

## Clyst Honiton Parish Council

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**There was a remote meeting of Clyst Honiton Parish Council on Tuesday 10<sup>th</sup> November 2020 at 7.00pm held on ZOOM**

**Members Present:** Parish Councillors Gary Collier; Suzanne Hales (Chair); Grant Harrison and Sean Wheeldon.

**Also Present:** Janvrin Edbrooke (NP/NDO Steering Group); County Councillors Ray Bloxham and Sara Randall Johnson, Stephen Bouloux (CH Community Association)

**In attendance:** Rob Martin, Clerk

**No members of the general public:**

### MINUTES:

**21/094 APOLOGIES**

Apologies were received and accepted from Councillor Mike Muir; District Councillors Eleanor Rylance & Sarah Chamberlain

**21/095 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**

No declarations were made.

**21/096 MINUTES**

The minutes of the Parish Council meeting held on 13<sup>th</sup> October 2020 were **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

**21/097 COUNCIL REPORTS**

**a) Clerks Report**

The Clerk's report and Action List were **noted**. He also suggested that residents be asked whether they would like the opportunity to gift shrubs, in order to promote community ownership of the project. The Chairman responded by suggesting that this could be offered on the Facebook page.

**b) NDO/NP Lead Report**

The following report was presented by Janvrin Edbrooke:

## NEIGHBOURHOOD PLAN

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1. **Reg 14 Draft NP:**

- a) The Steering Group Meeting on 20<sup>th</sup> Oct looked at the responses on the NP Draft from EDDC. Changes were reviewed and the NP Draft adjustments were agreed. **A further meeting scheduled for Nov 24<sup>th</sup> will complete the review of EDDC documentation.** The NP can then be adjusted to become the most up to date Draft NP.

**Recommendation 1. For Council to Note.**

**Noted**

## NEIGHBOURHOOD DEVELOPMENT ORDER

**The NDO will be reported in a separate section to provide clarity between the NP and NDO**

### 1. NDO Assessment Update

ASSESSMENT	UPDATES (In yellow) (Already confirmed in blue)
Noise Assessment (Bickerdykeallen)	This has been completed and was sent to EDDC for approval. EDDC have approved the noise assessment report.
Transport Assessment PellFreishmann CC)	This has been completed except for the traffic survey. The survey can only take place when traffic movements are not in lock down. DCC have confirmed that surveys can start in the New Year. The Outcome of assessment is that the traffic will access the site by a new four way traffic light system off the Bypass. This will result in site layout changes
Desk Based Archaeological Assessment DBA (Locality)  Geophysical Archaeology Survey (Locality) <b>Time frame 6 – 8 weeks</b>	This is being carried out by AECOM. This DBA has been completed and has been returned for accuracy / text checks. The summary has recommended both geophysical and trench surveys.
Environmental Impact Assessment (AECOM)	<b>Completed.</b> Confirmation that EIA is not required. But this screening provided feedback from statutory authorities providing insight to their thoughts on the NP/NDO. There were 11 recommendations coming forward out of this exercise.
Strategic Environmental Assessment SEA (AECOM)	<b>Completed.</b> Report concluded no recommendations.
Habitats Regulation Assessment (HRA)	This is being carried out by AECOM and the work has begun. It will not be completed until the NDO document is finalised.
Ecology Survey Reid Burton  Quote to be provided and paid through Locality Grant money	To be completed by Reid Burton using the Locality Grant. This will provide higher level assessment and surveys recommendations as well as a Landscape Ecology Management Plan, Biodiversity Net Gain enhancements. Burton Reid have made a site visit and have confirmed the work they will do. This work schedule has been verified by Dave Chapman. Quote still to be received by the Parish Council The work will not include habitat survey work and the NDO will conditioned surveys to be completed by the developer, before work commences on the site.

**Recommendation 2. For Council to note assessment timetable, completions and time implications.**

***The Assessment Timetable was Noted***

***It was RESOLVED to accept the quotation from Burton Reid Associates for the Ecology Survey, in the sum of £1,728.75 plus disbursements, excluding VAT.***

2. **Masterplan and NDO Draft and NP:** these will be to be health checked prior to going out Reg 14. Andrew Ashcroft or Anne Skippers were selected as the best examiners for this work. It was recommended that one would be the Health checker and the other the Examiner. Action RM to write to EDDC.

The NP is likely to be health checked in February/ March a technical grant will need to be actioned before end of year. Confirmation required by EDDC about the Health Checker being A. Ashcroft with Examiner being A. Skippers.

Recommendation 3. For Council to note progress of Healthchecker and Examiner for the NP

***Agreed to the proposal regarding the Health Checker and Examiner, the Clerk will action. Otherwise progress is noted.***

3. **NDO National webinar on NDO's** Monday Nov 2<sup>nd</sup> 2020. Janvrin was one of the presenters on this webinar which was attended by over a hundred people. My role was to go last and to fill gaps in the information and processes involved in doing an NDO. The other NDO examples were not so far down the NDO process. Clyst Honiton is nationally the only one about to embark on the Reg 14 consultation in the New Year.
4. **The Government White Paper: Planning for the Future 6<sup>th</sup> Aug – 29<sup>th</sup> Oct.** The consultation has now closed for responses to the White paper. As NP champions we submitted feedback on the White Paper. In relation to Neighbourhood Planning the role of NP's were included in the document and there was specific mention of NDO's. However, the role of both NP and NDO's were not identified in the Planning process.

The purpose of the Paper is to simplify the planning progress and timelines. Main content covered 3 areas.

- A. Planning for development: Focus on houses and renewal of town centres. Land allocated into 3 wide "brush stroke" categories. 1. Growth Areas where planning application are fast tracked/ automatic 2. Renewal Areas and 3. Protection Areas
- B. Beautiful and sustainable places and development. Greater use of digital platforms
- C. Infrastructure and connected places

**This is a very important document to be knowledgeable on and keep on our radar. Copies on <https://assets.publishing.service.gov.uk/>**

Recommendation 4. For Council to read and be aware of this legislation and its various stages of progression/ consultation. To consider informing the community of the document and implications for the Parish.

***Noted***

***The Chairman then closed the meeting to allow the District & County Councillors and members of the public to report on their issues.***

**21/098 PUBLIC AND OTHER BODIES' SESSION  
Devon County Council**

Cllr. Sara Randall Johnson referred to the reports from the County Councillors that had already been circulated, to which she had nothing further to add. The Chairman thanked the two County Councillors for the contribution from their grant funds of £1,300 towards the Memorial Garden which would be constructed in the very near future.

Cllr. Ray Bloxham drew attention to his report on the expansion of the school meals scheme and to a need to re-focus on climate change matters, which had taken a back seat since the onset of the COVID restrictions.

**East Devon District Council**

There were no district councillors present, and the Clerk had not received anything written.

**Public Questions**

There is an accumulation of rubbish in the entrance to the NDO field from the bypass which is mostly Amazon packaging. The Clerk would write to Amazon pointing out the problem and encourage them to find a solution.

Stephan Bouloux questioned whether there was any intention of organising a Village Fete in 2021, but the consensus was that this would be better put off, given the uncertainty caused by the COVID distancing requirements. It would be best aiming to organise an event for summer 2022 instead.

***The Chairman then reopened the meeting***

**21/099 RISK REVIEW**

The Clerk had circulated a Risk Review paper, covering the risks to the parish council being able to continue to conduct its business. He highlighted two matters which were of 'Medium' risk rather than categorised as of 'Low' risk. These items are:

- a) Meeting Locations – there was currently no venue in the parish suitable for holding meetings, which would not be sorted out until the community facility became available.
- b) Data Protection – there was a degree of non-compliance in GDPR matters, in particular that councillors were still using their own email addresses. The Clerk would attempt to rectify this which would reduce this risk to 'Low'.

On a proposal by the Chairman seconded Cllr. Grant Harrison, it was **Resolved** by all to adopt this report and the proposed action to minimise risk even further where possible.

**21/100 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

The Clerk had circulated a report outlining the possible review process for the Internal Audit function as undertaken by Melanie Bickell for the 2019/2020 financial year. On a proposal by the Chairman, seconded Cllr. Harrison, it was **Resolved** to adopt the report and to reappoint Melanie Bickell as Internal Auditor for the current year.

**21/101 BUDGET & PRECEPT 2021/2022**

The Clerk had circulated an analysis for budget purposes and explained what the details contained. He further explained the effect of each project on the budget and particularly focussed on the effect of each on the reserves carried forward. He suggested that councillors consider the detail in time for the December 2020 meeting and to be prepared to set the precept for 2021/2022 at that meeting.

Any errors councillors notice in the report should be notified to the Clerk by email before the next meeting.

**21/102 EXTERNAL AUDIT REPORT**

On a proposal by Cllr. Harrison, seconded by the Chairman, it was **Resolved** to adopt the report from PKF Littlejohn and take account of the matters of interest mentioned, relating to the Internal Auditor's report and the action already taken by the Parish Council to action its proposals.

**21/103 BANK RECONCILIATION**

The 31<sup>st</sup> October 2020 Bank Reconciliation statement was **Noted** and would be signed as a correct record when circumstances allow.

**21/104 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**

- a) The attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 31<sup>st</sup> October 2020 was **Noted**.
- b) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

**21/105 RECEIPTS & PAYMENT SCHEDULE**

The payment of the invoices on the schedule below was **Verified** for the period since the last meeting:

**PAYMENTS**

Payee	Services	Amount £	Payment No.
<b>2020/2021</b>			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	13.49	DC2107
WoodBlocx	Memorial Raised Bed	819.60	DC2112
Ridgequest	Memorial Plaque	309.60	DC2113
<b>MNR Mowers</b>	<b>Mower Repair</b>	<b>198.12</b>	<b>202029</b>
<b>PKF Littlejohn</b>	<b>External Audit 2019/20</b>	<b>360.00</b>	<b>202029</b>
<b>Janvrin Edbrooke</b>	<b>NP Expenses</b>	<b>155.76</b>	<b>202029</b>
<b>RJ Martin</b>	<b>Salary November 2020</b>	<b>851.99</b>	<b>202030</b>
<b>DCC Pension Scheme</b>	<b>Pension Contrib.</b>	<b>293.47</b>	<b>202030</b>
<b>HMRC</b>	<b>Tax/NI</b>	<b>259.46</b>	<b>202030</b>

**RECEIPTS**

Payee	Services	Amount £	Payment No.
<b>2020/2021</b>			
Adam Harding (Amazon)	Donation towards Memorial Garden	502.49	FPI

Items in **bold** were made following the meeting.

**21/106 PLANNING APPLICATIONS**

The following Planning Application decisions and comments were unanimously **AGREED**:

Reference	Location	Proposal
19/0620/MOUT	Cranbrook Expansion Zone, West Large Site, Station Road, Broadclyst	<p>Outline planning application with all matters reserved except access for the expansion of Cranbrook comprising up to 850 residential dwellings, C2 residential institutions, primary school, mixed use area including A1, A2, A3, A4, A5, B1 business use (such uses in Classes A1-5 and B1 to comprise up to 1,500 sq metres), community uses, (including D1 non residential institutions and D2 assembly and leisure), sport and recreation facilities and childrens play green infrastructure /(including open space and SANG), access, landscaping, allotments, engineering (including ground modelling and drainage) works, demolition, associated infrastructure and car parking for all uses.</p> <p><b>Decision: To express concerns over the drainage and run-off from the land, and the potential sewage coming through the Clyst Honiton treatment plant. The Clerk would look to reference Neighbourhood Plan policies.</b></p> <p><b>It was considered to be a better layout than the original Cranbrook plans, giving more open green space.</b></p>

**21/107 DATE OF NEXT MEETING**

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 8<sup>th</sup> December 2020, at 7pm.

**21/108 MEETING CLOSURE**

The meeting closed at 8.40pm

Signed:.....

Print:.....

Date:.....

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**