

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 8<sup>th</sup> NOVEMBER 2022 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Carol Godwin, Sarah Lee, Bo McAllister-Bruce, Janette Parker, Graham Tully and Kate Willett.  
County Councillor Jerry Brook  
PC Dave Hawkins, Devon and Cornwall Police  
Grant Scott and Richard Kevan, Valencia Waste Management Ltd  
Elly Maynard, Clerk to Hennock Parish Council

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

The Chairman welcomed everyone to the November parish council meeting.

**1. RECORDING OF MEETINGS:** The Chairman reminded all in attendance that they may be recorded or otherwise reported about.

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from Councillor Pete McCullar 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:** None

Agenda Item 6.2 County Councillor's Report was agreed and taken before agenda item 5 as County Councillor Jerry Brook had to go to another meeting afterwards.

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

Grant Scott and Richard Kevan from Valencia Waste Management Ltd spoke to the meeting about wanting to extend the operational landfilling activity of the Heathfield Landfill. They have held a public consultation event in Kingsteignton earlier that day and are holding one in Chudleigh Knighton tomorrow as they are keen to understand the views of local residents before submitting a planning application.

The proposals will involve stripping the existing cap in restored areas and extending landfill operations which will increase the available void by circa 2.8 million m<sup>3</sup>. Continuing landfill at the site is beneficial as the sites pre-existing infrastructure including access roads, leachate treatment facilities and gas utilisation infrastructure can be reused.

Restoration of the site will enhance the local environment with new a landform sympathetic to the local environment, there will be additional tree planting to provide screening on site and local habits will be developed for wildlife.

They also spoke about landfill tax and the opportunity to apply for funding through Valencia Community Fund.  
<https://www.valenciacommunitiesfund.co.uk/>

Councillors were given the opportunity to ask questions.

*ACTION A – The Clerk to promote the public consultation and website which includes a virtual presentation and opportunity to send feedback <https://heathfieldlandfill.co.uk/>*

**6.0. REPORTS FOR INFORMATION**

**6.1. POLICE OFFICER'S REPORT:** A written report from PC David Hawkins was circulated to councillors prior to the meeting. In the period 1<sup>st</sup> October to 31<sup>st</sup> October 2022 there were 5 recorded offences in the parish. Police responded to 10 other non-crime offences in this period.

Pc Dave Hawkins introduced himself as the new Neighbourhood Beat Manager and explained that he is responsible for the Chudleigh, Teign Valley and Exminster area which includes 11 parishes. He reported that PCSO Mark Easton won't be replaced but he does have some support from PCSO Paul Wilson. He explained that historically stand-alone police surgeries have been undertaken but these are often poorly attended and more of a tick boxing exercise. He really wants to engage with people and today he attended Chudleigh Knighton Friendship Group. Further surgeries will be held in the coming months at pre-existing groups, events or locations in Hennock, Teign Village and Chudleigh Knighton, suitable locations were suggested by councillors.

Call 999 if you or someone else is in immediate danger, or if the crime is happening right now. If you have a non-urgent policing concern, you can contact the team through the Devon and Cornwall Police website, or email [101@dc.police.uk](mailto:101@dc.police.uk) <https://www.devon-cornwall.police.uk/teams/Chudleigh-Exminster/contact>

The Chairman thanked PC Hawkins for attending the meeting and that we really appreciate the reports.

*ACTION B: The Clerk to include in our newsletter details of police surgeries and how to contact the police.*

**6.2. COUNTY COUNCILLOR'S REPORT:** Jerry Brook spoke to the meeting about issues with Stagecoach bus service 39 and requested any feedback following complaints that users can't get into Exeter on time in the morning for college and work, plus cancelled services. Jerry informed the meeting that the Locality Budget has been reinstated and projects need to benefit as many residents as possible. He spoke about the difficulties Devon County Council are facing with the 2023/24 budget and that drastic cuts have already been made.

*ACTION C: The Clerk to request feedback via our Newsletter and Facebook Page to forward onto Jerry Brook.*

**6.3. DISTRICT COUNCILLORS' REPORTS:** A report from District Cllr Stephen Purser was circulated to councillors prior to the meeting, there were no questions regarding the contents.

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

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** No report has been received but the Clerk did report that the Traffic Lights that were out on New Bridge got fixed within hours and the Teign Valley road is still closed and is due to reopen Wednesday 16<sup>th</sup> November.

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 11<sup>th</sup> October 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 TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL.** None. The parish council noted the email from Teignbridge Electoral Services to say they haven't received the statutory requests to fill the current vacancy by election so the Parish Council may now fill it by co-option. There was a short discussion if this was possible as the elections in May (less than 6 months away)

*ACTION D: The Clerk to check the rules and feedback to the parish council.*

**9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:**

**9.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 11<sup>TH</sup> OCTOBER 2022**

The Clerk distributed via email a summary of all actions following October's meeting, all have been completed with exception of Action B and is awaiting confirmation of the start date for cleaning of the war memorial. Action K the contents for the goody bags need to be purchased. *[SEE APPENDIX A]*

*ACTION E – The Clerk to report back to the parish council and church warden the start date.*

**9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK**

- 14<sup>th</sup> October, Scribefest, online
- 24<sup>th</sup> October, The Clerk attended a meeting with the Chairman and members of St Paul's Church Chudleigh Knighton to discuss the production and distribution of the December edition of Knighton News.

## 10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- PC Dave Hawkins at Chudleigh Knighton Friendship group and how to contact the police
- Nominations for Secret Santa
- Request for Bus service 39 feedback
- Community Speedwatch
- Land North of Apple Tree Close, Teignbridge has refused planning permission
- Remembrance Sunday

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

## 11. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II.

## 12. FINANCIAL MATTERS AND PAYMENTS:

### 12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised that were paid after October payments approved

- Scribe Voucher 144 for Christmas Goody Bags, (debit card payment)
- Scribe Voucher 145 for Clerk's mobile phone, (automatic payment)

**ACTION G** - The Council unanimously resolved that the Clerk should make the following payments 146 - 161 using online banking, with the exception of voucher 150 NEST pension that will automatically be debited in November.

Voucher	Cheque	Code	Name	Description	Amount
144	CARD FACTOI	40 - Christmas Community Even	Card Factory	Christmas Goody Bags <i>RETROSPECTIVE - 60 x Gift Bags (£1 each, purchased on 3 for £1.50 offer)</i>	30.00
145	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone <i>RETROSPECTIVE - Auto Payment</i>	10.00
146		30 - Tax and NI	HMRC	PAYE & National Insurance <i>Higher due to National Pay Award 2022/23 back payment</i>	565.46
147		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk <i>New Monthly pay as per NALC email 02/11/22 E02-22 2022-23 National Salary Award SCP 25 - was £15.64 / hour, from 01/04/22 £16.64 / hour, £1514.24 / month. This month's payslip includes 7 months x £91 Backpay = £637.00</i>	1,712.80
148		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
149		31 - Mileage	E Maynard, Clerk	Mileage <i>24/10/22 Trip to Hennock and Teign Village 01/11/22 Trip to Bovey to collect wreath, Hennock and Teign Village</i>	9.02
150		26 - Pension	NEST	Pension <i>AUTO PAYMENT IN DECEMBER</i>	114.19
151		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	270.18
152		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
153		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	1,284.59
154		101 - HMCEF P. Lengthsman Gr	Dartmoor Heathers and Gardens	Parish Lengthsman Contract <i>£12.21 carried forward in reserves from 2021/22 and £34 remainder of 2022/23</i>	55.45
155		41 - Allotment Costs	Dartmoor Heathers and Gardens	Allotment Work - Hennock <i>Cutting of allotment tracks and paths</i>	84.00
156		63 - Planting and Tree Works	Dartmoor Heathers and Gardens	Planting, Hedge and Tree Works <i>Removal of dead branch Devon Heath &amp; removing brambles etc. in River Valley Road.</i>	33.60
157		9 - Room Hire	Chudleigh Knighton Village Hall	Room Hire - CK Village Hall <i>New Rates £10 / hr. 27/09 Full &amp; Planning, 11/10 Full, 25/10 Planning</i>	50.00
158		11 - Training	Devon Association of Local Councils	DALC AGM & Conference <i>Clerk to attend DALC AGM and Conference at Exeter Racecourse 05/10/22</i>	42.00
159		11 - Training	Devon Association of Local Councils	Training - Councillors <i>Cllr Bo McAllister-Bruce and Cllr Sarah Lee to attend Being a Good Councillor Webinar 2. 19/10/22</i>	36.00
160		39 - Wreaths	The Royal British Legion	Remembrance Sunday Wreath <i>Collected 1 wreath, paid same donation as for 2 wreaths, reusing 2021 wreath in CK.</i>	40.00
161		131 - (ER) Weldmesh Fencing C	Josh Harris - Tree Care and Groundw	Weldmesh Fencing at CK Play Park <i>This is 2nd and final payment. From Ear Marked Reserves (Using CIL Monies)</i>	5,187.36
<b>TOTAL</b>					<b>9,722.65</b>

**12.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **seven** months ended **31<sup>st</sup> October** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £43,868.19 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 £51,008.19

It was unanimously resolved that the financial statements be approved.

**12.3. TO NOTE THE RECEIPT OF CIL MONIES FROM TEIGNBRIDGE DISTRICT COUNCIL.**

The receipt of £4580.77 CIL monies was noted relating to 19/00974, 20/02372 and 18/02042/FUL

**12.4. TO CONSIDER THE REPORT FROM THE HR COMMITTEE**

Following the Clerk's Annual Review the HR Committee proposed the following recommendations, these were unanimously resolved.

-The Clerk to go up 1 grade from 25 to 26 on the SCP.

-The Clerk continue to go ahead with the ILCA course in this year.

- We recommend the Clerk doesn't start the CILCA course until September 2024 (this would be a 1 year delay).

This is to ensure that we build into the budget for this year and next year some money put aside to cover the clerk's time (c. £2500) that will be used to cover the 4 hours a week (200 hours in total) when Clerk will be working for us but completing the CILCA.

- We ask the Clerk to submit her timesheet on a monthly basis to the Chair and Vice Chair including early indications of future annual leave.

- The HR Committee to meet in the New Year to review the full suite of HR Policies for the Council.

*ACTION H - The Clerk should update Hawthorn Accounting Services, the December pay will be at SCP 26 rate and include backpay for November at the new rate.*

**12.5. TO CONSIDER DRAFT 2023/24 BUDGET**

Councillors considered the draft budget prepared by the Clerk that compared last year 2021/22 vs current year 2022/23 and proposed budget for 2023/24 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.

*ACTION I – The clerk to incorporate the suggestions into the updated draft budget to be considered at the December meeting. These include separating Clerk Training and Councillor Training, investigating costs of updating email system, researching insurance cost, checking defib pads don't need updating, adding King's Coronation.*

**13. TO CONSIDER PROGRAMME OF MEETINGS JANUARY – JUNE 2023**

This agenda item was postponed to the December meeting due to time constraints, however it was agreed that the January full parish council meeting will be held at Chudleigh Knighton Village Hall.

**14. TO CONSIDER THE COSTS OF EMPTYING THE LITTER BINS ON PARISH COUNCIL LAND.**

This agenda item was postponed to the December meeting due to time constraints.

**15. TO NOTE VALENCIA'S PUBLIC CONSULTATION ABOUT LANDFILLING AT HEATHFIELD.**

Wednesday 9<sup>th</sup> November at Chudleigh Knighton Village Hall from 3pm – 7pm. [www.heathfieldlandfill.co.uk](http://www.heathfieldlandfill.co.uk)

Noted

**16. PARKS AND OPEN SPACES MATTERS –**

**16.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS OF PLAY PARKS AND CAR PARKS IN HENNOCK, TEIGN VILLAGE AND CHUDLEIGH KNIGHTON.** None

**16.2. TO NOTE THE COMPLETION OF THE BRIDGE REPAIRS AT CHUDLEIGH KNIGHTON PLAY PARK BY SIBELCO.** Noted

**17. ALLOTMENT MATTERS**

**17.1. To consider any issues arising relating to the allotments including Avian Flu.** None

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

**19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.** None

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

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

*Tues 22<sup>nd</sup> November 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tues 13<sup>th</sup> December 2022: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

As there was no further business the meeting ended at 10.03pm

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