

CLERK'S REPORT – SUMMER RECESS 2017

1. Financial matters and payments:

1.1. Payment of invoices: After consultation with the Chairman, the following payments were made on the 25th July 2017 for August:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1227.40 less £489.67 = £737.73 (Qualifying earnings for 2017/18 tax year are between £5876 & £45000) x 1% = £7.37 Employee: £7.37 x 80% = £5.90 as tax is deducted at source	13.27
H Reynolds	2522	Clerk's net salary	1102.21
HMRC	2523	PAYE & NI	194.83
S & W Lygo Engineering	2524	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters	180.00
H Reynolds	2525	Clerk's expenses*	36.97
Grant Thornton UK LLP	2526	Fee in respect of the Annual Return 2017: £200.00 plus VAT £40.00 <i>Cheque to be released on receipt of invoice</i>	240.00
Lloyds Bank Commercial Finance Limited	2527	Repair to wet pour at Hennock Play Park (Multi-play unit) by Rhino Play Limited [who's sales accounts are factored by Lloyds Bank Commercial Finance Limited]: £496.00 plus VAT £99.20 <i>Cheque to be released on confirmation that the repair has been done and receipt of invoice</i>	595.20
South West Grounds Maintenance	2528	Grounds maintenance contract: £209.30 plus VAT £41.86	251.16

***Clerk's Expenses £**

Working from home expenses	14.00
Stationery: A4 paper [£2.75 x 2]	5.50
Spare keys cut for Chudleigh Knighton Play Park notice board [2 keys: one for each side of board: £3.50 x 2]	7.00
Mileage: 14/7 To Teign Village & Hennock Play Parks to review annual inspection reports with Steve Lygo: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> @ 60.1p per mile	2.40
Postage/stamps	6.07
Car Park fee at Parke on 17.7.17: meeting of Affordable Housing Working Group	2.00
Total	36.97
Cheque No.	2525

1.2. Financial statement: A Receipts and Payments Account and a Bank Reconciliation for the period up to the 31st July 2017 were prepared, which showed the current account credit balance of £36301.15 and the Savings Account credit balance of £7140, the balance of which, after adjusting for un-presented cheques totalling £3103.79, equated to the Receipts and Payments closing credit balance of £40337.36 [see appendices A & B].

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The Fixed Assets register has been updated as at the 31st July 2017 to include the Chudleigh Knighton village signs (at cost £828.00) and the Chudleigh Knighton & Teign Village phone kiosks (at a nominal £1 each in line with Section 5 of the Governance and Accountability for Smaller Authorities in England [2016] because they are classed as “community assets”) [see appendix C]. The WW2 interpretation board will be added when it is completed and installed.

1.3. Conclusion of audit: The audit was concluded on the 17th July 2017 with no matters highlighted by the auditors. The “Notice of conclusion of audit”, Annual Governance statement, Accounting statements and External auditor certificate have been placed on the website and notice boards.

2. PLANNING MATTERS:

Planning applications:

Dartmoor National Park Authority

2.1. Ref: 0378/17

Location: Hennock – Leigh Crest, Teign Village

Proposal: Erection of single storey rear extension and single storey infill extension with loft conversion

Applicant: Mr & Mrs S Dellahunty

Parish Council's observations: No objection subject to the wildlife recommendations being implemented.

2.2. Ref: 0240/17

Location: Hennock – Great Rock Woodland, adjacent to Great Rock Farm, Hennock

Proposal: Creation of forest track and widening of existing tracks

Applicant: Mr H Walters

Parish Council's observations: No objection but the Council empathises with the third party letters of objection and expects all concerns to be answered & considered before this is approved.

Further information provided: Archaeological and Geotechnical perspective report

Decision: Prior Approval granted.

2.3. Ref: 0405/17

Location: Hennock – land adjacent Hadlywood

Proposal: Change of use of agricultural land to domestic garden

Applicant: Ms J Barton

Parish Council's observations: Objects on the basis it is contrary to what the Parish Council understands to be DNPA's policy. The Parish Council is concerned with what is happening to the character of the land which forms part of the field. The proposal will encroach in to the countryside and impact on the landscape and, if agreed, set a precedent for the other strips of land in the field being offered to residents.

Other planning matters:

Application to designate a Neighbourhood Plan Area for Bovey Tracey: In response to a request by the Parish Council to be involved with Bovey Tracey Town Council's neighbourhood planning where appropriate, the Town Council has confirmed that it will be happy to share its project plan and consultation/communication strategy and offer Hennock Parish Council the opportunity to contribute.

5. PLAY PARK, CAR PARK & BUS SHELTER MATTERS:

5.1. Review of Play Parks in the light of the annual inspection reports: The Clerk undertook reviews of Teign Village and Hennock Play Parks on the 14th July 2017 and Chudleigh Knighton Play Park on the 21st July 2017 (including the Environmental Play Area at Chudleigh Knighton) with Mr. Steve Lygo in the light of the annual inspection reports by

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The Play Inspection Company Ltd which were undertaken on the 9th May 2017. The overall assessments at that time were assessed as “Low Risk” for Hennock and Chudleigh Knighton and “moderate risk” for Teign Village Play Park. The moderate risk related to rotting timber posts on the Log Bridge and Balance Beam and these have subsequently been replaced by Rhino Play Ltd. The following details the work agreed and the quotes accepted as well as other salient points to note. Steve Lygo has completed all of the work for which he had quoted:

Teign Village Play Park equipment	Report page no.	Work required	Quote
Multi-Play (Toddler)	50	Secure rope fixings which have become loose	£30
Multi Play (Junior)	53	Fix replacement screws on tunnel panel	Included in above quote
Multi Play (Junior)	54	Re-fix loose peg	Included in above quote
Multi Play (Junior)	56	Screw in floor of platform	Included in above quote

Other salient points to note from The Play Inspection Company Ltd's report of 9th May 2017

- Findings Information in report annotated as appropriate.
- There is no padlock on maintenance gate – assessed as low risk and therefore agreed to leave to enable access for grounds maintenance contractor.
- New benches – anchor fixings loose – have subsequently been secured.
- Picnic table – projecting bolt threads – Steve Lygo is able to cut these off but as they are assessed as low risk agreed to leave as in previous years.
- Picnic table not securely fixed – assessed as low risk and has the benefit of enabling people to move as required so agreed to leave as in previous years.
- Surface corrosion reported on the somersault bars, flat bed swing frame & cradle swing frame – assessed as low risk and considered cosmetic – agreed to leave as before as there is no rust on the bars and therefore no likelihood of rust coming off on the hands of users.
- Rocking equipment spring tractor – the paintwork is worn exposing the metal and some rust underneath – low risk and considered acceptable at this time – Steve Lygo will continue to monitor.
- Flat bed swings – shackles had seized transferring wear to the chain links below – Steve Lygo has greased these and they now move.
- Flat bed swings – seat connectors are loose but the nuts on the bottom are not loose and therefore acceptable.
- Freestanding slide - trip hazards at the edges of the surface – assessed as low risk but surface erosion has increased – Paul Cary of South West Grounds Maintenance is looking at possible solutions and will advise the Clerk, accordingly.
- Swings (cradle) – footings exposed – assessed as low risk and has been the case for a considerable time. Steve Lygo to continue to monitor and report as necessary.
- All other items will be monitored and reported as necessary.

Hennock Play Park equipment	Report page no.	Work required	Quote
Chain-link fence	16	Tidy and cable tie top of fence in places where damaged	£20
Multi Play (Junior)	29	Tighten loose fixings on talk tube	£10*

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Multi Play Junior	32	Secure loose fixings on guardrail	Included in above quote*
Multi Play (Junior)	32	Secure loose climb peg fixings	Included in above quote*
Multi Play (Junior)	34	Secure barrier fixings	Included in above quote*

Other salient points to note from The Play Inspection Company Ltd's report of 9th May 2017

- Findings Information in report annotated as appropriate.
- The latching post is loose in the ground – assessed as low risk and identified in previous reports but doesn't get any worse - Steve Lygo will continue to monitor and report as necessary.
- Shear point between the latch and bar – assessed as low risk - agreed to leave.
- Safety surface – gaps opening between the surface and the edging surround/joints in the surfacing throughout the Play Park - assessed as a low risk - Steve Lygo will continue to monitor and report as necessary.
- Safety surface around the Multi-play (junior) equipment had deteriorated since the report creating a trip point – wet pour surface subsequently repaired by Rhino Play Ltd.
- Algae and moss growth on the safety surface has been assessed as a low risk – pressure washing would lift the surface and so Steve Lygo will monitor and report as necessary.
- Roundabout, climbing frame & Multi Play (Junior) equipment – the rust is not flaking and assessed as a low risk so Steve Lygo will monitor and report as necessary.
- Roundabout – play in bearing – assessed as low risk – has not got any worse in the last two years and so Steve Lygo will monitor and report as necessary.
- Swings – suspension bars reported as worn but this is not wear – they have been ground to fit in the shackle.
- Swings – surface corrosion assessed as low risk and considered cosmetic – agreed to leave and monitor.
- Fungus or algae on equipment assessed as very low risk - Steve Lygo to monitor and report deterioration as necessary.
- Multi-play (junior) equipment – central tower support posts are loose in their foundations – assessed as low risk – it does rock slightly but there are no visible cracks in the ground and it is considered sufficiently secure – Steve Lygo to monitor,
- All other items will be monitored and reported as necessary.

Chudleigh Knighton Play Park equipment	Report page no.	Work required	Quote
See-saw	50	Replace missing cap covers	No charge

Chudleigh Knighton	Work required	Quote
New bench along Black Path	Sand off graffiti and re-varnish	£20
Play Park notice board	Grind off and remove broken hinge and fit new hinge. Grease spray other hinges	£30
Black Path	Clear small tree which had fallen across the path	£10

Steve Lygo also agreed to check for loose fixings on the wheel and flag of the Tiddly Winks Minizone unit at Chudleigh Knighton Play Park (page 53 of the inspection report) and to

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provide a quote for addressing the rough and splintered edges on the plywood panels of the horses' heads on the see-saw in Chudleigh Knighton Play Park (pages 49 & 51 of the inspection report).

Other salient points to note from The Play Inspection Company Ltd's report of 9th May 2017

- Findings Information in report annotated as appropriate.
- Boundary fence – loose post next to gate at the rear of the Play Park on the “junior” side: there is also a very loose post next to the gate at the roadside entrance to the “toddler” side of the Play Park – Paul Cary of South West Grounds Maintenance has been asked to look at these and provide the Clerk with a quote to repair. Missing timber slats had been replaced subsequent to the report.
- Internal fencing – ply panels are in a poor condition - the Parish Council has accepted a quote from South West grounds Maintenance to replace the internal fencing panels.
- Signage – new signs since installed which includes the Clerk's email address.
- Rust on steel/mesh boundary fence posts and surface corrosion on Multi Play (Junior) equipment and 5 aside goal – assessed as low risk and considered cosmetic so Steve Lygo will monitor and report as necessary.
- Picnic table – a number of anchor fixings have worked loose – have not deteriorated in the last two years and so Steve Lygo will continue to monitor and report as necessary.
- Litter bin – Steve Lygo will ensure it stays on its fixings.
- Weeds/vegetation growth between or around the edges of the surfacing have been treated since the report.
- Environmental Play Area woodchip – Paul Cary of South West Grounds Maintenance will top up the bark during the week commencing the 4th September 2017.
- Environmental Play Area shelter – fixings have been secured since the report.
- Cradle swings – the shackles are corroded but there is no wear and therefore no need to replace the fixings. Steve Lygo will lubricate and continue to monitor.
- Wooden pig – timber stain is in poor condition on one side which is a result of children using it as a skateboard surface. The edges are not rough or splintered so agreed to leave and monitor.
- Wooden pig and wooden rhino – weed growth around the units – these were missed but have been sprayed by Paul Cary of South West Grounds Maintenance after the review with Steve Lygo.
- Tidly Winks Minizone unit – sliders have seized – they have always been like this and considered a low risk so agreed to leave.
- Tidly Winks Minizone unit – cover missing from the chime stick – very low risk and it now chimes so agreed to leave.
- Basket swing – bolt cap covers missing – low risk so agreed to leave.
- The step tread on the multi-play unit for older children which is damaged has not got any worse and has been as reported for a considerable time – Steve Lygo will continue to monitor and report as necessary.
- Fungus or algae on Multi Play equipment and Goal end & basketball hoop equipment assessed as very low risk - Steve Lygo to monitor and report deterioration as necessary.
- Compact Climber – Steve Lygo had tightened loose fixings since the report was done.
- 3 leg swing with tyre – does not have a secondary safety mechanism but never gets loose – low risk and so agreed to leave and monitor.
- Goal end and basketball hoop – part of the mesh has been removed due to vandalism – low risk and have agreed to leave/not replace.

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- Goal end and basketball hoop – sign should read, “The equipment is not intended for children less than 3 years old and warning Do not climb on the framework.....” – agreed to leave as in previous years in view of risk of reverse psychology which would encourage this behaviour.
- 5 aside goal post – Steve Lygo has cable tied the goal end following our review.
- All other items will be monitored and reported as necessary.

5.2. Chudleigh Knighton Play Park: (i) 5 aside goal post – accepted (August 2017) Steve Lygo's quote for £10 to cable tie the goal end; (ii) accepted (August 2017) Steve Lygo's quote for £30 cut back overhanging willow tree at rear of junior side of Play Park.

5.3. Hennock Play Park: Swings – accepted (August 2017) Steve Lygo's quote for £10 to remove and realign the chain and bar on the toddler swing.

5.4. Teign Village Car Park: Steve Lygo has reported (August 2017) that there appears to be three vehicles in the Car Park that seem to have been abandoned – investigations ongoing.

5.5. Hennock Bus Shelter: accepted Steve Lygo's quote for £15 to remove moss and re-fix loose slate on the roof of the bus shelter

6. AFFORDABLE HOUSING CONSULTATIONS: Members of the Working Group met with Amy Luxton, Housing Enabling Officer at Teignbridge District Council [TDC] and Chris Hart, Planning & Team Manager & Acting Head of Planning at Dartmoor National Park Authority [DNPA] on the 17th July 2017. The purpose of the meeting was for the Working Group to gain an understanding of how to take matters forward including consultations with the public. The salient points from the meeting were as follows:

Hennock site

- This is an exception site.
- There is minimal government funding and so an open market house is being considered to satisfy viability.
- The starting point is provision of affordable housing and then a decision on the mechanism for funding – what is the minimum needed to provide the affordable housing.
- The affordable houses will be limited to 80% of Open Market Value [OMV]; they will also be limited to being sold to local people and this will be defined in a Section 106 Agreement and so will be in perpetuity i.e. they will continue to be affordable houses. The local eligibility clause will take another 10/20% off the value.
- The eligibility requirements defined in the S106 agreement cannot be “bought out” as with some covenants registered at Land Registry.
- Planning permission must be by exception.
- This will be an exclusive housing opportunity in terms of self build in the National Park.
- The houses will need to be standardised to keep the costs down and will be modest dwellings of 80 square metres.
- The “ball is in the landowners court” to approach DNPA with a planning application.
- DNPA will want all of the affordable houses built together and would not want to see one house completed with another built several years later – they will probably include some caveats in the planning permission to achieve this.
- Appendix D shows a diagrammatic representation of open market cross subsidy for affordable self build on an exception site based on one OMV property and 4 semi detached self build properties; the cross subsidy value used to fund affordable costs would, in this example, fund the access and services to the access.

Chudleigh Knighton site

- This is an exception site.
- It has access, is flat and there are services to the site thereby reducing the costs of development.
- All of the Apple Tree Close properties were allocated to people with a local connection – the Devon Home Choice system has changed drastically since the Apple Tree Close development and communication with people on the register is monthly and it is much more reliable.
- Inox will be asked to put forward a scheme that is truly affordable and meets the needs of the Housing Needs report – it needs to show it is a genuine exception site scheme.
- Accessible housing could be delivered in OMV properties required to make the site viable.

General points

- TDC is looking to form a company to take the position of a Housing Association which would help in small developments of affordable housing which are less attractive to Housing Associations.
- As part of the consultation, people could be asked to come forward to form a Community Land Trust [CLT] – it might be that the affordable units at Hennock, for example, are handed over to a CLT. Parish Council members might wish to be involved in a CLT. but if not, the Parish Council will be consulted at each stage anyway.

Way forward

- Affordable Housing consultation events have been arranged for Wednesday 4th October 2017 from 2pm – 8pm in Chudleigh Knighton Village Hall and for Thursday 5th October from 2pm – 8pm in Hennock Village Hall. Amy Luxton will “front” both events and a representative from DNPA will attend the Hennock event. Posters have been placed on the Parish Council’s notice boards, website, Facebook Page and will appear in the Mid Devon Advertiser the week before the events.
- Marcel Venn of Inox will produce some sketch proposals for the Chudleigh Knighton site and Rob Wastell will produce some sketch proposals for the Hennock site for the consultation events.
- A preparation meeting with Amy Luxton for the consultation events will take place on Thursday 21st September 2017 at 1pm in the Garden Room at Chudleigh Knighton Village Hall. Amy will produce some draft consultation material for this meeting.

7. PARISH PLAN: A meeting has been arranged with Martin Rich of Devon Communities Together with a view to Martin helping the Parish Council get the process of renewing its Parish Plan started. The meeting will take place on Wednesday the 20th September 2017 at 7.30pm in the Garden Room at Chudleigh Knighton Village Hall. (The Council has received £2000 from County Cllr Jerry Brook’s Locality Budget for the Parish Plan).

8. PARISH COUNCIL’S INSURANCE POLICY: AON is ceasing its involvement in the Local Council’s market. The Parish Council entered in to a three year deal with AON in November 2016. AON has made arrangements for the Council to be provided with a renewal invitation from BHIB Ltd (insurance broker) approximately three weeks before the policy expires – it is hoped that they will be able to provide similar cover to that provided by AON but the Clerk will ask them to provide a quote ahead of this so that there is sufficient time to obtain alternative quotes if necessary.

9. ADOPTION OF TELEPHONE KIOSKS IN CHUDLEIGH KNIGHTON AND TEIGN VILLAGE: The Parish Council has adopted the payphone kiosks in Teign Village and in

Chudleigh Knighton (opposite the Claycutters Arms). The telephone equipment has been removed from the kiosks. Notices have been placed in the kiosks advising that the Parish Council is now responsible for the kiosks and the Clerk has advised the police, fire service and ambulance service that the telephone equipment has been removed.

A paint kit has been received for the Chudleigh Knighton kiosk (BT will not provide a paint kit for the newer box in Teign Village) and the Chairman is liaising with some local volunteers regarding the painting.

10. WORLD WAR 2 INTERPRETATION BOARD: Jamie Glendenning at SJB Signs is making up the artwork board for the WW2 interpretation board. Jon Hole has kindly agreed to make the board framework. An official “unveiling” will be arranged and invitees will include: Ben Major (of the WW2 US Medical Research Centre who provided the Stover photos), Clive Morley (who remade/updated the US fuel dump map specifically for this purpose), District Cllr Doug Laing (who has agreed to provide funding of £250 from his District Councillors Fund), Jim Kelly (from Hennock, who’s idea it was to put a board/memorial on the Heath) and Steve Chown (who produced the story and did the vast majority of the research).

11. NEW SIGNAGE FOR HENNOCK AND TEIGN VILLAGE: The Clerk has sent information (including photographs) to Jamie Glendenning at SJB Signs with a view to him producing: (i) two new signs to replace those at the entrances to Hennock (at Five Lanes & near the Church Community Car Park) and (ii) two new signs to replace those at the entrances to Teign Village (from Hennock and from the Teign Valley Road).

12. FLOWER BASKETS/BOXES FOR THE RAILINGS OUTSIDE CHUDLEIGH KNIGHTON VILLAGE HALL AND FLOWER BOX UNDER ONE OF THE NEW ENTRANCE GATES IN CHUDLEIGH KNIGHTON: A resident has offered to make flower baskets/boxes for the railings outside of Chudleigh Knighton Village Hall and, independently, another resident has offered to make a flower box under one of the new entrance gates to Chudleigh Knighton. District Cllr Doug Laing as agreed to provide £200 from his community fund for the flowers to make Chudleigh Knighton more attractive – they will be planted in the early spring.

13. CORRESPONDENCE TO NOTE:

13.1. Chudleigh Knighton Village Hall has been granted the full £5000 from the Rural Aid fund – the Parish Council supported its application towards replacement slates on the Village Hall roof.

13.2. Former Anchor Inn site, Chudleigh Knighton: In response to a letter from the Parish Council requesting the landowner to tidy the site, Tracy Salter responded on the 30th July 2017 to advise that she would get the situation reviewed within ten days. However, no action has been taken to date.

Signed.....
Helen Reynolds
Clerk to Hennock Parish Council

Dated: 1st September 2017