chudleigh Knighton regarding the speed of traffic from the Church to Knights Mead roundabout and residents finding it difficult to cross the road.

ACTION A - The Clerk to do a Facebook post and include something in our newsletter about the highway code and pedestrians having right of way.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 12th December 2023 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL. The Clerk explained that we haven't received any nominations and Teignbridge have confirmed we are now able to co-opt for both vacancies. The vacancies were included in our newsletter and it was also included in January's edition of Knighton News and the Jan/Feb edition of Hennock and Teign Village's Newsletter. It was also in the Mid Devon Advertiser, 28th December 2023 edition. The Clerk has designed posters for the village noticeboards and has put a copy on Facebook too.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 12TH DECEMBER 2023
The Clerk distributed via email a summary of all actions, actions A – L have all been completed.

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK None

10. TO CO-OPT AN ADDITIONAL MEMBER TO THE HR COMMITTEE

Cllr Pam Rogers was proposed and seconded to join the committee and this was unanimously resolved.

ACTION B – The Clerk to update Cllr Pam Roger's profile on our website.

ACTION C - The Clerk to send Pam via email the relevant HR documents.

11. ARTICLES FOR THE PARISH COUNCIL NEWS

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

** The Highway Code*

** 2 Vacancies on Hennock Parish Council*

** Valencia, where odours believed to be from the site should be reported to*

** Wilder Community Award*

** Community Energy Day on 24th February*

**Please keep dogs on a lead*

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

13. FINANCIAL MATTERS AND PAYMENTS:

Voucher	Cheque	Name	Description	Amount
170	TESCO STOR	Tesco	Christmas Goody Bags	210.00
			<i>RETROSPECTIVE Contents for 30 Goody Bags</i>	
			<i>Total Budget allocation £280, used 10 left over gift bags from 2022</i>	
171	SCREWFIX DI	Screwfix	Noticeboard Keys	5.98
			<i>RETROSPECTIVE Additional keys for Hennock Noticeboard outside the school.</i>	
172	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto Monthly Payment</i>	
173	Wix.com 1092!	Wix.com Ltd	Website, Premium Plan Hosting	136.80
			<i>RETROSPECTIVE Automatic Annual Payment, in budget</i>	
174		Green Magic	GRANT FUNDED A4 Waterproof Signs, Clir	148.80
			<i>RETROSPECTIVE Although Clerk given authority at December Full Parish Council Meeting, agenda item 6.3.</i>	
175		HMRC	PAYE & National Insurance	359.79
			<i>Please note slightly higher as this month's pay includes backdated pay at SCP 27</i>	
176		E Maynard, Clerk	Salary, E Maynard, Clerk	1,508.80
			<i>Please note slightly higher as this month's pay includes 2 months backdated pay totaling £87.36 gross at SCP 27</i>	
177		E Maynard, Clerk	Working from home expenses	26.00
178		E Maynard, Clerk	Mileage	4.50
			<i>2 trips to Hennock and Teign Village to put up notices, 10 miles claimed @ 45p / mile</i>	
179		NEST	Pension	88.08
			<i>AUTO PAYMENT IN FEBRUARY Slightly higher as includes 2 months of backpay</i>	
180		S & W Lygo Engineering	Weekly Inspections	215.00
181		S & W Lygo Engineering	Repairs to CK Play Park	10.00
			<i>To fit and secure red knob/handle to low rotator, CK</i>	
182		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	730.80
			<i>Includes lots of extra drainage and gully clearance</i>	
183		Dartmoor Heathers and Gardens	Tidy Teignbridge - ditch clearance and tidying	20.40
			<i>Used up remaining £17 of grant</i>	
184		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	27.50
			<i>05/02 Climate & Sustainability, 12/12 Full PC</i>	
185		Sutcliffe Play South West	Repairs to CK Play Park	43.26
			<i>PZS 007R Handle for Low Rotator</i>	
186		Janette Parker	Reimbursement	6.00
			<i>Additional 12 Gift bags to match remaining bags left over from 2022</i>	
TOTAL				3,551.71

13.1. TO CONSIDER PAYMENT OF INVOICES

Cllr Parker declared an interest in Scribe voucher 186 as it was a reimbursement payable to herself.

ACTION E - The Council unanimously resolved to approve the payments above and resolved that the Clerk should make the above payments 175-186 using online banking with the exception of Scribe voucher 179 which is an automatic Nest payment payable in February.

13.2. FINANCIAL STATEMENTS – SUMMARY OF RECEIPTS AND PAYMENTS, BANK RECONCILIATION, RECEIPTS.

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **nine** months ending **31st December** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£27979.19** and the Savings Account (Bus Bank Account CIL) credit balance of **£6174.41**. The balance of which equated to the Receipts and Payments closing credit balance of **£34153.60** It was unanimously resolved that the financial statements be approved.

13.3. TO CONSIDER THE RESERVES BALANCE

It was unanimously resolved that the Reserves Balance be approved and it was noted that the £137 remaining in Tidy Teignbridge fund will be reduced to £0 remaining once January payments have been made, see scribe voucher 183.

13.4. TO CONSIDER THE 2024/25 BUDGET AND CONSIDER THE PRECEPT REQUEST FOR 2024/25

The Clerk highlighted the key changes made since preparing the draft budget which she had sent to councillors in advance of the meeting.

The Clerk explained the updated budget and budget notes, both reports need to be read simultaneously, they are in the same order.

In **Budget Notes** Current year means the budget we are working on i.e. 2024/25 and last year is 2023/24. Cost Codes that are no longer needed are not shown on Budget report notes, but unfortunately are still on Detailed Budget Summary

The Clerk updated the budget to reflect the changes proposed at the November and December Full Parish Council meeting and further information received.

- The budget for 2023/24 includes January payments and forecasted figures for remaining 2 months i.e. February and March 2024.
- The draft budget produced in November included Staff Costs which were as 2023/24 budget still, as had only just received Pay Award notice and hadn't had HR review. The difference between actual staff costs 2022/23 and actual & forecasted 2023/24 is 8.6% (within budget) So the Clerk has increased all staff costs by 8.6% for 2024/25.
- Removed Tidy Teignbridge Funding £490 as it won't be available in 2024/25, this was clarified by District Councillors at our December Meeting
- Increased Parish Lengthsman by £1000 due to additional work needed to be done this year above standard contract mostly relating to drainage and not knowing if we have been successful in receiving £1000 HMCEF grant, applied 27th November for 2024/25 but will find out this month if successful.

It's important that our precept request reflects the cost of running Hennock Parish Council, i.e. the payments need to balance the receipts without the need to rely on general reserves to make up the shortfall which had been the case historically.

Payments Total £54237.20 Less Income of Wayleave payment £13.32 Bank Interest £66.57 Allotment Rents £1512.75, HMCEF Grant £1000 not secured yet (although applied November 2023) = £51645.06 needed as Precept

We also have £41799.62 income from CIL monies due 2024/25 however this money is ring fenced for infrastructure, so hasn't been included in income in the calculation above.

£51645.06 divided by 636.7 (tax base) = £81.00 for Band D Property. 2023/24 it was £71.71 this would be a 13% increase equivalent to £9.29 a year or 77p a month.

Justification to increase precept

- Staff costs increased in line with increases this year based on government pay award and moving up an SCP point
- Costs for Teignbridge to empty bins increased by £913.50 equating to an increase of 58%
- Investment in Training for Councillors and ILCA to CiLCA course for Clerk
- Increase in Insurance Costs
- Increase in Parish Lengthsman costs due to more work undertaken by parish council rather than Devon County Council Highways
- Loss of Tidy Teignbridge funding, this year was £490
- Membership of Devon Association of Local Councils (DALC) membership fee increased by 33%
- The tax base for Hennock Parish has decreased from 639.5 to 636.7

ACTION F - It was unanimously resolved that the budget be approved and a precept request of £51,605.06 be requested by the Clerk from Teignbridge, see Appendix A

ACTION G – Following some discussion regarding the large increase in DALC membership fee, it was agreed that the Clerk should write to them explaining that a 33% increase was a concern for our small parish, although we understand and appreciate the value of DALC and the reasonings behind the increase, it was difficult to budget.

14. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP” INCLUDING HENNOCK PARISH COUNCIL’S BIODIVERSITY POLICY.

Cllr Chris Applewood Chairman of this working group, these are the salient points:

The group are trying to run an event every month. <https://www.hennockpc.org.uk/activites-talks-presentations>

- They have set up a circulation list of people who want to receive newsletters and updates on future events. The link to sign up is on our website.
- Tree Hub, Saturday 27th January 2024, 10.30am 300 trees 5 – 6 species, free small whips
- Community Energy Day, Saturday 24th February 2024, 2pm – 4.30pm. Interactive event, knowledge share.
- The group and in turn Hennock Parish Council have been awarded Wilder Community status by Devon Wildlife Trust in recognition of the work the group has achieved.
- Locations for new frames were suggested.

ACTION H - The Clerk to promote Wilder Community Status via our newsletter, website, Facebook etc.

15. TO CONSIDER PENINSULA TRANSPORT STRATEGY

The Council decided upon their answers to the survey with additional comments regarding meeting the needs of the community in rural areas to get to and from work and education. Plus, the parish council recommended further investment in community transport to meet the requirements of rural communities.

ACTION I – The Clerk to complete the Peninsula Transport strategy survey online including the comments mentioned above.

16. TO CONSIDER ADDITIONAL SIGNAGE OR OTHER MEASURES AT TEIGN VILLAGE CAR PARK TO PREVENT UNTAXED, SORN AND VEHICLES WITHOUT A VALID MOT TAKING UP VALUABLE PARKING SPACES.

There was a discussion regarding the current issues namely vehicles parking in the turning circle and untaxed / SORN vehicles being stored there. The Clerk reported that requests to move vehicles have been ignored

No conclusions were made but the Clerk was asked to continue to research possible solutions and monitor the situation.

ACTION J – The Clerk to continue to research possible solutions and monitor the situation.

17. PARKS AND OPEN SPACES MATTERS –

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

18. ALLOTMENT MATTERS

18.1. To consider any issues arising relating to the allotments None

19. Reports from Parish Councillors on training attended and meetings with outside bodies.

Cllr Parker reported that she had attended the Heathfield Liaison meeting on 8th January. There has been lots of odour complaints reported recently, these are investigated and there are specific odour receptors located around the area. It was asked whether the gas extraction was running properly. Cllr Parker encouraged all residents to report odour complaints straight away to the Environment Agency 0800 80 70 60

20. Matters brought forward by Parish Councillors.

Cllr Parker requested we had an agenda item at our February meeting regarding keeping the community tidy.

ACTION K – The Clerk to add to the February agenda “16. To consider how we can encourage and support keeping the community tidy.”

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

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

- Tues 23rd January 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*
- Tues 13th February 2024: Full Parish Council Meeting starting at 7.30pm, Hennock Village Hall*
- Tues 27th February 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*
- Tues 5th March 2024: Annual Parish Meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

PART II (Private) No Part II

As there was no further business the meeting ended at 9.50pm

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