



**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL  
ON TUESDAY 13<sup>th</sup> DECEMBER 2022 STARTING AT 7.30PM.**

**PRESENT:** Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Bo McAllister-Bruce, Janette Parker, and Graham Tully.

District Councillor Richard Keeling  
Elly Maynard, Clerk to Hennock Parish Council

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

The Chairman welcomed everyone to the December 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 Councillors Carol Godwin, Sarah Lee, Pete McCullar and Kate Willett 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

**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:**

District Councillor Richard Keeling wished everyone a Happy Christmas and a Happy New Year. He spoke to the meeting and said that 160 Ukrainian families are now living in Teignbridge. Teignbridge's lottery fund for good causes has been launched and he encouraged charities and good causes to apply to join the scheme. He said he will be talking at Teignbridge about the Tollgate Farm application. He also spoke briefly about budget proposals mentioning the Zoom meeting on Thursday that the Chairman of Hennock Parish Council is attending. After his report Richard Keeling left the meeting.

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:** A report from Andrew Cooper was circulated to councillors prior to the meeting, there were no questions regarding the contents.

**6.5. NEIGHBOURHOOD HIGHWAYS OFFICER:** None.

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 8<sup>th</sup> November 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 Clerk informed the meeting we can co-opt prior to the elections, it was agreed to promote the elections via our usual methods.

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

**9.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 8<sup>TH</sup> NOVEMBER 2022**

The Clerk distributed via email a summary of all actions following November's meeting, all have been completed with exception of Action E and is awaiting confirmation of the start date for cleaning of the war memorial once the weather has improved, she will report back to the parish council and church warden. [SEE APPENDIX A]

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

- 2<sup>nd</sup> December, Annual Meeting of the SLCC (Devon) Branch, Devon Hotel, Exeter
- 7<sup>th</sup> December, Scribe Training – How to Clerk smarter not harder, via zoom, free of charge.

**10. ARTICLES FOR THE PARISH COUNCIL NEWS**

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

- Grit Bins
- Teignbridge Lottery
- There's no such thing as the Dog Poo Fairy poster.
- Tollgate Farm

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

**11. AGREEMENT OF AGENDA BETWEEN PARTS I & II.** Agenda item 16 will be in part II.

**12. FINANCIAL MATTERS AND PAYMENTS:**

**12.1. TO CONSIDER PAYMENT OF INVOICES**

Voucher	Cheque	Name	Description	Amount
162	FREE. Not on	Parish Online	Parish Online - Digital Mapping	
		<i>RETROSPECTIVE. Standard Cost £120 / year. But we have one year free as a BHIB Insurance customer.</i>		
163	HINTERNET 0	Heart Internet	Email Addresses	24.00
		<i>RETROSPECTIVE. Additional Email storage.</i>		
164	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
		<i>RETROSPECTIVE - Auto Payment</i>		
165		HMRC	PAYE & National Insurance	312.30
166		E Maynard, Clerk	Salary, E Maynard, Clerk	1,358.45
		<i>At SCP 26, includes November backdated pay at SCP 26.</i>		
167		E Maynard, Clerk	Working from home expenses	18.00
168		E Maynard, Clerk	Mileage	17.44
		<i>3 trips to Hennock and Teign Village. Plus mileage to SLCC AGM at Exeter, EX2 8XU</i>		
169		NEST	Pension	75.46
		<i>AUTO PAYMENT JANUARY 2023</i>		
170		S & W Lygo Engineering	Weekly Inspections	180.00
171		S & W Lygo Engineering	Repairs to CK Play Park	150.00
		<i>Repairs including fixing 2 yellow gates so they self close, price includes parts.</i>		
172		S & W Lygo Engineering	Repairs to TV Play Park	115.00
		<i>To replace x 2 bridge beams on junior multi play, total cost £250. Used up £115 left in Earmarked reserves</i>		
173		S & W Lygo Engineering	Repairs to TV Play Park	135.00
		<i>For 2nd beam not in Earmarked Reserves. See email sent 07/12/22</i>		
174		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	752.22
175		Dartmoor Heathers and Gardens	Hennock Play Park Path Improvements	168.00
		<i>Improvement works following complaints from residents and play park inspectors. Path was slippery and dangerous, also the clay mud was being spread around playpark as on shoes. Used Tidy Teignbridge funding.</i>		
176		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	35.00
		<i>8/11 Full PC Meeting, 22/11 Planning, 29/11 Tender Meeting</i>		
177		Abbey Business Machines	Stationery	33.60
		<i>Epson Ecotank 4 colour pack ink bottles</i>		
178		Devon Association of Local Councils	Training - Clerks Essentials	36.00
		<i>Attendance Sarah Lee, Being a Good Councillor 3, 16/11/22, Attendance Bo Mcallister-Bruce, Being a Good Councillor 1, 22/11/22.</i>		
179		South West Grounds Maintenance	Grounds Maintenance Contract	315.25
180	242192	SLCC	SLCC Membership 2023	187.00
		<i>Due for renewal on 01/01/2023</i>		
181		Chudleigh Knighton PCC	Grant - Knighton News	300.00
		<i>As per budget - received letter to request the 2022 annual grant that Hennock Parish Council make to Chudleigh Knighton PCC towards the maintenance of Chudleigh Knighton churchyard and the production of the publication Knighton News.</i>		
<b>TOTAL</b>				<b>4,222.72</b>

Retrospective payments authorised at the meeting that were paid after November payments approved

- Scribe Voucher 162, although £0.00
- Scribe Voucher 163, Heart Internet
- Scribe voucher 164 for Clerk's mobile phone, (automatic payment)

***ACTION B - The Council unanimously resolved that the Clerk should make the above payments 165 - 181 using online banking, with the exception of voucher 169 NEST pension that will automatically be debited in January.***

**12.2. FINANCIAL STATEMENTS:** A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **eight** months ended **30<sup>th</sup> November** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £37084.83 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 £44224.83.

It was unanimously resolved that the financial statements be approved.

**12.3. TO NOTE THE RECEIPT OF HMCEF GRANT FROM DEVON COUNTY COUNCIL, £1000.00** Noted

**12.4. TO NOTE THE RECEIPT OF COUNCILLOR'S COMMUNITY FUND GRANT** from District Councillor Lorraine Evans, Teignbridge District Council, £300.00 towards benches in bus shelters. Noted.

**12.5. TO NOTE PKF LITTLEJOHN HAS BEEN APPOINTED AS THE EXTERNAL AUDITOR FOR DEVON** for the five financial years from 2022-23 to 2026-27. Noted

**12.6. TO NOTE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2022 / 2023** Noted

**12.7. 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 that incorporated suggestions made at the November meeting.

***ACTION C – The Clerk to provide final budget to be approved at January meeting so precept request can be agreed.***

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

It was unanimously resolved to continue to hold all parish council meetings at Chudleigh Knighton Village Hall as Hennock Village Hall still doesn't have broadband.

***ACTION D – The Clerk to confirm all dates with the booking secretary of Chudleigh Knighton Village Hall.***

**14. TO CONSIDER APPLYING FOR THE TIDY TEIGNBRIDGE LOCAL AREA CLEAN UP FUND 2023-2024.**

After some discussion it was agreed that the Clerk should apply for funding so we can hold another Community clean up day, pay for additional hours for our Parish Lengthsman and plant flowers.

***ACTION E – The Clerk to use the poster provided by Tidy Teignbridge and put it up in village noticeboards and on our Facebook page to encourage residents to provide Hennock Parish Council with their ideas on how the funding could be used. The Clerk to contact Chudleigh Knighton and Hennock Schools to see if they would like to be involved in the flower planting project. The Clerk to apply for funding based on the above.***

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

This item was deferred as we are awaiting updated costs from Teignbridge.

**16. TO CONSIDER THE REPORT FROM THE CONTRACTS WORKING PARTY REGARDING THE TENDERS FOR PARISH LENGTHSMAN AND GROUNDS MAINTENANCE.** This item was considered in part II.

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

**17.1. To consider any maintenance issues arising from weekly inspections of play parks and car parks in Hennock, Teign Village and Chudleigh Knighton.**

The Clerk reported that the path leading from Hennock Car Park to Hennock Play Park has been improved with the addition of gravel and urgent repairs have been made to 2 yellow self-closing gates in Chudleigh Knighton as they weren't self-closing.

**18. ALLOTMENT MATTERS, TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS INCLUDING AVIAN FLU**

The Clerk was asked to find out if there are any available plots in Chudleigh Knighton, the Clerk commented that there isn't in Hennock.

*ACTION F – The Clerk to write to Chudleigh Knighton Allotment Association to see if they have any vacant plots and report back to the parish council.*

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

The Chairman Cllr Charlie Fisher reported that he had attended Remembrance Sunday with the Clerk, he attended Devon County Council's Budget briefing and highlighted that locality budgets might be reduced and they have a new CEO.

**20. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.**

Cllr Bo McAllister-Bruce spoke about carbon cutting and said she would report back at a future meeting.

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

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

*Tues 10<sup>th</sup> January 2023: Full Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

*Tues 24<sup>th</sup> January 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall*

**PART II**

**16. TO CONSIDER THE REPORT FROM THE CONTRACTS WORKING PARTY REGARDING THE TENDERS FOR PARISH LENGTHSMAN AND GROUNDS MAINTENANCE 2023 – 2026.**

The Chairman of the Working Group Cllr Charlie Fisher explained the process followed as detailed in the written report circulated to all councillors at the meeting. The report included details of who was on the working party and the anonymised details of the tenders received including tender sums.

The working group proposed the following recommendations, these were unanimously resolved.

Mr Mike Neck from Dartmoor Heathers and Gardens be awarded the 3-year Parish Lengthsman contract.

Mr Paul Cary from South West Grounds Maintenance be awarded the 3-year Grounds Maintenance contract.

*ACTION G – The Clerk to write to all tender applicants and advise them that they have been successful or unsuccessful.*

As there was no further business the meeting ended at 9.30pm

..... Chairman Dated.....