

## HENNOCK PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10<sup>TH</sup> DECEMBER 2019 IN CHUDLEIGH KNIGHTON VILLAGE HALL STARTING AT 7.30PM.

**PRESENT:** Parish Councillors: M Curran, S Edmonds, S Edwards, C Fisher, J Parker, C Webb and K Willett  
District Cllr L Evans  
Helen Reynolds, Clerk to the Parish Council.

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

*The Chairperson acknowledged the death of the late Mr Dick Hingston: He had been a member of the Parish Council for many years and the Chairperson expressed the Council's sincere thanks for all the work he had done and condolences to his family.*

**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 P Baker, Cllr R Dixon, Cllr P McCullar & Cllr G Tully and the reasons for their absence were accepted. Apologies were also received from District Cllr S Purser. The Council noted that there had still been no contact from Cllr T Tume: concern was expressed that part of the Parish was not been represented - it's a two-way process with District Councillors reporting on issues affecting the Parish and the Parish Council updating them on current issues facing the community. After some discussion, the Clerk was instructed to contact Sarah Selway (Democratic Services Team Leader & Deputy Monitoring Officer) at Teignbridge District Council [TDC] for advice on how to contact Cllr Tume.

**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:** PC Steve Hodges sent a report by email as follows: There have been no recorded crimes for the Hennock/Chudleigh Knighton Parish over the last month. There have been a series of thefts from rural businesses and farms in neighbouring parishes where chainsaws and other power tools have been stolen from isolated sheds and workshops. At this time there are no suspect vehicles to circulate but we ask that members of the public report any suspicious activity, make sure they keep their properties secure and watch out for each other. I would again like to encourage members of the public to look at the Police website and sign up for DC alerts. The Clerk was instructed to add this request to the Parish News.

The Chairperson expressed the Council's thanks to PC Hodges for his report.

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

**6.3. DISTRICT COUNCILLOR'S REPORT:** Cllr Evans reported that the only ongoing issues for the Parish relate to Buckingham Orchard. Following discussions with Cllr Webb, Cllr Evans confirmed that both she and Cllr Keeling are happy to give their respective TDC Councillors Community Fund allowance for 2020/21 to Hennock Parish Council for a defibrillator for Chudleigh Knighton – this will be £3000 in total (£1500 each) if the allowance stays the same or £2000 in total (£1000 each) if it is reduced, as has been suggested. The Council expressed its appreciation to the District Councillors for their support. Cllr Evans reassured the Council that both her and Cllr Keeling are there to support the Parish Council.

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The Chairperson thanked Cllr Evans for her report and for attending the meeting.

**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 12<sup>th</sup> November 2019 were approved and duly signed.

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

**8.1. RESURFACING OF ROAD FROM TEIGN VILLAGE TO HENNOCK:** The Chairperson read an email received from Mr John Frewings, Neighbourhood Highways Manager at Devon County Council, which referred to an email he sent to Mel Stride MP: "I have copied my draft response to Mel below, as Mel has intimated we are in Purdah at the moment so we are not responding to MP's but you should receive a copy of the response directly soon if you have not already.

I have spoken to Tegan about the problems that we have had at this site and she has told me of her frustration that she has not been able to get this work done sooner. I can only apologise for the long delays that have occurred. We are undertaking a major change in how we deliver our highway maintenance service and I am expecting that we will be working more closely with our Parish Councils in the future to try to make sure that some of the problems that we have encountered here do not happen again.

(Email to Mel Stride MP):

Thank you for your email of 8 October regarding the concerns of Hennock Parish Council over delays to the treatment of the road between Teign Village and Hennock.

I have discussed this with the local Neighbourhood Highways Officer and I can only apologise as there have been a number of errors by our contractors which have led to delays in getting this road treated.

We are seeking to have this road treated as soon as we can. Unfortunately, because we have now entered the winter, it will not be possible to undertake treatment until the next financial year, but I am pressing for the work to be done as soon as possible in the 2020/21 programme.

It is not good practise to surface dress on fresh patches because the surface dressing does not properly adhere to the patch until the surface of the patch has been exposed to the atmosphere for a period of several months. For that reason, we normally surface dress in the following year, which in this case will be 2021/22.

I appreciate the concerns of the Parish Council, and I apologise that this issue has not yet been resolved. I would like to reassure you that we have been undertaking a review of our delivery programme, under our Doing What Matters process. This process is currently being tested in West Devon and Torridge, with the intention of rolling it out across the County in the next 12 to 18 months. The aim of this process is to improve the delivery of our surfacing and to work much more closely with Parish Councils to determine joint priorities for future works".

After some discussion, it was agreed that the Clerk should write to DCC after Christmas to seek a date when the work is to be undertaken.

Cllr Edwards was asked to encourage residents to continue to report potholes to DCC.

Cllr Edwards reported that there is a drain/manhole cover which is higher than the road just past the bench on the road from Teign Village to Hennock and a second drain at the bottom of Teign Village opposite the Play Park which is constantly running with water. The Clerk was instructed to report these to DCC.

**8.2. BREACH OF APPLE TREE CLOSE SECTION 106 AGREEMENT:** The Chairperson read the letter dated 6<sup>th</sup> December 2019 from Westward Housing which covered the following: (i) A letter has been sent to the resident who missed out on a property at Apple Tree Close because of the breach; (ii) Moving costs: Westward Housing

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cannot commit to covering all of the moving costs but they will make a contribution should the resident accept a future offer of rehousing from Westward Housing; (iii) With regard to the lettings that have been made since 2014, all the properties were let in accordance with S106 criteria.

The Chairperson stressed that the Council needs to ensure that the community are alert to the issues, for example, ensuring the S106 criteria is adhered to in mutual exchanges.

**8.3. USE OF AREA ABOVE HENNOCK PLAY PARK:** In the absence of Cllr Dixon, it was agreed that this matter should be deferred.

**8.4. ARTICLES FOR PARISH COUNCIL NEWS:** The Clerk was instructed to add the following articles to December's Parish Council News: (i) Budget & Council Tax agreed for 2020/21; (ii) Volunteers sought for Community Speedwatch in Chudleigh Knighton; (iii) Knighton Stores re-opened – encourage residents to shop locally; and (iv) Devon & Cornwall Police encourages residents to sign up to alerts.

**9. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** It was agreed that agenda item 18, "Fence above Hennock Play Park/Car Park", should be deferred pending the outcome of discussions with Hennock Primary School regarding the space above the Play Park.

### 10. FINANCIAL MATTERS AND PAYMENTS:

**10.1. PAYMENT OF INVOICES:** The Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (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>	56.53
H Reynolds	2795	Clerk's net salary	1159.74
HMRC	2796	PAYE & NI	210.33
H Reynolds	2797	Clerk's expenses*	454.22
S & W Lygo Engineering	2798	Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180 plus the following work at as detailed in the Clerk's Summer Recess report 2019: Tighten/replace fixings on slats/posts at CK Play Park: £100; Secure fixings on internal boards at CK Play Park: £15; Treat & paint post next to internal gate at CK Play Park: £50; Replace broken wooden post on bridge & secure railing at CK Play Park: £55; Cut off raised tree root to ground level under monkey hoops at CK Play Park: £20; Grease swing shackles at CK Play Park: £5; Sand off broken nose on wooden rhino at CK Play Park: £10; Tighten net mount fixings on compact climber at CK Play Park: £10; Replaced all seat wood on old bench on Black Path: £110; &	575.00

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		Screw & secure roadside fence by multi-play equipment: £20	
B Richardson	2799	Parish Council grant S137 for Community Christmas dinner to be provided by the Claycutters Arms on Christmas day (£280 included in 2019/20 budget) <i>This invoice has been submitted early as the existing landlords are leaving.</i>	210.00
Society of Local Council Clerks	2800	Annual membership fee	180.00
Shaw & Sons Ltd	2801	Operation London Bridge condolence books x 2 for St Paul's Church, Chudleigh Knighton, & St Mary's Church, Hennock: £79.50 plus VAT £15.90 <i>(Refer Minute item 8.5. Parish Council meeting minutes dated 9<sup>th</sup> July 2019)</i>	95.40
Royal Images	2802	Operation London Bridge framed formal print of HM Queen Elizabeth II x 2 for St Paul's Church, Chudleigh Knighton, & St Mary's Church, Hennock: £156.00 plus VAT £31.20 <i>(Refer Minute item 8.5. Parish Council meeting minutes dated 9<sup>th</sup> July 2019)</i> <i>The Clerk was instructed to ask Chudleigh Knighton Village Hall and Hennock Primary School to raise their flags at half mast when the time comes.</i>	187.20
Dartmoor Heathers & Gardens	2803	Resurfacing work to Black Path in line with the quote for £3112.50 plus VAT £622.50 <i>(refer to Minute item 20. Parish Council meeting minutes dated 8<sup>th</sup> October 2019)</i> plus additional £309.00 plus VAT £61.80 spent on materials (no additional labour charge) to widen the path by a further 2 feet from the Car Park up towards the "old bench" including bridging gullies and levelling out a dip in the path that existed c75 yards up from the Car Park. <i>Funded from Apple Tree Close Section 106 monies.</i> <i>N.B. Work amounting to £350 plus VAT to resolve the water ingress problem along Black including instalment of a replacement pipe and digging of ditch funded by Devon County Council.</i> <i>The Clerk was instructed to ask the contractor to replace a supporting post to the gully on the left hand side just past the old bench.</i> <i>Cllr Edmonds confirmed that the "new" Parish Council bench on Black Path requires treating and some pruning of the trees overhanging the bench is also required to let the light in.</i>	4105.80
Dartmoor Heathers & Gardens	2804	Parish Lengthsman duties: £451.60 plus Parks & open spaces: repairs to retaining wall to Hennock Play Park: £120.00 plus Allotments: New catch fitted to Chudleigh Knighton Allotment gate: £10.00 VAT: £116.32	697.92
South West Grounds maintenance	2805	Grounds maintenance for work carried out between 30 <sup>th</sup> September & 10 <sup>th</sup> December 2019: £278.10 plus Parks & open spaces: repairs to Chudleigh Knighton Play Park fence: £130.00 plus VAT £81.62	489.72

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### \*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 white paper [£2.95 x 2], A4 lever arch files x 2 [£1.59 x 2], punch pockets [£0.89]	9.97
HP 950XL Officejet black ink cartridge	30.17
HP 951XL Officejet cyan ink cartridge	23.13
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Postage/stamps	12.97
Mileage: 12/11/19 To Hennock for Parish Council meeting: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> ; & 4/12/19 To Chudleigh to deliver Chain of Office to Vice-Chairman: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> : Total of 6 miles @ 60.1p per mile = £3.60	3.60
Heavy duty large wooden planters x 3 (including shipping) <i>funded from Locality Budget</i>	140.46
21 x high viz jackets for Councillors, Clerk, Play Park inspectors, Parish Lengthsman & Grounds Maintenance contractors: £174.93 plus VAT £34.99 (2019/20 Park & open spaces budget included a budget of £100; additional £74.93 will be taken from Parks & open spaces budget reducing the remaining "repairs" budget).	209.92
<b>Total</b>	<b>454.22</b>
Cheque No.	2797

**10.2. FINANCIAL STATEMENTS:** A Receipts and Payments Account and a Bank Reconciliation for the eight months ended 30<sup>th</sup> November 2019 were presented to the Council, which showed the current account credit balance of £30172.94 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for unrepresented cheques totalling £30.82, equated to the Receipts and Payments closing credit balance of £37282.12. It was noted that the cheque for £30.82 payable to DALC remains unrepresented and the Clerk will follow this up again with DALC. It was resolved that the financial statements be approved.

**10.3. AGREE BUDGET FOR 2020-21 & PRECEPT REQUIREMENT:** Following the November Parish Council meeting, the budget has been redrawn – page 3 of the budget shows the amendments. [Please refer to Appendix A].

The budget assumes Council Tax is increased by 4.2% from £53.70 (Band D) to £55.96 - up £2.26 for the year.

Parish and Town Councils have been asked to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities. This draft budget assumes that the precept is increased by forecast inflation (2.2%) and an additional 2% (£700) to help fund additional responsibilities identified by consulting with the community as part of the Parish Plan update and in relation to the Climate Emergency.

This draft budget forecasts a closing balance of £17044 which is an acceptable level of reserves.

After some discussion, it was unanimously resolved to accept the budget and the Clerk was instructed to request £36306 in precept from TDC.

**10.4. REALLOCATION OF APPLE TREE CLOSE SECTION 106 MONIES:** [Please refer to Appendix B] The resurfacing work to Black Path has been completed. The Parish Council agreed to accept a quote for £3112.50 plus VAT for the resurfacing work at its meeting on 8th October 2019. An additional £309.00 plus VAT has been spent on materials (no additional labour charge) to widen the path by a further two feet from the Car Park up towards the "old bench" including bridging gullies and levelling out a dip in the path that existed c75 yards up from the Car Park. In terms of the funding for the capping/resurfacing of the tiled safety surfaces at Chudleigh Knighton Play Park, these have slightly changed as follows reflecting the additional £309 spent on Black Path:

	Sep-19	Nov-19	Dec-19
	£	£	£
Rural Aid	2500	2500	2500
S106	4087	5974	5665
Reserves	2361	474	783
<b>Total</b>	<b>8948</b>	<b>8948</b>	<b>8948</b>

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The positive impact on reserves will still be c£1578 (S106 original allocation for Black Path of £5000 less actual cost of £3421.50), albeit £309 less than expected at the November Parish Council meeting. (Of this sum (c£1578) the Parish Council agreed at its November meeting to earmark £500 for a grant for Chudleigh Knighton Village Hall towards a new heating system and development of a quiet room). After some discussion, the Clerk was instructed to submit an invoice to TDC for £9087.47 (£3421.50 for resurfacing work to Black Path & £5665.97 for Chudleigh Knighton Play Park resurfacing) being the final instalment of the Apple Tree Close S106 monies which totalled £56851.

**10.5. SECTION 137 LIMIT FOR 2020-21:** The Ministry of Housing, Communities and Local Government has notified the National Association of Local Councils that the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2020-21 is £8.32 per elector. Section 137 enables the Parish Council to spend a limited amount of money for purposes for which it has no other specific statutory power. There is £320 in the 2020-21 budget for Section 137 expenditure and so this is well within the limit.

**10.6. RECEIPT OF RURAL AID FUNDING:** £2500 of Rural Aid Funding has been received from TDC being the grant towards the refurbishment of Chudleigh Knighton Play Park (capping/resurfacing referred to in Minute Item 10.4.)

**11. CLIMATE EMERGENCY WORKING GROUP MATTERS:** Cllr Edmonds reported that the Group had a stand at Hennock Apple Day which included making eco bricks and a stand at the Hennock Christmas Fayre which included marshmallow toasting and sustainable Christmas crafts. Both generated a lot of interested “members”.

The Group is looking to establish collection points locally for TerraCycle – a company which collects and recycles almost any form of waste. It partners with individual collectors as well as retailers, manufacturers, etc. TerraCycle do not want hundreds of collection points and so Cllr Edmonds suggested that the Group could set something up locally, e.g. collection of crisp packets, and then take them to the nearest local centre. Funding may be required from the Parish Council for collection boxes. TerraCycle give a cash sum for charity and the Group proposes to use this for planting trees. The Group has signed up for a range of free schemes. The Chairperson suggested the collection/recycling of small electrical items would be welcome – Cllr Edmonds thought this would be a scheme that you would have to pay for but the Group could look in to this.

Cllr Webb reported that volunteers have set up “Chudfix Repair Café” in Chudleigh where people can take items to be repaired to help reduce waste.

Cllr Willett advised that the Group would like to set up a series of talks. To date, it has “piggy-backed” other events and “advertised” through the Facebook page (Climate Change Emergency Group – Hennock Parish).

Cllr Edmonds agreed to send proposed terms of reference for the Group to councillors.

**12. PARISH LENGTHSMAN AND GROUNDS MAINTENANCE CONTRACTS 2020 – 2023:** The amendments to the Parish Lengthsman contract largely reflect the work the Parish Lengthsman has actually been undertaking over the last two and a half years. No amendments are proposed to the existing Grounds Maintenance contract. After some discussion, the Parish Council approved the contracts and instructed the Clerk to go out to tender. The timetable will be as follows:

Jan 10<sup>th</sup> 2020: Advert for tenders to be placed in Mid Devon Advertiser.

Feb 7<sup>th</sup> 2020: Tenders required by this date.

Feb 2020: Contractors to be interviewed mid Feb.

Feb/Mar 2020: Contractors to be appointed end of Feb/early Mar.

April 2020: Contract/work to commence on 1<sup>st</sup> Apr 2020.

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### 13. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

**13.1. Sibelco UK:** Copy letter received from Sibelco to Devon County Council [DCC] Highways requesting traffic lights on Clay Lane Bridge. The Clerk was instructed to write to DCC Highways supporting Sibelco's request and reiterating the issues it has previously raised.

**13.2. Lynton & Lynmouth Town Mayor:** requesting financial support for a judicial review of the Devon & Somerset Fire and Rescue Service decision to close fire stations. The Parish Council does not have any funds in its budget to support this request.

**13.3: Bovey Tracey Town Council:** Invitation to Candlelit Carol Service on Thursday 19<sup>th</sup> December: Cllr Chris Webb, Vice-Chairman, to attend on behalf of Hennock Parish Council.

**14. PLAY PARKS MATTERS:** None.

**15. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES:** Cllr Webb attended the funeral of Mr Dick Hingston on behalf of the Parish Council.

Cllr Edwards reported that the Hennock Fayre was very well attended.

Cllr Fisher attended a TALC meeting: Mr John Hart, Leader of DCC, spoke about the lack of budget and the uncertainty with the imminent General Election. There is also a concern about rural bus subsidies for the over 60's passes as far more passes are eligible for use than currently being used. TALC is seeking feedback from members about the quality of the TDC on-line planning system which continues to cause difficulties.

**16. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:** In response to a request from Cllr Willett, Highways England has strimmed the A38 cycle path.

In response to a request from the Clerk, Cllr Edwards agreed to ask Lorna Thompson to send an invoice to the Parish Council for its hire of Hennock Village Hall.

Cllr Edwards raised the issue of the poor lighting in the Hennock Church Car Park and it was agreed that Cllr Edwards would speak to members of the Church in this respect.

Cllr Edwards also reported that the resident who had suggested that part of Teign Village football pitch could be used for tree planting had not been in touch with the Teign Village Social Club [Refer to Minute item 13.1 of the minutes of the Parish Council meeting dated 12<sup>th</sup> November 2019]. Cllr Edwards suggested that it would be more appropriate to plant trees in the Jubilee Orchard, Teign Village, where there are two dead trees [The Parish Council has accepted a quote to remove these trees – refer to item 3.1. of the Clerk's Summer Recess Report 2019]. Cllr Edmonds advised that the Forestry Commission is happy to donate trees to the community.

The Chairperson advised that she had received an email from PCSO Mark Easton advising that the County Speedwatch was back up and running and seeking volunteers for the Chudleigh Knighton Speedwatch. The Clerk was instructed to include a request for volunteers in the Parish News.

Cllr Parker also reported that 30 people will be attending the Community Christmas dinner at the Claycutters Arms and that she has received offers of lots of help.

The Chairperson raised the issue of councillor training and after some discussion, the Clerk was instructed to investigate the cost/availability of new councillor training (for new and longstanding councillors as a refresher) to take place at the Village Hall on a Tuesday evening.

The Chairperson also reported that a meeting took place with a member of the Chudleigh Knighton Allotments Steering Group on Monday 18<sup>th</sup> November when it was agreed that a meeting will be arranged for Wed 15<sup>th</sup> January 2020 inviting Chudleigh Knighton allotment tenants to attend with a view to forming a committee and agreeing a constitution to progress the formation of a Chudleigh Knighton Allotment Association.

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The issue of a white van was raised which is regularly parked on the opposite side of the road to the Claycutters Arms, just down from the telephone box – although there are no yellow lines at this point, it is causing a hazard because other drivers have to cross to the wrong side of the road with no visibility of oncoming traffic. The Clerk was instructed to ask PCSO Mark Easton to look in to this.

Cllr Willett sought the Council’s permission to place an article in the Knighton News seeking volunteers to progress the provision of a pump track in the proposed orchard on the old football pitch, Chudleigh Knighton Heath. Cllr Webb advised that the cost of a pump track in Chudleigh was c£70/80K. The Chairperson suggested that the Environmental Play Area should also be considered as a possible location. After some discussion, it was agreed that a project plan was required in consultation with Andrew Bakere of Devon Wildlife Trust before seeking volunteers. The Clerk was instructed to add this matter to the January agenda.

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

Tuesday 14<sup>th</sup> January 2020: Parish Council meeting in Hennock Village Hall starting at 7.30pm.

Wednesday 15<sup>th</sup> January 2020: Meeting of Chudleigh Knighton Allotment tenants regarding formation of Allotment Association in Chudleigh Knighton Village Hall (main hall) starting at 7pm.

Tuesday 21<sup>st</sup> January 2020: Meeting of Parish Plan Steering Group in The Old Library Room, Chudleigh Knighton Village Hall starting at 7.30pm.

Tuesday 28<sup>th</sup> January 2020: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 7.30pm.

**PART II (Private)**

**18. FENCE ABOVE HENNOCK PLAY PARK/CAR PARK:** This item was deferred pending the outcome of discussions with Hennock Primary School regarding the use of the land above the Play Park.

As there was no further business the meeting ended at 9.25pm.

.....Chairperson

**Dated**.....