

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 11th OCTOBER 2022 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Sarah Lee, Bo McAllister-Bruce, Janette Parker and Kate Willett.
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

The Chairman welcomed everyone to the October 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 Councillor Carol Godwin, Councillor Pete McCullar, Councillor Graham Tully, District Cllr Stephen Purser and County Councillor Jerry Brook.

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: Cllr Sarah Lee, to discuss and vote on the Parish Precept, this request was granted.

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: A report from PC David Hawkins was circulated to councillors prior to the meeting and the parish council was pleased to hear that The Clerk had met with PC David Hawkins our new Neighbourhood Beat Manager. In the period 1st September to 30th September 2022 there were 5 recorded offences in the parish. Police responded to 15 other non-crime offences in this period. The Police want to work with all parts of the community and want to hold police surgeries in conjunction with other community events. PC Hawkins has arranged to attend Knighton Friendship group on Tuesday 8th November from 2pm and is planning to visit Teign Village Shop on a Saturday. The Clerk has also provided him with the contact details of the secretary of Hennock Village Hall. PC Hawkins has already visited Chudleigh Knighton Primary School and plans to visit Hennock School too and hopes to build a collaborative approach going forward. Traffic congestion has been identified as an issue at times, which support has already been offered to try and mitigate any further concerns.

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS: 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: None

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: No report has been received however, the Clerk informed the meeting that she had met up with Ines our Neighbourhood Highways Officer the day before and reported the following updates:

1. They visited the road closure on the B3344 Bovey Tracey Road, they anticipate it will take up to 3 weeks. Basically, they need to dig up the old existing clay pipe culvert and replace with a modern plastic

culvert. They showed me where the water comes in from the north fields, an issue to the south is that the land is flat so doesn't drain well.

2. The temporary traffic order road past Lyneham Cottage on the Teign Valley Road scheduled for Monday 7th November - Wednesday 16th November is 24/7.

3. The traffic island by the school / Chapelry that Cllr Graham Tully reported at our last meeting has now been fixed

4. All three potholes over the A38 have been filled, however the plan is to do a large patch and involve National Highways, odd that so many problems as because on a bridge there won't be utilities, water etc underneath.

5. The overgrown vegetation around the 30mph sign that Cllr Bo McAllister - Bruce reported at our last meeting has been cut back, following the Highways team writing to the landowner.

6. The drainage work requested by an elderly resident in Hennock has been put forward for cleaning, historically he used to do it himself but in recent years DCC has undertaken as he is not well enough.

ACTION A – The Clerk to inform residents via our Facebook page about the planned road closure.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 27th September 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 VACANCY BY CO-OPTION IN HENNOCK PARISH COUNCIL. None

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 27TH SEPTEMBER 2022 The Clerk distributed via email a summary of all actions following September's meeting, all have been completed with exception of Action D. The Clerk reported she had spent a considerable amount of time working on it and there were further queries to respond to. After some discussion it was proposed that the parish council should not continue to seek grant funding as it's taking up too much Clerk's time and should go ahead with the preferred supplier. (Even if it had been successful, it would only amount to up to half the cost.) £1000 is already in ear marked reserves, but the parish council had hoped to gain grant funding. It was unanimously resolved that the Clerk should go ahead with the quote from Williams and Triggs the favoured supplier of both the parish council and the church, £908 + VAT [SEE APENDIX A]

ACTION B – The Clerk was asked to instruct Williams and Triggs to go ahead with the work at the earliest opportunity.

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- DALC AGM, Conference and Exhibition, Wednesday 5th October, Exeter Racecourse

The Clerk reported to the meeting that this was a very useful day and she spoke to lots of exhibitors, networked with neighbouring Clerks and attended useful workshops.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- Welcome to new Neighbourhood Beat Manager PC Dave Hawkins
- Nominations for Secret Santa
- Ideas for 2023/24 Budget
- Teign Valley Road Closure
- Costs of emptying public bins and importance of not adding household waste.

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

ACTION D – The Clerk to research costs of adding stickers to bins saying “No Household Waste”

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

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

Retrospective payments authorised that were paid after September payments approved

- Scribe Voucher 128 for Clerk’s mobile phone, (automatic payment)
- Scribe Vouchers 128 and 129 relating to stamps and envelopes (debit card payment)

ACTION E - The Council resolved that the Clerk should make the following payments 130 - 143 using online banking, with the exception of voucher 135 NEST pension that will automatically be debited in November.

Voucher	Cheque	Code	Name	Description	Amount
128	giffgaff CD 752	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE - Auto Payment</i>		
129		22 - Postage	Post Office Ltd	Postage	8.16
			<i>RETROSPECTIVE - 12 x 2nd Class stamps for S&W Lygo to return weekly inspection sheets</i>		
130		21 - Stationery	Tesco	Stationery	1.90
			<i>RETROSPECTIVE - Envelopes</i>		
131		30 - Tax and NI	HMRC	PAYE & National Insurance	245.24
132		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,241.99
133		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
134		31 - Mileage	E Maynard, Clerk	Mileage	15.04
			<i>12/09, 23/09, 03/10 trips to Hennock & TV. 05/10 DALC Conference at Exeter Racecourse</i>		
135		26 - Pension	NEST	Pension	63.23
			<i>AUTO PAYMENT in November</i>		
136		72 - Grounds Maintenance Conti	South West Grounds Maintenance	Grounds Maintenance Contract	233.09
137		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
138		73 - Parish Lengthsman Contrac	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	563.28
139		41 - Allotment Costs	Dartmoor Heathers and Gardens	Allotment Work - Teign Village	240.00
			<i>See Minutes 14/06/22 agenda item 16.1</i>		
140		11 - Training	Devon Association of Local Councils	Training - Councillors	18.00
			<i>Attendance of Cllr Bo McAllister-Bruce, Being a Good Councillor session 4</i>		
141		13 - Insurance	BHIB Councils Insurance	Insurance	480.08
			<i>Renewal date 11/11/2022</i>		
142		58 - Repairs	Outdoor Play Devon Ltd	Repairs to CK Play Park - Safety Surfa	594.00
			<i>Emergency Repair - Supply and lay wet pour to repair the large hole by toddler slide. To leave temporary fencing on site to allow the area to remain secure while the surfacing sets.</i>		
			<i>Authorised by Chairman and Vice Chairman 03/10/22 £495 + VAT</i>		
143		132 - Training - ILCA	SLCC	Clerk Training - ILCA	144.00
			<i>Agreed at Parish Council Meeting, 27/10/22 agenda item 9.5</i>		
TOTAL					4,056.01

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **six** months ended **30th September** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £43,373.13 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 £50,513.13

It was unanimously resolved that the financial statements be approved.

12.3. TO NOTE THE RECEIPT OF SECOND HALF YEAR PRECEPT FROM TEIGNBRIDGE DISTRICT COUNCIL.

The Clerk confirmed the parish council had received £19,920.13 paid into our treasurers account, this was noted.

12.4. TO CONSIDER ITEMS FOR INCLUSION IN 2023/24 BUDGET

Councillors put forward ideas for the 2023/24 budget, the following suggestions were given:

- Election Costs
- King's Coronation, Saturday 6th May 2023
- Inflation Costs and known increases.
- Wage Increases
- Increase to cost of emptying bins on Hennock Parish Council land.
- Teign Village Gazebo project
- Sustainability Budget, suggested amount £500
- Bench on the and at the bottom of Harveys Close / River Valley Road, Chudleigh Knighton.
- Newsletter costs if Knighton News ceases

The Chairman asked Councillors to send other ideas to the Clerk ready for the November meeting.

ACTION F – The Clerk was instructed to write to Teignbridge District Council for anticipated costs of election.

ACTION G – The Clerk was asked to research the land suggested and approximate cost of a bench.

ACTION H – The Clerk to ask the community for their ideas via our Facebook page and Newsletter.

13. TO CONSIDER WHAT HENNOCK PARISH COUNCIL WANTS TO ORGANISE TO SUPPORT THEIR COMMUNITY THIS CHRISTMAS.

Cllr Janette Parker explained that in past years Hennock Parish Council has subsidised a Christmas Day lunch for residents of Hennock Parish who would otherwise be on their own and this has been held at the Claycutters. In 2021 and 2022 this couldn't happen because of Covid so Cllr Parker organised goody bags that were delivered around the parish by the Clerk herself and one volunteer which included home made Christmas cards made by your pupils and festive treats. The recipients were particularly delighted with the cards. Currently there is a budget of £280. Cllr Parker asked for the support of councillors to pack and deliver the bags.

ACTION I – The Clerk to include an article about the Secret Santa Goody Bags in our Newsletter.

ACTION J – Cllr Parker to contact Hennock Primary School and Chudleigh Knighton Primary School to see if they are happy to be involved again.

ACTION K – The Clerk to liaise with Cllr Parker about purchasing the bags and contents, the clerk to make gifts tags so recipients know who they are from.

14. TO CONSIDER REMEMBRANCE SUNDAY (13TH NOVEMBER 2022): LAYING OF WREATHS AT CHUDLEIGH KNIGHTON AND HENNOCK.

Cllr Charlie Fisher agreed to lay the wreath on behalf of Hennock Parish Council at St Paul's Church, Chudleigh Knighton and Cllr Sarah Lee at Hennock War Memorial. There was a discussion whether St Paul's Church had saved the wreath from last year, the Clerk was instructed to find out so it could be reused for environmental reasons.

ACTION L – Cllr Sarah Lee to ensure all the old wreaths and crosses at Hennock have been removed.

ACTION M - The Clerk to contact St Paul's Church to see if the wreath has been kept ready to be reused. If so the Clerk to inform Royal British Legion we only require one wreath but will pay the same donation.

15. PARKS AND OPEN SPACES MATTERS –

15.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS.

15.2. TO CONSIDER THE QUOTE FOR THE REPAIR TO THE SEE SAW IN CHUDLEIGH KNIGHTON

This agenda item to be postponed as quotes haven't been received in time. However, the Clerk was asked to get quotes for 3 options:

- Remove and make safe
- Repair
- Replace

16. ALLOTMENT MATTERS

16.1. TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS None

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

Cllr Janette Parker reported that she had attended a Valencia meeting via Teams and said that they would be putting in a planning application to extend their tip. There will be online and in person public consultations.

Cllr Janette Parker reported that she had attended Chudleigh Knighton Village Hall Committee Meeting in her capacity as Hennock Parish Council rep. She was very pleased that they will be providing a cosy space in their Library and Viridor Room. The Clerk confirmed she already promoted this on our Facebook page.

Cllr Bo McAllister-Bruce said that she had attended the Apple Day in Teign Village which was held in the Social Club and enjoyed some delicious apple cake. She reported to the meeting some of their concerns, including issues with deer in the allotment, not being able to have meetings in Teign Village as no broadband, the cargo net still needing to be fixed. The Clerk informed the meeting that the cargo net had been fixed at Hennock, the issue was with the bracket rather than the net, the bracket and shackles were replaced in April.

ACTION N – The Clerk to promote the Valencia consultations via our usual channels once she receives the information.

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. None

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

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

Tues 25th October 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 8th November 2022: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 22nd November 2022: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

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

..... **Chairman** **Dated**.....