



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 14th MARCH 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Carol Godwin (*left after agenda item 16.1*), Bo McAllister-Bruce, Pete McCullar, Janette Parker, and Graham Tully
District Councillor Richard Keeling (*left after agenda item 6.3*)
Andrew Cooper, Dartmoor National Park Link Member
Elly Maynard, Clerk to Henock Parish Council

PART I (Open to the Public)

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 Councillors Sarah Lee and Kate Willett. The reasons for their apologies were accepted.
District Councillor Stephen Purser also sent their apologies.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: Cllr Phil Baker declared an interest in agenda item 12.5 as he is Treasurer of Chudleigh Knighton Village Hall, Cllr Carol Godwin also declared an interest in agenda item 12.5 as she is on the committee. It was agreed that Cllr Baker would leave the room for this agenda item and Cllr Godwin would not participate.

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

6.0. REPORTS FOR INFORMATION

6.1. POLICE OFFICER'S REPORT: A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st February – 28th February there was 1 recorded offence in the parish. Police responded to 12 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal safety.

PC Hawkins will be attending Soup and Pud on Thursday 16th March at Henock Village Hall. In addition he will be attending Chudleigh Knighton Community Coffee Morning on Friday 14th April.

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS:

District Councillor Stephen Purser's report was circulated to councillors prior to the meeting, there were no questions regarding the contents.

District Councillor Richard Keeling spoke to the meeting about items not already covered in his report at the Annual Parish Meeting these included:.

- The appeal at Oakmoor has been dismissed
- The difficulties Teignbridge has faced with planning including enforcement.
- Teignbridge's Levelling Up application has been refused.
- Concern over Green Spaces feedback not yet on planning portal regarding Tollgate Farm.

ACTION A - The Clerk to send Cllr Keeling details of the enforcement cases from our February Planning meeting.

6.4. DARTMOOR NATIONAL PARK PARISH LINK MEMBER'S REPORT: Andrew Cooper reported the following:

- Dartmoor National Park is also having planning difficulties.
- They are still struggling to get staff. T
- They are currently working from a flat budget, i.e. the money is the same but prices have increased.
- It was looking like Princetown Visitor Centre would have to close, but they have received funding to enable it to stay open.
- Huge number of ponies being killed on Dartmoor.

ACTION B - The Clerk to do a Facebook post regarding ponies being killed on Dartmoor and the need to slow down.

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 14th February 2023 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 TWO VACANCIES 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 14TH FEBRUARY 2023

The Clerk distributed via email a summary of all actions following January's meeting, all have been completed [SEE APPENDIX A]

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK None

9.3. INSTALLATION OF BUS SHELTER BENCHES IN CHUDLEIGH KNIGHTON

9.4. GREAT BRITISH SPRING CLEAN, SATURDAY 11TH MARCH 2023

ACTION C – The Clerk was instructed to write a letter of thanks to Tamsin Crossland for moving the collected bags to by the pavement ready for collection on Monday morning.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

Lots of suggestions were given, see action below.

ACTION D - The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects:

- * Police Surgery at Community Coffee Morning, Chudleigh Knighton Village Hall, 14th April 10am – 12 noon
- * Bus shelters in Chudleigh Knighton now have benches installed
- * Report on Great British Spring Clean
- * Lamp Post Signs for King's Coronation – opportunity to sponsor a sign
- * Keep your speed down on Dartmoor to protect ponies
- * Elections 4th May
- * Heathfield Landfill including number to call to report odours.
- * Hedgehogs R Us Highways Project

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 at the meeting that were paid after January payments approved

- Scribe Voucher 221 AKRG Ltd new planters purchased via Amazon
- Scribe Voucher 222 GiffGaff, auto monthly payment for Clerk's mobile phone

Voucher	Cheque	Name	Description	Amount
221	AMZNMktplace	AKRG Ltd	New Planters	8.95
			<i>RETROSPECTIVE Bought via Amazon to match others at CK Village Hall</i>	
222	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto Monthly payment</i>	
223		HMRC	PAYE & National Insurance	292.91
224		E Maynard, Clerk	Salary, E Maynard, Clerk	1,331.88
			<i>Please note pension payment of £72.54 to NEST will be on APRIL payment list instead, as automatic payment in new financial year.</i>	
225		E Maynard, Clerk	Working from home expenses	18.00
226		E Maynard, Clerk	Mileage	6.75
			<i>3 trips to Hennock and Teign Village. 15 miles claimed in total x £0.45 / mile = £6.75</i>	
227		E Maynard, Clerk	Refreshments	4.48
			<i>Reimbursement to Clerk for purchasing refreshments for Annual Parish Meeting and Great British Spring Clean. Used up £2.45 remaining Tidy Teignbridge Funds</i>	
228		S & W Lygo Engineering	Weekly Inspections	180.00
229		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	122.88
230		Dartmoor Heathers and Gardens	Planting, Hedge and Tree Works	24.00
			<i>Remove broken planter, replant in new planter and reattach.</i>	
231		Dartmoor Heathers and Gardens	Allotment Work - Hennock	48.00
232		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	40.00
			<i>Room Hire - 07/02 Allotment Meeting, 14th Feb Full PC Meeting, 28/02 Planning</i>	
233		Abbey Business Machines	Ink Cartridges	21.60
			<i>2 x Epson 104 Ink Bottle Ecotank Black</i>	
234		Hawthorns Accounting Services Ltd	Payroll	120.00
			<i>To administer 10 months RTI payroll inc monthly submissions and P60.</i>	
			<i>Period June 2022 - March 2023</i>	
235		Hawthorns Accounting Services Ltd	Payroll	20.00
			<i>To re-enrol and re-declare the council's NEST pension with the pension regulator.</i>	
236		Marmax	3 x Benches for Chudleigh Knighton Bus St	610.80
			<i>GRANT FUNDED (TDC Councillor's Community Fund District Cllr Loraine Evens £300 and DCC Locality Budget County Cllr Jerry Book £400)</i>	
			<i>3 x Black 3 Seat Sturdy Bench @ £153 + VAT = £459.00 + Vat Carriage £50 + Vat</i>	
237		Dartmoor Heathers and Gardens	3 x Benches for Chudleigh Knighton Bus St	229.20
			<i>GRANT FUNDED (TDC Councillor's Community Fund District Cllr Loraine Evens £300 and DCC Locality Budget County Cllr Jerry Book £400)</i>	
			<i>Collection and installation of 3 benches.</i>	
			<i>Quote reduced from £200+ vat to £191+ vat to match budget.</i>	
238		The Play Inspection Company	Outdoor Annual Inspection x 3	360.00
			<i>Annual inspections carried out at all 3 playparks 06/03/2023</i>	
239		Regen SW	Training - Councillors	38.40
			<i>Training - Cllr Bo McAllister-Bruce to attend Community Energy Spring Gathering, Friday 24th March.</i>	
240		SLCC	The Clerk's Manual 2023	52.30
			<i>One of the most respected reference works in the local council sector.</i>	
			TOTAL	3,540.15

ACTION E - The Council unanimously resolved that the Clerk should make the above payments 223 – 240 using online banking.

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **eleven** months ended **28th February** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £28648.16 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 £35788.16. It was unanimously resolved that the financial statements be approved.

12.3. TO NOTE RECEIPT OF DCC LOCALITY BUDGET GRANT OF £400 TOWARDS BUS SHELTER BENCHES. Noted

12.4. TO NOTE SUCCESSFUL AWARD OF £490 FROM TIDY TEIGNBRIDGE CLEANSING FUND, PAYABLE APRIL 2023. Noted

12.5. TO CONSIDER ANY GRANT APPLICATIONS REGARDING THE KING'S CORONATION.

Cllr Phil Baker left the meeting for this agenda item as he is Treasurer of Chudleigh Knighton Village Hall and Cllr Carol Godwin didn't participate or vote as she is a committee member on Chudleigh Knighton Village Hall. The Clerk explained she had received written requests from Chudleigh Knighton Village Hall and Hennock Village Hall detailing what they propose to spend the grant money on, how much they would need and who would benefit within the parish. After some discussion it was proposed, seconded and unanimously agreed to award £300 to Chudleigh Knighton Village Hall and £300 to Hennock Village Hall.

ACTION F – The Clerk was instructed to write to both village halls and let them know they were successful. These payments will be on the April Payment list.

13. TO CONSIDER CORONATION GIFTS FOR CHILDREN ATTENDING PARISH PRE SCHOOLS AND SCHOOLS

A report produced by the Clerk was circulated prior to the meeting with costings for medals and mugs, along with selfie boards and lamp post signs, it also included feedback from the preschools and schools that was very much in favour of medals, as they had been so successful at the Jubilee celebrations.

It was unanimously resolved for the Clerk to purchase 250 Coronation medals.

It was unanimously resolved to purchase a set of Lamp Post signs and encourage residents and local businesses to support the project by sponsoring a sign for £5.

ACTION G – The Clerk to purchase medals and lamp post signs, plus promote sponsor a lamp post sign for £5 via Facebook, posters and newsletter.

14. TO CONSIDER HEDGEHOGS R US HIGHWAY PROJECT

<https://hedgehogrus.co.uk/hedgehog-highway-project>

It was unanimously resolved to promote the Hedgehogs R Us project and monitor the feedback before taking any further action.

ACTION H – The Clerk to promote Hedgehogs R Us Highways project on Facebook and via our newsletter.

15. TO CONSIDER HENNOCK PARISH COUNCIL'S RESPONSE TO DARTMOOR NATIONAL PARK'S DRAFT HOUSING SUPPLEMENTARY PLANNING DOCUMENT.

<https://www.dartmoor.gov.uk/living-and-working/planning/planning-policy/supplementary-planning-documents/housing-spd>

It was unanimously resolved that no further action is needed.

16. PARKS AND OPEN SPACES MATTERS –

16.1. To consider any maintenance issues arising from weekly inspections of play parks, car parks and bus shelters in Hennock, Teign Village and Chudleigh Knighton.

16.2. To consider The Play Inspection Company's Annual Report

The Clerk informed the meeting that she had received the 3 detailed reports and will be undertaking site visits with our play park inspectors to decided upon the best course of action. She commented that the report on Teign Village Play Park highlighted the issues with the wooden equipment that we are aware of and monitoring weekly, this equipment is 18 years old. There was a short discussion regarding the refurbishment of Teign

Village Play Park as a future project that will involve a working group, consultations and grant funding applications.

17. ALLOTMENT MATTERS, TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS INCLUDING AVIAN FLU

17.1. To consider the report and recommendations from Hennock Parish Council's Allotment Committee.

The Clerk reported that following the meeting invoices had been sent out and to date she had received £392.50 rent from Hennock allotment holders. The Clerk clarified that invoices for Teign Village Allotment Association and Chudleigh Knighton Allotment Association will go out in the next financial year.

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

Cllr Janette Parker reported back about the Heathfield Community Liaison Committee meeting she had attended the day before. They will be putting in a planning application soon. Full details can be found on our website including the minutes. <https://www.hennockpc.org.uk/post/heathfield>

ACTION I – The Clerk to signpost residents to our dedicated page on our website via our Facebook page and Newsletter and to include the wording “All odours believed to be from the site should be reported to the Environment Agency 0800 80 70 60”

19. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Cllr Charlie Fisher reported that he had visited Chudleigh Knighton Post Office within the village hall and its still very well supported.

Cllr Pete McCullar said he had heard that Wales and West may need to close the road in Chudleigh Knighton.

ACTION J – The Clerk to contact Wales and West and our Neighbourhood Highways Officer for clarification regarding road closure and then report back to councillors.

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

To confirm the dates of the next Parish Council and Planning Committee Meetings
Tues 28th March 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall
Tues 11th April 2023: Full Parish Council meeting starting at 7.30pm, Chudleigh Knighton Village Hall
Tues 18th April 2023: Planning Committee Meeting starting at 7.30pm, Chudleigh Knighton Village Hall (3rd Tues)
Tues 16th May 2023: Annual Meeting of the Parish Council at 7.30pm, Chudleigh Knighton Village Hall

PART II None

As there was no further business the meeting ended at 9.29pm

..... Chairman Dated.....