

# MINUTES OF THE VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 9<sup>th</sup> FEBRUARY 2021 STARTING AT 7.30PM.

**PRESENT:** Parish Councillors: Phil Baker, Maura Curran, Steve Edmonds, Sylvia Edwards, Charlie Fisher, Peter McCullar, Janette Parker [Chairperson], Graham Tully, Chris Webb and Kate Willett.  
County Cllr Jerry Brook.  
District Cllr Stephen Purser.  
Elly Maynard, Clerk to Hennock Parish Council  
One member of the general public.

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

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

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from District Councillor Lorraine Evans, District Councillor Richard Keeling and Andrew Cooper DNPA Parish Link member.

**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:** None

**6.1. POLICE OFFICER'S REPORT:** None.

**6.2. COUNTY COUNCILLOR'S REPORT:** Cllr Jerry Brook reported about Devon County Council's 2021/22 budget. There will be big spending increases for under pressure services like children's services and adult care. Council tax is set to rise by 4.99%.

In addition he spoke about how he has spoken with Meg Booth Chief Officer for Highways, Infrastructure Development and Waste regarding the traffic flow through Chudleigh Knighton, the concern is that it is more traffic every day. He asked the council to get back to him with what they feel are the most important issues out of those proposed by the petition.

*ACTION: Cllr Brook to send the Clerk the report for her to forward to all councillors and reply to Cllr Brook with what Hennock Parish Council feels as the most important issues and areas to prioritise.*

**6.3. DISTRICT COUNCILLORS' REPORTS:** Cllr Keeling sent reports prior to the meeting that were distributed by email by the clerk on receipt, these covered 30mph limit in Chudleigh Knighton, Heath Rail Link, Grants for Covid-19 Loneliness and Budget Consultations (which had already been forwarded).

Cllr Purser spoke about budgets and Covid-19 and reiterated that if any residents need help they should look at Teignbridge District Council's website which has lots of useful information and their hotline number.

Cllr Webb told Cllr Purser that in his role as Neighbourhood watch he has been made aware of lots more takeaway rubbish and fly tipping in the area, also the concern from farmers with lambing season coming up and the need for dogs to be kept on leads.

*ACTION: Clerk to promote the Countryside Code and Keeping dogs on leads during lambing season.*

**6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT:**

A report was sent in the afternoon from Andrew Cooper and circulated by the Clerk, there were no items specific to our parish.

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 12<sup>th</sup> January were approved and will be signed when it is practicable to do so.

## **8. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION**

### **8.1. SNOW WARDEN**

The Clerk informed the meeting that we still have no Snow Warden

Cllr Edmonds informed the Clerk there is standing water near the entrance to Chudleigh Knighton play park.

*ACTION – Clerk to re-advertise the role of Snow Warden via our newsletter, website and Facebook page.*

*ACTION – Clerk to investigate and contact the Parish Lengthsman and Highways*

### **8.2. ABANDONED CARS IN TEIGN VILLAGE CAR PARK**

The Clerk informed the meeting that the two vehicles were removed and another 4 vehicles have been reported to Teignbridge District Council who will be writing to the owners on our behalf to ask them to be removed.

*ACTION – Clerk to inform councillors when they are no longer in the car park*

### **8.3. NOTICE OF CASUAL VACANCY**

The Clerk informed the meeting that there hasn't been a request to fill the vacancy by election, so we can co-opt. The Clerk informed the meeting that she had contacted Teignbridge's Electoral Services Manager and they don't have to live in the specific ward.

### **8.4. REPLACEMENT DOG POO SIGN FOR BLACK PATH, CHUDLEIGH KNIGHTON**

The Clerk informed the meeting that this has been ordered and installed as requested.

### **8.5. TRAINING ATTENDED: CLERK'S ESSENTIALS 1, 2 and 3**

The Clerk informed the meeting that she has now completed all 3 sessions and found them very useful.

### **8.6. HIGHWAY MAINTENANCE ENHANCEMENT FUND**

The Clerk informed the meeting that this has been approved for £1000 towards the cost of our Parish Lengthsman.

## **9. ARTICLES FOR PARISH NEWS**

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

- Lambing season, keep dogs on leads
- Dog Bins
- Countryside code
- Snow Warden needed
- Vacancy for Councillor
- Hennock Allotments availability

**10. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** The quotes for maintenance to the 3 playparks to be considered in part II.

## **11. FINANCIAL MATTERS AND PAYMENTS:**

The Council resolved that the Clerk should make the following payments using online banking:

## Hennock Parish Council

### Proposed Payments, February 2021

(Items in red have been paid)

| Payee                                  | Method of Payment     | Date Account Debited                   | Purpose   | Category   | Net Amount | VAT     | Total Amount |
|--|-----------------------|--|---|--|------------|---------|--------------|
| GiffGaff                               | Debit Card            | 25/01/2021                             | "Goodybag" - monthly bundle of minutes, texts and data for Parish Council's mobile phone  | Admin  | £8.34      | £1.66   | £10.00       |
| Post Office Ltd                        | Debit Card            | 07/02/2021                             | Replenishment of Stamp Stock, 6 1st class large stamps and 12 1st class stamps  | Admin  | £17.94     | £0.00   | £17.94       |
| Zoom                                   | Automatic Debit Card  | 08/02/2021                             | Video Conferencing. Package: Standard Pro, Monthly Charge   | Admin  | £11.99     | £2.40   | £14.39       |
| Heart Internet                         | Direct Debit          | 09/02/2021                             | Email Addresses, Annual charge.   | Admin  | £104.90    | £20.98  | £125.88      |
| HMRC                                   | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | PAYE & NI   | Staff Costs  | £145.10    | £0.00   | £145.10      |
| E Maynard                              | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Clerk's Net Salary  | Staff Costs  | £1,258.66  | £0.00   | £1,258.66    |
| E Maynard                              | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Clerk's Expenses (Elly)   | Admin (£14) and Staff Costs (£3.01 mileage)          | £17.01     | £0.00   | £17.01       |
| S & W Lygo Engineering. Invoice 51     | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180.00 | Parks and Open Spaces                                | £180.00    | £0.00   | £180.00      |
| Dartmoor Heathers & Gardens (Inv 2547) | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Parish Lengthsman Duties  | Parish Lengthsman                                    | £125.50    | £25.10  | £150.60      |
| South West Grounds Maintenance         | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Contracted work £405 + VAT, Gate for Hennock £100 + VAT   | Grounds Maintenance £405, Parks and Open Spaces £100 | £505.00    | £101.00 | £606.00      |
| SJB Signs                              | Online Faster Payment | To be paid Online by Clerk<br>10/02/21 | Replacement A4 Dog Poo sign with plywood backing  | Parks and Open Spaces                                | £25.00     | £5.00   | £30.00       |

£2,555.58

#### February 2021 Clerk's Expenses, Elly Maynard

|                            |        |
|----------------------------|--------|
| Working from home expenses | £14.00 |
|----------------------------|--------|

|  |               |
|--|---------------|
| 25/01/21 Drive up to Hennock for site visit with Steve and Wilf Lygo to discuss outstanding items from annual inspection: 15 miles less to/from CKVH of 10 miles = 5 miles. Total 5 miles @ 60.1p per mile | £3.01         |
| Total  | <b>£17.01</b> |

Elly Maynard, Clerk to Hennock Parish Council

9th February 2021

**11.2.FINANCIAL STATEMENTS:** A Receipts and Payments Account and a Bank Reconciliation for the ten months ended 31<sup>st</sup> January 2021 were sent to the Council prior to the meeting, which showed the current account credit balance of £27550.93 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £34690.93. It was resolved that the financial statements be approved.

### 11.3. APPROVE FIXED ASSET REGISTER

The Clerk informed the meeting that she added the Salt / Grit spreader to the register £110.

The Fixed Asset Register was approved

[SEE APPENDIX A]

### 12. TO NOTE ANY NEW INFORMATION REGARDING THE POSSIBLE DEVELOPMENT OF HOUSES IN CHUDLEIGH KNIGHTON

The meeting were informed that Inox has now submitted their application for the land north of Apple Tree Close, Chudleigh Knighton and it is now on Teignbridge's website. This application will be on the agenda for the next planning meeting on 23<sup>rd</sup> February 2021.

There followed some discussion on neighbourhood development plans, relooking at our parish plan and the effect additional housing will have on carbon footprints. The chairperson proposed that the Climate Group produced something for the Infrastructure and Development Working Group to propose to the full council.

### 13. TO CONSIDER THE IMPACT OF REMOTE REGULATIONS COMING TO AN END 06/05/21

After some discussion it was decided to hold our Annual meeting of the Parish Council on Tuesday 13<sup>th</sup> April at 7.30pm and the Annual Parish meeting on Tuesday 20<sup>th</sup> April so they can be held remotely.

*ACTION – Clerk to contact DALC to check these proposed dates will be acceptable and whether they have any advice regarding wording for letter to MP.*

*Clerk to contact John Carlton, Clerk to Chudleigh Town Council as Cllr Webb reported he has already written to Mel Stride, MP.*

*Clerk to provisionally book Chudleigh Knighton Village Hall for May and June meetings. (It was decided Hennock would be too small to accommodate councillors and residents in a Covid secure environment).*

**14. TO CONSIDER DEVON COUNTY COUNCIL'S DRAFT ORDER TO EXTEND 30MPH SPEED LIMIT** out to the existing 30mph terminal signs on the unlit sections of the three B roads leading into Chudleigh Knighton. The order will also introduce a new section of 30mph limit on the minor road (Road from Dunscombe Forge to Kiln Close) coming into Chudleigh Knighton from the north.

The above was noted and the Chairperson explained that it will reduce ambiguity and maybe needed if a 20mph speed limit is introduced in the future.

### 15. PLAY PARKS MATTERS

15.1. To consider any maintenance issues arising from weekly inspections.

Nothing to report

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

Cllr Fisher attended Teignbridge's 2<sup>nd</sup> budget zoom meeting and gave a brief report.

Cllr Willett attended a Devon Carbon Plan webinar and gave a brief report and said she will keep an eye on future developments.

**17. Matters brought forward by Parish Councillors.**

Cllr Edwards said that Teign Village Allotment Association would like to know when the bottom hedge will be cut.

*ACTION – Clerk to investigate if part of any contractor's contract or seek quotes*

Cllr Curran said there seems to be a lot of mud on the roads recently around Hennock

Cllr Willett said that she feels the new slow sign isn't as visible as she'd like.

*ACTION – Cllr Willett to investigate options and report back at the next meeting*

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

The next Parish Council and Planning Committee Meetings are confirmed as:

*Tuesday 23<sup>rd</sup> February 2021: Virtual Zoom Planning Committee meeting starting at 7.30pm.*

*Tuesday 9<sup>th</sup> March 2021: Virtual Zoom Parish Council meeting starting at 7.30pm.*

**PART II (Private)**

- **To consider the quotes received for maintenance work at the 3 play parks based on the findings of the Annual Inspection Reports**

The Clerk went through the report that she had circulated prior to the meeting.

Repairs: The Council resolved that the Clerk should go ahead with the proposed maintenance work with our existing contractor S & W Lygo Engineering who also carry out the weekly inspections and to purchase the relevant parts, subject to clarification on the works needed doing with the swings at Teign Village.

Wet Pour: The Clerk was instructed to contact Supplier A and meet on site to discuss the best option for Hennock and report back to the council.

*ACTION – Clerk to seek clarification on the swing work and to instruct S & W Lygo Engineering to go ahead with the proposed work.*

*Clerk to order parts – nest swing safety chain mount, low rotator handle and rope for multi play.*

*Clerk to organise site visit with Supplier A and report back to the council.*

As there was no further business the meeting ended at 9.45pm

..... **Chairperson**

**Dated**.....