

HENNOCK PARISH COUNCIL

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 9TH JUNE 2020 STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, R Dixon, S Edmonds, S Edwards, C Fisher, P McCullar (left the meeting during item 9 and returned during item 11 due to a poor internet connection), J Parker [Chairperson], G Tully, C Webb (joined the meeting during item 7.1.) and K Willett (joined the meeting at the beginning of item 7.1.)
District Cllr R Keeling
One member of the public.
Helen Reynolds, Clerk to the Parish Council.

PART I (Open to the Public)

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

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from District Cllr L Evans, District Cllr S Purser and Mr A Cooper, DNPA [Dartmoor National Park Authority] 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 Parker declared an interest in item 7.1. Payment of invoices for reimbursement of the cost of the notice board for the Parish Council's bus shelter at the bottom of Teign View.

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: District Cllr Richard Keeling reported as follows: (i) He and Cllr Lorraine Evans have solely earmarked £1000.00 each for the defibrillators – Cllr Keeling confirmed that this can be used towards the Teign Village defibrillator as well as funding the Chudleigh Knighton defibrillator; a member of public asked about ongoing costs, maintenance and training for the defibrillators as training for CPR was provided by St John's Ambulance for six people in Hennock when the defibrillator was purchased - The Chairperson confirmed that training is not required to use the defibrillators and Cllr Edmonds suggested that any number of people who work would have had first aid training provided by their employers and be able to do CPR; (ii) Large numbers of staff at Teignbridge District Council [TDC] are furloughed and TDC's principle job at the present time is to make sure bins are emptied; a member of the public questioned which staff had been furloughed and suggested that building control staff would be required to visit dangerous structures – Cllr Keeling confirmed that a site visit would be made where the structure was considered dangerous; (iii) TDC has Covid-19 funding (£10K) to support businesses such as shops; in response to a question from the Chairperson, Cllr Keeling explained that the Discretionary Funding is for small businesses and not Parish/Town Councils which have reserves to cover emergencies; (iv) TDC is now using Zoom for meetings and there was a Zoom planning meeting this morning; (v) Devon County Council [DCC] is slowly rolling out the re-opening of libraries; (vi) the Chairperson brought to Cllr Keeling's attention that Viridor Waste collection service has not prioritised schools for waste collection and Chudleigh Knighton Primary School has had a problem.

The Chairperson thanked Cllr Keeling for putting up the new notice board in the bus shelter at the bottom of Teign View in Chudleigh Knighton and thanked him for his support which is very much appreciated.

6. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 12th May 2020 were approved and will be signed when Covid-19 restrictions allow and it is practicable to do so.

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7. FINANCIAL MATTERS AND PAYMENTS:

7.1.i. Payment of invoices: The Council resolved that the Clerk should make the following payments using online banking:

Payee	Method of payment	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £520 = £799.50 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£23.99</u> Employee: £799.50 x 5% x 80% (as tax is deducted at source) = <u>£31.98</u>	55.97
H Reynolds	Online	Clerk's net salary	1168.82
HMRC	Online	PAYE & NI	199.77
H Reynolds	Online	Clerk's expenses*	91.59
S & W Lygo Engineering	Online	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 <i>plus</i> to re-cable tie and secure 2 back gates at Chudleigh Knighton Play Park: £10.00	190.00
Chudleigh Knighton Village Hall	Online	Payment for room hire for bookings made by Parish Council but cancelled in view of the coronavirus: £88.00 <i>The Parish Council agreed to continue to pay the Village Halls for the bookings it has made but cancelled up until the end of July (the situation will be reviewed again in July)</i>	88.00
Hawthorns Accounting Services Ltd	Online	Internal audit: £175.00 <i>plus</i> Payroll April – May: £24.00 <i>plus</i> Parcel Force fee to return Parish Council's financial documents: £21.12	220.12
Devon Communities Together	Online	Annual membership fee	50.00
Janette Parker	Online	Reimbursement of replacement notice board for bus shelter at the bottom of Teign View, Chudleigh Knighton: £23.32 plus VAT £4.67	27.99
Wixworks	Online	Website accessibility: optimising all pages for mobile phone	145.00
Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £1102.00 plus VAT £220.40	1322.40
South West grounds Maintenance	Online	Grounds maintenance duties: £285.50 plus VAT £57.10	342.60

*Clerk's Expenses £

Working from home expenses	14.00
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Zoom Standard Pro Monthly charge	14.39
Parcel Force collection (from Clerk) to recipient fee to deliver papers to internal auditor	21.12
A4 white paper (1 box x 5 reams)	19.10
Long 3m steel security cable & padlock x 2 for Chudleigh Knighton Play Park gates	12.98
Total	91.59

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7.1. ii. Debit card application for Clerk: At the May Parish Council meeting the Clerk was instructed to apply for a debit card on the Parish Council's bank account for use by the Clerk in line with Clause 6.18. of the Financial Regulations. Lloyds Bank's debit card application requires the Parish Council to confirm a number of resolutions which must be included in the minutes (where "Business" refers to the Parish Council). After some discussion, the Parish Council resolved the following:

1. That the Business apply to Lloyds Bank plc ("The Bank") for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced at the meeting and approved.
2. That any two officers from time to time are authorised to request the Bank to issue Business Debit Cards to certain authorised (users) and are authorised to sign the application form and any other relevant documentation on behalf of the Organisation.
3. That the Bank is authorised to debit the Organisation's account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Organisation will be responsible for any overdraft so created with interest.
4. The Organisation acknowledges that the authorised users will be able to access information about the Organisation's account when using a Business Debit Card at ATM, and consents to disclosure.
5. These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held.
6. We certify that the foregoing resolutions have been duly entered in the minute book and are in accordance with the Rules of the Organisation.

7.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the two months ended 31st May 2020 were presented to the Council, which showed the current account credit balance of £43555.87 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for unpresented cheques totalling £132.00, equated to the Receipts and Payments closing credit balance of £50563.87. It was resolved that the financial statements be approved.

7.3. Review/note the Annual Internal Audit Report for 2019/20: This was completed by Mr Chris Jebb of Hawthorns Accounting Services between 19th May 2020 & 26th May 2020. The Council considered the Annual Internal Audit Report for the year ending 31st March 2020 and accompanying letter. It was unanimously resolved that the report should be accepted. The Clerk reported that Mr Jebb has confirmed that he is happy to undertake the internal audit next year.

7.4. Consider the Annual Governance Statement & approve Section 1 of the AGAR (Annual Governance and Accountability Return) Part 3: Annual governance statement 2019/20: The Council considered the Annual governance statement and unanimously resolved that Section 1 of the AGAR should be approved. Following approval, the Clerk signed the document and it was agreed that arrangements would be made for the Chairperson to sign the document.

7.5.; Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2019/20: The Council considered the Accounting statements for the year ending 31st March 2020 and unanimously resolved that Section 2 of the AGAR should be approved. The Clerk as Responsible Financial Officer certified on 24th April 2020 that the statements had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of the Council. Following approval, it was agreed that arrangements would be made for the Chairperson to sign the document.

7.6. Approve the Bank reconciliation for the year ended 31st March 2020: The Council considered the Bank reconciliation for the year ended 31st March 2020 and unanimously resolved that it should be approved.

7.7. Approve the Variance explanation to be submitted with the Annual Return for the year ended 31st March 2020: The Council considered the Variance explanations to be submitted with the AGAR for the year ended 31st March 2020 and unanimously resolved that they should be approved.

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7.8. Note the period for the exercise of public rights: The period set for the exercise of public rights has been set from the 25th August 2020 to the 6th October 2020. On the 24th August 2020 the following will be published on the Council's website: Notice of public rights and publication of unaudited annual governance & accountability return, Sections 1 & 2 of the AGAR for year ended 31st March 2020 and "A summary of your rights" in line with the proformas provided by PKF Littlejohn LLP. (An article will be placed on the website stating the dates of the public inspection period and explaining that due to the impact of Covid-19 the audit has been undertaken later this year).

7.9. Fuel payments to Covid-19 Community Support volunteers: The Parish Council had previously agreed to match fund to the extent of £430.00 (if required) the DCC Prompt Action Fund support (£430.00 received into the Parish Council's bank account) to meet the mileage costs of volunteers. The Chairperson had emailed all volunteers and reminded them to claim their mileage costs – she has heard back from two of the volunteers who have confirmed that they do not want to make a claim. There was some discussion about reallocating £100.00 from the aforementioned match funding to Chudleigh Knighton Primary School to help towards the cost of purchasing food for families in need and doing something similar for Hennock if required. The Council unanimously supported this and it was agreed that the Chairperson would speak to Hennock Primary School the following day.

8. DEFIBRILLATORS FOR TEIGN VILLAGE AND CHUDLEIGH KNIGHTON: The Chairperson thanked Cllr Webb for all the work he had done on this project. The Council considered the 3 options presented:

- 1) SWASFT [South Western Ambulance Service NHS Foundation Trust] 4-year package which is renewable every 4 years: £1800 (plus VAT) for the first defibrillator and £1000 for second defibrillator i.e. a total of £2800 (plus VAT).
- 2) St John's Ambulance: Defibrillator plus Aviva cabinet (locked) purchased outright: £1640 (plus VAT) each i.e. a total of £3280 (plus VAT).
- 3) Defib shop: Defibrillator plus stainless steel cabinet (unlocked) purchased outright: £1400 (plus VAT) each i.e. a total of £2800 (plus VAT) – the Defib shop have received complaints about the Aviva cabinet and advised that their stainless steel cabinet has a better seal and is more robust for harsh weather conditions. If the pads on the defibrillator are used in the first 2 years, they will be replaced free of charge.

Other possible costs to consider: (i) Electrician costs to install the defibrillator in Teign Village and (ii) Training costs.

In response to questions, Cllr Webb advised that there would be virtually no maintenance costs: if the defibrillator is used, the Parish Council will need to purchase new pads. Cllr Webb may be able to speak to a local paramedic about providing some training. He also confirmed that SWASFT recommends the cabinets are unlocked. Paul Fennel, Jago, has kindly agreed to complete the electrical installation at Chudleigh Knighton Village Hall free of charge. Cllr Edwards agreed to see if she could find an electrician to fit the defibrillator at the Teign Village Sports & Social Club. (The defibrillators will need to be registered with the ambulance service (SWASFT) when they are ready for use and when they are registered, the Parish Council will receive an email from SWASFT to inform the Council what it needs to do to ensure the defibrillators remain operational. Monthly checks will need to be completed through SWASFT's website which is what Cllr Curran does for the Hennock defibrillator).

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The following summarises the funding received/promised:

Source	Received?	£	Defibrillator
District Cllr Stephen Purser	Received	250	Teign Village
District Cllr Terry Tume	Received	300	Teign Village
County Cllr Jerry Brook	Received	150	Teign Village
Dartmoor Vale Rotary Club	Promised	500	Teign Village
District Cllr Lorraine Evans	Promised	1000	Chudleigh Knighton & Teign Village
District Cllr Richard Keeling	Promised	1000	Chudleigh Knighton & Teign Village
Total		3200	

After some discussion, the Chairperson asked councillors to vote on the 3 options and the Council unanimously resolved to purchase the two defibrillators from the Defib Shop for £1400 each plus VAT. It was agreed that the surplus funds should be used to fund training. The Clerk was instructed to: (i) order the defibrillators, (ii) request the funding from Dartmoor Vale Rotary Club and make funding applications for £1000 each to District Cllrs Evans and Keeling.

9. ALLOCATE LEAD COUNCILLOR FOR 2020/21 BUDGET PROJECTS: The Chairperson asked for councillors to take the lead and “champion” the 2020/21 projects which the Clerk will support. After some discussion, the following was agreed:

Project	Funding/grant required	“Champion” councillors
Teign Village roadside fence	£1600	Cllr Sylvia Edwards
Chudleigh Knighton community orchard	£500	Cllr Steve Edmonds & Cllr Janette Parker
Development plan for Chudleigh Knighton to Bovey Tracey footpath	£200	Cllr Chris Webb & Cllr Kate Willett
Teign Village to Hennock footpath development	£500	Cllr Ruth Dixon
Discussions with Teignbridge District Council re electric charging points for 3 x Parish Council car parks	Nil	Cllr Phil Baker
Planting of wildflower verges in Chudleigh Knighton	£200	Cllr Steve Edmonds & Cllr Janette Parker
Cycle pump track for Chudleigh Knighton	£5000	Cllr Kate Willett
Hennock phone box refurbishment	£500	Cllr Maura Curran
Implementing Parish Plan action points	£500	Cllr Charlie Fisher

The Clerk was instructed to circulate a list of “champions” to Parish Councillors, publish it on the website, include it in the Parish News with councillors contact details and ask if residents would like to get involved with any of the projects.

10. LAUNCH OF PARISH PLAN: The launch of the Parish Plan was delayed in view of Covid-19 and it was felt that the Council could not wait to undertake a face-to-face launch (200 copies of the plan were printed with a view to handing them out at events but there is a digital copy). After some discussion, the following was agreed:

- Banners to be placed outside – Cllr Willett agreed to investigate the cost of a 2ft x 6ft banner (probably in the order of £24) & liaise with Cllr Fisher regarding the graphics.
- Press release – Cllr Fisher agreed to write a press release.
- Short video for the website – Cllr Fisher agreed to prepare a short video & Cllr Willett agreed to contribute to this.
- Posters to be distributed around the community.
- Articles to be placed in the community newsletters.

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- Article for Devon Radio – Cllr Dixon agreed to liaise with Cllr Fisher and arrange this.
- Launch to be at the end of July/beginning of August.

11. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Webb has emailed Cllr George Gribble of Bovey Tracey Town Council regarding the possible footpath between Chudleigh Knighton and Bovey Tracey. He has walked the Ant Trail including Black Path and recognised that a footpath to Bovey Tracey would require crossing the main road at least twice. It is not a short-term project but would be a lovely walk. Cllr Edmonds suggested staying on the north side of the road and Cllr Willett acknowledged that there would have to be a road crossing before Bradley Bends. Cllr Edmonds met a representative from Bovey Climate Action Group to discuss the possible footpath. Cllr Tully advised that a track goes into the new housing estate at Bradley Bends from agricultural land in Chudleigh Knighton and suggested approaching the landowner regarding a possible footpath. Cllr Parker reminded councillors to consider accessibility, for example, pushchairs and bikes.

Cllr Willett reported that she had emailed Highways England regarding the overgrown vegetation on the A38 cycle path and they have agreed to place it on their list of areas to trim – some has already been trimmed but care needs to be taken because of narrow-headed ants nests.

Cllr Fisher reported that Hennock Parish Council's Covid-19 Community Support Plan is included in the National Association of Local Councils' booklet of Coronavirus case studies designed to be used by Parish and Town Councils as an example of vital work that is being carried out by the sector in helping their communities during the coronavirus outbreak.

Cllr Edmonds spoke to the Parish Lengthsman contractors a few weeks back when they were cutting the green area in Devon Heath and agreed with them that they would mow some and leave some areas with wild flowers.

Cllr Parker has been in touch with Teign Housing with regard to leaving some areas with wild flowers whilst cutting other areas for children to kick a ball on.

Cllr Edwards reported that there was a dead tree by the bus shelter in Teign Village Car Park – there was some discussion as to whether it was necessary to remove it and Cllr Edwards agreed to take a photograph of the tree and email it to the Clerk.

Cllr Edmonds reported that nothing had been done about the cherry tree in Devon Heath, Chudleigh Knighton, which is weeping a considerable amount of sap and there are sizable splits down the main trunk. The Clerk was instructed to follow this up with DCC.

Cllr Parker has received an enquiry about the Country Bus service from Chudleigh Knighton to Kingsteignton and concerns about not being able to get on the bus because of lack of capacity due to social distancing requirements when people return to work. The Clerk is liaising with Country Bus to obtain some clarity on this.

Cllr Willett reported that a gate and fence had been knocked down on the Ant Trail – Cllr Edmonds confirmed that Devon Wildlife Trust has fixed the broken gates.

The following was also reported:

The new occupiers of Blueberry Warren have removed the pond and installed a soak-away. They have also taken away all of the Leyland Cypress trees on the roadside which means that the visibility is much improved when exiting from Finlake.

Chudleigh Knighton Play Park had been broken into and one of the "closed" signs has been stolen – this has been reported to the police. A replacement sign, chains & locks have been ordered – if anyone sees anybody in the Play Park, they should report it to the police.

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Two/three vans are regularly parking on the corner opposite the Claycutters which is very dangerous because it means that vehicles driving towards Bovey Tracey have to pass on the wrong side of the road on a blind corner. The Clerk was instructed to ask PCSO Mark Easton to have another look at this.

There have been rough sleepers in the bus shelter next to the former Anchor Inn site. This has been reported to the police as there was concern for their welfare during the Covid-19 health crisis.

There has been a break-in at the Teign Village football club field, changing room and shed – a strimmer and jerry can have been stolen. The police are doing occasional patrols.

Waste water continues to rise in the entrance at Danefield, Warwick Lane, Chudleigh Knighton, and the Clerk was instructed to follow this up with Environmental Health at TDC.

No planning application has been received for Pitt Orchard, Plymouth Road, Chudleigh Knighton – the extension of the livestock building did not constitute permitted development and the extension has been completed without planning permission. The Clerk was instructed to follow this up with the TDC Enforcement Officer.

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

Tuesday 23rd June 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 14th July 2019: Virtual Zoom Parish Council meeting starting at 7.30pm.

The Chairperson thanked all of the Parish Councillors and also thanked the Clerk who has had to create a number of new systems as a result of Covid-19 on top of an already heavy workload.

As there was no further business the meeting ended at 9.15pm.

..... **Chairperson**

Dated.....