



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 12th MARCH 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Jasmine Carter, Phil Baker, Bo McAllister-Bruce, Janette Parker, Pam Rogers, Graham Tully (Chairman) and Kate Willett
District Councillor Andy Swain
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the March meeting.

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

2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS FOR ABSENCE:
Apologies were received from District Councillor Richard Keeling, District Councillor Stephen Purser and District Councillor Suzanne Sanders.

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: No members of the public.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT:

A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st February – 29th February there were 2 recorded offences in the Chudleigh Knighton and Hennock beat code area, which were fraud x 1 and sexual offence, non-assault x 1. Police responded to approximately 9 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare. <https://www.hennockpc.org.uk/post/police>

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser's report was circulated to councillors prior to the meeting, there were no questions.

District Councillor Andy Swain reported that he had attended the Teignbridge Conference facilitated by DALC that afternoon at the Courtenay Centre and found it quite helpful with about 100 people attending. Teignbridge are looking for more engagement and setting up new strategies. He encouraged residents to attend One Teignbridge sessions, there are 10 venues including Tedburn St Mary – Tuesday 16th April 10am – 12pm And Chudleigh – Wednesday 1st May 10am – 12pm and Community Leader workshops on 26th March at the Kenn Centre 10am – 12.30pm and Forde House 6pm – 8.30pm

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

6.5. DARTMOOR NATIONAL PARK RANGER None

6.6. NEIGHBOURHOOD HIGHWAYS OFFICER The Clerk said there is no formal report.

The Clerk let the meeting know that there are planned resurfacing works from Dunley Cross to Le Molay-Littry Way scheduled for Friday 19th April. She has requested further information on how this will effect the junctions at Dunley Cross.

Baker Estates confirmed at the Annual Parish Meeting last Tuesday that the repairs to Plymouth Road are only temporary as the utility contractors do have to return to undertake further work that couldn't get completed on time. Traffic lights will be in place again, dates not known at this stage.

Hennock Gardening Club are wanting to plant the triangle opposite Earldon Cottage, the Clerk has sought advice from highways which she has passed on "For a highway safety point of view, I would say yes to low growing plants. I try and recommend that people sit in low cars and see if they can see."

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 13th February 2024 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO CONSIDER ANY NOMINATIONS RECEIVED TO FILL THE TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL. The Clerk explained that we haven't received any nominations to date.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 13TH FEBRUARY 2024

The Clerk distributed via email a summary of all actions, printed copies also available actions A – K have all been completed, apart from Action B regarding changing to a .gov website and email, this is ongoing and the Clerk has the next scheduled training session on Monday 25th March. Action H is on tonight's agenda 9.2.

9.2. TO CONSIDER THE FURTHER RESEARCH UNDERTAKEN REGARDING LAMP LIGHT OF PEACE FOR D-DAY 80TH ANNIVERSARY COMMEMORATIONS

The Clerk distributed via email prior to the meeting a detailed report that included:

1. What other local councils are doing – only 4 responses received from all SLCC members in Devon
2. Armada Line – there is nothing in the official literature about the Armada line being lit
3. Alternative Lamps – Similar products can be found online, e.g. £14.99 battery lit version
4. Landowner correspondence to date
5. Insurance – must have available means of extinguishing the fire

It was unanimously agreed that on this occasion Hennock Parish Council won't be organising a bonfire beacon at the beacon site at Bottor Rock farm. Instead, it will encourage residents via our newsletters and Facebook page to take part in the "D – Day Lamp Light of Peace" initiative. The Jubilee beacon was an amazing celebration that will be a treasured memory for those that attended for years to come and we are so grateful to everyone who organised the event and attended. It was felt the same type of event with bar and burgers wouldn't be right for this commemoration and it would be difficult for families to attend being on a Thursday evening in term time at 9.15pm. The parish council will use existing lamps councillors own or simply tea lights in glass jars and the Clerk was asked to contact representatives of St Paul's Church and St Mary's Church regarding holding a community event with the lights on Thursday 6th June at 9.15pm, possibly at the War Memorials.

ACTION A – The Clerk to write to the landowner at Bottor Rock Farm to update them.

ACTION B – The Clerk to include an article on D-Day Lamp of Peace in our Newsletter

ACTION C – The Clerk to contact representatives of St Paul’s Church and St Mary’s Church regarding holding a community event with the lights on Thursday 6th June at 9.15pm, potentially at the War Memorials.

9.3. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- The Secret to Mastering Year End for Town & Parish Councils - 29th Feb via Zoom, Free
- Site Visit at Teign Village Play Park with potential contractor, 6th March 2024

10. ARTICLES FOR THE PARISH COUNCIL NEWS

ACTION D - The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects: Community Energy Day Report, D-Day 80 Lamp Light of Peace, Infrastructure Questionnaire

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

ACTION E - The Council unanimously resolved to approve the below payments and resolved that the Clerk should make the below payments 215-228 using online banking. Scribe 228 to be paid once invoice received so paid this financial year.

Voucher	Cheque	Name	Description	Amount
212	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
213	GENERAL PB	Savills	Rent - Hennock Play Park	-435.00
		<i>Yes, you are correct - this should be a negative payment. You are also correct with how to resolve. Zero off the receipt (SCRIBE 35) and enter a negative payment with the same details (amount as a minus). Remember to reconcile the payment against the bank to replace the zeroed off receipt entry. Hannah Driver, Customer Success at Scribe</i>		
214	MCAFFEE *WW	McAfee	Virus Protection, Annual Subscription	-52.15
		<i>Yes, you are correct - this should be a negative payment. You are also correct with how to resolve. Zero off the receipt (SCRIBE 24) and enter a negative payment with the same details (amount as a minus). Remember to reconcile the payment against the bank to replace the zeroed off receipt entry.</i>		
215		HMRC	PAYE & National Insurance	321.60
216		E Maynard, Clerk	Salary, E Maynard, Clerk	1,451.06
217		E Maynard, Clerk	Working from home expenses	26.00
218		E Maynard, Clerk	Mileage	6.75
		<i>13/02 Meeting in Hennock 20/02 Noticeboards, 06/03 TVPP Site Visit 15 miles claimed at £0.45 / mile = £6.75</i>		
219		S & W Lygo Engineering	Weekly Inspections	215.00
220		S & W Lygo Engineering	Repairs to CK Play Park	270.00
		<i>Scrub and Clean basketball hoop board, straighten and fix back in place x 2 basketball fence bars, replace 4 x 4 stainless steel shackles on tyre swing, fit and secure x 2 red handles on low rotator, replace x 2 large stainless steel shackles on nest swing.</i>		
221		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	451.20
222		Dartmoor Heathers and Gardens	Allotment Work - Teign Village	240.00
223		Dartmoor Heathers and Gardens	Hedge Cutting	108.00
		<i>Cutting back of overgrown vegetation</i>		
224		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	52.00
		<i>05/02 Allotments, 06/02 Climate, 24/02 Energy Day, 27/02 Planning</i>		
225		Hawthorns Accounting Services Ltd	Payroll	60.00
		<i>Payroll November 2023 - March 2024</i>		
226		Bo McAllister- Bruce	reimbursement - Refreshments	17.07
		<i>Reimbursement to Cllr Bo McAllister-Bruce for organic tea, coffee and sugar For Community Energy Day and Annual Parish Meeting</i>		
227		Hennock Village Hall	Room Hire - Hennock Village Hall	15.00
		<i>Hennock Parish Council Full Meeting on 13th Feb 2024</i>		
228		The Play Inspection Company	Outdoor Annual Inspection x 3	408.60
		<i>PLEASE NOTE INSPECTIONS DUE IN MARCH Haven't received confirmation yet whether the have taken place, invoice not received. Have chased. Will pay in March if inspections and invoice received in March.</i>		
TOTAL				3,165.13

12.2. FINANCIAL STATEMENTS – SUMMARY OF RECEIPTS AND PAYMENTS, BANK RECONCILIATION, RECEIPTS.

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **eleven** months ending **29th February 2024** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£22269.37** and the Savings Account (Bus Bank Account CIL) credit balance of **£6174.41**. The balance of which equated to the Receipts and Payments closing credit balance of **£29443.78**. It was unanimously resolved that the financial statements be approved.

12.3. TO CONSIDER THE RESERVES BALANCE It was unanimously resolved that the Reserves Balance be approved and it was noted that the Library Support fund grant of £300 has been added.

ACTION F – The Clerk was requested to add a review of Chudleigh Knighton Phone Box project to the April agenda as £500 remains in earmarked reserves for this project.

12.4. TO NOTE DATES OF PRECEPT PAYMENTS TO HENNOCK PARISH COUNCIL, 26TH APRIL AND 27TH SEPTEMBER

The Clerk explained to the meeting that we will be receiving the 2024/25 precept of £51645.06 in 2 equal payments of £25822.53 and we will be paying our DALC / NALC payment separately.

13. TO CONSIDER THE GREAT BRITISH SPRING CLEAN, SUNDAY 24TH MARCH 2024 2PM – 4PM

The Clerk briefed the meeting that:

- The posters had been produced and put up and shared on our website and Facebook Page.
- The Risk Assessment has been produced and sent to Teignbridge and our insurance company.
- Teignbridge have agreed to collect the bags collected on Monday 25th March.
- The Garden Room and Garden at Chudleigh Knighton Village Hall have been booked, no charge

Councillors offered to attend and bake cakes

Bovey Army Cadets are doing a litter pick in Chudleigh Knighton on Tuesday 2nd July not 2nd June as previously stated.

There was a discussion upon why the Great British Spring Cleans are always held in Chudleigh Knighton and not in Hennock and Teign Village. The Clerk responded that in our Risk Assessment it says “*Litter picking should only be undertaken where there are footpaths or verges*” which isn’t always possible in Hennock and there are no pavements in Teign Village.

ACTION G: The Clerk was tasked with contacting our insurance company and Teignbridge to see if our risk assessment can be amended for future litter picks so that it would be possible for Hennock Parish Council to organise litter picks in Hennock and Teign Village.

14. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP”

Cllr Chris Applewood Chairman of the group reported that there is no formal report as there was no March meeting as we held the Annual Parish Meeting on the night they would normally meet. The next project they are working on is “No Mow May” initiative.

15. TO RECEIVE AND CONSIDER THE REPORT FROM THE “INFRASTRUCTURE WORKING GROUP”

Cllr Janette Parker Chairman of the group reported back that they haven’t met since our February meeting, however they launched their questionnaire at the Annual Parish Meeting.

ACTION H – The Clerk was tasked to add the Infrastructure Questionnaire as an online form to our website with a link from our Facebook page and our newsletter.

16. TO RECEIVE AND CONSIDER THE REPORT FROM THE “TEIGN VILLAGE PLAY PARK WORKING GROUP”

Cllr Jasmine Carter Chairman of the group reported that they had a very positive site visit last week with a potential supplier, that also gave advice on consultations, National Lottery changing spaces funding, plus the use of natural colours and recycled materials.

17. PARKS AND OPEN SPACES MATTERS

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

The Clerk fed back that the maintenance issues reported last month have now been completed.

18. ALLOTMENT MATTERS

18.1. To consider any issues arising relating to the allotments

18.2. Update on rents received for 2024/25.

The Clerk reported that Hennock payments have been received totalling £580.13, £254.63 still outstanding.

19. REPORTS FROM PARISH COUNCILLORS ON TRAINING ATTENDED AND MEETINGS WITH OUTSIDE BODIES.

Cllr Janette Parker reported that she had attended a Chudleigh Knighton Village Hall committee meeting and their next project is looking for funding to repair the snooker hall end of the building. She commented that all the committee work really hard and some are standing down this April at the AGM.

Cllr Janette Parker reported that she will be attending the Heathfield Liaison meeting on Monday 1st April, it was commented that this is a bank holiday so may be rescheduled.

20. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. A councillor suggested we produce a welcome pack for the new homes at Tollgate Farm, the Clerk was asked to add this to the April agenda.

ACTION 1 – The Clerk to add to our April Agenda “To consider producing a welcome pack for new homes at Tollgate Farm”

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

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

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

Tues 26th March 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 9th April 2024: Full Parish Council Meeting starting at 7.30pm, Hennock Village Hall

PART II (Private) No Part II

As there was no further business the meeting ended at 8.42pm

..... Chairman Dated.....