

Clyst Honiton Parish Council



There was a remote meeting of Clyst Honiton Parish Council on Tuesday 12th May 2020 at 7.00pm held on ZOOM

Members Present: Cllrs Gary Collier; Suzanne Hales (Chair), Grant Harrison and Sean Wheeldon.

Also Present:; Janvrin Edbrooke (NP/NDO Lead)

In attendance: Rob Martin, Clerk.

No members of the general public:

MINUTES:

21/001 APOLOGIES

Apologies were received from Cllr. Mike Muir. County Cllrs. Ray Bloxham and Sara Randall-Johnson also attempted to attend, but connection problems excluded them.

21/002 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

21/003 MINUTES

The minutes of the Parish Council meeting held on 10th March 2020 were **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

21/004 COUNCIL REPORTS

- a) The attached **Clerk's Report** was **noted**
- b) **Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order** – the NP/NDO lead had circulated two reports for April and May 2020 and all of the recommendations were **Agreed**.
The Clerk undertook to summarise the reported situation as a status report for the neighbourhood plan section of the website.
- c) The **Chairman's Report**, circulated before the meeting, was **noted**.

21/005 MEMORIAL BENCH & PLANTER

The Clerk has investigated the possible funding for this bench and planter and had circulated a report on the detail.

It was **Resolved** that the proposed bench and planter were not suitable for the proposed site, and that the Clerk would continue to liaise with Victoria Jarrad, agent for the Church Commissioners, for the land opposite St Michaels Hill and that all would investigate the source of more appropriate benches etc.

21/006 HOUSING NEEDS SURVEY

The Housing Needs survey identified 3 Clyst Honiton households needing affordable homes within the next 5 years. This is a snapshot of the current position, as it also identified a further 4 households who have been assumed to be outside of the criteria, which have not yet been set, for allocation. Council needs to decide what conclusion it draws from the report in order to be part of the specification for the bypass site NDO.

It was **Resolved** that the Parish Council would require a minimum of three and a maximum of five properties on the Bypass site to be truly affordable rent and/or shared ownership.

It was also **Resolved** that these properties would be offered to people with a local connection, with the allocation process based on that detailed in the East Devon Local Plan for Exception Sites, but with more concentration on Clyst Honiton's particular situation.

21/007 INTERNAL AUDIT

The Clerk had circulated the details and proposal from Mel Bickell who had offered to carry out the 2019/2020 Internal Audit for a fee of £250 plus expenses. A further quotation from Griffin Chartered Accountants, employed by Broadclyst PC had been received in the sum of £950 plus expenses.

It was unanimously **Resolved** to contract with Mel Bicknell for the Internal Audit on this basis. The Clerk would confirm this and sign the contract.

21/008 2019/2020 FINAL ACCOUNTS

It was unanimously **Resolved** to adopt the 2019/2020 final accounts, as presented, subject to no changes being required following the internal audit.

21/009 2019/2020 ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR)

The AGAR for 2019/2020 was considered in the following order:-

- a) Section 1 – Annual Governance Statement – 2019-2020 – it was **Resolved** to agree the statement, as presented.
- b) Section 2 – Accounting Statements 2019-2020 – it was **Resolved** to agree the accounting statements, as presented.

Both of these resolutions were made, subject to any changes required following the Internal Audit.

21/010 BANK RECONCILIATION

The 30 April 2020 Bank Reconciliation statement was **Noted** and would be signed as a correct record when circumstances allow.

21/011 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) The attached report of the Receipts and Payments from 1st April 2019 to 31st March 2020 compared to budget, both in total and also separately analysed by function were **Noted**.
- b) The attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th April 2020 was **Noted**.
- c) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

21/012 PAYMENT SCHEDULE

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

Payee	Services	Amount £	Payment No.
2019/2020			
RJ Martin	Clerk's Overtime (OT)	864.47	202009
DCC Pension Scheme	Pension Contrib. on OT	305.28	202009
HMRC	Tax/NI on OT	373.32	202009
Devon Communities Together	Housing Needs Survey	2,762.40	202010
2020/2021			
AVAST	Computer Virus Protection	45.36	Card
Devon Ass. Of Local Councils (DALC)	Subscription	73.42	202011
Society of Local Council Clerks (SLCC)	Subscription	161.00	202011
Playforce Ltd	Final Payment for Play Equipment	14,175.00	202011
RJ Martin	Salary April 2020	829.94	202012
DCC Pension Scheme	Pension Contrib.	285.73	202012
HMRC	Tax/NI	250.00	202012
Amazon	Cartridges and Stationery	60.98	DC2101
The Exeter Inn	Section 137 – community food cooler	420.66	202013
Amazon	Paper & Stationery	41.08	DC2102
123 Reg	Website Domain 3-year Licence	43.16	DC2103
The Payroll Bureau	Payroll Services	102.48	202014
Plandscape Ltd	Grass Cutting	127.92	202014
RJ Martin	Salary May 2020	829.94	202015
DCC Pension Scheme	Pension Contrib.	285.53	202015
HMRC	Tax/NI	250.20	202015
ROSPA Playsafety	Play Equipment Inspection	474.00	202016

Items in **bold** will be made following the meeting.

21/013 PLANNING APPLICATIONS

To consider the following Planning Application and to agree comments:

Reference	Location	Proposal
DCC/4169/2020	Silverdown Office Park, Fair Oak Close, Exeter Airport, Clyst Honiton EX5 2UX	Variation of condition 2 (development in strict accordance with plans) and the removal of condition 6 (geotechnical submission) of planning permission DCC/4138/2019. Decision: No Comment
20/0530/LDO	District Heating System, Clyst Honiton	Consultation on a Draft Local Development Order for District Heating Networks (DHN) comprising of pipes, cables and wires, heat exchange equipment, street furniture, informal signage and ancillary engineering works within defined areas of land in East Devon. Decision: No Comment

21/014 DATE OF NEXT MEETING

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 9th June 2020, at 7pm.

21/016 MEETING CLOSURE

The meeting closed at 8.15pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST