



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 13th JUNE 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Jasmine Carter, Carol Godwin, Bo McAllister-Bruce, Janette Parker, Graham Tully (Charman) and Kate Willett
Elly Maynard, Clerk to Hennock Parish Council
Andrew Cooper, Dartmoor National Park Authority Parish Link Member
One member of the public representing Chudleigh Knighton Pre School

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the June meeting.

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

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Councillors Sarah Lee and Pam Rogers, the reasons for their apologies were accepted.
County Councillor Jerry Brook, District Councillor Stephen Purser, District Councillor Suzanne Sanders and District Councillor Andy Swain also sent their 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: A representative from Chudleigh Knighton Pre School came to the meeting saying they are seeking funding to improve the facilities at the preschool as well as maintenance of the site. There were some discussion regarding potential sources of funding and the Clerk was instructed to email them with all the suggestions given.

ACTION A - The Clerk was instructed to email Chudleigh Knighton Pre School with potential funding sources. Also it was agreed that the Clerk would forward on any new potential funding sources she receives in the future.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: None

PC Hawkins will be attending Hennock Coffee Morning on Tuesday 4th July from 10.30am
<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. In the report he said it's still very early days with the new council and nearly half are new councillors so there has been lots of induction training and briefings. There were no questions regarding the contents of the report.

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

Andrew Cooper spoke to the meeting about a few key issues:

- Car Parking charges went up on 1st May. Car drivers are to be charged £3 for up to three hours and £5 for longer, this is the first increase in five years.
- Dartmoor National Park have received £63,000 from DEFRA
- DEFRA want to reduce the number of animals on the moor significantly
- There are free family events being held on Dartmoor this Summer.
- A councillor asked if Dartmoor would consider offering annual permits, members including Andrew have been lobbying for this but it would need policing.
- Dartmoor need to work out how Electric charging points for vehicles can be achieved.
- Dartmoor Forum will start again including more locally based meetings.

ACTION B - The Clerk was instructed to include information about free family events on Dartmoor in our newsletter and Facebook page.

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None

7. APPROVAL OF THE MINUTES: The Clerk was asked to add the word Vice to the first page of the minutes and amend Appendix B by removing Cllr Becky Applewood from the Sustainability Group. The minutes of the Annual Meeting of the Parish Council held on 16th May 2023 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO NOTE THERE ARE NO VACANCIES ON HENNOCK PARISH COUNCIL Noted

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM ANNUAL MEETING OF THE PARISH COUNCIL HELD TUESDAY 16TH MAY 2023 The Clerk distributed via email a summary of all actions following May's meeting, all have been completed apart from Action P the topping up of bark in the wooded area at Chudleigh Knighton Play Park and Action S to chase for a date for War Memorial work to be completed.

ACTION C – Chase for completion dates for outstanding Action P regarding the bark and report back to the council.

ACTION D - Chase for completion dates for outstanding Action S regarding the war memorial and report back to the council.

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

26/05/23 Meeting: Highways

The Clerk reported that most of the highways report shared at the April meeting has now been completed.

An overgrown sign in Chudleigh Knighton was raised by a councillor.

ACTION E - The Clerk to report the 30mph sign which has overgrown vegetation to highways.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

Suggestions were given, see action below.

<https://www.hennockpc.org.uk/post/hennock-parish-council-newsletter>

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

- * Bovey Tracey Army Cadets Litter Pick
- * Summer Activities at Dartmoor National Park
- * Police Surgery at Hennock Village Hall

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

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Voucher	Cheque	Name	Description	Amount
40	WLKO RETAIL	Wlko	Stationery	3.20
		<i>RETROSPECTIVE - A4 Notebook</i>		
41	WLKO RETAIL	Wlko	Noticeboard Keys	8.50
		<i>RETROSPECTIVE - Clerk requested at Annual Meeting to provide spare "keys" for Cllr Lee x 2 and Cllr Rogers x 1 so they can update noticeboards too.</i>		
42	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
		<i>RETROSPECTIVE Auto monthly payment</i>		
43		HMRC	PAYE & National Insurance	272.71
44		E Maynard, Clerk	Salary, E Maynard, Clerk	1,352.08
45		E Maynard, Clerk	Working from home expenses	18.00
46		E Maynard, Clerk	Mileage	8.10
		<i>16/05/23 Hennock and TV to put up planning agendas and attend Royal Variety Performance.</i>		
		<i>24/05/23 To Newton Abbot to buy spare noticeboard keys, test them, put up newsletters and posters in Hennock, Teign Village and Chudleigh Knighton.</i>		
		<i>06/06/23 Hennock and TV to put up agendas, check work completed at TV and CK play parks.</i>		
		<i>Total 18 miles @ £0.45 / mile = £8.10</i>		
47		NEST	Pension	72.54
48		South West Grounds Maintenance	Grounds Maintenance Contract	239.40
49		S & W Lygo Engineering	Weekly Inspections	215.00
50		S & W Lygo Engineering	Repairs to CK Play Park	30.00
		<i>CK - To repair one fence upright and replace another</i>		
51		S & W Lygo Engineering	Repairs to CK Play Park	245.00
		<i>FROM EARMARKED RESERVES</i>		
		<i>Remove nails, screws and wiring from fence £50</i>		
		<i>Install new 4" post in wooded area £85</i>		
		<i>Prepare, clean and grease swing fixtures on cradle swings £20</i>		
		<i>Clean and treat Multi Play junior Sutcliffe £90</i>		
52		S & W Lygo Engineering	Repairs to TV Play Park	320.00
		<i>FROM EARMARKED RESERVES</i>		
		<i>Clean and treat Spring Horse £20</i>		
		<i>Clean and treat Spring Tractor £20</i>		
		<i>Remove noughts and crosses drums. £55</i>		
		<i>Completely remove rope traverse £225</i>		
53		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	253.20
54		Dartmoor Heathers and Gardens	Repairs to CK Bus Shelter (Anchor Inn)	24.00
		<i>Clean ends of cross beam, treat metal bolts and bitumen whole area both ends.</i>		
55		Dartmoor Heathers and Gardens	Allotment Work - Chudleigh Knighton	312.00
		<i>New Allotment gate, CKA have paid for this to be purchased and installed.</i>		
56		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	60.00
		<i>16/05/23 Annual Meeting of Parish Council, 23/05/23 Planning meeting, 30/05/23 Training</i>		
57		Abbey Business Machines	Stationery	39.54
		<i>4 x A4 Polypockets with dividers, 1 x box A4 paper</i>		
58		Gerry and Co	Chain of Office - Plate	68.40
		<i>Ordered 23/05/23 3-4 weeks delivery. £68.40 to be paid once received plate.</i>		
		<i>Within budget which is £59.85 + VAT = £71.82</i>		
		<i>New Plate - Charlie Fisher 2022 - 2023</i>		
TOTAL				3,551.67

ACTION G - The Council unanimously resolved to approve the above payments and resolved that the Clerk should make the above payments 43 – 58 using online banking with the exception of Scribe voucher 47 which is an automatic Nest payment payable in July.

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **two** months ended **31st May** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £40,288.32 and the Savings Account (Bus Bank Account) credit balance of £7,140.00. The balance of which equated to the Receipts and Payments closing credit balance of £47,428.32. It was unanimously resolved that the financial statements be approved.

13. TO CONSIDER THE PROGRAMME OF MEETINGS FOR HENNOCK PARISH COUNCIL, JULY – DECEMBER 2023

It was unanimously resolved to continue to hold all parish council meetings at Chudleigh Knighton Village Hall as Hennock Village Hall and Teign Village Social Club still don't have broadband.

ACTION H – The Clerk to confirm all dates with the booking secretary of Chudleigh Knighton Village Hall.

14. TO SET A DATE FOR THE NEXT MEETING OF THE “INFRASTRUCTURE AND DEVELOPMENT WORKING GROUP INCLUDING PARISH PLAN”

It was agreed that members of this committee would agree upon a date for their first meeting and report back to the council.

ACTION I – The Clerk to let all councillors know the agreed date of the next meeting and book Chudleigh Knighton Village Hall.

15. TO RECEIVE AND CONSIDER THE REPORT FROM THE SUSTAINABILITY WORKING GROUP.

Members of this working group reported back on their first meeting held 6th June 2023. Comprehensive notes from this meeting had been circulated to all councillors prior to the meeting. These notes included introductions from all the members including their relevant skills, knowledge, personal aims and motivators. Initial principles and ideas generated by the group for potential development, areas for consideration, purpose and terms of reference. The previous terms of reference will need to be amended and the aims will be more achievable and more community based, the name of the working group may also be changed.

ACTION J – The Clerk to continue to keep this item on the agenda.

16. TO CONSIDER THE PROPOSAL TO SET UP A FINANCE COMMITTEE

The proposal was discussed including how often the committee should meet, what would be the purpose, the benefits and time implications. After some discussion between Councillors and the Clerk who is also the Responsible Financial Officer for the parish council it was unanimously resolved that a “Budget Task and Finish Group” would be more beneficial. Councillor Carol Godwin, Councillor Chris Applewood and Councillor Phil Baker agreed to form this group along with the Clerk which would “meet” in September prior to the October Full Parish Council meeting when budget discussions for 2024/25 commence.

Another proposed future project that will need support is the refurbishment of Teign Village Play Park, it was agreed that this should be added to the July agenda.

ACTION K – The Clerk to add “To consider the proposal to refurbish Teign Village Play Park” onto the July Agenda

17. CORRESPONDENCE FOR CONSIDERATION AND ACTION

The Clerk reported that she had received correspondence from residents regarding

- Japanese Knotweed (not on parish council land) and was awaiting photographs
- Dog Mess in Chudleigh Knighton

ACTION L – The Clerk to chase for the photographs and then seek advice on how to report the Japanese Knotweed.

18. PARKS AND OPEN SPACES MATTERS –

18.1. To consider any maintenance issues arising from weekly inspections of play parks, car parks and bus shelters in Hennock, Teign Village and Chudleigh Knighton.

The Clerk reported that unfortunately there has been some minor issues in both Chudleigh Knighton and Teign Village Play Parks, these issues have all been rectified straight away by our contractors and in total will cost the parish council £85.

19. ALLOTMENT MATTERS, TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS

The Clerk reported that she has received requests from allotment holders in Hennock for a 2nd communal IBC / water butt.

ACTION M – The Clerk was instructed to provide costings of a second IBC (purchase and installation) to present at the July Full Parish Council Meeting.

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

Cllr Janette Parker reported she will be attending a Heathfield Landfill Community Liaison Group Meeting on 26th June, she will then forward the minutes to all councillors and will welcome feedback and comments.

Cllr Sarah Lee along with the Chairman Cllr Graham Tully attended the Hennock Village Hall AGM, comprehensive notes produced by Cllr Sarah Lee were distributed prior to the meeting.

21. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Cllr Jasmine Carter asked whether the parish Council are responsible for cutting the left hand / western hedge at Teign Village Play Park as it needs cutting.

Cllr Janette Parker asked the Clerk to chase the land registry

Councillors asked if there had been any progress with the Tree Preservation Orders (TPO) requested

ACTION N – The Clerk was requested to check who is responsible for cutting the western hedge and report back to the parish council.

ACTION O – The Clerk was requested to chase the land registry and report back to the parish council.

ACTION P – The Clerk was requested to chase our TPO requests and report back to the parish council.

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

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

Tues 27th June 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall (4th Tues)

Tues 11th July 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 9.25pm

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