

Clyst Honiton Parish Council Meeting 13th October 2020

To: all Members of Clyst Honiton Parish Council

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

Issue date: Tuesday 6th October 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 13th October 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

Join Zoom Meeting

<https://us02web.zoom.us/j/82553903079?pwd=SzVEQ2tyMDI2YW90WUVsZTU1QzI6QT09>

Meeting ID: 825 5390 3079

Passcode: 609294

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AGENDA

21/079 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.

21/080 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.

21/081 MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 8th September 2020.

21/082 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

21/083 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

21/084 MEMORIAL GARDEN

To consider the options for the raised bed(s), the plaque, planting and other matters.

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21/085 WEBSITE ACCESSIBILITY STATEMENT

If available in time for the meeting, to agree a website accessibility statement, now that the website has been requested to be updated as much as possible.

21/086 PETTY CASH ACCOUNT

Following the last meeting, the Clerk has drawn £100 from the bank account to use as petty cash. This is to enable the Internal Audit requirements on not allowing councillors to purchase items for refund to be complied with.

To agree this course of action.

21/087 POLICIES

To adopt, for publishing on the website the following attached draft policies:-

- a) Internal Control Policy
- b) Stress management Policy
- c) Bullying Policy
- d) Email and Internet Policy
- e) Anti-Bribery Policy

21/088 BANK RECONCILIATION

To approve the 30th September 2020 Bank Reconciliation statement.

21/089 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

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

21/090 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. |
|---------------------------|----------------------------------|--------------|-----------------|
| 2020/2021 | | | |
| Vodafone | Mobile Phone | 22.07 | Direct Debit |
| Zoom | Meeting Access | 14.39 | DC2107 |
| Amazon | Bolts for benches | 22.76 | DC2109 |
| TDP | Memorial Benches | 961.92 | DC2110 |
| Post Office | Petty Cash Transfer | 100.00 | DC2111 |
| The Payroll Bureau | Payroll July to September | 21.24 | 202027 |
| Plandscape | Grass Cutting | 44.11 | 202027 |

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| | | | |
|--------------------|---------------------|--------|--------|
| RJ Martin | Salary October 2020 | 851.99 | 202028 |
| DCC Pension Scheme | Pension Contrib. | 293.47 | 202028 |
| HMRC | Tax/NI | 259.66 | 202028 |

RECEIPTS

| Receipt from | Services | Amount £ | Method |
|-----------------------------|-----------------------|-------------|--------|
| 2020/2021 | | | |
| East Devon District Council | Precept | 10,057.00 | BGC |
| Devon County Council | Memorial Garden Grant | 1,300.00 | BGC |

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

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

21/091 **PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

| Reference | Location | Proposal |
|-------------|--|--|
| 20/1663/VAR | South Whimple Farm, Clyst Honiton, Exeter. EX5 2DY | Removal of condition 16 of 16/1826/MFUL (decentralised energy network connection) to remove requirement for connection to the Cranbrook district heating network |

21/092 **DATE OF NEXT MEETING**

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 10th November 2020, at 7pm.

21/093 **MEETING CLOSURE**