

9.1. Clerk's Actions from Annual Meeting of the Parish Council held 14th May 2024

Action Ref.	No.	Action	Notes	Agenda Item June
A	8.2.	The Clerk to include to consider Locality Budget in June agenda.	Completed, was in the draft agenda, but removed due to Pre Election Period	N/A
B	8.2.	The Clerk to email Cllr Brook the correspondence she had received from Devon County Council regarding the road closure along with the bus companies / routes that serve the village.	Completed 15/05/24	N/A
C	8.2.	The Clerk to write back to Devon County Council highways department to say that the parish council would like to ensure that bus users know what is happening, that there is clear pedestrian access still and that signage is clear to show where is closed and give drivers plenty of time to make informed decisions before reaching the centre of the village, where it will be extremely difficult to turn around.	Completed	N/A
D	8.3.	The Clerk to share details of Teignbridge planning training, if nothing materialises from Teignbridge to look into external planning training options via DALC.	Completed, emailed Tues 18th June 6-8pm or Wed 19th June 2-4pm both at Forde House.	N/A
E	11.2	The Clerk to ensure she has uploaded 25 assets onto the Civicly App by end of May 2024.	Completed. Now have app free for 12 months	9.4
F	11.3	The Clerk to promote the D-Day Lamp Light of Peace via posters on noticeboards, our newsletter and Facebook page, encouraging lift sharing when possible.	Completed	17.
G	12-14	SEE APPENDIX B The Clerk to ensure all councillor profiles on our website are updated with these positions.	Completed 15/05/24	N/A
H	12-14	The Clerk to invite Dr Peter Beale our Tree Guardian of the parish to meet members of the parish council, as many new members have never met him.	Ongoing. To invite when appropriate	N/A
I	15.	The Clerk to produce the Newsletter and distribute via agreed methods including the following subjects: * Plymouth Road, Chudleigh Knighton, Road Closure, *D-Day Lamp of Peace *Election of Chairman and Vice-Chairman *CIL money to spend on Infrastructure *Phonebox completed in Hennock *Teign Village Shop	Completed	N/A
J	17.1.	The Council unanimously resolved to approve these retrospective payments 16-17, no action required. The Council unanimously resolved to approve the above payments and resolved that the Clerk should make the above payments 18-33 using online banking with the exception of Scribe voucher 22 which is an automatic Nest payment.	Completed 15/05/24	N/A
K	17.3.	The Clerk to send a copy of CIL report to TDC and place a copy on our website.	Completed 22/05/24	N/A
L	17.4.	The Clerk to update the approval date on the document and update CIL policy on our website.	Completed	N/A
M	17.4.	The Clerk to send out further information regarding CIL monies to all councillors	Completed 28/05/24	12.3
N	17.5.	The Clerk to update the approval date on document and update Standing Orders on our website.	Completed	N/A

O	17.6.	The Clerk to add to review/ approve the Financial Regulations to our June agenda.	Completed	12.4
P	17.7.	The Clerk to include a link on our website to JPAG Guide 2024.	Completed	N/A
Q	17.8.	The Clerk to update the approval date and add about use of Clerk's debit card and remove 2nd bullet underneath on the document and update General and Financial Risk Assessment "Risk Management" on our website.	Completed	N/A
R	17.9.	The Clerk to add to review/ approve the Statement of Internal Control to our June agenda.	Completed	12.5
S	17.10.	The Clerk to update the approval date on the document and update GDPR policy on our website.	Completed	N/A
T	17.11.	The Clerk to check if wording has changed in JPAG Guide March 2024 from March 2023. If not change to "Guide March 2024 states" update the approval date on document and update Fixed Asset policy on our website. If the wording has changed, add to June agenda.	Completed	N/A
U	17.19	The Clerk to send the relevant forms to PKF Littlejohn the external auditor and put up notices regarding the period for the exercise of public rights on our website and noticeboards.	Completed 31/05/2024	N/A
V	18.	The Clerk to contact Teignbridge Cleansing team with proposed date/s for litter pick in Hennock and Teign Village once agreed by Climate and Sustainability Group.	Completed Dates given to TDC Thursday 1 st August or Monday 5 th August.	13.
W	20.	The Clerk to send councillor details of the six Devon County Council highways events that had been emailed to her earlier that day. These include 5th June "An Introduction to Devon's highway department" and the event on 15th August "An introduction to self help schemes" would include the Road Warden scheme.	Completed Email sent 15/05/24 5 th June Bo attending and Clerk watching recording	17.
X	21.	The Clerk was instructed to respond to the review of Polling Districts and Polling Places with the following: The parish council are happy with the current polling places and designated polling stations. 1. Polling District CAP Hennock (Village), Polling Place Hennock, Polling Station Hennock Village Hall 2. Polling District CAP Hennock (Chudleigh Knighton), Polling Place Chudleigh Knighton, Polling Station Chudleigh Knighton Village Hall However, the parish council do want to highlight that calling the polling district "village" is very confusing and surely it would be better to call it "Hennock and Teign Village" Also, they have requested that officers attending Chudleigh Knighton Village Hall do not park on the village hall drive, after unloading it would be preferable if they moved their vehicle to on road parking as it makes it very difficult for mobility scooter users and those with pushchairs to access the Garden Room which is where the elections take place.	Completed	N/A
Y	25	The Clerk was asked to add Teign Village Community Fete to our June agenda.	Completed	14.
Z	22.2	The Clerk to request Outdoor Play go ahead with the installation of the replacement Seesaw	Completed. To be installed w/c 03/06/24	15.2.

Updated 07/06/24 To be read in conjunction with previous month's minutes