

HENNOCK PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9TH OCTOBER 2018 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Cllrs M Curran, B Kelly [Vice-Chairman], P McCullar & J Parker [Chairperson] and C Webb.
District Cllr R Keeling
3 members of the public.
H Reynolds, Clerk to the Parish Council

PART I (Open to the Public)

1. FILMING AND RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: Apologies were received by Cllrs P Baker and R Dixon and the reasons for their absence were accepted.

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: Dispensation requests were received from Cllrs M Curran, B Kelly, P McCullar and J Parker regarding discussion and voting on the Parish precept – as council tax payers they will be paying the Parish precept and therefore have pecuniary interests. The Clerk granted each councillor a dispensation to both speak and vote on the Parish precept because, without dispensations, insufficient members of the Parish Council will be able to participate in the debate or vote. The dispensation requests are therefore in the interests of all residents of Hennock Parish. Cllr C Webb does not live in the Parish or pay the Parish precept and so he did not request a dispensation.

5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: Charlie Fisher introduced himself – he hopes to be co-opted on to the Parish Council in December when he will have been added to the register as a local government elector for the area of Hennock Parish. Charlie also plans to attend the November Parish Council meeting to learn how the Parish Council works.

Elaine, a resident of Chudleigh Knighton, explained that she had come to look and listen, particularly in relation to the closure of Knighton Stores and the possible setting up of a community shop. She shared her views regarding what was required of a local shop, e.g. open at 7am and close at 8pm and there was some discussion which included another member of the public. The Chairperson advised that in a few weeks' time it will be up for lease – she acknowledged that the closure of Knighton Stores is devastating for the local community and that the Parish Council will be happy to give advice and support to the community if members come forward to set up a community shop.

Mary Ridgeway, Housing Enabling officer at Teignbridge District Council [TDC], introduced herself and provided an update on the Chudleigh Knighton and Hennock affordable housing projects:

Chudleigh Knighton: Amy Luxton, Housing Enabling Officer at TDC, is leading on the proposed Apple Tree Close development. Pre-app assessment of proposals are still underway and revised designs and layouts have been negotiated. The Housing Enabling Team has been consulted on the pre-app and viability but is now at arm's length as a consultee. The planners have requested a second viability assessment. The Chairperson emphasised that the Parish Council had outlined what the community wants and it is a bit worried about "planners tinkering" – the Council would not want to see any more houses than previously agreed.

Hennock: The land was not registered and when it was registered with Land Registry it revealed a restrictive covenant on the land. TDC is concerned about the risks this would represent to mortgages for self-builders. It has explored indemnity insurance but it wants a clean title which will be complex, costly and time consuming.

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This is being pursued but TDC is also getting a second legal opinion from a specialist self-build mortgage provider. TDC does not want to lose the site and so it is exploring "Plan B" – options for affordable housing but not self-build. This is at the early stages but has been flagged with the landowner, Registered Provider and Dartmoor National Park Authority [DNPA]. TDC has not yet been back to the potential applicants for self-build. Mary confirmed that, as a team, they have a strong ambition to get some affordable homes for Hennock.

There was some discussion between Mary, members of the Council and a member of the public which included the following:

- Officer time has not been wasted; there has been a lot of learning which has been positive.
- Cash spend has not been that great, for example quotes were received for technical surveys but they have not been commissioned - £10K was approved and to date they have spent less than £4K which includes a valuation, legal services, early work on soil investigation.
- The possibility of social rented housing is a "real game changer" – a lot of people would be interested in this.
- If Plan B develops there would be another drop-in event.
- Both options will be progressed in parallel.
- In terms of servicing for the site, some work has been done at risk by the landowners, all the technical surveys required have been identified/agreed – costings (either firm quotes or firm estimates) have been obtained.
- Discussions with Homes England regarding infrastructure funding are in early stages – TDC is trying to find funding options to keep build costs down.
- Mary agreed to find out what level of detail can be shared in terms of technical information.

The Chairperson thanked Mary for all the hard work she and Amy are doing.

6.1. POLICE OFFICER'S REPORT: There were 4 reported crimes for the month of September 2018 as follows: (i) 1 x Theft in Dwelling. A victim registered blind and disabled who relies on carers has had an amount of money go missing from the property. The victim has up to 12 carers attend the address so it would be impossible to identify the offender. Safeguarding and security of valuables has been reviewed; (ii) 1 x Domestic incident – The relevant partner agencies have been informed; (iii) 1 x Owner / person in charge of a dog out of control – A dog has bitten an employee whilst at work. Enquiries are continuing with a view of issuing a Voluntary Control Order for the dog once identified; and (iv) Theft from a person / by another – A purse was taken from a person believed to be pick pocketed. Bank cards have been cancelled, and Action Fraud have been alerted. The relevant CCTV has been viewed but no offender identified.

6.2. COUNTY COUNCILLOR'S REPORT: None.

6.3. DISTRICT COUNCILLOR'S REPORT: Cllr Keeling reported on the following: (i) At a meeting the previous week with Phil Shears, Deputy Chief Executive of TDC, the aims of TDC in the future regarding Council housing were discussed – one model considered was to build houses for profit but Richard wants to ensure houses are built for low cost rent; (ii) Richard challenged Nick Davies in Planning with regard to TDC's "no objections" response to the planning application to reopen the Heathfield Landfill site but he did not receive a satisfactory response. Richard's view is that an incinerator is needed and this could be included in a planning application for a new housing development before the houses are built which could then heat social housing for free.

Standing orders were suspended whilst a member of the public commented that a resident in Chudleigh Knighton had been promised a reply to her 6 objections from Viridor within 20 days; this included the release ammonia.

Standing orders were reinstated and Richard emphasised that monitoring of the site will be very important; and (iii) Richard confirmed that he would attend the meeting at Finlake on 18th October to discuss the issues arising from the raw sewage leak in September.

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

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7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Parish Council meeting held on 11th September 2018 were approved and duly signed.

8. MATTERS ARISING FROM THE MINUTES:

8.1. A Nation's Tribute: 11th November 2018: The Council expressed its thanks to: (i) Rob, Cllr Dixon's husband, for producing the poster for the event; (ii) Dave Trant, Master Thatcher from Hennock and formerly a Chairman of the Village Hall Committee, for agreeing to read the Nation's Tribute; (iii) Jeremy Butcher for agreeing to play the Last Post; (iv) Steven Chown, a local historian, who has agreed to read out the names of those on the respective war memorials; (v) Cllr James Bushell of Chudleigh Town Council for lending the Parish Council a portable PA system; (vi) Michael Harvey for building the beacon and hosting the event; (vii) St Mary's Church, Hennock, for ringing the Church bells; and (viii) The Palk Arms for providing a barbecue/refreshments for people to purchase.

The Clerk had been in touch with Lesley Smith of DALC regarding the Parish Council's ability to give donations to the four national charities as a participant of the WW1 Beacons of light event. She has advised that if some parishioners will benefit from their work then it will be acceptable to make donations under Section 137 but she acknowledged that this might be "tricky" unless there are active local branches or local facilities run by the charities in question. After some discussion, it was agreed that the Chairman would bring a couple of collecting buckets to the event and a collection would be made for the four charities: The Royal Naval Association, The Army's National Charity, Royal Air Force Benevolent Fund and The Merchant Navy Association.

Councillors were asked to attend the event by 6.30pm and to remind people to bring torches.

8.2. Update on possible affordable housing developments: Please refer to minute item 5. Councillors were pleased that Plan B is being explored – options for affordable housing but not self-build – although disappointed that the restrictive covenant has been identified "so late in the day".

8.3. Articles for Parish News including Teign Village & Hennock rural skip service on 20th October: The following articles were to be included in October's Parish News: (1) Battle's Over – A Nation's Tribute on 11th November 2018 including a reminder to people to wear stout footwear, car share if possible and to bring a torch; (ii) Teign Village & Hennock rural skip service on Saturday 20th October; (iii) Closure of Knighton Stores including the Parish Council's willingness to give advice and support to the community if members come forward to set up a community shop and a request for residents to help those neighbours who are finding it difficult to access items previously provided by the shop; (iv) Thanks to Brian Marnham for continuing as the Parish's Snow Warden and a request for residents with 4x4 vehicles to advise the Parish Council if they would be prepared to help neighbours in the event of adverse weather; (v) update on proposed affordable housing developments; (vi) a request for ideas from residents on how the Council should spend its 2019/20 precept; and (vii) information about the Fare Car scheme from a rural area including Hennock.

9. VACANCIES IN THE OFFICE OF PARISH COUNCILLOR/CO-OPTION OF COUNCILLORS: The Parish Council has four vacancies which can be filled by co-option.

10. AGREEMENT OF AGENDA BETWEEN PARTS I & II: There were no items to be discussed in Part II.

11. FINANCIAL MATTERS AND PAYMENTS:

11.1. Payment of invoices: The Parish Council resolved to make the following payments:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1293.92 less £502.67 = £791.15 [Qualifying earnings for 2018/19 tax year are between £6032 & £46350] x 2% = <u>£15.82</u>	34.80

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		Employee: £791.15 x 3% x 80% (as tax is deducted at source) = <u>£18.98</u>	
H Reynolds	2649	Clerk's net salary	1142.71
HMRC	2650	PAYE & NI	213.91
S & W Lygo Engineering	2651	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180 Prepared & painted bus shelter in Chudleigh Knighton: £250.00 Removed netball frame & scrapped push bike dumped in Hennock Play Park: £20	450.00
H Reynolds	2652	Clerk's expenses*	207.61
Allan B Matthews	2653	Printing and laminating 40 x posters for "A Nation's tribute/lighting the beacon" event on 11 th November 2018: £60.00 plus VAT £12.00 <i>Attribute to S137 "Commemoration of 100 years of remembrance of end of WW1" in line with budget</i>	72.00
St Mary's Hennock PCC	2654	Grant for churchyard maintenance (in line with budget)	200.00
Michelmores Hughes Stags Clients No. 2 Account	2655	Yearly rent in advance for Hennock Play Park & Car Park	435.00
DESTROYED	2656	Revised insurance premium provided by BHIB Ltd – replacement cheque issued – see below: cheque number 2658	
SJB Signs	2657	3 x signs for Chudleigh Knighton allotments (2 x "No dogs" signs & 1 x "No parking in front of these gates" sign): £78.00 plus VAT £15.60 <i>Cheque to be released once signs fitted and on receipt of invoice</i>	93.60
BHIB Ltd	2658	Annual insurance renewal premium: £407.13 plus Insurance Premium Tax [IPT] £48.86 <i>See below regarding optional cover of Data Breach Insurance Cover**</i> <i>Year two of three year agreement</i>	455.99
Lloyds Bank Commercial Finance Limited	2659	Quote accepted for supply and deliver of 16 twin part caps for see-saw at Chudleigh Knighton Play Park from Rhino Play Limited [who's sales accounts are factored by Lloyds Bank Commercial Finance Limited] – refer to Clerk's Summer Recess Report 2018 item 3.1. £39.78 plus VAT £7.96 <i>Cheque to be released on receipt of twin part caps and invoice</i>	47.74
South West Grounds Maintenance	2660	Grounds maintenance contract: £232.90 plus VAT £46.58	279.48
Dartmoor Heathers & Gardens	2661	Parish Lengthsman duties: £762.32 plus VAT £152.46	914.78

**The Council considered the option to purchase Data Breach Response Cover for an additional premium of £56.00 including IPT. The Parish Council does not process sensitive data such as credit cards, have intellectual property (patents, copyrights, etc) and has limited personal information on employees, service users and contractors and so the cyber risk is low. After some discussion, it was agreed that the Data breach insurance cover provided by the existing policy is adequate for the Parish Council's requirements and the additional Data Breach Response Cover is not necessary.

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*Clerk's Expenses £

Working from home expenses	14.00
Stationery: A4 paper x 2 [£2.75 x 2] & 50 DL envelopes [£1.99]	7.49
HP 951 XL Magenta ink cartridge	22.49
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Mileage: 17/9/2018: Teign Village & Hennock: Met Jan Williamson to inspect Teign Village allotments, put up rural skip notices in Teign Village & Hennock and assessed possible site for bin at Five Lanes, Hennock: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> ; & 3/10/18: Hennock & Teign Village: Collected memory stick for WW1 poster from Rob at Five Lanes and inspected tree in Teign Village Play Park: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> . TOTAL: 8 miles @ 60.1p per mile	4.80
Postage/stamps	9.90
2 x heavy duty large wooden planters for Chudleigh Knighton [£88.97 including P&P & VAT]**	88.97
3 x troughs for railings outside Chudleigh Knighton Village Hall [£49.96 including P&P & VAT]**	49.96
**Attribute to Parks & Open Spaces	
Total	207.61
Cheque No.	2652

11.2. Financial Statements: A Receipts and Payments Account and a Bank Reconciliation for the 6 months ended 30th September 2018 were presented to the Council, which showed the current account credit balance of £55477.19 and the Savings Account credit balance of £7,140.00, the balance of which after adjusting for un-presented cheques totalling £65.00, equated to the Receipts and Payments closing credit balance of £62552.19. It was resolved that the financial statements be approved.

11.3. Actuals v budget for 6 months ended 30th September 2018: [Please refer to Appendix A] This shows an opening balance of c£35905 [c£4.8K higher than budget] with total receipts of c£48268 and total payments of c£21621 leaving a closing balance of c£62552. Appendix A includes an analysis of reserves which shows a revised forecast closing balance of c£28.5K against the original budget of c£21.1K. In summary, expenditure is broadly in line with budget and the revised forecast closing balance leaves the Parish Council in a comfortable position.

11.4. Budgets: suggested items for inclusion in 2019/20 budget: The Clerk was instructed to produce a draft budget for consideration at the November Parish Council meeting to include the following: (i) Resurfacing/tarmac costs for part of Black Path [the Clerk was instructed to speak to Sibelco, who own the other stretch of Black Path, to establish their willingness to undertake a joint project for resurfacing the whole of path]; (ii) tubs for flowers for the entrance gates at the Chudleigh and Kingsteignton entrances and entrances to the main roads in the villages of Hennock and Chudleigh Knighton; (iii) resurfacing costs for the tiled areas at Chudleigh Knighton Play Park; (iv) resurfacing costs for Hennock Play Park; (v) costs for developing the phone box in Chudleigh Knighton; (vi) defibrillator for Teign Village phone box; (vii) leaflets for the Ant Trail in Chudleigh Knighton; (viii) election costs for May 2019; and (ix) CIL for infrastructure.

11.5. Review of allocation of Section 106 Apple Tree Close monies: [Please refer to Appendix B] After some discussion, it was acknowledged that Phase 2 of the Chudleigh Knighton Heath walking trail looks unlikely to proceed and it was resolved that the £5000 previously allocated to Chudleigh Knighton Heath should be reallocated to resurface/tarmac part of Black Path, Chudleigh Knighton, subject to TDC's agreement. The Clerk was instructed to seek TDC's agreement, accordingly. It was also agreed that any unused S106 monies should be reallocated for this purpose.

11.6. Communities Together Fund (previously the Elector Fund): The fund opens for applications on 1st November and closes on 16th January 2019 and the Parish Council can apply for up to £1636. The Parish Plan Steering Group meets on 16th October when it will consider a proposal from Clarity [Clear Solutions for Social Purpose Organisations] for consultation with young people in the Parish as part of the Parish Plan update. The proposal provides an outline of support Clarity could offer to identify the views and needs of young people in the Parish. Clarity's rate for this work is £250 per day (inclusive of VAT). After some discussion, the Council resolved that it would support in principle an application for £1636 to the Communities Together Fund for this purpose subject to the Steering Group agreeing what was required.

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11.7. Receipt of second half year precept: The sum of £17375 has been received from TDC which is made up of the half year precept (£16125) and the half year Council Tax Support grant (£1250).

12. CLOSURE OF KNIGHTON STORES: After some discussion, the Council acknowledged that the closure of Knighton Stores is devastating for the local community. Please also refer to minute item 5. In terms of a possible community shop, in the first instance there needs to be a working group which is prepared to take on the responsibility of managing and leading a community group with the aim of setting up a community-owned shop. The Parish Council will be happy to give advice and support to that group in terms of signposting organisations who work with and support the development of community owned shops as well as grant funding opportunities. Meanwhile, the Council is asking residents to help those neighbours who are finding it difficult to access items previously provided by the shop and the Clerk was instructed to include in October's Parish News contact details for milk, newspaper and fish deliveries.

13. REMEMBRANCE SUNDAY (11TH NOVEMBER 2018): LAYING OF WREATHS AT CHUDLEIGH KNIGHTON AND HENNOCK: The Chairperson, Cllr Parker, agreed to lay the wreath at Chudleigh Knighton and the Vice-Chairman, Cllr Kelly, agreed to lay the wreath at Hennock at the respective services on 11th November.

14. CORRESPONDENCE FOR CONSIDERATION AND ACTION:

14.1. Teignbridge District Council [TDC], Environment, Health & Wellbeing: meeting arranged at Finlake to include resident of Chudleigh Knighton, TDC and the Environment Agency on Thursday 18th October 2018 – Chairperson and Clerk to attend on behalf of the Parish Council.

14.2. Devon County Council [DCC]: regarding updated Snow Warden information. Mr Brian Marnham has kindly agreed to continue as the Parish Snow Warden. He has expressed his frustration at the complaints he received from some residents of Teign Village last winter regarding the Teign Village to Hennock road; the plan agreed with DCC does not include this road but he does what he can although he cannot go out every time ice is forecast. Brian has suggested that a volunteer is found from Teign Village to treat this road. The Parish Council thanked Brian for all his hard work as the Snow Warden. The Clerk was instructed to include the following in the Parish News: (i) a request for volunteers to use Teign Village's salt spreader to treat the road between Teign Village and Hennock as required; and (ii) a request for residents with 4x4 vehicles to advise the Parish Council if they would be prepared to help neighbours in the event of adverse weather.

14.3. Chudleigh Town Council: Chudleigh Town Council's Sports Strategy 2018 – 21 has been approved – this was supported by Hennock Parish Council.

14.4. TDC: The Environmental Play Area in Chudleigh Knighton is now no longer listed as an Asset of Community Value and will be removed from TDC's list. The 5-year registration period ended on 30th September 2018. The Parish Council resolved that the Clerk should resubmit a nomination for this land.

14.5. DCC: Fare Car leaflets provided. Fare Car is a public transport service operated by Private Hire cars. Passengers book and pay separately but share the advertised timetabled journeys. F14 Fare Car serves Bovey Tracey, Chudleigh, Heathfield and Newton Abbot from a rural area including: Ashton – Hennock – Trusham.

14.6. TDC: Posters provided advertising a free Get Online drop-in event at TDC, Forde House, Newton Abbot on 18th October from 10am – 3pm.

14.7. DCC Highways: email regarding the diversion route signing for the closure of Clay Lane Bridge at the beginning of September to ensure in the future traffic heading towards Plymouth is diverted to the Chudleigh slip road rather than through the village of Chudleigh Knighton. With regard to the issue of traffic lights on Clay Lane Bridge it is unlikely that any proposed scheme to reduce or manage traffic levels would be considered a priority when evaluated against other sites throughout the County which have a demonstrable safety issue.

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14.8. Resident of Teign Village: Highways have been out and cleared the drains and gullies on the road between Teign Village and Hennock which will make such a difference in the winter because water can run off and hopefully not freeze on the road.

15. PLAY PARKS MATTERS: The Clerk has inspected a small tree in Teign Village Play Park near the roadside fence following a report from the Parish Lengthsman that it was looking “quite sick”. Following a discussion with the Lengthsman, it has been agreed to leave the tree for the time being to see if it will recover – a sample of the bark will be taken when there has been more rain to see if there is any life in it.

16. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES: None.

17. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: The Chairperson reported that a parishioner had complained about overhanging trees in Chudleigh Knighton which were obscuring street lighting; the parishioner has, on the advice of the Chairperson, spoken to the landowner who has arranged for them to be cut down.

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

Tuesday 16th October 2018: Allotments Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall from 7pm – 8pm: Cllr Curran kindly agreed to attend this meeting to ensure it is quorate.

Tuesday 16th October 2018: Parish Plan Steering Group meeting in The Old Library Room in Chudleigh Knighton Village Hall starting at 8pm.

Tuesday 23rd October 2018: Planning Committee meeting in The Old Library Room in Chudleigh Knighton Village Hall at 7.30pm.

Tuesday 13th November 2018: Parish Council meeting in Chudleigh Knighton Village Hall starting at 7.30pm.

PART II (Private): None.

As there was no further business the meeting ended at 9.30pm.

..... **Chairperson**

Dated.....