

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 8<sup>th</sup> JUNE 2021 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Phil Baker, Steve Edmonds, Sylvia Edwards, Charlie Fisher, Janette Parker [Chairperson], Emma Sueref and Kate Willett.  
District Cllr Richard Keeling  
Elly Maynard, Clerk to Hennock Parish Council

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

The Chairperson welcomed everyone to the first Face-to-Face meeting since March 2020 when Covid restrictions came into place and ensured everyone understood the Covid restrictions we had put in place.

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

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Chris Webb due to being poorly and Cllr Pete McCullar and Cllr Graham Tully due to work commitments

**3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:**

Cllr Janette Parker – Agenda Item 11.1 as payment for £6.30 is reimbursement to herself for face masks.

**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:**

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

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

**6.3. DISTRICT COUNCILLORS' REPORTS:** Cllr Richard Keeling explained that the District Councillors would attend our full parish council meetings in rotation for the remainder of 2021 to keep numbers down. Cllr Keeling sent a report in advance of the meeting that was emailed to all councillors 06/06/21.

Cllr Keeling spoke on the following subjects:

- Teignbridge has returned to Face-to-Face meetings and is using Newton Abbot Racecourse as their venue.
- The Old Anchor Inn Site, he has chased the enforcement officer again on our behalf.
- Local Plan Consultation – 2 housing sites in Chudleigh Knighton. Not every site that has been put forward will be accepted.
- The role of TALC and that it was closed down due to the pandemic.

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

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 4<sup>th</sup> May were approved and signed by the Chairperson.

**8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL.** None received

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

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- 9.1. **Training Attended:** Webinar: Responding to Planning Applications (Cllr Parker, Cllr Tully and Clerk 24th May, Cllr Baker to attend 16th June)
- 9.2. **Anchor Inn, Chudleigh Knighton** – The Clerk updated the meeting on the progression of enforcement.
- 9.3. **Collapsed Wall, Bell Lane, Hennock** – The Clerk updated the meeting that she has been in discussions with the Diocese and Devon County Council Highways team to get it fixed.
- 9.4. **Road Closure in Chudleigh Knighton**, 28<sup>th</sup> June 2021 for 5 days, resurfacing

*ACTION – The clerk was instructed to keep residents up to date via the website and Facebook page*

- 9.5. **To consider quotes for Hennock Car Park (Part II)**
- 9.6. **Great British Spring Clean** – Event Sunday 6<sup>th</sup> June 2021 in Chudleigh Knighton

The Clerk reported that The Great British Spring Clean event organised by Cllrs Emma Sueref, Charlie Fisher and Kate Willett was a great success. Councillors, residents and the Clerk managed to collect far more rubbish than they envisaged around Chudleigh Knighton, it was also a great opportunity to engage with members of the public. Many thanks to Teignbridge for providing us with the litter picking equipment.

*ACTION – The Clerk was instructed to write an article for our newsletter and the Mid Devon Advertiser.*

- 9.7. **Banners** – Advice given from Devon County Council neighbourhood highways officer

The Clerk read out the advice she had received from Devon County Council neighbourhood highways officer “Technically they are not allowed but felt Devon County Council Highway department would only really be worried if they are a safety issue or causing an obstruction. Simply put "Are they dangerous?" She gave the example of a banner being put on the railings above the A380.” This advice was emailed to all councillors 05/05/21.

- 9.8. **Damaged fence at Chudleigh Knighton Play Park** - reported at last meeting, now fixed
- 9.9. **Approval of Programme of Meetings for 2021** – updated to include Sep to Dec 2021

After some discussion regarding why we can't return to Hennock Village Hall (due to its size and lack of broadband) the programme of meetings were approved. [SEE APPENDIX A]

*ACTION – The Clerk was instructed to publish these dates on our website and noticeboards.*

## 10. ARTICLES FOR PARISH NEWS

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

- Great British Spring Clean
- Vacancy on Hennock Parish Council
- Think Before you Park
- New working group being formed to develop the orchard project at the old football field, Chudleigh Knighton and Wildflower verges.

## 11. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

- 9.5 To consider quotes for Hennock Car Park (Part II)

## 12. FINANCIAL MATTERS AND PAYMENTS:

## 12.1. TO CONSIDER PAYMENTS OF INVOICES

Payments Vouchers 38, 39 and 40 were paid between May 4<sup>th</sup> meeting and June 8<sup>th</sup> meeting and retrospective approval was sought and agreed.

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

### Hennock Parish Council DRAFT PAYMENTS LIST 38 TO 0

Voucher	Cheque	Code	Name	Description	Amount
41		19 - Zoom Fees	Zoom	Zoom Fees	14.39
			<i>AUTO PAYMENT (usually around 10th of month)</i>		
42		30 - Tax and NI	HMRC	PAYE & National Insurance	213.88
43		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,193.99
44		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
45		31 - Mileage	E Maynard, Clerk	Mileage	7.22
			<i>05/05 To Teign Village and Stokelake re. Somersault bar. 02/06 To Hennock via TV re posters, notices, potholes and resurfacing.</i>		
46		26 - Pension	NEST	Pension	58.52
			<i>AUTO PAYMENT - WON'T BE PAID UNTIL JULY</i>		
47		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	229.63
48		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
49		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	35.00
			<i>Repairs to fence - authorised by Clerk</i>		
50		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,001.00
51		111 - Face Coverings Covid-19	J Parker	Face Coverings, Covid-19	6.30
			<i>Reimbursement to Janette Parker, purchased from Tesco with discount.</i>		
53		1 - Devon Communities Together	Devon Communities Together	Membership	50.00
			<i>They emailed 16/04/21, due by 11/07/21</i>		
54		6 - Website - Domain Renewal	Heart Internet	Domain Renewal	10.79
			<i>AUTO PAYMENT - Due Date 27/06/2021</i>		
52		11 - Training	Devon Association of Local Councils	Training - Planning	144.00
			<i>24/05 Clerk, Janette Parker, Graham Tully, 16/06 Phil Baker = 4 people @ £30 + VAT CLERK TO PAY WHEN INVOICE RECEIVED</i>		
			Subtotal No.		<b>3,162.72</b>
38	ASDA STORE!	110 - Printer	ASDA	Printer	179.00
			<i>Purchase of new printer EPSON ET-2710 EcoTank, to replace HP Inkjet (7 years old) Added to Fixed Asset Register, authorised in conjunction with Chairman</i>		
40	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
39	MCAFEE *WW	5 - Laptop Virus Protection	McAfee	Virus Protection, Annual Subscription	79.99
			<i>AUTO ANNUAL SUBSCRIPTION</i>		
				<b>TOTAL</b>	<b>3,431.71</b>

**12.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments and a Bank Reconciliation for the **two** months ended **31<sup>st</sup> May 2021** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £33626.17 and the Savings Account (Bus Bank Account) credit balance of £7140.00, less unrepresented Nest pension payment of £58.52 = £40707.65

The balance of which equated to the Receipts and Payments closing credit balance of £40707.65

## 12.3. To review / approve the Standing Orders

It was resolved that the word Chairman should be changed to Chairperson in our Standing Orders

**ACTION** – The Clerk was requested to make the necessary amendments and upload the updated version of the Standing Orders to our website and send to all councillors.

## 12.4. To review / approve Statement of Internal Control

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It was resolved that the last paragraph of page 1 should be amended as the Clerk had proposed to acknowledge that the Clerk now produces accounts using Scribe rather than excel.

*ACTION – The Clerk was requested to make the necessary amendments and upload the updated version of the Statement of Internal Control to our website and send to all councillors.*

### **12.5. To review / approve CIL Policy**

**It was resolved that the paragraph “Infrastructure spending priorities” be amended to be less specific.**

*ACTION – The Clerk was requested to make the necessary amendments to the CIL Policy and upload the updated version to our website and send to all councillors.*

### **13. To note any new information regarding the Possible development of houses in Chudleigh Knighton**

*ACTION – The Clerk was asked to add this to the Planning Committee Agenda for their meeting on 22<sup>nd</sup> June.*

### **14. To form a working group to develop the Orchard Project and Wild Flowering of verges.**

The Chairperson explained these projects had been put on hold because of Covid but they now need to be addressed. Cllrs Steve Edmonds, Cllr Kate Willet, Cllr Emma Sueref and Cllr Janette Parker agreed to form the working party along with members of the public.

*ACTION – The Working Group to agree a date and location for the first meeting and for the Clerk to publicise it.*

### **15. Play Parks matters**

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

The Clerk said that the inspectors had reported more rubbish than usual but this is likely to be due to half term. The Chairperson thanked resident Bob Harris for his help removing items from the environmental play area, the Clerk confirmed she had already written to thank him.

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

Training – See Agenda Item 9.1

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

- Cllr Sylvia Edwards reported a pot hole in Teign Village Car Park

*ACTION – The Clerk to contact the Parish Lengthsman for a quote*

- Cllr Sylvia Edwards reported that the dangerous pot holes on the approach to Teign Village from the Teign Valley Road but felt they were a poor repair.

*ACTION – The Clerk to report this back our DCC neighbourhood highways officer*

- Cllr Charlie Fisher reported the area around Candys Cottages, Chudleigh Knighton is in a bad state.

*ACTION – The Clerk to report this to our DCC neighbourhood highways officer*

- Cllr Parker suggested we relook at our Covid Risk Assessment for Face-to-Face meetings, should we have to wear masks if socially distanced? Should we request council members to take a lateral flow test before the meeting?

*ACTION – The Clerk was asked to add this to our July Agenda.*

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

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

Tuesday 22<sup>nd</sup> June 2021: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

*Tuesday 13<sup>th</sup> July 2021: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

**PART II (Private)**

The Clerk provided the meeting with the 2 quotes for Hennock Car Park, she was asked to find a 3<sup>rd</sup> solution and was given a budget to work to.

As there was no further business the meeting ended at 9.16pm

..... **Chairperson**                      **Dated**.....