

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Thursday 17th 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 9th 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 31st 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 31st 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 on 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 14th 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 31st 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 1st April to 31st 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.
2021/2022			
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
RJ Martin	Salary November 2021	852.19	212217
DCC Pension Scheme	Pension Contrib.	293.47	212217
HMRC	Tax/NI	258.77	212217
Black Horse Inn	Meeting Venue 17 Nov 2021	30.00	Card

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
2021/2022			
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
Oliver Joseph Fitness	Andrew Kirby Reimbursement	1,020.00	FP

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 Tithebarn 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 No Comment
21/2604/OUT	6 Railway Terrace Broadclyst Station Exeter EX5 3AX	Outline application, with all matters reserved, for the erection of seven dwellings. No Comment

22/066 DATE OF NEXT MEETING

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

22/067 MEETING CLOSURE

The meeting closed at 9.45pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

A handwritten signature in black ink, appearing to read 'J. Hales', is written over the dotted line of the signature field.