

MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 12th JANUARY 2021 STARTING AT 7.30PM.

PRESENT: Parish Councillors: Phil Baker, Maura Curran, Steve Edmonds, Sylvia Edwards, Charlie Fisher, Peter McCullar, Janette Parker [Chairperson], Chris Webb and Kate Willett.
County Cllr Jerry Brook.
District Cllr Richard Keeling.
District Cllr Stephen Purser.
Liza Oxford, Census 2021
Graham Hutton, Development Director, Baker Estates
Richard Ayre, Land and Planning Director, Baker Estates
Elly Maynard, Clerk to Hennock 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 Graham Tully and the reason for his absence was accepted. Apologies were also received from District Councillor Lorraine Evans.

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:

5.1. Liza Oxford, Census Engagement Officer spoke to the meeting about Census 2021.

"The census is a unique survey that happens every 10 years and gives a snapshot of all the people in England and Wales. The information collected is vitally important for government and local authorities as it helps them plan services such as healthcare, education, public transport, libraries and support services. The data informs other official statistics, and contributes to policy decisions such as local government funding allocations. Filling in the census is crucial to shaping communities over the next 10 years. Councils have been asked to help spread the word in their communities, to help ensure that as many people as possible take part."
www.census.gov.uk

Liza explained that residents will receive a letter through the post encouraging them to complete the survey online using their unique access code. They can choose to receive a paper copy instead and details will be on the letter on how to receive one, some people will automatically receive a paper version.

Liza asked Hennock Parish Council to promote Census 2021 and its importance via our parish newsletters, website and Facebook. After the presentation councillors asked further questions including: Q. What is the procedure to ensure everyone completes the census? A. It is thought 75% will complete, 25% they will have to work harder to reach and at this stage "door knocking" is still planned and prosecutions are the last resort. Q. What other formats is the census available in? A. Welsh and English but there are support staff who can translate in many different languages. Concerns were raised about the impact of Covid-19 and not wanting people going door to door.

<i>ACTION: Liza Oxford to send further information to the Clerk regarding support materials and sources for the Clerk to circulate. Clerk to promote Census 2021 using the additional information Liza will email to her.</i>

5.2. Richard Ayre and Graham Hutton from Baker Estates

They spoke briefly to the council updating them on progress on their Tollgate Farm application. They reported that the planned pond has now been moved in their plans following concerns from Natural England, it has been moved from the orchard area to an area that is less ecologically sensitive. They said they are keen to attend parish council meetings so they know what is going on in the area.

6.1. POLICE OFFICER'S REPORT: None.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Jerry Brook reported that additional monies will be available by government for adult health services and children and young people services, he will be fully briefed next week.

In addition he spoke about how he is speaking with Meg Booth Chief Officer for Highways, Infrastructure Development and Waste regarding the traffic flow through Chudleigh Knighton, the concern is that it is more traffic every day not just when there are issues on A38, A380 etc.

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Evans and Cllr Keeling sent a report prior to the meeting that was circulated to councillors via email, this included information on housing numbers, how to report businesses breaking the Covid-19 rules, vaccination centres in Devon and Teignbridge District Council's budget survey.

It was fed back that Cllr Charlie Fisher attended Teignbridge District Council's budget meeting and will be attending the second meeting on 21st January.

Cllr Purser sent a report prior to the meeting that was circulated with information from Teignbridge District Council updates including that Teignbridge has received confirmation of a £9.19 million grant from the High Street fund.

Cllr Parker asked the district councillors about TALC and acknowledged they haven't met since Covid-19, she feels that in its current format it doesn't really do what we need it to do, it needs to represent all parish and town councils and be made up of a committee of elected councillors. Cllr Parker volunteered her services.

Cllr Parker informed District Cllr Purser that Cllr Ruth Dixon has resigned as she has moved out of the parish.

ACTION: Cllr Keeling to pass on this information to Martin Wrigley.

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

Cllr Parker asked the Clerk to contact the Dartmoor National Park Parish link member to check everything is ok.

ACTION: Clerk to contact Andrew Cooper the Dartmoor National Park Parish link member

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 8th December 2020 were approved and will be signed when it is practicable to do so.

8. MATTERS ARISING FROM THE MINUTES:

8.1. Articles for the Parish Council News

- Christmas Goody Bags. (Remaining items agreed to be donated to THAT Foodbank)
- THAT Foodbank drop off at Knighton Stores – thank you and volunteers needed.

8.2. Old Anchor Inn Site, Chudleigh Knighton

The Clerk reported that the scheduled on site meeting between the owner, Steven Hobbs, Senior Planning Enforcement Officer from Teignbridge District Council, the Clerk and District Councillor Richard Keeling due to take place on 5th January was cancelled due to lockdown. However, Steven Hobbs had instructed the owner to move the safety fencing back 2 metres and remove the rubbish on site, this has been done.

8.3. Snow Warden and Teign Village Grit Spreader

The Clerk informed the meeting that we still have no Snow Warden, she had received an enquiry from a volunteer yesterday and sent them further information but they declined as it would be too much work on a voluntary basis.

Cllr Parker thanked Cllr Edwards for undertaking the grit spreading in Teign Village.

ACTION – Clerk to contact Tegan Faulkner at DCC Highways that we haven't got a new snow warden and to see if they would be able to grit Stickwick Hill, Hennock in the interim.

ACTION – Clerk to advertise the role of Snow Warden and inform the residents we have a new Salt Gritter for Teign Village via our newsletter, website and Facebook page.

8.4. Abandoned cars in Teign Village Car Park

The Clerk informed the meeting that the two vehicles were due to be removed tomorrow, the latest delay was due to a broken winch on the pickup truck. When they came to collect them on New Year's Eve they couldn't take them as they were full of rubbish. The Clerk managed to get Teignbridge District Council's cleansing team to clear them at no charge.

ACTION – Clerk to inform councillors when they have been removed

8.5. Report from Cllr Fisher about Devon County Council and Teignbridge Budget Meetings he attended.

Cllr Fisher briefly spoke about the meetings he attended, but said the main points were covered in the reports circulated prior to the meeting by the District Councillors. He reported that the Highways budget will be cut.

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: There were no items to be discussed in part II.

10. FINANCIAL MATTERS AND PAYMENTS:

After asking the clerk to change Steven Chown's payment category from S137 to Parks and Open Spaces, the Council resolved that the Clerk should make the following payments using online banking:

Hennock Parish Council

Proposed Payments, January 2021

(Items in red have been paid)

Payee	Method of Payment	Date of Payment	Purpose	Category	Net Amount	VAT	Total Amount
Knighton Stores	Debit Card	24/12/2020	Contents for 60 Christmas Goody Bags for residents who will be alone Christmas Day	S137	£238.40	£0.00	£238.40
GiffGaff	Debit Card	29/12/2020	"Goodybag" - monthly bundle of minutes, texts and data for Parish Council's mobile phone	Admin	£8.34	£1.66	£10.00
Joseph Nicholas	Online Faster Payment	05/01/2021	Purchase of Mont Blanc Salt Spreader for Teign Village (second hand, used twice, purchased through Facebook Marketplace, RRP £849)	Highways	£110.00	£0.00	£110.00
Zoom	Automatic Debit Card	07/01/2021	Standard Pro, Monthly Charge	Admin	£11.99	£2.40	£14.39
J Parker	Online Faster Payment	To be paid Online by Clerk 13/01/21	Reimbursement for bags for Christmas Goody Bags.	Section 137	£15.05	£0.00	£15.05

HMRC	Online Faster Payment	To be paid Online by Clerk 13/01/21	PAYE & NI	Staff Costs	£142.50	£0.00	£142.50
E Maynard	Online Faster Payment	To be paid Online by Clerk 13/01/21	Clerk's Net Salary	Staff Costs	£1,249.79	£0.00	£1,249.79
E Maynard	Online Faster Payment	To be paid Online by Clerk 13/01/21	Clerk's Expenses (Elly)	Admin (£14) and Staff Costs (£6.02 mileage)	£20.02	£0.00	£20.02
S & W Lygo Engineering. Invoice 39	Online Faster Payment	To be paid Online by Clerk 13/01/21	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; Supply and fit new tread on multiplay CK £50 and supply and fit new fence rail and refit existing fence rail. £30	Parks and Open Spaces	£260.00	£0.00	£260.00
Dartmoor Heathers and Gardens	Online Faster Payment	To be paid Online by Clerk 13/01/21	Parish Lengthsman Duties £288 AND CK Village Hall Planters Collect, prepare, fill with compost, plant with spring bulbs and flowers £70	Parish Lengthsman	£358.00	£71.60	£429.60
Steven Chown	Online Faster Payment	To be paid Online by Clerk 13/01/21	Reimbursement for getting photographs enhanced for CK Phone Box Museum	Parks and Open Spaces	£45.00	£0.00	£45.00
Teign Valley Building Company Ltd	Online Faster Payment	To be paid Online by Clerk 13/01/21	Carry out maintenance and decoration of WW2 information board as per quote 06/09/20	Parks and Open Spaces	£300.00	£60.00	£360.00
DALC	Online Faster Payment	To be paid Online by Clerk once invoice received	3 Clerk Training Courses: Clerks Essentials 1, 2 and 3 (21st, 28th and 4th Feb) via Zoom	Staff Costs	£90.00	£18.00	£108.00

£3,002.75

January 2021 Clerk's Expenses, Elly Maynard	
Working from home expenses	£14.00
Drive up to Teign Village via Teign Valley Road to check fencing near Leigh. Photoshoot with Cllr Curran at Hennock hone Box Library: 15 miles less to/from CKVH of 10 miles = 5 miles. Total 5 miles @ 60.1p per mile	£3.01
To Chudleigh Knighton, Hennock and Teign Villge to deliver and put up Coronavirus posters and flyers. Check whether bark has been replenished in CK play park and gate installed in Hennock. Check van and horse box in Teign Village and grit bin by play park. 15 miles less to/from CKVH of 10 miles = 5 miles. Total 5 miles @ 60.1p per mile	£3.01
Total	£20.02

Elly Maynard, Clerk to Hennock Parish Council

11th January 2021

10.2.FINANCIAL STATEMENTS: A Receipts and Payments Account and a Bank Reconciliation for the nine 1962

Minutes of Virtual Parish Council Meeting, 12th January 2021

months ended **31st December 2020** were sent to the Council prior to the meeting, which showed the current account credit balance of £30338.75 and the Savings Account credit balance of £7140.00, the balance of which equated to the Receipts and Payments closing credit balance of £37478.75 It was resolved that the financial statements be approved.

10.3. Approve Fixed Assets Register

At December's parish council meeting the Clerk asked the parish council to approve the fixed assets register (Agenda Item 10.6)

1. The hanging baskets and tubs had gone up by £44 from £257 to £301, £44 was the net cost of the 4 new planters to be located on the railings outside Chudleigh Knighton village hall, which was agreed.

2. The Clerk was asked why it looked like Hennock Defibrillator looked like it appeared twice on the list, first time as £1690 then again as part of the £4490 total for all 3.

The Clerk, after much reading of minutes and past fixed asset registers came to the conclusion that the original entry for Hennock £1690 should have been deleted when it was amalgamated with the Teign Village £1400 and Chudleigh Knighton £1400 defibrillators in June 2020, totalling £4490. The previous Clerk was able to confirm this is what must have happened, therefore the Clerk has removed the £1690 line.

3. In addition the Clerk has added the Slow sign as requested at £280.

The total amount presented at the December meeting was £180074 less £1690 plus £280 = £178664

The amended Fixed Asset Register was approved

[SEE APPENDIX A]

10.4. Actual vs Budget for Quarter, 9 months

The Clerk briefly explained the highlighted items

[SEE APPENDIX B]

10.5. New Stationery Supplier

The Clerk reported that she had received a quote from a local stationers for the most common stationery items that the parish council purchases and it is very favourable, if possible she will use this option rather than buying online.

11.0. Possible development of houses in Chudleigh Knighton:

The Clerk reported she received an email on 18th December "The planning application for the exceptions housing scheme at Apple Tree Close, has been submitted to the planning portal today and I would like to think will be registered by the District Council, early in the New Year. I will let you know when we have received a planning application number."

12. Resignation of Cllr Ruth Dixon

Cllr Janette Parker explained that Cllr Ruth Dixon has resigned as she has moved to Bovey Tracey, although legally she would be able to remain on the parish council, Ruth felt she wouldn't be able to represent the residents of Hennock properly.

<p><i>ACTION: Clerk to notify Electoral Services at Teignbridge District Council Clerk to put up Notice of Casual Vacancy on noticeboards, website and Facebook page.</i></p>

13. Review the role of Hennock Parish Council Housing Group

Cllr Charlie Fisher circulated a new proposal for this group prior to the meeting after consultation with the current Housing Working Group. The only change to the proposal circulated was to change the name from "Housing Working Group" to "The Infrastructure and Development Working Group" The proposal was approved, Cllr Webb abstained from voting.

[SEE APPENDIX C]

14. Scoping Opinion at Bovey Basin Clay Workings, Kingsteignton

After a brief discussion it was decided that this is more a consolidation of paperwork with no major changes and that the parish council support the proposal.

ACTION: Clerk to respond on behalf of Hennock Parish Council saying no objections.

15. Covid – 19

15.1. Review Covid-19 Risk Assessments, these were reviewed by the Clerk and updated 06/01/21 following the announcement of National Lockdown 3. It was noted that the 3 play parks can and will remain open.

15.2. Community Support Plan

The Clerk has produced a poster that can be cut in half to be a flyer requesting volunteers or what to do if you need a prescription or you need shopping. These have already been published on noticeboards, our website, Facebook and flyers and are available in the Knighton Stores and Chudleigh Knighton village hall / post office.

ACTION: Clerk to email copy of poster to all Councillors

16. Play Parks matters; 15.1. Annual inspection reports

The Clerk was asked to report back with the findings from all 3 inspections at next month's meeting.

ACTION – Clerk to complete task detailed above and report back to the council.

16. Matters brought forward by Parish Councillors.

Cllr Edwards thanked Cllr Parker for the Christmas Goody bag project that was very well received.

Cllr Fisher commented that the Ant Trail in Chudleigh Knighton was very busy at the weekend, but unfortunately the dog poo sign has been damaged.

ACTION – Clerk to organise a replacement sign backed on plywood to make it stronger.

Cllr Parker said there was going to be a detailed traffic survey of Plymouth Road, Chudleigh Knighton.

Cllr Parker asked the Clerk to arrange an Allotments Meeting.

ACTION – Clerk to arrange an Allotments Meeting

17. Dates, venues and times of next Parish Council meetings:

Tuesday 26th January 2021: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 9th February 2021: Virtual Zoom Parish Council Meeting starting at 7.30pm.

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

..... **Chairperson**

Dated.....