

Clyst Honiton Parish Council Annual Meeting 8th MAY 2024

To: all Members of Clyst Honiton Parish Council

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

Issue date: Wednesday 1st May 2024

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
Annual Meeting of Clyst Honiton Parish Council
on **Wednesday 8th May 2024** immediately following the Annual Parish Meeting,
in the Function Room of **The Black Horse** at Sowton

Rob Martin

Clerk to Clyst Honiton Parish Council

AGENDA

Item No.	Item	Target Times
25/01	APPOINTMENT OF CHAIRMAN To appoint a chairman of the parish council for the coming year.	7.30
25/02	APPOINTMENT OF VICE CHAIRMAN To appoint a vice-chairman of the parish council for the coming year.	
25/03	APOLOGIES To receive apologies for absence.	
25/04	DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA To disclose and personal or pecuniary interests.	

The Chairman will declare the meeting out of session

25/05	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.	
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The Chairman will declare the meeting back in session

25/06	MINUTES	7.40
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To approve and sign as a correct record the minutes of the Parish Council meeting held on 13th March 2024.

- 25/07 COUNCIL REPORTS** **7.45**
- a) **Clerk's Report**
To receive the Clerk's Report, attached.
 - b) **Village Maintenance**
To receive a report from Cllr. Muir on village maintenance activities undertaken since the last meeting.
 - c) **Other Councillor Reports**
To receive reports from councillors on matters the council could consider at future meetings and to report on any meetings attended on behalf of the council.
- 25/08 RECEIPT OF AGENDAS AND MINUTES ONLINE**
The parish clerk sends the agendas and minutes to councillors online. To approve the continuation of this practice going forward.
- 25/09 SIGNATORIES** **8.00**
To reaffirm the bank signatories for the parish council.
- 25/10 2023/2024 FINAL ACCOUNTS**
To receive and adopt the attached
- a) Bank Reconciliation as at 31st March 2024, and
 - b) Final Accounts for the year ended 31st March 2024.
- 25/11 2023/2024 INTERNAL AUDIT REPORT**
If it is available in time, to consider the internal audit report for 2023/2024 and consider the action to be taken.
- 25/12 2021/2022 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)** **8.15**
- a) **Annual Governance Statement** – to approve the statement in section 1 of the AGAR for 2023/2024
 - b) **Accounting Statements** – to approve the accounting statements in section 2 of the AGAR for 2023/2024
- 25/13 REPRESENTATIVES ON OUTSIDE BODIES**
The parish council annual meeting is the place for the representation on outside bodies to be determined.

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25/14 RECURRING PAYMENTS

To agree that the following recurring payments can continue to be made for the coming year:

Payee	Services	Frequency	Amount £	Payment No.
Vodafone	Mobile Phone	Monthly	14.85	DD
Information Commissioners Office	Subscription	Annually	35.00	DD
Simon A Martin	Payroll Services	Monthly	8.00	DD
Adobe	Professional Upgrade	Monthly	19.97	DD

25/15 ROSPA -2024 REPORT

8.30

To consider the attached report and decide what action is necessary to ensure the safe use of the equipment in the playing field.

25/16 ZIPWIRE MAINTENANCE

8.40

Two companies TK Play and Rhino Play have been asked to quote for the dismantling and replacement of the spring with both saying they can do the work. Rhino have given an immediate quotation for the inspection and spring replacement of £955 + VAT with TK Play looking in more detail before giving a price. It is hoped that formal quotations will have been received by this meeting.

To decide whether to repair the cableway and, if so, which quotation to agree for the work to be done.

25/17 D-DAY COMMEMORATION

To consider whether to run an event to commemorate the 80th anniversary of D-Day in June 2024.

25/18 STATEMENT OF INTERNAL CONTROL

To consider and adopt the attached statement.

25/19 BUSINESS RISK ASSESSMENT

To consider and adopt the attached Risk assessment.

25/20 NEIGHBOURHOOD PLAN

9.00

To receive an update on the current situation, particularly the appointment of the Inspector and the resultant projected timeline to the making of the Plan.

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25/21 NEIGHBOURHOOD DEVELOPMENT ORDER

To receive an update on work being done to ensure that the NDO can be brought to a conclusion as soon as is practicable.

25/22 ASSET REGISTER & INSURANCE

9.15

- a) To consider and adopt the attached updated Asset Register in order to enable the Insurance Policy to include the correct cover.
- b) To approve the payment of the Insurance Premium for 2024/2025 in the sum of £608.59 due on 1st June 2024.

25/23 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.
2024/2025			
RJ Martin	Salary April 24	803.76	2425-01
HMRC	Tax Deductions	223.73	2425-01
RJ Martin	Salary May 24	803.76	2425-04
HMRC	Tax Deductions	223.73	2425-04
RJ Martin	Salary June 24	803.76	
HMRC	Tax Deductions	223.73	
Vodafone	Mobile – April 24	14.85	DD
Vodafone	Mobile – May 24	14.85	DD
Vodafone	Mobile – June 24	14.85	DD
Adobe	Professional Upgrade – April 24	19.97	DD
Adobe	Professional Upgrade – May 24	19.97	DD
Adobe	Professional Upgrade – June 24	19.97	DD
Simon A Martin	Payroll Services – Jan to Mar 24	24.00	2425-02
ROSPA	Playground Inspection	117.60	2425-02
Devon Association of Local Councils	Annual Subscription	127.75	2425-02
Countrywide Grounds Maintenance	Grass Cutting – March 2024	131.84	2425-02
Society of Local Council Clerks	Annual Subscription (Shared, see below)	238.00	2425-03
Simon A Martin	Payroll Services – April 24	8.00	DD
Simon A Martin	Payroll Services – May 24	8.00	DD
Simon A Martin	Payroll Services – June 24	8.00	DD

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Information Commissioners Office	Annual Subscription	35.00	DD
Community First Trading Limited	Insurance Premium 2024/25	608.59	2425-05
Royal Mail Group Ltd	Postage	2.70	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2024/2025			
East Devon District Council	Precept	8,250.00	BGC
HMRC	VAT Reimbursement	558.35	BGC
Rackenford Parish Council	SLCC Subscription Share	37.00	FPS
Lapford Parish Council	SLCC Subscription Share	64.00	FPS
Chawleigh Parish Council	SLCC Subscription Share	43.00	FPS

25/24 PLANNING APPLICATIONS

9.25

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
24/0581/FUL	1 Marlborough Cottages, Clyst Honiton, EX5 2HN	Two-storey side extension to dwelling

25/25 DATE OF NEXT MEETING

The next scheduled meeting is on **Wednesday 10 July 2024** in the Black Horse Inn starting at 7.00pm.

25/26 PARISH COUNCIL MEETING CLOSURE

9.30