



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT CHUDLEIGH KNIGHTON VILLAGE HALL
ON TUESDAY 14th MAY 2024 STARTING AT 7.30PM.**

PRESENT: Parish Councillors: Becky Applewood, Chris Applewood, Phil Baker, Jasmine Carter, Bo McAllister-Bruce, Janette Parker, Pam Rogers, Graham Tully and Kate Willett
County Councillor: Jerry Brook
District Councillors: Suzanne Sanders and Andy Swain
Elly Maynard, Clerk to Hennock Parish Council

PART I (Open to the Public)

Cllr Graham Tully as the current Chairman welcomed everyone to the annual meeting of the parish council.

1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Graham Tully asked for nominations for Chairman for 2024/25. Cllr Graham Tully was nominated and seconded and it was unanimously resolved that Cllr Tully be Chairman for 2024/25. Cllr Tully made his Declaration of Acceptance of Office as Chairman and undertook to observe the Code of Conduct. The "Declaration of Acceptance of Office" form was signed by Cllr Tully and the Clerk as Proper Officer of the Council. The newly elected then chaired the meeting.

2. ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

The Chairman asked for nominations for Vice Chairman for 2024/25. Cllr Phil Baker was nominated and seconded and it was unanimously resolved that Cllr Baker be Vice Chairman for 2024/25. Cllr Baker made his Declaration of Acceptance of Office as Vice Chairman and undertook to observe the Code of Conduct, which was duly signed before the Clerk, as Proper Officer of the Council.

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

4. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received from District Councillor Stephen Purser and District Councillor Richard Keeling.

5. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None

6. REQUESTS FOR DISPENSATIONS: None

7. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: None

8.0. REPORTS FOR INFORMATION

8.1. POLICE OFFICER'S REPORT: A written report from PC Dave Hawkins was circulated to councillors prior to the meeting. In the period 1st April – 30th April there were 12 recorded offences in the Chudleigh Knighton and Hennock beat code area. Breach of order x 1, burglary x 1, criminal damage x 6, drug x 2, malicious communication x 1, theft x 1. Police responded to 2 other non-crime offences in this period.

8.2. COUNTY COUNCILLOR'S REPORT: Jerry Brook spoke to the meeting about concerns raised with the number of potholes on Warwick Road in Chudleigh Knighton's potholes. The Chairman reported he has met with Ines our Neighbourhood Highways Officer, 2 potholes have recently been filled but there are many outstanding. The situation has been exasperated due to the number of lorries using the lane to tip soil. This road isn't designed for this weight of traffic.

Cllr Brook explained that this year he has been allocated a locality budget of £8000 which needs to be spent by 15th February 2024, the monies need to be spent on projects that have the broadest effects.

The Clerk asked whether Cllr Brook was aware that there is a planned road closure in Chudleigh Knighton from Monday 12th August – Friday 6th September, councillors shared their concerns that a road closure for 4 weeks would have a huge effect on the village. The Clerk explained she had spoken to Devon County Council highways and they explained that it may take less time, but they wouldn't know that until they commence working.

ACTION A – The Clerk to include to consider Locality Budget in June agenda.

ACTION B – 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.

ACTION C – 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.

8.3. DISTRICT COUNCILLOR'S REPORTS

District Councillor Stephen Purser's email was circulated to councillors prior to the meeting to say that in the past he had sent out "general points of interest" note to all eight parishes but with the start of the new municipal year he is changing the approach. In future he will not as a matter of course send a general note but will as required target individual parishes with points of interest he feels should be raised and may not already be known by the parish. He will of course still be happy to answer any comments or questions via email at any time.

District Councillor Suzanne Saunders explained that next week, Teignbridge have their Annual Full Council Meeting when any changes to Chairs and Vice Chair appointments will be made. Significantly the Overview and Scrutiny two committees, of which she has been Chair for OS2, will merge into one larger Overview and Scrutiny Committee. The Queen Street development remains on target to commence shortly as part of the Future High Street Fund. The eight-day ACT with the Arts Climate Festival to run across Teignbridge from Saturday 22nd until Saturday 29th June. Over 300 artists will be taking part in 15 different locations across the district including Chudleigh Library. ACT have also invited any artist wishing to get involved or requiring support for a future festival to get in touch with them. This may well be of interest to Chudleigh Knighton/Henock organisations aiming to apply for the forthcoming UKSHPF Arts opportunity of which she knows the Chudleigh Youth club is keen to develop a project which may embrace outlying rural children also. On 1st May Chudleigh Town Hall hosted a One Teignbridge Citizen panel meeting and residents were asked about where they live. What do you love? What needs improving? What would you get rid of?

District Councillor Andy Swain reported that Teignbridge has made very good progress making changes to ensure the planning backlog does not happen again. Funding has also been secured to outsource the backlog of applications made before 6th December 2023, and it is being cleared as quickly as possible. It does seem as though planning is back on track and keeping up with the load but we will of course continue to monitor it, in fact monitoring processes have also been tightened up. He has asked Teignbridge to consider offering the planning training (which is already provided to committee members) to Parish and town councils. He is also asking that when a recommendation goes against the parish council view, this should be acknowledged and explained.

ACTION D – The Clerk to share details of Teignbridge planning training, if nothing materialises from Teignbridge to look into external planning training options via DALC.

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

8.5. DARTMOOR NATIONAL PARK RANGER: None

8.6. NEIGHBOURHOOD HIGHWAYS OFFICER: None. The meeting had already discussed the forthcoming Chudleigh Knighton road closure and the Clerk said she had shared via email the DCC Highways bulletin.

9. APPROVAL OF THE MINUTES: The minutes of the Parish Council Meeting held on 9th April 2024 were approved and agreed unanimously as a true and correct record and were signed by the Chairman.

10. TO CONSIDER ANY NOMINATIONS RECEIVED TO FILL THE TWO VACANCIES BY CO-OPTION IN HENNOCK PARISH COUNCIL. None

11. PROGRESS REPORTS FROM THE CLERK FOR INFORMATION AND CONSIDERATION:

11.1. Clerk's Actions from Parish Council Meeting held Tuesday 9th April 2024

The Clerk explained all completed except Action K regarding the welcome pack which is ongoing. SEE APPENDIX A

11.2. Training, events and meetings attended by the Clerk

Training Special Launch Invitation: Civicy App from Scribe, Free. 17th April

The Clerk described this is an asset management programme you can upload photographs, descriptions, costs. The basic version will be free for 12 months for first 100 councils to sign up.

Meeting Chris Jebb, Hawthorns Accounting Services Internal Auditor 26th April

11.3. Update on D-Day Lamp Light of Peace, Thursday 6th June

The Clerk explained that Arthur Bray the Churchwarden from St Paul's Church in Chudleigh Knighton is co-ordinating the event, this will be open to all the parish as St Mary's church in Hennock's vicar is on long term sick.

ACTION E – The Clerk to ensure she has uploaded 25 assets onto the Civicy App by end of May 2024.

ACTION F – The Clerk to promote the D-Day Lamp Light of Peace via posters on noticeboards, our news letter and Facebook page, encouraging lift sharing when possible.

12. Committee/Working Party membership:

12.1. Allotments Committee P Baker, B McAllister-Bruce, J Parker, (3)

12.2. Planning Committee C Applewood, P Baker, J Parker, G Tully, K Willett (5)

12.3. Human Resources Review Team Committee B Applewood, P Rogers, G Tully (3)

12.4. Climate and Sustainability Working Group
B Applewood, C Applewood, B McAllister-Bruce, K Willett plus non councillors (4)

12.5. Infrastructure and Development Working Group including Parish Plan
It was proposed and unanimously agreed that this group would be disbanded with immediate effect.

It was agreed that the position of Chairman of each committee and working group would be considered at the next meeting of each committee.

13. Parish Council representatives on outside bodies and other appointments:

13.1. Dartmoor National Park Authority Forum Cllr B and Cllr C Applewood, Cllr McAllister Bruce

13.2. Heathfield Liaison Committee Cllr Janette Parker

13.3. Hennock Village Hall Committee Cllr Pam Rogers

13.4. Chudleigh Knighton Village Hall Committee. Cllr Janette Parker

14. Other appointments:

14.1. Independent member of the public responsible for checking financial records Cathy Pennicott

14.2. Tree Guardian to the Parish Dr Peter Beale

14.3. Facebook page www.facebook.com/hennockparishcouncil The Clerk

14.4. Website www.hennockpc.org.uk The Clerk

- 14.5. Responsibility for Chudleigh Knighton notice boards x 3
- 14.6. Responsibility for Hennock notice boards x 2
- 14.7. Responsibility for Teign Village notice board
- 14.8. Responsibility for Chudleigh Knighton Defibrillator
- 14.9. Responsibility for Hennock Defibrillator
- 14.10. Responsibility for Teign Village Defibrillator

The Clerk
 The Clerk & Cllr Rogers, Cllr Carter
 The Clerk & Cllr Rogers, Cllr Carter
 Cllr Phil Baker
 Resident of Hennock
 Cllr Jasmine Carter

ACTION G – SEE APPENDIX B The Clerk to ensure all councillor profiles on our website are updated with these positions.

ACTION H – 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.

15. ARTICLES FOR THE PARISH COUNCIL NEWS

Lots of suggestions were given, see action below.

ACTION I - 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

16. AGREEMENT OF AGENDA BETWEEN PARTS I & II. Agenda item 22.2 will be in Part II

17. FINANCIAL MATTERS AND PAYMENTS:

17.1. PAYMENT OF INVOICES

| Voucher | Cheque | Name | Description | Amount |
|--------------|-----------------|---------------------------------|---------------------------------------|-----------------|
| 16 | giffgaff CD 752 | GiffGaff | Mobile Phone | 10.00 |
| 17 | McAfee.com m | McAfee | Virus Protection, Annual Subscription | 129.98 |
| 18 | | HMRC | PAYE & National Insurance | 308.74 |
| 19 | | E Maynard, Clerk | Salary, E Maynard, Clerk | 1,483.92 |
| 20 | | E Maynard, Clerk | Working from home expenses | 26.00 |
| 21 | | E Maynard, Clerk | Mileage | 34.20 |
| 22 | | NEST | Pension | 81.97 |
| 23 | | South West Grounds Maintenance | Grounds Maintenance Contract | 282.30 |
| 24 | | S & W Lygo Engineering | Weekly Inspections | 229.00 |
| 25 | | S & W Lygo Engineering | Repairs to TV Play Park | 20.00 |
| 26 | | S & W Lygo Engineering | Repairs to CK Play Park | 20.00 |
| 27 | | Chudleigh Knighton Village Hall | Room Hire - CK Village Hall | 7.50 |
| 28 | | Hennock Village Hall | Room Hire - Hennock Village Hall | 15.00 |
| 29 | | Dartmoor Heathers and Gardens | Parish Lengthsman Contract | 1,848.68 |
| 30 | | Dartmoor Heathers and Gardens | Allotment Work - Hennock | 228.00 |
| 31 | | Dartmoor Heathers and Gardens | Hedge Cutting | 90.00 |
| 32 | | Hennock Gardening Club | Grant | 50.00 |
| 33 | | Spence Property Maintenance | Hennock Phone Box Library | 659.40 |
| TOTAL | | | | 5,504.69 |

ACTION J - 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.

17.2. FINANCIAL STATEMENTS: A Summary including graphs, Receipts and Payments, Bank Reconciliation and Receipts list for the **one** months ended **30th April** were sent to the Council prior to the meeting, which showed the current account (Treasurers Account) credit balance of £40715.49 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 £68327.24. It was unanimously resolved that the financial statements be approved.

Receipts List – including noted the receipts of:

- | | |
|-----------------------------------|--|
| ▪ VAT Recovered, Jan – March 2023 | £697.29 |
| ▪ CIL Monies | £21437.34 (transferred to CIL account) |
| ▪ First Half Year Precept | £25822.53 |

17.3. Approve Community Infrastructure Levy (CIL) Annual report

The report showed total CIL retained from previous years of £3705.41. £2469.00 CIL was received during the financial year and £0.00 spent resulting in £6174.41 CIL receipts remaining at the year ending 31st March 2024. The Council considered the CIL Annual Report and unanimously resolved that it should be approved.

ACTION K - The Clerk to send a copy of CIL report to TDC and place a copy on our website.

17.4. Approve the CIL Policy

These were proposed and seconded then unanimously resolved to keep the existing CIL Policy.

ACTION L – The Clerk to update the approval date on the document and update CIL policy on our website.

ACTION M – The Clerk to send out further information regarding CIL monies to all councillors

17.5. Review/approve the Standing Orders

These were proposed and seconded then unanimously resolved to keep the existing Standing Orders.

ACTION N – The Clerk to update the approval date on document and update Standing Orders on our website.

17.6. Review/approve the Financial Regulations

This agenda item was deferred to June meeting as new model Financial Regulations were launched May 2024

ACTION O – The Clerk to add to review/ approve the Financial Regulations to our June agenda.

17.7. Approve the adoption of the Joint Panel on Accountability Governance Practitioner’s Guide 2024.

These were unanimously resolved to adopt the 2024 guide.

ACTION P - The Clerk to include a link on our website to JPAG Guide 2024.

17.8. Approve the General and Financial Risk Assessment, “Risk Management”

These were proposed and seconded then unanimously resolved to keep the existing risk assessment.

ACTION Q - 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.

17.9. Approve the Statement of Internal Control

This agenda item was deferred to June meeting as new model Financial Regulations were launched May 2024 and the Statement of Internal Control needs to be read in conjunction with Financial regulations.

ACTION R – The Clerk to add to review/ approve the Statement of Internal Control to our June agenda.

17.10. Approve the GDPR policy

ACTION S – The Clerk to update the approval date on the document and update GDPR policy on our website.

17.11. Approve the Fixed Asset Valuation policy

ACTION T – 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.

17.12. Review/note the Annual Internal Audit Report for 2023/24

This was completed by Mr Chris Jebb of Hawthorns Accounting Services on the 30th April 2024. The Council considered the Annual Internal Audit Report for the year ending 31st March 2024 and accompanying letter. It was unanimously resolved that the report should be accepted and the Clerk was congratulated for her hard work.

17.13. Consider the Annual Governance Statement & approve Section 1 of the AGAR (Annual Governance and Accountability Return) Form 3: Annual governance statement 2023/24

The Council considered the Annual governance statement and unanimously resolved that Section 1 of the AGAR should be approved and they were duly signed by the Chairman and Clerk.

17.14. Consider the Accounting Statements & approve Section 2 of the AGAR: Accounting Statements 2022/23

The Council considered the Accounting statements for the year ending 31st March 2024 and unanimously resolved that Section 2 of the AGAR should be approved. The Clerk as Responsible Financial Officer certified on 14th April 2024 that the statements had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of the Council.

17.15. Approve the Fixed Assets Register

(Approved at 09/04/24 meeting, agenda item 12.4)

17.16. Approve the Bank reconciliation for year ended 31st March 2024

This was unanimously resolved that it should be approved.

17.17. Approve the Variance explanation to be submitted with the Annual Return for the year ended 31st March 2024 and Box 2 and Box 3 explanation

The Council considered the Variance explanations to be submitted with the AGAR for the year ended 31st March 2024 and unanimously resolved that they should be approved.

17.18. Approve the analysis of earmarked and restricted reserves

The council resolved that the report should be approved.

17.19. Note the period for the exercise of public rights Noted

ACTION U – 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.

18. TO RECEIVE AND CONSIDER THE REPORT FROM THE “CLIMATE AND SUSTAINABILITY WORKING GROUP” INCLUDING

18.1. To consider the proposal for “No Mow May”

18.2. Hennock and Teign Village Litter Pick in conjunction with Teignbridge Blitz Team

18.3. Proposal for EV Chargers to be installed at Chudleigh Knighton and Teign Village Car Parks

Cllr Chris Applewood Chairman of this group gave a brief update. The group met last week and will be presenting a report on its 3 year plan for “No Mow May” to the council at its June meeting. A date needs to be proposed to Teignbridge regarding the litter pick in Hennock and Teign Village, mid week in school summer holidays. No update on EV chargers. They have some events planned for this year including an event about Dragonflies and Damselies.

ACTION V – 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.

19. To receive and consider the report from the “Infrastructure Working Group”

As per agenda item 12.5 this group has been disbanded.

20. To consider Hennock Parish Council joining Devon County Council's Road Warden Scheme.

<https://www.devon.gov.uk/communities/opportunities/road-warden-scheme>

Cllr Graham Tully explained that he had met with our Neighbourhood Highways Officer about this scheme and asked the parish council if it is something we should explore further, there was a lot of discussion about advantages, disadvantages, admin, insurance, liability, managing expectations and cost implications etc. It was agreed further research is required.

ACTION W – 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.

21. To consider Teignbridge’s review of Polling Districts and Polling Places.

<https://www.teignbridge.gov.uk/consultation-and-community-engagement/live-consultations/statutory-review-of-polling-districts-and-polling-places/>

ACTION X – 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.

22. PARKS AND OPEN SPACES MATTERS –

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

22.2. To consider the quotes for a replacement See Saw in Chudleigh Knighton Play Park Part II

23. Allotment Matters

23.1. To consider any issues arising relating to the allotments

The Clerk reported that CKAA have now paid their 2024/25 invoice.

24. Reports from Parish Councillors on training attended and meetings with outside bodies.

Cllr Graham Tully reported he had been to Hennock Village Hall’s AGM the night before. They are very happy with the King Charles III portrait, but it has yet to be put up. The Gardening Club expressed their thanks for our grant to them of £50. They have had to spend a lot on maintenance of their building and there is an issue with the end window. They are missing the income they used to make from the Hennock Fayre and are looking for younger members to join their committee.

25. Matters brought forward by Parish Councillors.

Cllr Pam Rogers asked whether Hennock Parish Council would like a stall at Teign Village’s Community Fete on Saturday 22nd June 12 noon – 4pm. The general consensus was yes, potentially the Climate and Sustainability Group would have a stall and more general information about the parish council could also be provided.

ACTION Y – The Clerk was asked to add Teign Village Community Fete to our June agenda.

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

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

Tues 28th May 2024: Planning Committee meeting starting at 7.30pm, Chudleigh Knighton Village Hall

Tues 11th June 2024: Full Parish Council Meeting starting at 7.30pm, Hennock Village Hall

PART II

There were no members of the public in attendance and the county and district councillors had already left.

22.2 To consider the quotes regarding the repairs to the See Saw in Chudleigh Knighton

Quotes were requested from 3 companies for a replacement see saw.

It was unanimously resolved to choose Contractor A Outdoor Play to remove and dispose of the existing seesaw and to install the new Kompan seesaw with a colourful patch of wet pour surfacing £1890 + VAT.

ACTION Z – The Clerk to request Outdoor Play go ahead with the installation of the replacement Seesaw

As there was no further business the meeting ended at 9.54pm

..... **Chairman** **Dated**.....