

**MINUTES OF THE VIRTUAL ZOOM PARISH COUNCIL MEETING
HELD ON TUESDAY 13th APRIL 2021 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Maura Curran, Charlie Fisher, Janette Parker [Chairperson], Emma Sueref, Graham Tully, Chris Webb and Kate Willett.

County Cllr Jerry Brook.

District Cllr Richard Keeling

Elly Maynard, Clerk to Hennock Parish Council

Richard Ayre, Baker Estates

One member of the public

PART I (Open to the Public)

There was a one minute silence prior to the meeting, on behalf of Hennock Parish Council the Chairman Janette Parker expressed our condolences to the royal family on the death of HRH Prince Philip, the Duke of Edinburgh.

1. RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the zoom meeting that they may be recorded or otherwise reported about.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Sylvia Edwards due to being poorly and Cllr Steve Edmonds and Cllr Pete McCullar due to work commitments

Apologies were received from District Councillor Lorraine Evans and District Councillor Stephen Purser.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE:

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:

Richard Ayre from Baker Estates reported to the meeting that they had made the decision to appeal for non determination. He then left the Zoom meeting.

6.1. POLICE OFFICER'S REPORT: None. The chairman asked the Clerk whether she had managed to ascertain whether we could receive reports. The Clerk responded referring to her email of 10th March to all councillors that included an extract from the minutes dated 12th November 2019, agenda item 6.1

PC Steve Hodges has 12 parishes, each report takes 45mins/1 hour and so he cannot justify the time. He has been told not to prepare reports but he will feed back crime trends or anything "building up".

6.2. COUNTY COUNCILLOR'S REPORT:

County Cllr Jerry Brook reported about the difficulties and challenges young people, parents and carers are having regarding the return to school. Devon County Council are putting together a guidance pack.

In addition, he informed the meeting that he had hadn't heard back from Meg Booth Chief Officer for Highways, Infrastructure Development and Waste regarding the traffic flow through Chudleigh Knighton. "The area will need to be scrutinised so we can work out the best location for a pedestrian crossing."

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Keeling spoke about the 2 major planning applications in Chudleigh Knighton that have both been "called in" and said there lots of concerns about these applications. He expressed his surprise that Baker Estates have gone for non determination before Teignbridge have made their decision. Cllr Keeling stated that Teignbridge do have a 5 year housing supply. He said that we can refuse applications that don't fit well with the community.

Cllr Purser sent a report in advance of the meeting that was emailed to all councillors.

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 9th March were approved and will be signed when it is practicable to do so.

8. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION

8.1. SNOW WARDEN

The Clerk informed the meeting that we still have no Snow Warden. Noted

8.2. Training Attended by Clerk:

17th March	Scribe	Year End Training	Free	
23rd March	Scribe	New Financial Year Training	Free	
30 th March	DALC	Decision Making from 7th May	Free	Noted

8.3. TO NOTE THAT THE GOVERNMENT HAVE DECIDED NOT TO EXTEND REMOTE MEETING POWERS

The Clerk has written again to our MP Mel Stride regarding extending the legislation that allows local councils to meet remotely, his reply was circulated to all councillors 02/04/21.

The Clerk has attended DALC training on "decision making after 7th May"

The meeting considered Chudleigh Knighton Village Hall's special conditions of hire during Covid -19 and discussed the Risk Assessment produced by the Clerk and circulated prior to the meeting, following a site visit with the Chairman.

There was a discussion regarding the return to face-to-face meetings and several councillors expressed their concerns, which both District Councillor Richard Keeling and County Councillor Jerry Brook understood and said they are facing the same challenges.

The Chairman then asked the meeting to agree that they were happy with the proposed Risk Assessment, for all meetings from 7th May starting with the Planning Committee Meeting on 25th May. **[SEE APPENDIX A]**

8.4. Petition re. traffic in Chudleigh Knighton; see agenda item 6.2

8.5. Safety Surfacing at Hennock Play Park, now complete, noted

8.6. Repairs at Chudleigh Knighton Play Park, now complete apart from See-Saw, noted

8.7. Puddle by Chudleigh Knighton Play Park, South West Water sending engineers. Noted..

9. ARTICLES FOR PARISH NEWS

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

- Return to Face to Face meetings
- Possibility of a pedestrian crossing in Chudleigh Knighton
- New Safety Surfacing in Hennock Play Park
- Repairs to Chudleigh Knighton Car Park have been carried out
- Water Leaks – How to report to South West Water

10. AGREEMENT OF AGENDA BETWEEN PARTS I & II:

11. FINANCIAL MATTERS AND PAYMENTS:

11.1. TO CONSIDER PAYMENTS OF INVOICES The Chairman explained that the Clerk has been very busy setting up the new accounts software and uploading 2020/21 accounts onto it, she expressed her thanks and said she has done a “fabulous job” The following has been produced using Scribe. The Council resolved that the Clerk should make the following payments using online banking:

Hennock Parish Council
DRAFT PAYMENTS LIST 240 TO 241

Voucher	Cheque	Code	Name	Description	Amount
241	GIFFGAFF CD	17 - Mobile Phone for Clerk	GiffGaff	Mobile Phone	10.00
240	TOOLSTATION	58 - Repairs	Toolstation	Graffiti Remover	10.52
<i>Graffiti Go Water Based Graffiti Remover - 500ml</i>					
TOTAL					20.52

The above payments are from 2020/21 Financial year.

Hennock Parish Council
DRAFT PAYMENTS LIST

Voucher	Cheque	Code	Name	Description	Amount
4		3 - Membership - DALC & NALC	Devon Association of Local Councils	NALC Affiliation Fee	107.52
<i>This fee will be taken directly from precept payment by Teignbridge 28/04/2021</i>					
5		3 - Membership - DALC & NALC	Devon Association of Local Councils	DALC Service Charge	17.11
<i>This fee will be taken directly from precept payment by Teignbridge 28/04/2021</i>					
6		3 - Membership - DALC & NALC	Devon Association of Local Councils	DALC Affiliation Fee	272.84
<i>This fee will be taken directly from precept payment by Teignbridge 28/04/2021</i>					
7		30 - Tax and NI	HMRC	PAYE & National Insurance	213.88
<i>Income Tax £61.40, Employee NICs £67.07, Employer NICs £85.41</i>					
8		28 - Clerk's Net Salary	E Maynard, Clerk	Salary, E Maynard, Clerk	1,193.99
9		86 - Home Working Allowance	E Maynard, Clerk	Working from home expenses	18.00
<i>Extract from Minutes 11/02/2020 "Given that the Council has already set its budget for 2020/21, it agreed to consider increasing the Clerk's working from home expenses from £14 a month to £18 a month for 2021/22 when it looks at the following year's budget."</i>					
<i>Budget agreed at Full Parish Council Meeting 10/11/2020 with new rate of £18 / month.</i>					
10		31 - Mileage	E Maynard, Clerk	Mileage	4.21
<i>Extract from JPAG Practitioner's Guide, March 2021 Line 4 — Staff costs</i>					
<i>The following are not staff costs for the purpose of Line 4; mileage and other travelling and subsistence allowances. Drive to Newton Abbot to buy condolence books, then to Chudleigh Knighton and Hennock with books.</i>					
11		26 - Pension	NEST	Pension	58.52
<i>WILL NO BE PAID UNTIL MAY - AUTO PAYMENT</i>					
12		66 - Inspections Play Parks & CF	S & W Lygo Engineering	Weekly Inspections	180.00
13		106 - Repairs - CK Play Park 20:	S & W Lygo Engineering	Weekly Inspections	410.00
<i>FROM EARMARKED RESERVES</i>					
14		73 - Parish Lengthsman Contract	Dartmoor Heathers and Gardens	Parish Lengthsman Contract	91.20
15		107 - Repairs - Hennock Wet Po	Outdoor Play Devon Ltd	Repairs to Hennock Wet Pour	4,380.00
<i>FROM EARMARKED RESERVES £3650 + VAT</i>					
16		108 - Scribe Accounts	Starboard Systems Ltd (T/A Scribe A	Scribe Accounts Annual Subscription	345.60
17		109 - Scribe Initial Set Up Fee	Starboard Systems Ltd (T/A Scribe A	Scribe Accounts Initial Set Up Fee	236.40
18		106 - Repairs - CK Play Park 20:	Hags-Smp Ltd	Repairs to CK Play Park	282.00
<i>Replacement Rope for Multi-Play Unit FROM EARMARKED RESERVES</i>					
19		67 - Emptying bins at Car parks	Teignbridge District Council	Emptying bins at car parks	1,746.00
<i>Period 2020/21 invoiced in arrears. TV Car Park £11x 26 weeks = £286, CK Car Park £11 x 104 times = £1144, Admin Fee = £25 FROM EARMARKED RESERVES</i>					
20		21 - Stationery	Abbey Business Machines	Stationery	29.56
Subtotal No.					9,586.83
2	NEST IT00000	26 - Pension	NEST	Pension	58.52
3	WH SMITH CC	21 - Stationery	WH Smith	Condolence Books x 2	39.98
<i>Zero Rated as a book. 2 X Condolence books for CK Village Hall and St Mary's Church, Hennock @ £19.99 each. Authorised by Janette Parker, Chairman</i>					
<i>09/04/2021 following the death of HRH Prince Philip</i>					
1	ZOOM.US 888	19 - Zoom Fees	Zoom	Zoom Fees	14.39
TOTAL					9,699.72

11.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments and a Bank Reconciliation for the **twelve** months ended **31st March 2021** were sent to the Council prior to the meeting, which showed the current account credit balance of £28127.06 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £35267. The Reserves balance totals £25927.40 including £8073.00 earmarked reserves and £17854.40 in general reserves. 06 it was resolved that the financial statements be approved.

11.3. FIXED ASSET REGISTER was provided prior to the meeting in its new Scribe format, there have been no changes.

11.4. CONFIRMATION OF PRECEPT The Clerk confirmed that our precept for 2021/22 is £37,472.00. The first half yearly payment of £18736.00 less DALC payments will be £18338.53 28th April 2021. The second half yearly payment of £18736.00 will be paid 29th September 2021.

12. TO NOTE ANY NEW INFORMATION REGARDING THE POSSIBLE DEVELOPMENT OF HOUSES IN CHUDLEIGH KNIGHTON

Tollgate Farm: As minuted in agenda item 5, Richard Ayre from Bakere Estates reported to the meeting that they had made the decision to appeal for non determination.

Apple Tree Close: No more news, however there is a lot of opposition posted on Teignbridge's planning portal.

13. TO CONSIDER WHETHER THE PARISH COUNCIL WILL BE TAKING PART IN THE GREAT BRITISH SPRING CLEAN, 28TH MAY – 13TH JUNE 2021.

Cllr Kate Willett felt we should take part and Cllr Emma Sueref suggested that we include green spaces rather than just streets. There was a short discussion on where we could source the equipment from and it was decided to make up a working party to report back consisting of Cllrs Willett, Cllr Sueref, Cllr Fisher and the Clerk.

*ACTION – The Clerk to contact Great British Spring Clean to pledge our support.
The Clerk to contact Teignbridge to see if we can borrow equipment.
The Clerk to set up zoom meeting for the working party.
Cllr Parker to contact the schools to say we are taking part.*

14. TO CONSIDER THE CONCERNS MADE BY A RESIDENT OF HENNOCK REGARDING THE VILLAGE CAR PARK.

The Clerk had circulated photographs of the issue to all councillors prior to the meeting. The Chairman explained briefly the history of the car park for the councillors as the majority were not on the council when it was built in 2014. It was resolved that a site visit should occur with the Clerk and Cllr Chris Webb so he can be briefed, prior to a site visit with the owners of the property concerned.

15. PLAY PARKS MATTERS

15.1. To consider any maintenance issues arising from weekly inspections. The Clerk reported 2 minor issues that have been raised this week, fencing upright slat by car park entrance needs securing £10, replace 2 toddler bridge treads £100.00. This quote was accepted by the meeting.

14.2. TO CONSIDER AMENDED QUOTE FROM WET POUR SUPPLIER FOR HENNOCK PLAY PARK

The Clerk had sent her report prior to the meeting that showed the revised quote for 3 specific areas. It was resolved to accept the revised quote as it a small monetary increase for a much better end result and will tidy the area up.

ACTION – The Clerk to instruct S&W Lygo our contractors to carry out the work

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

Cllr Janette Parker attended an ACT meeting.

Cllr Janette Parker and Cllr Steve Edmonds attended a Viridor meeting, Cllr Edmonds raised the issue of rubbish and Cllr Parker raised the issue of smells. She reported to the meeting that smells need to be reported to Environmental Health and Viridor at the time.

ACTION – The Clerk to publish these helpline numbers on our website, Facebook page and newsletter.

16. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Cllr Graham Tully reported about issues at Oakmoor, Chudleigh Knighton, he was told to report these to District Councillor Richard Keeling.

ACTION – Cllr Graham Tully to write to District Richard Keeling

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

The next Parish Council and Planning Committee Meetings are confirmed as:

Tuesday 20th April 2021: Virtual Annual Parish Meeting starting at 7.30pm

Tuesday 27th April 2021: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 4th May 2021: Virtual Annual Meeting of the Parish Council followed by Parish Council Meeting

PART II (Private)

As there was no further business the meeting ended at 9.20pm

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