



**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT HENNOCK VILLAGE HALL
ON TUESDAY 11th JUNE 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Jasmine Carter, Bo McAllister-Bruce, Pam Rogers, Graham Tully (Chairman) and Kate Willett
District Councillor Suzanne Sanders
1 Member of the public Mike Rosslee, Chairman of Chudleigh Knighton Village Hall
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully welcomed everyone to the June 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 Councillor Janette Parker and the reason 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: Cllr Phil Baker declared an interest in Chudleigh Knighton Village Hall as he is their treasurer and therefore agenda item 5 as Mike Rosslee had come to update the parish council on Chudleigh Knighton Village Hall's next project.

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 namely Mike Rosslee Chairman of Chudleigh Knighton Village Hall spoke to the council about the village hall's project for the northern end of the hall. Following this there was a discussion regarding the use of CIL monies and that further clarification is needed before the parish council can confirm whether it can support the project financially using CIL monies.

ACTION A – The Clerk to update Chudleigh Knighton Village Hall once she has received further clarification from Teignbridge regarding the spending of CIL monies.

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 May – 31st May there were 2 recorded offences in the Chudleigh Knighton and Hennock beat code area, which were both criminal damage. Police responded to approximately 17 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 Cllr Suzanne Sanders spoke how Teignbridge Councillors and Officers continue to liaise with all Town and Parish councils to endeavour to strengthen a two way channel of information. The TDC Planning Training is next week and it is great to hear that representatives of Hennock are attending – this is presented by a visiting and leading professional Sim Manley who has improved our planning performance over the past 6 months.

Planning Portal - TDC are changing the access from June 12th as to how members of the public can comment via their Teignbridge My Account which will immediately upload without delay. Inappropriate comments can readily be reported and this will be promptly addressed. Town & Parish consultations will not change at present although a similar system is in the pipeline

Teignbridge have been made aware of concerns regarding soil removal, transportation and re-delivery from the Baker Estates site to a residence in the Hennock ward. Traffic, road damage and soil associated concerns are being referred to the enforcement officer who will investigate. The planning application regarding making flats from the old post office and shop at CK as you know is being appealed.

The New Chair of Council is Ex Mayor of Dawlish Councillor Rosie Dawson and Cllr Sanders is Deputy Chair. Both of us would be very pleased to support Hennock Parish Council events should you wish them to do so.

Scrutiny - Please let her have any suggestions you believe our residents would like us to consider— public input is a normal part of overview and scrutiny which as Chair of Scrutiny she is keen to include in the discussions.

They are requesting UKBD come to Overview and scrutiny to assure us of their rural broadband delivery programme following the recent changes to schemes. South West Water are also invited this July to respond to our considerable concerns regarding the water pollution of our rivers and seas

The TAP is now launched for arts applications – and ACT are launching their arts project from June 22nd at Sherborne House Newton Abbot with hundreds of artists engaging in the festival across the district, I am told Chudleigh Library is also involved.

District Councillor Andy Swain's report had been circulated via email prior to the meeting, there were no questions.

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

6.5. DARTMOOR NATIONAL PARK RANGER The Clerk updated the meeting that Bill Allen our ranger has now retired after 35 years working for Dartmoor National Park, as yet they haven't appointed a replacement so any correspondence should be sent to Simon Lee, Head Ranger.

6.6. NEIGHBOURHOOD HIGHWAYS OFFICER There was no formal report but the Clerk said that she has been speaking to Ines regarding Warwick Lane which has been severely damaged due to the lorries from Baker Estates and is waiting to hear back from Stagecoach and Countrybus on how they will deal with the road closure scheduled in August on Plymouth Road.

7. APPROVAL OF THE MINUTES: The minutes of the Annual Meeting of the Parish Council held on 14th May 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 ANNUAL MEETING OF THE PARISH COUNCIL 14TH MAY 2024 The Clerk distributed via email a summary of all actions, printed copies also available actions A – Z have all been completed, apart from Action H and Dr Peter Beale our Tree Guardian will be invited to an appropriate meeting.

9.2. TRAINING, EVENTS AND MEETINGS ATTENDED BY THE CLERK

Training	Everything You Need to Know About Your Council's Website and gov.uk 15 th May via Zoom, Free
Meeting	At Chudleigh Knighton Allotments with National Grid re. temporary pole, 17 th May

9.3. UPDATE ON RESEARCH REGARDING NEW WEBSITE PROVIDER, EMAIL SYSTEM AND GOV.UK DOMAIN The Clerk updated the meeting that she has started to receive quotes back from the providers and plans for it to be on the July agenda for consideration.

9.4. UPDATE ON CIVICLY APP, The Clerk updated the meeting that Hennock Parish Council are officially a beta tester and will receive the app free for 12 months.

10. ARTICLES FOR THE PARISH COUNCIL NEWS

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

<i>D-Day Lamp of Peace</i>	<i>See Saw replaced in Chudleigh Knighton</i>
<i>Teign Village Play Park update</i>	<i>Dragonfly Walk</i>

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

12. FINANCIAL MATTERS AND PAYMENTS:

12.1. TO CONSIDER PAYMENT OF INVOICES

ACTION C - The Council unanimously resolved to approve the below payments and resolved that the Clerk should make the below payments 34-48 using online banking with the exception of Scribe voucher 39 which is an automatic Nest payment.

Voucher	Cheque	Name	Description	Amount
34	giffgaff CD 752	GiffGaff	Mobile Phone	10.00
			<i>RETROSPECTIVE Automatic Monthly payment</i>	
35		HMRC	PAYE & National Insurance	308.54
36		E Maynard, Clerk	Salary, E Maynard, Clerk	1,464.12
37		E Maynard, Clerk	Working from home expenses	26.00
38		E Maynard, Clerk	Mileage	6.30
39		NEST	Pension	81.97
			<i>AUTO PAYMENT in July</i>	
40		South West Grounds Maintenance	Grounds Maintenance Contract	245.40
41		S & W Lygo Engineering	Weekly Inspections	229.00
42		S & W Lygo Engineering	Repairs to CK Play Park	35.72
			<i>To fit new stainless steel "D" shackle onto Nest Swing</i>	
43		S & W Lygo Engineering	Repairs to Hennock Play Park	250.00
			<i>To hand brush Hennock playpark, then blow totally clear of all debris and moss kill</i>	
44		Dartmoor Heathers and Gardens	Parish Lengthsman Contract	302.58
			<i>Substantially lower due to "No Mow May" trial.</i>	
45		Chudleigh Knighton Village Hall	Room Hire - CK Village Hall	37.50
			<i>07/05 Climate Group, 14/05 Annual Parish Council Meeting, 28/05 Planning</i>	
46		Abbey Business Machines	A4 Paper	29.94
47		Outdoor Play Devon Ltd	New See Saw Chudleigh Knighton	2,268.00
			<i>To remove and dispose of existing seesaw and to install the new Kompan Seesaw with patch of wet pour surfacing. Agreed Contractor A and quote at Annual Parish Council Meeting 14/05/24 agenda item 22.2 to be paid for using CIL monies.</i>	
48		S & W Lygo Engineering	Repairs to CK Play Park	278.52
			<i>EMERGENCY REPAIRS For extra works as discussed including - to dismantle and dispose of damaged red slide at Teign Village play park, to then make good of the ground anchor point and to board up opening with tongue & groove boarding using all new fixings - completed 11.06.2024 £171.50</i>	
			<i>Also to strip & replace bearings on overhead hand swivel on Active Zone Unit at Chudleigh Knighton - completed 10.06.2024 £107.02</i>	
TOTAL				5,573.59

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

A graph summary, a Summary of Receipts and Payments, Bank Reconciliation and Receipts list for the **two** months ending **31st May 2024** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of **£35528.09** and the Savings Account (Bus Bank Account CIL) credit balance of **£27611.75** The balance of which equated to the Receipts and Payments closing credit balance of **£63139.84** It was unanimously resolved that the financial statements be approved.

12.3. TO CONSIDER PRODUCING AN INFRASTRUCTURE DELIVERY PLAN (IDP) with Hennock Parish Council's priorities for spending of Community Infrastructure Levy (CIL) to be reviewed on an annual basis as recommended by Teignbridge. The Parish Council agreed that they need to produce some sort of plan, but need further support and advice on the subject.

ACTION D - The Clerk to contact Teignbridge for further information regarding spending of CIL, District Cllr Suzanne Sanders to provide contact details.

12.4. TO REVIEW/ APPROVE THE FINANCIAL REGULATIONS

It was agreed to defer this agenda item and agenda item 12.5 to the July meeting, so the Clerk and Councillors have more time to understand the new financial regulations.

12.5. TO REVIEW/ APPROVE THE STATEMENT OF INTERNAL CONTROL

ACTION E - The Clerk to provide Cllr Chris Applewood with further information regarding the new Financial Regulations.

ACTION F – The clerk to add “To review/ approve the Financial Regulations” and “To review/ approve the Statement of Internal Control to the July agenda and to review/ approve the statement of internal control.” To July agenda.

12.6. TO CONSIDER ADOPTING A GRANT POLICY FOR HENNOCK PARISH COUNCIL

It was agreed unanimously that this is a great idea, councillors were given background information and examples by the Clerk ready to agree our grant policy at a future meeting.

12.7. TO CONSIDER GRANT REQUEST FROM HENNOCK PRIMARY SCHOOL PTFA FOR £50 FOR THEIR GARDEN CLUB

It was agreed unanimously to approve this grant request as it fits in with our biodiversity policy and is educating young people.

ACTION G - The Clerk to let Hennock Primary School PTFA know they have been successful and will be awarded a £50 grant, the Clerk to add it as a payment to our July list of payments.

13. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP

The Clerk had circulated the notes prior to the meeting. The group had given a well-received presentation to Knighton Friendship Group. Members of the community are getting in touch regarding support and advice, it has been a busy month and they are making Eye Spy sheets. They still haven't heard back from Baker Estates and the Clerk has also chased this up. They have a range of events coming up including attending Teign Village Community Fete on 22nd June, Dragonfly Walk on 14th July, plus establishing links with Hennock school

14. TO CONSIDER HENNOCK PARISH COUNCIL'S STALL AT TEIGN VILLAGE COMMUNITY FETE, 22ND JUNE 2024

Cllr Chris Applewood confirmed that the Climate and Sustainability Group would be running a stall and it was agreed that the Clerk would provide the red noticeboards with generic Hennock Parish Council information, plus print out questionnaires regarding Teign Village Play Park. Arrangements to be made regarding whether they can borrow a table from TV social club and gazebo from Chudleigh Knighton Village Hall.

ACTION H - The Clerk to produce and deliver to Cllr Applewood the red noticeboards with generic Hennock Parish Council information, plus print out questionnaires regarding Teign Village Play Park.

15. PARKS AND OPEN SPACES MATTERS –

15.1. TO CONSIDER ANY MAINTENANCE ISSUES ARISING FROM WEEKLY INSPECTIONS.

The red slide which was part of the multiplay junior climbing frame had cracked and was unrepairable, therefore in conjunction with the contractors and the Chairman it was decided the quickest and safest option would be to remove the slide and board up the gap. This was completed the next day and the Clerk had taped up the slide with an explanation poster in the interim.

One of the swing seats has been broken due to age and another will need replacing very soon. The quote for new seats including installation £300 + VAT had been circulated prior to the meeting and it was unanimously agreed to accept the quote and get the seats replaced asap.

ACTION I - The Clerk to accept the quote on behalf of Hennock Parish Council from Outdoor Play for 2 replacements swing seats including installation.

15.2. INSTALLATION OF NEW REPLACEMENT SEE-SAW AT CHUDLEIGH KNIGHTON PLAY PARK

The Clerk confirmed this has now been installed and she had circulated a photograph to councillors in advance of the meeting.

15.3. TO CONSIDER THE QUOTES FROM OUR CONTRACTORS REGARDING THE “MODERATE RISK” ISSUES IDENTIFIED BY THE PLAY INSPECTION COMPANY’S ANNUAL REVIEW.

It was unanimously agreed to accept all 3 quotes namely:

Activity Trail in Teign Village, replacement of post £360.81

Log Bridge in Teign Village, remove and replace rotted cross beam £85

Monkey’s Den Sign in Chudleigh Knighton, replace post and make good £148.25

ACTION J - The Clerk to let our contractors know we want to go ahead as per quote for repair of activity trail, log bridge and monkey’s den sign.

16. ALLOTMENT MATTERS

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

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

Cllr Bo McAllister-Bruce reported back on the DCC Highways meeting she attended on 5th June, there was an emphasis on how things should be reported online and through the Clerk and Neighbourhood Highways Officers. Cllr Chris Applewood and Cllr Becky Applewood reported that they had attended Knighton Friendship Group on 28th May and given a presentation on local flora and fauna in the parish.

Cllr Graham Tully reported that himself, Cllr Phil Baker, Cllr Pam Rogers and the Clerk had attended the D-Day Lamp of Peace service at St Paul’s Church on 6th June which was very well supported and received.

ACTION K - The Clerk to send out the recorded presentation from DCC Highways once she has received it.

18. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS. None

19. Dates, venues and times of next Parish Council meetings:

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

Tues 25th June 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 9th July 2024: Full Parish Council Meeting starting at 7.30pm, Chudleigh Knighton Village Hall

PART II (Private) No Part II

As there was no further business the meeting ended at 9.15pm

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