



Clyst Honiton Parish Council

To: all Members of Clyst Honiton Parish Council

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

Issue date: Tuesday 5th May 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 12th May 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

AGENDA

21/001 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.

21/002 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.

21/003 MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 10th March 2020.

21/004 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 written reports from the Neighbourhood Plan lead on progress since the last meeting and to consider recommendations contained therein.

21/005 MEMORIAL BENCH & PLANTER

To consider the attached report and decide whether to proceed with the purchase of a bench and/or planter.

21/006 HOUSING NEEDS SURVEY

The Housing Needs survey identified 3 Clyst Honiton households needing affordable homes within the next 5 years. This is a snapshot of the current position, as it also identified a further 4 households who have been assumed to be outside of the criteria, which have not yet been set, for allocation. Council needs to decide what conclusion it draws from the report in order to be part of the specification for the bypass site NDO.

21/007 INTERNAL AUDIT

Having relied on the fact that it was agreed to have the Parish Council Internal Audit carried out by Lyn Hargood, the Clerk has now discovered that she is no longer able to undertake the work. From the SLCC local branch the name of Mel Bickell has been recommended and contact has been made. The Clerk will endeavour to agree a time and methodology with Mel for the Internal Audit to take place and agreement is sought for this course of action.

21/008 2019/2020 FINAL ACCOUNTS

To receive, approve and sign the attached Draft Final Accounts for the year ended 31st March 2020.

21/009 2019/2020 ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR)

To receive the AGAR for 2019/2020 and to approve:-

- a) Section 1 – Annual Governance Statement – 2019-2020
- b) Section 2 – Accounting Statements 2019-2020

21/010 BANK RECONCILIATION

To approve the 30 April 2020 Bank Reconciliation statement.

21/011 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) To receive the attached report of the Receipts and Payments from 1st April 2019 to 31st March 2020 compared to budget, both in total and also separately analysed by function.
- b) To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th April 2020.
- c) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project.

21/012 PAYMENT SCHEDULE

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

Payee	Services	Amount £	Payment No.
2019/2020			
RJ Martin	Clerk's Overtime (OT)	864.47	202009
DCC Pension Scheme	Pension Contrib. on OT	305.28	202009
HMRC	Tax/NI on OT	373.32	202009
Devon Communities Together	Housing Needs Survey	2,762.40	202010

2020/2021			
AVAST	Computer Virus Protection	45.36	Card
Devon Ass. Of Local Councils (DALC)	Subscription	73.42	202011
Society of Local Council Clerks (SLCC)	Subscription	161.00	202011
Playforce Ltd	Final Payment for Play Equipment	14,175.00	202011
RJ Martin	Salary April 2020	829.94	202012
DCC Pension Scheme	Pension Contrib.	285.73	202012
HMRC	Tax/NI	250.00	202012
Amazon	Cartridges and Stationery	60.98	Debit Card
The Exeter Inn	Section 137 – community food cooler	420.66	202013
The Payroll Bureau	Payroll Services	85.40	202014
Plandscape Ltd	Grass Cutting	127.92	202014

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

Items in **bold** will be made following the meeting.

21/013 PLANNING APPLICATIONS

To consider the following Planning Application and to agree comments:

Reference	Location	Proposal
DCC/4169/2020	Silverdown Office Park, Fair Oak Close, Exeter Airport, Clyst Honiton EX5 2UX	Variation of condition 2 (development in strict accordance with plans) and the removal of condition 6 (geotechnical submission) of planning permission DCC/4138/2019.
20/0530/LDO	District Heating System, Clyst Honiton	Consultation on a Draft Local Development Order for District Heating Networks (DHN) comprising of pipes, cables and wires, heat exchange equipment, street furniture, informal signage and ancillary engineering works within defined areas of land in East Devon.

21/014 DATE OF NEXT MEETING

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 9th June 2020, at 7pm.

21/016 MEETING CLOSURE