

## Clyst Honiton Parish Council

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There was a meeting of Clyst Honiton Parish Council on Thursday 17<sup>th</sup> November 2021 at 7.00pm held in the Black Horse Meeting Room

**Members Present:** Parish Councillors; Suzanne Hales (Chair); Grant Harrison; Mike Muir and Sean Wheeldon.

**Also Present:** County Cllr. Henry Gent; Janvrin Edbrooke – NP/NDO Lead; Stephan Bouloux – Clyst Honiton Community Association

**In attendance:** Rob Martin, Clerk.

**2 members of the general public.**

### MINUTES:

**22/046 APOLOGIES**

Apologies had been received from Cllr. Gary Collier; County Councillor Sarah Randall Johnson.

**22/047 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**

Cllr, Wheeldon declared a personal interest in the Briar House planning application as an immediate neighbour.

**22/048 MINUTES**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, the minutes of the Parish Council meeting held on 9<sup>th</sup> September 2021 were unanimously **Agreed** as a correct record.

**22/049 COUNCIL REPORTS**

**a) Clerk's Report**

The Clerk reported on the following matters:

**1. COMMUNITY FACILITY**

I have been liaising with the Architect in regard to the potential layouts for the accommodation of both the community facility and the proposed gym and have written a Business Plan for the Community Facility alone. It is possible that the facility we have identified as what is wanted is just not affordable within the scale of the whole NDO project. The next stage is to identify what we do next, and when.

**2. BUDGET**

The analysis on the agenda for the budget is designed to enable councillors to decide what level of precept is acceptable going forward, not just for next year, but also beyond that. This has taken quite a bit of work to put together, but I think it gives all the information necessary to make an informed choice.

**3. HIGHWAYS**

I put together and sent a letter to the Highways Officer, Meg Booth, detailing what we have discussed before about possible projects to be included on a future development financed list. I have had no response to date.

**4. EMAIL ADDRESSES**

I have a duty to ensure that you are all getting the information I send out, but I am aware that you are independently not seeing some things. I identified that you were not all using the parish council email addresses all the time, so have resorted to sending everything to both this address for each of you alongside your personal address. This rather defeats the object of having the specific address just for parish council activities. Please let me know whether you will do so if we go through the process of buying iPads. We are not currently GDPR compliant as a result.

**5. USE OF iPADS**

We have discussed the purchase of specifically set up iPads for councillors, and the matter is on the agenda for a decision. Before such an investment is made, we need to be sure they will be used and this means using the email addresses only as per the previous item above.

**6. CRANBROOK BOUNDARIES**

Janvrin has expressed concerns that we have not formally commented on the issue of the expansion of Cranbrook into Clyst Honiton. My understanding of what has been said is that it is inevitable, so what point is there in making representation? The item on the agenda is to formally record what you think, so I can make a specific reaction if you think that is appropriate. We have missed the formal deadlines set, although I believe they would be bound to have regard for anything we say even though that is the case.

**7. INTERNAL AUDITOR**

The parish council had resolved to reappoint Mel Bickell as Internal Auditor for the current year, but she had emailed to say that she was no longer doing this work. I have been actively searching for a replacement auditor, but so far to no avail. One company had indicated that they were interested and I am awaiting their quotation.

**b) NDO/NP Lead Report**

Janvrin Edbrooke had not produced a report mainly because there was so little change from the previous meeting. The whole project was being held up because Devon County Highways had not verified the highways assessment methodology meaning that there was, still, no agreed highway access arrangements. This missing information meant that the NDO Masterplan production was on hold as its layout relied on knowing the conclusions and implications of this work. The hold-up caused by DCC not confirming agreement with consultants had now delayed the production of both the NDO and the Neighbourhood Plan for 18 months.

The result was that the grant funding obtained by Clyst Honiton had not all been spent and the latest deadline, already extended twice, was 31<sup>st</sup> December 2021. Even if agreement was reached immediately, it would be almost impossible to have the resultant design work done and paid for by this deadline, so a further extension would have to be applied for, possibly until 31<sup>st</sup> March 2022 and even this would be tight.

County Cllr. Gent would contact Jeremy Upfield at County Highways immediately to move this along. Failing action from Jeremy, the Clerk would write an appropriately strong email to stress the facts so that the grant sum held for this work, £12,263, would be lost if no movement resulted and the County Council would be required to subsidise this loss.

**c) Village Maintenance**

Cllr. Muir reported that:

- He had undertaken the regular visual inspection of the play equipment.
- He had cut the grass around the pumping station and the Duke of York parking area.

- He had cleared a lot of leaves outside the Old School and tidied up the path good many unknowns about undergrowth.
- In the last week he had cut the grass around the Memorial Garden.
- He was still waiting for the wall to be repaired which would be done in the near future.
- He had suggested that the picnic tables be installed, after requests from local people. Item 22/057 below had been added to this agenda.
- He also suggested that a fibre glass boat, supplied by Janvrin Edbrooke, could be installed upside down to be used as a seating area for youngsters. The Clerk would look at this and ensure a risk assessment was done before action could be taken.

***The Chairman then closed the meeting to allow the District & County Councillors and members of the public to report on their issues.***

## **22/050 PUBLIC AND OTHER BODIES' SESSION**

### **East Devon District Council**

No District Councillors were present and there were no reports

### **Devon County Council**

County Councillor Gent reported on delays in responding by Devon County Highways. Community Liaison Officer at Amazon (Charlotte Hoffman) had contacted him about vans parking at Clyst Honiton.

The Chairman had tried to arrange a meeting in the village with Charlotte to discuss this and the rubbish being deposited by the van drivers. Maybe Amazon should pay towards the clearance of this as well. Cllr. Gent would attend such a meeting.

Cllr. Gent commented on the letter written buy the clerk on highway proposals for the village, to which there had not yet been an answer, and he wanted to be kept in the loop on progress with this.

The Chairman asked about the operation of the sewage pump in the village stating that raw sewage had been discharged into the River Clyst on a regular basis, not just during stormy conditions. Cllr. Gent had been involved with the sewage issues for a long time and was aware that there was storm water ingress into the sewage system many times probably caused by failing infrastructure in the system. He believed that working with the parish council this was something that needed to be addressed.

The Crystal Clear Clyst project will be compromised before it starts if this matter is not addressed. The clerk would contact the Environment Agency, as would Cllr. Gent to get to the bottom of this problem.

### **Public Questions**

Stephan Bouloux asked on behalf of the Community Association whether there was an intention to hold a fete in 2022. This matter was discussed in item 22/055 below.

The two members of the wished to question whether the parish council could do anything further on the outstanding Change of Use application regarding **Briar House** where some additional papers had appeared on the EDDC planning website page giving supplementary information and instructions from the EA on the Flood Risk Assessment. In addition, the owner of an adjoining property had produced the Land Registry record and pictures that indicated she might have part ownership of the access lane. The Clerk suggested that the ownership matter was not something

that the parish council could use as a planning matter, but the owner could write and show her evidence as an individual.

The Clerk said that he would write ion behalf of the parish council, mention a potential ownership/access matter but concentrate on the additional reports that had appeared on the website from a factual planning perspective. This was **Agreed**.

It was reported that Heather Nash had been cleaning the bus shelters for many years, but had now decided it was time to find someone else to do the job. The parish council expressed their thanks for the sterling work Heather had done and would look for a replacement to ensure the shelters were cleared of rubbish in future.

*The Chairman then reopened the meeting.*

**22/051 NEW EAST DEVON LOCAL PLAN**

The clerk, Chairman and Cllr. Wheeldon had attended a zoom presentation by East Devon planners on the possible strategy within the Local Plan for the designation of settlement boundaries. The conclusion was that it had been good for Clyst Honiton to be visible at the session, but there was scepticism about whether this was just an EDDC 'box ticking' exercise.

**22/052 CRANBROOK PROPOSALS**

Concern had been expressed that CHPC had not commented on the proposals to extend the Cranbrook boundaries despite this having an effect on Clyst Honiton. The current position was that the idea had been dropped for the time being, but would no doubt reappear once more of the original area been built out.

**22/053 VILLAGE FETE 2022 & QUEEN ELIZABETH PLATINUM JUBILEE**

It had been believed that a village fete would be possible for May/June 2022 and that this could be themed to accommodate the Jubilee celebrations at the same event. The current circumstances with regard to a potential new wave of Covid and concerns about the health of Queen Elizabeth meant that making plans for such an event were fraught with difficulties.

The parish council **Agreed** that a better idea would be hold a Barbecue Event on the playing field, possibly including a bar and minor attractions. This would obviously be conditional on the Covid position allowing such gatherings. The date for this event would aim to be on 14<sup>th</sup> May 2022 and Cllr. Wheeldon would put something in the next Clyst Chatter to let the community know and gauge interest for it.

**22/054 CLYST CHATTER**

All agreed that the initial parish council edition of the Clyst Chatter, edited by Cllr. Wheeldon, had been a success. Cllr. Wheeldon was thanked for doing this. He would be producing the next edition early in the new year and would be taking items until Christmas for inclusion.

The Clerk confirmed that the balance of income from the previous editor had been received in the parish council bank account, in the sum of £613.00. This would be shown in the accounts as an Earmarked Reserve which would also include future advertising income and expenditure relating to the Chatter.

**22/055 2020/2021 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

The clerk had circulated the AGAR, the contents of which were **Noted**. There were no matters raised to be dealt with.

**22/056 INTERNAL COMMUNICATIONS**

The clerk had circulated details of the iPads available which would cost £274 each. After much discussion about which of the councillors would use the facility, it was **Agreed** that the iPads would not be purchased at this time. The clerk expressed his concern that the use of home email addresses for parish council business was not acceptable for GDPR reasons and he would like something done to ensure that this was stopped. He agreed that he would take existing iPads from the Chairman and Cllr. Muir and try to set them up so that access was available to them in an acceptable way. Councillors were made aware that this subject would be revisited if progress was not made.

**22/057 PICNIC BENCHES**

On a proposal by the Chairman, seconded by Cllr. Muir it was **Resolved** to order two A-framed picnic benches from DCW Recycling. Cllr. Muir explained that these, complete with fixings, would come out at around £1,000. The clerk would report the actual cost when the order was placed. He would also contact the County Councillors to obtain a grant from their Community Fund allocations to help finance the installation.

**22/058 COMMUNITY FACILITY**

The Clerk had circulated a draft Business Plan for the proposed community hall requesting comments and potential adoption. This plan had been produced on the basis of what was known at the current time and would potentially change somewhat when the final masterplan was drawn up. Cllr. Wheeldon commented that there would be a need to incorporate a lift if there were to be two floors as proposed and that annual costs should include online booking software to reduce the need for hours for a booking clerk. Other than that, he believed that this was a good document to move forward with.

On this basis, it was **Resolved** to adopt the Business Plan as a working draft, pending more information coming forward.

**22/059 RECURRING MATTERS**

Nothing further was discussed.

**22/060 HIGHWAYS**

The clerk had circulated correspondence from residents regarding the proposal to extend the double yellow lines to allow better access to Ship Lane. The proposals would have some time to go before they would be acted on, as a new TRO would be required and consultation had to take place before that could happen. Councillors would have a watching brief on what was going to be put forward exactly and ensure that the best possible outcome would be achieved for all.

**22/061 2022/2023 BUDGET & PRECEPT**

The clerk had produced analyses and a report on budget proposals for the coming financial year. Councillors thanked him for the clear picture given and discussed the detail following which it was **Agreed** that a decision on the budget and precept would be made at the following meeting in January 2022. Cllr. Wheeldon believed that there should be a 5% reduction (£900) in the precept as the numbers produced indicated that was possible. There was general agreement that this would be desirable, if it did not compromise the future.

The clerk would produce a paper for the January meeting showing both a no-change precept alongside a 5% reduction version with the 2021/2022 expenditure revised estimates showing a more up to date version based on the year to date at the end of December 2021 rather than October 2021.

#### 22/062 BANK RECONCILIATION

The 31<sup>st</sup> October 2021 Bank Reconciliation statement was **Noted**.

#### 22/063 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) The attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 31<sup>st</sup> October 2021 was **Noted**.
- b) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

#### 22/064 RECEIPTS & PAYMENT SCHEDULE

The payment of the invoices on the schedule below was **Verified** for the period since the last meeting:

##### PAYMENTS

Payment to	Services	Amount £	Payment No.
<b>2021/2022</b>			
RJ Martin	Salary October 2021	852.19	212214
DCC Pension Scheme	Pension Contrib.	293.47	212214
HMRC	Tax/NI	258.77	212214
Royal Mail	Postage	1.83	Card
Microsoft	Office 365	59.99	Card
The Black Horse Inn	Meeting Venue	50.00	Card
Zoom UK	Access Sept 21	14.39	Card
Zoom UK	Access Oct 21	14.39	Card
Vodafone	Mobile Sept 21	9.80	DD
Vodafone	Mobile Oct 21	9.80	DD
Andrew Kirby Architects	Community Facility Design	3,060.00	212215
Burton Reid Associates	Ecological Surveys	3,164.68	212216
<b>RJ Martin</b>	<b>Salary November 2021</b>	<b>852.19</b>	<b>212217</b>
<b>DCC Pension Scheme</b>	<b>Pension Contrib.</b>	<b>293.47</b>	<b>212217</b>
<b>HMRC</b>	<b>Tax/NI</b>	<b>258.77</b>	<b>212217</b>
<b>Black Horse Inn</b>	<b>Meeting Venue 17 Nov 2021</b>	<b>30.00</b>	<b>Card</b>

Chic Flower Designs t/a Plandscape	Grass Cutting Aug 21	46.33	212218
Chic Flower Designs t/a Plandscape	Grass Cutting Sept 21	46.33	212218
Andrew Kirby Architects	Layout Including Gym	1224.00	212218

**RECEIPTS**

Receipt from	Services	Amount £	Method
<b>2021/2022</b>			
Mid Devon DC	Precept	9,000.00	BGC
HMRC	Vat Refund to 30 Sept 21	1,634.26	BGC
Clyst Chatter	Balance of Funds	613.00	FP
<b>Oliver Joseph Fitness</b>	<b>Andrew Kirby Reimbursement</b>	<b>1,020.00</b>	<b>FP</b>

Items in **bold** were made following the meeting.

**22/065 PLANNING APPLICATIONS**

The following Planning Application decisions and comments were unanimously **AGREED**:

Reference	Location	Proposal
21/2490/MRES	Land North off Old Titheburn Lane, Clyst Honiton Exeter	Reserved matters application (access, appearance, landscaping, layout and scale) for construction of 150 dwellings including affordable housing, landscaping, allotments, NEAP and associated site infrastructure; pursuant to outline planning permission reference 17/1019/MOUT. The proposal includes the discharge of conditions 6, 7, 9, 11, 12, 13, 20, 21, 23, 24, 25, 28, 36 and 37 of outline planning permission 17/1019/MOUT  <b>No Comment</b>
21/2604/OUT	6 Railway Terrace Broadclyst Station Exeter EX5 3AX	Outline application, with all matters reserved, for the erection of seven dwellings.  <b>No Comment</b>

**22/066 DATE OF NEXT MEETING**

The next scheduled meeting of Clyst Honiton Parish Council is Thursday 13<sup>th</sup> January 2022, at 7pm at the Black Horse.

**22/067 MEETING CLOSURE**

The meeting closed at 9.45pm

Signed:.....

22/070

Print:.....

Date:.....

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**

## CLERKS REPORT

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**Report to: Clyst Honiton Parish Council**

**Date: 13<sup>th</sup> January 2022**

**Agenda item: 22/071a**

**Recommendation:**

- i. that the report be noted
- ii. that any recommendations contained within are considered and resolved
- iii. that any actions arising from matters contained within be actioned

**Report detail:**

The time since the last meeting has resulted the following positions and comments:

**1. BENCHES**

The recycled benches are now installed in the playing field, thanks to Mike for that. The overall cost of these were £993 including fixings and a DCC Community Fund Grant of £600 has been applied for and received, making a net cost to the parish council of £393.

**2. FILE SHARING/ACCESS**

I have considered various options on file sharing but have concluded that the easiest is just to give access to an area of the PC Dropbox account for some files to be shared between the Clerk and Councillors. The intervention of Xmas/New Year has prevented this from being activated so far, but it will be at the top of the priority list now.

**3. LAY-BY HEIGHT RESTRICTION**

Having suggested this within the so-far unanswered letter to Highways, I have taken this part back to Helen for an immediate response as it would solve the problem of larger vehicle parking there now. I will report at the meeting on the response I get, if any.

**4. COMMUNITY FACILITY**

Not much to report since the last meeting, again the emails to various organisations requesting some action have gone unanswered. The gym proposers have, as promised, paid for the revised layout plans so this is not funded from the grant funds.

There is a need to get the NDO implementation process started now, particularly now it looks like the highways' requirements have been determined and the NOD/NP process reinvigorated.

**5. BUDGET**

The budget/precept determination is on the agenda this time to meet the deadline. I have taken into account the financial activity since the last meeting and there is no need to change

the expectations for the current year, so the report focusses on the precept requirement for next year.

## 6. USE OF iPADS

Cllr. Muir and I have not yet had chance to get together to sort out his ipad requirements, but this will happen shortly. I have continued to send emails to both sets of email addresses until this is done.

## 7. DALC HOUSING PROJECT

I have responded to Mark Clapham, a 'Project Officer' at the Devon Association, who is doing work on Community-Led Housing, initially focusing on the reducing base of affordable rental properties in the rural environment. He is very interested in the NDO project and we will be talking again when his remit widens.

## 8. MEETINGS DATES

Cllr, Collier has restated that he was unable to make Thursday evenings and would be absent from this meeting. At the meeting on 9<sup>th</sup> September 2021, under minute no. 22/034 (5) it was agreed that the Parish Council would follow the concept of meeting on the second Thursday of every other month on the basis that Gary could not make the third Thursday, with a schedule which included the excerpt below:

<b>13<sup>th</sup> January 2022</b>
<b>10<sup>th</sup> March 2022</b>
<b>12<sup>th</sup> May 2022 (AGM &amp; APM)</b>
<b>14<sup>th</sup> July 2022</b>
<b>8<sup>th</sup> September 2022</b>
<b>10<sup>th</sup> November 2022</b>
<b>12<sup>th</sup> January 2023</b>
<b>9<sup>th</sup> March 2023</b>
<b>11<sup>th</sup> May 2023 (AGM &amp; APM) Following Elections</b>

As councillors are aware, I have other commitments during the year and have built up a personal profile for my meetings (of which there are 37 currently in the year) which accommodates the schedule above, as the first priority. If, as now it appears, Gary is requesting meeting on a different day of the week this will have to be accommodated to fit in with the other commitments I have. Guidance from councillors is required.

Rob Martin, Clerk to Clyst Honiton Parish Council

07 January 2022

# CLYST HONITON NP AND NDO LEAD REPORT

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**Report to:** Clyst Honiton Parish Council

**Date of Meeting:** Jan 13<sup>th</sup> 2022

**Subject:** Clyst Honiton Neighbourhood Plan/ NDO

**Purpose of report:** to update Council

**Recommendation:**

- i. that that report be noted
- ii. that recommendations contained within the report be considered and resolved

**Financial implications:** The preparation of the Clyst Honiton Neighbourhood Plan is supported by government Locality grants.

**Legal implications:** Clyst Honiton Parish Council is a qualifying body<sup>1</sup> and is therefore eligible to write a Neighbourhood Plan. The District Council has a statutory duty to support the preparation of Neighbourhood Plans.

**Equalities impact:** Not applicable

**Risk:** The Audit Commission (2001) defines “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled.**

Clyst Honiton Parish Council recognizes that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the introduction of Local Audit and Accountability Act 2014 in order to protect the Council from avoidable losses.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

## Risk analysis

A detailed risk analysis has been carried out and is summarised below

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to deliver Neighbourhood Plan	Low	Moderate	Continued budget monitoring
Failure to meet evidenced community need	Low	Moderate /Major	Regular review of progress against community survey results

## Key information

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<sup>1</sup> For Neighbourhood Development Orders, the definition of “qualifying body” is in section 61E(6) of the Town And Country Planning, England, Act 1990 (inserted by paragraph 2 of the Localism Act 2011). For the purposes of Neighbourhood Development Plans the definition of “qualifying body” is in section 38A(12) of the Planning and Compulsory Purchase 2004 Act (as inserted by paragraph 7 of the Localism Act 2011).

## NEIGHBOURHOOD DEVELOPMENT ORDER

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1. **Traffic Assessment Technical Report:** This has been sent to Andrew Ashcroft and he will be preparing the NDO site layout to ensure that all technical reports are evidenced in the design and layout.

Recommendation 2: For Council to note items above

2. **Matters arising from the Traffic assessment:**

- a) Waterslade Lane is to be the only access route for the Bypass site.
- b) All access to the Economic space and community facility will have to pass through the residential area of the site.
- c) Economic business class uses will need to be revisited and discussed as well as including i) discussion on class and volume of traffic passing through the residential area.
- d) li) hours of business being conditioned in the NDO. (EDDC restricts business hours in residential areas)

Recommendation 3: For Council to discuss issues listed and to provide the NP Lead with a summary of the content and any decisions agreed.

3. **NDO Viability:** For a NDO site to be allocated there is a requirement that the viability of the site is carried out to in order to confirm that the site can be delivered. The CC will commission their own viability testing in order to market the site. The viability assessment will need to be carried out once the layout has been drafted and agreed. Locality provide free Viability testing which will take 3 to 4 weeks to complete.

Recommendation 4: For Council to note the need for a viability assessment and to agree on an application being submitted to Locality for a viability assessment.

**This concludes my report.**

Janvrin Edbrooke

NP / NDO lead Clyst Honiton Parish Council

**Rob Martin**

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**From:** Helen Selby <helen.selby@devon.gov.uk>  
**Sent:** 05 January 2022 08:26  
**To:** Rob Martin  
**Cc:** Councillor Henry Gent; Councillor Sara Randall Johnson  
**Subject:** DYLS Request - St Michaels Hill

Good Morning Rob

Happy New Year!

I have received a number of enquiries from a resident in St Michaels Hill regarding problems with parking. He is now requesting double yellow lines. As this would need to be supported by the Parish and Cllrs I would like to know if this is something you would support. Obviously the likelihood that any restrictions will have a knock on affect for parking on the main village road are quite high.

I look forward to the Parish response.

Regards,

Helen

**Helen Selby**  
**Neighbourhood Highway Officer**  
**Eastern Neighbourhood Highway Team**  
**Devon Highways**

Heron Road | Sowton Industrial Estate | EXETER EX2 7LL.

☎: 01392 385673 – Mobile - 07989657107

Email: [csc.roads@devon.gov.uk](mailto:csc.roads@devon.gov.uk)

Disclaimer: [www.devon.gov.uk/email.shtml](http://www.devon.gov.uk/email.shtml)

# Clyst Honiton Parish Council

Clyst Honiton Parish Council Meeting 13<sup>th</sup> JANUARY 2022

## 2022-23 Precept

### A Report by the Parish Clerk

1. The deadline for notifying EDDC of the precept requirement for the 2022/2023 financial year is 19<sup>th</sup> January 2022. This report sets out the options for Clyst Honiton Parish Council.
2. This report looks at the effect of a reduction in the Clyst Honiton Tax Base on the precept level and discusses an appropriate level of precept income for the year beginning 1<sup>st</sup> April 2022.
3. The 2021/2022 precept of £18,000 resulted in a charge of £160.71 per band D property (the **tax base** is 112).
4. The tax base has reduced for the 2022/2023 year to 106 meaning that to receive £18,000 this charge would have to rise to £169.81 (+5.7%).
5. The analysis previously considered showed that raising £18,000 precept from this point forward increases the General Reserve by around £2,000 per annum assuming no net capital spend during that time, so there is some scope for reducing the total raised without compromising day to day activities.
6. Cllr. Wheeldon suggested a 5% reduction, but there are two interpretations dependent on whether this means a 5% reduction in the total precept money or a 5% reduction in the Band D charge.
7. Reducing the precept total by 5% to £17,100, results in a charge of £161.32 (a 0.4% increase)
8. A 5% reduction in the charge, which is perhaps what Cllr. Wheeldon wanted to see, would mean it would mean making it £152.67 per Band D, giving a total of £16,183 received. This will mean that the **General Reserve** will remain constant over the years in question, but this does not allow for anything except the day-to-day expenditure we know about.

	Precept Total	Band D Charge	Change in Band D Charge
<b>2021/2022</b>	<b>18,000</b>	<b>160.71</b>	
<b>Options</b>			
2022/2023 at current total	18,000	169.81	+5.7%
2022/2023 Total less 5% (£900)	17,100	161.32	+0.4%
2022/2023 Band D unchanged	17,035	160.71	0.0%
2022/2023 Suggested Level	16,500	155.66	-1.0%
2022/2023 Band D less 5% (£8.03)	16,183	152.67	-5.0%

9. My recommendation is to set the precept at a level which shows a small reduction in the Band D charge but does not result in a reduction in the General Reserve when merely carrying out the normal parish council activities
10. This means that there is some scope for the uncertainties to be addressed without having to then increase future precepts by too high a percentage and therefore maintains the General Reserve at the current level. When the implications of the NDO become clearer, there might be scope for future reductions in the charge.
11. My suggestion is to set the precept at **£16,500**, resulting in a Band D charge of £155.66, 1% lower than this year. The overall change in precept income of £1,500 amounts to a 8.3% reduction.

Rob Martin  
6<sup>th</sup> January 2022

22/075

CLYST HONITON PARISH COUNCIL

2022/23 BUDGET & PRECEPT

2019/2020 Actual £	2021/2022 Budget £	2021/2022 Revised £	2022/2023 Budget £	
	<b>RECEIPTS</b>			
20,114.00	18,000.00	18,000.00	16,500.00	Suggested Level
22,297.49	9,600.00	9,600.00	9,000.00	Grant towards clerk costs to finish on 31st December 2023
-	-	-	-	
1,500.00	-	-	-	
4,339.02	-	-	-	
9,198.61	5,000.00	650.00	100.00	Claim made as at 30 Sept 21, no more claims until April 22
-	-	3,080.00	-	
-	-	-	-	
-	-	1,020.00	-	Due from the gym proposers for layout
<b>57,449.12</b>	<b>32,000.00</b>	<b>32,350.00</b>	<b>25,600.00</b>	
	<b>PAYMENTS</b>			
	<b>Administration</b>			
13,239.64	13,500.00	13,240.00	13,500.00	For current 20 hours per week contract There was a limit of £18 per month which is now £26. I have mnot climed it though
216.00	312.00	216.00	312.00	
613.44	630.00	600.00	630.00	
2,793.47	2,850.00	2,800.00	2,850.00	
457.59	700.00	500.00	700.00	Made up of Mobile Phone charges and Office 365 etc. Should include travel to meetings, but these have been reduced by lockdowns
-	200.00	200.00	200.00	Nothing paid to date. You don't get paid allowances so not for that.
329.91	500.00	500.00	500.00	This will be kept to a minimum practical with operations
95.92	500.00	500.00	500.00	We are currently paying for the hire of Black Horse and zoom. This could be reduced.
-	200.00	200.00	200.00	We should organise some training
-	500.00	200.00	500.00	This will probably not be used, except for something specialist
-	-	50.00	100.00	
286.00	300.00	300.00	300.00	DALC/NALC, SLCC etc
550.00	550.00	450.00	550.00	Internal audit will be more expensive next year than this.
755.87	120.00	120.00	120.00	Fixed cost

CLYST HONITON PARISH COUNCIL

2022/23 BUDGET & PRECEPT

2019/2020 Actual £		2021/2022 Budget £	2021/2022 Revised £	2022/2023 Budget £	
698.08	Insurance	700.00	700.00	700.00	This might be a bit low for next year, but not much
	<b>Maintenance</b>				
327.16	Grass Cutting	500.00	500.00	500.00	
-	Bus Shelter	-	-	-	
251.25	Operational	350.00	350.00	350.00	This is where we charge the cost of materials and plants for village maintenance
-	SWW Trees	-	-	-	
-	Parish Shed	-	-	-	
437.86	Lawn Mower	300.00	300.00	500.00	The mowers etc are getting older and require more maintenance
-	Footpaths	-	-	-	
-	Zipwire	-	-	-	
	<b>Neighbourhood Plan</b>				
155.76	NP Expenses	400.00	300.00	100.00	This is the reclaim of expenses by Janvrin which should reduce to nothing
	<b>Other Expenditure</b>				
-	Assets	300.00	700.00	300.00	The revised budget includes the purchase of the raised beds. A nominal budget can be enhanced by a take from the General reserve if appropriate.
350.55	S 137	-	-	-	
-	Elections	-	-	-	
19,008.75	NP/NDO Surveys	24,011.00	24,309.00	-	This is the balance of the Locality grant. This will either have to be spent by Dec 21 or the balance paid back after that point. There is currently a total of £12,323 not yet spent.
-	Community Facility	-	1,020.00	-	The payment of the gym layout plan invoice
12,293.50	Play Equipment	500.00	200.00	500.00	A budget for playground inspection and maintenance
1,951.34	Memorial Garden	-	993.00	-	Picnic Benches
6,794.93	VAT	5,000.00	3,500.00	-	The outturn for this is dependent on what is spent between now and the year-end. £1,634 of this has been claimed and received from HMRC.
<b>61,607.02</b>	<b>TOTAL Payments</b>	<b>52,923.00</b>	<b>52,748.00</b>	<b>23,912.00</b>	

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**CLYST HONITON PARISH COUNCIL**

**2022/23 BUDGET & PRECEPT**

<b>2019/2020</b>				
<b>Actual</b>				
£	4,157.90			
		<b>Net Payments/(Receipts)</b>		
			<b>2021/2022</b>	<b>2022/2023</b>
			<b>Budget</b>	<b>Budget</b>
			£	£
			20,923.00	(1,688.00)
			<b>Revised</b>	
			£	
			20,398.00	

CLYST HONITON PARISH COUNCIL

2022/23 BUDGET & PRECEPT

2019/2020 Actual £	2021/2022 Budget £	2021/2022 Revised £	2022/2023 Budget £
	<b>RESERVES MOVEMENTS</b>		
79,658.01	75,500.11	75,500.11	55,102.11
57,449.12	32,350.00	32,350.00	25,600.00
(61,607.02)	(52,748.00)	(52,748.00)	(23,912.00)
75,500.11	55,102.11	55,102.11	56,790.11
	<b>RESERVES BALANCES</b>		
01/04/2021 Balance £	31/03/2022 Balance £	31/03/2023 Balance £	31/03/2023 Balance £
19,493.59	23,404.59	23,404.59	26,492.59
	<b>General Reserve</b>		
	<b>Earmarked Reserves</b>		
4,339.02	4,339.02	4,339.02	4,339.02
49,667.50	25,358.50	25,358.50	25,358.50
-	-	-	-
2,000.00	2,000.00	2,000.00	2,000.00
-	613.00	613.00	613.00
<b>75,500.11</b>	<b>55,102.11</b>	<b>55,102.11</b>	<b>58,803.11</b>

This was the Section 106 funding, but it does not have to be spent on this as play area is provided already.  
 This is reserved for the costs of getting the NP/NDO over the line if the Locality Reserve for Election costs. Next PC election is May 2023 (2023/2024 financial year)

22/075

22/075

## CLYST HONITON PARISH COUNCIL

## 5-YEAR BUDGET PROJECTION

	2021/2022 Revised Budget	2022/2023 Budget	2023/2024 Budget	2024/2025 Budget	2025/2026 Budget	2026/2027 Budget
	£	£	£	£	£	£
<b>RECEIPTS</b>						
Precept	18,000	16,500	16,500	16,500	16,500	16,500
Grants	9,600	9,000	6,000	-	-	-
NP	-	-	-	-	-	-
NDO Grants	-	-	-	-	-	-
Section 106	-	-	-	-	-	-
Clyst Chatter	650	100	100	100	100	100
VAT	3,080	-	-	-	-	-
Interest	-	-	-	-	-	-
Community Facility Grant	1,020	-	-	-	-	-
<b>TOTAL Receipts</b>	<b>32,350</b>	<b>25,600</b>	<b>22,600</b>	<b>16,600</b>	<b>16,600</b>	<b>16,600</b>
<b>PAYMENTS</b>						
<b>Administration</b>						
Clerk's Salary	13,240	13,500	13,770	7,023	7,163	7,306
Home as Office	216	312	312	312	312	312
National Insurance	600	630	643	328	334	341
Pension	2,800	2,850	2,907	1,483	1,512	1,542
Clerking Expenses	500	700	700	700	700	700
Councillor's Expenses	200	200	200	200	200	200
Payroll & Stationery	500	500	500	500	500	500
Room Hire/Zoom	500	500	500	500	500	500
Councillor Training	200	200	200	200	200	200
Clerk Training	200	500	500	500	500	500
Clyst Chatter	50	100	100	100	100	100
Subscriptions	300	300	300	300	300	300
Audit	450	550	550	550	550	550
Website	120	120	120	120	120	120
Insurance	700	700	700	700	700	700
<b>Maintenance</b>						
Grass Cutting	500	500	500	500	500	500
Operational	350	350	350	350	350	350
Lawn Mower	300	500	500	500	500	500
Zipwire	-	-	-	-	-	-
<b>Neighbourhood Plan</b>						
NP Lead Expenses	300	100	-	-	-	-
<b>Other Expenditure</b>						
Assets	700	300	300	300	300	300
S 137	-	-	-	-	-	-
Elections	-	-	2,000	-	-	-
NP/NDO Surveys	24,309	-	-	-	-	-
Community Facility	1,020	-	-	-	-	-
Play Equipment	200	500	500	500	500	500
Memorial Garden	993	-	-	-	-	-
VAT	3,500	-	-	-	-	-
<b>TOTAL Payments</b>	<b>52,748</b>	<b>23,912</b>	<b>26,152</b>	<b>15,665</b>	<b>15,842</b>	<b>16,022</b>
<b>Net Payments/(Receipts)</b>	<b>20,398</b>	<b>(1,688)</b>	<b>3,552</b>	<b>(935)</b>	<b>(758)</b>	<b>(578)</b>
<b>RESERVES</b>						
<b>General Reserve</b>	<b>23,405</b>	<b>26,493</b>	<b>22,941</b>	<b>23,876</b>	<b>24,634</b>	<b>25,212</b>
<b>Earmarked Reserves</b>						
Parish Field & Play Equipment	4,339	4,339	4,339	4,339	4,339	4,339
Neighbourhood Plan/NDO	25,359	25,359	25,359	25,359	25,359	25,359
Covid Grant	-	-	-	-	-	-
Election Costs	2,000	2,000	-	500	1,000	1,500
Clyst Chatter Fund	613	613	613	613	613	613
<b>TOTAL IN RESERVES</b>	<b>55,715</b>	<b>58,803</b>	<b>53,252</b>	<b>54,687</b>	<b>55,945</b>	<b>57,023</b>

22/076

**BANK RECONCILIATION**

To 31.12.2021

	£	£
<b>FUNDS HELD IN BANK ACCOUNT @ 31st December 2021</b>		
Lloyds account balance	75,477.65	
Petty Cash Balance	42.51	
<b>TOTAL FUNDS HELD IN BANK</b>		<b>75,520.16</b>
Less unrepresented cheques		
		-
<b>Total funds less unrepresented cheques</b>		<b>75,520.16</b>
<b>CASHBOOK BALANCE @ 01.04.2021</b>	<b>75,500.11</b>	
Plus income received	<b>32,311.13</b>	
Less payments made	<b>32,291.08</b>	
<b>BALANCE</b>		<b>75,520.16</b>
<b>Reconciliation</b>		-

Agreed and signed: .....

Agreed and signed: .....

Minute ref:

Date:

22/076



## Treasurers Account Statement

Printed: 06 January 2022

**Clyst Honiton Parish Council**

14 STATION ROAD  
YEOFORD  
CREDITON  
DEVON  
EX17 5HU

Sort code 30-99-08

Account number 22152368

BIC: LOYDGB21244

IBAN: GB14 LOYD 3099 0822 1523 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Dec 21	VODAFONE LTD 7043754209-1001	DD		9.80	75477.65
20 Dec 21	HMRC - ACCOUNTS OF	BP		258.97	75487.45
20 Dec 21	DCC PENSION FUND	BP		293.47	75746.42
20 Dec 21	RJ MARTIN	BP		851.99	76039.89
13 Dec 21	ZOOM.US 888-799-96 CD 1717 12DEC21	DEB		14.39	76891.88
10 Dec 21	O.J. GYMS LTD ARCHITECT FEE 16062001705331000N 087199 10 10DEC21 06:20	FPI	1020.00		76906.27
09 Dec 21	DEVONCC 4685117 DEVONCC 4685117	BGC	600.00		75886.27
08 Dec 21	Dropbox CD 1717	DEB		95.88	75286.27

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

221077

## CLYST HONITON PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT MONITOR

As @ 31st December 2021

2020/2021 Actual £		2021/2022 Budget £	2021/2022 to date £	% of Budget £
<b>RECEIPTS</b>				
20,114.00	Precept	18,000.00	18,000.00	100%
22,297.49	Grants	9,600.00	9,600.00	100%
-	NP	-	-	0%
1,500.00	NDO Grants	-	-	0%
4,339.02	Section 106	-	-	0%
-	Clyst Chatter Income	650.00	613.00	94%
9,198.61	VAT	3,080.00	3,078.13	100%
-	Interest	-	-	0%
-	Community Facility Income	1,020.00	1,020.00	100%
<b>57,449.12</b>	<b>TOTAL Receipts</b>	<b>32,350.00</b>	<b>32,311.13</b>	<b>100%</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
13,239.64	Clerk's Salary	13,240.00	9,929.43	75%
216.00	Home as Office	216.00	162.00	75%
613.44	National Insurance	600.00	453.33	76%
2,793.47	Pension	2,800.00	2,095.11	75%
457.59	Clerking Expenses	500.00	246.32	49%
-	Councillor's Expenses	200.00	-	0%
329.91	Payroll & Stationery	500.00	253.02	51%
95.92	Room Hire/Zoom	500.00	212.91	43%
-	Councillor Training	200.00	-	0%
-	Clerk Training	200.00	-	0%
-	Clyst Chatter	50.00	-	0%
286.00	Subscriptions	300.00	283.99	95%
550.00	Audit	450.00	450.00	100%
755.87	Website	120.00	120.00	100%
698.08	Insurance	700.00	698.08	100%
<b>Maintenance</b>				
327.16	Grass Cutting	500.00	382.20	76%
251.25	Operational	350.00	100.00	29%
437.86	Lawn Mower	300.00	164.41	55%
-	Zipwire	-	-	0%
<b>Neighbourhood Plan</b>				
155.76	NP Lead Expenses	300.00	100.18	33%
<b>Other Expenditure</b>				
-	Assets	700.00	707.69	101%
350.55	S 137	-	-	0%
-	Elections	-	-	0%
19,008.75	NP/NDO Surveys	24,309.00	11,986.19	49%
-	Community Facility	1,020.00	1,020.00	100%
12,293.50	Play Equipment	200.00	-	0%
1,951.34	Memorial Garden	993.00	-	0%
6,794.93	<b>VAT</b>	3,500.00	2,926.22	84%
<b>61,607.02</b>	<b>TOTAL Payments</b>	<b>52,748.00</b>	<b>32,291.08</b>	<b>61%</b>
4,157.90	Net Payments/(Receipts)	20,398.00	<b>(20.05)</b>	0%
<b>RESERVES</b>				
79,658.01	Balance b/f	75,500.11	75,500.11	
4,157.90	Net Payments/(Receipts)	20,398.00	(20.05)	
75,500.11	Current Balance	55,102.11	75,520.16	