

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 14th JUNE 2022 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Pete McCullar, Janette Parker, Emma Sueref, Graham Tully and Kate Willett.
Andrew Cooper, Dartmoor National Park
Elly Maynard, Clerk to Hennock Parish Council
Jan Williamson, Chairman of Teign Village Allotment Association
1 member of the public

PART I (Open to the Public)

The Chairman welcomed everyone to the June parish council meeting.

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 Councillor Carol Godwin and District Cllr Stephen Purser. The reasons for their apologies were accepted.

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: Cllr Carol Godwin, to discuss and vote on the Parish Precept, but as she was unable to attend this will be deferred to the July meeting.

5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM:

Jan Williamson attended the meeting as Chairman of Teign Village Allotment Association (TVAA) to talk about the planned wooden gazebo for Teign Village Jubilee Orchard and issues they are facing regarding deer.

Jan shared a picture of the type of gazebo they are looking to install which measures 3 metres x 3 metres, which is basically 4 posts with a pitched roof, no floor. The allotment committee would be willing to contribute circa 50%.

*ACTION A – The Clerk was asked to investigate the following:
Do we need planning permission to erect a wooden gazebo in the Jubilee Orchard?
Would county or district councillors support the project with funding?
Installation cost
Insurance
Find alternative gazebo suppliers, need at least 3 quotes, try local companies.
Delivery Costs
Would there be any additional costs to grass cutting? Speak to our contractor
Ensure there is clarity of responsibility*

Jan also explained to the meeting the issues the allotment holders are facing due to Fallow deer and Roe deer entering the allotments and eating the crops. TVAA have spent just over £800 on fencing repairs in obvious areas where the deer are getting in. The Clerk explained that the pedestrian entrance (red gate) into the play park can't be altered as it's a self-closing gate that can't be altered. Dartmoor Deer Services are aware of the situation. She reported that some individuals in the village have threatened to shoot the deer, but TVAA don't condone this action. A newsletter has gone out to all allotment holders explaining the situation. Jan reported that the Community Shop that operates on Saturdays from Teign Village Social Club is going really well.

ACTION B – The Clerk to report to our local PCSO the above situation.

A member of the public came to talk to the parish council again about installing a table tennis table in Teign Village. She was asked to undertake a consultation, perhaps via a questionnaire to provide evidence that there

is a need for a table tennis table in Teign Village. Once this information has been gathered and alternative products are also researched then it can be added to the agenda to be considered.

ACTION C – The member of the public to provide the Clerk with the above.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: Cllr Parker informed the meeting that PCSO Mark Easton will be retiring soon.

ACTION D – The Clerk to send a letter of thanks to PCSO Mark Easton for all his support over the years.

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS: Report from District Cllr Stephen Purser was circulated to councillors 07/06/22 via email.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: Andrew Cooper attended the meeting and spoke about the Dartmoor Local Plan, wild camping, the recruitment of 3 community engagement officers and rangers now wearing body cameras. Cllr Parker asked if he would be able to do a talk on Dartmoor in the Autumn.

ACTION E – The Clerk to liaise with Andrew Cooper regarding running an event.

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: The Clerk reported that she was meeting with our Neighbourhood Highways Officer the following morning along with Chairman Cllr Charlie Fisher.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 10th May 2022 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL. None

ACTION F – The Clerk was asked to promote again the 2nd trial Hennock Surgery scheduled for 18th June.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1 CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 10TH MAY 2022

The Clerk distributed via email a summary of all actions following May's meeting, all have been completed apart from the changes of signatories with Lloyds Bank, the mandate has been signed tonight and will be posted tomorrow.

9.2. Beacon Lighting at Hennock, Thursday 2nd June for Queen's Platinum Jubilee

It was unanimously agreed that this was a great community event with nearly 250 people attending and the Parish Council has received lots of positive feedback. Those who helped make the event happen were presented with limited edition green ribboned medals.

9.3. Awarding of Queen's Platinum Jubilee Medals

Vice Chairman Cllr Graham Tully and the Clerk presented pupils of Hennock Pre School and Primary school their medals with red and green ribbons at the school's Jubilee celebrations on 27th May where they were treated to mocktails and a tour of the school. Cllr Parker and the Clerk presented pupils of Chudleigh Knighton Primary school their medals at the school's Jubilee celebrations on 10th June where they were treated to a cream tea and singing. Staff at Chudleigh Knighton Pre School were presented with their medals by staff on 26th May.

9.4. Training attended by Clerk None

The clerk informed the meeting that archives such as leather-bound minute books from the 1950s and an emergency plan dating back to the 1960s are now safely stored at Devon Heritage Centre in Exeter and can be available to view at the centre.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- Vandalism at Chudleigh Knighton Play Park
- Parish Council archives now at Devon Heritage Centre
- Community Speed Watch
- Queen's Platinum Jubilee
- Volunteer required for quarterly finance checks

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

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. It was agreed that agenda item 15.2 would be in part II.

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised at June Parish Council Meeting (14/06/22) that were paid after May payments approved at May Parish Council meeting (10.05/22)

- Scribe Voucher 54 for Clerk's mobile phone, (automatic payment)
- Scribe Vouchers 53 and 55 relating to Queen's Platinum Jubilee (debit card payments)

ACTION H - The Council resolved that the Clerk should make the following payments 56 - 73 using online banking, with the exception of voucher 60 NEST pension that will automatically be debited in July and voucher 74 as it's an automatic payment.

Voucher	Cheque	Code	Name	Description	Amount
53	Hobbycraft CD	82 - Chairman's Allowance	Hobbycraft	Gift Bags for Jubilee	2.00
			<i>RETROSPECTIVE - Red Gift bags for Jubilee Celebrations. Section 145</i>		
54	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE - SIM Monthly Plan</i>		
55	HOME BARGA	82 - Chairman's Allowance	Home Bargains	Gift Bags for Jubilee	2.34
			<i>RETROSPECTIVE - Gold Gift bags for Medals for Jubilee Celebrations. Section 145</i>		
56		30 - Tax and NI	HMRC	PAYE & National Insurance	275.05
57		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,212.18
58		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
59		31 - Mileage	E Maynard, Clerk	Mileage	46.88
			<i>Includes 6 trips to Hennock re. Jubilee and 1 trip Devon Heritage Centre, Exeter.</i>		
60		26 - Pension	NEST	Pension	63.23
			<i>AUTO PAYMENT in July</i>		
61		72 - Grounds Maintenance Cont	South West Grounds Maintenance	Grounds Maintenance Contract	283.79
			<i>Provided New Bank Details</i>		
62		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
63		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	135.00
			<i>CK REPAIRS - Fence Uprights £20, New gate Buffer £30, New know low rotator £15, replace broken bridge tread junior side £70</i>		
64		58 - Repairs	S & W Lygo Engineering	Repairs to CK Play Park	70.00
			<i>Emergency repair to toddler bridge at CK out to Environmental Play Area Sibelco have agreed for their contractor to replace all treads at their cost and re-mesh.</i>		
65		41 - Allotment Costs	Dartmoor Heathers and Gardens	Allotment Work - Hennock	240.00
			<i>Allotment tracks £25 + VAT</i>		
			<i>Top track improvements £175 + VAT (agreed 10/05/2022)</i>		
66		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	948.48
67		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	25.50
			<i>Full PC Meeting 12/04/22 £17, Planning Meeting 26/04/22 £8.50</i>		
68		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	25.50
			<i>Full PC Meeting 10/05/22 £17, Planning Meeting 24/05/22 £8.50</i>		
69		1 - Devon Communities Together	Devon Communities Together	Membership - Devon Communities To	50.00
			<i>Annual Membership expires 11/07/22</i>		
70		58 - Repairs	Sutcliffe Play South West	Repairs to CK Play Park	45.18
			<i>Replacement red knob for low rotator.</i>		
71		23 - Printing	SJB Signs	Signs - Beacon for Jubilee	64.80
			<i>Printing of 12 A3 Correx Signs @ £4.50 each + VAT. LGA Section 145</i>		
72		123 - Queen's Platinum Jubilee	City of Exeter Pipe Band	Grant - Jubilee Bagpiper	100.00
			<i>£100 grant towards practice facilities at Countess Wear School, Exeter. S. 145</i>		
			<i>Donation agreed at Full Parish Council Meeting 12th April 2022, agenda item 14.2</i>		
73		82 - Chairman's Allowance	E Maynard, Clerk	Bunting for Jubilee Beacon	17.99
			<i>REIMBURSEMENT to Clerk for bunting. Amazon Prime Next Day Delivery</i>		
74		6 - Website - Domain Renewal	Heart Internet	Website Domain	10.79
			<i>AUTO PAYMENT - Due 28/06/2022</i>		

12.2. FINANCIAL MATTERS AND PAYMENTS:
12.2.1. TO CONSIDER PAYMENT OF INVOICES
Retrospective payments authorised at June Parish Council Meeting (14/06/22) that were paid after May payments approved at May Parish Council meeting (10.05/22)

ion for the two current account credit balance of £49,281.58 that was

12.3. To approve

See Appendix A. Cllr Parker commented that we need to get on with projects such as the War Memorial and History trail and suggested we may consider forming working groups.

TOTAL 3,826.71

ACTION I – The Clerk to apply for grant funding for cleaning of War Memorial in Chudleigh Knighton project.

12.4. To Review / Approve the CIL Policy It was unanimously resolved to amend the paragraph titled “Infrastructure Spending Priorities” to include the words maintain the assets it owns.

ACTION J – The Clerk to update the document and update CIL policy on our website.

12.5. To Review / Approve the Standing Orders

It was unanimously resolved to keep the existing standing orders.

ACTION K – The Clerk to update wording on document and update Standing Orders policy on our website.

12.6. To Review / Approve Hennock Parish Council Financial Regulations

The Council unanimously agreed to defer this agenda item to their July meeting, the Clerk was instructed to look into these further and to include this as matter for further discussion on the July agenda.

ACTION L – The Clerk to add to 13th July Agenda – To review / approve Hennock Parish Council Financial Regulations

13. TO CONSIDER THE PROGRAMME OF MEETINGS FOR HENNOCK PARISH COUNCIL, JULY – DECEMBER 2022

The Chairman explained that we are currently holding all our meetings at Chudleigh Knighton Village Hall. This is because there is no wi-fi / broadband at Hennock Village Hall which is needed for the clerk and councillors to access documents. The Clerk suggested Teign Village Social Club as an alternative venue but at present it doesn't have wi-fi / broadband either. It was unanimously agreed that all remaining scheduled meetings will be held in Chudleigh Knighton Village Hall and we can relook at alternative venues once the wi-fi situation has been resolved.

ACTION M – The Clerk to place updated Programme of Meetings on noticeboards and on our [website](#), plus confirm bookings with Chudleigh Knighton Village Hall.

14. TO CONSIDER DARTMOOR NATIONAL PARK'S CONSULTATION REGARDING HOW TO IMPROVE WALKING AND CYCLING OPPORTUNITIES ALONG THE A38 CORRIDOR OF THE NATIONAL PARK.

It was unanimously agreed that Councillors should go onto the consultation and add their thoughts individually.

15. PLAY PARKS AND OLD FOOTBALL FIELD MATTERS –

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

The Clerk explained to the meeting that Emergency repairs to bridge between swings and environmental play area completed £70. Site visit with Sibelco yesterday they are going to reboard and mesh the whole bridge at their cost.

Friday 10th June - more fence posts damaged (school and PCSO informed)

Monday 14th June - MUGA court back damaged, requested quote from Sutcliffe today. Also, our contractors are quoting to be welded, however issue with rubber corroding (12 years old)

ACTION – N The Clerk to report back to the council at the July Meeting quote from Sutcliffe for replacement panel vs welding quote.

ACTION O - The Clerk to request a quote for all wooden posts to have new screws added top and bottom.

15.2. To consider the quotes for replacement fencing at Chudleigh Knighton Play Park. In Part II

16. ALLOTMENT MATTERS

16.1 To consider any issues arising relating to the allotments

Rents - All plots at Hennock have been rented out and paid for. Chudleigh Knighton Allotment Association have paid their £300 rent.

Teign Village Allotment Association – The Parish Lengthsman will cut the eastern hedge September 2022.

The Chairman of Teign Village Allotment Association has reported that they have improved the southern fence to help keep the deer out paid for by TVAA. This is the side that backs onto the gardens.

Hennock Allotments – The top track work at Hennock has been completed, see payment schedule.

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

Cllr Parker reported to the meeting about the community led group that she had organised that has held their first meeting. The group are still looking for volunteers.

Cllr Parker along with the Clerk attended the Jubilee celebrations at Chudleigh Knighton School and were treated to a cream tea and singing, afterwards they awarded the medals to all the children.

Cllr Parker reported that the Chudleigh Knighton Village Hall Jubilee celebrations went really well and they were very grateful for the £100 grant towards costs.

Cllr Tully reported that the DALC training on Chairing meetings was very beneficial.

Cllr Tully along with the Clerk attended the Jubilee Celebrations at Hennock School and enjoyed Mocktails, awarded the medals to the children and had a tour of the school.

Councillors commented that its sad that both Mr Alex Spraggon Head of Chudleigh Knighton School and Mr Jason Keenan Head of Hennock Primary School are both leaving this summer.

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Cllr Parker said the Community Speedwatch group might be looking for funding next year to put up signs saying “This is a Community Speedwatch area”

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

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

Tuesday 28th June 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 12th July 2022: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private)

The Clerk explained that the current green mesh fencing at Chudleigh Knighton Play Park is 26 years old and has been repaired many times, it now needs replacing. The 3 quotes were considered and it was unanimously agreed to go for option C, 2nd option Josh Harris Tree Care and Groundwork £8645.60 + VAT financed by CIL monies. As there was no further business the meeting ended at 9.43pm

ACTION P – The Clerk to inform Josh Harris that his quote was successful and ensure there is a guarantee

..... **Chairman** **Dated**.....