

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 9th NOVEMBER 2021 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Charlie Fisher, Pete McCullar, Janette Parker [Chairperson], Emma Sueref, Graham Tully and Kate Willett.
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

The Chairperson welcomed everyone to the November parish council meeting. She also ensured everyone understood the Covid restrictions we had put in place.

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 Phil Baker as away and Cllr Sylvia Edwards due to work commitments. 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: None

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: The Clerk reported back that the police surgery held 14th October at Chudleigh Knighton Play Park was attended by 5 residents. No further surgeries planned for the near future.

ACTION – The Clerk to feedback to Police that residents questioned how it can confidential if held in car park.

6.2. COUNTY COUNCILLOR'S REPORT: County Council Jerry Brook spoke about Devon County Council farms. The Estate currently comprises 65 fully equipped residential dairy and mixed livestock farms categorised into starter and progression units. They currently have 7 on offer and he feels they will all be successfully let.

Cllr Brook reminded Hennock Parish Council that he still has monies available in his Locality budget fund.

ACTION – The Clerk to submit an application for Locality budget funding based on budget discussions

6.3. DISTRICT COUNCILLORS' REPORTS: None

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 12th October 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.

The Clerk reported that there have been no requests for an election which means the parish council can co-opt a councillor following the resignation of Cllr Steve Edwards. There was some discussion about ways to recruit new councillors, no decisions were made but it was recommended that councillors attend community events.

9.1. CLERK'S MEETING WITH INES PFISTER, NEIGHBOURHOOD HIGHWAYS OFFICER, 29TH OCTOBER 2021

The Clerk reported that they have a list of Action Points to work on including pot holes, overgrown vegetation, graffiti and drainage issues. The Clerk informed the meeting that she had applied for £2000 HMCEF funding which equates to 27% the contract sum of £7381. This will be decided in December, historically we have received £1000 grant. The Clerk has setup a new highways page on our website www.hennockpc.org.uk/highways that includes recent projects with photographs and future projects that have been suggested. The next meeting is scheduled for Friday 26th November.

9.2. CLERK'S TRAINING ATTENDED

The Chairperson reported that the Clerk had attended Scribe training on Budgeting and forecasting (free)

10. ARTICLES FOR PARISH NEWS

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

- Christmas Goody Bags
- Vacancies on Hennock Parish Council
- Attendance of Cllr Janette Parker at Chudleigh Knighton and Cllr Kate Willett at Hennock Remembrance Services.
- Parking – Consider your neighbours both on the street and in village car parks
- See Saw fixed at Chudleigh Knighton car park
- Budget Ideas – suggestions wanted

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENTS OF INVOICES

Payment Voucher 125 Giff Gaff monthly payment was automatically paid after October meeting and retrospective approval was sought and agreed.

The Council resolved that the Clerk should make the following payments 126 – 139 using online banking, with the exception of voucher 130 NEST pension that will automatically be debited in December.

Hennock Parish Council DRAFT PAYMENTS LIST 125 TO 139

Voucher	Cheque	Code	Name	Description	Amount
125	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
126		30 - Tax and NI	HMRC	PAYE & National Insurance	291.88
127		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,115.99
128		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
129		31 - Mileage	E Maynard, Clerk	Mileage	16.84
		<i>4 trips to Hennock, TV and CK. 2 trips to Bovey(wreaths)</i>			
130		26 - Pension	NEST	Pension	58.52
		<i>THIS WILL AUTOMATICALLY BE PAID AROUND 12/12/2021</i>			
131		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	229.63
132		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
133		58 - Repairs	S & W Lygo Engineering	Repair - CK See Saw	130.00
		<i>Additional Seesaw Repairs cost, new footpegs £110 and grip handles £20 authorised by Clerk 25/10/21</i>			
134		113 - (ER) Repairs - TV Play Par	S & W Lygo Engineering	Repairs to TV Play Park	175.00
135		106 - (ER) Repairs - CK Play Pa	S & W Lygo Engineering	Repair - CK See Saw	25.00
136		117 - (ER) CK Play Park Repairs	S & W Lygo Engineering	Repair - CK See Saw	275.00
137		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,753.08
138		11 - Training	Devon Association of Local Councils	Training - Planning	36.00
		<i>Cllr Phil Baker to attend Planning Training 13/10/21</i>			
139		58 - Repairs	Williams and Triggs	Replacement H on Hennock War Merr	132.00
TOTAL					4,446.94

ACTION – The Clerk was instructed to send a letter of thanks to Williams and Triggs for their quick response on replacing the missing H at Hennock War memorial.

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Reserves Balance for the **seven** months ended **31st October 2021** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £40920.36 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 £48060.36

- The Clerk highlighted the receipt of £805.21 VAT recovered that can be seen as part of the VAT line on page 5
- The Clerk highlighted the receipt of £2563.43 CIL Monies.
- It was unanimously resolved that the financial statements be approved.

12.3. CIL MONIES – Receipt of 1st instalment of CIL Monies

- This is the 1st of 4 equal payments of £2563.43 relating to
 - 19/00974/FUL
 - Location: HENNOCK – East Dunley, Bovey Tracey
 - Proposal: Retention of storage barn and stables, and conversion to holiday accommodation

12.4. 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.

Chris Jebb of Hawthorn Accounting Services Ltd has confirmed that he is happy to undertake the internal audit for the Parish Council next year and confirmed next year's rates.

- Cllr Graham Tully suggested improving pedestrian access around New Bridge, Chudleigh Knighton now the traffic lights are in situ.

ACTION – The Clerk to send Cllr Tully a digital map for him to annotate and return to her. The Clerk was instructed to make preliminary enquiries with Devon County Council.

- Cllr Charlie Fisher suggested monies should be spent supporting local businesses, further information should follow after the Infrastructure and Development Working Group meeting scheduled for 30th November.

ACTION – The Clerk to send Cllr Fisher information on brown signs.

- Cllr Kate Willett suggested we research whether improvements can be made to encourage movement by foot or bike between Chudleigh Knighton and Bovey Tracey.

ACTION – The Clerk to send digital maps to Cllr Willett. The Clerk to contact Bovey Tracey Town Council The Clerk to allocate £500 in 2022/23 budget for this project. The Clerk to contact Teignbridge Cycle Forum

- Councillors suggested that instead of trying to find land suitable for playing football, maybe we should be offering help either financially or via our contractors so the space is available to residents outside the school day.

ACTION – The Chairperson to contact Chudleigh Knighton Primary School

- Cllr Janette Parker suggested that phase 2 of the Chudleigh Knighton Phone Box History Project should be included in the budget. Ideas included adding artefacts in Perspex boxes, developing a leaflet, QR code trail.

*ACTION – The Clerk to have preliminary conversation with local historian Steven Chown.
The Clerk to allocate £500 in 2022/23 budget for this project*

- Cllr Emma Sueref suggested additional seats around the parish. Suggestions of locations were put forward.

ACTION – The Clerk to gauge interest in this and to ask for suggestions in our newsletter and via Facebook.

Cllr Janette Parker reminded the meeting that we are due to receive the annual play park inspection report in the next few weeks which is likely to raise issues that will need to be budgeted for. She has already asked the Clerk to seek quotes for a replacement for the green chain link fencing in Chudleigh Knighton (26 years old).

Cllr Parker recommended to the meeting that we look at our Parish Lengthsman and Grounds Maintenance Contract in the New Year prior for them being up for renewal in 2023.

ACTION – The Clerk to set a date for Contracts Meeting and report back at the December meeting

The Clerk requested a Hennock Parish Council branded item of clothing for herself that could be worn with / instead of hi vis vest as appropriate.

ACTION – The Clerk to get costings and report back

13. TO CONSIDER PROGRAMME OF MEETINGS FOR 2022

The proposed programme was distributed via email in advance of the meeting. After discussion, it was resolved that the proposed schedule is agreed as Hennock Village Hall isn't large enough to allow sufficient social distancing and there isn't internet. SEE APPENDIX A

ACTION – The Clerk to post the Programme of meetings on our website, put up on noticeboards, email to all councillors and send to the bookings Secretary of Chudleigh Knighton Village Hall.

14. TO CONSIDER HENNOCK PARISH COUNCIL'S COMPLAINT PROCEDURE

The proposed complaint procedure was distributed via email in advance of the meeting, it was resolved that the complaint procedure should be adopted and added to our website.

ACTION – The Clerk to add to website

15. TO CONSIDER THE QUEEN'S GREEN CANOPY

The Chairperson suggested that although as a parish council we don't own any suitable land maybe we could approach Teign housing, Westward housing and the village hall. we need to ensure we choose the correct trees in suitable locations, these can then be mapped on a special website. discussion whether locality budget could be used for this project.

ACTION – The clerk to approach representatives of the above to see if they would support the idea.

16. PLAY PARKS MATTERS

The Clerk informed the meeting that works on the See Saw at Chudleigh Knighton have now been completed costing £430, the annual inspection is due November 2021 and she is seeking quotes regarding the replacement of green chain link fencing in Chudleigh Knighton.

17. REPORTS FROM PARISH COUNCILLORS ON TRAINING ATTENDED AND MEETINGS WITH OUTSIDE BODIES. None

17. 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 Charlie Fisher confirmed that the next Infrastructure and Development Working Group Meeting will be on Tuesday 30th November, 7.30pm at Chudleigh Knighton Village Hall.

Cllr Emma Sueref reported that she has heard about lots of issues with vicious dogs around the village.

ACTION – Clerk to put up posters from Devon Wildlife Trust saying that dogs should be on lead at all times on Chudleigh Knighton Heath.

Cllr Graham Tully reported that Finlake fireworks were held on Sunday 7th November, they were particularly loud and local residents weren't given any prior warning that they were on and where they were being launched from.

ACTION – The Clerk was instructed to write to Finlake about the residents concerns.

18. Dates, venues and times of next Parish Council meetings:

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

Tuesday 23rd November 2021: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 14th December 2021: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

As there was no further business the meeting ended at 9.10pm

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