

HENNOCK PARISH COUNCIL

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 12TH MAY 2020 STARTING AT 7.30PM.

PRESENT: Parish Councillors: P Baker, M Curran, R Dixon, S Edmonds, C Fisher, P McCullar, J Parker [Chairperson], G Tully, C Webb and K Willett
District Cllr R Keeling
District Cllr S Purser
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 Parish Councillor S Edwards and the reasons for her absence were accepted. Apologies were also received from District Cllr L Evans.

3. DECLARATION OF INTERESTS FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Parker declared a pecuniary interest in item 7.1. which includes reimbursement of expenses for the purchase of flowers on behalf of the Parish Council. Cllr Baker declared an interest in item 9 as he is the President of Dartmoor Vale Rotary Club.

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 Purser explained that Teignbridge District Council's [TDC] finances are looking "pretty grim" with an annualised c£7m lost in car parking and leisure. A lot of TDC staff have been furloughed and this will probably continue until October. In response to observations from the Chairperson, Cllr Purser commented on how remarkable communities have been in pulling together and how proud he was to live in a community which has come together. He concluded with his best wishes.

Cllr Keeling reported as follows: (i) There has been £2m of Central Government funding but this still leaves a £8m "black hole". (ii) Some TDC staff have been moved to other departments, for example staff from Spatial Planning have moved to Refuse. TDC has continued to provide the same refuse service and has rented out 1000 more green bins which is providing extra income. (iii) The price of cardboard has gone up and TDC receives a good income from this. (iv) TDC has given a rent holiday to businesses it owns for 3 months and Chudleigh Youth Centre is not being charged any rent at this time. (v) In response to a question from the Chairperson, Cllr Keeling explained that the work of TDC was being publicised by being shared with Parish and Town Councils.

The Chairperson thanked Cllrs Keeling and Purser for attending and they then left the meeting.

6. APPROVAL OF THE MINUTES: The minutes of the meetings held on 10th March 2020 and 14th April 2020 were approved by councillors who attended the respective meetings 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. 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*	118.38
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
Janette Parker	Online	Reimbursement for flowers purchased for Mrs Jeffery who celebrated her 100 th Birthday on 1 st May – she has lived in the village since she was married and is the oldest person in Chudleigh Knighton. <i>Funds notionally allocated from the Chairman's allowance – will come from reserves as Chairman's allowance in 2020/21 budget is nil</i>	30.00
Wixworks	Online	(i) Provide an in-depth website accessibility report: £180.00 & (ii) make the amendments to the website identified in the accessibility report and provide an accessibility statement for the website: £175.00	355.00
Chudleigh Knighton Allotment Association	Online	Payment to Allotment Association representing Chudleigh Knighton Allotment rent for the allotment year 2020/21 received during the financial year 2019/20 (£666.50) and Chudleigh Knighton allotment rent received during April 2020 (£37.20) as the management of the allotments is switching to the Allotment Association	703.70
Chudleigh Knighton PCC	Online	(i) Grant towards the maintenance of the Church yard and production of Knighton News (£300.00) <i>included in the 2020/21 budget</i> and (ii) Printing of additional copies of May Knighton News for distribution in Hennock & Teign Village and printing of 2 forms included in the May edition for the Covid-19 Community Support Plan (£49.10)	349.10
Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £617.00 plus VAT £123.40	740.40
South West grounds Maintenance	Online	Grounds maintenance duties: £210.50 plus VAT £42.10	252.60

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*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
McAfee virus protection for Clerk's laptop annual subscription	79.99
Total	118.38

7.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the one month ended 30th April 2020 were presented to the Council, which showed the current account credit balance of £47367.48 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 £54375.48. The allotments payment of £204.50 represents the surplus Chudleigh Knighton allotment funds from the 2019/20 allotment year which were paid to Chudleigh Knighton Allotment Association enabling the Association to pay for Public Liability Insurance and data protection registration. It was resolved that the financial statements be approved.

7.3. Approve Community Infrastructure Levy (CIL) Annual report; The report showed total CIL retained from previous years of £529.89 which was spent during the year (on partly funding a new scramble net/rope for play equipment at Chudleigh Knighton Play Park). No CIL was received during the financial resulting in nil CIL receipts at the year ending 31st March 2020. The Council considered the CIL Annual Report and unanimously resolved that it should be approved. A copy will be sent to TDC and placed on the Parish Council's website.

7.4. Approve the CIL Policy: There was a suggestion that infrastructure spending priorities should include looking at the feasibility of purchasing land to build on but there was a question as to whether this was what CIL should be used for. After some discussion, it was unanimously resolved that the CIL Policy should be approved subject to changes to the wording of the Infrastructure spending priorities which should read as follows:

"The Parish Council has identified its priorities in its Parish Plan and specifically the following are priorities for future CIL:

- Resurfacing all existing wet pour (except the area covered in 2016) in Hennock Play Park.
- Highways improvement work near Apple Tree Close, Chudleigh Knighton, for speed reduction".

7.5. Review/approve the Standing Orders and the replacement addendum to the Standing Orders: Adopted by the Parish Council on 8th May 2018 to take effect from 12th June 2018. The Council reviewed the Standing Orders and unanimously resolved to continue with its existing Standing Orders. The Council also resolved to adopt the replacement addendum to the Standing Orders to meet the statutory requirements for the holding of remote meetings (and this lasts until 7th May 2021 or the repeal of the legislation whichever is the earlier).

7.6. Approve the new Financial Regulations and approve the use of variable direct debits for NEST & Heart Internet: Please refer to Appendix A which is a note to Parish Councillors from the Clerk regarding the adoption of NALC's [National Association of Local Councils] model Financial Regulations 2019 and proposed amendments. After some discussion, the Council resolved to adopt the new Financial Regulations with the proposed amendments in Appendix A subject to the following changes:

< Clause 2.2. to read, ".....a nominated member of the public with relevant financial experience or a member other than the Chairman [or a cheque signatory]...."

< Clause 6.17. Authority for changes to account details for suppliers should be signed by two of the Clerk and a member.

After some discussion, the Clerk was also asked to obtain a debit card for the Parish Council's bank account for use by the Clerk in line with Clause 6.18. This will then replace use of the Clerk's personal credit card for subscriptions to Giffgaff, Heart Internet (domain renewal), McAfee and Zoom.

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7.7. Approve the early adoption of the Joint Panel on Accountability and Governance Practitioners' Guide March 2020: As there have been no material changes to the 2019 Practitioners' Guide and the 2020 Practitioners' Guide is available for early adoption, the Council resolved to adopt the March 2020 Guide for 2019/20.

7.8. Approve the General and Financial Risk Assessment, "Risk Management" and Risk Plan Covid-19: It was unanimously resolved that the Risk Management statement should be approved subject to the proposed changes regarding the use of online bank payments & checks and compliance with legislation for the Parish Council website and Facebook pages. The Council also resolved that the Risk Plan Covid-19 should be approved subject to the following change: All face-to-face Council meetings postponed or cancelled. The data protection measures were noted in relation to the Community Support Plan and it was noted that the arrangements to pay the Parish Lengthsman, Grounds Maintenance contractor and Play Park Inspector for 4 months to July even if they were unable to work would be reviewed again in July.

7.9. Approve the Statement of Internal Control: It was unanimously resolved that the Statement of Internal Control should be approved subject to some minor amendments.

7.10. Approve the GDPR policy and addendum to the GDPR Policy: It was unanimously resolved that the GDPR Policy and the addendum to the GDPR Policy (covering the GDPR implications for activities undertaken by the Parish Council as a result of the Coronavirus health crisis) be approved.

7.11. Approve the Fixed Asset Valuation policy: It was unanimously resolved that the Fixed Asset Valuation policy be approved subject to some minor amendments regarding reference to the most recent Practitioners' Guide.

7.12. Approve the Fixed Assets register: The Council considered the Fixed Assets register as at the 31st March 2020 and unanimously resolved that it should be approved.

7.13. Approve the analysis of earmarked and restricted reserves: Earmarked reserves total £9989. The General Reserve equates to the balance carried forward (£40400) less total earmarked reserves i.e. £30411. General Reserves covered by Net Revenue Expenditure [NRE] (equating to the Precept - £34750) equates to 11 months (£30411/£34750 x 12 months): The Practitioners' Guide March 2020 Section 5.32 recommends that the appropriate minimum level should be maintained at between 3 & 12 months (the smaller the authority the closer the figure should be to 12 months NRE). The Council considered the Earmarked reserves statement as at 31st March 2020 and unanimously resolved that it should be approved.

7.14. Review actuals v budget for year ended 31 March 2020: [Refer to Appendix B] This shows an opening balance of c£44422 (c£15922 higher than the original budget) with total receipts of c£58798 and total payments of c£62820 leaving a closing balance of c£40400. Areas to note are highlighted and there is a separate analysis of the Parks & Opens Spaces budget and an analysis of reserves. The closing balance less earmarked reserves of c£9989 leaves general reserves of c£30411 which is £9951 higher than budget (£20460) – see notes under Reserve Analysis. The 2020/21 budget assumed an opening balance of £23229 (£2769 higher than the original forecast closing balance for 2019/20 based on a revised forecast) so the opening balance for 2020/21 less earmarked reserves will be £7182 higher than the original budget (£9951 less £2769).

The Council unanimously resolved that the review of actuals v budget should be approved and thanked the Clerk for her fabulous work.

8. WEBSITE ACCESSIBILITY: The Public Sector Bodies (Websites & Mobile Applications) (N0.2) Accessibility Regulations 2018 ("Regulations") means that the Parish Council needs to comply with the Regulations by 23rd September 2020. Andy Benn of Wixworks has assessed the website, produced an accessibility report, made the necessary amendments and produced an accessibility statement. The accessibility statement has been added to the website. Andy Benn will advise the accessibility coordinator (the Clerk) how to maintain the site for the future. Andy Benn is also in the process of configuring the mobile site – this will cost £145. The Parish Council will, therefore, have complied with the Regulations at a total cost of £500 against a budget of £1000.

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9. DEFIBRILLATOR FOR TEIGN VILLAGE: Barry Carpenter, Chairman of the Community Service Committee of Dartmoor Vale Rotary Club has confirmed that the Rotary Club unanimously agreed to offer a donation of £500.00 towards the cost of providing a defibrillator for Teign Village. There are 2 conditions: (i) The Rotary Club will pay over this sum only when the Parish Council is certain that the rest of the cost has been raised and when the order has been placed; & (ii) The Parish Council has proper arrangements for its maintenance and that no liability for that maintenance will fall on Dartmoor Vale Rotary Club. £550.00 has been received from District Councillors Stephen Purser and Terry Tume towards the defibrillator and County Cllr Jerry Brook has agreed that £150.00 of his Locality Budget can be reallocated to the defibrillator (£350.00 rather than £500.00 spent on grit bin for Teign Village) i.e. £1200.00 has been received/promised for the Teign Village defibrillator.

Cllr Webb had undertaken some research in to the cost of a defibrillator: SWASFT [South Western Ambulance Service NHS Foundation Trust] offers an Establishment Based Defibrillator/Community Public Access Scheme where they provide a fully supported package for £1800 (plus VAT) on a 4-year agreement – this is renewable every 4 years. The package includes an external cabinet but the Parish Council will need to arrange fitting by an electrician. SWASFT has advised that the Parish Council can have a second defibrillator for £1000.

After some discussion, which included: (i) whether to purchase a 4-year package or a defibrillator “outright” as in the case of the defibrillator for Hennock (which was purchased from St John’s Ambulance); (ii) what is the “back-up” for the Hennock defibrillator; (iii) checks required for Hennock defibrillator; & (iv) the possibility of applying for some of this year’s Locality Budget from Cllr Brook viz-a-viz using the Parish Council’s reserves; it was agreed that this matter should be considered further at the June Parish Council meeting in the light of the further quotes to be obtained. The Clerk was instructed to advise Cllr Webb of the details of the Hennock defibrillator and contact Cllr Edwards regarding (i) Teign Village Sports & Social Club’s formal agreement to the defibrillator being placed on the outside wall of the Club in the alleyway; (ii) Teign Village Sports & Social Club’s agreement to the defibrillator being connected to its electricity supply and paying for the electricity; & (iii) whether Cllr Edwards knows of a local electrician who would be prepared to fit the defibrillator.

10. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Dixon commented on how tidy Hennock Village is looking as someone has been picking up the litter. The Clerk was instructed to place a “thank you” on the website.

Cllr Willett had been emailed by a resident from Hennock advising that the car park was very busy and there was an increase in traffic driving through the village. It was noted that if residents believe the law is being broken, they should advise the police as there is nothing that the Parish Council can do in this respect.

Cllr McCullar reported that there had been a good “turnout” of people in their gardens in Chudleigh Knighton to celebrate VE75 Day.

It was reported that there was wet sewage leaking from a septic tank from a property and running down Warrick Lane. The Clerk was instructed to report this to TDC Environmental Control.

Cllr Fisher advised that there was funding available for village halls and referred to an email of 7th May from Devon Communities Together – Cllr Baker agreed to look into this this on behalf of Chudleigh Knighton Village Hall.

Cllr Baker reported that the work had started at Chudleigh Knighton Village Hall to replace the boiler.

The issue of the abandoned cars in Teign Village Car Park was raised – this has not been dealt with because it coincided with lockdown.

Cllr Parker reported that she attended a community clap for Mrs Jeffery who celebrated her 100th birthday and is the oldest resident in Chudleigh Knighton. Cllr Parker sent her flowers and a letter on behalf of the Parish Council. Cllr Parker also attended a community clap for Mr & Mrs Denton who celebrated their 75th wedding anniversary and she sent them a letter of congratulations on behalf of the Parish Council.

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The Chairperson reminded councillors that they were the ears and eyes of the community and if a councillor knows of anyone struggling during the current health crisis, the Parish Council will see if it can help. She thanked everyone for their patience and reading of the audit papers and advised councillors that she meets with the Clerk via zoom daily at 2pm if anyone has anything to raise.

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

Tuesday 26th May 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 9th June 2019: Virtual Zoom Parish Council meeting starting at 7.30pm.

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

..... **Chairperson**

Dated.....