



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT HENNOCK VILLAGE HALL
ON TUESDAY 9th APRIL 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Jasmine Carter, Bo McAllister-Bruce, Janette Parker, Pam Rogers and Graham Tully (Chairman)
District Councillor Suzanne Sanders
1 Member of the public
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the April meeting in Hennock Village Hall.

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 Becky Applewood, Chris Applewood, Phil Baker and Kate Willett and the reasons for their apologies were accepted.
Apologies were received from District Councillor Richard Keeling, District Councillor Stephen Purser and District Councillor Andy Swain.

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: A member of the public who is also a councillor at Chudleigh Town Council attended the meeting. The Councillors and Clerk answered his questions regarding committees and working groups. He also asked about how we communicate with residents including via our monthly newsletter and how that is distributed.

ACTION A – The Clerk to send the Chudleigh Councillor a copy of our newsletter and further information on how we distribute it.

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 2 recorded offences in the Chudleigh Knighton and Hennock beat code area, which were burglary x 1 and stalking x 1. Police responded to approximately 0 other non-crime offences in this period.
<https://www.hennockpc.org.uk/post/police>

6.2. COUNTY COUNCILLOR'S REPORT: None

6.3. DISTRICT COUNCILLORS' REPORTS: District Councillor Stephen Purser's Happy Easter message was circulated to councillors prior to the meeting, there were no questions.

District Councillor Suzanne Sanders report covered a wide range of Teignbridge news, issues and events.

- Teignbridge District Council's budget has been approved with a 2.99% increase.
- Works at Broadmeadow Leisure Centre in Teignmouth are proceeding.
- The backlog with the Planning Department is improving, the interim manager who was appointed for 6 months is now being employed for 9 months.
- There are public information meetings in Market Walk, Newton Abbot regarding the market hall development Thursday 11th – Saturday 13th April 11am – 2pm.
- There is going to be a review on Dawlish Wall project, Cllr Sanders to provide further details
- Suzanne is the Fair Trade Ambassador at Teignbridge and attended an event at Chudleigh School.
- The Teignbridge Spring Conference facilitated by DALC was well attended and was a chance to chat, mingle and workshop. Teignbridge know they need to collaborate more with town and parish councils. There will be another similar conference, date to be confirmed. Cllr Parker commented the need to consider when they hold these meetings to allow working councillors to attend.
- She spoke about emergency planning and there is a new contact Niki Warner who is hoping to produce emergency cards, Cllr Sanders to provide the Clerk with contact details.
- There was a discussion regarding safer routes between Chudleigh Knighton and Bovey Tracey for walkers and cyclists. The existing route is via the A38 which is dangerous.
- There was also a discussion about rural broadband, Cllr Sanders to provide more information when available.
- There is an Arts project that the parish residents could get involved in perhaps in conjunction with youth clubs. It was commented that there are no youth clubs within the parish. It was questioned are children travelling to those provided in neighbouring Chudleigh, Bovey or Kingsteignton or just missing out?
- Cllr Sanders attended the Heathfield Liaison Meeting on 8th April and emphasised that residents should continue to ring in odour issues to the Environment Agency 0800 80 70 60 as soon as possible each time. Their planning application is currently on hold.

ACTION B – The Clerk was asked to provide Cllr Suzanne Sanders with Census data for children under 16.

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

6.5. DARTMOOR NATIONAL PARK RANGER None

6.6. NEIGHBOURHOOD HIGHWAYS OFFICER None

7. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 12th March 2024 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

8. TO CONSIDER ANY NOMINATIONS RECEIVED TO FILL THE TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL. The Clerk explained that we haven't received any nominations to date.

9. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION:

9.1. CLERK'S ACTIONS FROM THE PARISH COUNCIL MEETING HELD TUESDAY 12TH MARCH 2024 The Clerk distributed via email a summary of all actions, printed copies also available actions A – I have all been completed, apart from Action C namely "The Clerk to contact representatives of St Paul's Church and St Mary's Church regarding holding a community event with the lights on Thursday 6th June at 9.15pm, potentially at the War Memorials." The Clerk reported that she has had preliminary discussions but nothing has been finalised.

There was a short discussion regarding Action G and the suggestion that it takes place in the school holidays.
SEE APPENDIX A

9.2. TRAINING, EVENTS AND MEETINGS ATTENDED BY THE CLERK

Training	Unlocking the Power of ChatGPT: Practical Applications, 13 th March, Zoom
Site Visit	No Mow May, 20 th March with contractor and Cllr Chris Applewood
Event	Great British Spring Clean, Sunday 24 th March

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

Environment Agency Number

Services Teignbridge provides

Report on Great British Spring Clean and future summer event in Hennock and Teign Village

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

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

ACTION D - The Council unanimously resolved to approve the below retrospective payments from 2023/24 financial year. No action required.

Voucher	Cheque	Name	Description	Amount
229	CO-OP GROU	Co Op	Postage	12.00
			<i>RETROSPECTIVRE - Purchase of 16 stamps for S&W Lygo to return weekly play inspection forms</i>	
230	HOME BARGA	Home Bargains	Gloves	6.95
			<i>RETROSPECTIVE - Additional 4 pairs of gloves and disposable gloves for Great British Spring Clean</i>	
231	SPENCER BA	Spence Property Maintenance	Phase 1 Preparation to Hennock Phone Bo	360.00
			<i>RETROSPECTIVE but quote accepted at full council 13/02/24 Agenda item 16. £300 grant received from Devon County Council Library Support fund, monies received 29/01/24 Scribe 45. Grant must be spent 2023/24</i>	
232	SPENCER BA	Spence Property Maintenance	Phase 1 Preparation to Hennock Phone Bo	299.40
			<i>RETROSPECTIVE but quote accepted at full council 13/02/24 Agenda item 16.</i>	
233	OUTDOOR PL	Outdoor Play Devon Ltd	REFUND - Repair to CK See Saw	-828.00
			<i>NEGATIVE PAYMENT Refund for repairs to CK See Saw that didn't last</i>	
234	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Auto monthly payment</i>	
TOTAL				-139.65

ACTION E - The Council unanimously resolved to approve the below payments from 2024/25 financial year and resolved that the Clerk should make the below payments 1-15 using online banking with the exception of Scribe vouchers 5 and 6 which are automatic Nest payments.

Voucher	Cheque	Name	Description	Amount
1		HMRC	PAYE & National Insurance	308.54
2		E Maynard, Clerk	Salary, E Maynard, Clerk	1,464.12
3		E Maynard, Clerk	Working from home expenses	26.00
4		E Maynard, Clerk	Mileage	6.75
		<i>3 trips to Hennock and Teign Village. 19/03 02/04 09/04 15 miles claimed x 45p = £6.75</i>		
5	NEST IT00000	NEST	Pension	81.97
		<i>AUTO PAYMENT April 2024</i>		
		<i>Please note there was no Pension payment in March list as this falls into 2024/25 financial year</i>		
6		NEST	Pension	81.97
		<i>AUTO PAYMENT in May 2024</i>		
7		S & W Lygo Engineering	Weekly Inspections	215.00
8		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	211.20
9		Dartmoor Heathers and Gardens	Repairs to CK Bus Shelter (Teign View)	60.00
		<i>Clearing of gully to rear of bus shelter and edges and back of bus shelter to prevent water ingress</i>		
10		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	50.00
		<i>05/03 Annual Parish Meeting, 12/03 Full Meeting, 26/03 Planning</i>		
11		Abbey Business Machines	Ink Cartridges	44.40
		<i>Epson 104 Eco Tank Multipack BCMY</i>		
12		South West Grounds Maintenance	Grounds Maintenance Contract	239.40
13		Starboard Systems Ltd (T/A Scribe Accounts)	Scribe Accounts Annual Subscription	414.72
		<i>Lower than budget. We had £414.72 + VAT in budget but it's £345.60 + VAT = £414.72</i>		
14		Devon Association of Local Councils	DALC Affiliation Fee	601.68
		<i>Slightly less than budget.</i>		
15		Teignbridge District Council	Emptying bins at car parks	2,669.10
		<i>Please note we pay in arrears so this is for 2023/24.</i>		
		<i>Less than budget as includes a discount as some emptying was missed at Teign Village Play Park and reduced frequency to 4 weekly equating to £263.25 10% saving.</i>		
TOTAL				6,474.85

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

A Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **twelve** months ending **31st March 2024** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£20200.85** and the Savings Account (Bus Bank Account CIL) credit balance of **£6174.41**. The balance of which equated to the Receipts and Payments closing credit balance of **£26375.26** It was unanimously resolved that the financial statements be approved.

12.3. TO REVIEW ACTUAL EXPENDITURE AGAINST BUDGET FOR YEAR ENDED 31ST MARCH 2024

The Clerk was thanked for the comprehensive report that concluded we received £354.09 receipts more than budget, we spent £1434.75 less than budget. So, in total our net position was £1788.84 under spend. SEE APPENDIX B

12.4. TO APPROVE FIXED ASSET REGISTER It was noted there have been no changes this financial year and they were unanimously resolved to be approved.

12.5. TO CONSIDER THE GRANT REQUEST FOR £50 TOWARDS SUPPLIES FROM HENNOCK GARDENING CLUB

It was unanimously resolved to approve the grant request for £50.

ACTION F - The Clerk to contact Hennock Gardening Club to let them know they have been successful and the £50 grant would be made on May 15th.

13. TO CONSIDER THE PROGRAMME OF MEETINGS JULY – DECEMBER 2024.

It was unanimously resolved to hold the full parish council meetings in July, October and December in Chudleigh Knighton Village Hall and the September and November meetings in Hennock Village Hall.

ACTION G – The Clerk was tasked to book both village halls. Once booked to send the programme of meetings to all Hennock Parish Councillors, our County Councillor and 4 District Councillors. To update the programme of meetings on our website and noticeboards.

14. TO CONSIDER PHASE 2 OF CHUDLEIGH KNIGHTON PHONE BOX PROJECT, £500 IN RESERVES

There was a general discussion about the current state and use of the phone box which includes a history board. Suggestions proposed included could it also include general information, become a base for sustainability information, linked with an art project, needs to be more imaginative, perhaps utilise expertise at Devon County Council or Teignbridge District Council. Cllr Janette Parker agreed to do some further research.

15. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP” The Clerk explained that unfortunately Cllr Chris Applewood Chairman of this group had to send his late apologies and therefore there was no formal report.

15.1. A REPORT ON THE GREAT BRITISH SPRING CLEAN HELD ON SUNDAY 24TH MARCH 2024

The Clerk reported this was another successful event and 17 volunteers collected 11 bags of rubbish around the streets of Chudleigh Knighton.

15.2. NO MOW MAY

After some discussion it was agreed to defer this agenda item to our May meeting.

ACTION H – The Clerk to put No Mow May on our May agenda.

15.3. HENNOCK AND TEIGN VILLAGE LITTER PICK IN CONJUNCTION WITH TEIGNBRIDGE BLITZ TEAM

The Clerk explained that our insurance company need to know we have carried out a risk assessment, it's Teignbridge that stipulate it needs to be done from pavements and verges. The head of Cleansing at Teignbridge has agreed we can do a litter pick in Hennock and Teign Village but it will need to be in conjunction with their Blitz team, which will include their van and 2 members of staff, will have to be on a weekday.

15.4. PROPOSAL FOR EV CHARGERS TO BE INSTALLED AT CHUDLEIGH KNIGHTON AND TEIGN VILLAGE CAR PARKS

The Clerk let the parish council know that Chudleigh Knighton and Teign Village car parks have been put forward as we own both these sites. She gave a brief overview explaining we would have to sign a lease and we would get an annual payment as a % of the gross takings. The connections required to set up the chargers will be paid for by the Devon County Council fund, it will also cover insurance and managing the contract with the provider.

ACTION I – The Clerk was tasked with asking 2 questions. 1. How do users pay for using the EV chargers? In Chudleigh Knighton we have a good phone signal coverage and 4G/5G but this isn't the case in Teign Village which is in Dartmoor. 2. From installation how long until they go live? Councillors reported that in the area they have seen places allocated for electric charging but the chargers aren't in use yet, so therefore they are losing valuable parking spaces.

16. TO RECEIVE AND CONSIDER THE REPORT FROM THE “INFRASTRUCTURE WORKING GROUP”

Cllr Janette Parker Chairman of the group reported back that they haven't met.

17. TO NOTE THAT OUR OFFICIAL FREE OF CHARGE “HIS MAJESTY KING CHARLES III PORTRAIT” HAS BEEN DISPATCHED

The Clerk informed the meeting that she has now received the portrait and it's framed and larger than expected. After some discussion it was unanimously agreed to offer first refusal to Hennock Village Hall who used to have a portrait of the Queen on their wall, if they aren't able to display the portrait then to offer it to Chudleigh Knighton Village Hall.

ACTION J – The Clerk to contact the Chairman of Hennock Village Hall to see if they would like to hang the portrait of King Charles III in their hall, if they decline to offer it to Chudleigh Knighton Village Hall.

18. TO CONSIDER PRODUCING A WELCOME PACK FOR THE NEW HOMES AT TOLLGATE FARM, CHUDLEIGH KNIGHTON

After some discussion it was decided that the aim of the welcome pack was to provide newcomers to the parish not just to Turnpike Fields / Tollgate Farm with a list of useful numbers and websites for things like doctors, village halls, schools and bus services. Probably 2 sides of A4. The Clerk suggested that the Useful Links page of our website would be a good starting point for the list.

ACTION K – The Clerk to update Baker Estates on our proposals and ask them to distribute along with their welcome packs. The Clerk to start working on the design and contents.

19. PARKS AND OPEN SPACES MATTERS –

19.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS. None

19.2. TO NOTE THE REFUND RECEIVED FROM OUTDOOR PLAY REGARDING THE SEE SAW IN CHUDLEIGH KNIGHTON

The Clerk reported that the parish council have received a full refund of £828 from Outdoor Play for the See Saw repair, this has been recorded on Scribe voucher 233 as a negative payment, see agenda item 12.1.

20. ALLOTMENT MATTERS

20.1. TO CONSIDER ANY ISSUES ARISING RELATING TO THE ALLOTMENTS None

20.2. UPDATE ON HENNOCK ALLOTMENT RENTS RECEIVED FOR 2024/25

The Clerk reported that all Hennock allotments have been paid for, Teign Village Allotment Association have also paid and Chudleigh Knighton Allotment Association have been sent their invoice.

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

Cllr Janette Parker reported that she had attended a very intense Heathfield liaison meeting which was mostly about odours. They are going to be putting in more odour receptors. One of the issues is when plasterboard gets wet it causes hydrogen sulphide which is odorous. They are also planning to add a recycling centre to the site. The site is currently still closed.

Cllr Janette Parker also reported that she attended the Chudleigh Knighton Village Hall AGM, it is the same committee with the addition of a new Booking Clerk. The village hall are doing well, although they have lost some bookings. Their next project is the restoration of the north east end of the building due to the declining condition of the snooker room which has been caused by water ingress.

Cllr Bo McAllister-Bruce informed the meeting that she has been helping at a stall at Newton Abbot Library regarding Carbon Cutting, she hopes to offer one-to-one sessions in our parish once she has gained more confidence.

22. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. Cllr Graham Tully informed the council that he was meeting with our Neighbourhood Highways Officer to discuss the state of Warwick Lane.

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

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

Tues 23rd April 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 14th May 2024: Annual Meeting of the Parish Council starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private) No Part II

As there was no further business the meeting ended at 9.28pm

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