

Clyst Honiton Parish Council Meeting 27th JULY 2022

To: all Members of Clyst Honiton Parish Council

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

Issue date: Wednesday 20th July 2022

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 27th July 2022 at 7.00pm**, to be held in the Church Bell Tower, for the purpose of transacting the business on the following agenda.

Rob Martin

Clerk to Clyst Honiton Parish Council

AGENDA

23/025 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.

23/026 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.

23/027 MINUTES

To approve, as a correct record, the minutes of the Annual Parish Council meeting held on 11th May 2022.

23/028 COUNCIL REPORTS

- a) **To receive the Clerk's Report 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

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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.
- 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 declare the meeting closed

23/029 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

23/030 RECURRING MATTERS

- a) DPD & AMAZON vans update
- b) Mosshayne Sewage

23/031 PLAYING FIELD ROSPA INSPECTION REPORT

To consider the action necessary to address the issues identified in the report.

Some of the matters identified are summarised as:

- a) Empty the rubbish bin
- b) Remove the chain covers to inspect the chain links
- c) Cable dismantling inspection to ensure cable is not damaged (High)
- d) Cable traveller braking spring replacement
- e) Replace or repair broken slide
- f) Climber Wall grips loose

Whilst some of these will be easy to deal with, some action will be necessary to minimise risk.

23/032 INTERNAL AUDIT REPORT

To consider the Internal Audit report 'Audit Observations', most of which has been addressed by the other items on this agenda.

23/032a DEFIBRILLATOR

To receive a proposal from Cllr. Collier to consider the installation of a defibrillator in Clyst Honiton following his attendance at a presentation explaining the benefits of doing so.

23/033 CONE CLIMBER PLAY EQUIPMENT

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To consider whether to install a Cone Climber in the Playing Field and, if so, which of the quotations in the attached report would be accepted.

23/034 STANDING ORDERS

To review the attached Standing Orders for the coming year.

23/035 FINANCIAL REGULATIONS

To review the attached Financial Regulations for the coming year.

23/036 BUSINESS RISK REVIEW

To adopt the attached Business Risk Review.

23/037 ASSET REGISTER

To adopt the attached July 2022 Asset Register and consider whether the current insurance cover is sufficient.

23/038 BANK SIGNATORIES

To review the bank signatories with the current people being Cllrs. Hales and Harrison alongside The Clerk, Robert Martin to allow online access.

23/039 REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDITOR

To consider the attached report on the 2021/2022 Internal Audit and confirm the continued appointment for the current year.

23/040 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

To adopt the attached review document.

23/041 BANK RECONCILIATION

To approve 30th June 2022 Bank Reconciliation statement.

23/042 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 30th June 2022.
- b) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project.

23/043 RECEIPTS & PAYMENTS SCHEDULE

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

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PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
Community First Trading	Insurance Premium	698.07	2223-06
IAC Audit & Consultancy	2021/22 Internal Audit	219.46	2223-07
Plandscape	Grass Cutting Apr/May 2022	194.60	2223-07
MNR Mowers	Fuel for Equipment	46.01	2223-07
Vodafone	Mobile Phone July 2022	10.62	DD
Zoom	Access July 2022	14.39	Card
RJ Martin	Travel Expenses	60.00	2223-08
RJ Martin	Clerk's Salary July 2022	874.41	2223-09
DCC Pension Fund	Pension Contributions	298.54	2223-09
HMRC	Tax Deduction	267.03	2223-09
Vodafone	Mobile Phone August 2022	10.62	DD
Zoom	Access August 2022	14.39	Card
RJ Martin	Clerk's Salary August 2022	874.41	2223-10
DCC Pension Fund	Pension Contributions	298.54	2223-10
HMRC	Tax Deduction	267.03	2223-10
ROSPA Play Safety	Playing Field Inspection	324.00	2223-11
Simon A Martin t/a The Payroll Bureau	Payroll	21.96	2223-11

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
East Devon District Council	Support Grant	9,000.00	BACS

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

23/044 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

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Reference	Location	Proposal
22/0914/LDO	Land Off Long Lane Clyst Honiton	Local Development Order to permit up to 26,000sqm floor space for employment generating uses and ancillary, along with associated site infrastructure, earth works, access and landscaping
22/0942/RES	The Old School Clyst Honiton Exeter EX5 2LZ	Reserved matters application pursuant to Outline application (21/1125/OUT) for the erection of a two storey 4-bed detached dwelling (all matters to be considered)
22/0975/MFUL	Land Adjacent Old Tithebarn Lane Clyst Honiton	Construction of four commercial, business and service units (Class E) and nine detached dwellings with associated access, parking and infrastructure
22/1122/ADV	Land Adjacent to DPD Spitfire Avenue Clyst Honiton Exeter EX5 2BD	Installation of 4 x non-illuminated built up signs to the east, west, north and south elevations.

23/045 DATE OF NEXT MEETINGS

- a) The next scheduled meeting of Clyst Honiton Parish Council is on Wednesday 14th September 2022, at 7pm at St Michaels Church Bell Tower.
- b) To adopt the revised schedule of meetings dates, including two additional meetings on 19th October 2022 and 19th April 2023.

23/046 MEETING CLOSURE