

Clyst Honiton Parish Council



**The Annual Parish Council Meeting of Clyst Honiton Parish Council on Wednesday 14th May 2025 at 7.10pm
held in the Black Horse Inn Meeting Room**

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

Also Present: Chris Jenkins (Prospective Co-optee)

In attendance: Rob Martin, Clerk.

5 members of the general public including representatives for the School House planning proposals.

MINUTES

26/01 APPOINTMENT OF CHAIRMAN

On a proposal by Cllr. Muir, seconded by Cllr. Collier, it was **Resolved** to appoint Cllr. Wheeldon as Chairman for the coming year.

26/02 APPOINTMENT OF VICE CHAIRMAN

On a proposal by Cllr. Muir, seconded by Cllr. Collier, it was **Resolved** to appoint Cllr. Harrison as Vice-Chairman for the coming year.

26/03 COOPTION OF COUNCILLOR

Chris Jenkins was invited to introduce himself to councillors and to outline what he thought he would bring to the work of the parish council.

On a proposal by Cllr. Muir, seconded by Cllr. Harrison, it was **Resolved** to co-opt Chris Jenkins as a Clyst Honiton Parish councillor. The declaration of acceptance was signed and witnessed, and Chris Jenkins took part in the remainder of the meeting.

26/04 APOLOGIES

There were no parish council apologies for absence.

Apologies had been received from District Cllrs. Rylance and Fernley who had to attend the District Council Annual Meeting. County Cllr. Randall Johnson had also apologised for not being present.

The new Reform DCC councillor had not been notified of the meeting.

26/05 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest.

The Chairman declared the meeting out of session

**26/06 PUBLIC AND OTHER BODIES' SESSION
Devon County Council**

There were no County Councillors present.

East Devon District Council

There were no District Councillors present.

Members of the Public

Questions were asked about move of the barriers on the village road for the Home Farm development with concerns that it meant that the parking restriction part of the TRO applied for the whole length to Pound Corner. It was explained that it was only effective from the roundabout to the turning point of the development and this would be confirmed by contacting highways Traffic Management team.

A question was asked about why the zipwire had been removed and when a replacement was to be installed. The response was that this was being actively looked at.

Concerns were expressed about the condition of the Layby and what could be done about the rubbish that was dumped there and repairing the surfacing which was dangerous.

Two of the public had spent time clearing the rubbish and making the layby tidy and presented ideas for more permanent work to improve the look of the surroundings and attempt to dissuade people from dropping rubbish. One suggestion was to install blank CCTV units and warning signs to try to persuade people to take their rubbish with them.

The conclusions were that

- Amazon would be approached to see whether it would fund the camera/sign installation
- Devon Highways would be contacted regarding the management of the layby, officially still part of the highway network to get improvements on the basis that the whole landscape of the area had changed.

In addition, the residents would continue to do what they could to improve matters, keeping in touch with the parish council through the official contact email: clerk@clystthoniton.org.uk

The Chairman declared the meeting back in session

26/07 MINUTES

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to approve and sign as a correct record the minutes of the Parish Council meeting held on 9th April 2025.

26/08 SIGNATORIES

On a proposal by Cllr. Harrison, seconded by Cllr. Collier, it was **Resolved** to add Cllr. Wheeldon as a signatory, in addition to Cllrs. Collier and Harrison alongside the clerk.

26/09 REVIEW OF STANDING ORDERS

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was **Resolved** to adopt the revised Standing Orders, updated for the latest Model document.

26/10 REVIEW OF FINANCIAL REGULATIONS

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was **Resolved** to adopt the revised Financial Regulations, updated for the latest Model document.

26/11 STATEMENT OF INTERNAL CONTROL 2024/2025

On a proposal by Cllr. Wheeldon, seconded by Cllr. Collier it was **Resolved** to adopt the Statement of Internal Control 2024/2025.

26/12 RECEIPT OF AGENDAS AND MINUTES ONLINE

On a proposal by Cllr. Harrison, seconded by Cllr. Collier, seconded by Cllr. Harrison, it was **Resolved** to continue to send the agendas and minutes online rather than by post.

26/13 REPRESENTATIVES ON OUTSIDE BODIES

It was agreed that the following representatives would attend on behalf of the parish council: -

- a) Exeter Airport Consultative Committee – Cllr. Collier
- b) Hill Barton Consultative Committee – Cllr. Jenkins

26/14 BUSINESS RISK ASSESSMENT

On a proposal by Cllr. Wheeldon, seconded by Cllr. Collier, it was **Resolved** to adopt the Business Risk Assessment 2025/2026.

26/15 ASSET REGISTER & INSURANCE

The asset register had been circulated unchanged, and the insurance cover and premium were still within a 3-year Long Term agreement. It was agreed that a revised Asset Register, which would include item such as the Memorial Garden but exclude the Zipwire, which has now been removed and various small tools which were not significant.

On a proposal by the chairman, seconded by Cllr. it was **Resolved** that the revised Asset Register would be circulated for the August 2025 meeting and the insurance premium be paid as it was invoiced at £605.06 effective from 1st June 2025.

26/16 2024/2025 INTERNAL AUDIT REPORT

The Internal Audit Report for 2024/2025 from Mulberry LAS Ltd had been received and circulated. There were no matters of concern detailed in the report and, on a proposal by the chairman, seconded by Cllr Jenkins it was **Resolved** to adopt the report.

The chairman thanked the clerk for keeping the accounts in good order.

26/17 2024/2025 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)**a) Annual Governance Statement**

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to approve the statement in section 1 of the AGAR for 2024/20245

b) Accounting Statements

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to approve the accounting statements in section 2 of the AGAR for 2024/2025

c) Electors' Rights

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to approve the declaration of Electors' Rights for the 2024/2025 AGAR and Accounts.

Power Used Accounts & Audit Regulations 2015	Risks Assessed Non-compliance – audit charge if not submitted in time.
Resulting Tasks & Owner Clerk – to submit accordingly	Deadline for Action 30 June 2025
Financial Implications £210 audit fee	Equalities Impact None

26/18

COUNCIL REPORTS**a) Clerk's Report**

The clerk's report was circulated, as follows: -

1. List of Outstanding Matters

The list has been updated, and councillors are asked to look at the detail and inform the clerk of any changes or to request a Word version to edit further. This is to be working document and will form the basis of a monitor of work outstanding.

2. 2024/2025 Accounts

The Scribe system was brought up to date at the year-end and the results are the papers I have attached to the agenda for the May 2025 meeting. Following the end of the year, the 2024/2025 accounts had to be closed down and a new 2025/2026 year opened. This has now been brought up to date until the end of April 2025, with the new year's budgets also input. The process was relatively easy to do and would be OK for someone less experienced than me.

3. Internal Audit

The Internal Audit report has not yet been received and I have a zoom meeting with the auditor booked for Friday 9th May 2025 and hopefully I will get the report following that in time for next week. The only thing in question is whether not having reviewed the Standing Orders in the financial year means I have to move one of the ticks on the Section 1 part of the AGAR.

4. Possible Co-option

Chris Jenkins has indicated that he would like to be considered as a councillor. The deadline beyond which we can co-opt is 12th April and our meeting is the 14th, so if you want to co-opt him, we can do it at the earliest opportunity possible. He has shown enthusiasm and will be coming to the meeting.

b) Village Maintenance

Cllr. Muir reported on village maintenance activities undertaken since the last meeting, as follows: -

- Weekly visual inspections of play equipment
- Extra screws have been fitted to the slide
- Two trees cut down and removed
- Smaller branches removed by himself and Cllr. Wheeldon
- Path on exit of village, overgrowth removed by two residents
- Grass cutting in front of the Duke of York car park, bus stop opposite the Exeter Inn, the wishing well area, the entrance to village from Exeter, at the bottom of St Michaels Hill, outside of storage containers, around the pumping station
- Both boats and two planters now filled with 260 summer plants, 150 of which were donated by residents
- Sue Hales donated two planters, now situated in the field and ready for planting
- Cleared weed from paths and road verges at the lower end of the village

Resulting from this summary there was a need to install a rope across the gap which would be undertaken by Cllrs. Wheeldon and Muir. The platform needs replacing, and costed alternatives are needed with risks and possible outcomes understood.

Cllr. Muir requested that the clerk order replacement D-Shackles

Power Used Open Spaces Act 1906	Risks Assessed Village becoming unkempt and overgrown with no planting
Resulting Tasks & Owner Cllr. Muir – continue inspections and maintenance of village.	Deadline for Action 10 June 2025
Financial Implications None	Equalities Impact LPC has responsibility to all of the community, including those who are less able

c) Other Councillor Reports

Cllr. Collier reported on the Airport Consultative Committee with a new KLM service to Amsterdam having started and the Post Office flights having ceased. The aircraft maintenance team had now tripled in size in four years and was employing 46 apprentices.

Cllr. Wheeldon had exchanged emails with Henry Massey at ExeSquared resulting in the company concluding it was no longer interested in providing Clyst Honiton Parish Council with its website requirements. Prices for alternative provision of a website and emails would be obtained before the next meeting.

Cllr. Harrison was concerned about the noise level apparently from the Lidl site, which was agreed as unacceptable by all councillors.

Cllr. Jenkins undertook to contact MDDC Environmental Health Department to see if something could be done about this.

26/19

RECURRING PAYMENTS

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to agree that the following recurring payments can continue to be made for the coming year:

Payee	Services	Frequency	Amount £	Payment No.
Information Commissioners Office	Subscription	Annually	47.00	DD
Simon A Martin	Payroll Services	Monthly	8.00	DD
Adobe	Professional Upgrade	Monthly	19.97	DD
DCC Pension Fund	Retainer	Monthly	7.77	SO
Lloyds Bank Ltd	Service Charges	Monthly	4.25	DD

26/20 VILLAGE FETE & USE OF PLAYING FIELD

- a) The chairman had expressed concern that a village event was being suggested on the playing field, but the parish council was not being involved in its organisation and not being consulted. There had been the experience of last year where the event had taken place but those organising it had been late in arriving and putting up the stalls had been overseen by Cllr. Muir. The amount of work involved in organising and setting up a public event was substantial, and the parish council is not resourced to undertake this. The chairman would contact Megan and say that she should come to the next meeting before making arrangements for an event.
- b) There was a need to lay down rules about any organised public event on the playing field starting with appropriate consultation with the parish council before advertisements are produced and displayed.
- The clerk would draft a policy for public events on the field.

Power Used Open Spaces Act 1906	Risks Assessed Playing Field use putting residents at risk Potential Insurance risk for LPC
Resulting Tasks & Owner Cllr. Wheeldon to contact Megan Clerk to draft playing field use policy	Deadline for Action 10 June 2025
Financial Implications None	Equalities Impact LPC has responsibility to all of the community, including those who are less able

26/21 COUNCILLOR MEETING

It was agreed that there would be a meeting of councillors to induct the new councillor and discuss strategy immediately before the next parish council meeting on 11 June 2025. The start of the council meeting would be delayed until 8pm, as a result.

26/22 COMMUNITY ENGAGEMENT

It was intended to consider how appropriate community engagement is to be achieved for the future. This matter was deferred to a future meeting.

26/23 VOLUNTEERS

A volunteering policy would be drafted by the clerk, including paperwork for every volunteer.

26/24 HIGHWAYS

The chairman outlined the message from the community highways officer regarding St Michael's Hill which was that there was no money and that the chance of getting the work done was very small.

Cllr. Wheeldon to contact County Councillor Nat Vanstone of Reform to encourage him to challenge the policies currently in place so that finance for this job could be released.

Power Used Highways Act 1980	Risks Assessed Damage to vehicles and personal injuries if not repaired soon
Resulting Tasks & Owner Cllr. Wheeldon to contact Cllr. Vanstone	Deadline for Action Ongoing until the job is completed.
Financial Implications None	Equalities Impact DCC has responsibility to all of the community, including those who are less able

26/25 NEIGHBOURHOOD DEVELOPMENT ORDER

No further update on work being done by the Church Commissioners on the market testing for the NDO site had been received. It is assumed that the brochure had been produced and sent to potential developers, even though the parish council had requested sight of it before this was done. The church Commissioners would be contacted once again for an update.

Power Used Localism Act 2011, Schedule 9	Risks Assessed Failure to progress NDO No Community Hall provided
Resulting Tasks & Owner Clerk – to continue communication	Deadline for Action 14 May 2025
Financial Implications Budget in NDO Reserve	Equalities Impact Lack of provision of suitable meeting place

26/26 2025/2026 BANK RECONCILIATION & PAYMENTS BUDGET REPORT

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to adopt the financial reports for the period to 30th April 2025.

26/27 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Wheeldon, seconded by Cllr. Collier 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	Month or Reference	Amount £	Payment No.
2025/2026				
RJ Martin	Salary	May 2025	838.28	2526-04
HMRC	Tax Deduction	May 2025	238.73	2526-04

HMRC	NI	May 2025	91.00	2526-04
DCC Pensions	Retainer Payment	May 2025	7.77	DD
Countrywide GM	Grass Cutting	April 2025	122.10	2526-05
Simon A Martin	Payroll	May 2025	8.00	DD
Adobe	Adobe Professional	May 2025	19.97	Card
Lloyds Bank	Service Charges	May 2025	4.25	DD
Mulberry LAS Ltd	Internal Audit	2024/25	175.50	2526-06
Community Trading Services Ltd	Insurance Premium	2025/26	602.06	2526-06

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
None			
Power Used Local Government Act 1972, Section 151		Risks Assessed Making incorrect payments	
Resulting Tasks & Owner Clerk – apply appropriate Internal Control		Deadline for Action Ongoing	
Financial Implications Bank Balances £57,000		Equalities Impact None	

26/28**PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
25/0941/FUL	Wroford Manor Clyst Honiton Devon EX5 2HP	Erection of roofing over existing yard Decision: No Objection
Power Used Town & Country Planning Act 1990; Localism Act 2011		Risks Assessed None
Resulting Tasks & Owner Clerk – notify EDDC		Deadline for Action 3 weeks from notification date
Financial Implications None		Equalities Impact None

26/29**DATE OF NEXT MEETING**

The next scheduled meeting is on **Wednesday 11th June 2025** in the Black Horse Inn starting at 8.00pm.

26/30**PARISH COUNCIL MEETING CLOSURE**

The meeting was closed at 9.30pm

Signed:.....

Date:.....