

MINUTES OF THE VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 9th MARCH 2021 STARTING AT 7.30PM.

PRESENT: Parish Councillors: Phil Baker, Maura Curran, Steve Edmonds, Charlie Fisher, Peter McCullar, Janette Parker [Chairperson], Graham Tully, Chris Webb and Kate Willett.

County Cllr Jerry Brook.

District Cllr Richard Keeling

Elly Maynard, Clerk to Hennock Parish Council

One member of the general public – Emma Sueref

PART I (Open to the Public)

1. RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the zoom meeting that they may be recorded or otherwise reported about.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Cllr Sylvia Edwards due to a family bereavement, District Councillor Lorraine Evans, District Councillor Stephen Purser and Andrew Cooper DNPA Parish Link member.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:

Cllr Charlie Fisher declared an interest in agenda item 12.1 as the reimbursement is to him.

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: Janette welcomed Emma Sueref who was attending to be considered for co-option onto Hennock Parish Council.

6.1. POLICE OFFICER'S REPORT: None. The chairman asked the Clerk to see if we could receive these again.

ACTION: Clerk to contact local police regarding receiving reports on local issues.

6.2. COUNTY COUNCILLOR'S REPORT:

County Cllr Jerry Brook reported about Devon County Council's 2021/22 budget.

In addition, he informed the meeting that he had passed on our feedback to Meg Booth Chief Officer for Highways, Infrastructure Development and Waste regarding the traffic flow through Chudleigh Knighton. He thinks that a safe crossing could be budgeted in and that we need to work out the best location.

Cllr Janette Parker updated Cllr Jerry Brook about the installation of traffic lights on New Bridge, Clay Lane, Chudleigh Knighton.

ACTION: The Clerk to forward Tegan Faulkner's email to County Cllr Jerry Brook

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Keeling spoke about the 2 major planning applications in Chudleigh Knighton that have both been "called in" and said there lots of concerns about these applications. He confirmed the East Dunley developments have also been "called in".

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

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 9th February were approved and will be signed when it is practicable to do so.

8. TO CONSIDER THE NOMINATIONS RECEIVED TO FILL THE VAANCY IN HENNOCK WARD OF HENNOCK PARISH COUNCIL.

Janette introduced Emma Sueref and invited her to say a few words about herself and why she would like to be considered as a councillor.

Emma Sueref was co-opted onto Hennock Parish Council

ACTION – Clerk to ensure all relevant paperwork is completed by Emma, send her register of interests to Teignbridge. Add Emma to our website and set up her email address. Issue Emma with pdf versions of Good Councillor’s Guide and Good Councillor’s Guide to Finance and Transparency. Introduce her to the parish via website, Facebook and update posters in noticeboards.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION

9.1. SNOW WARDEN

The Clerk informed the meeting that we still have no Snow Warden.

9.2. ABANDONED CARS IN TEIGN VILLAGE CAR PARK

The Clerk informed the meeting that the other 4 vehicles reported to Teignbridge District Council are no longer in the car park.

Cllr Kate Willett informed the meeting that there is a vehicle potentially abandoned on the pavement in Chudleigh Knighton.

ACTION – Cllr Willett to send the Clerk a photo so she can follow up.

9.3. TRAINING ATTENDED: Webinar, Year End Accounts

The Clerk informed the meeting that she has attended this training on 4th March.

9.4. REMOTE MEETINGS

The Clerk informed the meeting that she had written to Mel Stride to ask him to lobby on our behalf. She has also booked Chudleigh Knighton Village Hall as requested at the previous meeting for all May and June dates.

The Annual Meeting of the Parish Council has to happen in May, so the Parish Council had to consider an alternative date to the suggested date of 13th April. It was resolved to hold the meeting on Tuesday 4th May and followed by our May Full Parish Council Meeting thus allowing us to legally hold both meetings remotely.

*ACTION – Clerk to publicise the date of the Annual Meeting of the Parish Council as 4th May 2021
Clerk to publicise that our May meeting will be held on the first Tuesday of the month 4th May (not the second)
Clerk to chase Mel Stride MP to see if he has any further information.*

9.5 PETITION RE. TRAFFIC CALMING IN CHUDLEIGH KNIGHTON

This was discussed by County Councillor Jerry Brook in agenda item 6.2.

9.6. GATE ABOVE HENNOCK CAR PARK AND PLAY PARK

This is now in situ with sign and combination lock, it will allow Hennock Primary School access to the field for Forest School.

9.7 TEIGN VILLAGE ALLOTMENT HEDGE

This has now been cut and the Clerk confirmed that this hedge cutting isn't part of an existing contract.

10. ARTICLES FOR PARISH NEWS

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

- Snow warden needed
- Door Knockers Awareness
- “What to look for in Spring” positive story
- Welcome to New Councillor Emma Sueref

11. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

The quotes for accountancy software, agenda item 12.2 to be considered in part II.

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENTS OF INVOICES

The Council resolved that the Clerk should make the following payments using online banking:

Hennock Parish Council Proposed Payments, March 2021

(Items in red have been paid)

Payee	Method of Payment	Date Account Debited	Purpose	Category	Net Amount	VAT	Total Amount
GiffGaff	Debit Card (Auto)	25/02/2021	"Goodybag" - monthly bundle of minutes, texts and data for Parish Council's mobile phone	Admin	£8.34	£1.66	£10.00
Screwfix	Debit Card	26/02/2021	Combination Lock for gate above Hennock Play Park and Car Park	Parks and Open Spaces	£13.33	£2.66	£15.99
Zoom	Debit Card (auto)	07/03/2021	Video Conferencing. Package: Standard Pro, Monthly Charge	Admin	£11.99	£2.40	£14.39
HMRC	Online Faster Payment	To be paid Online by Clerk 10/03/21	PAYE & NI	Staff Costs	£153.77	£0.00	£153.77
E Maynard	Online Faster Payment	To be paid Online by Clerk 10/03/21	Clerk's Net Salary	Staff Costs	£1,254.79	£0.00	£1,254.79
E Maynard	Online Faster Payment	To be paid Online by Clerk 10/03/21	Clerk's Expenses	Admin	£17.01	£0.00	£17.01
NEST	Debit Card (Auto)	To be paid in APRIL	Clerk's Pension	Staff Costs	£58.52	£0.00	£58.52
Hawthorns Accounting Services Ltd	Online Faster Payment	To be paid Online by Clerk 10/03/21	Payroll June 2020 - March 2021 inclusive (10 months)	Admin	£126.00	£0.00	£126.00
S & W Lygo Engineering. Invoice 55	Online Faster Payment	To be paid Online by Clerk 10/03/21	Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180.00	Parks and Open Spaces	£180.00	£0.00	£180.00
Dartmoor Heathers & Gardens (Inv 2547)	Online Faster Payment	To be paid Online by Clerk 10/03/21	Parish Lengthsman Duties £113. Allotment Hedge at Teign Village £180	Parish Lengthsman & Allotments	£293.00	£58.60	£351.60
SJB Signs	Online Faster Payment	To be paid Online by Clerk 10/03/21	Supply and fit sign on gate at Hennock Play Park with plywood backing	Parks and Open Spaces	£35.00	£7.00	£42.00

Abbey Business Machines	Online Faster Payment	To be paid Online by Clerk 10/03/21	Ink Cartidges - Cyan XL and Black XL	Admin	£63.00	£12.60	£75.60
C Fisher	Online Faster Payment	To be paid Online by Clerk 10/03/21	Reimbursement - Survey Monkey 1 month subscription	Admin	£70.00	£0.00	£70.00
Sutcliffe Play	Online Faster Payment	To be paid Online by Clerk 10/03/21	Replacement parts for Low Rotator and Nest Swing	Parks and Open Spaces	£268.70	£53.74	£322.44
Devon Association of Local Councils (DALC)	Online Faster Payment	To be paid Online by Clerk once invoice received	Webinar Training - Year End Accounts and Audit	Admin	£30.00	£6.00	£36.00

£2,728.11

March 2021 Clerk's Expenses, Elly Maynard

Working from home expenses	£14.00
Mileage Site Visit Hennock Play Park re. Wet Pour: 15 miles less to/from CKVH of 10 miles = 5 miles. Total 5 miles @ 60.1p per mile	£3.01
Total	£17.01

Elly Maynard, Clerk to Hennock Parish Council

9th March 2021

12.2. FINANCIAL STATEMENTS: A Receipts and Payments Account and a Bank Reconciliation for the **eleven** months ended **28th February 2021** were sent to the Council prior to the meeting, which showed the current account credit balance of £25264.75 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £32404.75 it was resolved that the financial statements be approved.

12.3. TO CONSIDER THE PURCHASE OF ACCOUNTS SOFTWARE

This was moved to Part II

13. TO NOTE ANY NEW INFORMATION REGARDING THE POSSIBLE DEVELOPMENT OF HOUSES IN CHUDLEIGH KNIGHTON

No news, apart from to confirm both major planning applications have been "called in".

14. PLAY PARKS MATTERS

14.1. To consider any maintenance issues arising from weekly inspections. Nothing to report

14.2. TO CONSIDER AMENDED QUOTE FROM WET POUR SUPPLIER FOR HENNOCK PLAY PARK

The Clerk had sent her report prior to the meeting that showed the revised quote for 3 specific areas. It was resolved to accept the revised quote as it a small monetary increase for a much better end result and will tidy the area up.

ACTION – Clerk to instruct Outdoor Play to proceed with work based on revised quote.

Clerk to inform Hennock Primary School that the play park will be closed whilst the work is carried out.

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

Cllr Steve Edmonds said he will be attending a Viridor Ecological Meeting on 18th March.

16. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Cllr Steve Edmonds spoke about a survey he had completed regarding Devon Climate Emergency and that there will be a follow up meeting that he would like Cllrs Willett and Cllr Emma Sueref to also get involved in.

ACTION – Cllr Steve Edmonds to forward to Cllr Kate Willett and the Clerk so she can forward to Cllr Sueref

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

The next Parish Council and Planning Committee Meetings are confirmed as:

Tuesday 23rd March 2021: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 13th April 2021: Virtual Zoom Parish Council meeting starting at 7.30pm.

PART II (Private)

• TO CONSIDER THE PURCHASE OF ACCOUNTS SOFTWARE

The Clerk went through the report that she had circulated prior to the meeting that included quotes from 3 accounts software companies that specialise in accounts software for parish and town councils, so she could change from working on several different excel spreadsheets to one purpose built package.

The Parish Council resolved to accept the quote from Scribe and felt it would be very good value for money.

ACTION – Clerk to contact Scribe to set it up as soon as possible

As there was no further business the meeting ended at 9pm

..... **Chairperson**

Dated.....