

## Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 13<sup>th</sup> March 2024 at 7.00pm held in the Blackhorse Inn Meeting Room

**Members Present:** Parish Councillors Grant Harrison; Mike Muir; Gary Collier; Sean Wheeldon.

**Also Present:** District Cllrs. Paula Fernley; Eleanor Rylance

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

**1 member of the general public.**

### MINUTES

#### 24/87 APOLOGIES

Apologies had been received from Cllr. Suzanne Hales.

*In the absence of the chairman, Cllr. Wheeldon, as the Vice-Chairman, took the chair for this meeting.*

#### 24/88 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest.

#### 24/89 MINUTES

On a proposal by the chairman, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 17<sup>th</sup> January 2024.

#### 24/90 COUNCIL REPORTS

##### a) Clerk's Report.

The clerk reported the following:

##### 1. NDO/NP

This is on the agenda but it is worth noting how far it has come since the last meeting. The 31<sup>st</sup> January 2024 submission deadline was met.

##### 2. Internal Audit

This has been set up with Mulberry & Co with a contract for the next three years. The accounts will be ready for audit after the 17<sup>th</sup> April 2024 meeting. The audit is scheduled to take place in early May.

##### 3. Hill Barton Liaison Meeting

Sue attended meeting on 17 January and was successful in getting Sun Belt Rentals to redirect lighting to avoid nuisance to neighbours. The next meeting is to be on 26<sup>th</sup> June 2024 and Sue cannot attend – anyone else interested.

##### 4. SCRIBE

Access to the system has been installed and is being structured to provide the information required by CHPC.

##### 5. General

The NDO needs to be taken forward with some vigour now, starting with the Reg 21 responses.

**b) NP Lead Report**

There will be no further NP Lead report from this point forward.

**c) Village Maintenance**

Cllr. Muir reported as follows:

- The weekly visual inspections of the play equipment had taken place.
- He had liaised with the clerk for a new delivery of sand for the sand bags
- The water-butt in the Parish Field will be refitted.
- He had fitted a gutter and downpipe to the wishing well planter.
- He had fitted a new Perspex panel, supplied by Jason Hales, to the bus shelter opposite the Exeter Inn. He had also fitted beading to the top and bottom of the panel.
- He had received a donation of £70 from Clyst House to spend on flowers of his choice in the planters.
- The ROSPA inspection of the playing field equipment was due to take place in March 2024.
- He also pointed out that a notice had been put up warning of the removal of the highway disabled space markings.

**d) Other Councillor Reports**

**Cllr. Collier** reported on two dead trees at the bottom of St Michaels Hill, one of which had fallen down and the other is leaning alarmingly. The felled tree had largely been removed by local residents, but the leaning one needed to be felled properly. Cllr. Collier thought that the land was owned by Devon County Highways, but the clerk confirmed it was amenity land owned by Mid Devon District Council. The clerk would contact EDDC and DCC to make them aware of the matter and encourage them to remove this tree before it became more of a problem.

**Cllr. Collier** also reported that he was now chairman of the Airport Consultative Committee so he would be able to report back to the parish council on more of its activities.

**Cllr. Collier** also reported that due to a family member's medical needs he might be unavailable for council business during the summer, although nothing was yet certain yet.

**Cllr. Harrison** was concerned about the Exeter Inn situation as it had again been rumoured that the site had been sold by Heavitree Brewery and there were concerns about whether this included the lorry park and what steps would be taken to secure the site in the meantime. Cllr. Wheeldon would contact the brewery to get some answers to this problem.

**Cllr. Muir** added that his understanding was that the Exeter Inn was not going to continue as a pub but would be redeveloped as four luxury flats. The clerk pointed out that there had been no planning application for this as far as he knew so he would contact the Brewery about the whole situation. The clerk would contact the Brewery about the sale of the property and the planning intentions.

*The Chairman to adjourn the meeting to allow the public to speak.*

**24/91 PUBLIC AND OTHER BODIES' SESSION**

**Member of the Public**

The one member of the public had no matters to raise.

**District Councillor**



Cllr. Paula Fernley had sent a report on 10<sup>th</sup> March 2024, which had been circulated to councillors by the clerk. From this there was a discussion involving parish councillor and District Cllr. Rylance, on the frustration of getting satisfactory answers from South West Water on sewage treatment and disposal. The district councillors were working on the subject and an independent report was expected shortly which would hopefully provide some concrete evidence.

District Cllr. Fernley had been providing samples for monitoring some of the potential pollutants in the Clyst and was looking for someone to take on this role for the future. Cllr. Harrison volunteered to do this.

There were also parking charge revisions and public toilet charges would rise to 40p in April.

**County Councillor**

There was no county council report.

*The Chairman to reconvene the meeting.*

**24/92 NEIGHBOURHOOD PLAN**

The clerk reported that he had circulated a new timetable which had been produced by Angela King at Mid Devon District Council to give an indication of how long the processes will take until the Neighbourhood Plan is finally 'made'. The estimated completion date is given as 6 December 2024, although it is possible that this could be bettered if things go to plan.

He explained that the responses would come back from the statutory consultees along with anyone else and these responses would be considered by the parish council resulting in either adjustments to the submitted plan or to be forwarded on to the Inspector (Ann Skippers) for her to make judgement on. He also stated that the current version of the plan had some weight in planning decisions considered by the district council so the parish council should consider the applications with this in mind.

He had also applied for the remaining Locality Grant and £3,711 had been received and the grant closure process had been completed with invoices totally £3,950 more than covering the consultancy work. A total cost of £239 to the parish council had allowed the final work to be completed in time for the submission date of 31<sup>st</sup> January 2023 to be met.

**24/93 NEIGHBOURHOOD DEVELOPMENT ORDER**

The clerk gave an update on the work now needed to get the NDO agreed and ready for the Regulation 23 consultation together with any feedback from the Steering Group.

The clerk would now have to re-start the processes of producing the NDO and getting that finalised. He started by stating that the first task would be for the parish council to decide on the number of dwellings that would be allowed on the site so that the needs of the Church Commissioners, the Parish Council and developers can be reconciled with the planning environment in place. Without having done this, the other urgent tasks cannot be undertaken.

Reducing the number of dwellings from the 50 assumed at the time of the Reg 21 consultation will have a number of effects involving the entrance to the site, the dwelling designs and the viability of the whole project, including the extent of the community facility to be provided.

The target dates for the next stages should be as follows:

- Housing Numbers – Mid April
- Traffic Numbers – Mid May
- Traffic Assessment – End June

The clerk would liaise with the Steering Group to clarify how matters would be taken forward.

**24/94 ASSET MAINTENANCE**

The clerk had proposed that a Repairs and Renewals Reserve be set up to level up annual commitment to keeping the assets in good repair. It was agreed that this be looked at item by item to decide whether such a fund was necessary.

**24/95 ZIPWIRE REPAIR OR REPLACEMENT**

Cllr. Wheeldon had asked questions of a potential zipwire supplier of what maintenance commitment its equipment would require. The conclusion was that it would require a complete strip-down annually to ensure continued use and his question was whether this was any different to what could be done to the current equipment.

On a proposal by Cllr. Wheeldon it was **Resolved** to get a zipwire maintenance expert to quote for the repair of the current equipment just to see what the cost came out at, compared to the cost of new equipment at around £15,000.

**24/96 CLERK'S SALARY AND CONTRACT 2024/2025**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison it was **agreed** that the clerk' proposals to reduce his hours from 20 to 15 per week and for his exit from the pension scheme be accepted, alongside a new contract to reflect these changes.

In exceptional circumstances there might be a need to make a claim for extra hours, agreed in advance, but the clerk was confident he would be able manage his work to work within the lower number of hours.

**24/97 BANK RECONCILIATION**

The 29<sup>th</sup> February 2024 Bank Reconciliation statement was **noted**.

**24/98 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**

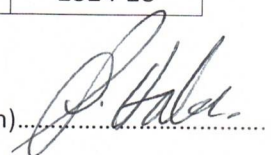
The statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 29<sup>th</sup> February 2023 was **noted**.

**24/99 RECEIPTS & PAYMENTS SCHEDULE**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

**PAYMENTS**

Payment to	Services	Amount £	Payment No.
<b>2023/2024</b>			
Modicum Planning	NP Consultancy	1,350.00	2324-26
Janvrin Edbrooke	NP Consultancy	2,600.00	2324-26
Countrywide Grounds Maintenance	Grass Cutting	131.84	2324-27
Starboard Systems Ltd, t/a SCRIBE	Finance System	543.60	2324-27
RJ Martin	Salary Feb 2024	1,005.67	2324-28
HMRC	Tax Deduction Feb 2024	245.00	2324-28
DCC Pension Services	Pension Feb 2024	355.09	2324-28



Tozers LLP	NDO Legal Work	652.80	2324-29
RGB Building Supplies	Sand for Sandbags	86.36	Card
Vodafone	Mobile Phone	14.85	DD
Adobe	Professional Upgrade	19.97	DD
RJ Martin	Salary Mar 2024	1,005.67	2324-30
HMRC	Tax Deduction Mar 2024	245.00	2324-30
DCC Pension Services	Pension Mar 2024	355.09	2324-30
Janvrin Edbrooke – Amazon	USB Storage for NDO	84.99	2324-31
Countrywide Grounds Maintenance	Grass Cutting	131.84	2324-31
MNR Mowers Ltd	Equipment Servicing	335.69	2324-31
MNR Mowers Ltd	Fuel	49.01	2324-31

**RECEIPTS**

Receipt from	Services	Amount £	Method
<b>2023/2024</b>			
Groundwork UK	NP Grant Funding	3,711.00	BGC

**24/99 PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
24/0265/ADV	Axhayes Cattery Clyst Honiton Exeter EX5 2HS	Installation of a main entrance sign to the access of a new Cats Adoption Centre (previously approved under application 19/2365/MFUL)  <b>Decision: No comment</b>

**24/100 DATE OF NEXT MEETING**

The next scheduled meeting is on **Wednesday 17 April 2024** followed by the AGM on Wednesday 8<sup>th</sup> May 2024, and will be held in the Black Horse Inn starting at 7.00pm.

**24/101 PARISH COUNCIL MEETING CLOSURE**

The meeting closed at 9.00pm

Signed:.....

Print:.....

Date:.....