



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

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Bo McAllister-Bruce, Janette Parker and Graham Tully (Chairman)
Elly Maynard, Clerk to Hennock Parish Council
County Councillor Jerry Brook
District Councillor Andy Swain (*arrived during agenda item 13.5*)
One member of the public

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the November meeting.

1. RECORDING OF MEETINGS: The Chairman reminded all in attendance that they may be recorded or otherwise reported about.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS FOR ABSENCE: Apologies were received from Councillors Jasmine Carter, Pam Rogers and Kate Willett, the reasons for their apologies were accepted.
District Councillor Stephen Purser and Andrew Cooper from Dartmoor National Park 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 Bo McAllister-Bruce let the meeting know that she lives in the vicinity of the Baker Estates development.

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:

A member of the public addressed the meeting speaking on behalf of residents that have been affected by the commencement of work at Tollgate Farm / Turnpike Fields in Chudleigh Knighton. She spoke at length during public participation about the issues regarding the excesses of water coming onto her property and land following the commencement of the building work by Baker Estates. She said that she has contacted Baker Estates but nobody has got back to her and she is very frustrated. She has spoken to the contractors who weren't aware about the "pinch point" on their land and the contractor explained that the drains have collapsed and that is why there is so much run off. Their land is currently sodden as the water is pouring through the drainage holes in the bridge onto their field. She also spoke about another neighbour having their telephone line cut by the contractors and they were quite rude to her.

The parish council did explain that the drainage works haven't been completed and we have had exceptionally bad weather with storm Ciaran.

ACTION A – The Clerk to contact Baker Estates with the resident's concerns, see also agenda item 16.

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 October – 31st October there was 1 recorded offence in the Chudleigh Knighton and Hennock beat code area, which was a theft. Police responded to 12 other non-crime offences in this period, these include road traffic issues, concerns for welfare, public safety and animal welfare.

Police Surgeries:

He attended Chudleigh Knighton Friendship Group – Tuesday 24th October 2023, 2pm

He will be attending Hennock Soup and Pud – Thursday 16th November, 12pm – 2pm

<https://www.hennockpc.org.uk/post/police>

6.2. COUNTY COUNCILLOR'S REPORT: Jerry Brook gave an update from Devon County Council and spoke about a recent Ofsted visit saying that the service is much improved and moving in the right direction. On Thursday 16th November the Corporate Infrastructure and Regulatory Services Scrutiny Committee will be considering the Devon Electric Vehicle Charging Strategy Report, one of the things it will look at is the possibility of on-street residential pavement gully solutions, so that charging cables across the footway do not create trip hazards for owners without off-street parking. He also spoke about how highways are looking to use better products to fill pot holes. Lastly, he recommended that any bus feedback needs to be hard evidence and time dated. Cllr Parker informed Cllr Brook that school bus passes are not interchangeable between bus providers.

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 of the report.

District Councillor Andy Swain reported that Teignbridge came 6th out of 168 councils in tackling climate change in their drive for net zero. He also reminded the meeting that there are still monies in his Community fund available.

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

6.5. NEIGHBOURHOOD HIGHWAYS OFFICER: None. Although the Clerk informed the meeting that she had spoken to our Highways Officer about the large number of pot holes from the bottom of Teign Village after the play park down to Leigh Cross.

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 10th October 2023 were approved and agreed unanimously as a true and correct record and were signed by the CHAIRMAN.

8. TO NOTE THERE ARE NOW 2 VACANCIES ON HENNOCK PARISH COUNCIL following the resignations of Cllr Carol Godwin and Cllr Sara Lee. Noted

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 10TH OCTOBER 2023

The Clerk distributed via email a summary of all actions, actions A – U have all been completed apart from Action C which is still ongoing and she has made an appointment to meet with the recommended contractor.

The Clerk to action the ongoing action namely:

ACTION B – The Clerk to meet with the alternative contractor to empty litter bins and dog bins and to explore whether this would be a viable option.

9.2. CLERK'S ACTIONS FROM EXTRAORDINARY PARISH COUNCIL MEETING HELD TUESDAY 24TH OCTOBER 2023

The Clerk distributed via email a summary of all actions; action A has been completed.

9.3. TRAINING AND MEETINGS ATTENDED BY THE CLERK

- Teign Village Play Park Meeting, Tuesday 7th November
- Teignbridge Training Session on Register of Interests and Code of Conduct, Thursday 9th November
- Remembrance Sunday with Cllr Graham Tully, Sunday 12th November

- Allotment Inspections at Hennock, Monday 13th November
- Finance Meeting, Monday 13th November

10. TO NOTE THE LOCAL GOVERNMENT PAY AWARD HAS BEEN AGREED FOR 2023/2407/11/23

Email from DALC National Salary Award 2023/24 The National Joint Council for Local Government Services (NJCS) has reached an agreement on the new rates of pay applicable from 1 April 2023. See agenda item 13.1 for details. Noted

11. ARTICLES FOR THE PARISH COUNCIL NEWS

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

- * Remembrance Sunday
- * Our website, letting residents know what it contains and request feedback
- * Secret Santa
- * News from Climate and Sustainability Group
- * Vacancies on Hennock Parish Council

ACTION D - The Clerk to attend Community Coffee Morning at Chudleigh Knighton on Friday 17th November to promote Secret Santa project.

12. AGREEMENT OF AGENDA BETWEEN PARTS I & II. No part II

13. FINANCIAL MATTERS AND PAYMENTS:

Voucher	Cheque	Name	Description	Amount
133	TOOLSTATION	Toolstation	Graffiti Remover	13.00
134	CLEAR INSUR	Clear Councils	Insurance	569.00
		<i>RETROSPECTIVE Although authorised at Extraordinary Parish Council Meeting 24/10/23</i>		
135	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
		<i>RETROSPECTIVE Auto Monthly payment</i>		
136		HMRC	PAYE & National Insurance	606.13
		<i>Please note higher amount as wages this month includes 7 months back pay.</i>		
137		E Maynard, Clerk	Salary, E Maynard, Clerk	1,818.00
		<i>Monthly Gross Pay at new rates following pay award £1647.10 plus Back pay 7 months @ £91.00 £637.00 less deductions</i>		
138		E Maynard, Clerk	Working from home expenses	26.00
139		E Maynard, Clerk	Mileage	11.25
		<i>3 trips to Hennock and Teign Village with agendas and notices 1 trip for accounts to be checked and 1 trip to Bovey to collect wreath 25 miles @ £0.45 = £11.25</i>		
140		NEST	Pension	123.50
		<i>AUTO DIRECT DEBIT PAYMENT IN DECEMBER Higher as November pay includes 7 months backdated pay</i>		
141		South West Grounds Maintenance	Grounds Maintenance Contract	275.40
142		S & W Lygo Engineering	Weekly Inspections	215.00
143		S & W Lygo Engineering	Repairs to CK Play Park	379.93
		<i>Fix in place 5 x new fence posts and concrete and secure to existing fencing Photos sent to councillors 06/11/23</i>		
144		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	37.50
		<i>10/10/23 Full PC Meeting, 24/10/23 Planning, 04/10/23 Climate & Sustainability</i>		
145		Abbey Business Machines	Stationery	29.94
		<i>A4 Paper</i>		
146		Chudleigh Knighton PCC	Grant - Knighton News	300.00
		<i>As agreed at Full parish Council Meeting 10/10/2023, agenda item 13.5</i>		
147		Chudleigh Knighton PCC	Advert in Knighton News	84.00
		<i>As agreed at full parish council meeting 10/10/2023 Agenda item 13.5</i>		
148		The Royal British Legion	Wreath	40.00
		<i>£40.00 Donation for 1 Wreath as reuse Chudleigh Knighton wreath</i>		
149		Dartmoor Heathers and Gardens	Planting, Hedge and Tree Works	24.00
		<i>Cut up 1 large and 1 smaller branch, dragged off road and clear up area</i>		
150		Dartmoor Heathers and Gardens	Tidying up of paths and verges	348.00
		<i>Tidying up of paths, verges not in contract and additional stone for Hennock park path.</i>		
151		Dartmoor Heathers and Gardens	Parish Lengthman Contract	1,237.20
TOTAL				6,147.85

13.1. TO CONSIDER PAYMENT OF INVOICES

There was some discussion regarding Scribe voucher 143, but it was resolved that this payment should be paid for using the Repairs budget rather than CIL monies.

ACTION E - The Council unanimously resolved to approve the payments above and resolved that the Clerk should make the below payments 136 – 151 using online banking with the exception of Scribe voucher 140 which is an automatic Nest payment payable in December.

13.2. FINANCIAL STATEMENTS – SUMMARY OF RECEIPTS AND PAYMENTS, BANK RECONCILIATION, RECEIPTS.

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **seven** months ending **31st October 2023** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£36618.82** and the Savings Account (Bus Bank Account) credit balance of **£7,140.00**. The balance of which equated to the Receipts and Payments closing credit balance of **£43758.82**. It was unanimously resolved that the financial statements be approved.

13.3. TO CONSIDER THE RESERVES BALANCE

It was unanimously resolved that the Reserves Balance be approved and that the remaining £92 allocated to the War Memorial should be moved to General Reserves.

ACTION F - The Clerk to produce an updated Reserves Balance report and send to Councillors prior to the December meeting that shows that she has moved the remaining £92 allocated to the War Memorial to General Reserves.

13.4. TO NOTE THE RECEIPT OF £1074.66 CIL MONIES FROM TEIGNBRIDGE Noted

ACTION G - The Clerk to produce an updated CIL report and send to Councillors prior to the December meeting.

13.5. TO CONSIDER ITEMS FOR INCLUSION IN 2024/25 BUDGET

The Clerk had produced 2 reports for councillors to consider, these had been emailed prior to the meeting and paper copies were available on the night. The Clerk made the following comments:

- Both reports need to be read simultaneously, they are in the same order. In Budget Report with Notes, Current year means the budget we are working on ie. 2024/25 and last year is 2023/24
- The precept figure is calculated by adding up all the payments less receipts (not including CIL which is ring-fenced)
- Cost Codes that are no longer needed for 2024/25 are not shown on Budget report notes, but are still on Detailed Budget Summary
- All Staff Costs are as 2023/24 budget still, as only just received Pay Award notice, this month's payslips include back-pay and awaiting HR review.
- There are a couple of guess amounts including a suggestion from a resident and further information will be required.

Councillors were given the chance to ask further questions and the Clerk was tasked with the following actions:

ACTION H - The Clerk to provide councillors with further information about what S137 is, what are the limitations and how much we can spend using section 137.

ACTION I – The Clerk to find out Hennock Village Hall room hire costs as we are looking to use both halls. Amend Cost Code 9 Room Hire if necessary.

ACTION J – The Clerk to provide councillors with Finance training opportunities including via DALC and Scribe.

ACTION K – The HR Committee and the Clerk to consider tools that the Clerk requires, for example laptop and mobile .

ACTION L – The Clerk to ask residents via our Newsletter and Facebook page whether they use our website and request feedback and the Clerk to provide Councillors with web stats.

14. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP” INCLUDING THE TREE HUB EVENT ON SATURDAY 27TH JANUARY 2024.

Cllr Chris Applewood Chairman of this working group confirmed that the Clerk had circulated the papers prior to the meeting. He highlighted the salient points from the reports:

- 14 people attended the Tree Walk on 29th October and commented that future events need to be better promoted.
- Met with Cllr Sue Simmons from Bovey Town Council to share ideas
- No Mow May, encourage villagers to take part and potential pilot area identified that we maintain
- Biodiversity database – now over 1500 links. Led to a resident reporting bat sightings in Knights Mead.
- Tree Hub confirmed for Saturday 27th January 2024.
- Biodiversity Policy to be added to December agenda
- I’m dreaming of a Green Christmas – top tips and advice

ACTION M - The Clerk was instructed to include “To consider the Biodiversity Policy in our December Parish Council agenda. Plus promote “I’m dreaming of a Green Christmas via Facebook, Newsletter and website.

15. TO RECEIVE AND CONSIDER THE REPORT FROM THE “TEIGN VILLAGE PLAY PARK WORKING GROUP”

The Clerk reported that Cllr Jasmine Carter Chairman of this working group had planned to do a verbal report tonight, but unfortunately had to send her apologies. They have met a contractor on 7th November on site and now have a better understanding of what is involved, including thinking about consultations, materials, colour options, inclusivity, removal of old equipment and refreshing existing equipment. Please note this project hasn’t gone out to tender at this stage.

16. TO CONSIDER RESIDENTS CONCERNS REGARDING THE BAKER ESTATES DEVELOPMENT INCLUDING NOISE DISRUPTION AND WATER RUN-OFF

See also agenda item 5.

SEE ACTION A – The Clerk was requested to write to Baker Estates, explaining the residents concerns and request a site visit between parties, she was also asked to enquire why 2 “holes” have been made in the hedge.

17. TO CONSIDER ADOPTING TEIGNBRIDGE’S UPDATED CODE OF CONDUCT

ACTION N – The Clerk to update our website with the updated Code of Conduct

18. TO CONSIDER PROGRAMME OF MEETINGS JANUARY – JUNE 2024

ACTION O – The Clerk to book both village halls and update our website and noticeboards with future programme of meetings.

19. PLANNING MATTERS – TEIGNBRIDGE DISTRICT COUNCIL

23/01864/HOU

Location West Hele, Hennock, TQ13 9PP

Proposal Remove existing front porch, replace rear porch, replacement and new windows and doors

[https://publicaccess.teignbridge.gov.uk/online-](https://publicaccess.teignbridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2EU9SPZH9100)

[applications/applicationDetails.do?activeTab=summary&keyVal=S2EU9SPZH9100](https://publicaccess.teignbridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S2EU9SPZH9100)

Please note, extension of time requested by the Clerk until 29/11/23 from Teignbridge was refused.

ACTION P - The Clerk was instructed to respond to Teignbridge with the following: Hennock Parish Council considered proposal 23/01864/HOU at their Full Parish Council Meeting on 14th November 2023 at Chudleigh Knighton Village Hall, agenda items 19. Our extension of time request to allow us to consider the proposal at our Planning Committee Meeting on 28th was declined. Hennock Parish Council supports the proposal.

20. PARKS AND OPEN SPACES MATTERS –

20.1. To consider any maintenance issues arising from weekly inspections.

ACTION Q - The Clerk to report back to the parish council once the wet pour under the Nest Swing in Chudleigh Knighton has been repaired.

21. ALLOTMENT MATTERS

21.1. To consider any issues arising relating to the allotments None

21.2. To consider the report following the Allotment Inspections in Hennock

The Clerk reported that members of the Allotment Committee along with Alec our voluntary helper, overall they are in a good state, the Clerk will be writing to some allotment holders to see what their future plans are. A numbered stake post needs reinstalling and the 2nd IBC is in situ but currently not connected, our Parish Lengthsman will be doing it.

21.3. To note new trustees of Chudleigh Knighton Allotment Association

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

Cllr Janette Parker reported that she had attended a Teignbridge forum on 12th October with Cllr Bo McAllister-Bruce. The forum was chaired by Cara Stobart from DALC, one of the themes was about working in partnership, Teignbridge are struggling with recruitment and there are challenges within the budget. Another meeting will be scheduled in February.

Cllr Becky Applewood and Cllr Chris Applewood reported that they had attended Dartmoor National Park Forum and notes had been circulated prior to the meeting.

Cllr Graham Tully reported that he had attended Teignbridge Training Session on Register of Interests and Code of Conduct on Thursday 9th November and Remembrance Sunday on 12th November.

23. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. None

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

To confirm the dates of the next Parish Council and Planning Committee Meetings

Tues 28th November 2023: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 12th December 2023: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private) None

As there was no further business the meeting ended at 10.20pm

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