

HENNOCK PARISH COUNCIL

MINUTES OF THE MEETING OF HENNOCK PARISH COUNCIL HELD ON TUESDAY THE 14TH MARCH 2017 IN CHUDLEIGH KNIGHTON VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Cllrs P Baker, I Bridle, J Hole, B Kelly, P McCullar, J Parker (Chairman) and J Williamson
County Cllr F J Brook
District Cllrs R Keeling & D Laing
Mr A Cooper DNPA [Dartmoor National Park] Parish Link Member
Cllr C Webb from Chudleigh Town Council (attended for Part II only)
Helen Reynolds, Clerk to the Parish Council

PART I (Open to the Public)

1. FILMING AND RECORDING OF MEETINGS: The Chairman reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from Cllr M Curran, Cllr K Dobson and Cllr P Wastell and the reasons for their absence were accepted.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Williamson declared an interest in item 8.3. regarding the field to the south of Teign Village for which Cllr Williamson has a dispensation to speak but not 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: None.

6.1. POLICE OFFICER'S REPORT: None.

6.2. COUNTY COUNCILLOR'S REPORT: Cllr Brook reported as follows: (i) On Council Tax: an additional 3% is going in to adult social care and £33 per pupil stays in the education budget but is being "top sliced" for those with high needs learning; and (ii) the application for £3500 for Teign Village Water has been approved.

6.3. DISTRICT COUNCILLORS' REPORTS: Cllr Keeling reported as follows: (i) He sits on the Planning Committee and one of the biggest developments being considered is at Houghton Barton (to the right of Seale Hayne) for Development Framework. Teignbridge District Council [TDC] has a plan for this site to deliver up to 1800 homes with a target of 20% affordable homes and road improvements to the A382 and A383 – there is no developer yet; and (ii) the full Council met to discuss the budget: Rural Aid continues at £40000 and the Dartmoor Grant Fund is £25000.

Cllr Laing reported as follows: (i) On funding – the budget was accepted with very little objection.

(ii) Cllr Laing had a conversation with Marcel Venn of Inox earlier in the day – Cllr Laing is the Portfolio Holder for the Economy, Skills and Tourism and spoke to Marcel in this capacity to promote the opportunities for employment land/a small industrial estate with a view to getting employment on the outskirts of Chudleigh Knighton – there is also potential for employment land at the other end of the village (Mr Buckingham's field). Whilst on the telephone, Marcel explained Inox's aspirations for the site in terms of housing: 40% free market, 20% custom/self build (could be social) and 40% social.

The Chairman objected strongly to Cllr Laing taking forward discussions with Marcel Venn before first speaking to the Parish Council. She explained that development on the land near Apple Tree Close was a "very hot topic" – the Parish Council has been open and transparent in its discussions about the site and

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“Teignbridge District Council does not have business doing this”. The discussion was “heated” at times and Cllr Laing reiterated that he had a responsibility to promote employment.

(iii) The Exeter Strategic Plan is looking at what can be done to stimulate the economy; the idea is to increase the quality of jobs so people earn more money with the advantage of working with Exeter. Very often businesses come to Teignbridge offering apprenticeships and opportunities for graduates; (iv) Cllr Laing supported financially a visit by Chudleigh Knighton Primary School to a synagogue and mosque; (v) High-speed broadband – the second phase has been awarded to Gigaclear; (vi) The two food banks, HITs and THAT are looking to merge and provide a single food bank service; (v) The South West Ambulance Foundation has asked Cllr Laing to continue as the local authority representative.

The Chairman raised the issue of the Boundary Review of parliamentary constituencies and the new electoral arrangements for Teignbridge, explaining that Chudleigh Knighton will be in Chudleigh ward and Teign Village & Hennock will be in Teign Valley ward – if the proposals go ahead, it is likely that following the next review of parliamentary constituencies, Chudleigh Knighton will be represented by the Newton Abbot MP and Hennock & Teign Village will be represented by the Central Devon MP. This will mean that the Parish will be represented by 4 district councillors and 2 MPs. The Chairman expressed the view that the Parish “was being carved up” and asked both district councillors why Teignbridge District Council had made no representations to the Boundary Commission in this respect.

Cllr Laing said that he would come back to the Parish Council on this point – as far as he knew, it was for Parish and Town Councils to decide. He had made two representations on the electoral arrangements for Teignbridge and their impact on Hennock Parish – he was happy to continue to represent the whole Parish.

Cllr Keeling explained that he had written, personally, to the Boundary Commission but agreed that TDC should have represented the Parish.

Cllr Brook added that this issue had come up the previous day at Longdown – he explained that on the criteria set by the Boundary Commission it talks about identity but the Commission has not followed this advice – “Hennock does not share an identity with Newton Abbot, it goes the other way towards Central Devon”.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER’S REPORT: Mr Andrew Cooper reported as follows: (i) DNPA Local Plan is progressing; it is still in consultation with access via the website and there are venues where people can make comments; (ii) Stephen Belli, Head of Planning at DNPA, left on the 1st March – the position will be reallocated but Chris Hart is standing in to this position at present; Chris has confirmed that there are no real issues for Hennock but there are quite a few applications.

The Chairman reported that the Ranger (Simon Lee) does “sterling work” for the Parish.

The County Councillor, district councillors and Mr Copper were thanked for their reports and attending the meeting.

7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Parish Council Meeting held on the 14th February 2017 were unanimously approved by those who were present at the February meeting and duly signed.

8. MATTERS ARISING FROM THE MINUTES:

8.1. Interpretation board/memorial at Knighton Heath: Sibelco UK and Bovey Tracey Town Council have confirmed their support/agreement to the interpretation board being sited on the Ant Trail alongside the former American base concrete platforms. Steve Chown, the local historian, is preparing the wording for the board.

8.2. Chudleigh Knighton Heath Phase 2 trail & interpretation board: Devon Wildlife Trust [DWT] are not prepared to allow the proposed new “Dragonfly trail” to include the 300 yard stretch on the heath/SSSI land for the reasons detailed in item 8.3. of the minutes of the Parish Council meeting held on the 14th February 2017. The suggestion of fencing this section had been discussed with Andrew Bakere of DWT and this was not

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considered an acceptable solution. Sibelco UK has been asked to consider a footpath to cover this section of the trail on its land to the east of the B3344 on the opposite side of the road to the heath (Clay Pits to Dunley Cross); Mr Keith Lee, Estates Surveyor, will speak to his colleagues and to Devon County Council and look at ROMP [Review of Old Minerals Permission].

8.3. FIELD TO THE SOUTH OF TEIGN VILLAGE: Cllr Williamson (who has a dispensation to speak on this matter) updated the Council: Mr Nick Savin, Planning Officer (Enforcement & Development Management at DNPA), has acknowledged that there are “grey areas” and each plot will be viewed on a case by case basis; however, DNPA will not give permission for domestic use. Mr Savin comes through the village regularly and so will monitor the situation. Six people have bought ten plots and intend to keep them as agricultural land. In response to a suggestion that the Parish Council issue a joint statement with DNPA, Cllr Williamson confirmed that all concerned parties had been copied in to the advice from DNPA.

8.4. ELECTORAL REVIEW OF TEIGNBRIDGE: The Boundary Commission has now made its final recommendations for the Teignbridge review and the Commission cannot make any changes to its recommendations. An order will now be laid in parliament to make these recommendations in time for the next Council elections. Parliament can also not amend the recommendations, only approve them all fully or reject them all fully. In summary, the decision to separate Hennock & Teign Village from Chudleigh Knighton in terms of wards cannot be changed unless Parliament rejects all of the Commission’s recommendations in full, which is unlikely, so Chudleigh Knighton will be in Chudleigh ward and Hennock & Teign Village will be in Teign Valley ward.

8.5. DEVON AIR AMBULANCE POTENTIAL NIGHT LANDING SITES: The Council considered the Clerk’s report following a meeting of Cllr Bridle and the Clerk with Toby Russell, Community Helipads Development Officer at Devon Air Ambulance on Wednesday 1st March 2017 [Appendix A]. Cllr Bridle highlighted the salient points. Cllr Richard Keeling confirmed that he would fund the £500 required for the Teign Village site for which he was thanked. After some discussion, the Council unanimously agreed to pursue the project outlined in Appendix A and the Clerk was instructed to: (i) Speak to the owners of “Rocky Field” at Five Lanes again about the possibility of using this field; (ii) Speak to the School about the possibility of using the School Field in Chudleigh Knighton; and (iii) seek Toby Russell’s clarification on what planning permission will be required.

8.6. APPOINTMENT OF GROUNDS MAINTENANCE CONTRACTOR FROM APRIL 2017 TO MARCH 2020: The Council noted the interview panel’s decision detailed in Appendix B – the grounds maintenance contract has been awarded to Paul Cary of South West Grounds Maintenance: the tender sum for the three years totals £7151.71 (£2348.50 in year 1, £2383.73 in year 2 and £2419.48 in year 3).

8.7. ARTICLES FOR KNIGHTON NEWS AND FOR HENNOCK AND TEIGN VILLAGE CHRONICLE WEBSITE: The Clerk was instructed to add the following articles: (i) update on the Housing Needs survey; (ii) applications for Rural Aid are now open; (iii) stolen bench – Cllr Bridle reported that the Parish Council’s new bench along Black Path had been stolen between 1.30pm and 3.30pm earlier that day; the Clerk was instructed to report the theft to the police; and (iv) vacancy on the Parish Council.

9. VACANCY IN THE OFFICE OF PARISH COUNCILLOR/POSSIBLE CO-OPTION OF COUNCILLOR: There remains one vacancy on the Parish Council.

10. AGREEMENT OF AGENDA BETWEEN PARTS I & II: It was agreed that item 18 should be discussed in Part II and item 19 should be deferred until the April Parish Council meeting as further information is awaited from DCC.

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11. FINANCIAL MATTERS AND PAYMENTS:

11.1. **Payment of invoices:** The Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1215.21 less £486.00 = £729.21 (Qualifying earnings) x 1% = £7.29 Employee: £7.29 x 80% = £5.83 as tax is deducted at source	13.12
H Reynolds	2472	Clerk's net salary	1084.59
HMRC	2473	PAYE & NI	199.20
S & W Lygo Engineering	2474	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters	180.00
H Reynolds	2475	Clerk's expenses*	69.46
Dartmoor Heathers & Gardens	2476	Parish Lengthsman duties: £563.00 plus VAT £112.60	675.60
Dartmoor Heathers & Gardens	2477	Clear & disposal of carpet, plastic, underlay, metal, etc from Plot 2B Chudleigh Knighton allotments: £135.00 plus VAT £27.00	162.00
Lloyds Bank Commercial Finance Limited	2478	Remove 2 worn ropes from the rope traverse in Teign Village Play Park and replace with new: quote accepted from Rhino Play Limited [who's sales account are factored by Lloyds Bank Commercial Finance Limited] after reference to the Chairman as wires are now fraying: Rhino Play has advised that there is no need to close the Play park but they are "on the cusp and the Council has got as much life out of them as it could": £142.20 plus VAT £28.44 <i>Cheque to be released on confirmation that the ropes have been replaced and receipt of invoice</i>	170.64
Hawthorns Accounting Services Ltd	2479	To produce 5 months payroll – November 2016 to March 2017	53.00
Sibelco UK	2480	Annual rent in advance for Environmental Play Area, Chudleigh Knighton (former cycle track)	15.00
SJB Signs Ltd	2481	2 pairs of magnetic signs "Working for Hennock Parish Council" for Parish Lengthsman's vehicles: £80.00 plus VAT £16.00	96.00

*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 paper (£2.50), C5 envelopes (£0.69) and white board (£4.00) and post-its (£0.50) for Annual Parish meeting	7.69
HP 951XL cyan ink cartridge	21.00
Mileage: Mileage: 14/2 Parish Council meeting in Hennock Village Hall: 12 miles less mileage to/from CK of 9 miles = <u>3 miles</u> ; 20/2 Meeting with the Chairman and Keith Lee of Sibelco UK at East Golds, Kingsteignton via Chudleigh Knighton: 19 miles less mileage to/from CK of 9 miles = <u>10 miles</u> ; 1/3 Hennock & Chudleigh Knighton - meeting with Cllr Bridle & Toby Russell of Devon Air Ambulance to visit possible night landing sites across the Parish: 12 miles less mileage to/from CK of 9 miles = <u>3 miles</u> : Total of <u>16 miles</u> @ 60.1p per mile	9.61
Postage/stamps	17.16
Total	69.46
Cheque No.	2475

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11.2. Financial Statement: A Receipts and Payments Account and a Bank Reconciliation for the eleven months and one day ended the 1st March 2017 were presented to the Council, which showed the current account credit balance of £35861.78 and the Savings Account credit balance of £7,140.00, the balance of which after adjusting for un-presented cheques totalling £458.50, equated to the Receipts and Payments closing credit balance of £42543.28.

The Council also reviewed the updated Fixed Assets register as at the 28th February 2017 [Appendix C]: the register has been updated with the valuation of the 6 new benches which are currently being installed in the Parish. "The Governance and Accountability for Smaller Authorities in England – A practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" was updated in March 2016. The Guide applies to the statutory reporting of the financial year 2016/17 but Hennock Parish Council adopted the Guide early (as was permitted) for 2015/16. There was a transitional requirement that applied to the 2015/16 Annual Return which meant that the fixed assets were valued "as before" i.e. once recorded on the asset register, the recorded value should not change from year to year until disposal. Section 5 of the Guide had not been written at the time but was written in June 2016 and the basis for valuations has changed. The Clerk has revisited the valuations of the Fixed assets in the light of the new guidelines and made the following amendments as well as adding the new benches:

- Scheduled the CK "football pitch" under "Land" rather than "Play Parks"
- Valued Hennock war memorial at a nominal £1
- Specified the land held and valued it at a nominal £1
- Valued the allotments at a nominal £1

The Fixed assets valuation as at 31 Jan 2017 was £168613. This has increased to £169960 – an increase of £1347 being 3 x £1 nominal valuations and 6 new benches at £1344. The Fixed assets valuation as at the 31st March was £165573. This has increased by £4387 (to £169960) being the increase of £1347 above plus £3040 being the two interpretation boards in Chudleigh Knighton Car Park and Hennock on the land adjoining The Vicarage.

It was resolved that the financial statements be approved.

11.3. RECEIPT OF ELECTOR FUND GRANT: £1580.00 has been received from the Elector Fund towards the entrance gates and signs for the Parish. Cllr Bridle shared his views on the Council's decision of the 14th February 2017 [minute item 14], the outcome of which was as follows: (i) the entrance gate for Hennock village is not required as there is not a speeding problem in Hennock; (ii) instead, a replacement sign to that at Five Lanes, Hennock, is required to include pictures of Hennock village in addition to the speed restriction and wording along the lines, "Please drive slowly" – Cllr Bridle agreed to provide pictures of Hennock to the Clerk to take this forward; (iii) signage in the same format/design as the Hennock sign should replace the existing signs coming in to Teign Village from Hennock and in to Teign Village from the Teign Valley – Cllrs Hole and Williamson agreed to provide pictures of Teign Village to the Clerk to take this forward; and (iv) signage on the entrance gates in Chudleigh Knighton should be in the same format/design as the Hennock sign.

11.4. CONSIDER CHANGE TO FINANCIAL REGULATIONS TO AUTHORISE CLERK TO INCUR EXPENDITURE WHERE THERE IS BUDGETARY PROVISION WHERE THE VALUE IS BELOW £500: After some discussion it was unanimously agreed that the wording of point 3.4. should be changed to the following:

The Clerk may incur expenditure on behalf of the Council where the value is below £500 and where there is budgetary provision for the expenditure. The Clerk may also incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of an urgent nature subject to a limit of £250 where there is *not* any budgetary provision for the expenditure. The Clerk shall report the action to the Council as soon as practicable thereafter.

11.5. CONSIDER CHANGE TO FINANCIAL REGULATIONS TO INCREASE LIMIT FROM £200 TO £250 TO ENABLE CLERK TO INCUR URGENT EXPENDITURE WHERE THERE IS NO BUDGETARY PROVISION: Refer to item 11.4. above.

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12. RURAL AID 2017: Applications open for eight weeks from Friday the 17th March 2017. The Parish Council can submit one funding application up to £5000. The Clerk was instructed to issue a poster for the notice boards, website & Facebook and include Rural Aid in the Parish News.

13. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

13.1. Janice Alexander, Rural Housing Enabler, Devon Communities Together: In response to an email from Marcel Venn of Inox, Janice has advised:

- The Housing Needs survey closed on the 28th February 2017 – there is no need to extend the date as the response rates for both sections of the form were above average although forms received before Janice's report is written will be included.
- There was a good response rate of 26%.
- A good number of Part 3 forms were returned indicating a need for affordable housing.
- Janice thinks a drop in session would be a very good idea to give further information about affordable housing but this should not be related to the survey – the survey forms are easy to understand and contact details were included for anyone having problems.

Some councillors felt that the survey forms were not as straightforward as they might have been and some people did not complete the survey as they felt the information requested was "too personal".

It was agreed that the Parish Council will consider the way forward when it has Janice Alexander's report.

13.2. Gerald Tessier, Boundary Commission for England: In response to an email from the Clerk in relation to the parliamentary boundary review, he has confirmed the following with regard to the proposals:

- The whole of Hennock Parish will be represented by one MP in this round of changes albeit the Newton Abbot MP (currently Anne Marie Morris) instead of the Central Devon MP (Mel Stride) as the review is based upon the wards in Teignbridge District as they existed in May 2015.
- The changes to the wards in Teignbridge District will be taken into account as part of the next review of parliamentary constituencies to be undertaken between 2021 and 2023.

After some discussion, the Clerk was instructed to respond to the 2018 Boundary Review and the following response was made:

Hennock Parish Council consists of three villages: Chudleigh Knighton, Hennock & Teign Village. The final recommendations of the Local Boundaries Commission on the new electoral arrangements for Teignbridge District Council mean that Chudleigh Knighton will be in Chudleigh Ward and Hennock & Teign Village will be in Teign Valley Ward despite representations from the Parish Council and district councillors. Under the current proposals the whole of Hennock Parish will be represented by one MP because the boundary changes post May 2015 have not been taken in to account but the constituency will change from Central Devon to Newton Abbot. However, the boundary changes will be taken into account as part of the next review of parliamentary constituencies to be undertaken between 2021 and 2023 and it is therefore likely that Hennock Parish will be split between two MPs.

Hennock Parish is a rural parish and its identity is not with the urban community of Newton Abbot. It is frustrated by the split of the Parish between two wards and the further likely split between two parliamentary constituencies is extremely unwelcome; it will result in further loss of the Parish's rural identity. The Parish Council, therefore, urges the Commission to retain Chudleigh Ward in Central Devon constituency and thereby secure the future of the whole of Hennock Parish in one parliamentary constituency.

13.3. Doug Laing, Teignbridge District Councillor: suggesting that the Parish Council considers asking Devon & Cornwall Police to implement the "Close pass" initiative which protects cyclists; West Midlands Police have devised a simple sting operation using a decoy, plain clothed police officer, in a bid to reduce close overtaking and poor driving around cyclists: After some discussion, Cllr Baker proposed that the Council asks Devon & Cornwall Police to implement the "Close pass" initiative – this was not supported. Following a vote (5

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in favour and 2 abstentions) it was resolved that the Council should not ask Devon & Cornwall Police to implement this initiative on the basis that it was unlikely to change matters.

13.4. DALC: Newsletter including the S137 expenditure limit for 2017/18 - £7.57 - the limit is calculated by multiplying this sum by the number of electors (1437) so for Hennock Parish Council = £10878. S137 is a statutory power which gives the Council the power to incur expenditure for purposes not authorised by other statutory provisions. Hennock Parish Council's budget is almost entirely covered by statutory provisions and so there is only £210 built in to the budget for S137.

13.5. DNPA: confirming the retrospective planning application for an interpretation board on Land adjacent to The Old Vicarage, Hennock, has been checked and the application was found to be valid; a decision should be made within eight weeks.

13.6. Buckfastleigh Town Council: currently preparing a Neighbourhood Plan - noted.

14. PLAY PARKS MATTERS: The roadside fence in Hennock Play Park has been damaged with wires exposed and so the Clerk has accepted Mr Steve Lygo's quote for £35.00 to tidy up the fencing and rewire it to itself – noted.

15. REPORTS FROM PARISH COUNCIL'S REPRESENTATIVES ON OUTSIDE BODIES: Cllr Kelly represented the Parish Council at the international, annual event of raising the Commonwealth Flag on Monday the 13th March 2017 outside Forde House at Teignbridge District Council.

Cllr Parker and the Clerk met with Keith Lee of Sibelco on Monday the 20th February 2017 as previously arranged being a six monthly update. Cllr Parker summarised the issues discussed: (i) Proposed "Dragonfly trail" on Chudleigh Knighton Heath – refer to minute item 8.2. (ii) Bridleway 22 diversion and creation of new parking area: a new path has been created linking the Bridleway diversion (discussed with Sibelco in October 2015) to the hardstanding at the previous entrance to the quarry near New Bridge which is now available for parking. Keith will provide a sign for the parking and intends to put double yellow lines at the new entrance to stop people parking there. (iii) Interpretation board/memorial at Knighton Heath – refer to minute item 8.1. (iv) At the request of the Chairman, Keith agreed to do a presentation in Chudleigh Knighton Village Hall on the history of the clay pits as part of Sibelco's community liaison.

16. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: Cllr Williamson found a plaque on the ground in Teign Village Car Park which reads, "Tree planted in memory of Cllr George Stevens September 1962 – April 1987" – Cllr Williamson kindly agreed to clean the plaque and Cllr Hole agreed to put in a new post to which he will fix the plaque.

Cllr Bridle has been approached by a couple of local residents requesting the Council to arrange for a Tree Preservation Order [TPO] to be placed on a large, old chestnut tree in the field above the Hennock Play Park & Car Park. After some discussion, the Clerk was instructed to take advice from the Tree Warden in this respect and report back, accordingly.

In response to a question from Cllr Bridle, the Clerk confirmed that there is no formal arrangement in place for weeding/maintaining the former Copper Beech tree site; Cllr Bridle kindly agreed to weed the area for the Parish Council.

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

Tuesday the 21st March 2017: The Annual Parish meeting in Chudleigh Knighton Village Hall at 7.30pm.

Tuesday the 28th March 2017: Planning Committee meeting in Chudleigh Knighton Village Hall at 7.30pm.

Tuesday 11th April 2017: Parish Council meeting in Hennock Village Hall at 7.30pm

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PART II (Private)

18. CLLR CHRIS WEBB OF CHUDLEIGH TOWN COUNCIL TO SPEAK TO THE PARISH COUNCIL: Cllr Webb is on the Teignbridge Cycle Group: the future of cycle ways in Chudleigh ward was discussed and it was agreed that the Parish Council would consider its involvement with this and advise Cllr Webb, accordingly.

The Chairman expressed the Council's appreciation for Cllr Webb attending the meeting.

19. CONSIDER TAKING ON THE LENGTHSMAN CONTRACT FROM DCC HIGHWAYS: Further information is awaited from DCC and so it was agreed to defer this matter until the April Parish Council meeting.

As there was no further business the meeting ended at 9.35pm.

..... **Chairman**

Dated.....