

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Thursday 8th July 2021 at 7.00pm held in the Bell Tower

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

Also Present: Janvrin Edbrooke – NP/NDO Lead; Stephan Bouloux and David Montgomery – Clyst Honiton Community Association

In attendance: Rob Martin, Clerk.

No members of the general public.

MINUTES:

22/015 APOLOGIES

Apologies had been received from Cllr. Harrison.

22/016 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

22/017 MINUTES

On a proposal by Cllr. Collier, seconded by Cllr. Muir, the minutes of the Annual Parish Council meeting held on 25th May 2021 were unanimously **Agreed** as a correct record.

22/018 COUNCIL REPORTS

a) Clerk's Report

The Clerk's circulated report was **noted**. In addition, he reported that:

- The Annual Governance and Accountability Return had been sent to PKF Littlejohn and its receipt acknowledged.
- He had circulated the Rural Housing Alliance leaflet entitled 'Rural Councillors' Guide to Rural Affordable Housing' and recommended it as a good guide should councillors want to consider this.
- The planning application for a dwelling on the Old School House site had just been refused permission.
- He had received emails on the subject of Queen Elizabeth II Platinum Jubilee in June 2022, and would put this on the agenda for the next Parish Council.

b) NDO/NP Lead Report

The following report from Janvrin Edbrooke was presented:

NEIGHBOURHOOD PLAN

1. **Reg 14 Draft NP:**

- a) **NE 3 Clyst Valley Park:** This draft is to go to SB EDDC officer
- b) **Next Steering Group meeting:** Date to be decided
Start work on the design of the Flyer and the online Consultation Form.
To consider printing hard copy versions & get quotes.
Reg 14 online consultation and analysis options (e.g. Website, Survey Monkey)
- c) **Basic Conditions Statement (Modicum Planning)** This 54 paged draft document is excellent and provides a comprehensive feedback on the Plan. 2 Key findings are reported, which will help us in getting the Plan ready for Reg 14 consultation. Policy amendments are highlighted within the document. Tables are provided that evidence the NP in relation to:
 - a. National policies.
 - b. EDDC local Plan
 - c. Sustainable development
 - d. EU law

This is a very good document and will help with Reg 14 consultation material For example the table in 2.11 explains what each policy does in plain language. The Chapter 4 shows how the Plan supports the economy, social and environmental aspects of the Plan area and its community Table 4.1.

The Draft document is attached.

Recommendation 1. For council to note the three items above.

Decision: Noted

NEIGHBOURHOOD DEVELOPMENT ORDER

The NDO will be reported in a separate section to provide clarity between the NP and NDO

1. **Church Commissioners:** The CC made contact in June to say that their contract with Deloitte has now finished and Jenny from Lichfields will be taking over the day-to-day running of this project on behalf of CC. Jenny has been advising CC on planning for many years and worked on the Exeter Gateway project so has a good knowledge of the area and also the S106, which affects the land adjacent to Lidl. Jenny also has a good relationship with East Devon, in particular Simon Bates. A meeting is being set up for the end of July.
2. **Traffic survey:** there are fixtures on the London Road and cameras at the traffic light junction on the Bypass. The Traffic report is due end of July and this will determine access for the bypass site and will determine the road layout for the Bypass site.
3. **Ecology Surveys are ongoing:** There will be a mid-term report that will go to the Architect at the end of July. This will highlight where habitats are on site. Two dormice nests have been found as well as reptiles so there will be the need for mitigation for these in relation to
 - i) the layout of the site
 - ii) landscaping and planting requirements for the site and
 - iii) a need for offsite mitigation as well.

4. NDO Assessment Update

ASSESSMENTS (Tbc in blue)	UPDATES
Transport Assessment PellFreishmann CC)	Green section: to be noted Blue section: ongoing
Strategic Environmental Assessment SEA (AECOM)	Completed. Report concluded no recommendations. Sent to AECOM to see if the SEA document needs to be updated.

Habitats Regulation Assessment (HRA) AECOM	This is being carried out by AECOM and the work has begun. It will not be completed until the NDO document is finalised.
Ecology Survey Reid Burton	Ecology work has commenced.

Recommendation 2. For Council to note.

Decision: Noted

5. NDO Work by June 31st

- A. Community Hub building floor plans and outdoor plans completed. (RM Update on this)
- B. A Draft NDO master plan.
- C. A Draft NDO document.
- D. Ecology work part completed surveys will continue until September.
- E. Transport Report completed

Recommendation 4: For Council to note that it is hoped that A – E above will be achieved by July 31st subject to unanticipated delays.

Decision: Noted

Timelines: Still unchanged.

Sept – Nov Reg 14

Recommendation 8: For Council to note grant and timelines.

Decision: Noted

c) Village Maintenance Report

Cllr. Mike Muir read a report on the work he had done since the last meeting, the contents of which were as follows:

- Regular weekly checks had been done on the play equipment.
- A framed picture of wartime pilots on the airfield had been affixed to the side of the shed, adjoining the Memorial Garden.
- The grass around the Memorial Planter was being cut frequently.
- He had tightened up the swings and ensure all connections are tight.
- Grass cutting at various locations.
- The parish field hedge had been cut twice and the undergrowth beneath it had been cleared.
- The new planters for the village were due to be delivered in early August which was good because one of the existing had virtually collapsed.
- The mower would be going in for maintenance.
- Cllr. Wheeldon had planted the Memorial Garden

d) Other Councillor Reports

Clyst Chatter

East Devon Local Plan

Cllr. Collier – Airport Consultative Committee Meeting will be going to the next meeting and there will be new security arrangements for that. A tour of the facilities is planned for that meeting. Small aircraft are not sticking to flight paths and coming over too low. Aer Lingus planes are flying very low.

The Chairman then closed the meeting to allow the District & County Councillors and members of

the public to report on their issues.

22/019 PUBLIC AND OTHER BODIES' SESSION

East Devon District Council

No councillors present

Devon County Council

No councillors present

Public Questions

The highway surface at the junction of junction of St Michaels Hill and St Michaels Close is still very dangerous and David Montgomery reported that he had fallen off his bicycle. This is a job that was promised would be done for some years. The Chairman explained that this had been discussed with Helen Selby of DCC Highways. The matter should be reported on the DCC website and the Clerk would take the matter up directly with Helen Selby and try to ensure that this is included in any project to be done and ask when it was going to take place.

Stephan Bouloux reminded Council that we were going to have a fete. The Chairman said that the Council would look at the possibility for next year in November 2021.

Janvrin Edbrooke reported that Holbrooke residents would like the East Devon Local Plan as a regular item on the parish council agenda as they are concerned about the rural land in the parish becoming development land. Clerk to produce report on progress to date of the East Devon Plan for inclusion next time.

The editor of The Clyst Chatter is retiring from doing the job and the Chairman had advertised the role, without any success. The Chatter is a quarterly production and it is needed as a document rather than just online because there are a number of residents without access to computers. Cllr. Wheeldon offered to take on the role of editor of the Chatter. When produced the Chatter should be delivered to all parts of the parish, including Tresbeare which has often been missed before.

The Chairman then reopened the meeting.

22/020 COMMUNITY FACILITY

The Clerk had circulated the plans he had received from AK Architects earlier that day. These plans had taken on board the idea that there should be a mezzanine floor above the office spaces. Councillors were delighted with the plans that delivered exactly what they hoped for.

The Council accepts that this is a statement of its aspiration for the community facility, but accepts that the viability of the overall project might require the facility to be less ambitious.

22/021 DPD & AMAZON VANS UPDATE

Amazon have appointed Charlotte Hoffman to deal with community issues relating to the company and the Chairman would like to meet her in the village, to show her how the parking of vans in and around the village was affecting residents. Similarly, an offer by the DPD's Trevor Berry to conduct a drive-around would also be fruitful.

The Clerk suggested that putting height barriers at the entrances/exits of the layby would put a stop to vehicles such as HGVs and transits from getting in. It was agreed that, if it was possible, this would be a good idea.

22/022 MOSSHAYNE SEWAGE

The Chairman wanted the council to consider this item regularly, as it concerns her greatly. It was agreed that the increase over the planned development levels for Cranbrook and other local sites were above and beyond those expected when the Clyst Honiton pumping station was installed making potential raw sewage overflows into the River Clyst more likely.

The Environment Agency, in their response to the previous emails had stressed the need to use link on its website to report pollution of the River Clyst, each and every time it is witnessed. Without that, officers are unable to take any action over the matter.

22/023 HIGHWAYS MEETING

The Clerk had circulated draft notes of the meeting with Helen Selby and others in the village. Helen had stressed that she could only commission work on the existing infrastructure, and not for improvements. The councillors believed however that she should see the other highway matters being discussed by the parish council to get them on the radar.

All agreed that the entrance to Ship Lane was the biggest biggest priority, with Helen saying that one solution would be to paint 'Courtesy' white lines along the road opposite the entrance.

Councillors were unsure whether the surface dressing being offered by DCC would include the problem at St Michaels Hill or whether it would just be for the main road. The Clerk suggested investigating whether accessing the County's Road Warden or Community Action Schemes would be of benefit to get some maintenance work, such as more frequent hedge cutting done. As the finance would not be forthcoming from the Highways budgets, the question of raising grants for the work was discussed, potentially by accessing the DCC grant sourcing part of its website.

The Clerk would write to Helen Selby, precisising the notes to the meeting and asking questions about its contents. In this response he would cover the matter of signage, see minute 22/024 below; the potential height barrier, see minute 22/021 above, alongside the other matters discussed.

22/024 ROAD SIGNAGE

- a) No HGV signs
- b) No overnight parking
- c) Caution, Children Playing signs

The Clerk would investigate the provision of the signs in a) to c) above and ask what exactly the £300 likely cost would include. Was installation included, and if so, by whom, do the Parish Council have to order from a particular contractor and was this done directly, or through the County Council?

22/025 BANK RECONCILIATION

The 30th June 2021 Bank Reconciliation statement was **Noted**.

22/026 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 30th June 2021 was **Noted**.
- b) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

22/027 RECEIPTS & PAYMENT SCHEDULE

The payment of the invoices on the schedule below was **Verified** for the period since the last meeting:

PAYMENTS

Payee	Services	Amount £	Payment No.
2021/2022			
RJ Martin	Salary June 2021	852.19	212206
DCC Pension Scheme	Pension Contrib.	293.47	212206
HMRC	Tax/NI	258.77	212206
Community First	Insurance Premium	698.08	212205
Andrew Kirby	Architects Fees	1,836.00	212207
WoodBlocx	Wooden Planters	849.11	DC2201
RJ Martin	Salary July 2021	851.99	212208
DCC Pension Scheme	Pension Contrib.	293.47	212208
HMRC	Tax/NI	258.97	212208
Burton Reid Associates	Environmental Surveys	5,362.76	212209
Plandscape	Grass Cutting (April/May 21)	185.32	212209
Clyst Honiton PCC	Room Hire	30.00	CQ 127

RECEIPTS

Payee	Services	Amount £	Payment No.
2021/2022			
HMRC	VAT Refund	1,443.87	BGC
EDDC	Salary Support Grant	9,000.00	BGC

Items in **bold** were made following the meeting.

22/028 PLANNING APPLICATIONS

The following Planning Application decisions and comments were unanimously **AGREED**:

Reference	Location	Proposal
21/1320/FUL	Van Guard Accessories Ltd Fair Oak Close Exeter Airport Clyst Honiton Exeter EX5 2UL	Installation of aluminium framed building Decision: No Objection
21/1151/FUL	Unit H Mushroom Road Hill Barton Business Park Clyst St Mary Exeter EX5 1SB	Extension to the rear of existing commercial warehouse with one new side shutter door and one new rear personnel door Decision: No Objection
21/1102/FUL	Heavers Brothers Ltd	Retrospective installation of self-contained chiller unit, with galvanized steel enclosure

	Unit 19 Exeter Airport Business Park Clyst Honiton Exeter EX5 2LJ	Decision: No Objection
21/1100/ADV	Greencore Food Togo Exeter Airport Business Park Clyst Honiton Exeter EX5 2LJ	1no. externally illuminated fascia sign and 2no. non-illuminated projecting signs Decision: In support, providing the lighting is at a low level.

22/029 DATE OF NEXT MEETING

The next scheduled parish council meeting is 9th September 2021 at 7pm in the Bell Tower.

The earlier date of Thursday 5th August 2021 was earmarked for an interim meeting, either formal or informal, should it be needed (the Clerk was not available for the 2nd Thursday in August, so it was set a week early)

22/030 MEETING CLOSURE

The meeting closed at 9.20pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST