

Clyst Honiton Parish Council

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

**Members Present:** Parish Councillors Suzanne Hales (Chairman); Grant Harrison; Mike Muir; Gary Collier.

**Also Present:** No district or county councillors.

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

**2 members of the general public.**

## MINUTES

### PUBLIC SESSION

Janvrin Edbrooke, as former lead of the Neighbourhood Plan Steering Group gave advice on what needed to be done to insert the Examiner's requirements into the Referendum version of the document and provided advice and guidance on a framework to be used for planning application responses..

#### 25/61 APOLOGIES

Apologies were received from Cllr. Wheeldon (Sickness). This apology was accepted by the parish council.

#### 25/62 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest were declared

#### 25/63 MINUTES

On a proposal by Cllr. Muir, seconded by Cllr. Harrison, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 2<sup>nd</sup> October 2024.

#### 25/64 CLERK'S REPORT

The clerk reported on activities undertaken since the last meeting, as follows:

##### 1. List of Outstanding Matters

*A list of outstanding matters would be drawn up following the minutes for this meeting being circulated.*

##### 2. Dropbox

*Dropbox would continue to be used for computer file storage for the next year.*

##### 3. Agenda Preparation

I am drawing up a set of items that have to be covered in each year and allocating them so that they are covered at the necessary meeting during the year, to ensure that all matters are appropriately covered in a timely way.

##### 4. Sharing Files

I am aware that we have agreed to share some files directly between us. I have looked at the concept of using Google Drive for this purpose, but I am confused as to why this cannot be done within Dropbox. I have never used Google Drive and, although I have seen what has

been posted there, I have had no joy in posting files to it. It also brings in another potentially confusing point is that those with lower computing skill levels have yet another system to access.

Item 25/69 deals with a possible solution as it offers the option of using a ‘Members Only’ area on the website to share things between us on an ongoing basis. This would make the website updating more coordinated as well.

**5. Landmark Trees**

*Councillors **Agreed** that once they knew what variety of trees were available, councillors would email their preference with a landmark tree being obtained as a result.*

**25/65 PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
24/0691/FUL	1 School Cottage Clyst Honiton Devon EX5 2LZ	Construction of Single Detached Dwelling, new access and associated works
<p><b>Decision: OBJECTION</b></p> <p>On a proposal by Cllr. Hales, seconded by Cllr. Harrison, Clyst Honiton Parish Council <b>Objects</b> to the application because it does not comply with Neighbourhood Plan Policies:</p> <p><b>Policy DS1: Development of High-Quality Design</b> This development application needs to demonstrate how it complies with the policy in full and in design codes 1 and 2. For example, it is important to keep the stone wall at the front of the plot and the Devon Hedge at the rear of the plot.</p> <p><b>Policy DS2 Sustainable Development and Construction of Buildings</b> bullet point list not addressed</p> <p><b>Policy DS4: Sustainable Drainage.</b> not addressed</p> <p><b>Policy DS6: Storage Spaces.</b> Neither 1 nor 2 of the policy have been included</p> <p><b>Policy DS7: Provision of Charging Points</b> not addressed</p> <p><b>Policy DS8: Provision and use of Renewable Energy for new buildings</b> not addressed</p> <p><b>Policy NE1: Landscape and Biodiversity:</b> points 1-4 not addressed.</p> <p>This response had not met the deadline for responses to the application, but it was still not determined, so the response would be emailed to the planning team.</p>		
24/2049/MFUL	Land To The South Of Shercroft Close Station Road Broadclyst	Construction of a new 16 space car park with access from Station Road and a network of footpaths and the change of use of surrounding land to Country Park (Suitable Alternative Natural Greenspace - SANG)
<p><b>Decision: No Comment</b></p> <p>As this was within the Broadclyst Parish Boundary, CHPC would support the Broadclyst PC position. Broadclyst PC Supported this application.cc</p>		
<b>Power Used</b> Town & Country Planning Act 1990; Localism Act 2011		<b>Risks Assessed</b> None
<b>Resulting Tasks &amp; Owner</b> Clerk – notify EDDC		<b>Deadline for Action</b> 3 weeks from notification date
<b>Financial Implications</b> None		<b>Equalities Impact</b> None

**25/66 ZIPWIRE REPLACEMENT**

On a proposal by Cllr. Hales, seconded by Cllr. Harrison, it was **Resolved** to accept the quotation from Wicksteed for a 30m metal zipwire in the sum of £13,852.68, only if the County Councillors for the parish contributed from their Community Grant Funds. The funds not covered by these grants and the two earmarked reserves would be funded from the General Reserve.

<b>Power Used</b> Local Government (Miscellaneous Provisions) Act 1976 Section 19	<b>Risks Assessed</b> Contractor’s PL Insurance Failure to deliver once deposit paid
<b>Resulting Tasks &amp; Owner</b> Clerk – Claim grant from DCC, check PL Insce., Order work and arrange timescale, avoid paying deposit if possible.	<b>Deadline for Action</b> 30 November 2024
<b>Financial Implications</b> DCC grant £1,000; Play Equip Reserve £4,339, CIL Reserve £3,914, General Reserve £4,599	<b>Equalities Impact</b> Equipment suitability limited, other equipment suitable for disabled users.

**25/67 HIGHWAYS**

The road surface in St Michaels Hill has been reported as being too bad for pothole filling and has reportedly been allocated as a patching scheme for the future. This would be chased up with the new Neighbourhood Highway Officer covering Clyst Honiton who is Frances Caveney-James email: [Frances.CaveneyJames@devon.gov.uk](mailto:Frances.CaveneyJames@devon.gov.uk)

Councillors were reminded that potholes will not be filled without being reported on the DCC maintenance reporting website.

<b>Power Used</b> Highways Act 1980	<b>Risks Assessed</b> Damage to vehicles if not notified
<b>Resulting Tasks &amp; Owner</b> Clerk- write to NHO	<b>Deadline for Action</b> 30 November 2024
<b>Financial Implications</b> None	<b>Equalities Impact</b> DCC has responsibility to all of the community, including those who are less able

**25/68 VILLAGE MAINTENANCE**

Cllr. Muir reported on his work in the parish since the last meeting as follows, he had:

- Carried out the usual weekly inspection of the play equipment.
- Tidied the area outside of the Storage Yard embankment.
- Tried to remove graffiti from the bus shelter using household detergent, WD40 and white spirit.
- Cleared undergrowth from paths and the verge at the bus stop opposite the Duke of York with tidying of the hedgerow and overhanging vegetation onto the path.
- Cleared weeds on the path from York Terrace to the Old Dairy.
- Cleared weeds from Churchside to the old A30.
- Cleared weeds from Church Wall.
- Cleared weeds and gravel from the Pedestrian Crossing near the Duke of York Inn.

Cllr. Muir was thanked for the continued work he did in keeping the village tidy.

<b>Power Used</b>	<b>Risks Assessed</b>
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Open Spaces Act 1906 ss 9 & 10	Village becoming unkempt Damaged play equipment not being replaced
<b>Resulting Tasks &amp; Owner</b> Cllr. Muir – continue to provide service	<b>Deadline for Action</b> No deadline
<b>Financial Implications</b> Operational and Mower budget heads	<b>Equalities Impact</b> The work enables accessibility to all

**26/69 POSSIBLE CLYSTHONITON.GOV.UK WEBSITE**

Concerns had been expressed about the lack of a 'Members' area on the current website within which files could be shared confidentially alongside other concerns with the operation of the website. Information which had been circulated by HugoFox, (<https://www.hugofox.com/>) offering a website which could include a 'Members' area for a cost from £9.99 per month with no additional development costs.

More information about this facility would be reported back to council.

<b>Power Used</b> Local Government Act 1972, S 151	<b>Risks Assessed</b> The new website does not work
<b>Resulting Tasks &amp; Owner</b> Clerk – to investigate the offer further and report back	<b>Deadline for Action</b> 27 November 2024
<b>Financial Implications</b> Cost of proposed v Cost of current	<b>Equalities Impact</b> The accessibility functions are built in to the system.

**25/70 NEIGHBOURHOOD PLAN**

A version of the Plan had been submitted to EDDC which had incorporated most of the Examiner's required changes but he would submit a separate version which included the consequent changes to the narrative resulting from changing policy wording, which were not directly indicated in the report.

In addition, when considering planning applications, it was essential that councillors had a list of the policies to work with, alongside the appendices that are directly referred to within the policies, an example of which was the Design Code. It was important that the parish council planning responses signposted conflicts with the Neighbourhood Plan and not relied on planners to pick it up for themselves.

Liaison would continue with EDDC to ensure that the final referendum version was only changed in accordance with the Examiner's Report.

A Neighbourhood Plan Policy List would be produced for councillors alongside the Design Code which is an important appendix referred to in the Plan.

A Planning Protocol would be produced for the parish council to cover the whole process of how it could be sure to make the best use of the Neighbourhood Plan within the accepted planning process.

<b>Power Used</b> Localism Act 2011, Schedule 9	<b>Risks Assessed</b> None
<b>Resulting Tasks &amp; Owner</b> Clerk – continue liaison	<b>Deadline for Action</b> asap
<b>Financial Implications</b> None	<b>Equalities Impact</b> All documents will be fully accessible



**25/71 NEIGHBOURHOOD DEVELOPMENT ORDER**

The Church commissioners had been emailed twice since the last meeting asking for an update, which had not been received to date.

The other organisations involved would continue to be pursued without compromising work on more immediate Clyst Honiton matters.

<b>Power Used</b> Localism Act 2011, Schedule 9	<b>Risks Assessed</b> Failure to progress NDO No Community Hall provided
<b>Resulting Tasks &amp; Owner</b> Clerk – to continue communication	<b>Deadline for Action</b> asap
<b>Financial Implications</b> Budget in NDO Reserve	<b>Equalities Impact</b> Lack of provision of suitable meeting place

**25/72 CESSATION OF PENSION**

Correspondence from the Devon County pensions team had indicated that following the parish clerk's retirement from the fund there might be an outstanding parish council liability of more than £9,000 because a new one had not replaced the current one in the scheme. A conversation had taken place with the relevant officer at Peninsula Pensions. with the result that the parish council could remain in the scheme without a contributing employee for at least three years without having to fund the liability, by paying a sum of £7.77 per month from the withdrawal date of 1<sup>st</sup> April 2024.

On a proposal by the Cllr. Hales, seconded by Cllr. Harrison, it was **Resolved** that the parish council would enter the 3-year suspension period and payment of £7.77 per month be made to Peninsula Pensions with the first back-dated payment until November 2024 being £62.16 and £7.77 paid each month from December 2024.

<b>Power Used</b> Local Government Act 1972 s151	<b>Risks Assessed</b> Potential lump sum to be found
<b>Resulting Tasks &amp; Owner</b> Clerk – set up monthly payment & Continue liaison with DC Pensions team	<b>Deadline for Action</b> asap
<b>Financial Implications</b> £93.24 per annum	<b>Equalities Impact</b> None

**25/73 BUDGET & PRECEPT 2025/26**

The precept requirement needs to be notified to East Devon District Council by mid-January and the analysis provided was the first stab at seeing how things were looking before more detailed analysis was provided.

The average Local Council Precept level in the current year was now £90 per Band D property compared with £144 for Clyst Honiton. The budget analysis presented, however, showed that the shortfall of receipts over payment for the current year was likely to be around £1,500 and £3,700 for next year. These would reduce the General Reserve accordingly in each year. It was clear that the budget and precept would need to be thought about carefully to maintain the flexibility the parish council currently has.

<b>Power Used</b> Local Government Act 1972 s150	<b>Risks Assessed</b> Not raising a precept
<b>Resulting Tasks &amp; Owner</b>	<b>Deadline for Action</b>

Clerk – produce analysis for Dec 24 meeting Council – decide on precept requirement for 2025-26	Final notification mid-Jan 25
<b>Financial Implications</b> No precept, no parish council	<b>Equalities Impact</b> Nothing particular

#### 25/74 BANK RECONCILIATION & RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

To approve 31<sup>st</sup> October 2024 Bank Reconciliation statement and the attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> October 2024.

#### 25/75 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

##### PAYMENTS

Payment to	Services	Month or Reference	Amount £	Payment No.
<b>2024/2025</b>				
Vodafone	Mobile Phone	Nov 24	16.03	DD
Simon A Martin	Payroll Services	Nov 24	8.00	Card
RJ Martin	Salary	Nov 24	1,080.72	2425-19
HMRC	Tax Deduction	Nov 24	341.15	2425-19
Adobe	Professional Upgrade	Nov 24	19.97	DD
Countrywide GM	Grass Cutting	Oct 24	122.10	2425-16
Countrywide GM	Grass Cutting	Nov 24	122.10	2425-20
PFK Littlejohn	External Audit	2024/25	252.00	2425-18
Black Horse	Room Hire	02/10/24	20.30	Card
Black Horse	Room Hire Informal	23/10/24	20.40	Card
RJ Martin	Travel Costs	Jan-Nov 24	90.00	2425-21
DCC Pension Fund	Fee Back Payment	Apr-Oct 24	62.16	2425-21
DCC Pension Fund	Monthly Fee	Dec 24 on	7.77	SO

##### RECEIPTS

Receipt from	Services	Amount £	Method
<b>2024/2025</b>			
EDDC	Precept	8,250.00	BGC
<b>Power Used</b> Local Government Act 1972		<b>Risks Assessed</b> Not making payment of amounts due	
<b>Resulting Tasks &amp; Owner</b> Clerk – ensure payments are made		<b>Deadline for Action</b> asap	
<b>Financial Implications</b> Each payment has a budget		<b>Equalities Impact</b> Nothing particular	

#### 25/76 COUNCILLOR REPORTS

##### Chairman's Report

The chairman read her report, a summary of which is as follows:

- The parish council agendas, minutes and meetings are being streamlined to more efficiently conduct council business clearly and transparently.
- The intent is to concentrate on what matters to local residents most.

- The meeting public session will now be at the beginning with the allocated timescale strictly managed.
- Councillors will look to take on any relevant issues raised by the public.
- The work on the NDO has stalled for the time being because of other partners having higher priorities, but the parish council will continue to pursue the project and involve parishioners before abandoning the aim of achieving a community hall.
- Other volunteers are needed, either as parish councillors if a vacancy occurs or just as an enthusiast willing to work for the community.
- The chairman will be standing down in February, both as chairman and as a councillor, despite her enthusiasm for all things Clyst Honiton over many years.
- In her time in Clyst Honiton it has changed from being very rural to now being surrounded by all sorts of development with more to come.
- She expressed disappointment that, despite local organisations' best efforts, a series of broken promises had resulted in diminished green wedges resulting from the Cranbrook development expansions.
- Our Children will ask us in the future why we let all the best farmland in East Devon be built on when we should be supporting farmers to grow food and pay them well to keep food sustainable. Not encourage them to sell their land for housing. She doesn't want potatoes from Egypt or tomatoes from Tunisia, she wants food grown here.
- She had been passionate about the river Clyst and the sewage that is put into it from the pumping station. The whole country is now on board with the problems of waterways and coasts. Little conversations around a small parish council table do hold weight as the snowball of knowledge grew and spread around the country until everyone knew how the water companies had sold us all out.
- It's fair to say that being on a Parish Council is a very challenging job, as you can never please all of the people all of the time. Nonetheless she had enjoyed the role.
- She would like to thank her fellow Councillors and the Clerk for all their help and support. She would still come and see you all from time to time and if any help is needed with future projects, she will be only too happy to help.

#### 25/77 PROGRAMME OF MEETINGS

On a proposal by the chairman, it was **Resolved** to move to shorter monthly meetings, with all meetings to take place in the Black Horse Meeting Room from 7pm. Refreshments to be available for all attendees.

It was also **Resolved** to agree the schedule of meetings below based on meeting monthly on the second Wednesday of each month:

8<sup>th</sup> January 2025; 12 February 2025; 12 March 2025; 9<sup>th</sup> April 2025; 14 May 2025 (AGM & APM); 11 June 2025; 9 July 2025; 13 August 2025; 10 September 2025; 8 October 2025; 12 November 2025; 10 December 2025; 14 January 2026; 11 February 2026; 11 March 2026; 8 April 2026; 13 May 2026 (AGM & APM)

#### 25/79 DATE OF NEXT MEETING

The next scheduled meeting is on **Wednesday 4 December 2024** and will be held in the Black Horse meeting room starting at 7.00pm.

#### 25/80 PARISH COUNCIL MEETING CLOSURE

The meeting closed at 9.05pm.

Signed:.....

Date: 17<sup>th</sup> December 2024