

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 27th July 2022 at 7.00pm held in the Church Bell Tower

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

Also Present: Janvrin Edbrooke (NP/NDO lead)

In attendance: Rob Martin, Clerk.

2 members of the general public.

MINUTES:

23/025 APOLOGIES

Apologies had been received from Cllr. Grant Harrison who was suffering from Covid-19.

County Cllr. Sara Randall Johnson had also apologised for not being present.

23/026 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest were made.

23/027 MINUTES

On a proposal by the Chairman, it was **Resolved** that the minutes of the Annual Council Meeting held on 11th May 2022 were a correct record and these minutes were signed by the Chairman.

23/028 COUNCIL REPORTS

a) The Clerk reported as follows

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

1. COVID Experience

Apologies for having to adjust the meeting date to take into account the two weeks isolation I had to undertake because suffering from Covid 19. I was back to work on 11th July 2022 and the scheduled meeting was to take place on 13th July, leaving me insufficient time to put the agenda and supporting papers together. As a result I have been able to include matters on the agenda to cover what was deemed missing last year by the Internal Auditor to make sure of better compliance next time.

2. Double Yellow Line Extension

Following representations from councillors regarding the inordinately length of the proposed extension to the double-yellow lines, I submitted an objection to the proposal on behalf of the parish council because of its negative and unnecessary effect on the available on-street parking in the village. I have heard nothing further.

3. Agenda Setting

The agenda for this meeting has been sent out earlier than usual because the need to cover many procedural items to comply with audit requirements has meant a large amount of supporting documentation. The hope is that the extra time will mean that councillors will have the opportunity to read the contents before the meeting.

4. Annual Leave

I will be on leave for the week beginning 22nd August 2022 which means that I will have taken 9 of the contracted 25 days leave entitlement I have.

5. Clerk's Appraisal

Following the last meeting's discussion on the work of the clerk, I have sent under separate cover the notes of that meeting and the completed appraisal form. This will not be discussed at the open meeting, but I look forward to any observations councillors might have by contacting me directly.

6. Meeting Frequency

As discussed during the appraisal, this agenda includes a list of meeting dates for the remainder of the administrative year including two extra meetings. The first in October 22 is to enable us to consider the budget and precept for next year properly. In addition, it allows the scope to consider looking at further policies we should have on the books. The second in April 23 is to approve the accounts and AGAR earlier so that the preparation for the Internal Audit will not be as rushed as this year. It also enables us to consider the Assets Register and Insurance Policy before having to renew for the year.

b) Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order

Janvrin Edbrooke, as the Neighbourhood Plan Lead as follows, with the parish council responses shown in *Italics*.

NEIGHBOURHOOD PLAN

1. Reg 14 Draft NP:

- A. This Plan is now being accessibility legislation checked. The NP will need to refer to the PC accessibility statement and to be in line with it. The PC accessibility statement needs to include issues that arise in the production of the Neighbourhood Plan.

Recommendation 1: For an accessibility statement to be added to the Governance and Transparency section of the website.

The Clerk indicated that there was already an Accessibility Statement on the website, but it might need to be altered to be sure of being legal.

Recommendation 2: For the Clerk and JE to prepare and include NP accessibility issues in the accessibility statement

The Clerk and Janvrin would work on this together.

Recommendation 3: For the website Neighbourhood Plan section to be subdivided to maximise accessing information and to enable the community to access the Reg 14 consultation easily.

This seemed to be sensible in order for successful consultations

- B. The policies in the Plan are being checked and the steering group will make decisions on which ones will remain in the NP. The content will also be looked at to

see if some of the material can be put in Evidence appendices to shorten the NP document.

Noted

NEIGHBOURHOOD DEVELOPMENT ORDER

In previous reports I have provided timeline for phases of the work to manage NP / NDO delivery expectations. These have slipped a month as the Ecology work deadline is now the end of July.

The viability assessment work will be triggered in August, and this is when work will be done on both the NP and NDO documents.

Once the NP documents are drafted the following technical assessments can be done at the same time:

- SEA
- HRA

Once these are received both the NP and NDO will go out to Reg 14 consultation

Recommendation 4: For Council to note.

Noted

Recommendation 5: For Council to receive and accept the Biodiversity Report for the NDO site.

It was RESOLVED that the Biodiversity Report be accepted

Recommendation 6: For council to discuss the document from Rachel Hogger. For Council to agree to pay the increased level of charges for the outstanding elements of work.

The increase in cost of this work would have to be found and the clerk was questioned about this.

The remaining Locality grant held by the parish council was £9,773, made up of £7,140 for Architects Fees, £2,600 for Rachel Hogger and £251 other balances. The sums to be covered were revised totals for Architects of £11,220 & Rachel Hogger £5,025 (this quotation) alongside £6,500 for legal costs. This means that the total expected costs are £22,745 against £9,773 grant leaving £12,792 to be financed. Janvrin would look to take some of the revised costs back to Locality to obtain further grant but this was uncertain so it is prudent to assume that the unfinanced £13,000 might need to be available from reserves. The parish council has an earmarked reserve for NP/NDO work amounting to £25,358 from which the additional cost could be taken.

It was RESOLVED that the parish council would accept the quotation for the work to be carried out by Rachel Hogger of Modicum and that the cost would be found from a mixture of the grant in hand plus the earmarked reserve set aside for this purpose.

c) Village Maintenance

CLlr. Muir listed the activities he had undertaken and these included:

- Regular weekly play area inspections
- Monthly detailed inspection of play equipment
- Continuous grass cutting at the pumping station, in front of the Duke of York and around the seating in the play area
- Cutting the playing field hedges
- Tried unsuccessfully to repair the slide on the zip wire
- Tightened the blocks on the climbing wall
- Re-tensioned the zip wire
- Cleared footpath weeds around village
- Replanted and maintained the wishing well planter

He also expressed concern about the zipwire outlined in the ROSPA report, had spoken to the clerk about the proposed cone climber (see below) and identified that new football nets were required for the goalmouths

This was Noted and Mike was thanked for his continued work.

d) Other Councillor Reports

Cllr. Collier reported on his attendance at the Exeter Airport Consultative Committee meeting on 20th July 2022. He reported that the committee had a new chairman and revised membership, involving most of the parish councils around the airport, but not Cranbrook TC. He also said that the passenger numbers were continuing to grow but were still only at an annual rate of around half of the million seen before the pandemic. They were also looking to create a website that could be cross-referenced within the parish council one to pass information to the surrounding communities.

Cllr. Wheeldon expressed concern about the DPD vans and related rubbish that is constantly building up. It was **Agreed** that he would contact whoever it took to again request that height restriction barriers be installed at the entrances to the layby.

The Chairman to declare the meeting closed

23/029 PUBLIC AND OTHER BODIES' SESSION

Devon County Council – Cllr. Sara Randall Johnson reported by email the following:

Holiday Activities Camp; Food Fund 2022

I am very pleased to say the Holiday Activities Camp; Food Programme for Summer is now published on the DCC web site, where there are 61 approved providers across Devon delivering 44000 places across Devon for children on Benefit Related Free School Meals and they all include a hot meal.

See <https://www.devon.gov.uk/educationandfamilies/family-support/haf-programme>

The aim of the scheme is to support children to eat more healthily, be more active over the school holidays and have a greater knowledge of health and nutrition as well as be more engaged with school and other local services.

The children who take part will enjoy fun and enriching activities in a safe and sociable environment and have the opportunity to develop new skills or knowledge and try out new experiences. This could include physical activities such as football, table tennis or cricket; creative activities, for example, putting on a play, junk modelling or drumming workshops or other experiences like a nature walk or visiting a farm. At least one meal per day will be included and the children will improve their knowledge and awareness of healthy eating.

The scheme aims to help families develop their understanding of nutrition and food budgeting. There is an extended criteria so 15% of the fund can be used for children outside of the FSM criteria. The fund is for children aged 5-16 across Devon and £1.8 million pounds is allocated from the DFE to deliver this project.

Fostering in Devon

Part of the services at Devon County Council operates is the County wide fostering service, which is often and quite unintentional overlooked by many people, unless they have some sort of involvement with Fostering.

DCC needs more foster carers across Devon for the 800 plus children in the Councils care. They are particularly keen to hear from people with the knowledge and skills to care for teenagers and young people with complex and challenging needs.

All foster carers receive exceptional support and training as well as competitive rates of pay. Fostering is a big commitment for any household, but we're confident that the right people will find the rewards worth it. If you think or anyone you know has the skills and compassion needed, please get in touch for an informal, in confidence chat at 0345 155 1077 or foster@devon.gov.uk

Below is an example of how Mainstream fostering works.

This is the most common form of fostering and means giving a child or young person a safe place to stay, perhaps for a night or two whilst their family are helped to resolve their problems, through to a longer-term or even permanent arrangement.

You can also be asked to offer on-going support to a family or another foster carer by looking after a child on a regular basis, say one or two weekends a month. If you have the space, you can look after brothers and sisters who would otherwise be separated.

In some cases, the child will wish to stay in touch with their birth family, you will be providing the safe and stable environment which makes this possible.

Some foster carers provide round-the-clock care, helping children with the most challenging behaviour to find a safe haven, a supportive family, and a place in society. This level of foster care comes with additional support, training and higher rates of pay. There are times when you may be asked to provide respite care. Respite care helps ease situations where a parent has a long-term illness, it can give families time to repair relationships before a permanent breakdown occurs, or it can provide support to another foster carer as required.

Post Covid Economic Recovery

The Economy looking forward For Devon the future is a potentially mixed picture, with ongoing Covid-19 impacts on the economy, rises in the cost of living and the invasion of Ukraine creating global uncertainty, particularly in energy markets.

There has, however, been some recent good news over the past two years, some of which are in the wider Exeter area 'sub region' not far from us. Below are a few highlights in a wider Devon context where the positive economic effect is likely to be felt County wide as we continue to recover.

Irish owned Exeter Aerospace taking over Flybe's aircraft maintenance facility at Exeter Airport and immediately advertising for 100 aircraft mechanics, engineers and aviation professionals.

Government infrastructure funding including £60m upgrading the A361 North Devon Link Road, improvements to the A303 route into Devon, £40m of funding reinstating passenger services on the Okehampton to Exeter line (implemented ahead of time and under budget), and £38m of funding to upgrading the A382 between the A38 and Newton Abbot.

Further £5m of development partnership funding over 3 years towards re-opening stations in Cullompton and Wellington in Somerset to help reconnect local communities and support regional growth with potential for the projects to be completed during 2025.

The sector specific Airport and Ground Operations Support Scheme (AGOSS) was extended 6 months to 31 March 2022 with Domestic Air Passenger Duty reduced from £13 to £6.50.

Exeter airport has fully restarted operations and currently expects about 500,000 passengers in 2022 compared to 1m in 2019 before the pandemic.

Mid-Devon District Council – there was no report from District Councillors

Members of the Public

Stephan Bouloux asked on behalf of the Clyst Honiton Community Association what the parish council were looking to do in terms of events, post-pandemic. The Chairman said that the parish council had not discussed this recently, but her view was that perhaps there should be an event during May 2023.

The Chairman to declare the meeting open

23/030 RECURRING MATTERS

- a) DPD & AMAZON vans update – discussed under the councillors reports item, minute number 23/028d, above.
- b) Mosshayne Sewage – this to remain on the agenda so that developments can be monitored at each meeting

23/031 PLAYING FIELD ROSPA INSPECTION REPORT

Some of the matters within the ROSPA report are summarised as:

- a) Empty the rubbish bin
- b) Remove the chain covers to inspect the chain links
- c) Cable dismantling inspection to ensure cable is not damaged (High)
- d) Cable traveller braking spring replacement
- e) Replace or repair broken slide
- f) Climber Wall grips loose

Whilst some of these will be easy to deal with, some action will be necessary to minimise risk and the clerk suggested that a professional play equipment repair company be given the ROSPA report and draw up a list with prices to deal with the problems. On a proposal by the Chairman, seconded by Cllr. Muir it was **RESOLVED** to do this.

23/032 INTERNAL AUDIT REPORT

The Internal Audit report 'Audit Observations', and the Clerk's responses to the questions are as follows:

Recommendation	Priority	Clerk's Comments
The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High	The minutes were not signed because of the remote nature of meetings at the time, although they have been formally approved.
Council to review and update its Standing Orders.	Medium	This has been addressed in the SO/FR review in July 2022
Council to review and update its Financial Regulations.	Medium	This has been addressed in the SO/FR review in July 2022
The Council to review its Financial Regulations and Bank Mandate and ensure that the Mandate in operation complies with the requirements as set out in Financial Regulations. The Council to review their Bank Mandate regularly.	Medium	Bank signatory review undertaken in July 2022

Council to ensure that Direct Debits/Standing Orders are approved in accordance with Financial Regulations. (Paragraph 6.7 of the 2019 Model Financial Regulations.)	Medium	Approved in May 2022
The Council to review its Financial Regulations and consider setting the tender limit at £25,000.	Medium	This has been addressed in the SO/FR review in July 2022
It is a requirement of the Annual Governance Statement, as well as the Annual Internal Audit Report, that the Council has undertaken a review of Risk. As no such review has been confirmed in Council Minutes the Council must record a Negative response for Assertion 4 of the Annual Governance Statement. It will also be necessary for the Internal Auditor to give a Negative Response for Internal Control Objective C on the Annual Internal Audit Report.	Non Compliance	Negative Response given. The normal schedule of ensuring this takes place will resume now that there are no lockdowns
Council to regularly review and update its insurance requirements	Medium	This will be done in retrospect because of the timing of meetings. The RFO has the responsibility for ensuring insurance is in place.
The Council to review its insurance coverage to ensure that its assets are appropriately insured. If the Council should decide not to insure particular assets this decision should be recorded in Minutes of the appropriate meeting.	Medium	Assets valued at less than the excess applicable in the insurance policy will not be insured, as there is no point in doing so.
The council to review the actual level of Petty Cash in use. If appropriate the Council should consider amending Financial Regulations to correctly reflect the value of Petty Cash actually in use.	Medium	The Financial Regulations will be reviewed in July 2022, and this will be rectified.
The Council to review the frequency of claims for petty cash reimbursement. As part of this review the Council should consider whether the value of petty cash held is higher than required by the value of payments made.	Medium	The need for this level of petty cash has been greater in previous years.

In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	This will be done for the future
---	------	----------------------------------

On a proposal by the Chairman it was **RESOLVED** to agree with the comments made by the clerk for onward transmission to the Internal Auditors.

23/033 DEFIBRILLATOR

On a proposal from Cllr. Collier it was **AGREED** that the installation of a defibrillator in Clyst Honiton was desirable. The clerk was instructed to work with Cllr. Collier to investigate the matter further, to identify the best location and to report back on which defibrillator was the best for the village. In addition, the clerk would approach the county councillors to see whether community fund grants could be released for the installation of this equipment. The other possible funding sources might be from DPD/Amazon/Lidl and possibly Exeter Lions Club who are known to support other projects of this type.

23/034 CONE CLIMBER PLAY EQUIPMENT

The clerk had produced a report on the potential installation of a Cone Climber in the Playing Field. The Chairman and Cllr. Muir had suggested this, and the report evaluated 4 quotations for this ranging from £9,334 to £10,444 in cost. Cllr. Wheeldon was not so worried about the cost of provision, although at a time when reserves are earmarked for many things including perhaps defibrillators it might be unwise, more about the ongoing maintenance costs once the equipment was installed.

It was **AGREED** that, for the time being at least, this idea would be shelved. The clerk would look at potential funding for the whole installation costs and work up a plan for ongoing maintenance costs.

23/035 STANDING ORDERS

On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the presented Standing Orders were **adopted**.

23/036 FINANCIAL REGULATIONS

On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the presented Financial Regulations were **adopted**.

23/037 BUSINESS RISK REVIEW

On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the presented Business Risk Statement was **adopted**.

23/038 ASSET REGISTER

A revised Asset Register had been circulated, alongside the Insurance schedule for the year. On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the presented July 2022 Asset Register be **adopted** and the current insurance cover was sufficient.

23/039 BANK SIGNATORIES

On a proposal by the Cllr. Collier, seconded by Cllr. Wheeldon it was **RESOLVED** that the current bank signatories of Cllrs. Hales and Harrison alongside The Clerk, Robert Martin to allow online access were reaffirmed.

23/040 REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDITOR

A review of the Internal Auditor had been circulated. On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the review be accepted and that IAC Audit & Consultancy be confirmed as the Internal Auditor for 2022/2023.

23/041 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

On a proposal by the Cllr. Wheeldon, seconded by Cllr. Collier it was **RESOLVED** that the Review of the Effectiveness of Internal Control be adopted. The council would look to ensure that Internal Control remains a priority.

23/042 BANK RECONCILIATION

On a proposal by the Chairman, it was **RESOLVED** that the Bank Reconciliation for 30th June 2022 was **adopted**.

23/043 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) The statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th June 2022 was **adopted**.
- b) The statement monitoring progress of the spend against available grant for the NDO/NP project was **noted**.

23/044 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by the Chairman, seconded by Cllr. Wheeldon it was **RESOLVED** that the following payments were **approved**.

PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
Community First Trading	Insurance Premium	698.07	2223-06
IAC Audit & Consultancy	2021/22 Internal Audit	219.46	2223-07
Plandscape	Grass Cutting Apr/May 2022	194.60	2223-07
MNR Mowers	Fuel for Equipment	46.01	2223-07
Vodafone	Mobile Phone July 2022	10.62	DD
Zoom	Access July 2022	14.39	Card
RJ Martin	Travel Expenses	60.00	2223-08
RJ Martin	Clerk's Salary July 2022	874.41	2223-09
DCC Pension Fund	Pension Contributions	298.54	2223-09
HMRC	Tax Deduction	267.03	2223-09
Vodafone	Mobile Phone August 2022	10.62	DD
Zoom	Access August 2022	14.39	Card

RJ Martin	Clerk's Salary August 2022	874.41	2223-10
DCC Pension Fund	Pension Contributions	298.54	2223-10
HMRC	Tax Deduction	267.03	2223-10
ROSPA Play Safety	Playing Field Inspection	324.00	2223-11
Simon A Martin t/a The Payroll Bureau	Payroll	21.96	2223-11
Exe Squared	Website Hosting	144.00	2223-11

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
East Devon District Council	Support Grant	9,000.00	BACS

Payment items in **bold** will be made following the meeting.

23/044 PLANNING APPLICATIONS

The following Planning Applications were considered and the resultant decisions are shown in **bold**..

Reference	Location	Proposal
22/0914/LDO	Land Off Long Lane Clyst Honiton	Local Development Order to permit up to 26,000sqm floor space for employment generating uses and ancillary, along with associated site infrastructure, earth works, access and landscaping Decision: this had been presented to the parish council in March 2022 and the conclusions at that time were that this proposal was backed by a Local Plan allocation, but the parish council believed that there had not been enough consideration to walking or cycling to work here when there was an opportunity to link it with the Cranbrook developments with footpaths. The clerk would reiterate this idea in a response.
22/0942/RES	The Old School Clyst Honiton Exeter EX5 2LZ	Reserved matters application pursuant to Outline application (21/1125/OUT) for the erection of a two storey 4-bed detached dwelling (all matters to be considered) Decision: this application had already been determined by MDDC as granting a Reserved Matters approval. Janvrin believed that the potential design of the property being put forward was poor and did not fit in with the community's expectations. The proposal was a high two-storey building that too modern looking

		which did not fit in with the properties on either side of it. Janvrin would come up with a form of words relating to the draft Neighbourhood Plan policies at play here which she would pass to the clerk to submit on behalf of the parish council.
22/0975/MFUL	Land Adjacent Old Tithebarn Lane Clyst Honiton	Construction of four commercial, business and service units (Class E) and nine detached dwellings with associated access, parking and infrastructure Decision: this development was in Broadclyst so the parish council position would be to support the adjoining council's line for it.
22/1122/ADV	Land Adjacent to DPD Spitfire Avenue Clyst Honiton Exeter EX5 2BD	Installation of 4 x non-illuminated built up signs to the east, west, north and south elevations. Decision: No comment

23/045 DATE OF NEXT MEETINGS

- a) The next scheduled meeting of Clyst Honiton Parish Council is on Wednesday 14th September 2022, at 7pm at St Michaels Church Bell Tower.
- b) The clerk would draw up a revised schedule of meetings dates, including two additional meetings on 19th October 2022 and 19th April 2023 on the basis that they would only take place if there was sufficient business to justify them.

23/046 MEETING CLOSURE

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST
