

**MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 10<sup>th</sup> NOVEMBER 2020 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: P Baker, R Dixon, S Edmonds, S Edwards, C Fisher, P McCullar, J Parker [Chairperson], G Tully, C Webb and K Willett.

County Cllr Jerry Brook.

District Cllr R Keeling.

District Cllr S Purser.

Mr Richard Ayre, Land & Planning Director at Baker Estates Ltd.

Mr Graham Hutton, Development Director at Baker Estates Ltd.

Mr Rob Saltmarsh, Managing Director, Inox Property Group

Mary Ridgway, Housing Enabling Officer, Teignbridge District Council

4 members of the public.

Helen Reynolds, Clerk to Hennock Parish Council.

Elly Maynard, New Clerk to Hennock Parish council

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

**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 Parish Councillor M Curran and the reasons for her absence were accepted. Apologies were also received from District Councillor L Evans.

**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:**

A resident of Apple Tree Close, Chudleigh Knighton voiced her concerns regarding the proposed introduction of double yellow lines in Apple Tree Close. She informed the meeting that although the residents receive a large number of emails from Westward Housing, they haven't received any information or consultation regarding double yellow lines. She said that has spoken to around 90% residents and the majority feel they are a bad idea. The main issue is there are too many cars for the space available. At present residents are having to park in Devon Heath, which in turn is having a knock on effect. She is concerned how the introduction of double yellow lines will be "policed". She summarised by stating that the current parking issues have resulted in a lot of ill feeling and that Westward Housing's suggested solution of requesting double yellow lines won't fix the issue.

Cllr Chris Webb responded by stating that he didn't feel double yellow lines would be possible anyway.

District Cllr Richard Keeling said that the developer will have handed over the road to highways. He advised that if the residents don't want it; fight it.

Other residents from Apple Tree Close also stated that they felt double yellow lines will not solve the problem and that Westward Housing haven't taken on board the actual issues.

Cllr Janette Parker checked how many allocated parking spaces residents have, it was confirmed by a resident one per household.

Mary Ridgway, Housing Enabling Officer at TDC said Westward Housing should have a formal complaints process and residents must formally register their concerns. [Action: Include this information in Parish Council newsletters]

The Chairperson thanked everyone for their comments and said no decision will be made tonight and it is on the agenda for our December meeting. [Action: Add to December agenda]

**Rob Saltmarsh, Managing Director of Inox Property Group**

He said that he will be on site from 10am on Thursday 12<sup>th</sup> November if any residents would like to speak to him.

He said the site will be made up of 20 affordable housing units and 20 open market units.

The affordable housing will be a mixture of 12 rented units and 8 shared ownership units.

The 12 rented units are; 6 @ 1bed (3@step free - Part M4 level 2), 1 @ 2 bed bungalow (Part M4 level 2), 2 @ 2 bed houses, 2 @ 3 bed houses and 1 @ 4 bed house

The 8 shared ownership units are; 3 @ 2 bed houses, 4 @ 3 bed houses and 1 @ 4 bed houses

Access will be through Apple Tree close to the road behind.

Additional parking would be a possibility.

There would need to be a feasibility study regarding traffic calming measures or a pedestrian crossing.

An outline planning application is now proposed to be submitted at the end of 2020, with all matters reserved for future determination, except for vehicular access. This revised approach will allow further engagement with the Parish Council to take place (if the outline planning application is approved).

A resident asked a specific question about disabled access.

Mary Ridgway responded by saying that residents should always update their requirements with "Devon Home Choice" [Action: Inform residents of this via our newsletter]

The Chairperson said we have had a big consultation in the community, and she asked whether these findings will definitely be included. She said it's an exception site. Rob Saltmarsh said that he would be happy to meet by Zoom and get his architect involved - he couldn't promise to provide everything as it's a question of balance. Rob agreed to email the Clerk breakdown of units.

Mr Richard Ayre from Baker Estates asked if they were planning to include any self build plots. Rob Saltmarsh replied saying they will be limited as it wants to be a policy compliant scheme. Inox's main job is planning promotion but they have built some smaller sites.

Mary Ridgway, Rob Saltmarsh and 4 residents of Apple Tree Close left the meeting.

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

**6.2. COUNTY COUNCILLOR'S REPORT:** Cllr Jerry Brook reported as follows: (i) There is going to be a consultation in December regarding DCC's new Climate Change Strategy which is categorised into housing, transport etc. It's currently in draft format. The Chairperson responded saying the parish council has a Climate Emergency Group that will look at this.

**6.3. DISTRICT COUNCILLORS' REPORTS:** Cllr Evans and Cllr Keeling sent a report prior to the meeting that was circulated and Cllr Keeling asked for any questions regarding its content. The report covered Government Funding Support, Councillor's Community Fund, Turning Corners Update, Hardship Fund, Residents Survey Covid-19 Recovery, Council Tax Reduction Consultation, November start for Digital makeover, Flu Vaccination Campaign, Councils Can Day – 10<sup>th</sup> November, Plea to local MPS to back Climate and Ecological Emergency Bill, Guy Fawkes Celebrations, Remembrance, Rural Affordable Housing, New Domestic abuse duty consultation and New Chair of Homes England. There were no questions.

Cllr Purser sent a report to all councillors prior to the meeting. Additional items not covered in the report from Cllr Evans and Cllr Keeling were a) Electric vehicle points have been installed in Chudleigh Library car park and Buckfastleigh Mardle Way Car Park. b) Newton Abbot market celebrates its 800<sup>th</sup> year birthday this month. There were no questions.

The Chairperson thanked Cllr Brook, Cllr Keeling and Cllr Purser for their reports and they left the meeting.

**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 13<sup>th</sup> October 2020 were approved and will be signed when it is practicable to do so.

## **8. MATTERS ARISING FROM THE MINUTES:**

### **8.1. Sign encouraging traffic to slow down in Chudleigh Knighton / DCC Highways approval.**

Elly, the Clerk reported that Tegan Faulkner from DCC said the drawings look fabulous and gave the following advice in her email of 9<sup>th</sup> November "The only thing we from highways would like to avoid is any replication of official signage. That means that we couldn't allow any of the drawings that have the number 30 in a red circle. This can be overcome by colouring in the circle to black, similar to what we ourselves have done on the village gateway signs. This is a legal issue and is to just remove the potential for anyone to claim the current speed limit is invalid due to incorrect signing. I think I would agree that batch 2.1 is my favourite and I see no reason to object to this sign being erected at the location suggested. My only advice would be as above to change the colour of the triangle around the 30 to something other than red."

There was some discussion on whether additional signs could be made, Helen the Clerk responded saying that the Council has earmarked c£300 + VAT for this sign but there is nothing in the budget for any additional signs and the Council currently only has permission for the sign at the village gateway by the playpark.

[Action: Cllr Parker would contact the school and let them know the winner. Clerks to put in parish newsletter and on website, plus order sign for SJB signs. Cllr Willett agreed to investigate the possibility of placing all the designs onto a banner which the Council could use in the future.]

**8.2. Articles for Parish Council News:** The Clerk was instructed to include the following articles in the July Parish news: (i) THAT Foodbank Drop Off at Knighton Stores, (ii) Devon Home Choice, (iii) Police Presence in Chudleigh Knighton monitoring traffic speeds, (iv) Advice on protecting your home following a break in, in Chudleigh Knighton, and (v) New road sign in Chudleigh Knighton encouraging traffic to slow down.

**9. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** There were no items to be discussed in part 11.

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

**10.1. PAYMENT OF INVOICES:** The Council resolved that the Clerk should make the following payments using online banking:

Payee	Method of payment	Purpose	Amount (£)
Post Office Ltd	Debit Card (22/10/20)	Postage for returning parish plans to Martin Rich at Devon Communities together.	3.10
GiffGaff	Debit card (Paid 26/10/20)	"Goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
BHIB Insurance	Debit card (Paid 26/10/20)	Annual insurance renewal premium: £390.17 plus Insurance Premium Tax [IPT] £46.82 <i>NB. Reduced premium to that quoted on October payment schedule; this is the first of a 3-year agreement; &amp; BHIB have confirmed they are aware of the outstanding insurance claim in relation to TV car park.</i>	436.99
Amazon	Debit card (Paid 26/10/20)	Ink Cartridge £22.63 + £4.53 VAT	27.16
Amazon	Debit Card Paid (28/10/20)	Stationery -A4 White Paper £16.06 + £3.21 VAT	19.27
Amazon	Debit card (paid 29/10/20)	Stationery – Lever arch folders x 6 to replace damaged folders and for new clerk and 100 x poly pockets £19.97 + £3.79 VAT	23.79
Post Office Ltd	Debit card (03/11/20)	Postage – Minutes posted to Janette for signing and stamps for envelopes addressed to Elly to enable Janette to post back to Elly plus stock of stamps for new clerk.	10.60
Zoom	Automatic Debit Card Transaction (07/11/20)	Standard pro monthly charge: £11.99 + £2.40 VAT	14.39
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1355.90 less £520 = £835.90 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£25.08</u> Employee (Helen Reynolds): £835.90 x 5% x 80% (as tax is deducted at source) = <u>£33.44</u>	58.52
H Reynolds	Online	Clerk's net salary	1191.99
E Maynard	Online	New Clerk's Net Salary £388.27 (£14.42 p/hr x 21 hours x 52 weeks divided by 365 days x 9 days) - Elly will work 21 hours per week and her payscale is LC2 SCP 23 £14.42p/hr - this will increase to LC2 SCP 24 £14.90p/hr on successful completion of her Probationary Period which is 13 weeks.	388.27
HMRC	Online	PAYE & NI (Increase reflects higher PAYE & NI relating to increased salary and backdated pay)	216.57
H Reynolds	Online	Clerk's expenses*	23.01
E Maynard	Online	Clerk's expenses **	7.14
S & W Lygo Engineering	Online	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; plus to clean, refurbish, prime and paint phone box at Chudleigh Knighton £870.00 <i>Refer to clerk's summer recess report items 1.5 and 1.6, funding secured for CK phone box museum from Invest in Devon grant and Locality Budget.</i>	1050.00
PKF Littlejohn LLP	Online	External Audit Fee £300.00 + £60.00 VAT	360.00

Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £1063 + £212.60 VAT	1275.60
South West grounds Maintenance	Online	Grounds maintenance duties:	TBC

**\*Clerk's Expenses Helen Reynolds £**

Working from home expenses	14.00
Mileage: 16/10/20 to Teign Village and Hennock to put up Consultation posters 13 miles less mileage to/from CKVH of 9 miles = 4 miles; 02/11/20 to new clerk's house to move office 16 miles less to/from CKVH of 9 miles = 7 miles; 09/11/20 to Teign Village Play Park to meet playpark inspectors and Hennock play park to look at safety surfacing 13 miles less mileage to/from CKVH of 9 miles = 4 miles Total 15 miles @ 60.1p per mile	9.01
<b>Total</b>	<b>23.01</b>

**\*\*Clerk's Expenses Elly Maynard £**

Working from home expenses £14.00 pro rata (£14 x 12 months divides by 365 x 9 days)	4.14
09/11/20 to Teign Village Play Park to meet playpark inspectors and Hennock play park to look at safety surfacing 15 miles less mileage to/from CKVH of 10 miles = 5 miles 5 miles @ 60.1p per mile	3.00
<b>Total</b>	<b>7.14</b>

**10.2. FINANCIAL STATEMENTS:** A Receipts and Payments Account and a Bank Reconciliation for the seven months ended 30<sup>th</sup> September 2020 were sent to the Council prior to the meeting, which showed the current account credit balance of £41648.85 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £48788.85. It was resolved that the financial statements be approved.

**10.3. BUDGETS: Consider draft budget for 2021/22 budget**

The Clerk, Helen Reynolds talked through the budget and explained the items highlighted in further detail. Cllr Willett questioned why there was no budget specifically for Climate change, Helen the Clerk responded saying it was a separate item this financial year as it was a new group, but in future any costs will be in general admin costs.

Cllr Parker asked about budgets for the playparks. The Clerk, Helen Reynolds explained the analysis of repairs budget. The Clerk feels we can cover repairs this year and next year using budgets. It would be difficult to fund new equipment and major refurbishment from the precept because it would require a substantial rise in Council Tax.

The Clerk, Helen Reynolds explained that unusually we still don't know what our council tax base will be for 2021/22 – the budget assumes a 2.6% reduction in the council tax base but changes to this figure will result in a change to the council tax on the basis that the precept remains at budgeted figure of £37472. She also said that we have been asked as a Parish Council to use reserves where they are not already earmarked to mitigate the need to raise the precept.

Cllr Parker said all projects will be based on grant funding. The Clerk said we need costings before we can apply for grant funding. [Action: Cllr Parker agreed to get costings for wildflower project].

The budget was agreed by the Parish Council.

[Action: Clerk to request a precept of £37472 from Teignbridge District Council for 2021/22]

[SEE APPENDIX A]

## **10.4. Completion of Audit**

The Clerk, Helen Reynolds reported that PKF, the external auditor, has completed its review for the year ended 31 March 2020. PKF has confirmed that the audit has been completed in accordance with Proper Practices, there are no matters of concern and no matters have been drawn to the attention of the Parish Council.

Chris Jebb of Hawthorns Accounting Services Ltd has confirmed that he is happy to undertake the internal audit for the Parish Council next year.

## **11. POSSIBLE DEVELOPMENT OF HOUSES IN CHUDLEIGH KNIGHTON: consider issues arising from public participation**

Cllr Parker said that there were many discussions last time and not a lot has changed. [Action: Add to December Parish Council Agenda]

Mr Richard Ayre, Land & Planning Director at Baker Estates Ltd and Mr Graham Hutton, Development Director at Baker Estates Ltd left the meeting.

## **12. REVIEW COVID-19 RISK ASSESSMENTS**

The Clerk, Helen Reynolds explained the highlighted updates in version 11 of our Covid-19 Risk Assessment [Action: Add updated version to the website]

Cllr Parker said that we can reinstate our Community Support Plan to get prescriptions to residents. [Action: Cllr Parker to put on Facebook, Clerks to add to Parish Newsletter and website] [See Appendix B]

## **13. PLAY PARKS MATTERS**

### **Teign Village Play Park**

Elly Maynard, Clerk updated the council as to why we had to temporarily close Teign Village Play Park following our annual inspection. This information along with an "Analysis of Repairs Budget" was circulated by email to all councillors prior to the meeting. The report deemed the play park "High Risk" because their assessment discovered 3 items of equipment that included high risk findings. Following an onsite meeting with our Parish Council inspectors Steve and Wilf Lygo here are the associated costs:

1. Multi Play Junior - Remove the climbing ramp which has severe rot and board up the end. (We needed to remove this section totally as it wouldn't be cost effective to replace with a brand new ramp with climbing grips, by removing this section we can reopen the play park in the short term) £150
2. Multi Play Junior - Replace climbing rope post and beam and reinstall existing climbing net. £250
3. Multi Play Toddler - Remove slide and replace post underneath, reinstall slide. £110
4. Activity Trail - Remove tread posts and end post, replace rope post. Fill in holes created. (We needed to remove this section totally as it wouldn't be cost effective to replace with slip resistant stepping stone posts, by removing this section we can reopen the play park in the short term) £300
5. In the Spring, expose and treat all posts at ground level on all toddler and junior multi play equipment and activity trail. (The report suggests removing and replacing all affected timber posts but this would not be possible without dismantling large pieces of equipment, there is some rot but the posts are structurally

sound and not dangerous. Whilst the treatment can't be done until its dry our play park inspectors will check these posts as part of their weekly inspections). £175

The total cost to address the high risk items at TV play park will be £985

Please note we haven't received inspection reports from the other play parks yet.

The Council agreed to the proposed recommendations and costs involved and that once works 1 and 3 are completed then the play park can be reopened.

[Action: Clerk to contact Steve and Wilf Lygo to instruct them to go ahead]

Cllr Edwards said there is no sign in place at Teign Village Play Park to say why the park is closed and locked.

[Action: Clerk to put up a sign to say why it is temporarily closed. Clerk to inform Hennock School]

### **Hennock Play Park**

A quote has been received to reband with Wet Pour around the outside edges at Hennock Play Park, 2 other quotes have been requested but not received yet.

[Action: Clerk to also request quote for just the areas of concern once we have received our annual inspection report for Hennock Play Park.]

### **14. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:** The following matters were brought forward:

- The war memorial in Hennock has some letters missing and it would be good to get these replaced. [Action: Cllr Edwards to photograph and send to the Clerk who can explore funding opportunities]
- Update on Hennock Phone Box progress was requested. This phone box is not due to be repainted, but will be refurbished internally by John Hole. [Action: Clerk to chase]
- Discussion on who owns the land in Devon Heath, confirmed that DCC own the land and therefore the trees but HPC cut the grass.
- Pump Track in Chudleigh Knighton, Cllr Willett was recommended to speak to Chudleigh Town Council who are undertaking a similar but larger project.
- Cllr Tully reported that he put up 2 new flower baskets on the railings outside Chudleigh Knighton Village Hall.
- Cllr Dixon reported that there are still abandoned cars at Teign Village Car Park. [Action: Clerk to contact Allparts, Exeter again to ask them to remove 2 vehicles previously reported].
- Cllr Parker said that we will add the issue of Double Yellow Lines in Apple Tree Close to our December Parish Council meeting.

### **15. DATES, VENUES AND TIMES OF NEXT PARISH COUNCIL MEETINGS:**

Tuesday 17<sup>th</sup> November 2020: Virtual Zoom Housing Working Group meeting starting at 7.30pm.

Tuesday 24<sup>th</sup> November 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 8<sup>th</sup> December 2020: Virtual Zoom Parish Council meeting starting at 7.30pm.

As there was no further business the meeting ended at 9.55pm.

..... **Chairperson**

**Dated**.....