

CLERK'S REPORT – SUMMER RECESS 2020

1. Financial matters and payments:

1.1. Payment of invoices: In consultation with the Chairman, the following payments were made on 11th August:

| Payee | Method of payment | Purpose | Amount (£) |
|--|---|---|-------------------|
| NEST | Direct Debit | Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £520 = £799.50 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£23.99</u> Employee: £799.50 x 5% x 80% (as tax is deducted at source) = <u>£31.98</u> | 55.97 |
| Giffgaff | Debit Card (paid 27.7.20) | “Goodybag” – monthly bundle of minutes, texts & data for Parish Council’s mobile phone | 10.00 |
| Amazon | Debit Card (paid 27.7.20) | HP951XL Magenta ink cartridge: £21.24 plus VAT £4.25 | 25.49 |
| Imperative Training Limited (Defib Shop) | Debit Card (Paid 29.7.20) | Purchase of CPR-D-Padz – replacement pads for Hennock defibrillator (existing pads were 5 years old and expired): £100.00 plus VAT £20.00 | 120.00 |
| OT Group Limited (via Amazon) | Debit Card (paid 29.7.20) | HP950XL Black Ink Cartridge: £32.79 plus VAT £6.56 | 39.35 |
| Zoom | Debit Card (paid 10.8.20) | Standard Pro Monthly charge: £11.99 plus VAT £2.40 Paid by debit card and debited from Parish Council’s bank account 8 th July 2020 | 14.39 |
| Amazon | Debit Card (paid 11.8.20 – pending transaction) | HP951XL Cyan ink cartridge: £20.82 plus VAT £4.17 | 24.99 |
| H Reynolds | Online | Clerk’s net salary | 1168.82 |
| HMRC | Online | PAYE & NI | 199.77 |
| H Reynolds | Online | Clerk’s expenses* | 17.60 |
| S & W Lygo Engineering | Online | 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; plus | 220.00 |

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|--------------------------------|--------|---|---------|
| | | Cutting back & clearing branches overhanging paths at Chudleigh Knighton Play Park: £20.00; plus Cutting & grinding off broken screws on "Toddler" back fence at Chudleigh Knighton Play Park: £10.00; plus Fixing back roadside fence slat: £10.00 | |
| SJB Signs | Online | Covid-19 Play Park re-opening signs for Play Parks x 8 (£24 plus VAT each) plus fitting: £40 plus VAT: Total: £232.00 plus VAT £46.40 <i>N.B. Payment released on receipt of invoice on 13th August 2020</i> | 278.40 |
| Mr Dave Lander | Online | Payment for the cost of the felt for Hennock Allotment shed (which supplies water for the allotment community) | 120.58 |
| Dartmoor Heathers & Gardens | Online | Parish Lengthsman duties: £1243.00; plus Allotments – strimming paths at Hennock Allotments: £25.00; plus VAT £253.60 | 1521.60 |
| South West grounds Maintenance | Online | Grounds maintenance duties: £240.50 plus VAT £48.10 | 288.60 |

***Clerk's Expenses £**

| | |
|--|--------------|
| Working from home expenses | 14.00 |
| Mileage: 31/07/20 To Chudleigh to collect Chain of Office from Vice-Chairman: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> & 10/08/20 To Hennock allotments to meet Mark Storey of Somerset Scientific Services & Alec Jacobs re asbestos: 12 miles less mileage to/from CKVH of 9 miles = <u>3 miles</u> : Total 6 miles @ 60.1p per mile = £3.60 | 3.60 |
| Total | 17.60 |

1.2. Financial statement: [Refer to Appendix A] The Receipts and Payments Account and a Bank Reconciliation for the four months ended 31st July 2020 show the current account credit balance of £35776.98 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for an unrepresented cheque for £60.00, equates to the Receipts and Payments closing credit balance of £42856.98.

1.3. Audit: Due to the impact of Covid-19 the audit has been undertaken later this year and the public inspection period commenced on 25th August 2020 and ends on 6th October 2020 – the Notice of Public Rights and publication of the unaudited Annual Governance &

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Accountability Return has been published on the Parish Council's website and the external auditor, PKF Littlejohn will sign their certificate after the inspection period has expired.

The internal auditor, Chris Jebb of Hawthorns Accounting Services Ltd, confirmed in an email to the Clerk on 29th July 2020 that the Parish Council's system for making on-line banking payments is acceptable from an audit perspective. He has also confirmed that adding the debit card transactions to the next payments schedule for retrospective authorisation is acceptable from an audit perspective.

1.4. Invest in Devon Grant for Hennock Phone Box Library: The Parish Council was successful at securing a grant for £1020.00 for refurbishing the Phone Box Library. A request for payment of the grant must be made to DCC on receipt of the invoices. In consultation with the Chairperson, quotes have been accepted from Teign Valley Building Company Ltd to (i) supply and lay a tanking slurry around the entire floor area of the Phone Box to stop any rising or low-level water ingress for £120.00 plus VAT and (ii) to remove the old water damaged shelving and make & fit a new bespoke shelving unit from recycled plastic sheets for £900.00 plus VAT – it was agreed that this work will be completed in August or by the end of September at the latest. In view of the tight timescales, it was accepted that, notwithstanding Financial Regulation 11.1(h), one quote was sufficient on this occasion from one of the Council's preferred suppliers.

1.5. Invest in Devon Grant for Chudleigh Knighton Phone Box Museum: The Parish Council was successful in securing a grant of £480.00 towards the cost of turning the Phone Box opposite the Claycutters Arms in Chudleigh Knighton into a "history museum". A request for payment of the grant must be made to DCC on receipt of the invoices. Please also refer to item 1.6.

1.6. Locality Budget grant for Chudleigh Knighton Phone Box Museum: The Parish Council was successful in securing a grant of £651.50 towards the cost of turning the Phone Box opposite the Claycutters Arms in Chudleigh Knighton into a "history museum". £651.50 was credited to the Parish Council's bank account on 3rd August 2020. In consultation with the Chairperson, quotes have been accepted from (i) S & W Lygo Engineering for £870.00 to disinfect the floor and lower level, secure three windows, remove two internal notice boards, rub down loose flaking paint internally & externally, dust over & wipe over with thinners, prime and apply two top coats of paint, to clear site of debris and clean the windows; and (ii) SJB Signs for £261.50 plus VAT for the artwork, supply & fitting of an aluminium sign with full colour print and matt over lamination, 2 x DL enclosed leaflet holders and vinyl sticker reading, "Chudleigh Knighton History". The Clerk is working with Steven Chown, local historian, on the detail of the history to be included. It has been agreed that this work will be completed by the end of September and in view of the tight timescales, it was accepted that, notwithstanding Financial Regulation 11.1(h), one quote was sufficient on this occasion for the work described in (i) from one of the Council's preferred suppliers.

2. PLANNING AND HOUSING MATTERS: The following planning applications were considered by the Planning Committee by email during the Summer Recess:

Planning application:

Teignbridge District Council

2.1. Ref: 20/01434/TPO

Location: Hennock – Land NGR 284576 77236, Knights Mead

Proposal: fell one elm and one ash and prune two ash back to boundary where overhanging neighbouring properties

Parish Council's observations: The Parish Council supports this application subject to a replacement tree being planted in recognition of the importance of trees as a habitat and in storing carbon and the climate emergency.

Dartmoor National Park Authority

2.2. Ref: 0185/20

Location: Hennock – Longlands, Hennock

Proposal: Internal repairs and minor alterations

Decision: Grant of Listed Building Consent

Planning decision:

Teignbridge District Council

2.3. Ref: 20/00853/FUL

Location: Hennock – 5 Devon Heath, Chudleigh Knighton

Proposal: Single storey side and rear extension

Decision: Grant of conditional planning permission

Planning decision:

Dartmoor National Park Authority

2.4. Ref: 0298/20

Location: Hennock – Botor Rock Farm, Hennock

Proposal: Change of use of part agricultural land for the siting of three shepherds' huts

Decision: Refusal of planning permission

2.5. Former Anchor Inn site: Following further complaints about the state of this site, the Parish Council requested Teignbridge District Council to use its powers under Section 215 of the Town & Country Planning Act 1990 to take steps requiring the land to be cleaned up. The site is overgrown with vegetation/weeds which are up to 7ft tall in places. The site is littered with rubbish including cans, bottles, plastic bags, cartons, broken breeze blocks and pieces of broken timber. The condition of the site is adversely affecting the amenity of the area and has done so for a number of years. District Councillors Lorraine Evans and Richard Keeling supported the Parish Council's request. The Senior Planning Enforcement Officer responded to this request as follows:

I refer your recent complaint regarding the condition of the land at the above site.

Under the planning legislation where land or buildings become untidy and have a detrimental impact on the street scene the Council can issue an Untidy Land Notice to ensure works are carried out to tidy the land or property. In this instance, from a recent visit to the site it was noted that the vegetation on the site is beginning to become overgrown but I do not consider at this time it would warrant a formal Notice being issued. However, as there are concerns that if the vegetation is allowed to continue to grow it will have a detrimental impact on the area I have written to owner to advise them to cut back the vegetation.

I hope this clarifies the matter but should it become clear that no steps have been taken and the site becomes worse then please do not hesitate to contact me and further investigations can be carried out.

2.6. Housing Needs Survey refresher: The survey has been included in the September edition of the Knighton News and additional copies have been printed enabling it to be distributed to residents in Chudleigh Knighton, Hennock and Teign Village. The survey is also available online and is to be completed by those people who think they may need to move to an affordable home in Hennock Parish within the next five years. Paper responses are to be returned to the Clerk in an envelope marked HNS on the reverse as they will not be opened by the Clerk but passed on to Devon Communities Together who will analyse the results.

3. PARKS & OPEN SPACES:

3.1. Damage to wet pour under low rotator at Chudleigh Knighton Play Park: The safety surface under the low rotator at Chudleigh Knighton Play Park has been dug up and thrown around the Play Park. There are three holes which need repairing but there are a number of other cracks in the surface and the concern is that these would become holes, too. Three quotes have been obtained to skim over the entire surface: Company A quoted £900.00 plus VAT, Company B quoted £1629.00 plus VAT and Company C quoted £2950.00 plus VAT. In consultation with the Chairperson, Outdoor Play Devon Limited's (Company A) quote for £900.00 plus VAT has been accepted.

3.2. Damage to wooden bridge at Chudleigh Knighton Play Park: Three slats/pieces of wood in the bridge across the ditch from the Play Park to the Environmental Play Area have been broken. This exit/entrance to the Play Park has been padlocked and Sibelco (who put in the bridge originally) has agreed to repair it for the Parish Council.

4. ALLOTMENT MATTERS:

4.1. Hennock allotments: The Clerk and Alec Jacobs (who helps manage the allotments on a voluntary basis) met Mark Storey of Somerset Scientific Services at Hennock allotments on 10th August 2020. There isn't a huge amount of asbestos cement material in the soil and digging showed the material to be present only in the top four to six inches. Mark took some small broken pieces for sample analysis. Somerset Scientific Services has advised that the risk from digging the ground is minimal and has suggested that when digging, if the asbestos cement material is found, it should be picked up and placed in a bag that can be sealed, labelled and disposed of as a hazardous waste.

Signed.....
Helen Reynolds
Clerk to Hennock Parish Council

Dated: 8th September 2020