

# Clyst Honiton Parish Council

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There was a meeting of Clyst Honiton Parish Council on Wednesday 19<sup>th</sup> April 2023 at 7.00pm held in the Church Bell Tower

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

**Also Present:** Janvrin Edbrooke (NP/NDO lead); County Councillor Henry Gent.

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

2 members of the general public.

## MINUTES

### 23/117 APOLOGIES

Apologies had been received from County Cllr. Randall Johnson and District Cllr. Rylance.

### 23/118 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest had been received.

### 23/119 MINUTES

On a proposal by the Chairman, it was **Resolved** that the minutes of the meeting held on 8<sup>th</sup> March were a correct record and were duly signed as such.

Cllr. Wheeldon wanted it recorded that he and Cllr. Collier had concerns about the potential car parking proposal for St. Michaels Hill and still needed to be persuaded that it was something that should be pursued. The clerk pointed out that since the matter had been passed to the District Council Housing team, nothing had been heard. This was perhaps indicating that it had been pushed into a siding and would not reappear.

### 23/120 COUNCIL REPORTS

#### a) To receive the Clerk's Report attached.

The clerk reported on the following:

#### 1. VAT Reclaim

The VAT incurred up until 31<sup>st</sup> March 2023 has been reclaimed from HMRC and will be paid sometime in early May 2023 – the sum claimed is £2,690.36.

#### 2. EDDC Clerk's Support Fund

The final invoice for the financial contribution from EDDC towards the cost of the clerk has been submitted, in the sum of £6,000.

#### 3. SLCC Subscription

As agreed, Clyst Honiton paid for the subscription for a combination of the four parish councils, and the income from two of the other three of his parish councils was already in the Clyst Honiton account. The remaining contribution would be received shortly.

**4. Zoom Cancellation**

The Zoom half-price period has now come to an end and the service has now been cancelled. It will be useable until it runs out on 9<sup>th</sup> May 2023.

**5. Internal Audit**

The item below is just to formally adopt the Audit Plan. The arrangement made for the audit is to undertake it remotely with me placing the necessary paperwork in a separate Dropbox folder and making sure the website is up to date in time for the work to start the deadline for which is 28<sup>th</sup> April 2023. The expectation is that the work will be carried out in the following week, notwithstanding the fact that there will be a bank holiday on 1<sup>st</sup> May, the elections on 4<sup>th</sup> May and the Coronation weekend between the 5<sup>th</sup> and 8<sup>th</sup> May (another bank holiday) I am informed we should get the report in time for our annual meeting on 17<sup>th</sup> May 2023 at which all of the paperwork can be signed and sent to the external auditors.

The clerk said further that the Clyst Honiton audit information had already been submitted and the website was now completely compliant.

**6. Replacement Laptop & Mobile**

The current **laptop** is beginning to show its age (bought in 2018), with a flickering screen and a keyboard that is regularly sticking. We need to consider purchasing a new machine so that the usual seamless production of information can be continued uninterrupted.

Cllr. Wheeldon asked whether the clerk had looked at the cost of replacement equipment and the answer was that this had not yet been done but based on others he had replaced this might be around £700 inclusive of software. The clerk would conduct further research however and report back at the next meeting.

Whilst the **mobile phones** still functional, the IOS updates are not being done on this model now. This is not something that has to be undertaken in the foreseeable future but should be in mind when budgets are set for next year.

**b) Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order**

The NP/NDO Lead, Janvrin Edbrooke, had circulated the following report:

## NEIGHBOURHOOD PLAN

### Reg 14 Draft NP:

1. The Reg 14 NP Consultation form has been created. It has been amended, updated and fully tested and is ready for mobile and computer platforms for Reg 14 consultations.
2. A meeting with PC chair 22/3/23 discussed the Reg 14 Social Media Campaign. In the meeting post content was drawn up and creation of posts began. The SMC will result in 3 posts a week and will run before, during and after the Reg 14 consultation. The aim of this campaign is to engage, encourage and help the community to understand the content and purpose of the NP and NDO.
3. The documentation for Reg 14 will gradually be uploaded onto the Clyst Honiton website.

**Recommendation NP1: For council to note**

**Noted**



## NEIGHBOURHOOD DEVELOPMENT ORDER

1. **Consultation.** The Reg 14 NP Consultation form has been created. It has yet to be fully tested to check if it is ready for use on mobile and computer platforms. The delay is due to access issues onto the Bypass Site. A generic question has been substituted and this form will now be checked for both platforms.

Recommendation NDO1: For council to note

### Noted

2. **Bypass Site Access.** At the meeting layout options for the Bypass Site will be tabled for discussion. Kirby Architects have prepared a report, which will also be tabled. This will enable decisions on ranking the layouts and requirements to be made to enable a Consultation time frame to be selected.

Recommendation NDO2: For council to discuss Site Layout options and to rank the Sites. For Council to make and list recommendations, and for Council to provide a provisional consultation start date.

The architects had only just submitted plans for the three options under consideration and the files could not be printed due to their size, so looking at them was difficult. The three options were:

- i) Access off the bypass, the parish council's preferred option.
- ii) Access half-way up Waterslade Lane.
- iii) Access at the top of Waterslade Lane.

Janvrin said that the parish council needed to take a strong stance. The architects are saying that the bypass option was the best one for 'unlocking' the site for the purpose outlined by the community and that using that the viability was very healthy. The use of either Waterslade Lane entrance, the biodiversity net gain of the site becomes much reduced, particularly the loss of the SANG and expansion onto land containing Dormice for instance. There is also the problem of the housing already on Waterslade Lane which seemed to have been ignored when drawing up the two options. The lane is very narrow and does not allow two-way traffic but widening it would not only be costly it would mean taking the gardens of the housing. None of this appears to be factored in by the Highways team.

The costs of producing a signalled bypass access have been quoted as being £467,000, compared with the Waterslade Lane options at £310,000 and this has been quoted as the main reason for Highways not supporting the bypass option. In addition, they have expressed concerns about the effect of such an entrance on the wider primary route network but compared to the effects of 4,000 housing at Cranbrook and commercial units such as Lidl and DPD for instance, the effect of an extra 50 dwellings and 10 business units would not appear to be that great, particularly as there is already a set of traffic lights at this junction stopping traffic regularly – where would the additional disruption come from?

The clerk expressed the concern that no evidence had been provided by Highways of why they would not support the bypass.

Pell Frischmann, the traffic consultants employed by the Church Commissioners, seem to have been persuaded to just focus on the Waterslade Lane option despite that not being what the community wants. No attempt has been made until now to come up with a bypass solution and the current work on this is now focussing on a non-signalled left-in, left-out option only.

On a proposal by the Chairman, it was unanimously **Resolved** that the only option would be access from the bypass, without which the project would not go ahead.

Janvrin said that her current aim would be to go out on consultation end of May or beginning of June 2023.

**c) Village Maintenance**

Cllr. Muir reported that during March and April the following had been done:-

- He had carried out the weekly visual inspections of the play equipment.
- At the beginning of April he carried out a more detailed inspection.
- He had carried out a grass cut in the playing field around the Memorial Garden, the seating areas and the edges of the path on three occasions.
- He had cut the grass around the bus shelter opposite the Exeter Inn and in front of the Duke of York car park.
- Worked with the clerk to arrange a new contractor for the playing field cuts.
- The layby had been cleared this day very well.
- He needed to repair the raised flower bed next to the bus shelter near the Duke of York as soon as possible, but he would need help with this.
- He had not been able to print the ROSPA report, the clerk gave him a hard copy at the meeting.
- He had arranged for a new key to be made, at a cost of £9.65, for the playing field gate lock to be given to the new contractor, see below.

**d) Other Councillor Reports**

No other councillors' reports were given.

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

**23/121 PUBLIC AND OTHER BODIES' SESSION**

County Cllr. Randall Johnson had circulated a monthly report for April covering a number of matters of general interest. The matters covered in that report were:

As we are now in a restricted election period, commonly referred to as 'Purdah' in the run up to Town, Parish and District Council elections on May 4<sup>th</sup> this report focuses on matters in a more 'global sense'. I am not seeking election to EDDC, but wish all those who have put their names forward to stand for election all the very best.

**Voter ID requirement**

From 4 May 2023, voters in England will need to show photo ID to vote at polling stations in some elections.

This will apply to:

- Local elections
- Police and Crime Commissioner elections
- UK parliamentary by-elections
- Recall petitions

From October 2023 it will also apply to UK General elections.

If you don't have accepted photo ID, you can apply for a free voter ID document, which is known as a Voter Authority Certificate from EDDC, or register for a postal vote.

See <https://eastdevon.gov.uk/elections-and-registering-to-vote/voter-id-2023/> and <https://eastdevon.gov.uk/elections-and-registering-to-vote/voter-id-2023/accepted-forms-of-photo-id/> for further information

### **Crossing Improvements Moonhill Copse**

A report on introducing a light controlled crossing at Moon Copse went before the East Devon Highways and Traffic Orders HATOC committee on 30<sup>th</sup> March. The report contacted two recommendations which I moved, see

[Agenda for East Devon Highways and Traffic Orders Committee on Thursday, 30th March, 2023, 10.30 am - Democracy in Devon](#)

The Committee considered the Report of the Director of Climate Change, Environment and Transport (CET/23/24) on proposals for a signalised pedestrian 'puffin' crossing on the B3181, at Poltimore Way on the corner of Moonhill Copse.

There was currently a shared pedestrian and cycle path along the northern edge of the B3181 in this location, and a short pedestrian link to the Poltimore Gate bus stop on the southern edge. Pedestrians wishing to cross at this point – either to continue their onward journey or to reach the bus stop – must do so using a dropped kerb (uncontrolled) crossing. With the high volumes of traffic using this road and significant housing growth in the area, this presented a significant barrier to people using sustainable transport.

### **Honiton Road Tithebarn Way Junction Signalisation**

There was a second item on the HATOC agenda to provide traffic signals at this junction to improve safety for all road users including pedestrians and cyclist.

<https://democracy.devon.gov.uk/documents/s45214/cb060323edh%20Honiton%20Road%20Tithebarn%20Way%20Junction%20Signalisation.pdf>

I added a third recommendation that this Committee's proposal to reduce the speed limit on the Honiton Road from 40 mph to 30 mph be referred to Cabinet for approval as an exception to the Council's current policy. Residents on this stretch of road have been long had my support to reduce the speed limit and I am seeking Cabinet's approval to vary policy.

### **Devolution deal for Devon, Plymouth and Torbay moves a step closer**

A new deal that will transfer money and powers into the hands of local Leaders across Devon, Plymouth and Torbay, has moved a step closer with the backing of the Government's Levelling Up Minister, Dehenna Davison.

Outline approval has been given for a Devon-wide devolution deal which could bring greater local control and allow partners to tap into additional resources to help tackle key local priorities, such as affordable housing, better public transport and connectivity, and providing for the skills that the local economy needs.

The deal wouldn't require a change to the established democratic structures across the area, or the need for an elected Mayor. Instead, new powers would be devolved to a partnership of

existing local councils who would deliver on a joint programme working alongside a wide range of other local stakeholders.

Local partners across Devon have now been invited to work together to prepare a final business case to present to Government for approval later in the year.

Any final deal would require local consent with the full agreement of all the constituent councils as well as Parliamentary approval.

**Every penny of the extra £9.4m will be spent making our roads more resilient**

Every penny of the extra £9.4 million for Devon, announced in the Chancellor's budget recently, will be spent on improving our roads and making them more resilient. In addition a further £5.5bn of funding for Highways maintenance was announced on the 31<sup>st</sup> of March, most. See <https://www.gov.uk/government/news/new-street-works-regime-to-clamp-down-on-pothole-pain>

Chancellor Jeremy Hunt announced the extra cash specifically to fund vital highways maintenance.

Most of it will go towards the Local Area Capital Programmes, which will reflect local priorities identified through our elected members and Neighbourhood Highway Officers.

Using inspections and survey data, the remaining funding will be directed to preventative works to stop potholes forming in the first place.

Prolonged spells of very wet weather and freezing road temperatures this winter have been hugely detrimental to the condition of our 8,000 mile road network. To tackle it, over the past few months, we doubled the number of pothole teams, introduced weekend working and extended working hours across the network. That resulted in up to 2,200 potholes being repaired each week.

**DCC has secured additional funding to help households weather the rising costs of living, to help pay for food, energy and other essential items.**

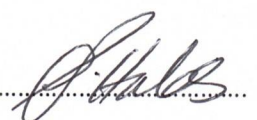
This is the fourth tranche of the government's Household Support Fund that we've been able to secure.

The latest bid amounts to a little over £10 million, to cover the period from April 2023 until March 2024. It will take Devon's total level of Household Support Funding received so far to just over £25 million.

The funding is to support households in most need that are struggling to pay for food, energy, water bills and other related essentials. And specifically, those households that may not be eligible for other support that is already available from the government.

We have to submit plans mid-May to the Department of Work and Pensions, setting out how we, with our Team Devon District and City councils and other voluntary and community partners, will make the latest funding available. Plans are expected to include:

- A funding allocation to specifically support families in receipt of Free School Meals, to provide food vouchers that can be exchanged at supermarkets to buy food during school



holidays. 20,000 children in Devon were eligible for free school meal vouchers during the last holidays

- Some funding will also go to provide financial support for food, energy and other essentials to eligible low income households with children and young people, via the County Council's Early Help service.
- Team Devon's District/City councils will plan to continue helping households that are in greatest financial need and struggling to pay for food, energy and other related essentials. They will publicise further details soon, once plans have been finalised
- Citizens Advice Devon will continue to receive funding to support households that are using pre-payment and credit meters, to help with energy costs
- working with the Sustainable Warmth project, the fund will also be used to pilot a scheme to provide minor but rapid energy efficiency improvements to the homes of eligible households
- and the Devon Community Foundation is exploring how best to deploy funds to voluntary and community organisations that support specific groups who may struggle to access the help and support they need.

The Household Support Fund is one aspect of the support that councils across the county are making available to households. For further information about the range of support available please visit <https://www.devon.gov.uk/cost-of-living/>

**New roadside posters encouraging road users to slow down for horses and their riders are being displayed in parts of Devon.**

We're supporting The British Horse Society's (BHS) "Dead Slow" road safety campaign, teaming up with the BHS, Horses & Road Safety Awareness (HRSA) and Vision Zero South West to promote the campaign in the county.

The aim is to educate motorists on how to approach and pass horses safely on the county's roads, with the posters advising drivers to reduce their speed to a maximum of 10mph and leave at least two metres space.

Since 2018, around 375 incidents involving equestrians on Devon's roads have been reported to the Police and the BHS. These collisions have left 19 horses injured and three dead, while 29 horse riders have been injured and one rider killed.

Alan Hiscox, Director of Safety at The British Horse Society, said: "Horses are still being killed and injured on our roads, riders continue to be seriously injured and too many drivers underestimate the importance of driving carefully around horses. This is detrimental to the safety of equestrians. You only have to look at the two horses who were tragically killed in the space of just two weeks at the beginning of 2023.

"Together, we can stop these tragic incidents from happening over and over again. To do this, it is essential that we all follow the Highway Code guidelines in place, which are aligned with our key Dead Slow behavioural messages. Collaborating with Devon County Council, and displaying these posters, will be a critical step towards driving greater awareness and ultimately improving the safety of all vulnerable road users."

County Cllr. Gent added that there would be a cycleway built along the railway line to Exeter which will go around the back of Lidl and across the Clyst before going on to Exeter.

*The Chairman reconvened the meeting.*

**23/122 CLYST HONITON NEIGHBOURHOOD DEVELOPMENT ORDER**

- a) The clerk had circulated the latest email exchange with Amanda Bonnick of Tozers in which she had explained what would be necessary to move forward with the preparation of an agreement between the parish council and the church commissioners for the delivery of the NDO project. It was **Agreed** that the clerk continue to engage with her to bring the costs and other requirements before the next council meeting.
- b) The clerk had written to a large number of political people in relation to them getting behind the NDO project to try to bring pressure where possible to see it through. He had received a response from Simon Jupp MP asking for more information and expressing interest and had also met with County Cllr. Gent prior to this meeting to explain the evolution of the highway issues. The clerk would write to the same group of people and explain the current position whether or not they had shown interest to date.

**23/123 ROSPA - 2023 REPORT**

Most of the report had identified there were few problems or risks with the equipment, the exception being the requirement to repair and inspect in detail a number of parts of the zipwire mechanisms. The clerk would arrange for the repair of the braking mechanism and to have the necessary parts dismantled for a more detailed inspection, at the same time.

**23/124 EXETER INN SECURITY**

There was some uncertainty about what the future of the site would be with, Cllr. Muir having been told that the building was to continue being used as a public house. The clerk would write to Heavitree Brewery to determine what was in store for the future from its point of view, to inform it that HGVs were currently using the car park and to point out that there was a real danger of travellers occupying it, which would be far from ideal.

**23/125 YELLOW-LINING**

The yellow-lining scheme had now been altered to bring it in line with the original request. Cllr. Gent had confirmed that it would be installed within the next two months which councillors were glad about.

**23/126 LAYBY**

The parish council had discussed the possibility of barriers and the clerk had investigated this and determined that the cost of supply of a steel barrier would be in the order of £800 to £1,000. This did not include installation.

**23/127 CORONATION EVENT**

The Chairman had agreed to let some people erect stalls on the day. The arrangements were gradually coming together with Cllr. Muir wanting some help to erect bunting on the Coronation Saturday, which Cllr. Wheeldon offered to do. The chairman would undertake social media advertising to encourage people to come and enjoy themselves.



It was **Agreed** that the raffle would be held with the resultant funds going to the church. The clerk pointed out that if people wished to support the church they would buy a ticket, but if not, they will not buy one. As long as it was clearly stated where the funds were going on the stall there should be no problems.

The clerk had prepared a Risk Assessment which would be refined by Cllr. Wheeldon in time for use at the event.

The payment of £150 to **OCM Events** for the provision of the PA system for the event was **Agreed**.

#### **23/128 ELECTIONS 4 MAY 2023**

The clerk explained that there would be no parish council elections on 4<sup>th</sup> May 2023 and the five currently in position would remain after the declaration date, 9<sup>th</sup> May 2023. The AGM on 17<sup>th</sup> May 2023 would require the signing of new declarations and the preparation of new Registers of Interest.

#### **23/129 DEFIBRILLATOR**

The offer of 50% of the cost of a defibrillator by Exeter Lions still stood so the requirement from DPD would just be for the remainder. Cllr. Collier had not received a response to emails from the contact there, so he would try to make contact by telephone instead.

#### **23/130 GRASS CUTTING CONTRACT**

Landscape the contractor for the last few years had entered administration and had ceased trading. The clerk had contacted companies known to do this type of work with the following like for like prices. The specification was to cut the playing field and strim around the fixtures in each 8 months:

- 1) Tony Benger Ltd quoted a price of £1,632 per annum for one cut per month.
- 2) Countrywide quoted a price of £952.32 per annum for one cut per month.
- 3) Countrywide quoted a price of £1,146.88 per annum for two cuts per month.

On a proposal by Cllr. Muir, seconded by Cllr. Wheeldon it was **Resolved** to accept the quotation by Countrywide for two cuts per month between March and October in the sum of £1,146.88. The indication is that this will be paid in twelve monthly instalments of £92.57. It is agreed that the first cut will be on 24<sup>th</sup> April 2023, with the second on 2<sup>nd</sup> May 2023 in time for the Village Picnic.

#### **23/131 CHURCHYARD GRASS**

The clerk would obtain a quotation for the cutting of the churchyard grass four times per annum.

#### **23/132 INTERNAL AUDITOR**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison it was **Resolved** to adopt the audit plan.

#### **23/133 STATEMENT OF INTERNAL CONTROL**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison it was **Resolved** to adopt this statement.



**23/134 BUSINESS RISK ASSESSMENT**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison it was **Resolved** to adopt the Business Risk Assessment.

**23/135 END OF YEAR BANK RECONCILIATION**

On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **Resolved** that the 31<sup>st</sup> March 2023 Bank Reconciliation statement be adopted.

**23/136 END OF YEAR RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**

- a) The statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 31<sup>st</sup> March 2023 was noted. The overall expenditure was around £1,600 higher than the Revised Estimate, solely due to the extra reclaimable VAT.
- b) The statement monitoring progress of the spend against available grant for the NDO/NP project showed that, after the repayment of unspent grant, the expenditure and income were equal.

**23/137 DRAFT FINAL ACCOUNTS FOR 2022/2023**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Collier it was **Resolved** that the 2022/2023 final accounts were adopted.

**23/138 DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Collier it was **Resolved** that the AGAR should be submitted to the Internal Auditor.

**23/139 RECEIPTS & PAYMENTS SCHEDULE**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was **Resolved** that the payments scheduled below should be made.

**PAYMENTS**

Payment to	Services	Amount £	Payment No.
<b>2022/2023</b>			
The Back Horse	Room Hire	18.95	DC2309
Amazon	Stationery	82.39	DC2312
Janvrin Edbrooke	NP Expenses (2 years)	260.20	2223-26
Amazon	Coronation Bunting	40.45	DC2313
ROSPA	Playground Inspection	111.00	2223-27
MNR Mowers	Equipment Servicing	335.73	2223-27
Groundworks	Grant Refund	1,783.06	2223-27
<b>2023/2024</b>			
DCB Tax Services Ltd t/a Simon A Martin	Payroll Services	108.36	2324-01
Devon Association of Local Councils	Subscription	86.51	2324-01



OCM Events	Coronation Event PA System	150.00	2324-01
RJ Martin	Salary April 2023	940.32	2324-02
HMRC	Tax Deduction & NI	228.40	2324-02
Devon County Pension Fund	Pension Contributions	321.66	2324-02
Information Commissioner	Annual Fee	35.00	DD
Exe Squared	NP/NDO Website	612.00	2324-03

**RECEIPTS**

Receipt from	Services	Amount £	Method
<b>2023/2024</b>			
East Devon District Council	Precept – Half-Year	8,250.00	BGC

**23/140 PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
None		

**23/141 DATE OF NEXT MEETING**

The **Annual Parish Meeting** will be held immediately prior to the Council meeting on Wednesday 17<sup>th</sup> May 2023, at 7pm in the Black Horse Inn function room, if available.

The **Annual Meeting of Clyst Honiton Parish Council** is on the same evening immediately following the Annual Parish Meeting.

**23/142 MEETING CLOSURE**

The meeting was closed at 9.00pm

Signed:.....

Print:.....

Date:.....

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