

HENNOCK PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9TH APRIL 2019 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, R Dixon, C Fisher, B Kelly, P McCullar, J Parker [Chairperson] and C Webb.

County Cllr FJ Brook

H Reynolds, Clerk to the Parish Council

PART I (Open to the Public)

1. FILMING AND RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Cllr M Curran and the reason for her absence was accepted. Apologies were also received from District Cllrs L Evans and R Keeling.

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: The Police Report was as follows: There were 3 reported crimes for the month of March 2019 as follows: (i) 1 x Theft by finding – A holdall/bag has been stolen from a locker with a faulty lock. The offence was captured on CCTV but no ID has been made. The owner of the holdall/bag has been reimbursed for the loss; (ii) 1 x Assault on a person – A domestic incident has taken place. The relevant partner agencies are working with the aggrieved and safeguarding is in place; and (iii) 1 x Criminal Damage to property under £5000 – Graffiti has been sprayed on the bus stop at the former Anchor Inn site. There are no suspects or witnesses. The bus stop has been painted to cover the graffiti.

The Chairperson advised the Council that somebody had been trying to get in to sheds in Teign View, Chudleigh Knighton, and she stressed the importance of reporting crimes to the police.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Brook advised that he had no report because the County Council's diary is virtually empty due to the District Council elections. The new Village Hall Improvement Grant Fund will be managed by ACRE (Action with Communities in Rural England) and aims to help fund the updating and refurbishment of village halls so that they are fit for purpose, etc. Councillors have forwarded this information to the respective Village Hall Committees. Cllr Brook agreed to return via Dunley Cross and inspect a large pothole which he will report to Devon County Council [DCC] Highways.

The Chairperson thanked Cllr Brook for attending the meeting.

6.3. DISTRICT COUNCILLOR'S REPORT: The emailed report referred to: (i) A new parking permit system which will be virtual and not paper with anticipated savings of £20000 per year; & (ii) A broadband update from Connecting Devon and Somerset [CDS] which includes a new voucher scheme for residents and businesses, BT "Gainshare" reinvestment in the broadband roll-out, Airband's superfast wireless network, Gigaclear's full-fibre contracts, and discussions with Government to extend funding for the CDS programme.

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

7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Parish Council meeting held on 12th March 2019 were approved and duly signed.

HENNOCK PARISH COUNCIL

8. MATTERS ARISING FROM THE MINUTES:

8.1. Broken fence alongside culvert adjacent to Chudleigh Knighton Play Park: DCC Highways has advised that a short section is leaning and a little wobbly but it generally serves a purpose. They will endeavour to see if they have a budget available to carry out some minor work to tidy it up a bit and also request that the broken verge marker is replaced with a new one.

8.2. Articles for Parish Council News: The Clerk was instructed to add the following articles to March's Parish Council News: (i) Notice of uncontested elections and prior notice of vacancies on the Parish Council, (ii) Rural Aid Grant Fund 2019; (iii) Chudleigh Knighton Heath – a message from Devon Wildlife Trust; (iv) Please report crimes to the Police; (v) Advance notice of the rural skip service on 7th September in Chudleigh Knighton Car Park and on 9th November roadside along Hazel Crest Terrace, Hennock.

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

10. FINANCIAL MATTERS AND PAYMENTS:

10.1. Payment of invoices: The Parish Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (new gross salary) less £512 = £807.50 [Qualifying earnings for 2019/20 tax year are between £6136 & £50000] x 3% = <u>£24.23</u> Employee: £807.50 x 5% x 80% (as tax is deducted at source) = <u>£32.30</u> <i>N.B. Employer contribution rate has increased to 3% & employee contribution rate has increased to 5%.</i> <i>N.B.2. Lower level of qualifying earnings has increased from £6032 to £6136 (£512 for monthly pay periods)</i>	56.53
DALC	Paid by TDC from precept	NALC affiliation fee, DALC affiliation fee & DALC service charge: £360.80 plus VAT (only payable on service charge): £54.83	415.63
H Reynolds	2712	Clerk's net salary <i>N.B. Gross salary increased by 2% from £14.219p/hr to £14.50 p/hr from £1293.92 to £1319.50 [£14.50 x 21 hrs x 52 weeks divided by 12 months] as agreed by the Parish Council at its meeting on 11th December 2018: Minute ref: 13.3.</i>	1159.74
HMRC	2713	PAYE & NI	210.33
S & W Lygo Engineering	2714	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180; To cut & tidy fallen tree in Teign Village Play Park: £200; To remove broken gate post & replace with new post & hangings & concrete in (including breaking old concrete to get old post out) at Teign Village Play Park: £247; To erect new bin & post & concrete in at Five Lanes, Hennock: £130 (See below: 2018/19 budget	862.00

HENNOCK PARISH COUNCIL

		<p><i>included a figure of £294 for bin & installation and bin cost £49);</i> To rub down & paint out graffiti and re-paint tyre & feet marks and flaking paint due to rising damp: £50; and To replace broken handrail post on bridge from Chudleigh Knighton Play Park to Environmental Play Area: £55.</p>	
Mrs J Parker	2715	Reimbursement of taxi fare to Heathfield Liaison meeting on 26 th March 2019	12.00
H Reynolds	2716	Clerk's expenses*	54.76
Chudleigh Knighton Village Hall	2717	Room hire from 26/2/19 – 26/3/19	52.50
Outdoor Play Devon Ltd	2718	Wet pour skim over existing surface under dish roundabout at Chudleigh Knighton Play Park: £890.00 plus VAT £178.00. <i>Agreed by Parish Council at its meeting on 12th March 2019; minute ref: 17.1.</i>	1068.00
Teignbridge District Council	2719	<p>Emptying of dog waste bin at Teign Village once per week in arrears Jan - Mar 2019: £7.66 per empty x 13 weeks: £99.58 plus VAT £19.92</p> <p><i>2018/19 Budget included a figure of £7.36 per empty x 2 bins x 52 weeks: £765.44 and £588 for bins & installation at 2 locations i.e. total: budget c£1354 (held in reserves).</i> <i>Actual cost of bins & installation: c£273 (TV: £93.67 & Hennock: £179) Cost of emptying for year ended 31/3/19: c£100 (paid in April 2019) and anticipated cost of emptying 2 x bins for year ended 31/3/20: c£821 (£7.89 x 52 weeks x 2 bins) i.e. total cost c£1194 so this will be funded from carried forward reserves as no specific figure built in to 2019/20 budget.</i></p>	119.50
Teignbridge District Council	2720	Emptying of dog waste bin at Teign Village once per week in advance: April – June 2019: £7.89 per empty x 13 weeks: £102.57 plus VAT £20.51	123.08
Teignbridge District Council	2721	<p>Installation of dog bin and post at Teign Village: £93.67 plus VAT £18.73 <i>See above: 2018/19 budget included a figure of £294 for bin & installation</i></p>	112.40
Dartmoor Heathers & Gardens	2722	<p>Parish Lengthsman duties: £533.25 plus VAT £106.65 <u>Parks & open spaces:</u> Repairs to footpath to Hennock Play Park <u>£100</u> plus VAT £20 <u>Parks & open spaces:</u> Planted & installed wooden planters at entrance gates and troughs on Village Hall railings in Chudleigh Knighton: <u>£112.50</u> plus VAT £22.50 [<i>£115.75 spent on wooden planters & troughs in Oct 2018; £200 received from District Cllrs Community Fund in 2017/18 and so £28.25 to be funded from reserves</i>] <u>Parks & open spaces:</u> Filled in hole in Teign Village Play Park: <u>£20</u> plus VAT £4 [Parks & open spaces total: £232.50 plus VAT £46.50]</p>	918.90

HENNOCK PARISH COUNCIL

South West Grounds maintenance	2723	Grounds maintenance duties: £215.00 plus VAT £43.00	258.00
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*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 paper x 2 [£2.89 x 2]	5.78
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Mileage: 19/3/2019: To Teign Village Play Park to inspect fallen tree: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> . TOTAL: 4 miles @ 60.1p per mile	2.40
Postage/stamps	22.58
Total	54.76
Cheque No.	2716

10.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the year ended 31st March 2019 were presented to the Council, which showed the current account credit balance of £37417.99 and the Savings Account credit balance of £7,140.00, the balance of which after adjusting for unrepresented cheques totalling £135.75, equated to the Receipts and Payments closing credit balance of £44422.24. It was noted that a year-end adjustment has been made: £7.23 has been switched from staff costs to Parish plan staff costs, being the employer's pension contribution for the additional payment made in August 2018. A Fixed Assets Register was also presented to the Council as at 31st March 2019 which showed an increase of £115.00 in hanging baskets: 3 x troughs on railings outside Chudleigh Knighton Village Hall (purchased in October 2018 for £41.00) and 2 x wooden planters at the entrance gates on the Bovey Tracey Road (purchased in October 2018 for £74.00). It was resolved that the financial statements be approved.

10.3. Receipt of outstanding £100 from District Councillor's Community Fund: Noted.

10.4. Confirmation of precept: The first half year precept of £17375 has been received from which £415.63 has been deducted being the NALC affiliation fee, DALC affiliation fee & DALC service charge (net sum received: £16959.37)

10.5. Review of actual expenditure against budget for year ended 31st March 2019: *[Refer to Appendix A which includes in red amended (V2) earmarked/committed reserves identified after the meeting: planters/plant boxes (District Cllrs grant) is £0.08K not £0.84K and CIL not spent is £0.53K not £0.50K resulting in a positive net difference of £0.73K which has increased the adjusted surplus balance from £3.41K to £4.14K]*

This shows an opening balance of £35.9K (c£4.8k higher than budget) with total receipts of £51.5K and total payments of £43K leaving a closing balance of £44.4K. Areas to note are highlighted. Whilst the closing balance is £23.36K above budget, this is largely accounted for under the Reserve analysis. The budget for 2019/20 has a forecast opening balance of £28.5K whereas the actual opening balance was £44.4K, a surplus of £15.9K which is reduced to £4.14K after adjusting for earmarked and committed reserves (£11.76K).

£499.00 is included in the Parks & open spaces earmarked reserves to reduce the height of the Jubilee Orchard fence at Teign Village – the Clerk was instructed to check that the Allotment Association still want the height reduced and then arrange for this to be done by the Council's preferred contractor.

£800.00 is included in earmarked reserves being the Locality Budget received from County Cllr Jerry Brook for the Devon Air Ambulance night landing site; as this is not proceeding at the present time, the Clerk was instructed to ask Cllr Brook if this money can be reallocated to the Chudleigh Knighton 'phone box project once the costs have been established.

The Chairperson proposed a vote of thanks to the Clerk for her hard work in preparing the analysis of actuals against budget.

HENNOCK PARISH COUNCIL

10.6. Review of allocation of S106 Apple Tree Close monies: [Refer to Appendix B] After some discussion, it was resolved that the sum of £3687.47 previously allocated to the Devon Air Ambulance night landing site (which is not proceeding at the current time) should be reallocated to capping/resurfacing the tiled safety surfacing at Chudleigh Knighton Play Park under the flat-bed swings, cradle swings, see-saw, junior multi-play equipment and the tyre swing. £5000 had previously been allocated to resurfacing Black Path and the Clerk was instructed to contact Sibelco to progress this.

10.7. Audit for year ended 31st March 2019: update on timescales: (i) The Clerk will complete her audit work from 11th-16th April; (ii) Mrs Lyn Harris will undertake the internal control check from 17th April; (iii) Chris Jebb of Hawthorns Accounting Services will undertake the internal audit between 25th-30th April; & (iv) The Council will be asked to approve the audit at its Annual Meeting on 14th May before it is submitted to the external auditor PKF Littlejohn.

10.8. Rural Aid 2019: The Rural Aid grant fund 2019 is now open for applications and the application process will close in Friday 31st May 2019. The Parish Council can submit one funding application (with individual submissions requesting no more than £5000 in Rural Aid support).

Hennock Parish Council can submit one funding application (with individual submissions requesting no more than £5,000 in Rural Aid support). It was noted that parishes within Dartmoor National Park Authority [DNPA] are not eligible for Rural Aid and should apply to the Dartmoor Communities Fund and so Hennock Allotments Working Group could not apply for Rural Aid funding for a water connection. The Clerk was instructed to speak to Mr Alec Jacobs of the Working Group about applying to the Dartmoor Communities Fund. *[However, subsequent to the meeting, it was established that the fund is no longer able to offer assistance to Dartmoor communities].* After some discussion, the Clerk was instructed to prepare a poster to be displayed on the notice boards and website inviting applications which will be considered by the Council at its May meeting. The Council will also consider its own application for funding towards capping/resurfacing the tiled safety surfacing at Chudleigh Knighton Play Park.

11. MATTERS ARISING FROM THE ANNUAL PARISH MEETING: The following issues were considered:

- Devon Wildlife Trust who manage the heathland explained how important it is for dog owners to keep their dogs on a lead so that they don't disturb the ground nesting birds: The Clerk was instructed to add this to the Parish News.
- Police report: The new Neighbourhood Beat Officer, PC Steve Rogers attended and encouraged residents to report crimes to the police: The Clerk was instructed to add this to the Parish News.
- Hennock Primary School: Extract from report: "The park area opposite the school is still causing issues for us, especially now as our numbers grow. Many of the children visit the play park directly after the school day and I feel they are very cramped, with no opportunity to burn off excess energy through running or playing football etc. I would appreciate anything that can be done to support us with this and would happily be available to discuss": It was acknowledged that the children have nowhere to kick a ball in Hennock and, after some discussion, it was agreed that Cllr Dixon would go and have a discussion with the Head of Hennock Primary School to discuss the issues. The Parish Plan update includes a consultation of young people by Clarity and this will also inform the Council.

12. POSSIBLE AFFORDABLE HOUSING DEVELOPMENTS: There was no further update on either project in the absence of Mary Ridgway, Housing Enabling Officer at Teignbridge District Council. A notice for a call for sites in Hennock and Teign Village has been put up and the outcome is awaited.

13. ELECTIONS MAY 2019 & THE PRE-ELECTION PERIOD KNOWN AS THE PURDAH PERIOD: Elections were uncontested in Hennock - Chudleigh Knighton Ward and Hennock Village Ward and the following councillors were elected:

- Hennock – Chudleigh Knighton Ward: Cllrs Phil Baker, Peter McCullar, Janette Parker and Christopher Webb.
- Hennock – Hennock Village Ward: Cllrs Maura Curran and Ruth Dixon.

14. SOUTH DARTMOOR COMMUNITY COLLEGE: The Council discussed the proposed restructuring and staff redundancies at the School as a result of dramatic funding cuts and the impact it will have on the students in the

HENNOCK PARISH COUNCIL

Parish who attend the School. After some discussion, the Clerk was instructed to write to the Executive Principal/CEO of South Dartmoor Academy and set out the Council's concerns, namely:

- Whilst the Council understands that the Academy is currently consulting, the media has reported that 43 members of staff will be made redundant at the Community College – as well as the personal impact on individual staff, such a dramatic reduction in staff numbers will inevitably impact on the quality of education students will receive in the future.
- Local parents have reported that half of the Sports Department will be cut – the Sports Academy is an integral part of the overall college and existing students will be let down and their futures adversely affected by such dramatic cuts. Similarly, cuts to the Music Department will impact on the personal development of students in this field.
- Students with Special Educational Needs require additional staff support and cuts to specialist teachers and teaching assistants will impact on students who already have difficulties that affect their learning.
- The Council understands that “unfair” Central Government funding and the reducing student numbers are significant factors but such dramatic cuts leaves questions about the financial management and leadership of the Academy.
- The Council urges the Academy to look at its management and administrative costs, including costs associated with the possible joining with Education South West, and minimise the number of staff redundancies which will have a real impact on students.

15. CHUDLEIGH KNIGHTON 'PHONE BOX: The Clerk has met with Mr Steve Chown, local historian, who has kindly offered to write the content for the display in the 'phone box to create a “history museum”. Advice is to be sought from the Council's preferred contractor in terms of layout, artwork and display boards and, on receipt of costings, the Clerk will speak to Cllr Brook regarding the earmarked Locality Budget funds [refer to minute item 10.5.]

16. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

16.1. Western Power: Wayleave payment of £13.32 received.

16.2. Resident A: Reported 5 untaxed vehicles in Teign Village Car Park. Advice sought from PC Steve Hodges, the new Neighbourhood Beat Officer, to see what other action the Parish Council can take as the previous advice to place a "polite notice" on the windscreens of vehicles has had limited success. After some discussion, the Clerk was instructed to: (i) Report the vehicles to the DVLA and (ii) Place notices on the vehicles stating that unless the vehicle is removed it may be disposed of.

16.3. Residents B & C: Reported “hundreds” of rats in a field with chickens on land south of Teign Village. The Clerk has advised the residents to report this to Environmental Health at Teignbridge District Council. After some discussion, the Clerk was instructed to report the matter to Environmental Health on behalf of the Parish Council.

16.4. DNPA: Timetable for nomination of Parish members to the Authority. Ballot papers will be prepared and issued to Parishes by post on 10th May – Annual meeting of Parish Council takes place on 14th May and so the Parish Council should be able to deal with this at its May meeting.

16.5. BHIB Council's insurance: regarding tree management. Problems tend to be identified and reported to the Clerk by the Play Park Inspector, Grounds Maintenance contractor and/or the Parish Lengthsman and, if necessary, the advice of the Tree Warden is then sought.

17. PLAY PARKS MATTERS: There were no new issues to be discussed.

18. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES: Cllr Dixon had attended a meeting of Hennock Village Hall Committee and they are in “dire straits” as the roof of the hall is in need of re-thatching and is a listed building. The Committee is quite concerned regarding its finances. Somebody is coming to have a look at the heating system and the leak in the ladies' toilets. They will apply for the ACRE funding [refer to minute item 6.2.] They are doing all the usual things to raise funds including Hennock Fayre and Apple Day.

HENNOCK PARISH COUNCIL

Cllr Fisher attended a TALC meeting which included a report from Alison Hernandez, Police and Crime Commissioner for Devon; if road speeding is reported directly to her, she may be able to deal with it. She also stressed the need to report crime. C.I.L [Community Infrastructure Levy] was discussed and it was acknowledged that a small parish is disadvantaged as it is unlikely to do a Neighbourhood Development Plan and therefore only receives 15% rather than 25% of CIL receipts. The secretary of TALC wants to establish why councillors don't attend TALC meetings and a survey will come out to Town/Parish Councils – after some discussion, it was agreed that the Council should respond and the Chairperson stressed that TALC needs to be a lobbying body.

The Chairperson attended the Chudleigh Knighton Village Hall Committee AGM which was not very well supported. The Committee is looking to upgrade the heating system and is looking for funding. The hall continues to be well used.

The Chairperson also attended the first Heathfield Landfill Site Liaison meeting as the landfill site will be reopening. Attendees included representatives from Viridor, site users, Environmental Health, the DCC Planning Officer, and Kingsteignton Town Councillors. Cllr Parker was elected Vice-Chair. The Parish Council can also have a member of the community attend the quarterly meetings and Cllr Parker will speak to a local resident about this. They are fully aware of the Parish Council's concerns – smell and dust were discussed. A helpline number for reporting these should be available at the next meeting. DCC will monitor the site closely. They will undertake regular litter picks on the road.

19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Dixon asked whether the Council was going to revisit the issue of sewage from Finlake – a meeting has been requested with Finlake and the Clerk was instructed to follow this up.

Cllr Parker reported that the road is sinking in the middle at the bottom of Teign View, Chudleigh Knighton. Cllr Webb reported that the white lines in the middle of the road are not considered a safety feature by DCC Highways; he will have a look at the dip in the road.

20. DATES, VENUES AND TIMES OF NEXT PARISH COUNCIL MEETINGS:

Tuesday 23rd April 2019: Planning Committee meeting in The Old Library Room, Chudleigh Knighton Village Hall starting at 7.30pm

Tuesday 30th April 2019: Parish Plan Steering Group meeting in The Old Library Room, Chudleigh Knighton Village Hall starting at 7.30pm

Tuesday 14th May 2019: Annual Meeting of the Parish Council in Chudleigh Knighton Village Hall starting at 7.30pm

As there was no further business the meeting ended at 9.20pm.

..... **Chairperson**

Dated.....