

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 14th DECEMBER 2021 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher, Pete McCullar, Janette Parker [Chairperson], Emma Sueref and Graham Tully.
Elly Maynard, Clerk to Hennock Parish Council
One member of the public

PART I (Open to the Public)

The Chairperson welcomed everyone to the December parish council meeting. She also ensured everyone understood the Covid restrictions we had put in place and that masks should be worn at all times unless you are speaking. She also informed the meeting that she had received a resignation that day from Councillor Sylvia Edwards, she thanked Sylvia for the work she has done whilst on the council and expressed her concern that we no longer have any councillors from Teign Village or Hennock.

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 Cllr Kate Willett due to family commitments. District Councillor Lorraine Evans as she is away, District Councillor Richard Keeling as he has a prior engagement and Mr Andrew Cooper. 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: 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: A member of the public from Teign Village came to speak to the meeting about her proposal for a wooden shelter to be situated in Teign Village Jubilee Orchard, this would be used for village events. She was told that proposal would be discussed during agenda item 12.3 and the Clerk would be in contact. She then left the meeting.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: None

6.2. COUNTY COUNCILLOR'S REPORT: None, emails from Cllr Brook had been forwarded during the last month

6.3. DISTRICT COUNCILLORS' REPORTS: None, emails from Cllr Evans and Cllr Keeling had been forwarded during the last month

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 9th November were approved and agreed unanimously as a true and correct record and signed by the Chairperson.

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

9. Progress reports from the Clerk for information:

9.1. CLERK'S MEETING WITH INES PFISTER, NEIGHBOURHOOD HIGHWAYS OFFICER, 26TH NOVEMBER 2021.

The Clerk reported that they discussed their list of Action Points to work on including pot holes, overgrown vegetation, graffiti and drainage issues. They had a site visit with the owners of Pitt Orchard re. vehicles parking on verges, flooding of bridge and traffic speed. Next meeting scheduled for January.

9.2. CLERK'S TRAINING AND MEETINGS ATTENDED

The Clerk reported that she had brief informal preliminary meeting with Steven Chown, Local Historian re. phase 2 of Chudleigh Knighton Phone Box History Project, 16th November 2021. She reported to the meeting that Steve is keen to be involved.

The Clerk had a site visit at Chudleigh Knighton Heath with Ian Chadwick from Devon Wildlife Trust and colleagues, 23rd November 2021. They discussed the heath in general, access points, plans to date for the old football field and the recent spate of graffiti.

The Clerk attended day 1 of Devon County Council Highways Virtual Conference, 24th November 2021 and reported back that we are lucky we have such a good working relationship with our Neighbourhood Highways Officer.

The Clerk attended the Annual Meeting of the SLCC Devon Branch, 3rd December 2021 at Exeter Goldf and Country Club.

9.3. Response from Gavin Devoy, Finlake Resort & Spa re. fireworks complaints

The Clerk read out Mr Devoy's response and he promised to "review process for 2022 and advise of date / time etc"

9.4. Graffiti in Chudleigh Knighton reported to the Police and Devon Wildlife Trust

The Clerk reported that the recent spate of graffiti around Chudleigh Knighton has been reported to the police. She has managed to remove from metal surfaces and Cllr Parker painted over in the bus shelters. CR/102077/21

9.5. Operation London Bridge the Clerk reported that the Chairperson had instructed her to check with the churches, school and Chudleigh Knighton Village Hall that all previous plans made in Summer 2019 are still in place, she reported back that they are but hasn't heard back from Rev. Hamilton re. St Mary's, Hennock yet.

9.6. Drop-In Consultation Event re. Draft Local Plan, Part 3, 10th – 13th December.

A lengthy discussion was held regarding the weekend consultation. The salient points made were:

- 52 post it notes were completed and these have all been typed up and categorised.
- 34 people signed in, but thought more attended whilst unmanned and didn't necessarily sign in.
- In general, the comments were constructive.
- As expected, many were confused why we were consulting again after consulting in the Summer about 3 other fields.
- People took away paper copies of questionnaires or promised to complete Teignbridge's online survey.
- Discussion whether smaller developments like this would suit the village better than larger developments.
- Lots of concerns regarding flooding and some of the field being in flood zone 3.
- Highways and additional parking problems were highlighted.
- Environmental concerns included the future of the 2 oak trees.
- Need to consider the age range and needs of the village.

ACTION: The Clerk was instructed to write a report in conjunction with Cllr Sueref to present at January's Full Parish Council Meeting scheduled for 11th January.

10. ARTICLES FOR PARISH NEWS

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

- Vacancies on Hennock Parish Council
- Thank you for attending Drop In Consultation

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENTS OF INVOICES

Payment Voucher 142 Giff Gaff monthly payment was automatically paid after November meeting and retrospective approval was sought and agreed.

Payment Vouchers 140, 141 and 143 were paid by the Clerk using the Parish Council debit card and retrospective approval was sought and agreed.

***ACTION** - The Council resolved that the Clerk should make the following payments 144 – 160 using online banking, with the exception of voucher 148 NEST pension that will automatically be debited in January and voucher 160 Wix which will automatically be debited end of December / early January.*

DRAFT PAYMENTS LIST 140 TO 160

Voucher	Cheque	Code	Name	Description	Amount
140	CARD FACTOI	40 - Christmas Community Even	Card Factory	Christmas Goody Bags	20.00
			<i>60 x Gift bags, paid by Clerk using HPC debit card</i>		
141	CO-OP GROU	22 - Postage	Co Op	Postage	7.92
			<i>12 x 2nd Class stamps for S&W Lygo to return weekly inspection forms</i>		
142	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
143	TESCO STOR	111 - (ER) Face Coverings Covid	Tesco	Face Coverings, Covid-19	8.00
			<i>20 Disposable Face Masks</i>		
144		30 - Tax and NI	HMRC	PAYE & National Insurance	291.88
145		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,115.99
146		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
147		31 - Mileage	E Maynard, Clerk	Mileage	9.03
			<i>16 Nov, Hennock & TV, 29 Nov Collect flyers from printers, 8 Dec Hennock & TV</i>		
148		26 - Pension	NEST	Pension	58.52
			<i>WILL BE AUTOMATICALLY COLLECTED JANUARY 2022</i>		
149		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
150		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Repairs to Hennock Play Park	25.00
			<i>To repair hole in fence, authorised by clerk 22/11/21</i>		
151		73 - Parish Lengthsman Contract	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	562.14
152		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	25.50
			<i>12/10/21 Full PC Meeting £17, 26/10/21 Planning £8.50</i>		
153		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	34.00
			<i>09/11/21 Full PC Meeting £17, 23/11/21 Planning £8.50, 30/11/21 IDWG</i>		
154		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	117.00
			<i>10 - 13 Dec Garden Room Drop In £100, 14/12/21 Full PC Meeting £17</i>		
155		21 - Stationery	Abbey Business Machines	Stationery	17.40
			<i>C5 Envelopes, A4 Envelopes, A4 Polypockets with dividers</i>		
156		23 - Printing	Wotton Printers	Printing Costs	70.00
			<i>700 x Local Plan Leaflets (Part 3)</i>		
157		40 - Christmas Community Even	J Parker	Christmas Goody Bags	57.60
			<i>Reimbursement to Cllr Parker, 60 Half Price Selection Boxes for Community Christmas Goody Bags</i>		
158		119 - Uniform for Clerk	Clothing Your Way	Uniform for Clerk	60.24
			<i>Hennock Parish Council branded Polo Shirt and Soft Shell Jacket, please note the Clerk works for Clothing Your Way part time.</i>		
159		2 - Membership - SLCC	SLCC	Membership	186.00
			<i>2022 Annual Membership</i>		
160		7 - Website and Email Addresses	Wix.com Ltd	Website, Premium Plan Hosting	136.80
			<i>AUTOMATIC PAYMENT</i>		
TOTAL					3,011.02

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Reserves Balance for the **eight** months ended **30th November 2021** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £36445.56 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 £43585.56

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

12.3. BUDGET Consider draft budget for 2022/23

Councillors looked at the draft budget prepared by the Clerk that compared last year 2020/21 vs current year 2021/22 and proposed budget for 2022/23 along with detailed budget notes. This had been updated since the version presented at the November meeting.

The Clerk was instructed to add £1000 to the budget for IT – Clerk's laptop (previously replaced in 2017)

Financial Introduction to Local Council Administration (FILCA) Training for the Clerk has been added £120.

Discussion on Chudleigh Knighton War Memorial funding sources. £1000 currently in budget.

The Clerk was instructed to budget for a 2% net salary increase, but this would be subject to the pending pay award.

Discussion on the proposal from the resident of Teign Village regarding shelter in the Jubilee Orchard.

***ACTION:** The Clerk as asked to research possible funding sources.*

***ACTION:** The Clerk was instructed to write to the resident saying that in principle Hennock Parish Council liked the idea of a wooden permanent shelter in Teign Village Jubilee Orchard and would like to support it happening. The next step would be for you to get suitable quotes and plans, we will then have an idea of actual costs involved. The parish council would like to apply for grant funding for this project but we can't apply until we know the costs involved and have specific plans. Other issues raised at the meeting were whether we would need planning permission for the shelter. I know planning permission had to be sought to change the Jubilee orchard from allotment land to an orchard. The parish council would also need to consider other costs such as insurance and arising maintenance. When seeking quotes it would be useful if they could include a warranty. Once the resident receives back quotes and plans, please get back in touch and in the meantime the Clerk will keep her eye out for suitable grant funding.*

***ACTION**– The Clerk to present the proposed budget and precept request at the January Meeting clearly showing whether budge items will be funded by the precept or other funding avenues e.g. grants.*

12.4. LOCALITY BUDGET APPLICATION Still to be decided

13. To receive a report from Cllr Charlie Fisher, Chairman of The Infrastructure and Development Working Group and to consider their proposal.

Cllr Fisher reported back on the meeting and asked for approval of the working group's suggestion of adding a directory to our website to include the businesses, community groups and organisations in and around the parish in Chudleigh Knighton, Hennock and Teign Village.

He explained there would be wording to say that “Hennock Parish Council does not advocate, endorse or take responsibility for any of the services provided by businesses, groups and organisations in the directory.”

The meeting then looked at the draft website page on their individual devices and made comments and observations.

The project can be advertised in Knighton News at the cost of £42 for 6 months.

The meeting approved the proposal.

ACTION: *The Clerk to make small adjustments such as alignment of First name, use of the asterix. Add option of adding social media link. Ensure it looks right on mobiles as well as laptops and PCs.*

14. To consider how Hennock Parish Council should respond if we have another lockdown.

The meeting decided that should we have another lockdown we will need to work fast to find volunteers and discover what options will be available to residents.

15. To consider whether to apply for “Tidy Teignbridge Local Area Clean-Up Fund”.

The meeting considered the fund and decided that they would like to apply for funding that would enable them to hold community clean up days using their own equipment.

ACTION: *The Clerk was instructed to complete the application to apply for funding including costings on behalf of Hennock Parish Council to include litter pickers, strong bin bags, hi vis vests and disposable gloves.*

16. Play Parks matters - To consider any maintenance issues arising from weekly inspections.

Update on quotes received for replacement high fencing at Chudleigh Knighton Play Park – Still chasing.

The Clerk reported that we still haven’t had our Annual Play Park inspections due in November but she has chased the company.

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

Cllr Fisher reported that he had watched John Hart’s Devon County Council’s briefing, in summary budgets are tight and it has been a most challenging year.

18. Matters brought forward by Parish Councillors.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Cllr Tully and Cllr Sueref mentioned issues with parking, these were both deemed as police matters and evidence should be sent to the Clerk to report.

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 December 2021: Planning Committee meeting starting at 7.30pm, Garden Room, Chudleigh Knighton Village Hall to be held only if any urgent matters arise.

Tuesday 11th January 2022: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 9.49pm

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