



## Clyst Honiton Parish Council

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

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

Issue date: Tuesday 7<sup>th</sup> July 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 14<sup>th</sup> July 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**

#### **21/030 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.

#### **21/031 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.

#### **21/032 MINUTES**

To approve, as a correct record, the minutes of the Parish Council meeting held on 9<sup>th</sup> June 2020.

#### **21/033 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.

**21/034 PUBLIC AND OTHER BODIES' SESSION**

The Chairman to declare the meeting closed, 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.

**21/035 MEMORIAL BENCH & PLANTER**

The Chairman had drawn up a sketch of her ideas for the project, a copy of which had been sent around to councillors. To agree that this, or a version of it should form the project plan.

**21/036 INTERNAL AUDIT REPORT**

To consider for acceptance the attached report from the Internal Auditor and to consider the suggested action to be taken as a result of its recommendations, which are outlined in the report from the Clerk, also attached.

**21/037 MATTERS TO BE ADDRESSED FOLLOWING AUDIT**

Apart from the final accounts and the Annual Governance changes that have been addressed before the AGAR submission, the report highlighted the relative weaknesses in Parish Council Governance. This matter is currently being addressed by the Clerk, but it will also require the Council to change the way it does things.

The overall areas of concern were that:

- a) We are not complying with the General Data Protection Regulations (GDPR) in many ways, with no policies and no safeguards in place
- b) The minutes produced by the Clerk need to stand alone better, more detail should be provided.
- c) The way our maintenance work is undertaken needs to be reviewed.
- d) All policies need to be reviewed, made Clyst Honiton specific and posted on the website.

**21/038 FINAL ACCOUNTS 2019/2020**

The final account and the AGAR for 2019/2020 had already been approved by Council, subject to Internal Audit. Given the comments and changes made as a result of the audit, these are presented again for approval in their adjusted form.

- a) Revised version of accounts – Section 137 restatement
- b) Statement of Internal Control

**21/039 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/2020**

The internal auditor has now conducted the audit for 2019/2020, see item 21/036 above, and completed the appropriate section of the AGAR, answering now to statements B & C, which the Clerk will put an explanation for and suggest the ways in which these matters will be addressed in the future.

In addition, the parish council will have to assert that it has not complied with the need to address risk assessments during the year, for the same reasons.

Attached is a revised copy of the AGAR, with the adjustments made for these issues, along with a suggested letter of explanation for the External Auditor.

Council is asked to agree.

- a) The revised Annual Governance Statement (Section 1), indicating that we will

- need to focus more on Risk assessments  
b) The Accounting Statements (Section 2)

#### 21.040 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The matters to be addressed for GDPR compliance are

- a) Data Protection and security policies
- b) GDPR training for councillors
- c) Using the correct emails and your own computers
- d) A published Privacy Statement

A good deal of work has been done by the Clerk already, but councillors need to discuss how this can be taken forward.

#### 21/041 GENERAL POWER OF COMPETENCE (GPC)

Without the GPC, parish councils are restricted in their powers to undertake only those tasks that they are specifically required or empowered to do under legislation. If, as Clyst Honiton wants to do, there is a need to undertake something that is not specifically allowed to do then the GPC has to be available to it.

To be eligible to assume the GPC a parish council must be able to satisfy two criteria:

- a) Have a suitably qualified Clerk,
- b) Have, at the last normal election, 66% of its councillors 'elected'

The Clerk, Rob Martin, has the relevant CiLCA qualification for GPC and at the election in May 2019, 4 out of the 5 councillors positions were filled automatically with 'elected' councillors.

As Clyst Honiton Parish Council fulfils the two criteria, it is suggested that it adopts this power, which will be in place until the next normal parish council election in May 2023.

#### 21/042 BANK RECONCILIATION

To approve the 30 June 2020 Bank Reconciliation statement.

#### 21/043 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 30<sup>th</sup> June 2020.
- b) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project.

#### 21/044 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.
<b>2020/2021</b>			
Vodafone	Mobile Phone	22.07	Direct Debit
<b>RJ Martin</b>	<b>Salary July 2020</b>	<b>829.94</b>	<b>202020</b>
<b>DCC Pension Scheme</b>	<b>Pension Contrib.</b>	<b>285.63</b>	<b>202020</b>
<b>HMRC</b>	<b>Tax/NI</b>	<b>250.00</b>	<b>202020</b>
<b>Plandscape</b>	<b>Grass Cutting</b>	<b>88.22</b>	<b>202021</b>
<b>MNR Mowers</b>	<b>Mower Repair</b>	<b>74.09</b>	<b>202021</b>

<b>Melanie Bickell</b>	<b>Internal Audit</b>	<b>250.00</b>	<b>202021</b>
<b>The Payroll Bureau</b>	<b>Payroll Services</b>	<b>21.24</b>	<b>202021</b>

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

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

#### **21/045 PLANNING APPLICATIONS**

To consider the following Planning Application and to agree comments:

<b>Reference</b>	<b>Location</b>	<b>Proposal</b>
20/1361/MRES	Land East of Antiques Complex, Harrier Court Industrial Estate, Long Lane, Clyst Honiton	Reserved matters application (access, appearance, landscaping, layout, and scale) for the construction of a converter station with associated equipment and plant pursuant to the outline planning permission 16/2997/MOUT including provision of main site accesses, internal circulation/parking, and landscaping. The full or partial discharge of conditions 1, 2, 3, 4, 5, 6 and 13 of the outline planning permission 16/2997/MOUT
20/1101/CPL	Plot Dc1 (Amazon Building), Exeter Gateway Clyst Honiton	Certificate of lawfulness for the installation of an internal mezzanine floor

#### **21/046 DATE OF NEXT MEETING**

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 11<sup>th</sup> August 2020, at 7pm.

#### **21/047 MEETING CLOSURE**