

Clyst Honiton Parish Council

To: all Members of Clyst Honiton Parish Council

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

Issue date: Thursday 14th May 2021

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 **Tuesday 20th May 2021 at 7.15pm, or immediately following the Annual Parish Meeting**, in the **Bell Tower, St Michael's Church, Clyst Honiton**, for the purpose of transacting the following business:

ANNUAL MEETING OF THE PARISH COUNCIL AGENDA

22/01 TO APPOINT A CHAIRMAN OF THE PARISH COUNCIL AND TO SIGN THE DECLARATION OF OFFICE

22/02 TO APPOINT A VICE CHAIRMAN OF THE PARISH COUNCIL AND TO SIGN THE DECLARATION OF OFFICE

22/03 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.

22/04 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

(personal or disclosable pecuniary interests)

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.

Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

22/05 MINUTES

To approve and sign as a correct record the minutes of the Parish Council meeting held on 15th April 2021.

22/06 2020/2021 FINAL ACCOUNTS

To adopt the attached set of Final Accounts for the year ended 31st March 2021.

22/07 2020/2021 INTERNAL AUDIT REPORT

To consider the attached internal audit report for 2020/2021 and consider the action to be taken.

22/08 2020/2021 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

a) **Annual Governance Statement** – to approve the statement in section 1 of the AGAR for 2020/2021

b) **Accounting Statements** – to approve the accounting statements in section 2 of the AGAR for 2020/2021

22/09 REPRESENTATIVES ON OUTSIDE BODIES

The parish council annual meeting is the place for the representation on outside bodies to be determined.

The Chairman will declare the meeting out of session

22/10 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 will declare the meeting back in session

22/11 PAYMENT & RECEIPT SCHEDULES

To approve the payment of the invoices on the schedule below for April 2019 to 14th May 2021.

PAYMENTS

Payee	Services	Amount £	Payment No.
2021/2022			
RJ Martin	Salary May 2021	851.99	202103
DCC Pension Scheme	Pension Contrib.	293.47	202103
HMRC	Tax/Ni	258.97	202103
MNR Motors	Mower Parts	33.00	202104
The Payroll Bureau	Payroll	38.40	202104
Melanie Bickell	Internal Audit	150.00	202104
Janvrin Edbrooke	Expenses	100.18	202104
Chic Flower Design t/a Plandscape	Grass Cutting	134.31	202104

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
None			

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

22/12 PLANNING

To consider the following Planning Application and to agree comments:

Reference	Location	Proposal
21/1019/FUL	New House Farm, Clyst Honiton, Exeter, EX5 2HS	Construction of single storey extension to provide annex
21/1068/FUL	McBains Antiques, McBains Business Units, Exeter Airport, Clyst Honiton	Demolition of building and construction of new dwelling
21/1232/MRES	Land East of Antiques Complex, Harrier Court Industrial Estate, Long Lane, Clyst Honiton	Reserved matters application (landscaping only) for the landscaping of the site in relation to the construction of a High-Voltage DC converter station with associated infrastructure pursuant to the outline planning permission 16/2997/MOUT. The discharge of condition 3 of the outline planning permission 16/2997/MOUT
21/1125/OUT	The Old School, Clyst Honiton, Exeter, EX5 2LZ	Proposed dwelling (Outline application with all matters reserved)

22/13 Meeting Schedule

The proposal is to have full face to face public meetings once every two months on the third Thursday. The schedule for the coming year would then be:

20th May 2021 (Annual Parish Council Meeting and Annual Electors' Meeting)
15th July 2021 – **the next meeting**
16th September 2021
18th November 2021
20th January 2022
17th March 2022
19th May 2022 (Annual Parish Council Meeting and Annual Electors' Meeting)

The next scheduled meeting of Clyst Honiton Parish Council is on **Thursday 15th July 2021**, at 7pm in the **Bell Tower of St Michaels Church**, Clyst Honiton.

22/14 Meeting Closure