

## Clyst Honiton Parish Council Meeting 10<sup>th</sup> November 2020

### To: all Members of Clyst Honiton Parish Council

For information: County and District Ward Members, press and public

Issue date: Tuesday 3<sup>rd</sup> November 2020

*The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.*

You are hereby summoned to attend the meeting of **Clyst Honiton Parish Council** on **Tuesday 10<sup>th</sup> November 2020 at 7.00pm**, to be conducted remotely using Zoom, for the purpose of transacting the business on the following agenda.

*Rob Martin*

**Clerk to Clyst Honiton Parish Council**

## Clyst Honiton Parish Council Meeting 10<sup>th</sup> November 2020

### AGENDA

#### 21/094 APOLOGIES

##### To receive apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

#### 21/095 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

##### To receive declarations of interest in items on the agenda

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

#### 21/096 MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 13<sup>th</sup> October 2020.

#### 21/097 COUNCIL REPORTS

- a) **To receive the Clerk's Report & consider the Action List progress attached.**
- b) **Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order** – to receive a written report from the Neighbourhood Plan lead on progress since the last meeting and to consider recommendations contained therein.
- c) **Village Maintenance** – to receive a report from Councillor Muir on the village maintenance activities undertaken since the last meeting.

*The Chairman to declare the meeting closed*

#### 21/098 PUBLIC AND OTHER BODIES' SESSION

To allow questions for District and County Councillors and to take any questions from members of the public.

Any reports previously received from County and District Councillors will be assumed to have been read.

*The Chairman to declare the meeting open*

#### 21/099 RISK REVIEW 2020/21

To consider the attached Assessment of risk for Parish Council business.

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### 21/100 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

To consider the attached report from the Clerk on the effectiveness of Internal Audit and the reappointment of Melanie Bickell for the current year.

### 21/101 BUDGET & PRECEPT 2021/2022

To consider the attached report and analysis on the budget for the 2021/22 financial year and the potential effect on the precept requirement.

### 21/102 EXTERNAL AUDIT REPORT

The attached report from PKF Littlejohn for 2019/2020 should be adopted and reported on by the Clerk.

### 21/103 BANK RECONCILIATION

To approve the 31<sup>st</sup> October 2020 Bank Reconciliation statement.

### 21/104 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 31<sup>st</sup> October 2020.
- b) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project.

### 21/105 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

#### PAYMENTS

Payment to	Services	Amount £	Payment No.
<b>2020/2021</b>			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	14.39	DC2107
<b>MNR Mowers</b>	<b>Mower Repair</b>	<b>198.12</b>	
<b>PKF Littlejohn</b>	<b>External Audit</b>	<b>360.00</b>	
<b>RJ Martin</b>	<b>Salary November 2020</b>	<b>851.99</b>	
<b>DCC Pension Scheme</b>	<b>Pension Contrib.</b>	<b>293.47</b>	
<b>HMRC</b>	<b>Tax/NI</b>	<b>259.66</b>	

#### RECEIPTS

Receipt from	Services	Amount £	Method
<b>2020/2021</b>			
Adam Harding (Amazon Fundraising)	Memorial Garden Donation	502.49	FPI

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In addition, payments will be made for invoices received since the agenda was set.

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

### 21/106 **PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
19/0620/MOUT	Cranbrook Expansion Zone, West Large Site, Station Road, Broadclyst	Outline planning application with all matters reserved except access for the expansion of Cranbrook comprising up to 850 residential dwellings, C2 residential institutions, primary school, mixed use area including A1, A2, A3, A4, A5, B1 business use (such uses in Classes A1-5 and B1 to comprise up to 1,500 sq metres), community uses, (including D1 non residential institutions and D2 assembly and leisure), sport and recreation facilities and childrens play green infrastructure /(including open space and SANG), access, landscaping, allotments, engineering (including ground modelling and drainage) works, demolition, associated infrastructure and car parking for all uses.

### 21/107 **DATE OF NEXT MEETING**

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 8<sup>th</sup> December 2020, at 7pm.

### 21/108 **MEETING CLOSURE**