



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 11th APRIL 2023 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Phil Baker, Charlie Fisher (Chairman), Carol Godwin (*arrived during agenda item 9.3*), Sarah Lee, Bo McAllister-Bruce, Janette Parker, and Graham Tully
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Charlie Fisher welcomed everyone to the last full parish council meeting of this term. He commented that it has been a very good 4 years and thanked all councillors past and present for their contributions as well as thanking the current Clerk Elly Maynard and previous Clerk Helen Reynolds. Councillors expressed their sadness that he will be leaving the parish council.

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 Councillor Kate Willett. The reason for her apologies were accepted.
District Councillor Stephen Purser also sent his apologies.

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: 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 March – 31st March there were 3 recorded offences in the parish. Police responded to 9 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

PC Hawkins will be attending Chudleigh Knighton Community Coffee Morning on Friday 12th May 10am – 12 noon, unfortunately he had to cancel the original date of 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.

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 14th March 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. Cllr Fisher commented that there are now 3 vacancies following the resignation of Cllr Pete McCuller with immediate effect.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM FULL PARISH COUNCIL MEETING HELD TUESDAY 14TH MARCH 2023

The Clerk distributed via email a summary of all actions following February's meeting, all have been completed apart from including Hedgehog article in Newsletter, this will appear in next edition instead [SEE APPENDIX A]

9.2. TRAINING AND MEETINGS ATTENDED BY THE CLERK

27/03/23 Meeting: Play Parks Site Visits with contractors to discuss Annual Inspections

29/03/23 Training: Scribe Accounts - Starting your new financial year in Scribe (Free)

05/04/23 Meeting: Highways

A highways report based on the meeting was circulated to councillors prior to the meeting, the Clerk was praised on the report and asked to include it on our website.

ACTION A - The Clerk to include the report on the highways page of our website and do a Facebook post with a link to it <https://www.hennockpc.org.uk/highways>

9.3. UPDATE ON CORONATION LAMP POST SIGNS AND MEDALS

The Clerk reported that to date 53 signs have been pledged, 41 of these have been paid for totalling £205 income. Many of the lamp posts around the parish are actually installed on telegraph poles so the cable ties provided won't be long enough.

ACTION B - The Clerk to purchase extra long white cable ties that will fit around telegraph poles.

The Clerk to purchase further lamp post signs.

The Clerk to organise Lamp Post Sign installation day on Friday 28th April.

ACTION C – The Clerk to write to Chudleigh Knighton Pre School, Chudleigh Knighton Primary School, Hennock Pre School and school saying that we have purchased the medals and asking them when they are celebrating the Coronation and saying that Councillors will be happy to attend their celebrations and present the medals.

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, 12th May 10am – 12 noon*
- * Hedgehogs R Us Highways Project*
- * Names of new councillors*
- * Jubilee Tree, Teign View, Chudleigh Knighton*
- * Mini Library in Hennock had a Spring Clean*
- * Police Surgery 12th May, Chudleigh Knighton*
- * Coronation – medals and Lamp Post Signs*
- * Link to Highways page of our website*

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 March payments approved

Voucher	Cheque	Name	Description	Amount
241	TROPHIES PL	Trophies Plus Medals	Coronation Medals	335.00
			<i>RETROSPECTIVE But authorised at full parish council meeting 14/03/23</i>	
242	SP RBLL CD 7!	Royal British Legion Industries	Coronation Lamp Post Sign	115.59
			<i>RETROSPECTIVE But authorised at full parish council meeting 14/03/23</i>	
			<i>Please note we can't recover the VAT. "When a local council receives donations from a third party, it can only recover vat on the use of the money if the council does not do anything in return for the donor, nor agree to allow a third party to benefit." As we are naming the companies this can be seen as benefitting them.</i>	
243	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto payment</i>	
244	POST OFFICE	Post Office Ltd	Postage	10.21
			<i>RETROSPECTIVE</i>	
			<i>Postage of 1 set of Nomination papers</i>	
			<i>12 x 2nd class stamps for S&W Lygo to return play park inspection forms</i>	
TOTAL				470.80

ACTION E - The Council unanimously resolved to approve these retrospective payments from 2022/23 financial year. No action required.

Voucher	Cheque	Name	Description	Amount
1	SP RBLL CD 7!	Royal British Legion Industries	Coronation Sponsorship	115.59
			<i>RETROSPECTIVE But authorised at full parish council meeting 14/03/23</i>	
			<i>Please note we can't recover the VAT. "When a local council receives donations from a third party, it can only recover vat on the use of the money if the council does not do anything in return for the donor, nor agree to allow a third party to benefit." As we are naming the companies this can be seen as benefitting them.</i>	
			<i>Please note: Ordered 25 Lamp Post Signs 31/03/23 but came out of account 03/04/23</i>	
2		HMRC	PAYE & National Insurance	272.51
3		E Maynard, Clerk	Salary, E Maynard, Clerk	1,352.28
			<i>Please note tax code changed to 1257L</i>	
4		E Maynard, Clerk	Working from home expenses	18.00
5		E Maynard, Clerk	Mileage	11.25
			<i>5 trips to Hennock and Teign Village. 25 miles claimed in total x £0.45 / mile = £11.25</i>	
6		NEST	Pension	72.54
			<i>This is for period 6th March to 5th April, auto payment on or immediately after 12th April, so although received in March needs to be in 2023/24 accounts.</i>	
7		NEST	Pension	72.54
			<i>AUTO PAYMENT but won't be taken until around 12th May 2023</i>	
8		S & W Lygo Engineering	Weekly Inspections	180.00
9		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	331.20
10		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	40.00
			<i>07/03/23 Annual Parish Meeting, 14/03/23 Full Meeting, 28/03/23 Planning Meeting</i>	
11		Abbey Business Machines	Stationery	34.54
			<i>A4 Paper and C4 envelopes</i>	
12		Teignbridge District Council	Emptying bins at car parks	1,888.80
			<i>This is the charge for 2022/23 as we pay in arrears, as budget.</i>	
13		Starboard Systems Ltd (T/A Scribe Accounts)	Scribe Accounts Annual Subscription	414.72
			<i>As budget.</i>	
14		Chudleigh Knighton Village Hall	Coronation Grant for Chudleigh Knighton Vi	300.00
			<i>As agreed at Full Parish Council Meeting held 11/03/23 Agenda item 12.5</i>	
15		Hennock Village Hall	Coronation Grant for Hennock Village Hall	300.00
			<i>As agreed at Full Parish Council Meeting held 11/03/23 Agenda item 12.5</i>	
16		Screwfix	Stainless Steel combination padlock	15.99
			<i>For Vehicle access gate at Teign Village, identified as needed in Annual Report</i>	
17		Devon Association of Local Councils	NALC and DALC Affiliation Fees	449.08
			<i>AUTO PAYMENT PAID DIRECT FROM TEIGNBRIDGE FROM PRECEPT £449.08</i>	
			<i>Slightly under budget</i>	
			<i>NALC Affiliation Fee £110.64</i>	
			<i>DALC Service Charge £19.98</i>	
			<i>DALC Affiliation Fee £265.39 + VAT</i>	
TOTAL				5,869.04

ACTION F - The Council unanimously resolved to approve the above payments from 2023/24 financial year and resolved that the Clerk should make the above payments 2 – 17 using online banking with the exception of Scribe vouchers 6 and 7 which are automatic Nest payments. Please note Scribe 14 and 15 should read meeting held 14/04/23 not 11/03/23, corrected on Scribe.

12.2. FINANCIAL STATEMENTS: A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **twelve** months ended **31st March** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £25144.48 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 £32284.48. It was unanimously resolved that the financial statements be approved.

12.3. CONFIRMATION OF PRECEPT

The 2023/24 Precept for Hennock Parish Council will be £45856.87
First half year payment due 26th April 2023, £22928.44 less DALC payment of £449.08 = £22479.36
Second half year payment due 27th September 2023 = £22928.43

12.4. REVIEW OF ACTUAL EXPENDITURE AGAINST BUDGET FOR YEAR ENDED 31ST MARCH 2023.

The Clerk went through the year's accounts explaining any discrepancies, including CIL monies being £4660.72 higher than expected. The Chairman commented that aside from the large expense of replacing the weldmesh fencing at Chudleigh Knighton Play Park £8645.60, we finished the year remarkably well considering the external pressures, we spent monies where we expected to.

12.5. TO APPROVE FIXED ASSET REGISTER

It was unanimously resolved that the fixed assets register be approved. *[SEE APPENDIX B]*

13. ELECTIONS 4TH MAY 2023 AND THE PRE-ELECTION PERIOD

We have received from Teignbridge the notice of uncontested election, there were 6 candidates for the Chudleigh Knighton ward out of a possible 8 and 2 candidates for the Hennock Village ward out of a possible 3. Therefore, all candidates will be elected, unopposed and will take office on 9th May.

14. CORRESPONDENCE FOR CONSIDERATION AND ACTION

14.1. Email from Detachment Commander, Bovey Tracey Detachment, Devon Army Cadets regarding litter pick on Thursday 15th June. As the British Army's youth organisation they are covered by the MOD for insurance. Also, for all activities they do a risk assessment and this can be forwarded to the parish council for our records if needed. It would be good also to promote this activity locally and he can forward pictures from the evening litter pick post the event. This was noted and supported by the parish council.

ACTION G - The Clerk to write back to the Detachment Commander saying we support the project and it will be interesting to note how much litter has been created since the Great British Spring Clean.

15. PARKS AND OPEN SPACES MATTERS –

15.1. To consider any maintenance issues arising from weekly inspections of play parks, car parks and bus shelters in Hennock, Teign Village and Chudleigh Knighton. None

15.2. To consider the quotes following The Play Inspection Company's Annual Report in March. It was agreed to defer this agenda item to the May meeting as the quotes aren't ready yet.

ACTION H – The Clerk to include “To consider the quotes following The Play Inspection Company's Annual Report in March.” in the May agenda.

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

16.1. To consider the quote regarding Chudleigh Knighton Allotment Gate.
After some discussion it was agreed for the Clerk to respond as detailed in Action I.

ACTION I – The Clerk to write to Chudleigh Knighton Allotment Association explaining our contractor removed the gate for safety reasons and it is beyond repair. The contractor is able to install a new gate with new post for £260 this price would include disposing of the old gate. The gate would open outwards and you might like to add a sign saying the gate opens outwards. This would be at Chudleigh Knighton Allotment Association's cost as it states in the tenancy agreement point 7. The parish council is happy to organise this work to be done on your behalf and we can invoice the allotment association.

A Councillor informed the meeting that the housing requirements regarding Avian Flu finish 00:01 on 18th April 2023.

*ACTION J – The Clerk to add updated Avian Flu information to our website.
<https://www.hennockpc.org.uk/allotments>*

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

Cllr Bo McAllister-Bruce attended the Community Energy Conference at Dartington and found it very useful, in the future she would like the sustainability group to take this forward and hold a community day.

18. 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 Janette Parker said that she hadn't received any responses from other councillors so had replied on behalf of Hennock Parish Council regarding DALC's survey about planning and permitted rights, based on how we have responded to previous planning applications, most responses were "concerned" she said she will forward the responses to the Clerk for our records.

Cllr Charlie Fisher told the meeting that his last official engagement as Chairman of Hennock Parish Council will be the opening of the Bee Hives at Clay Lane Apiary in Chudleigh Knighton on 22nd April.

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

To confirm the dates of the next Parish Council and Planning Committee Meetings
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 (3rd Tues)

PART II None

As there was no further business the meeting ended at 8.58pm

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