

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 8th FEBRUARY 2022 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher, Pete McCullar, Janette Parker [Chairperson], Emma Sueref, Graham Tully and Kate Willett (arrived at agenda item 6.2)
Elly Maynard, Clerk to Hennock Parish Council
One member of the public

PART I (Open to the Public)

The Chairperson welcomed everyone to the February parish council meeting and ensured everyone understood the Covid restrictions we had put in place with the spaced out tables and wearing of masks is discretionary.

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

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from District Cllr Richard Keeling due to being away, County Cllr Jerry Brooke due to an injury and Andrew Cooper from DNPA. The reasons for their apologies were accepted unanimously.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Charlie Fisher declared an interest in Agenda Item 9.1 as he lives at Little Orchard Farm. Cllr Janette Parker and Cllr Phil Baker declared an interest in agenda item 14 as Cllr Baker is treasurer of Chudleigh Knighton Village Hall and Cllr Parker is on the village hall committee planning the Queen's Platinum Jubilee Celebrations. They were requested not to speak during these agenda items.

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 member of Chudleigh Knighton Village Hall Committee spoke enthusiastically about the village hall's plans for the Platinum Jubilee and their request for a £100 grant towards funding the event. It will be a free event in the village hall garden for all the community and people can bring their own picnics. Cream teas and cakes will be provided / donated and there will be donation boxes and games. The Pre School are going to make bunting and the school will have their art work on display. There will be a competition for school children to design a cake for the event and the winning entry will be made into a cake! There will be a Dessert Competition for the adults. The main costs are the band they have booked "Five Finger Eddie" who rehearse at the village hall and publicity costs. Cllr Parker said that it is on the agenda to be discussed under agenda item 14, but Cllr Baker and herself won't be able to take part in the discussion or vote.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: There was no report sent but the Clerk updated the meeting that the police will be checking the Teign View, Chudleigh Knighton area following complaints of dangerously parked cars relating to dropping off children for the school bus to Torquay Girls and Torquay Boys Schools.

ACTION: The Clerk was requested to update the local policing team that the issue is also bad between 3.50pm and 4.05pm involving 8 cars. She was also asked to contact Torquay Girls and Torquay Boys schools.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Jerry Brook sent a report in advance of the meeting that was printed out for the councillors.

6.3. DISTRICT COUNCILLORS' REPORTS: Report from District Cllr Richard Keeling and Cllr Lorraine Evans was circulated to councillors 07/02/22 via email. Cllr Parker commented that she was pleased to see the Councillors Community Fund for each councillor is going to be continued and increased.

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

ACTION: The Clerk was requested to write to Andrew Cooper to see if he would be able to attend future meetings and to provide him a list of future meeting dates.

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None. See agenda item 9.1.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 11th January 2022 were approved and agreed unanimously as a true and correct record and signed by the Chairperson.

The Chairperson stated that at our last meeting the Clerk was asked to request a precept of £39840.26 from Teignbridge. Teignbridge District Council responded that the figure we've requested for 2022/2023 represents an increase of 6.32% and to confirm by email that this is correct and to advise the reason?

The Clerk sent Teignbridge the following response:

Henock Parish Council wants to ensure the 2022/23 precept request actively reflects the cost of running Henock Parish Council as set in its budget for 2022/23 and isn't reliant on general reserves to make up the shortfall; like it did for 2021/22.

Henock Parish Council is made up of 3 individual villages that all have their own facilities, which means we own and maintain 3 play parks, 3 allotments, 3 car parks and 3 defibrillators. The parish council is very active and communicates well with its residents through its newsletters, website and Facebook page and often undertakes community projects, many of these had been put on hold due to Covid restrictions but the parish council now wants these projects that were identified in our Parish Plan to come to fruition in 2022/23.

One of the largest costs to the Parish Council is our contract for our Parish Lengthsman, the contract for 2022/23 is worth £7380.65. We had applied for a £2000 grant towards this cost from Devon County Council from their Highway Maintenance Community Enhancement Fund, however we found out the week before our precept meeting that we had been unsuccessful and had only been awarded £1000.

Our original plan was to raise the precept from £37472 to £38840.26 = 3.65% increase

However, our revised plan agreed at the Parish Council meeting 11th January 2022 takes into account the reduced HMCEF grant, so we need to raise the precept from £37472 to £39840.26 = 6.32% increase

Please note our tax base has risen from 627.7 to 641.7.

Therefore £39840.26 divided by 641.7 = £62.09 for Band D property a raise of only £2.39 or 3.99%

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENOCK PARISH COUNCIL. None received. The Clerk explained there are now 4 vacancies that can be filled by co-option as Teignbridge haven't received the statutory requests to fill our vacancy by election so the Parish Council may now fill it by co-option.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. MEETING WITH DEVON COUNTY COUNCIL NEIGHBOURHOOD HIGHWAYS OFFICER 08/01/22

The Clerk reported back on the Questions raised at Previous Parish Council Meeting. Namely, Apple Tree Close Culvert, Ines has found out that it is DCC land and thus their responsibility. As soon as it gets full, the Clerk will let her know and DCC will try and clear it. DCC won't reimburse us the cost of clearing it this winter.

The Clerk and Ines looked at the pavement outside Little Orchard Farm, although she agreed that it is unattractive and uneven it isn't classed as a "defect" so no action will be taken. <https://www.devon.gov.uk/roadsandtransport/maintaining-roads/managing-the-network/trip-hazards/>

The Clerk reported that on Friday 4th February there was a site visit from Chudleigh Knighton Car Park to discuss the issues of drainage from Chudleigh Knighton Heath onto the B3344. It was attended by: Ines Pfister, Devon County Council, Elly Maynard, Clerk to Hennock Parish Council, Bruce, resident of Chudleigh Knighton, Matt Boydell, Devon Wildlife Trust and Jamie Heron, Sibelco

ISSUE: The main issue is that after heavy rain large amounts of water is going onto the highway from a couple of locations off Chudleigh Knighton Heath and flooding the roads, potentially making the road dangerous.

POSSIBLE SOLUTIONS:

- Divert the water elsewhere, so the volume of water isn't all exiting from the same couple of locations.
- Try to reduce the amount of trees directly by the highway. Less trees = less leaves
- Improve the gully.
- Add a couple of wide trenches filled with stones to divert water on the heath. Monitor, build more if effective.
- Is the land drain pipe actually working? It's likely to be blocked.
- Raise up the area by gate into pedestrian access near Old Football Field to stop it flowing down that path onto road.

Sibelco (the landowner) and Devon Wildlife Trust (the land manager) are going to work together on the project.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- 4 Vacancies on Hennock Parish Council
- Directory on our Website
- April 9th Community Day
- Tollgate Farm Decision
- Memories of the Queen and previous Jubilee Celebrations

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

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. NO PART II

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised at February Parish Council Meeting (08/02/22) that were paid after January payments approved.

- Scribe Voucher 173 for tarpaulin (debit card)
- Scribe Voucher 174 for Clerk's mobile phone, (automatic payment)
- Scribe Voucher 175 and 176 for litter pickers (Amazon Account)
- Scribe Voucher 190 for postage (debit card)

ACTION - The Council resolved that the Clerk should make the following payments 177 - 189 using online banking, with the exception of voucher 181 NEST pension that will automatically be debited in March and voucher 188 that will be automatically paid by direct debit.

DRAFT PAYMENTS LIST 173 TO 190

Voucher	Cheque	Code	Name	Description	Amount
173	TOOLSTATION	58 - Repairs	Toolstation	Tarpaulin for Sandbags <i>RETROSPECTIVE Blue Tarpaulin to cover sandbags stored outside CK Village Hall</i>	11.34
174	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone <i>RETROSPECTIVE</i>	10.00
175	Amazon.co.uk'	58 - Repairs	Amazon EU	Litter Picker <i>RETROSPECTIVE Ordered 2 replacement Litter Pickers but 2 invoices</i>	28.13
176	Amazon.co.uk'	58 - Repairs	Amazon EU	Litter Picker <i>RETROSPECTIVE Ordered 2 replacement Litter Pickers but 2 invoices</i>	28.13
177		30 - Tax and NI	HMRC	PAYE & National Insurance	291.88
178		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,115.99
179		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
180		31 - Mileage	E Maynard, Clerk	Mileage <i>18/01/22 and 02/02/22 drive to Hennock, TV and CK Noticeboards.</i>	6.02
181		26 - Pension	NEST	Pension <i>THIS WILL BE AUTOMATICALLY PAID IN MARCH</i>	58.52
182		72 - Grounds Maintenance Contr	South West Grounds Maintenance	Grounds Maintenance Contract	371.50
183		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
184		114 - (ER) Repairs - TV Play Par	S & W Lygo Engineering	Repairs to TV Play Park <i>Using Ear Marked Reserves, already approved by HPC climbing wall timbers, replace somersault bar post</i>	350.00
185		58 - Repairs	S & W Lygo Engineering	Repairs to TV Play Park <i>To replace 1 post on log bridge @ TV = £150 Additional cost of replacing somersault bar post £50</i>	200.00
186		101 - HMCEF P. Lengthsman Gr	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	219.08
187		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall <i>11/01/22 Full PC Mtg £17, 25/01/22 Planning Meeting £8.50</i>	25.50
188		7 - Website and Email Adresse:	Heart Internet	Email Addresses <i>AUTO PAYMENT Email Addresses for Clerk and all councillors. Annual charge.</i>	125.88
189		41 - Allotment Costs	Dartmoor Heathers and Gardens	Allotment Work - Hennock <i>Empty Water Tank and reset on new blocks. Put in new posts. Prune Tree. Strimming.</i>	324.00
190	CO-OP GROU	22 - Postage	Co Op	Postage <i>RETROSPECTIVE 12 x 2nd Class Stamps for S&W Lygo to return weekly inspection sheets</i>	7.92
TOTAL					3,371.89

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Reserves Balance for the **ten months ended 31st January 2022** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £32408.70 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 £39548.70

The Clerk highlighted that we have received Quarter 3 VAT recovered and HMCEF grant for 2022/23 of £1000

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

12.3. TO APPROVE THE EARMARKED RESERVES

The updated Earmarked Reserves report was issued to councillors 17th January to show the 2 changes requested at January 11th Parish Council Meeting.

1. £1000 moved from general reserves to ear marked reserves for the cleaning of the War Memorial in Chudleigh Knighton. This is on the understanding that we should try and also seek grant funding for this project.
2. It was also agreed that £1000 should be moved from general reserves to ear marked reserves for the replacement of IT equipment as required such as the Clerk's laptop (purchased 2017, so 5 years old) printer (purchased 2021) and mobile phone (purchased 2018, so 4 years old).

A query was raised regarding £75 in Earmarked Reserves for work at Chudleigh Knighton Play Park. The Clerk was asked to investigate if this was still needed, if not it was resolved to return this £75 to general reserves.

The Chairperson asked the Clerk to chase the solicitor regarding the £4800 we have in earmarked reserves regarding the registry of our land.

ACTION – The Clerk to report back to the parish council regarding £75 once she had investigated. The Clerk to chase the solicitors regarding the progress of registering our land.

12.4. LOCALITY BUDGET APPLICATION

It was resolved that the parish council should apply for £500 from the Locality Budget for the Chudleigh Knighton phonebox history project – phase 2.

ACTION: The Clerk to request £500 towards this project that has been identified as grant funded.

13. TO CONSIDER HOLDING AN ANNUAL COMMUNITY DAY.

Cllr Janette Parker introduced the purpose of the Community Day, to help support the village halls, to keep costs down, to get maintenance done such as repainting of bus shelter. It was suggested the event should tie in with the Great British Spring Clean that we took part in last year. A chance to freshen up our community before the Queen's Jubilee celebrations. Before the event we will need to identify what needs doing and produce a list. After further discussions the date was confirmed as Saturday 9th April.

ACTION: The Clerk to include the date in our Newsletter.

14. TO CONSIDER THE QUEEN'S JUBILEE AND QUEEN'S GREEN CANOPY

Events

Hennock Parish Council have to date organised the beacon with barbecue and bagpiper at Bottor Rock.

Hennock Village Hall committee are organising events for Hennock and Teign Village. Cllr Parker said she will speak to them regarding our plans.

The Parish Council considered the request from Chudleigh Knighton Village Hall for £100 grant towards their planned Jubilee Celebrations. Cllr Parker who is on the organising committee and Cllr Baker who is their treasurer didn't take part in the discussions or vote. The remaining councillors were all in favour and it was agreed that it would appear in the list of March payments.

Trees

Teign Housing have agreed a Jubilee Tree can be planted on the green in Teign View, Chudleigh Knighton that they will source and we will invite children from Chudleigh Knighton Primary School to help with the planting.

There was a short discussion about a suitable location in Hennock and adding more trees to the Jubilee Orchard in Teign Village.

Cllr Parker recalled that at the Chudleigh Knighton Village Hall Meeting there were suggestions to encourage residents to decorate their front gate and/or front door.

Memories

Cllr Sueref suggested we encourage residents to share memories of when they have met the Queen and of key events in the last 70 years that could be displayed over the Jubilee Weekend.

Souvenirs

The Clerk presented the proposal of personalised Queen's Platinum Jubilee 2" medals with red and green ribbon for all children attending the 2 preschools and 2 primary schools in the parish (currently 208 children). These are priced at £1.58 each inc VAT, so 250 would cost £395.00 inc VAT. The Clerk was instructed to go ahead unless any councillors came up with an alternative to be put forward by the end of the week.

ACTION: The Clerk to inform the Village Hall Committee of their successful grant application.

The Clerk to set up a dedicated page of our website to the Queen's Platinum Jubilee, include pictures, link to bunting print outs etc.

The Clerk to put up a post on our Facebook page to encourage memories to be shared and include this in our newsletter.

The Clerk to order 250 medals.

15. Play Parks matters –

15.1. To consider any maintenance issues arising from weekly inspections. None

The Clerk updated the parish council on the quote she had received from our contractor that inspects and maintains our 3 playparks to deliver, position and secure 2 picnic benches at Chudleigh Knighton Old Football Field. The quote of £285 was considered and resolved. The Clerk explained that the total net cost of the project is £1103 and they have received £743.00 from Devon County Council’s Reconnect, Rebuild, Recover Fund and a donation of £200, so there is a shortfall of £160. The shortfall is due to price increases of the products since the original quote August 2021 £75 and the installation cost £285

ACTION – The Clerk to order the benches from Marmax Products.

The Clerk to organise the delivery and installation with S & W Lygo including unlocking of access gates.

The Clerk to apply for monies from Councillor’s Community Fund.

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

Cllr Parker spoke about attending Chudleigh Knighton Village Hall Committee Meeting and their plans for the jubilee.

Cllr Parker spoke about the Viridor Liaison Meeting she attended and how they spent a lot of time discussing improving the ecology of the site which is great news.

17. Matters brought forward by Parish Councillors.

Cllr Fisher suggested that we could take part in future projects that donate tree whips to the local community as these have been very successful in neighbouring Bovey Tracey and Kingsteignton.

Cllr Baker reported that there seems to be a lot more development at Finlake and queried whether they have received planning permission.

Cllr Parker noted that Tollgate Farm has won the appeal against Teignbridge District Council, this will be discussed at our next Planning Committee Meeting.

ACTION – The Clerk to investigate if we can take part in future tree hub events.

ACTION – Cllr Baker to investigate and look at previous planning applications relevant to the site.

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

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

Tuesday 15th February 2022: Allotments Committee Meeting starting at 8.30pm, Chudleigh Knighton Village Hall

Tuesday 22nd February 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 8th March 2022: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 9.26pm

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