

HENNOCK PARISH COUNCIL

MINUTES OF THE VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 14TH APRIL 2020 STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, R Dixon, S Edmonds, S Edwards, C Fisher, P McCullar, J Parker [Chairperson], G Tully and K Willett
 District Cllr L Evans
 District Cllr R Keeling
 Helen Reynolds, Clerk to the Parish Council.

PART I (Open to the Public)

The Chairperson welcomed everyone to the Parish Council's first virtual/remote meeting.

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

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Parish Councillor C Webb and the reasons for his absence were accepted. Apologies were also received from District Cllr S Purser.

3. DECLARATION OF INTERESTS 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 (*These discussions followed the Payment of Invoices*): There were no members of the public present but District Cllr Richard Keeling reported to the Council and the salient points were as follows:

- Cllrs Evans and Cllr Keeling have been provided with a 'phone bank of vulnerable residents in their area and they have been calling them to see what assistance they need – they are a quarter of the way through the list and so far they haven't had anybody who isn't receiving support from family or friends – in general people are well provided for and there isn't anybody of concern.
- Chudleigh have 100 volunteers.
- Chudleigh Town Council is paying for food for some vulnerable residents from its reserves.

6. PAYMENT OF INVOICES: A mandate variation request has been submitted to Lloyds Bank authorising the following existing signatories to make online bank payments: the Clerk, Chairperson, Vice-Chairman and Cllr Baker (Cllr Baker has full user access to Lloyds Bank on the Chudleigh Knighton Village Hall account) - this is in response to the Coronavirus (Covid-19) Government restrictions impacting on the Council's ability to issue cheques and the payee's ability to pay in cheques. It is expected that the Clerk will have the ability to make the online payments by the end of the week. The Council resolved that the Clerk should make the following payments using online banking:

Payee	Method of payment	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £520 = £799.50 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£23.99</u> Employee: £799.50 x 5% x 80% (as tax is deducted at source) = <u>£31.98</u>	55.97
DALC	To be paid by TDC from precept	NALC affiliation fee, DALC affiliation fee & DALC service charge plus VAT of £47.60 (only payable on service charge)	407.60
H Reynolds	Online	Clerk's net salary	1168.82

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		<i>N.B. Gross salary unchanged; increase of £9.08 in net salary reflects reduction in NI (£8.76) & reduction in pension contribution (£0.32)</i>	
HMRC	Online	PAYE & NI	199.77
H Reynolds	Online	Clerk's expenses*	89.61
S & W Lygo Engineering	Online	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 dismantle & repair broken seat in Hennock bus shelter: £60	240.00
Chudleigh Knighton Allotment Association	Online	Surplus allotment funds which will enable the Allotment Association to pay for Public Liability & Trustee Liability insurance and pay the data protection fee to register with the Information Commissioner's Office. <i>Agreed by the Parish Council at its meeting on 11th February 2020; Minute ref: 15.</i>	204.50
SJB Signs	Online	Dog Poo sign for Chudleigh Knighton Car Park: £22.00 & Play Park closed signs x 5: £75.00 plus VAT £19.40	116.40
DALC	Online	Good Councillor training for councillors delivered on 3/3/20 including trainer's mileage & USB sticks: £124.50 plus VAT £24.90 <i>N.B. Cheque for £240.00 included in March payments schedule destroyed</i>	149.40
Devon County Council	Online	Grit bin for Teign Village: £350.00 VAT: Nil <i>N.B. DCC & County Cllr Jerry Brook agreed that the £800 Locality Budget originally allocated for the DAA night landing site at Teign Village could be reallocated to a grit bin for Teign Village and planters for Chudleigh Knighton</i>	350.00
Chudleigh Knighton Village Hall	Online	Room/hall hire 21/1/20 – 25/2/20	32.00
Kate Willett	Online	Reimbursement for cost of printing Climate Emergency banner & posters	49.20
Dartmoor Heathers & Gardens	Online	Invoice received for £28.00 plus VAT but in view of the Coronavirus situation, the invoice has been made up to £585.00 (plus VAT £117.00) <i>The Parish Council has agreed to pay £585 (plus VAT) being one twelfth of the annual contract sum (£7025) for the 4 months April – July whilst we are subject to lockdown restrictions, recognising that the normal contract cannot be fulfilled – the Council will review the situation at the end of July.</i>	702.00
South West grounds Maintenance	Online	Repair to fence & install steps at Hennock Play Park (gate still to be installed & so £100.00 deducted from amount quoted for this work): £1350.00 plus VAT £270.00 <i>Parish Council agreed to accept quote for £1450 plus VAT at its meeting on 11th February 2020; Minute ref: 23. plus £208.00 plus VAT £41.60 for grounds maintenance work – no invoice received but in view of the coronavirus situation the Parish Council has agreed to pay £208 (plus VAT) being</i>	£1869.60

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		<i>one twelfth of the annual contract sum (£2498.50) for the 4 months April – July whilst we are subject to lockdown restrictions, recognising that the normal contract cannot be fulfilled – the Council will review the situation at the end of July.</i>	
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*Clerk's Expenses £

Working from home expenses	14.00
Stationery: 2 x A4 white paper [2 x £2.95]	5.90
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Postage/stamps (additional stamps purchased for stock prior to lockdown)	34.13
Mileage: 10/3/20 To Hennock Village Hall for Parish Council meeting: 12 miles less mileage to/from CKVH of 9 miles = 3 miles @ 60.1p per mile = £1.80	1.80
HP 950XL magenta ink cartridge	23.78
Total	89.61

7. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: The Chairperson updated the Council on Community Support Plan:

- There are twenty regular volunteers.
- Prescriptions are being collected from Chudleigh and Bovey Tracey and delivered to vulnerable residents.
- Shopping is being delivered from Knighton Stores only so that volunteers are protected i.e. volunteers are not being asked to go to supermarkets – Knighton Stores are doing a fabulous job.
- Volunteers are delivering to Hennock residents.
- Volunteers are making telephone calls to those who have requested them and the Chairperson telephoned all those receiving support to wish them a Happy Easter.
- Residents of Teign Village are supporting each other.
- Many residents are relying on friends and neighbours for support.
- The Council is trying to identify properties where there are residents living on their own in case we go in to total lockdown – the Council is not collecting the names of residents. Councillors were asked to advise the Chairperson of such properties in their street so that details of key information/support available can be delivered to these houses.

Cllr Willett asked how the Parish Council could help with those residents in financial difficulty: The Chairperson advised that councillors can put them in touch with food banks, e.g. HITS & THAT (there are also food banks at Buckfastleigh and Ashburton) - all of the big supermarkets are supporting food banks. People can register for free school meals which will give them a voucher to use at supermarkets. If people have registered on the Government's website, the Government will also send food parcels where needed.

Cllr Tully reported that Gills fruit & veg shop in Chudleigh are delivering to Chudleigh Knighton.

Cllr Dixon expressed the Council's thanks to the Clerk and also thanked Cllr Parker for the enormous amount of work that she is doing on behalf of the Parish Council to support the local community.

The Chairperson reminded councillors to respond "all" to emails sent by the Clerk.

Councillors were also asked whether if it would be more convenient to have a meeting during the day at say 2pm – however, some councillors are still doing some work away from home and so it was agreed to leave the meeting times at 7.30pm. It was also agreed that virtual/remote Parish Council meetings and Planning Committee meetings (where there are planning applications to consider) will follow the normal calendar i.e. the second and fourth Tuesdays in the month.

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It was noted that the free Zoom package only allows for a 40-minute meeting but Cllr Edmonds advised that it is possible to restart the meeting where all participants sign back in with the same password.

The Chairperson advised the Council that she was having a Zoom meeting with the Clerk at 2pm on a daily basis so that any issues can be addressed promptly.

As there was no further business the meeting ended at 8.05pm.

.....**Chairperson**

Dated.....