1. Financial matters and payments:
1.1. Payment of invoices: After consultation with the Chairman, the following payments were made on 14th August:

Payee	Chq no.	Purpose	Amount (£)
NEST	Direct Debit	Auto enrolment pension contributions: Employer: £1655.32 less £502.67 = £1152.65 [Qualifying earnings for 2018/19 tax year are between £6032 & £46350] x 2% = *£23.05* Employee: £1152.65 x 3% x 80% (as tax is deducted at source) = £27.66 *N.B. Employer's pension contribution attributable to* ***Parish Plan budget: £7.23***	50.71
H Reynolds	2630	Clerk's net salary Broken down as follows: Normal gross salary: £1293.92 plus Parish Plan additional hours [25 hrs 25 mins @£14.219 p/hr] attributable to **Parish Plan budget: £361.40** (gross) *Less* employee NI (£114.40) *Less* employee pension contribution (£27.66) *Less* PAYE (£133.40)	1379.86
HMRC	2631	PAYE & NI Broken down as follows: PAYE: £133.40 Employee NI: £114.40 Employer NI (normal): £81.68 Employer NI (attributable to **Parish Plan budget): £49.88**	379.36
S & W Lygo Engineering	2632	Chudleigh Knighton, Hennock & Teign Village Car parks and Play Parks inspection & cleaning, and cleaning of Hennock and Teign Village bus shelters: £180.00 plus repair to gate/replace return spring at Chudleigh Knighton Play Park: £45.00	225.00
H Reynolds	2633	Clerk's expenses*	79.00
PKF Littlejohn LLP	2634	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018 (external audit): £200.00 plus VAT £40.00	240.00

Dartmoor Heathers & Gardens	2635	Resurfacing part of Chudleigh Knighton Car Park: £1280.00 plus VAT £256.00 N.B. Separate invoice to come for patching work to Black Path. N.B.2. Two alternative quotes sought but no quotes received despite chasing by the Clerk and so quote from Dartmoor Heathers & Gardens accepted by Clerk during summer recess after consultation with the Chairman. N.B.3. Elector Fund grant of £1600 received 14 March 2018 for this purpose & patching of Black Path – balance to be used for patching work.	1536.00
Dartmoor Heathers & Gardens	2636	Allotments: Strimmed & raked plot 1 at Hennock allotments and removed rock, hardcore, waste building material & metal: £150.00 plus VAT £30.00 Allotments: strimmed Hennock allotment paths: £25.00 plus VAT £5.00 Allotments: Partial payment for work for fitting small gate at Chudleigh Knighton allotments: £18.00 plus VAT £3.60 Play Parks: Cut back some very low branches overhanging Chudleigh Knighton Play Park: £20.00 plus VAT £4.00 Parish Lengthsman: £494.70 plus VAT £98.94	849.24
South West Grounds Maintenance	2637	Grounds maintenance contract: £178.10 plus VAT £35.62	213.72
Chudleigh Knighton Village Hall Committee	2638	Room hire: 22/5/18 – 26/6/18 Attributable to **Parish Plan: £5.00**	32.00
Sutcliffe Play South West	2639	Supply & deliver gate spring for Chudleigh Knighton Play Park: £55.00 plus VAT £11.00	66.00
Chudleigh Knighton PCC	2640	Cost of extra page for Knighton News for Parish Plan questionnaire Attribute to **Parish Plan**	30.00

***Clerk's Expenses £**

Working from home expenses	14.00
Stationery: A4 paper [£2.75 x 2] & Minutes folder [£5.09]	10.59
Giffgaff "goodybag" – monthly bundle of minutes, texts & data for Parish Council's mobile phone	10.00
Mileage: 10/7/2018: Parish Council meeting at Hennock Village Hall: 12 miles less mileage to/from CKVH of 9 miles = 3 miles; 11/7/2018: Teign Village & Hennock to deliver box folders for Parish Plan questionnaire responses: 13 miles less mileage to/from CKVH of 9 miles = 4 miles; 25/7/2018: Chudleigh Knighton to Sibelco East Golds Works, Kingsteignton (Chairman & Clerk met with Jamie Heron & Matthew Shorland) = 10 miles; & 13/8/2018: Hennock & Teign Village to collect Parish Plan responses, inspect Hennock allotments & put up signs in Teign Village Car Park: 13 miles less mileage to/from CKVH of 9 miles = 4 miles: Total: 21 miles @ 60.1p per mile	12.62
Postage/stamps (includes special delivery charge of £6.50 for VAT claim)	31.79
Total	***79.00***
Cheque No.	2633

1.2. Financial statement: A Receipts and Payments Account and a Bank Reconciliation for the period up to the 31st July 2017 were prepared, which showed the current account credit balance of £39962.67 and the Savings Account credit balance of £7140, the balance of which, after adjusting for un-presented cheques totalling £68.00, equated to the Receipts and Payments closing credit balance of £47034.67 [Refer appendices A & B].

1.3. Conclusion of audit: The audit was concluded on the 25th July 2018 with no issues. The "Notice of conclusion of audit" has been placed on the Parish Council's website and copies have been placed on the notice boards. PKF Littlejohn LLP Chartered Accountants has set out the timetable for 2018/19 and the Clerk is satisfied that the Parish Council will be able to comply with the requirements.

1.4. VAT CLAIM: A VAT claim was submitted to HMRC on 25th July 2018 for £6150.27 for the period 1st October 2016 to 31st May 2018.

2. PLANNING MATTERS:
Planning applications:
Teignbridge District Council
2.1. Ref: 18/01565/FUL
Location: Hennock – 4 Langapark, Chudleigh Knighton
Proposal: First floor extension
Parish Council's observations: The Parish Council has no objections to this application.

2.2. Ref: 18/01551/CLDE
Location: Hennock – Lyneham Coombe, Chudleigh
Proposal: Certificate of lawfulness for existing use of timber chalet as holiday accommodation
Parish Council's observations: The Parish Council has no objections to this application.

Dartmoor National Park Authority
2.3. Ref: 0421/18
Location: Hennock – Beadon Farm, Hennock, Bovey Tracey
Proposal: Modifications to existing domestic storage to create ancillary accommodation

Parish Council's observations: The Parish Council has no objections to this application although the Parish Council does have some concerns about light pollution and the roof lights should have proper blinds to avoid this.

Planning decisions:
Teignbridge District Council
2.4. Ref: 18/01224/NPA
Location: Hennock – Hele Farm
Proposal: Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of GDPO change of use of agricultural building to a dwelling
Planning decision: Refusal of request for prior approval.

2.5. Ref: 18/00748/FUL
Location: Hennock – 1 Twinyeo Cottage, Chudleigh Knighton
Proposal: Two storey extension
Planning decision: Grant of conditional planning permission.

3. PARK & OPEN SPACES:
3.1. Review of Play Parks in the light of the annual inspection reports: The Clerk undertook reviews of Teign Village, Hennock and Chudleigh Knighton Play Parks (including the Environmental Play Area) on the 29th June 2018 with Steve Lygo in the light of the annual inspection reports by The Play Inspection Company Ltd which were undertaken on the 11th May 2018. The following details the work agreed and the quotes accepted as well as other salient points to note:

Teign Village Play Park: Overall risk assessment: "Low risk".

Teign Village Play Park equipment	Report page no.	Work required	Quote/cost
Some damage to fence sections	23	Fence sections to be cable tied back in place	£10.00 – work completed
Timber posts rotted in roadside corner	24	3 x 4" fence posts to be replaced in bottom corner of roadside fence – includes cutting part of hedge back for access, removal of old posts & staples & to postcrete new posts in place & make good	£243.00
Rocking equipment – Spring Tractor	43	Algae/moss to be cleaned/treated	*£20.00 – work completed
Rocking equipment – Spring Horse	45	Algae/moss to be cleaned/treated	Included in above quote* - work completed
Flat-bed swings	50	Seat swing connectors require tightening	£10.00 – work completed
Free standing slide	51	Reinstate surrounding grass surface levels to remove trip points	*To come: Dartmoor Heathers & Gardens will undertake required work when weather permits*

Other salient points to note from The Play Inspection Company Ltd.'s report:

- Findings Information in report annotated as appropriate.
- There is no padlock on maintenance gate – assessed as low risk and therefore agreed to leave to enable access for grounds maintenance contractor.
- New benches – anchor fixings have worked loose – Steve to tighten.
- Picnic table – projecting bolt threads – Steve Lygo is able to cut these off but as they are assessed as low risk agreed to leave as in previous years.
- Picnic table not securely fixed – assessed as low risk and has the benefit of enabling people to move as required so agreed to leave as in previous years. Steve monitors & moves as necessary.
- Surface corrosion reported on the somersault bars, flat bed swing frame & cradle swing frame – assessed as low risk and considered cosmetic – agreed to leave as before as there is no rust on the bars and therefore no likelihood of rust coming off on the hands of users.
- Rocking equipment spring tractor – the paintwork is worn exposing the metal and some rust underneath – low risk and considered acceptable at this time – Steve Lygo will continue to monitor.
- All other items will be monitored and reported as necessary.

Hennock Play Park: Overall risk assessment: "Low risk" (revised 13th July 2018 from "moderate risk" following a reassessment of the roundabout.

Hennock Play Park equipment	**Report page no.**	**Work required**	**Quote**
Chain-link fence	16	Cable tie top of fence in places where damaged	£20.00 – work completed
Activity equipment - car	26	Algae/moss to be cleaned/treated	**£30.00 – work completed
Activity equipment - Multi Play Junior	32	Fungus/algae to be cleaned/treated	Included in above quote** - work completed
Multi Play (Junior)	40	Grub screw to be placed on the rail mount to secure	£5.00 – work completed

Other salient points to note from The Play Inspection Company Ltd.'s report

- Findings Information in report annotated as appropriate.
- The latching post is loose in the ground – assessed as low risk and identified in previous reports but doesn't get any worse - Steve Lygo will continue to monitor and report as necessary.
- Shear point between the latch and bar – assessed as low risk - agreed to leave.
- Algae and moss growth on the safety surface has been assessed as a low risk – pressure washing would lift the surface and so Steve Lygo will monitor and report as necessary.
- Climbing frame & Multi Play (Junior) equipment – the rust is not flaking and no likelihood of rust coming off on the hands of users - assessed as a low risk so Steve Lygo will monitor and report as necessary.
- Roundabout – play in bearing – assessed as low risk – has not got any worse in the last three years and so Steve Lygo will monitor and report as necessary.
- Swings – suspension bars reported as worn but this is not wear – they have been ground to fit in the shackle.

- Multi Play (Junior) equipment & roundabout – surface corrosion assessed as low risk and considered cosmetic – agreed to leave and monitor.
- Multi-play (junior) equipment – central tower support posts are loose in their foundations – assessed as low risk – it does rock slightly but there are no visible cracks in the ground and it is considered sufficiently secure – Steve Lygo to monitor,
- All other items will be monitored and reported as necessary.

Chudleigh Knighton Play Park: Overall risk assessment: "Moderate risk" resulting from rotten timber post on Monkey Den sign (Environmental Play Area) which has partially sheared at ground level.

Chudleigh Knighton Play Park equipment	**Report page no.**	**Work required**	**Quote**
Exit gate to Environmental Play Area	27	1 inch to be cut off rail post so there is more than a 12mm gap to prevent finger entrapment	£10.00 – work completed
Central plywood fencing	31	Broken screws to be replaced	*Paul Cary of South West Grounds Maintenance will replace broken screws w/c 30.7.18*
Central plywood fencing	31	Chamfer partition panels to stop future splintering	£35.00 – work completed
Rotten post on Monkey Den sign in Environmental Play Area	34	Insert new securing post and tech screw to existing post to secure; and drill & bolt through loose sign to fix	£60.00 – work completed
Platform to monkey rings	46	Dismantle, assemble & tighten Oak Tree framework	£75.00
Shelter in Environmental Play Area	48	Secure loose post	£5.00 – work completed
See-Saw	59	Remove laminate head & tail, rub down to remove rough/splintered edges and paint	£275.00
See-Saw	60	Bungs & inserts to be replaced	£39.78
Nest/Basket swing	69	Replace worn/missing bushes and shackles: x 4 bushes, x 4 chain pivots & x 4 shackles	£222.99
MUGA fencing	87	Screws to be replaced where panel removed to prevent finger entrapment	£5.00 – work completed

Other salient points to note from The Play Inspection Company Ltd.'s report

- Findings Information in report annotated as appropriate.
- Boundary fence – loose post next to the gate at the roadside entrance to the "toddler" side of the Play Park – Steve Lygo to monitor and if it deteriorates a new post will need

to be inserted. N.B. Steve Lygo monitors posts in boundary fence and new posts have and will be inserted as and when required.

- Rust on steel/mesh boundary fence posts and surface corrosion on Tidly Winks Minizone unit, Multi Play (Junior) equipment, tyre swing and 5 aside goal – assessed as low risk and considered cosmetic so Steve Lygo will monitor and report as necessary.
- Picnic table – a number of anchor fixings have worked loose – have not deteriorated in the last three years and so Steve Lygo will continue to monitor and report as necessary.
- Environmental Play Area woodchip: on 31st July 2018 the Clerk spoke to Paul Cary of South West Grounds Maintenance regarding extending the surface area to meet the current standard. The ground falls away to the Play Park side and additional bark would not stay in place because of the lie of the ground. If a border was put in place to contain a wider area of woodchip it could create a trip hazard if the woodchip falls below the level of the border which could create more of a problem than it solves. The existing area of woodchip covers for falls from the monkey rings and given the risk is assessed as low, agreed to leave as is.
- Den making frame in Environmental Play Area – the nettles require strimming back from the frame: 31st July 2018 request to South West Grounds Maintenance Ltd to do this.
- Cradle swings – the shackles are corroded but there is no wear and therefore no need to replace the fixings. Steve Lygo will spray grease to prevent further corrosion and continue to monitor.
- Wooden animals – timber stain is in poor condition on one side which is a result of children using it as a skateboard surface. The edges are not rough or splintered so agreed to leave and monitor.
- Tidly Winks Minizone unit – sliders have seized – they have always been like this and considered a low risk so agreed to leave.
- Tidly Winks Minizone unit – chime stick missing from the chime stick – the Parish Council removed the chime stick because of recurrent problems with wires protruding from rope.
- Basket swing – bolt cap covers missing – low risk so agreed to leave.
- The step tread on the multi-play unit for older children which is damaged has not got any worse and has been as reported for a considerable time – Steve Lygo will continue to monitor and report as necessary.
- 3 leg swing with tyre – does not have a secondary safety mechanism but never gets loose – low risk and so agreed to leave and monitor.
- Goal end and basketball hoop – part of the mesh has been removed due to vandalism – low risk and have agreed to leave/not replace.
- 5 aside goal post – Cable tie ends deliberately left so as not to expose sharp edges if removed.
- All other items will be monitored and reported as necessary.

3.2. Other repairs undertaken during summer recess: Broken bridge step replaced by S & W Lygo Engineering at a cost of £50.00 – bridge from Chudleigh Knighton Play Park to Environmental Play Area.

3.3. Bus shelter near the former Anchor Inn, Chudleigh Knighton: Quote accepted for £250.00 from S&W Lygo Engineering to prepare bus stop brickwork for re-painting using primer coat & then top coat to match existing colours.

3.4. Review of Parks & Open Space budget: The following is a summary of the actual/committed expenditure against budget:

	Budget	**Actuals to 31/07/2018**	**Aug payments**	**Committed expend**	**Actuals & committed**	**Remaining budget**
	£	£	£	£	£	£
Repairs	**6000.00**	95.00	120.00	1365.77	**1580.77**	**4419.23**
Planting & tree work	501.00	0.00	0.00	0.00	0.00	501.00
Annual Play Park Inspection fee	225.00	225.00	0.00	0.00	225.00	0.00
Hennock Play Park rent	435.00	0.00	0.00	435.00	435.00	0.00
CK, Hennock & TV inspections&cleaning	2160.00	720.00	180.00	1260.00	2160.00	0.00
TOTAL	**9321.00**	1040.00	300.00	3060.77	4400.77	**4920.23**

4. PARISH PLAN: The Steering Group met on 14th August 2018 and agreed the questions for the Parish Plan questionnaire/survey. The Clerk will draft the questionnaire and the Steering Group will agree the logistic for delivery, etc at its next meeting on 16th October 2018.

5. GENERAL DATA PROTECTION REGULATION: The Clerk has reviewed email contacts and deleted contacts where appropriate as well as historical emails on the Clerk's laptop. Paper records held in filing cabinets at Chudleigh Knighton Village Hall and at the Clerk's home have been reviewed (including historical allotment tenancy agreements) and there are 8 sacks of confidential waste to be collected by Paperchain for destruction.

6. CHUDLEIGH KNIGHTON CAR PARK: Part of Chudleigh Knighton Car Park has been resurfaced and patching work has been undertaken along Black Path. This has been funded from an Elector Fund grant.

7. TEIGN VILLAGE CAR PARK: Part of Teign Village Car Park has been resurfaced by Sibelco free of cost following a meeting the Chairman and Clerk had with Matthew Shorland and Jamie Heron, Estates Sustainability Officer at Sibelco UK, on 25th July 2018.

8. CHUDLEIGH KNIGHTON RURAL SKIP SERVICE: This service was very well supported on Saturday 1st September 2018.

9. PLANTERS FOR CHUDLEIGH KNIGHTON ENTRANCE GATES AND TROUGHS FOR RAILINGS OUTSIDE CHUDLEIGH KNIGHTON VILLAGE HALL: This project was put on hold due to the very dry summer and the proposal is to purchase large wooden planters for the entrance gates at the Bovey Tracey entrance and troughs/trough holders for the Chudleigh Knighton Village Hall railings in December with a view to them being planted ready to place out in the Spring. Dartmoor Heathers and Gardens has been asked to quote for planting them up, securing them and watering the entrance gate planters. A resident of Chudleigh Knighton has volunteered to water the troughs outside the Village Hall and the proposal is for the watering of the entrance gate planters to be built in to the Parish Lengthsman contract. If the planters at the Bovey Tracey entrance are successful the Parish Council can consider some for the Kingsteignton and Chudleigh entrances.

10. SPORTS STRATEGY 2018 – 21 FOR CHUDLEIGH: Hennock Parish Council has added its support for Chudleigh Town Council's Sports Strategy as follows: "Hennock Parish includes the villages of Chudleigh Knighton, Hennock and Teign Village. It has a Play Park in each of

the three villages but it is lacking flat green space for formal and informal sports activities. The Parish Council has been asked to provide some space for children/young people to "kick a ball around" in Hennock but it has been unable to meet this need. The demand for outdoor sports facilities will increase further with the proposed development of forty-five dwellings at Apple Tree Close in Chudleigh Knighton. Hennock Parish Council very much supports the proposed development of green space at the South West end of Chudleigh which would be an accessible location for residents of Hennock Parish and help meet the growing demand for outdoor sports facilities".

11. SCARF INVESTIGATION: Devon County Council [DCC] Highways placed speed boxes in Chudleigh Knighton as part of the SCARF [Speed Action Compliance Review Forum] investigation process. DCC Highways has been asked for the data from those initial speed investigations and the Neighbourhood Highway Officer, has agreed to analyse the data and send the full details to the Parish Council. (As a separate exercise, Mark Easton has advised Janette Parker that speed checks showed 85% of traffic was going over the speed limit by 5 miles per hour plus and so he has been in touch with Community Speed Watch to take forward training for community members).

12. DOG BINS FOR HENNOCK AND TEIGN VILLAGE: A dog bin has been ordered for the entrance splay on the left-hand side entrance to Teign Village Car Park on the bank near the road and a litter bin (with a Teignbridge District Council sticker advising it can be used for dog waste) has been ordered for Five Lanes, Hennock. The cost of installation and emptying is included in the 2018/19 budget.

13. MEETING WITH SIBELCO UK ON 25TH JULY 2018: The Chairman and Clerk met with Matthew Shorland and Jamie Heron, Estates Sustainability Officer at Sibelco UK, on 25th July 2018 when the following matters were discussed:

Pipehouse Lane Field: This is an important field for the local community which has held community events there in the past. The existing tenant has kindly moved her horses out for a few days in the past to allow the community fayre to take place but should this tenancy come to an end, the Parish Council would welcome a discussion with Sibelco regarding this field. Sibelco confirmed that there weren't any immediate plans for the field but it has already been identified for potential housing and Sibelco isn't able to give any assurances for the future at this time. The boundary wall is crumbling on the main road side near the bus shelter and, whilst this isn't dangerous or urgent, Sibelco kindly agreed to arrange for this to be repaired.

Ownership of Black Path: On 8th November 2016 [minute item 24] the Parish Council confirmed its agreement in principle to formalise the current arrangement Sibelco has in terms of letting the land (edged in green on the deed of grant dated 16th February 1972) for grazing. Sibelco agreed to pay for any legal expenses in connection with formalising the arrangement and to pay for the land to be registered. The Clerk has been in touch with the Parish Council's solicitors, Wollen Michelmore, and requested copies of conveyances/deeds to facilitate this.

Proposed Dragonfly trail on Chudleigh Knighton Heath: The Parish Council's aspiration to create a second walking trail on Chudleigh Knighton Heath was discussed along with the request for Sibelco to consider a footpath to cover a section of the trail (approximately 300 yards in length) on its land to the east of the B3344 on the opposite side of the road to the heath. It is hoped that a site meeting will take place in due course, to include Andy Bakere of Devon Wildlife Trust, to progress discussions in this respect.

Teign Village Car Park: Sibelco were asked if it might be able to provide the aggregate (and tip, place and roll it) to resurface the Car Park at Teign Village – refer to item 7.

Boreholes/exploration on Chudleigh Knighton Heath: Sibelco is hoping to put down four boreholes on the heath within Bovey Tracey Town Council's parish for exploration purposes to establish the depth of clay and its quality - whilst there will always be an option to quarry, Sibelco advised that this was not envisaged in the next 10/15 years. Each borehole will take a week to do and will be done one at a time. Bridleways and footpaths won't be closed and there will be little disturbance to the heath. Discussions with Devon County Council are well

advanced and it is anticipated that this may happen in September/October provided it is dry. Sibelco will advise the Clerk when it has a date for starting this work so that the Parish Council can inform local residents as the drilling rig associated with the bore holes will probably generate a great deal of interest.

14. CORRESPONDENCE TO NOTE:

14.1. Verges at Earldon Cottage: The owner of Hazelwood House has requested that the Parish Council stop strimming the verges at Earldon Cottage – this forms part of the Parish Lengthsman contract and is strimmed/kept cleared for visibility purposes. There has been some confusion regarding this piece of land which is the land the Parish Council considered for additional parking at the end of 2017. At that time, Teignbridge District Council provided a title number (DN492520) which an initial search identified as Hazelwood, Hennock, and the owner of Hazelwood, Hennock, was asked if she would consider selling it to the Parish Council for car parking. The Clerk has purchased a Title Register from Land Registry which confirms that the address of Hazelwood, Hennock, is held under title number DN492520 but it does not include any plans to identify the verge. The Clerk spoke to the Neighbourhood Highway Officer at Devon County Council [DCC] Highways to ask her advice in terms of private landowner's responsibility for maintaining visibility - she identified the land in question and advised that it is a highway verge and DCC's records show it is maintained as highway land at public expense. DCC has previously cut this area and has no objection to the Parish continuing the good work it has been doing to maintain this area. The Clerk has, therefore, responded to owner of Hazelwood House, accordingly, and apologised for the confusion regarding the ownership of the land.

14.2. Ivy on the wall encircling Hazelwood House: The owner of Hazelwood House has suggested that "the parish seems to be systematically killing the ivy growing on my stone walls". Following a meeting on site with the Parish Lengthsman, the Clerk has responded confirming that the road is treated at the base of the wall as part of the Parish Lengthsman contract. The ivy has been cut back from the public footpath finger post on the verge at Earldon Cottage to ensure the public footpath sign remains visible – this has been done primarily by Dartmoor National Park Authority but has also been done by the Parish Lengthsman on occasions. The maintenance of the wall which encircles the property is the responsibility of the owner.

14.3. Invitation from Devon County Council to the official unveiling of a Commemorative Sculpture in recognition of the role of the Canadian Forestry Corps during the First World War: The Vice-Chairman, Cllr Bernard Kelly, attended this event on behalf of the Parish Council at Stover School on 1st September 2018.

Signed……
Helen Reynolds
Clerk to Hennock Parish Council

Dated: 11th September 2018