



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 12th DECEMBER 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Jasmine Carter, Janette Parker, Pam Rogers, Graham Tully (Chairman) and Cllr Kate Willett.

Elly Maynard, Clerk to Hennock Parish Council

District Councillors Suzanne Sanders, Richard Keeling and Andy Swain.

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the December meeting.

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 Councillors Becky Applewood, Chris Applewood, Bo McAllister-Bruce the reasons for their apologies were accepted.

District Councillor Stephen Purser also sent his apologies.

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 November – 30th November there were 2 recorded offences in the Chudleigh Knighton and Hennock beat code area, which was theft and an assault. Police responded to approximately 16 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

From January 2024, Inspector Sean Roper will be taking over from Inspector James Johnson to lead the Neighbourhood team in rural and coastal.

Police Surgeries:

He attended Hennock Soup and Pud – Thursday 16th November, 12pm – 2pm

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

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser's report was circulated to councillors prior to the meeting. There were no questions regarding the contents of the report.

District Councillor Richard Keeling wished everyone a Happy Christmas and Happy New Year and gave an update from Teignbridge. The salient points were:

- There will be a new interim head of planning Sim Manley to replace Ros Eastman
- He told the meeting he was happy to support our extension of time request for former Anchor Inn site
- Teignbridge Local Plan Addendum still under consultation, the Newfoundland car park in Newton Abbot and land off Le Molay Littry Way in Bovey have been removed from the plan.
- He will be chairing the Teignbridge Town and Parish budget consultation on 19 December at 7pm on Zoom.
- The Clerk asked if Tidy Teignbridge grants would be available in 2024/25 and she was told they wouldn't be
- Cllr Janette Parker shared her concerns that she felt Teignbridge don't provide as many services in rural areas.

District Councillor Suzanne Sanders said the Broadmeadow consultation is now live.

District Councillor Andy Swain said he is happy to support the Climate and Sustainability communication frames project with Councillor's community fund of £200.00 and requested the application is submitted ASAP.

ACTION A - The Clerk to complete Teignbridge's community fund application of £200 ASAP and let the council know if our application has been successful.

ACTION B - The Clerk to purchase frames and organise installation once we have received the grant.

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None. Although the Clerk informed the meeting that she had spoken to our Highways Officer about the large number of pot holes from the bottom of Teign Village after the play park down to Leigh Cross and those on Warwick Lane that had been repaired but had washed out within days. She had also chased the overhanging vegetation when you turn left onto the Chudleigh Road before Finlake.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 14th November 2023 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO NOTE THERE ARE NOW 2 VACANCIES ON HENNOCK PARISH COUNCIL Noted

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 14TH NOVEMBER 2023

The Clerk distributed via email a summary of all actions, actions A – Q have all been completed.

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- Chudleigh Knighton Community Coffee Morning, Friday 17th November 2023
- Site visits regarding emptying of litter & dog bins at play parks and car parks, 22nd November 2023
- HR Review Meeting, Tuesday 5th December 2023
- SLCC AGM and Christmas Dinner, Devon Hotel, Exeter, Friday 8th December 2023

10. TO CONSIDER THE REPORT FROM THE HR COMMITTEE

Following the Clerk's Annual Review the HR Committee proposed the following recommendations, these were unanimously resolved.

- -The Clerk to go up 1 grade from 26 to 27 on the SCP backdated from 2nd November 2023 the anniversary of the Clerk's appointment.
- The Clerk to go ahead with the ILCA to CILCA course next financial year.
- The Clerk to write to Chudleigh Knighton Village Hall Committee for permission to formally adopt the village hall as Hennock Parish Council's business address.
- The Clerk to purchase a suitable laptop after the Annual Accounts have been submitted in May 2024.

ACTION C - The Clerk should update Hawthorn Accounting Services, that January pay will be at SCP 27 rate and include backpay for November and December at the new rate.

ACTION D - The Clerk had sought permission from Chudleigh Knighton Village Hall prior to the parish council meeting to change our address, so just needs to confirm with the village hall that the parish council formally agreed.

ACTION E – No action required yet, £1000 already in earmarked reserves to purchase a new laptop.

ACTION F – Add to January Agenda to co-opt a councillor to join the HR Committee following the resignation of Cllr Sarah Lee from Hennock Parish Council

11. ARTICLES FOR THE PARISH COUNCIL NEWS

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

** Devon Home Choice*

** 2 Vacancies on Hennock Parish Council*

** Tree Hub on 27th January*

** Community Energy Day on 24th February*

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

13. FINANCIAL MATTERS AND PAYMENTS:

Voucher	Cheque	Name	Description	Amount
152	HINTERNET 0	Heart Internet	Website, Premium Plan Hosting	12.00
			<i>RETROSPECTIVE Automatic annual premium mail box renewal</i>	
153	McAfee.com C	McAfee	McAfee PC Optimizer	34.99
			<i>RETROSPECTIVE 1. Free up space on your PC 2. Improve PC speed. 3. Browse & stream faster 4. Instant boost at your fingertips</i>	
154	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto monthly payment</i>	
155		HMRC	PAYE & National Insurance	314.38
156		E Maynard, Clerk	Salary, E Maynard, Clerk	1,410.32
157		E Maynard, Clerk	Working from home expenses	26.00
158		E Maynard, Clerk	Mileage	9.00
			<i>22/11 Drive to Hennock & TV Site Visit with bin contractor & put up notices</i>	
			<i>08/12 Drive to Devon Hotel, Exminster SLCC AGM and Christmas lunch</i>	
			<i>Total miles claimed 20 @ 45p / mile = £9.00</i>	
159		NEST	Pension	94.69
			<i>AUTOMATIC PAYMENT IN JANUARY 2024</i>	
160		South West Grounds Maintenance	Grounds Maintenance Contract	342.00
161		S & W Lygo Engineering	Weekly Inspections	215.00
162		S & W Lygo Engineering	Tidy Teignbridge - tidying up of CK Play Par	30.00
163		S & W Lygo Engineering	Repairs to CK Play Park	80.00
			<i>Re-align junior car park cark gate and make firm in ground £50</i>	
			<i>Repair and secure shelf / seat on toddler unit £30</i>	
164		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	877.20
165		Dartmoor Heathers and Gardens	Tidy Teignbridge - ditch clearance and tidyir	108.00
			<i>Extra ditch and gully clearing around CK Car park</i>	
166		Dartmoor Heathers and Gardens	Allotment Work - Hennock	12.00
			<i>Install new post for Plot 5</i>	
167		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	37.50
			<i>07/11 Climate & Sustainability, 14/11 Full PC Meeting, 28/11 Planning Meeting</i>	
168		Hawthorns Accounting Services Ltd	Payroll	60.00
			<i>5 months Payroll for June, July, Aug, Sep, Oct</i>	
169		SLCC	Membership	188.00
TOTAL				3,861.08

13.1. TO CONSIDER PAYMENT OF INVOICES

ACTION H - The Council unanimously resolved to approve the payments above and resolved that the Clerk should make the above payments 155 – 169 using online banking with the exception of Scribe voucher 159 which is an automatic Nest payment payable in January.

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 **eight** months ending **30th November** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£32030.41** 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 **£38204.82**. 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 £17 remaining once December payments have been made, see scribe vouchers 162 and 165.

13.4. TO CONSIDER THE CIL REPORT

The CIL report was presented to the council and unanimously resolved

This year we have received 2 CIL payments. £1394.34 in April and £1074.66 in October totalling £2469.00, we still have £3705.41 retained from previous years. The total CIL monies = £6174.41 which is the total amount in our Business Bank Account CIL.

13.5. TO CONSIDER TIDY TEIGNBRIDGE RESERVES

The Tidy Teignbridge reserves report was presented to the meeting and unanimously resolved, as agenda item 13.3. £17 still remaining.

13.5. TO CONSIDER THE 2024/25 BUDGET

The Clerk reported she had completed all the budget related actions from November's meeting, action points H – L. The Clerk let the council know that Staff costs can now be amended (in the draft budget they were inputted as 2023/24 budget) following agenda item 10 with the resolution that the Clerk go up to SCP 27. The budget and the precept request will need to be finalised and agreed at our January meeting.

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

Cllr Kate Willett Vice Chairman of this working group confirmed that the Clerk had circulated the papers prior to the meeting. It was agreed to postpone considering Hennock Parish Council's biodiversity policy to our January meeting when the Chairman Cllr Chris Applewood can explain it thoroughly. Cllr Willett highlighted the salient points from the report:

- Cllr Chris Applewood attended Teignbridge local plan presentation and it had some very positive messages re climate change.
- 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, want to become less Chudleigh Knighton focussed.
- Tree Hub, Saturday 27th January 2024
- Community Energy Day, Saturday 24th February 2024

ACTION I - The Clerk to send our District Councillors links to our Climate and Sustainability website.

15. To consider Teignbridge's Community Infrastructure Levy (CIL) consultation

<https://www.teignbridge.gov.uk/planning/local-plans-and-policy/proposed-submission-local-plan-2020-2040/community-infrastructure-levy-cil-review/>

ACTION J – No action required regarding CIL consultation.

16. Planning Matters – Dartmoor National Park

16.1. 0501/23

Application Type: Certificate of Lawfulness for an existing use

Proposal: Use of the building as a second home (use class C3)

Location: Soda Ash Building, Bovey Tracey , TQ13 9PA

<https://dartmoor-online.tascomi.com/planning/index.html?fa=getApplication&id=161868&language=en>

Please note, an extension of time requested by the Clerk until 23rd January 2024 (our next scheduled Planning Committee Meeting) from Dartmoor National Park was refused.

ACTION K – The Clerk was instructed to respond with the following:

Hennock Parish Council considered proposal 0501/23 at their Full Parish Council Meeting on 12th December 2023 at Chudleigh Knighton Village Hall, agenda items 16.1.

Hennock Parish Council object to the proposal.

In the Planning Statement that was uploaded onto the portal on 11th December it refers to lots of evidence, however this evidence isn't available on the portal.

We noted the representation uploaded on 27th November which suggests the building has been concealed.

This area is not an identified area for development in Dartmoor National Park.

17. PARKS AND OPEN SPACES MATTERS –

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

The Clerk reported she is still awaiting outstanding invoices regarding the wet pour repair in Chudleigh Knighton and low rotator knob, hence they were not on December payment list.

18. ALLOTMENT MATTERS

18.1. To consider any issues arising relating to the allotments

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

Cllr Pam Rogers reported that she had attended online the 2nd of the two Teignbridge Cycle forums on 5th December which discussed the progress of the Teign Estuary Trail amongst other things.

ACTION L – The Clerk to forward the cycle forum minutes and slides to councillors when they become available.

20. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. None

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

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

Tues 9th January 2024: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 23rd January 2024: Planning Committee 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 9.15pm

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