

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

**PRESENT:** Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Carol Godwin, Janette Parker, Graham Tully and Kate Willett.

Bo Mcallister-Bruce (co-opted onto Parish Council, agenda item 8)

Elly Maynard, Clerk to Hennock Parish Council

Jan Williamson, Chairman of Teign Village Allotment Association

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

The Chairman welcomed everyone to the July parish council meeting.

**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 Pete McCullar, Councillor Emma Sueref, District Cllr Stephen Purser, County Councillor Jerry Brook. Alex Woolaway from Community Catalysts who was due to speak in Public Participation 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:** Cllr Carol Godwin, to discuss and vote on the Parish Precept, this request was granted.

**5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM:**

Jan Williamson attended the meeting as Chairman of Teign Village Allotment Association (TVAA) to talk again about the issues the allotment holders are facing due to Fallow deer and Roe deer entering the allotments and eating the crops. Since the June Meeting Cllr Graham Tully and the Clerk held a site visit at the allotments along with Jan, which she felt was a very useful exercise. They found no signs of the deer eating the fruit trees in the Jubilee Orchard or deer poo in that area. Some allotments holders would like to ask Hennock Parish Council's permission as the landowner to put up a 1.8m fence around the site, however objections have already been raised relating to cost, height and appearance, Jan is going to get quotes. Since the June meeting the Clerk has sought advice from our Dartmoor National Park ranger, County Councillor Jerry Brook and looked on the National Allotment Society website. It was pointed out that this is really only a problem this year and not necessarily a permanent problem. The Clerk read out the relevant part of the tenancy agreement.

*ACTION A – The Clerk to contact Dr Peter Beale our voluntary Tree Warden who is a qualified ecologist for suitable advice regarding planting and enhancing the hedgerow.*

*The Clerk to confirm whether Hennock Parish Council own the wired fence on southern boundary and report back to TVAA.*

The Chairman introduced Bo McAllister-Bruce and invited her to say a few words about herself and why she would like to be considered as a councillor, the Clerk had previously circulated an introductory letter from her.

**6.0. REPORTS FOR INFORMATION**

**6.1. POLICE OFFICER'S REPORT:** None. The Clerk informed the meeting that as requested she had sent a letter of thanks to PCSO Mark Easton for all his support over the years, along with a parish council Platinum Jubilee medal which was gratefully received.

**6.2. COUNTY COUNCILLOR'S REPORT:** None

**6.3. DISTRICT COUNCILLORS' REPORTS:** Report from District Cllr Stephen Purser was circulated to councillors 05/07/22 via email, there were no questions regarding the contents.

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

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** None

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 14<sup>th</sup> June 2022 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 VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL.**

Isobel (known as Bo) McAllister-Bruce was co-opted onto Hennock Parish Council

*ACTION B – The Clerk to ensure all relevant paperwork is completed by Bo, send her register of interests to Teignbridge. Add Bo to our website and set up her email address. Issue Carol with hard copy of Good Councillor's Guide. Introduce her to the parish via website, Facebook and update posters in noticeboards.*

**9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:**

**9.1 CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 14TH JUNE 2022**

The Clerk distributed via email a summary of all actions following June's meeting, all have been completed or are on tonight's agenda. SEE APENDIX A

**9.2. HENNOCK SURGERY FEEDBACK**, a separate report was distributed prior to the meeting to all councillors which detailed all the issues raised at the surgery held on 18<sup>th</sup> June and action taken to date. In summary:

- The poison berry plant by the fence in Hennock Play Park was removed immediately and the area has since been weed killed, all contractors have been asked to monitor the area.
- The white cherry tree that replaced the copper beech tree has died because of honey fungus. The Clerk asked Dr Peter Beale our tree warden for advice and he said because the ground is riddled with honey fungus, no tree will successfully grow. The tree although dead is still standing and safe and is being monitored by our Parish Lengthsman. The Clerk has updated the family of the late Elizabeth Webber who planted the Copper Beech tree and the replacement cherry tree.
- The spring near the village hall is dry, the Parish Lengthsman has been looking into this, it is also dry at the Old Vicarage so the issue maybe further up the hill.
- The maintenance and future plans of the grass area above the playpark was questioned, the Clerk has spoken to the school who said they haven't used it as much as envisaged. There is a change of head in September and the lease is due for renewal, so this needs to be considered again.

*ACTION C – The Clerk was asked to speak to former Councillor Ivan Bridle for advice as he was involved when the issue arose before.*

**9.3. APPLICATION TO WAR MEMORIALS TRUST FOR GRANT TOWARDS CLEANING OF CHUDLEIGH KNIGHTON WAR MEMORIAL**

The Clerk explained to the meeting that she had completed the pre-application forms and based on the information provided they are pleased to say the project, or part of it, is eligible for a grant from War Memorials Trust. However, just because a project is eligible does not mean a grant application will be successful. The charity has limited funds and available funding is allocated to those war memorials in greatest need. Based on the information provided our project is medium priority (if cleaning is required) and works are necessary.

*ACTION D – The Clerk was asked to complete the next set of forms as part of the process.*

**9.4. TRAINING ATTENDED BY CLERK** SLCC Devon and Cornwall Branch Meeting, 6<sup>th</sup> July, Ivybridge

The Clerk reported she had attended this meeting and found networking with other local clerks very useful.

## 10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- Welcome to new Parish Councillor Bo McAllister-Bruce
- War Memorial in Chudleigh Knighton
- Replacement of high mesh fencing in Chudleigh Knighton Play Park
- Devon Home Choice
- A Dog walker's Guide to Teignbridge
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**ACTION E - 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 PAYMENT OF INVOICES

Retrospective payments authorised at July Parish Council Meeting (12/07/22) that were paid after June payments approved at June Parish Council meeting (14/06/22)

- Scribe Voucher 75 for Clerk's mobile phone, (automatic payment)
- Scribe Vouchers 76 relating to cleaning chemical (debit card payment)

**ACTION F - The Council resolved that the Clerk should make the following payments 77-93 using online banking, with the exception of voucher 81 NEST pension that will automatically be debited in August.**

Voucher	Cheque	Code	Name	Description	Amount
75	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto Payment</i>		
76	SCREWFIX DI	121 - Litter Picking Equipment	Screwfix	Sticky Stuff Remover	14.99
			<i>RETROSPECTIVE To clean off residue from phone box and noticeboard in CK.</i>		
			<i>Using Earmarked Reserves "Tidy Teignbridge Clean Up Fund"</i>		
77		30 - Tax and NI	HMRC	PAYE & National Insurance	245.24
78		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,241.99
			<i>NI contribution gone down</i>		
79		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
80		31 - Mileage	E Maynard, Clerk	Mileage	38.46
			<i>3 x Trips to Hennock &amp; TV. 1 x trip to SLCC meeting in Ivybridge</i>		
81		26 - Pension	NEST	Pension	63.23
			<i>AUTO PAYMENT Due August 2022</i>		
82		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	314.70
83		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
84		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	120.00
			<i>Chudleigh Knighton - Fence uprights supply, secure and fit and secure and fit</i>		
85		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	20.00
			<i>To secure chain shackles on nest swing. See inspection sheet 27/06/22</i>		
86		11 - Training	Devon Association of Local Councils	Training - Chaining Meetings	72.00
			<i>Training for Cllr Charlie Fisher &amp; Cllr Graham Tully 13/06/22</i>		
87		121 - Litter Picking Equipment	Clothing Your Way	Uniform for Contractors	21.60
			<i>2 replacement Hennock Parish Council hi vis vests for S&amp;W Lygo</i>		
			<i>Using Earmarked Reserves "Tidy Teignbridge Clean Up Fund"</i>		
88		15 - Data Protection Registration	Information Commissioner's Office	Membership	40.00
			<i>Annual Fee due 11/08/2022 (Budgeted £41)</i>		
89		41 - Allotment Costs	The National Allotment Society	Membership	66.00
			<i>Annual Membership same as 2021/22</i>		
90		131 - (ER) Weldmesh Fencing C	Josh Harris - Tree Care and Groundw	Weldmesh Fencing at CK Play Park	5,187.36
			<i>Half the total cost. Work to be done after Summer holidays.</i>		
			<i>Work agreed meeting 14/06/22 agenda item 15.2</i>		
91		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	25.50
			<i>Room Hire 14/06/22 Full PC Meeting, 28/06/22 Planning</i>		
92		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,449.00
93		123 - Queen's Platinum Jubilee	Hennock Village Hall	Grant	100.00
			<i>Towards paying for the Ceilidh band which the whole village was invited to attend free of charge.</i>		
			<i>Local Government Act 1972, section 145, provision of entertainment</i>		
				<b>TOTAL</b>	<b>9,228.07</b>

**12.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments and Bank Reconciliation for the **three** months ended **30<sup>th</sup> June 2022** were sent to the Council prior to the meeting, which showed the current account

(Treasurers Account) credit balance of £38327.72 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 £45467.72. It was unanimously resolved that the financial statements be approved.

**12.3. APPLICATION FOR COMMUNITY FUND** - Cllr Lorraine Evans, Teignbridge District Council, £300  
The application towards the wooden gazebo in Teign Village Play Park was successful and is now in our bank account 06/07/22.

**12.4. TO REVIEW / APPROVE HENNOCK PARISH COUNCIL FINANCIAL REGULATIONS**

The Clerk read out the 3 points that the parish council asked for clarification on, it was decided to add them back in as although they are currently not relevant, they maybe in the future.

*ACTION G – The Clerk to add the relevant points to our Financial Regulations and add the revised version to our website.*

**12.5. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY FOR AN INDEPENDENT MEMBER OF THE PUBLIC WITH FINANCE EXPERIENCE TO UNDERTAKE QUARTERLY FINANCIAL CHECKS ON A VOLUNTARY BASIS.**

The Clerk reported we received one application from Cathy Pennicott for the role. Cathy is currently a company accountant and a chartered Certified Accountant FCCA, she lives in Kingskerswell. She is happy to undertake the role on a voluntary basis and the Clerk will drop off and collect finance folders, she will also have “read only” access to Scribe.

*ACTION H – The Clerk to invite Cathy to meet the Chairman and herself when she hands over quarter 1 folders to be checked.*

*ACTION I - The Clerk to let Lyn Harris know we have found a replacement and thank her again for all her hard work over the last 12 years.*

**13. TO CONSIDER HOW HENNOCK PARISH COUNCIL CAN SUPPORT KNIGHTON NEWS CONTINUE TO PRODUCE BOTH A PRINTED AND ONLINE VERSION OF KNIGHTON NEWS.**

Cllr Janette Parker said Knighton News is a very valued newsletter, she explained how Hennock Parish Council used to produce its own newsletter but it made sense for Hennock Parish Council to contribute articles to Knighton News and support it with a grant.

*ACTION J – Cllr Phil Baker to speak to Chudleigh Knighton Village Hall Committee to see if they can support Knighton News financially as they include a lot of village hall news and events.*

*ACTION K – The clerk to contact Rev. Alex Sharp saying Hennock Parish Council support Knighton News and would like it to continue as a monthly printed newsletter delivered by volunteers to homes in Chudleigh Knighton and invite the PCC to attend our September meeting.*

**14. TO CONSIDER COMPLAINTS FROM MEMBERS OF THE PUBLIC REGARDING AGGRESSIVE DOGS AND DOG FOULING.**

The Clerk explained she had received an email regarding aggressive dogs in the following locations in Chudleigh Knighton, by the river, Pipehouse Lane and on Chudleigh Knighton Heath. The Clerk explained she has taken the following action to date:

- Contacted Teignbridge Community Environment Warden for advice
- Contacted Devon Wildlife Trust Warden regarding the complaint and possibility of additional signage
- Added Social media posts
  - There's no such thing as the dog poo fairy
  - Bag It and Bin It including locations and photos of Dog Poo bins in Chudleigh Knighton
- Added a dedicated page to our website <https://www.hennockpc.org.uk/dogs>

The Clerk explained she had been made aware of threatening posters regarding dog mess been stuck up around Chudleigh Knighton and has taken the following action to date:

- Immediately removed all threatening posters regarding dog fouling and relaced with “There’s no such thing as the Dog Poo Fairy” posters
- Cleaned up the sticky residue left behind by tape
- Contacted the local police team who has given the individual words of advice CR/059808/22

*ACTION L : The Clerk to include TDCs “A dog walkers guide to Teignbridge” in our newsletter and also the importance of keeping your dog on a lead at all times on Chudleigh Knighton Heath. Plus, information on how to report dog mess that hasn’t been cleaned up and what to do if you witness dog fouling.*

## **15. PARKS AND OPEN SPACES MATTERS –**

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

The Clerk explained we have received complaints from our contractor and a member of the public regarding vehicles left in Teign Village Car Park that have no tax or valid MOT.

*ACTION M: The Clerk was asked to place notices on all 3 vehicles detailing their number plate and giving them 28 days to remove their vehicle from the car park. If they still remain after 28 days with no tax or valid MOT she needs to contact the DVLA.*

### **15.2. TO CONSIDER THE QUOTES FOR REPLACEMENT MUGA PANELS AT CHUDLEIGH KNIGHTON PLAY PARK.**

The quote for the replacement central panel of the MUGA court was considered versus the cost to repair the panel by welding and reinstalling. It was unanimously resolved that the welding solution would be the preferable option and it should be completed before the school summer holidays.

*ACTION N: The Clerk to let our contractors know their quote of £225 has been accepted and to go ahead.*

### **15.3. TO CONSIDER THE QUOTE TO ADD NEW SCREWS TO ALL WOODEN FENCE POSTS AT CK PLAY PARK**

The quote for £240 for the screws and £360 for the labour was considered and it was unanimously resolved that the work should be undertaken to “invest now to save later” and ideally it should be completed before the school summer holidays.

*ACTION O: The Clerk to let our contractors know their quote of £240 and £360 has been accepted and to go ahead.*

### **15.4. TO CONSIDER THE QUOTE TO REPAIR POTHoles IN CHUDLEIGH KNIGHTON CAR PARK**

The quote from our contractor was considered, however Cllr Janette Parker suggested contacting Sibelco the local landowner to see if they would be able to do this small job on our behalf.

*ACTION P: The Clerk to ask Sibelco*

### **15.5. LOVE PARKS WEEK 29<sup>TH</sup> JULY – 5<sup>TH</sup> AUGUST, KEEP BRITAIN TIDY INITIATIVE**

*ACTION Q: The Clerk to share via social media any appropriate posts, however she is on annual leave that week.*

### **15.6. TO CONSIDER THE CONSULTATION REGARDING TABLE TENNIS TABLE FOR TEIGN VILLAGE**

The parish council has not received the consultation.

## 16. ALLOTMENT MATTERS

### 16.1 TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS

The parish council considered the issues raised during public participation and previous meetings and email correspondence. It was unanimously agreed that this is not a persistent problem that warrants such a huge cost in monetary, visual and environmental terms, therefore the parish council would not support new high fencing all around the site. Teign Village Allotment Association should encourage tenants to secure and protect their own plots.

*ACTION R: The Clerk to let Jan Williamson, Chairman of TVAA know the above decision.*

**17. TO CONSIDER GIVING AUTHORITY TO THE CLERK TO ACT DURING THE SUMMER RECESS, in consultation** with the Chairman or Vice-Chairman, to deal with all urgent and normal business and payments.

Unanimously resolved.

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

- Cllr Janette Parker spoke about a very positive Chudleigh Knighton Village Hall meeting she attended. She also spoke about the Valencia Waste Management liaison meeting she attended (formerly Viridor)
- Cllr Kate Willett spoke about Teignbridge's waste management meeting she attended online on 29<sup>th</sup> June with Cllr Janette Parker, Cllr Charlie Fisher has also watched the recording and it was very interesting.
- Cllr Graham Tully and Cllr Phil Baker attended Dartmoor national Park meeting held at Parke on 30<sup>th</sup> June relating to the local plan. They reported that the meeting was very useful.

*ACTION S – The Clerk to share the recording on waste management with all councillors*

*ACTION T – The Clerk to request and share Dartmoor National Park's slides with all councillors*

### 19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- Cllr Janette Parker requested "Christmas " to be added to the September agenda.
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*ACTION U – The Clerk to add "Christmas" to September agenda*

### 20. 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> July 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tuesday 13<sup>th</sup> September 2022: Full Parish Council 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**.....