



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT HENNOCK VILLAGE HALL
ON TUESDAY 13th FEBRUARY 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Janette Parker, Pam Rogers, and Graham Tully (Chairman)
District Councillor Andy Swain
County Councillor Jerry Brook
Ines Pfister, Devon County Council Neighbourhood Highways Officer
Josh, Devon County Council Highways
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the February meeting and the return to using Hennock Village Hall after a long break.

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

2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS FOR ABSENCE:
Apologies were received from Councillors Jasmine Carter, Bo McAllister-Bruce and Kate Willett and the reasons for their apologies were accepted. Apologies were received from District Councillor Richard Keeling, District Councillor Stephen Purser, District Councillor Suzanne Sanders, Andrew Cooper DNPA and PC Dave Hawkins.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Pam Rogers declared an interest in agenda item 21.2 as she is an allotment holder at Hennock, it was agreed she would not take part in the discussion or vote.

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: No members of the public.

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT:

A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st January – 31st January 2024 there were 5 recorded offences in the Chudleigh Knighton and Hennock beat code area, which were criminal damage x 1, driving offence x 1, harassment x 2, theft x 1. Police responded to approximately 14 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

<https://www.hennockpc.org.uk/post/police>

6.2. COUNTY COUNCILLOR'S REPORT:

County Councillor Jerry Brook spoke about the Devon County Council budget that is coming to council this Thursday which has already gone through 3 scrutiny committees. There will be an overall increase in the budget, government grants are going down, adult services costs are huge. There has been an overspend on SEND.

There will be redundancies and job losses within the council. The locality budget will be going up to £8000. He spoke about Highways issues and feels that some of our rural network is in a dire state. Devon County Council are going to be spending money on drainage as we need to get the water off the road. A councillor questioned him on the SEND budget and he said that we are currently sending children to facilities out of county at great expense, but they are making more places available in Dawlish and Okehampton which should reduce costs significantly. There is now a portfolio holder for SEND.

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser and District Councillor Suzanne Sanders reports were circulated to councillors prior to the meeting. Cllr Sanders report was read out by the Charman as it was circulated last minute as she had to give her apologies just prior to the meeting, her report encouraged councillors to look into the new Arts Prosperity fund.

It was commented that the Town and Parish Council meeting scheduled for 12th March 4pm – 7pm is a difficult time for working councillors to attend. Cllr Swain said he would report this back to Teignbridge.

District Councillor Andy Swain reported that the backlog of planning applications is being addressed. As reported previously there is a new head of planning and it has been decided that all outstanding applications prior to 6th December 2023 are to be outsourced. He feels that things will get better. A councillor expressed her concerns that it is frustrating that the parish council haven't been granted extension of times to respond even though Teignbridge aren't meeting their target dates. The Clerk did explain that some of the extension of times that weren't granted were because we asked for longer EOT as we didn't meet in August due to Summer Recess or hold a December planning meeting (4th Tuesday of the month).

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

6.5. DARTMOOR NATIONAL PARK RANGER None as he is attending our Annual Parish Meeting on 5th March instead.

6.6. NEIGHBOURHOOD HIGHWAYS OFFICER

Ines and Josh from Devon County Council highways attended the meeting, Ines is the Neighbourhood Highways Officer for 11 parishes including Hennock. They are told to concentrate on primary and secondary networks. She understands that the worst road in our parish is the road between the Teign Valley Road and Teign Village and we would like to put that forward for consideration. The roads put forward will then be costed and considered. Gales Crest in Chudleigh Knighton has been put forward by Ines too. She reported that she is meeting residents of Teign Village in 2 weeks time to gain local knowledge that can be combined with paper records and online records.

There were some discussions regarding Plymouth Road, it was asked who is responsible for mending the road after the builders / contractors have dug them up. In theory they should be reinstated to the state it was. Devon County Council can address the issue if the repairs meet defect criteria.

Grass cutting was discussed and whether we could take on more as parish but be paid by Highways for doing it on their behalf, apparently this happens in neighbouring parishes, Ines to find out.

ACTION A - The Clerk to confirm to Ines at DCC Highways know that Hennock Parish Council would like to put forward the road between the Teign Valley Road and Teign Village as the worst road and the surface used must be suitable for horse riders.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 9th January 2024 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. The Clerk explained that we haven't received any nominations to date.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 9TH FEBRUARY 2024

The Clerk distributed via email a summary of all actions, printed copies also available actions A – K have all been completed.

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

Parish Council Domains Helper Service Team re.gov.uk Friday 26th January, Online, 2pm

The Clerk explained to the meeting that she had attended online training that has been setup to help town and parish councils move to a .gov website / email and help breakdown some of the barriers.

9.3. TO CONSIDER CHANGING FROM A ORG.UK WEBSITE AND EMAIL TO .GOV

There was some discussion regarding our current situation and it was agreed that any new website had to be flexible and provide what we needed it to, not just a standardised "one size fits all". Councillors questioned how much work would be involved and the costs. It was resolved that the Clerk should explore it more and the change to .gov emails should be a priority.

ACTION B – Re. changing from a org.uk website and email to .gov, the Clerk was asked to continue to research and explore the options and packages available using the information provided by the Parish Council Domains Helper Service.

10. TO CONSIDER PURCHASING A SPARE SET OF DEFIB PADS THAT FIT ALL 3 DEFIBRILLATORS, 5-YEAR SHELF LIFE. It was approved and agreed unanimously for the Clerk to purchase a spare set of pads.

ACTION C - The Clerk to purchase a spare set of pads for the Defibrillators.

11. ARTICLES FOR THE PARISH COUNCIL NEWS

ACTION D - The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects:

- * Report on Tree Hub including photos*
- *Teign Village Shop and Hub*
- *Community Energy Day*
- *Hennock Phone Box Library*
- *Article on keeping the Community tidy*

12. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II

13. FINANCIAL MATTERS AND PAYMENTS:

13.1. TO CONSIDER PAYMENT OF INVOICES

ACTION E - The Council unanimously resolved to approve the below payments and resolved that the Clerk should make the below payments 194-211 using online banking with the exception of Scribe voucher 198 which is an automatic Nest payment payable in March.

Voucher	Cheque	Name	Description	Amount
187	OUTDOOR PL	Outdoor Play Devon Ltd	Repairs to CK Play Park - Safety Surfacing	360.00
			<i>RETROSPECTIVE Outstanding invoice that was missed off January payments, already approved</i>	
188	Microsoft*Micr	Microsoft Ireland Operations Limited	Microsoft 365 Personal	59.99
189	DEFIBSHOP.C	Imperative Training	Defibrillator pads	206.40
			<i>Replacement pads purchased for Teign Village Defib, to replace those that were used 16/01/23</i>	
			<i>Imperative Training and Defibshop are the same company</i>	
190	HINTERNET 0	Heart Internet	Email Addresses	143.88
			<i>RETROSPECTIVE Auto Yearly Payment</i>	
191	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto Monthly payment</i>	
192	AMZNMktplac	Amazon Services Europe S.a.r.L	Nameplates	18.88
			<i>RETROSPECTIVE Agreed for Clerk to purchase following HR Review, in HR report recommendations and unanimously approved at full parish council meeting 12th December agenda item 10.</i>	
			<i>ACTION: The Clerk to provide a name sign for each Councillor for use in meetings with the underpinning Nolan Principles as an aide memoire for Councillors on the back</i>	
193	Aaron Printers	Aaron Printers	A3 Printing for Community Energy Day	10.00
			<i>RETROSPECTIVE paid by Clerk's debit card</i>	
194		HMRC	PAYE & National Insurance	321.40
195		E Maynard, Clerk	Salary, E Maynard, Clerk	1,451.28
196		E Maynard, Clerk	Working from home expenses	26.00
197		E Maynard, Clerk	Mileage	7.20
198		NEST	Pension	81.97
199		South West Grounds Maintenance	Grounds Maintenance Contract	324.00
200		S & W Lygo Engineering	Weekly Inspections	215.00
201		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	115.20
202		Dartmoor Heathers and Gardens	Repairs to Teign Village Car Park	94.20
			<i>Repairs to 3 pot holes using 10 bags of 803.</i>	
203		Dartmoor Heathers and Gardens	GRANT FUNDED A4 Waterproof Signs, Clir	91.20
			<i>Installation of waterproof snap frames in 8 locations. Scribe 174 was purchase.</i>	
204		Dartmoor Heathers and Gardens	Hedge Cutting	30.00
			<i>Clear the collapse of vegetation on raised footpath, Chudleigh Knighton</i>	
205		Dartmoor Heathers and Gardens	Allotment Work - Chudleigh Knighton	264.00
			<i>Eastern hedge - Chudleigh Knighton (Landlord's i.e. HPC's responsibility)</i>	
206		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	42.50
			<i>02/01 Climate & Sustainability, 09/01 Full PC, 22/01 Infrastructure, 23/01 Planning</i>	
207		Abbey Business Machines	Stationery	44.94
			<i>Box of A4 Paper and box of laminating pouches</i>	
208		Sutcliffe Play South West	Repairs to CK Play Park	68.52
			<i>Purchase of 2 replacement red handles for low rotator. Purchased 2 at £21.05 each as the post and packaging cost is £15.</i>	
209		Sibelco	Rent - CK Environmental Play Area	15.00
210		Aaron Printers	Sign - Gate opens outwards	16.50
			<i>To replace temporary laminated sign on new gate at CK Allotments</i>	
211		Imperative Training	Defibrillator pads	206.40
			<i>Clerk to purchase if agreed under agenda item 10.</i>	
TOTAL				4,224.42

13.2. FINANCIAL STATEMENTS – SUMMARY OF RECEIPTS AND PAYMENTS, BANK RECONCILIATION, RECEIPTS.

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **ten** months ending **30th January 2024** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£26378.45** and the Savings Account (Bus Bank Account CIL) credit balance of **£6174.41**. The balance of which equated to the Receipts and Payments closing credit balance of **£32552.86** It was unanimously resolved that the financial statements be approved.

13.3. TO CONSIDER THE RESERVES BALANCE It was unanimously resolved that the Reserves Balance be approved and it was noted that the £137 that was remaining in Tidy Teignbridge fund is now £0. The Library Support fund grant of £300 has been added.

14. TO CONSIDER THE COSTS OF EMPTYING THE LITTER BINS ON PARISH COUNCIL LAND 2024/25.

After a short discussion regarding the costs and a query from a councillor whether it would be possible for the bins to be emptied at the same time as wheelie bins to reduce costs, it was unanimously resolved to continue with Teignbridge District Council emptying our bins to the following schedule:

2024/25	But we pay in arrears in April 2025, so financial year 2025/26				
Location	Type	Frequency	Cost per Empty	Number of Empties	Cost
Chudleigh Knighton Play Park	Litter Bin	Twice a week	£14.00	104	£1,456.00
Teign Village Car Park	Dog Bin	Fortnightly	£14.00	26	£364.00
Teign Village Car Park	Litter Bin	4 Weekly	£14.00	13	£182.00
Teign Village Play Park	Litter Bin	4 Weekly	£14.00	13	£182.00
Hennock Car Park	Litter Bin	Fortnightly	£14.00	26	£364.00
Admin Fee			£32.00		£32.00
					£2,580.00

ACTION F – The Clerk to let Teignbridge know we are going ahead with the proposed schedule for 2024/25 payable April 2025.

ACTION G – The Clerk to let Councillors know the result of District Cllr Andy Swain asking Teignbridge whether wheelie bins could be used instead.

15. TO CONSIDER TAKING PART IN THE LAMP LIGHT OF PEACE FOR D-DAY 80TH ANNIVERSARY COMMEMORATIONS ON 6TH JUNE 2024. <https://lamplightofpeace.co.uk/>

After a short discussion it was decided the parish council needed further information.

ACTION H - The Clerk to carry out further research including to discover what other local councils are doing and whether the official Armada line of beacons are being lit.

16. TO CONSIDER THE HENNOCK PHONE BOX PROJECT, our Library Support Fund application from Devon County Council for £300 has been successful. It was unanimously resolved to go ahead with the project in 2 phases as the £300 has to be spent this financial year but it can't be painted until the Summer when it's warmer.

ACTION I - The Clerk to let Spence Property Maintenance know that we are going ahead with the refurbishment of Hennock Phone Box project and to ensure he uses the specified paint.

17. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP”

Cllr Chris Applewood reported that the tree hub in January was extremely successful with 400 tree whips given away, Devon Wildlife Trust had a stand and more people signed up to receive their newsletters.

Future projects include Community Energy Day on 24th February, possibility of a pond dipping activity and No Mow May initiative.

18. TO RECEIVE AND CONSIDER THE REPORT FROM THE “INFRASTRUCTURE WORKING GROUP” INCLUDING TERMS OF REFERENCE

Cllr Janette Parker reported back that herself Cllr Kate Willett and Cllr Becky Applewood met and had a very positive meeting. They are planning a simple questionnaire that will be launched at our Annual Parish Meeting. They are looking to devise a mission statement. The Terms of Reference were unanimously resolved.

19. TO CONSIDER HOW WE CAN ENCOURAGE AND SUPPORT KEEPING THE COMMUNITY TIDY.

It was agreed to put a piece in our newsletter regarding

- Keeping the community tidy
- Hennock Parish Council are planning their 4th Great British Spring Clean and would welcome volunteers to join us, further details to follow.
- Bovey Army Cadets are undertaking a litter pick on Sunday 2nd June in Chudleigh Knighton.
- Litter - Are there any current problem areas or roads within Chudleigh Knighton, Hennock or Teign Village. Please report to Teignbridge. <https://www.teignbridge.gov.uk/community-and-people/clean-teignbridge/litter/>

20. PARKS AND OPEN SPACES MATTERS –

20.1. To consider any maintenance issues arising from weekly inspections. The Clerk reported that minor issues at Chudleigh Knighton Play Park and Hennock Play Park have been flagged by our contractors when conducting weekly checks. The Clerk has authorised for these to go ahead in advance of our Annual Play Park inspection which is due in March.

21. ALLOTMENT MATTERS

21.1. To consider any issues arising relating to the allotments None

21.2. To consider the report and recommendations from Hennock Parish Council's Allotment Committee

Cllr Parker the Chairman of this committee reported about the meeting on 5th February and the committee would like to propose that all rents would go up by 5% for 2025/26, this was unanimously resolved. Please note Cllr Rogers did not take part in this agenda item, see agenda item 3. She also reported after a site visit of Chudleigh Knighton allotments the Clerk has written to the adjacent land owner requesting the western hedge be cut, the Clerk and Cllr Parker felt that the cutting of the eastern hedge is sufficient and will help shelter the allotments from the building site. The Terms of Reference were unanimously resolved.

ACTION J – The Clerk to send out Hennock Allotment Invoices and tenancy agreements and include rent increases in percentage and monetary terms. Clerk to send out Teign Village Allotment Association and Chudleigh Knighton Allotment Association invoices in April and include rent increases in percentage and monetary terms.

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

23. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. A councillor asked for an update on Heathfield landfill and was informed that it will be on the Planning agenda for the meeting on 22nd February. There were comments that the hall was too cold.

ACTION K – The Clerk to feedback that the hall was too cold as no heating was on.

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

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

Tues 27th February 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 5th March 2024: Annual Parish Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 12th March 2024: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private) No Part II

As there was no further business the meeting ended at 9.54pm

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