

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 10<sup>th</sup> MAY 2022 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Phil Baker, Charlie Fisher, Janette Parker, Emma Sueref, Graham Tully and Kate Willett.

County Councillor Jerry Brook

Andrew Cooper, Dartmoor National Park Association Parish Link Member

One member of the public

Elly Maynard, Clerk to Hennock Parish Council

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

Cllr Parker welcomed everyone to the annual meeting of the parish council. She informed the meeting of the sad news of the passing of a previous Clerk to Hennock Parish Council; Gordon Haigh. Cllr Parker described him as an amazing clerk who was very helpful and a great supporter of Chudleigh Knighton Village Hall, the ultimate gentleman. A one-minute silence was held.

**1. Election of Chairman and declaration of acceptance of office.**

The Chairman asked for nominations for Chairman for 2022/23. Cllr Charlie Fisher was nominated and seconded and it was unanimously resolved that Cllr Fisher be Chairperson for 2022/23. Cllr Fisher made his Declaration of Acceptance of Office as Chairman and undertook to observe the Code of Conduct. The "Declaration of Acceptance of Office" form was signed by Cllr Fisher and the Clerk as Proper Officer of the Council. The newly elected Cllr Charlie Fisher thanked Cllr Janette Parker for all her years of service as Chairperson and assured the meeting that she will still have a huge part to play within the parish council, he then chaired the meeting.

**2. Election of Vice-Chairman and declaration of acceptance of office.**

The Chairman asked for nominations for Vice Chairman for 2022/23. Cllr Graham Tully was nominated and seconded and it was unanimously resolved that Cllr Tully be Chairman for 2022/23. Cllr Tully made his Declaration of Acceptance of Office as Vice-Chairman and undertook to observe the Code of Conduct, which was duly signed before the Clerk, as Proper Officer of the Council.

**3. Elected members of the Council to sign a declaration of acceptance of office.**

The Clerk explained this is not needed as it's not an election year; she has on file declaration of acceptance of office from all councillors

**4. A reminder to all in attendance at the meeting that they may be recorded or otherwise reported about.**

**5. To receive apologies for absence and to approve the reasons for absence.**

Apologies were received from Councillor Carol Godwin, Councillor Pete McCullar, District Cllr Stephen Purser and District Councillor Lorraine Evans. The reasons for their apologies were accepted unanimously.

**6. Declaration of any personal or prejudicial interests for items included on the agenda and their nature and a reminder to councillors to update their register of interests where appropriate. None**

**7. Requests for dispensations**

**To discuss and vote on the Parish Precept**, Councillor Carol Godwin. As Cllr Godwin was unable to attend, this agenda item has been deferred to our June Full Parish Council Meeting.

**8. Public participation:** an opportunity for members of the public to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration by the parish council. Members of the public may not take part in the Parish Council meeting itself.

A member of the public spoke about purchasing and installing a Table Tennis table in Teign Village. They would raise the funds themselves. The Parish Council said that it can't be considered tonight as it's not on the agenda, they need to consider purchase cost including delivery and installation, where and how it will be installed and any ongoing maintenance issues.

**ACTION A:** The member of public will liaise with The Clerk with further information including links to suitable tables. Once further information has been received it can be added to the agenda.

## 9. Reports for information if provided:

### 9.1. Police Officer None

**9.2. County Councillor** Cllr Jerry Brook attended the meeting and congratulated Cllr Charlie Fisher on his appointment as Chairman and thanked Cllr Janette Parker for her huge contribution to the parish council and wider community. He went on to speak about Children and Young People services and devolved power.

**9.3. District Councillors** Report from District Cllr Stephen Purser was circulated to councillors via email.

**9.4. Dartmoor National Park Parish Link Member** Andrew Cooper attended the meeting to say there has been big staff changes at DNP, staff are continuing to work from home and the last couple of years has been tough. He also talked about Planning applications, double yellow lines being installed at Two Bridges, issues with fires and animals being killed on the road. He also pointed out that most of Dartmoor National Park is owned by the Duchy of Cornwall and other large landowners.

**9.5. Devon County Council Neighbourhood Highways Officer** The Clerk reported that she had spoken to Ines regarding deer on the road at Dunley Cross, unless there is an accident signage won't be installed. Therefore, the Clerk communicated the potential issue via our Facebook page. Ines and the Clerk are still in talks regarding adding a bus stop sign on the road opposite Buckingham Orchard.

## 10. Committee/Working Party membership:

**10.1.** Allotments Committee - *Cllrs Phil Baker, Charlie Fisher, Pete McCullar, Janette Parker (CM)*

**10.2.** Planning Committee - *Cllrs Phil Baker (Chairman), Charlie Fisher, Pete McCullar, Janette Parker, Emma Sueref, Graham Tully, Kate Willett*

**10.3.** Human Resources Review Team Committee - *Cllrs Charlie Fisher, Janette Parker, Graham Tully*

**10.4.** Parish Plan Steering Group – *It was decided this should be amalgamated with Infrastructure and Development Working Group*

**10.5.** Climate Emergency Working Group – *To be renamed “Sustainability Working Group” and be revamped – Cllr Emma Sueref and Cllr Kate Willett, plus members of the public.*

**10.6.** Infrastructure and Development Working Group – *To be renamed “Infrastructure and Development Working Group including Parish Plan, Cllrs Charlie Fisher (Chairman), Janette Parker, Emma Sueref, Graham Tully*

## 11. Parish Council representatives on outside bodies and other appointments:

**11.1.** Dartmoor National Park Authority Forum – *Cllr Kate Willett TBC*

**11.2.** Heathfield Liaison Committee – *Cllr Janette Parker and Cllr Graham Tully*

**11.3.** Hennock Village Hall Committee - *None*

**11.4.** Chudleigh Knighton Village Hall Committee – *Cllr Janette Parker*

## 12. Other appointments:

**12.1.** Independent member of the public responsible for checking financial records – *Mrs Lyn Harris*

**12.2.** Tree Guardian to the Parish – *Dr Peter Beale*

**12.3.** Facebook page [www.facebook.com/hennockparishcouncil](https://www.facebook.com/hennockparishcouncil) - *The Clerk*

**12.4.** Webmaster [www.hennockpc.org.uk](http://www.hennockpc.org.uk) - *The Clerk*

**12.5.** Responsibility for Chudleigh Knighton notice boards x 3

**12.6.** Responsibility for Hennock notice boards x 2 - *The Clerk*

**12.7.** Responsibility for Teign Village notice board x 1 - *The Clerk*

**12.8.** Responsibility for Chudleigh Knighton Defibrillator - *Cllr Phil Baker*

**12.9.** Responsibility for Hennock Defibrillator – *Resident Maura Curran*

**12.10.** Responsibility for Teign Village Defibrillator – *Resident Sylvia Edwards*

**ACTION B** – The Clerk to put these positions into a table SEE APPENDIX A and update website with positions and responsibilities.

**13. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

**14. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE 3 VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL.** None

**15. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION AND CONSIDERATION:**

**15.1. Clerk's Actions from Full Parish Council Meeting held Tuesday 12<sup>th</sup> April 2022**

The Clerk also informed the meeting that they were unsuccessful with the grant application for £120 from the Wild About Devon Grant scheme.

**15.2. Clerk's Training Attended and Meetings**

- SLCC Virtual Branch Meeting, 20<sup>th</sup> April 2022
- Teign Valley Clerk's Meeting, Christow, 29<sup>th</sup> April 2022

**15.3. To consider correspondence received from Country Bus regarding installation of Bus Stop sign** Ongoing

**16. ARTICLES FOR THE PARISH COUNCIL NEWS**

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

- Introduce New Chairman and Vice Chairman
- Thank you to retiring Chairman Janette Parker
- Community Speedwatch
- Hennock Beacon

*ACTION C: The Clerk to produce the Newsletter and distribute via agreed methods.*

**17. AGREEMENT OF AGENDA BETWEEN PARTS I & II.** No part II

**18. FINANCIAL MATTERS AND PAYMENTS:**

**18.1. TO CONSIDER PAYMENT OF INVOICES**

**DRAFT PAYMENTS LIST 32 TO 52**

Voucher	Cheque	Code	Name	Description	Amount
32	WILKO RETAIL	21 - Stationery	Wilko	Stationery	10.65
				<i>RETROSPECTIVE Accounts Folders for new financial year.</i>	
33	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
				<i>RETROSPECTIVE Credit for Mobile Phone as auto payment failed.</i>	
34	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
				<i>RETROSPECTIVE SIM Monthly Plan for Mobile Phone</i>	
35	POST OFFICE	22 - Postage	Post Office Ltd	Postage	8.16
				<i>RETROSPECTIVE 12 x 2nd class stamps for playpark inspections reports</i>	
36	HMRC - ACCC	30 - Tax and NI	HMRC	PAYE & National Insurance	274.85
37	ELEANOR MA	28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,212.38
38	ELEANOR MA	86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
39	ELEANOR MA	31 - Mileage	E Maynard, Clerk	Mileage	50.50
				<i>3 x trips to Hennock &amp; TV, Mtg in Salcombe with Internal Auditor, Clerk's Mtg</i>	
40	NEST IT00000	26 - Pension	NEST	Pension	63.23
				<i>AUTO PAYMENT in June</i>	
41	DARTMOOR F	101 - HMCEF P. Lengthsman Gr	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,159.20
42	ABBEY BUSIN	21 - Stationery	Abbey Business Machines	Stationery	25.20
43	MR J P C BAIF	63 - Planting and Tree Works	Treeworks	Crown Lift and Black Path Work	540.00
				<i>Crown lift oak tree by CK play park. Remove trees along Black Path following storms</i>	
44	SJB SIGNS 60	127 - (ER) CK Play Park 2021	SJB Signs	Sign - Safety Sign CK Play Park	42.00
				<i>Agreed at meeting 12/04/22</i>	
45	HAWTHORNS	14 - Internal Audit Fee	Hawthorns Accounting Services Ltd	Internal Audit	175.00
46	HAWTHORNS	22 - Postage	Hawthorns Accounting Services Ltd	Postage of Internal Audit	15.45
				<i>Postage of Internal Audit back to Clerk. Special Delivery, before 1pm Saturday.</i>	
47	HAWTHORNS	10 - Accountant - Payroll	Hawthorns Accounting Services Ltd	Payroll	24.00
				<i>April Payroll, May Payroll</i>	
48	SOUTH WEST	72 - Grounds Maintenance Contr	South West Grounds Maintenance	Grounds Maintenance Contract	418.25
49	S&W LYGO E	66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
50	S&W LYGO E	58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	65.00
				<i>To fix / replace / re-secure 13 posts in CK Playpark</i>	
51	S&W LYGO E	129 - (ER) TV Play Park Repairs	S & W Lygo Engineering	Repairs to TV Play Park	20.00
				<i>APPROVED 12/04/22 17.2, treat top beam and post tops on rope traverse TV</i>	
52	S&W LYGO E	128 - (ER) Hennock PP Repairs	S & W Lygo Engineering	Repairs to Hennock Play Park	340.00
				<i>APPROVED 12/04/22 17.2, New climbing net bracket inc new shackles</i>	

Re:

35

*ACTION D - The Council resolved that the Clerk should make the following payments 36 - 52 using online banking, with the exception of voucher 40 NEST pension that will automatically be debited.*

**18.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments and Bank Reconciliation for the **one** month ended **30<sup>th</sup> April 2022** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £46,511.40 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 £53,651.40

The Clerk explained that she has also included a Receipt report that clearly shows we have received the grant from Tidy Teignbridge £389.68, TVAA Rent £360, CIL monies totalling £5206.81 (higher than we were expecting) and the first instalment of the Precept £19920.13.

- It was unanimously resolved that the financial statements be approved.

**18.3. [Approve Community Infrastructure Levy \(CIL\) Annual report](#)**

The report showed total CIL retained from previous years of £0.00. £2563.43 CIL was received during the financial year resulting in £2563.43 CIL receipts at the year ending 31<sup>st</sup> March 2021. The Council considered the CIL Annual Report and unanimously resolved that it should be approved. A copy has been sent to TDC and placed on the Parish Council's website.

**18.4. [Review/note the Annual Internal Audit Report for 2021/22](#)**

This was completed by Mr Chris Jebb of Hawthorns Accounting Services on the 29<sup>th</sup> April 2022. The Council considered the Annual Internal Audit Report for the year ending 31<sup>st</sup> March 2022 and accompanying letter. It was unanimously resolved that the report should be accepted.

**18.5. [Review/approve the Standing Orders](#)**

The Council decided to defer this agenda item to their June meeting, the Clerk was instructed to include this matter for further discussion on the June agenda.

*ACTION E – The Clerk to add to 14<sup>th</sup> June Agenda – Review / Approve the Standing Orders*

**18.6. [Review/approve the Financial Regulations](#)**

The Council decided to defer this agenda item to their June meeting, the Clerk was instructed to include this matter for further discussion on the June agenda.

*ACTION F – The Clerk to add to 14<sup>th</sup> June Agenda – Review / Approve the Financial Regulations*

**18.7. [Approve the adoption of the Joint Panel on Accountability Governance Practitioner's Guide March 2022.](#)**

It was unanimously resolved that the council should adopt the above guide.

**18.8. [Approve the General and Financial Risk Assessment, "Risk Management"](#)**

The Council resolved to approve the Risk Assessment with the first bullet point changed as we no longer pay by cheque. New text "All payments made by online bank transfer by the Clerk except for payment of website, email provider, mobile phone and pension payments to NEST which are paid by direct debit."

*ACTION G – The Clerk to make the updates and place new version on our website and hyperlink above.  
The Clerk to add Vice Chairman Graham Tully and remove Phil Baker from Lloyds Bank access.*

**18.9. [Approve the Statement of Internal Control](#)**

The Council resolved to approve the statement of Internal Control, but asked the Clerk to change the date of The Joint Panel on Accountability and Governance Practitioners' Guide to March 2022.

*ACTION H – The Clerk to make the updates and place new version on our website and hyperlink above.*

- 18.10. [Approve the GDPR policy](#)** It was unanimously resolved that the GDPR policy be approved.

*ACTION I – The Clerk to change approval date and place new version on our website and hyperlink above.*

**18.11. [Approve the Fixed Asset Valuation policy](#)**

It was unanimously resolved that the Fixed Asset Valuation policy be approved.

*ACTION J – The Clerk to change approval date and place new version on our website and hyperlink above.*

**18.12. [Approve the CIL Policy](#)**

The Council decided to defer this agenda item to their June meeting, the Clerk was instructed to include this matter for further discussion on the June agenda.

*ACTION K – The Clerk to add to 14<sup>th</sup> June Agenda – Review / Approve the CIL Policy. The Clerk to send councillors information regarding Teignbridge’s CIL policy prior to the meeting.*

**18.13. [Consider the Annual Governance Statement & approve Section 1 of the AGAR \(Annual Governance and Accountability Return\) Part 3: Annual governance statement 2021/22](#)**

The Council considered the Annual governance statement and unanimously resolved that Section 1 of the AGAR should be approved and they were duly signed by the Chairman and Clerk.

**18.14. [Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2021/22](#)**

The Council considered the Accounting statements for the year ending 31<sup>st</sup> March 2022 and unanimously resolved that Section 2 of the AGAR should be approved. The Clerk as Responsible Financial Officer certified on 26<sup>th</sup> April 2022 that the statements had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of the Council.

**18.15. [Approve the Fixed Assets Register](#) (Approved at 12/04/22 meeting, agenda item 12.5)**

**18.16. [Approve the Bank reconciliation for year ended 31<sup>st</sup> March 2021](#) (Approved 12/04/22, item 12.3) however the Bank Reconciliation on the Pro Forma supplied by PKF Littlejohn was unanimously approved at this meeting,**

**18.17. [Approve the Variance explanation to be submitted with the Annual Return for the year ended 31<sup>st</sup> March 2022](#) and [Box 3 explanation](#)**

The Council considered the Variance explanations to be submitted with the AGAR for the year ended 31<sup>st</sup> March 2022 and unanimously resolved that they should be approved.

*ACTION L: The Clerk to send the relevant forms to PKF Littlejohn the external auditor*

**18.18. Approve the analysis of earmarked and restricted reserves**

The Clerk explained she would like to move the amount of £45 ear marked for TV Play park repairs to general reserves as that work is not needed. The council approved that amendment and resolved that the report should be approved.

*ACTION M: The Clerk to move £45 TV Play Park Repairs to General reserves*

**18.19. [Note the period for the exercise of public rights](#)**

The period set for the exercise of public rights has been set from the 13th June 2021 to the 22<sup>nd</sup> July 2022. On the 8<sup>th</sup> June the following will be published on the Council’s website and displayed on the Council’s notice boards: Notice of public rights and publication of unaudited annual governance & accountability return, Sections 1 & 2 of the AGAR for year ended 31<sup>st</sup> March 2022 and “A summary of your rights” in line with the proformas provided by PKF Littlejohn LLP.

The Chairperson thanked the Clerk for the huge amount of work in undertaking the audit work and also asked the Clerk to pass on the Council's thanks to Mrs Lyn Harris for her work.

**18.20. Receipt of first half year precept** The sum of £19509.76 has been received from TDC being the first half year precept of £19920.13 less £410.37 NALC, DALC affiliation fees and service charge.

### **19. Play Parks and Old Football Field matters**

**19.1.** To consider any maintenance issues arising from weekly inspections.  
Repair work has been completed as per payment schedule, agenda item 18.1

### **20. Allotment Matters**

**20.1** To consider any issues arising relating to the allotments

Allotments Rents: The Clerk reported that all plots at Hennock except our ½ plot have been rented out and paid for. In total we have 13 Full Plots, 1 Half Plots, 2 Large Plots. Teign Village Allotment Association have paid their £360 annual rent. Chudleigh Knighton Allotment Association have been sent a reminder yesterday (£300 due 6<sup>th</sup> May)

Teign Village Allotment Association have asked for the hedge to be cut on the eastern side of the allotments which is the parish council's responsibility. Our records show this was last done by our Parish Lengthsman, invoiced March 2021 £180 + VAT. Invoice 2552. TVAA understand this will have to wait until after bird nesting season, so September 2022, our Parish Lengthsman can do it for £200 + VAT.

An allotment holder at Hennock who has 3 plots has requested that the top track is compressed so that it can be made more suitable for cars to go down. Apparently, the first half is easy to drive down, but from the large shed along plots 4, 5, 6 and 13 it is rougher. Our Parish Lengthsman has quoted £175 + VAT to level and firm in, plus tidy up clods etc.

The Council considered the quotes and unanimously resolved that they should be approved.

*ACTION N – The Clerk to inform the Parish Lengthsman that the quotes have been accepted and to go ahead.*

### **21. Reports from Parish Councillors on training attended and meetings with outside bodies.**

The Clerk informed the meeting that DALC run a Zoom course "Chairing Local Council Meetings" and it was agreed to book our new Chairman and Vice Chairman onto the course running on 13<sup>th</sup> June.

*ACTION O – The Clerk to book Cllr Charlie Fisher and Cllr Graham Tully onto the course.*

### **22. Matters brought forward by Parish Councillors.**

Cllr Janette Parker spoke about the Community Speedwatch group she has set up.

*ACTION P – The Clerk was instructed to add the information to our newsletter and Facebook Page*

### **23. Dates, venues and times of next Parish Council meetings:**

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

*Tuesday 24<sup>th</sup> May 2022: Planning Committee meeting, Chudleigh Knighton Village Hall starting at 7.30pm.  
Tuesday 14<sup>th</sup> June 2022: Full Parish Council Meeting, Chudleigh Knighton Village Hall starting at 7.30pm.*

**PART II (Private):** None

As there was no further business the meeting ended at 9.51pm.

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

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