

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 8th DECEMBER 2020 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.
District Cllr Richard Keeling.
District Cllr Stephen Purser.
Elly Maynard, Clerk to Hennock 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 Parish Councillors Ruth Dixon and Sylvia Edwards and the reasons for their absence were accepted. Apologies were also received from District Councillor Lorraine Evans.

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:

Although there were no members of the general public present, the chairperson Cllr Janette Parker wanted to take this opportunity to welcome Elly to her first official meeting as Clerk and “in charge” after the retirement of Helen Reynolds. She thanked all the councillors, district councillors and our county councillor for all their hard work during a very busy year. She highlighted the completion and adoption of our parish plan and was pleased to see so many projects have now been completed. Janette said that although we are a small council with a small population, we have done very well.

6.1. POLICE OFFICER’S REPORT: None.

6.2. COUNTY COUNCILLOR’S REPORT: Cllr Jerry Brook wasn’t able to attend the meeting but the chairperson cited the email that had been circulated from him via the Clerk prior to the meeting from SPACE youth services.

6.3. DISTRICT COUNCILLORS’ REPORTS: Cllr Evans and Cllr Keeling sent a report prior to the meeting that was circulated with information on tiers, grants and funding opportunities. There were no questions.

Cllr Keeling spoke about the planned Teignbridge District Council zoom meeting scheduled for Thursday 17th December at 7pm. It will include a presentation by the Chief Financial Officer on the likely budget proposals for 2021/22 including the impacts of Covid-19. Cllr Keeling stressed that front line services such as keeping toilets open and refuse collections will continue. He recognised that TDC staff have helped in other departments during the pandemic, e.g. leisure in refuse.

Cllr Webb asked about the role of Covid marshals and Cllr Keeling replied saying their role is to advise, they have no powers and they are to help retailers “get it right”.

Cllr Purser sent a report prior to the meeting that was circulated with information from Teignbridge District Council on the wide range of advice and support available to residents due to the impact of Covid-19.

ACTION: Clerk to inform Cllr Keeling that we have a councillor able to attend budget meeting

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 10th November 2020 were approved and will be signed when it is practicable to do so.

8. MATTERS ARISING FROM THE MINUTES:

8.1. Articles for the Parish Council News

- Completion of Chudleigh Knighton Phone Box Museum
- Completion of Hennock Phone Box Library
- New Planters at Chudleigh Knighton Village Hall
- Climate Emergency Group are going to send their article direct to Knighton News
- Dogs on leads on Chudleigh Knighton Heath
- Photograph of new Slow sign designed by Hannah from Chudleigh Knighton primary school
- Retirement of Helen Reynolds as Clerk, Agenda Item 16.

ACTION – Clerk to get further information from Devon Wildlife Trust about the importance of dogs on leads on Chudleigh Knighton Heath

ACTION – Clerk to send Steven Chown a letter of thanks for his work on CK Phone box museum

ACTION – Clerk to photograph Cllr Maura Curran by Hennock Phone Box Library

ACTION – Clerk to send Gill Horn a letter of thanks for caring for the planters around CK village hall.

8.2. Apple Tree Close – consider the introduction of double lines

This issue was discussed in public participation at last month's meeting with 4 residents on the zoom call expressing their concerns. In addition, the parish council has received 7 emails that the Clerk collated and circulated prior to the meeting along with a copy of the letter the residents were sent on 30th November (minus resident's contact details) that says a decision has been made one allocated space per property. The bays will be marked with the relevant house number on 11th January 2021. There will also be bays marked with T to be used on a first come first served basis and can be used by visitors. It will be reviewed in 6 months. On page 2 of the letter it states that Devon County Council highways have spoken to the parish council about this and a number of residents have already inputted into this decision.

The correspondence the Parish Council have received has been from Westward Housing (email dated 28th October) "I would like to request that Hennock Parish Council liaise with Devon Highways and consider the introduction of double yellow lines to deter inconsiderate / dangerous parking within the close."

After some discussion the clerk was instructed to reply to Westward Housing to say we do not see any justification or usefulness of introducing double yellow lines; therefore we do not support this proposal. Please note we have not consulted with Devon Highways at any stage regarding this matter.

ACTION – Clerk to reply to Westward Housing saying we don't support the proposal

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: There were no items to be discussed in part II.

10. FINANCIAL MATTERS AND PAYMENTS:

10.1. PAYMENT OF INVOICES: The Council resolved that the Clerk should make the following payments using online banking:

There was a short discussion about whether as a parish council should be trying to use local suppliers where possible, it was agreed this would be desirable when appropriate.

ACTION: Clerk to contact Oakford Stationers in Kingsteignton for pricings of most used stationery items

Hennock Parish Council

Proposed Payments, December 2020

(Items in red have been paid)

| Payee | Method of Payment | Date of Payment | Purpose | Category | Net Amount | VAT | Total Amount |
|------------|-------------------|--|--|-----------------------|------------|-------|--------------|
| GiffGaff | Auto Debit Card | 25/11/2020 | "Goodybag" - monthly bundle of minutes, texts and data for Parish Council's mobile phone | Admin | £10.00 | £0.00 | £10.00 |
| Amazon | Debit Card | 26/11/2020 | Stationery - Black Ink Cartridge | Admin | £28.01 | £5.60 | £33.61 |
| Amazon | Debit Card | 26/11/2020 | Planters x 4 for CK Village Hall | Parks and Open Spaces | £44.80 | £8.88 | £53.68 |
| Zoom | Auto Debit Card | 07/12/2020 | Standard Pro, Monthly Charge | Admin | £11.99 | £2.40 | £14.39 |
| NEST | Direct Debit | WILL BE DEBITED IN JANUARY (£58.52 in November Payment schedule will be debited 10/12/20) | Auto Enrolment Pension Contributions: Employer: £2398.90 less £520 = £1878.90 (Qualifying earnings for 2020/21 tax year are between £6240 & £50000) x 3% = £56.37 Employee (Helen Reynolds): £1878.90 x 5% x 80% (as tax is deducted at source) = £75.16 | Staff Costs | £131.53 | £0.00 | £131.53 |
| H Reynolds | Online | To be paid Online by Clerk 09/12/20 | Clerk's Net Salary + 45 hours Unused Holiday + 25 hours overtime | Staff Costs | £1,859.71 | £0.00 | £1,859.71 |
| E Maynard | Online | To be paid Online by Clerk 09/12/20 | Clerk's Net Salary | Staff Costs | £1,249.79 | £0.00 | £1,249.79 |
| HMRC | Online | To be paid Online by Clerk 09/12/20 | PAYE & NI (increase reflects payments for E Maynard and H Reynolds that includes payment for Helen's unused holiday and overtime) | Staff Costs | £836.56 | £0.00 | £836.56 |
| H Reynolds | Online | To be paid Online by Clerk 09/12/20 | Clerk's Expenses (Helen) | Admin and Staff Costs | £25.41 | £0.00 | £25.41 |
| E Maynard | Online | To be paid Online by Clerk 09/12/20 | Clerk's Expenses (Elly) | Admin and Staff Costs | £21.60 | £0.00 | £21.60 |

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|--------------------------------|-----------------|-------------------------------------|--|-----------------------|-----------|---------|-----------|
| S & W Lygo Engineering | Online | To be paid Online by Clerk 09/12/20 | 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; plus to remove climbing ramp and to board up end on multiplay junior @ Teign Village £150. Refer to November 2020 Minutes agenda item 13. | Parks and Open Spaces | £330.00 | £0.00 | £330.00 |
| Dartmoor Heathers and Gardens | Online | To be paid Online by Clerk 09/12/20 | Parish Lengthsman Duties | Parish Lengthsman | £622.00 | £124.40 | £746.40 |
| South West Grounds Maintenance | Online | To be paid Online by Clerk 09/12/20 | Grounds Maintenance Contract | Grounds Maintenance | £188.50 | £37.70 | £226.20 |
| SJB Signs - Invoice 9369 | Online | To be paid Online by Clerk 09/12/20 | Chudleigh Knighton Phone Box Museum Sign, leaflet holders, vinyl, artwork and fitting. <i>(Received Investing In Devon Grant of £480 + Locality Budget grant of £651.50 received 28/07/20)</i> | Parks and Open Spaces | £261.50 | £52.30 | £313.80 |
| SJB Signs - Invoice 9428 | Online | To be paid Online by Clerk 09/12/20 | Chudleigh Knighton Phone Box Covid-19 Sticker £4.50, Hennock Phone Box Covid-19 Sticker £4.50, Supply and Fit shaped Slow Road Sign £280 | Parks and Open Spaces | £289.00 | £57.80 | £346.80 |
| SLCC | Online | To be paid Online by Clerk 09/12/20 | SLCC Full Year Subscription (renewal due 01/01/21) | Admin | £185.00 | £0.00 | £185.00 |
| Play Inspections | Online | To be paid Online by Clerk 09/12/20 | Annual Play Inspection | Parks and Open Spaces | £225.00 | £45.00 | £270.00 |
| Teign Valley Building company | Online | To be paid Online by Clerk 09/12/20 | Refurbishment of Hennock Phone Box | Parks and Open Spaces | £1,070.00 | £214.00 | £1,284.00 |
| Wix | Auto Debit Card | Automatic Debit 28 Dec 2020 | Unlimited plan for hennockpc.org.uk | Admin | £93.13 | £18.62 | £111.75 |
| J Parker | Online | To be paid Online by Clerk 09/12/20 | Reimbursement for £20 Gift Voucher, Competition prize for Slow Sign in conjunction with CK School. | Section 137 | £20.00 | £0.00 | £20.00 |

December 2020 Clerk's Expenses, Helen Reynolds

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|---|---------------|
| Working from home expenses | £14.00 |
| Mileage: 11/11/20 To Elly Maynard to deliver papers & to Teign Village Play Park to put up Play Park closed temporary sign: 25 miles less mileage to/from CKVH of 9 miles = 16 miles; & 20/11/20 To Hennock allotments to introduce new Clerk to Alec Jacobs and Mike Neck and to Hennock Play Park to view moderate risk issue: 12 miles less to/from CKVH of 9 miles = 3 miles. Total 19 miles @ 60.1p per mile | £11.41 |
| Total | £25.41 |

December 2020 Clerk's Expenses, Elly Maynard

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|--|---------------|
| Working from home expenses | £14.00 |
| To Hennock allotments to meet Alec Jacobs and Mike Neck and to Hennock Play Park to view moderate risk issue: 15 miles less to/from CKVH of 10 miles = 5 miles. Total 5 miles @ 60.1p per mile | £3.00 |
| Postage (large stamps for Avian Flu posters + spare stamps) | £4.60 |
| Total | £21.60 |

10.2. FINANCIAL STATEMENTS: A Receipts and Payments Account and a Bank Reconciliation for the seven months ended 30th November 2020 were sent to the Council prior to the meeting, which showed the current account credit balance of £36987.02 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £44127.02. It was resolved that the financial statements be approved.

10.3. Chudleigh Knighton Phone Box Museum – the project has been completed and the Investing in Devon grant of £480 was received 03/12/20

10.4. Hennock Phone Box Library - the project has been completed and the Investing in Devon grant of £1020 was received 03/12/20. Please note the additional spend of £50 to stop the water ingress from the top windows which will be funded from the parks and open spaces budget (repairs).

10.5. Planters at Chudleigh Knighton Village Hall – the Locality Budget grant of £85 was received 16/11/20. Dartmoor Heathers and Gardens have the planters and they will be installed and planted up in the New Year.

10.6. Approve Fixed Asset Register

The Clerk showed the council that the baskets and tubs had gone up by £44 from £257 to £301. The Clerk was questioned why the Hennock defibrillator looks like it appears twice on the list, clerk to investigate. The Clerk was also asked to add the new slow sign to the fixed asset register.

ACTION: Clerk to investigate why the Hennock defibrillator looks like it appears twice on the list and report back. Clerk to add the slow sign to the fixed asset register.

10.7. Teignbridge Budget Consultation via Zoom - Towns & Parishes meeting, 17th December, 7pm, request for attendee from Hennock Parish Council

Cllr Charlie Fisher agreed to attend on behalf of Hennock Parish Council

Cllr Charlie Fisher had already agreed via email to attend Devon County Council Budget meeting on Tuesday 15th December.

11. POSSIBLE DEVELOPMENT OF HOUSES IN CHUDLEIGH KNIGHTON: There has been no further developments since the planning committee last met.

12. Request from Chudleigh Knighton Primary School PTFA to place a Clothing Recycling Bank in Chudleigh Knighton Car Park

The Clerk had circulated prior to the meeting further information about this project via email. Cllr Baker who is also on the village hall committee said they had also been approached but he didn't know their final decision. It was resolved that we would support the project if the village hall were unable to.

ACTION – Clerk to discover whether the village hall has been able to accommodate the clothing bank.

13. Review the role of Hennock Parish Council Housing Group

Cllr Charlie Fisher reported to the council that the housing group is a proactive group that has raised issues and concerns and undertaken consultations. The question is what should its role now be? It was agreed that any discussions with developers have to be either at planning committee meetings or at whole parish council meetings. The chairperson asked the Housing Group to put a proposal together to present to the full council at its January meeting.

14. Review Covid-19 Risk Assessments

The Clerk is still operating the prescription service.

15. Play Parks matters; 15.1. Annual inspection reports

The Clerk informed the meeting that she has now received all 3 play park inspection reports, there are no other "high risk" issues other than those highlighted at the November meeting (which have now been resolved). She is obtaining quotes from our contractors and suppliers for moderate and low risk issues and will report back in due course.

ACTION – Clerk to complete task detailed above and report back to the council.

16. Matters brought forward by Parish Councillors.

Cllr Fisher asked whether we would have an opportunity to say good bye properly to Helen Reynolds, Clerk to Hennock Parish Council for 11 years. Cllr Parker said that Helen is someone you can always rely on and has been a fabulous clerk, that we will miss her terribly and we will give her a proper "send off" when we are able to safely meet again in the village hall. Cllr Parker and Cllr Webb met with Helen on Monday 8th December and she said she has really enjoyed working on the council, there has been lots of challenges and wanted to thank the hard working council for their support. They presented her with a huge card and a personalised calendar of scenes from around the parish. In addition, a bouquet of flowers was delivered to her home.

Cllr Parker thanked Darren Maynard for his hard work in taking the photographs and producing the calendar.

Cllr Willett spoke about looking for a site for a second slow sign in Chudleigh Knighton.

ACTION – Cllr Willett and Cllr Parker to look at a possible site by the Chudleigh entrance to the village.

Cllr McCullar spoke about the rubbish on the Anchor Site

ACTION – Clerk to contact Teignbridge District Council enforcement officer

Cllr Parker raised the issue of a Jewsons bag of building rubble being dumped near the Ant Trail.

ACTION – Clerk to contact Teignbridge District Council Fly-tipping Team

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

Tuesday 12th January 2021: Virtual Zoom Parish Council meeting starting at 7.30pm.

Tuesday 26th January 2021: Virtual Zoom Planning Committee meeting starting at 7.30pm.

As there was no further business the meeting ended at 9pm with the Chairperson wishing everyone a very Happy Christmas.

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