

Clyst Honiton Parish Council Meeting 19th APRIL 2023

To: all Members of Clyst Honiton Parish Council

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

Issue date: Wednesday 12th April 2023

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 **Wednesday 19th April 2023 at 7.00pm**, to be held in the Black Horse Inn function room, for the purpose of transacting the business on the following agenda.

Rob Martin

Clerk to Clyst Honiton Parish Council

AGENDA

Agenda No.	Agenda Item	Target Times
23/117	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.	7.00pm
23/118	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.	
23/119	MINUTES To approve, as a correct record, the minutes of the Parish Council meeting held on 8 th March 2023.	7.05pm
23/120	COUNCIL REPORTS a) To receive the Clerk's Report attached. b) Clyst Honiton Neighbourhood Plan and Neighbourhood Development	7.15 pm

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Order – to receive a written report from the Neighbourhood Plan lead on progress since the last meeting and to consider recommendations contained therein. **7.20pm**

c) Village Maintenance – to receive a report from Councillor Muir on the village maintenance activities undertaken since the last meeting. **7.25pm**

d) Other Councillor Reports – to receive any reports from councillors on matters the council could consider at future meetings and to report on any meetings attended on behalf of the council.

The Chairman to adjourn the meeting to allow the public to speak.

23/121 PUBLIC AND OTHER BODIES' SESSION **7.30pm**
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 reconvene the meeting.

23/122 CLYST HONITON NEIGHBOURHOOD DEVELOPMENT ORDER **7.50pm**

- a) To discuss a report by the clerk on his discussions with Amanda Bonnick of Tozers solicitors regarding the legal work needed to draw up a contract for the provision of the Community Building with the Church Commissioners.
- b) To hear a report on the response to the email requesting ambassadors for the project.

23/123 ROSPA -2023 REPORT **8.00pm**
To consider the attached report and decide what action is necessary to ensure the safe use of the equipment in the playing field.

23/124 EXETER INN SECURITY **8.10pm**
To consider what can be done to try and ensure the building and car park are not used inappropriately whilst the redevelopment takes place.

23/125 YELLOW-LINING **8.15pm**
To note that the Ship Lane lining scheme has now been revised in accordance with the parish council requests and is due to be installed during the 2023-24 financial year.

23/126 LAYBY **8.25pm**
To consider the current position with the inappropriate uses of the layby and decide what action to take on it.

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| 23/127 | CORONATION EVENT
To hear a report from the Chairman on the preparations made for the community event on the playing field. The clerk is preparing an event Risk Assessment which will hopefully be available at this meeting.
To verify the payment to OCM Events for the provision of the PA system for the event. | 8.35pm |
| 23/128 | ELECTIONS 4 MAY 2023
To hear a report from the clerk on the nominations for election and consequent implications for Clyst Honiton Parish Council. | 8.45pm |
| 23/129 | DEFIBRILLATOR
To hear a report from the clerk and Cllr. Collier on any progress with this proposal. | 8.50pm |
| 23/130 | GRASS CUTTING CONTRACT
To consider the attached two quotations obtained for the grass cutting of the playing field. | 8.55pm |
| 23/131 | CHURCHYARD GRASS
To consider the option of extending the grass cutting contract to include the cutting of the churchyard. | 9.10pm |
| 23/132 | INTERNAL AUDITOR
To consider the attached letter from Mulberry & Co and to agree the Audit Plan that it contains. | 9.15pm |
| 23/133 | STATEMENT OF INTERNAL CONTROL
To consider and adopt the attached statement. | 9.20pm |
| 23/134 | BUSINESS RISK ASSESSMENT
To consider and adopt the attached Risk assessment. | 9.25pm |
| 23/135 | END OF YEAR BANK RECONCILIATION
To approve 31 st March 2023 Bank Reconciliation statement. | 9.30pm |
| 23/136 | END OF YEAR 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 st April to 31 st March 2023.
b) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project. | 9.30pm |

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23/137 DRAFT FINAL ACCOUNTS FOR 2022/2023 9.35pm
To consider and adopt the attached final accounts for the last financial year.

23/138 DRAFT ANNUAL GOVERNANCE AND ACCOUTABILITY RETURN 2022/2023 9.40pm
To consider and note the attached AGAR for submission to the Internal Auditor.

23/139 RECEIPTS & PAYMENTS SCHEDULE 9.45pm
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.
2022/2023			
The Back Horse	Room Hire	18.95	DC2309
Amazon	Stationery	82.39	DC2312
Janvrin Edbrooke	NP Expenses (2 years)	260.20	2223-26
Amazon	Coronation Bunting	40.45	DC2313
ROSPA	Playground Inspection	111.00	2223-27
MNR Mowers	Equipment Servicing	335.73	2223-27
Groundworks	Grant Refund	1,783.06	2223-27
2023/2024			
DCB Tax Services Ltd t/a Simon A Martin	Payroll Services	108.36	2324-01
Devon Association of Local Councils	Subscription	86.51	2324-01
Exe Squared	NP/NDO Website	612.00	2324-01
OCM Events	Coronation Event PA System	150.00	2324-01
RJ Martin	Salary April 2023	940.32	2324-02
HMRC	Tax Deduction & NI	228.40	2324-02
Devon County Pension Fund	Pension Contributions	321.66	2324-02
Information Commissioner	Annual Fee	35.00	DD

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
East Devon District Council	Precept – Half-Year	8,250.00	BGC

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- 23/140 PLANNING APPLICATIONS** 9.50pm
To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
None		

- 23/141 DATE OF NEXT MEETING** 9.55pm
The **Annual Parish Meeting** will be held immediately prior to the Council meeting on Wednesday 17th May 2023, at 7pm in the Black Horse Inn function room or the Bell Tower.

The **Annual Meeting of Clyst Honiton Parish Council** is on the same evening immediately following the Annual Parish Meeting.

- 23/142 MEETING CLOSURE** 10.00pm