

## HENNOCK PARISH COUNCIL

### MINUTES OF THE REMOTE/VIRTUAL ZOOM PARISH COUNCIL MEETING HELD ON TUESDAY 14<sup>TH</sup> JULY 2020 STARTING AT 7.30PM.

**PRESENT:** Parish Councillors: P Baker, M Curran [Broadband dropped out for c5 mins during Public Participation), R Dixon, S Edwards, C Fisher, J Parker [Chairperson], G Tully, C Webb (joined the meeting during item 7.1.) and K Willett.  
District Cllr S Purser.

Mary Ridgway, Housing Enabling Officer at Teignbridge District Council [TDC].

Mr Richard Ayre, Land & Planning Director at Baker Estates Ltd.

Mr Graham Hutton, Development Director at Baker Estates Ltd.

One member of the public who left the meeting at the end of Part I.

Helen Reynolds, Clerk to the Parish Council.

#### **PART I (Open to the Public)**

**1. RECORDING OF MEETINGS:** The Chairperson reminded all in attendance at the meeting that they may be recorded or otherwise reported about.

**2. TO ACCEPT APOLOGIES FOR ABSENCE:** Apologies were received from Parish Councillors S Edmonds and P McCullar and the reasons for their absence were accepted. Apologies were also received from District Councillors L Evans and R Keeling.

**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 a part B interest (not a pecuniary interest) in item 11 in respect of payment of rent to Chudleigh Knighton Village Hall as he is the treasurer of the Village Hall Committee. He stayed in the meeting but did not vote on this issue.

**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:** Mr Richard Ayre introduced himself and gave some background to Baker Estates Ltd. He emphasised that the Company's developments have all been done with Parish/Town Council support and they take consultation very seriously. Richard referred to the plan of the site [Appendix A] which he described as approximately 9 acres, pretty well related to Chudleigh Knighton and a fairly unconstrained site (e.g. not SSSI). He referred to an identified need of 20 affordable homes, recognised self-build plots and on the open-market side, it will be a bungalow-led development which will allow movement in the market. The site does rise up which helps with the impact of the development. Baker Estates is working on ideas and will take these to consultation in August and hopes to report back what people have said to the Parish Council at its September meeting.

Mr Graham Hutton introduced himself and described the Company's approach to consultation – they are keen to talk to local people and have had Parish Council support everywhere they've built.

The Chairperson stressed that the Council doesn't tend to undertake consultations in August and they would normally be done in September/October.

The following summarises the salient points covered:

- The site has not been bought – Baker Estates are working in partnership with the owners.
- The Local Plan refers to affordable rent and shared ownership but all these things (including social housing rents) are for discussion – the tenure is very relevant for the Parish Council.
- The Parish Council is extremely “hot” on being eco-friendly – The Future Homes Standard requirements will exceed the requirements of any local planning authority - the first steps will come in the autumn and the Government is trying to bring the requirements forward by 2025. Building Regulations will “outstrip” planning policy. Graham Hutton described what this might look like:
  - The fabric of buildings will be energy efficient.

## HENNOCK PARISH COUNCIL

- Manufacturers are continually inventing new products and so it is difficult to know but they will probably be traditionally built houses i.e. masonry walls & filled cavity walls, 0.5m roof insulation, & 200mm ground floor insulation.
- Better windows.
- Better insulation.
- Photovoltaic panels on the roof.
- By the time this development gets to planning, Building Regulations will require electric charging points.

Mary Ridgway, Housing Enabling Officer at Teignbridge District Council [TDC], reported as follows:

- Welcomed the consultation approach – Mary will have a discussion with Richard Ayre later in the week regarding the timing.
- Has had pre-app discussions with Baker Estates.
- There are two competing sites – the other being adjoining Apple Tree Close brought forward by Inox.
- It is important to take an even-handed, transparent approach with both developers.
- Viability assessments will include open market housing as a cross subsidy for the affordable housing.
- Priorities in TDC are for social rent rather than affordable rent; however, this is quite challenging in terms of viability.
- TDC can only give pre-app advice based on the current Local Plan policies.
- Planning will be determined on its planning merits.
- The Housing Enabling Team start with “housing need” and the 2017 Housing Needs Report may need refreshing.

The Chairperson thanked Richard Ayre, Graham Hutton and Mary Ridgway and they left the meeting.

The Chairperson asked councillors for feedback and the following are some of the views expressed:

- A more logical site within the “village boundary”.
- Concern regarding the height of the land.
- Like the idea of bungalows which is good for an aging population.

The Clerk was instructed to add this matter to the July Planning Committee agenda.

**6.1. POLICE OFFICER’S REPORT:** None.

**6.2. COUNTY COUNCILLOR’ REPORT:** Written report received as follows: Overall view: Throughout the past three months since the beginning of the lock down, all but essential staff required on a site location, have been operating from home. This situation will continue for the foreseeable future. Undoubtedly the system has worked well and possibly will become more permanent for some staff as we go forward.

There has been a redeployment of some staff to assist preparations and reorganisation as a result of the pandemic. As more information became available from central government so a more localised plan was implemented. Currently DCC [Devon County Council] are one of four pilot authorities tasked with developing a Local Outbreak management plan ‘LOMP’. I believe as the movement restrictions are eased there may well be a need for the plan. However, I also believe we have been extraordinarily fortunate in the southwest and particularly in Devon with the extremely low numbers of infection.

The committee and scrutiny structure have finally reconvened where possible using Teams to connect to all parties concerned, with the meetings being made available to the public as before via the internet. However, committees like the management development committee and Hatoc’s have not convened essentially due to insufficient business. I do see a future where more committee meetings are convened using this system. It will save a considerable amount of travelling and cost but more importantly be of benefit to the environment.

County Council staff throughout need to be congratulated for their versatility throughout this period and particularly the frontline staff working the care system.

## HENNOCK PARISH COUNCIL

In brief: Highways have difficulties organising teams to work on the highway network. Ensuring staff in these situations can maintain a safe working distance from each other has been a challenge. However, that will change as restrictions are eased. Where possible work has been continued.

Libraries are preparing to reopen. Chudleigh being one of four that is piloting the new working system, planning to open on the 6<sup>th</sup> July. Newton Abbot anticipates opening on the 27<sup>th</sup> July.

Central Government has made available additional moneys to assist with extra costs experienced by care homes. To date 301 homes have received their share of the £2.6m infection control fund.

There is a real concern how we are going to get all school pupils back to school safely. James McInnes has written to the secretary of state for education requesting explicit instructions on how we achieve this.

To finish there is obviously concern for the future council finances. All councils including parish councils throughout the county will be under financial pressure as we move forward. Exactly how central government will assist in this is yet unknown.

**6.3. DISTRICT COUNCILLOR'S REPORT:** Cllr Purser reported as follows: TDC is doing a lot to alleviate the Covid-19 situation. There was a meeting earlier in the day on the Exeter Strategic Plan consultation in September. The Local Plan consultation has closed and there was ten times the response TDC would normally get.

The Chairperson thanked Cllr Purser and he left the meeting.

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

**7. APPROVAL OF THE MINUTES:** The minutes of the Parish Council Meeting held on 9<sup>th</sup> June 2020 were approved and will be signed when Covid-19 restrictions allow and it is practicable to do so.

### 8. MATTERS ARISING FROM THE MINUTES:

**8.1. Launch of Parish Plan:** After some discussion, the following was agreed:

- Cllr Fisher will design a banner and posters.
- The Clerk will add the Parish Plan to the website (Parish Plan page).
- Cllrs Fisher and Willett will prepare a video to go onto the website launching the Plan.
- Cllr Willett will look into the possibility of introducing a mobile phone app.
- The launch date will be 29<sup>th</sup> August.

**8.2. Articles for Parish Council News:** The Clerk was instructed to include the following articles in the July Parish news: (i) Re-opening of the Play Parks – refer to minute item15; (ii) Covid-19 Community Hero – an invitation for residents to nominate a hero – refer to minute item12; (iii) Launch of the Parish Plan – refer to Minute item 8.1; & (iv) Installation of defibrillators.

**9. AGREEMENT OF AGENDA BETWEEN PARTS I & II:** It was agreed that item 18 should be discussed in Part II for commercial reasons.

### 10. FINANCIAL MATTERS AND PAYMENTS:

**10.1. Payment of invoices:** The Council resolved that the Clerk should make the following payments using online banking:

Payee	Method of payment	Purpose	Amount (£)
Imperative Training Limited (Defib Shop)	Online (Paid)	Purchase of Zoll AED Plus Fully Automatic, AED Stainless Steel Cabinet & wall sign x 2 for Chudleigh Knighton (Village Hall) and Teign Village	3360.00

## HENNOCK PARISH COUNCIL

		(Sports & Social Club): £2800.00 (£1400.00 x 2) plus VAT £560.00 (£280.00 x 2) Payment made 19 <sup>th</sup> June 2020 after reference to the Chairperson – <i>expenditure agreed by the Parish Council at its meeting on 9th June 2020: minute item 8</i> <i>Section 137 payment (expenditure for purposes not otherwise authorised: spending limit for 2020/21 is £8.32 x 1461 (number of electors as at Feb 2020) = £12155)</i>	
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1319.50 (gross salary) less £520 = £799.50 [Qualifying earnings for 2020/21 tax year are between £6240 & £50000] x 3% = <u>£23.99</u> Employee: £799.50 x 5% x 80% (as tax is deducted at source) = <u>£31.98</u>	55.97
Zoom	Debit Card (paid)	Standard Pro Monthly charge: £11.99 plus VAT £2.40 Paid by debit card and debited from Parish Council's bank account 8 <sup>th</sup> July 2020	14.39
H Reynolds	Online	Clerk's net salary	1168.82
HMRC	Online	PAYE & NI	199.77
H Reynolds	Online	Clerk's expenses*	54.61
S & W Lygo Engineering	Online	Chudleigh Knighton [CK], Hennock & Teign Village [TV] Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180.00	180.00
The National Allotment Society	Online	Annual membership fee: £55.00 plus VAT £11.00	66.00
Information Commissioner	Debit Card	Data protection fee renewal	40.00
PCC of Hennock	Online	Grant towards the upkeep of the Churchyard <i>included in 2020/21 budget</i>	200.00
Chudleigh Knighton Allotment Association	Online	Final payment for rents received for Chudleigh Knighton allotments less rent owed to Parish Council [PC] from Chudleigh Knighton Allotment Association [CKAA]: Total rents received: £1010.80 less payment of £703.70 paid to CKAA on 12 <sup>th</sup> May 2020 less £300.00 rent owed to PC by CKAA	7.10
Mr J Butcher	Online	Refund of rent for shed at Hennock allotments in recognition that Mr Butcher has been unable to use it	20.00
SJB Signs	Online	Supply & fit replacement "Play Park closed" sign at Chudleigh Knighton Play Park: £20.00 plus VAT £4.00	24.00
Dartmoor Heathers & Gardens	Online	Parish Lengthsman duties: £483.00 plus VAT £96.60	579.60
South West grounds Maintenance	Online	Grounds maintenance duties: £240.50 plus VAT £48.10	288.60

### \*Clerk's Expenses £

Working from home expenses	14.00
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone <i>(This payment was made from the Clerk's personal credit card on 25<sup>th</sup> June 2020; the card details were changed from the Clerk's personal credit card to the Parish Council's debit card on 1<sup>st</sup> July and</i>	10.00

## HENNOCK PARISH COUNCIL

<i>so the next payment due on 25<sup>th</sup> July will be taken directly from the Parish Council's debit card/bank account)</i>	
Heart Internet annual domain renewal	10.79
Minutes folder	8.99
C4 envelopes x 2 packs (£2.99 x 2)	5.98
DL envelopes	2.45
Mileage: 18/6/20 To Teign Village to check position of abandoned vehicles: 13 miles less mileage to/from CKVH of 9 miles = <u>4 miles</u> @ 60.1p per mile = £2.40	2.40
<b>Total</b>	<b>54.61</b>

**10.2. Financial Statements including changes to Fixed Assets register:** The Fixed Assets Register has been updated to include the Clerk's printer and the 3 defibrillators: Please refer to Appendix B. A Receipts and Payments Account and a Bank Reconciliation for the three months ended 30<sup>th</sup> June 2020 were presented to the Council, which showed the current account credit balance of £38821.89 and the Savings Account credit balance of £7140.00, the balance of which after adjusting for unrepresented cheques totalling £60.00, equated to the Receipts and Payments closing credit balance of £45901.89. It was resolved that the financial statements, including the Fixed Assets Register, be approved.

**10.3. Authority for Clerk to open an account with Amazon.co.uk for Parish Council purchases:** After some discussion and a vote (8 in favour and 1 against), it was resolved that the Clerk should open an Amazon Business Account in the name of the Parish Council for Parish Council purchases, e.g. ink cartridges using the Parish Council's debit card.

**11. REVIEW OF COVID-19 RISK PLAN VIS-À-VIS PAYMENT OF REGULAR CONTRACTORS & VILLAGE HALL HIRE:** After some discussion, it was resolved that the parish Council would continue to pay the Village Halls for the "bookings" in line with the programme of meetings for 2020/21 [refer to Appendix C]. The National Association of Local Councils is still advising Councils to meet virtually and the programme of meetings reflects this. It was acknowledged that the Council's regular contractors were now completing work in line with their contracts.

**12. RECOGNITION OF LOCAL "HEROES" DURING COVID-19 HEALTH CRISIS:** During these unprecedented times the community has shown how strong it is by the way it has responded to supporting friends, neighbours and complete strangers. There have been many acts of kindness and deeds throughout the community which have made a real difference to the lives of those who were unable to leave their homes. After some discussion, it was agreed that the Parish Council will recognise these acts at the September Parish Council meeting and say thank you on behalf of the community to those unsung heroes. Residents will be invited to nominate their heroes who will be given a certificate and a voucher for the local shop.

**13. AUTHORITY FOR CLERK TO ACT DURING THE SUMMER RECESS.** The Council resolved that the Clerk should be given authority, in consultation with the Chairperson or Vice-Chairman, to deal with all urgent and normal business and payments. The Clerk should present a report to the Council at its September meeting.

**14. CORRESPONDENCE FOR CONSIDERATION AND ACTION:** None.

**15. PLAY PARKS MATTERS:** The Council considered the matter of re-opening its play parks with reference to Government advice, guidance from the Association of Play Industries and reference to Teignbridge District Council signage. The Council considered the Covid-19 risks and after some discussion decided to re-open its play parks. It concluded that it is not feasible for the Parish Council to provide the following:

- Provision of stewards
- Arrange a booking system
- Relocate equipment for social distancing
- Clean equipment daily
- Provide cleaning equipment
- Create a one-way system

## HENNOCK PARISH COUNCIL

If the Covid-19 situation changes and restrictions tighten, the Council may have to close the play parks again. Prior to re-opening, it will:

- Carry out safety checks - weekly inspections are already taking place.
- Arrange repairs where necessary - repairs are identified by the Play Park inspector and appropriate action taken.
- Produce signage for the entrance gate to Hennock Play Park, the entrance gate to Teign Village Play Park, the four entrance gates to Chudleigh Knighton Play Park and for both sides of the internal gate at Chudleigh Knighton Play Park to include the following:
  - o This play area has been safety inspected but cannot be guaranteed to be coronavirus (Covid-19) free.
  - o Please follow this advice to ensure everyone's safety:
  - o Please keep your distance.
  - o A maximum of 2 adults per family unit.
  - o Adults should provide regular hand sanitisation.
  - o All items of equipment should only be used by one family unit at a time.
  - o Use litter bins provided or take it home with you.
  - o No food or drink.
  - o Do not use any equipment marked out of use.
  - o Anyone experiencing symptoms of coronavirus (Covid-19) must not enter this play area.
  - o If the play area is busy, please come back later.

The Clerk was instructed to order the signage from the Council's preferred contractor and arrange for the play parks to be open once the signage is in place.

**16. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS:** The following matters were brought forward:

- The local campsite had a number of vehicles on site during lockdown which was reported to the police by a councillor although a police report has not been received this month. It was not reported to the club with which the site is licenced.
- A Zoom meeting is being arranged to discuss the development plan for the Chudleigh Knighton to Bovey Tracey footpath project.
- There is a "milky" outwash discharging into the Teign River where the bridleway from Pipehouse Lane in Chudleigh Knighton meets the River Teign - a couple of local councillors thought that it was clay outwash – the Clerk was instructed to contact Sibelco to confirm this and provide some reassurance that it is an environmentally safe discharge.

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

Tuesday 28<sup>th</sup> July 2020: Virtual Zoom Planning Committee meeting starting at 7.30pm.

Tuesday 8<sup>th</sup> September 2020: Virtual Zoom Parish Council meeting starting at 7.30pm.

**PART II (Private):**

**18. HENNOCK ALLOTMENTS – CONSIDER QUOTE FOR TESTING SOIL:** The Environment Agency's local laboratory remains closed due to Covid-19 but it has provided the Clerk with a link to the UKAS [United Kingdom Accreditation Service] website which lists other testing laboratories; as a result of this, the Clerk has been in contact with Sharon Larkman at Somerset Scientific Services regarding the shed roofing asbestos at Hennock allotments and providing the Parish Council with a quote to undertake a soil test for asbestos on an area of approximately 100m<sup>2</sup> - the Parish Council is looking for reassurance that the land isn't grossly contaminated. A company called SafetyKleen hand picked out pieces of asbestos in 2017 but left a container in case anymore asbestos was found. The tractor has recently turned up the soil and revealed more asbestos. Somerset Scientific Services has quoted £275.00 plus VAT to complete a site investigation, take and analyse up to four samples and complete a report for the Council. After some discussion, in order to get this problem sorted, the Council resolved to accept the quote and the Clerk was instructed to advise the Company, accordingly.

As there was no further business the meeting ended at 9.10pm.

..... Chairperson

Dated.....