

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 11th JANUARY 2022 STARTING AT 7.30PM.**

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

PART I (Open to the Public)

The Chairperson welcomed everyone to the January parish council meeting and wished them a Happy New Year. 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.

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 Graham Tully due to family illness and District Councillor Stephen Purser. 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: Cllr Janette Parker declared an interest in agenda item 12.1 which is a reimbursement to herself regarding the Christmas community goody bags. Cllr Emma Sueref said she needed to update her Register of Interests.

<i>ACTION: Cllr Sueref to send the Clerk updated form for the Clerk to then forward to Teignbridge</i>
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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: None

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS: Report from District Cllr Stephen Purser was circulated via email 30/12/21 to all councillors. Emails from Cllr had been forwarded during the last month

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None. Will be discussed under agenda item 9.3.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 14th December 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 Chairperson asked councillors to think if they know anybody who could step forward. She explained there are currently 3 vacancies that can be filled by co-option and we no longer have any councillors that live in Hennock or Teign Village. The Clerk commented that there are posters up, posts on Facebook and an article in the Mid Devon Advertiser.

9. Progress reports from the Clerk for information:

9.1. 60 Goody Bags distributed on Christmas Eve around the parish.

The Chairperson reported back that all 60 Goody Bags had been delivered on Christmas Eve by herself and the Clerk around the parish, in addition a resident of Buckingham Orchard delivered 13 bags. The bags included home made Christmas cards from Chudleigh Knighton Primary School, Christmas pictures from Hennock Primary School and treats from Hennock Parish Council along with a wordsearch featuring local landmarks and a list of useful numbers. The task of delivering was made more difficult by the horrendous weather conditions and councillor availability to help. The bags were very well received. The total cost was £214.59 including VAT.

ACTION: The Clerk to write to the resident who delivered to Buckingham Orchard to thank her.

9.2. Application for “Tidy Teignbridge Local Area Clean-Up Fund” submitted 24/12/21

The Clerk confirmed that she had applied for a grant of £389.68. £289.68 for the cost of 10 Litter pickers, 50 strong bin bags, 100 disposable gloves, 20 hi vis vests and £100 towards promoting community events with banners and posters. Applicants should be informed by 25/02/22 if we are successful.

9.3. Meeting with Devon County Council Neighbourhood Highways Officer 08/01/22

The Clerk reported that she had attended a site visit with the owners of Brooklands and Ines our Neighbourhood Highways Officer. They looked at the brook, discharge from Sibelco, the ditch between the playpark and B3344 and the drains along the B3344 coming off Chudleigh Knighton Heath. It was decided that Ines would arrange a stakeholder meeting and invite the relevant representatives from Hennock Parish Council, Sibelco, Devon Wildlife Trust, Teignbridge District Council and Devon County Council.

10. Articles for the Parish Council News

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

- Vacancies on Hennock Parish Council
- Hennock Parish Council’s Response to Teignbridge Draft Local Plan (Part 3)
- Launch of Directory on Website

ACTION: Clerk to produce Newsletter

11. Agreement of agenda between Parts I & II. No Part II

12. Financial matters and payments:

12.1. To consider Payment of invoices

Payment Voucher 162 Giff Gaff monthly payment was automatically paid after December meeting and retrospective approval was sought and agreed.

Payment Vouchers 161 was paid by the Clerk to reimburse the Chairperson and retrospective approval was sought and agreed.

ACTION - The Council resolved that the Clerk should make the following payments 163 - 172 using online banking, with the exception of voucher 168 NEST pension that will automatically be debited in February.

DRAFT PAYMENTS LIST 161 TO 172

Voucher	Cheque	Code	Name	Description	Amount
161	JANETTE PAR	40 - Christmas Community Even	J Parker	Christmas Goody Bags	128.00
				<i>Reimbursement to J Parker for 60 Chocolate Logs from Tesco</i>	
162	giffgaff CD 751	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
163		30 - Tax and NI	HMRC	PAYE & National Insurance	291.88
164		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,115.99
165		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
166		31 - Mileage	E Maynard, Clerk	Mileage	6.02
				<i>17/12 Trip to Hennock and TV, 08/01 Trip to Hennock and TV</i>	
167		40 - Christmas Community Even	E Maynard, Clerk	Christmas Goody Bags	8.99
				<i>Reimbursement to Clerk for Wordsearch software to go in goody bag</i>	
168		26 - Pension	NEST	Pension	58.52
				<i>AUITO PAYMENT IN FEBRUARY</i>	
169		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
170		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	404.13
				<i>Includes £116 + VAT for Apple Tree Close Culvert. £25 + VAT Hennock miners truck</i>	
171		21 - Stationery	Abbey Business Machines	Stationery	37.76
				<i>Box of A4 Paper, 2 boxes of punched pockets, 2 Minute Books</i>	
172		64 - Annual Play Park Inspection	The Play Inspection Company	Outdoor Annual Inspection x 3	360.00
				<i>Inspections took place 16th and 17th December 2021</i>	
TOTAL					2,619.29

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Reserves Balance for the **nine** months ended **31st December 2021** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £33471.32 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 £40611.32

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

12.3. To approve the Budget for 2022/23 and 12.4. To approve the Precept for 2022/23

The Clerk explained to the meeting that she had updated the budget to reflect the changes proposed at the December Full Parish Council meeting. She emphasised that it's important that our precept request reflects the cost of running Hennock Parish Council, i.e. the payments need to balance the receipts without the need to rely on general reserves to make up the shortfall which had been the case historically.

Payments Total £45308.98. Less Income Wayleave payment £13, Bank Interest £0.72, Allotment Rents £1455.00, HMCEF Grant £1000 secured (although applied for £2000), Project CK phonebox £500 grant TBC, Project CK to Bovey Footpath £500 grant TBC, War Memorial £1000 grant TBC. = £40840.26 needed as Precept

The Clerk highlighted we also have £5126.86 income from CIL monies due 2022/23 however this money is ring fenced, so hasn't been included in income in the calculation above, we have received and not spent £2563.43 CIL monies this financial year. However, the Clerk has taken it into consideration and reduced the Parks and Open Spaces Repairs budget of £6000 to £3000 knowing CIL monies can be used for play park repairs.

£40840.26 divided by 641.7 (tax base) = £63.64 for Band D Property this would be a 6.6% Increase

The Clerk shared her disappointment that we were only successful in receiving an HMCEF grant from DCC of £1000 towards the cost of the Parish Lengthsman (applied for £2000) and recommended the parish council discuss the budget further to reduce the precept request by £1000 or ideally £2000. The proposed budget and precept request was then discussed by all councillors.

- It was resolved to move the cleaning of the War Memorial in Chudleigh Knighton from next year's budget and allocate £1000 ear marked reserves towards this; however, we should aim to seek grant funding towards this, although it might be match funding.
- It was resolved to move the replacement of IT equipment from next year's budget and allocate £1000 ear marked reserves towards the cost of replacing items such as the Clerk's laptop, printer and mobile phone when necessary.
- It was resolved that the proposal of reducing the Parks and Open Spaces repair budget of £6000 to £3000 is accepted on the understanding that CIL monies can be used for play park repairs / replacements.

Thus, the budget was reduced by £1000 and therefore the Clerk was asked to request a precept of £39840.26 from Teignbridge. £39840.26 divided by tax base of 641.7 = £62.09 for Band D property a raise of £2.39 or 3.99%

The Chairperson thanked the Clerk for the huge amount of work for all the work involved in producing this budget.

ACTION: The Clerk to request a precept of £39840.26 from Teignbridge.

12.5. Locality Budget Application

It was resolved that the parish council should apply for £500 from the Locality Budget for the Chudleigh Knighton phonebox history project – phase 2.

ACTION: The Clerk to request £500 towards this project that has been identified as grant funded.

13. To consider the launch of the Directory on our website.

Cllr Charlie Fisher updated the meeting on the improvements and amendments made since the December meeting. It was resolved that the Directory should now be launched and promoted via our Website, Facebook page, newsletter and Knighton News.

ACTION: The Clerk to make the page go "Live" on our website and add to top ribbon. Promote as above.

14. To consider giving authority to the Clerk to act if the parish council are unable to meet due to Covid restrictions, in consultation with the Chairperson and Vice-Chairman, to deal with all urgent and normal business and payments.

It was resolved that delegated authority is granted, but will only be instigated if the parish council are unable to meet due to Covid restrictions.

15. To consider Hennock Parish Council’s response to Teignbridge Local Plan (part 3)

The Clerk thanked Cllr Emma Sueref and the Clerk for the report that had been distributed prior to the meeting and it was resolved to accept the report, the Clerk was instructed to submit it to Teignbridge and place a copy of our response on our website, with a link from our Facebook page.

ACTION: The Clerk to action as detailed above.

16. Play Parks matters –

16.1. To consider any maintenance issues arising from weekly inspections. None

16.2. Update on quotes received for replacement high fencing at Chudleigh Knighton Play Park. Clerk to chase

16.3. Annual Play Park Inspections, 16th and 17th December 2021 No high risk items, the Clerk and our play park inspectors will go through the reports in detail identifying moderate risk issues that can be addressed.

17. Reports from Parish Councillors on training attended and meetings with outside bodies. None

18. Matters brought forward by Parish Councillors. None

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

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

Tuesday 25th January 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tuesday 1st February 2022: Contracts Working Group Meeting 7.30pm, Chudleigh Knighton Village Hall

Tuesday 8th February 2022: Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall

The Proposed working group meeting date was changed from 1st February to 15th February due to councillor availability. This will be followed by the Allotments Committee Meeting at 8.30pm

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

..... **Chairperson**

Dated.....