



There was a remote meeting of Clyst Honiton Parish Council on Tuesday 13th October 2020 at 7.00pm held on ZOOM

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

Also Present: Janvrin Edbrooke (NP/NDO Steering Group); County Councillors Ray Bloxham and Sara Randall Johnson; District Councillor Sarah Chamberlain.

In attendance: Rob Martin, Clerk

No members of the general public:

MINUTES:

21/079 APOLOGIES

Apologies were received and accepted from Councillors Sean Wheeldon; Mike Muir; District Councillor Eleanor Rylance.

21/080 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

21/081 MINUTES

The minutes of the Parish Council meeting held on 8th September 2020 were **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

21/082 COUNCIL REPORTS

a) Clerks Report

The Clerk's report and Action List were **noted**. The Clerk updated further on:

- He had started the preparation of the budget for 2021/22 and would produce an initial report at the November meeting
- He had that day received the Memorial Garden contribution from Amazon, in the sum of £505.29.
- The VAT refund claim had been made for the quarter ending 30th September 2020.
- He had just been sent the agreement from EDDC in relation to the release of Section 106 funding, totalling £4,339.02 to support the funding of the new play equipment.

b) NDO/NP Lead Report

The following report was presented by Janvrin Edbrooke:

NEIGHBOURHOOD PLAN

1. Reg 14 Draft NP:

- a) The Reg 14 NP Draft has been returned from EDDC. I have forwarded this response onto you. The Steering Group Meeting on 20th Oct will look at each comment and respond

accordingly. The Changes will then be uploaded into the Draft NP. The initial response to EDDC is that it is positive comments which will enable us to improve the Draft.

- b) Website: The NP Appendices can now be uploaded onto the website, and the website will need to be updated.

Recommendation 1. For Council to Note.

Noted

Recommendation 2: For Council to agree to the NP section being update and appendices added to the website.

Agreed

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	UPDATE
Noise Assessment (Bickerdykeallen)	This has been completed and was sent to EDDC for approval. EDDC Report still due
Transport Assessment PellFreishmann CC)	Completed except for the traffic survey. The survey can only take place when traffic movements are close to those pre Covid 19. (EDDC) Discussions on use of pre Covid traffic survey data being utilised.
Desk Based Archaeological Assessment DBA (Locality)	This is being carried out by AECOM and is presently taking place
Geophysical Archaeology Survey (Locality) Time frame 6 – 8 weeks	To be determined based on DBA, but due to river side location there may well be prehistoric features
Environmental Impact Assessment (AECOM)	Completed. 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.
StrategicEnvironmental Assessment SEA (AECOM)	Completed. Report concluded no recommendations.
Ecology Survey Reid Burton Quote to be provided and paid through Locality Grant money	A new more detailed report is to be completed by Reid Burton using the Locality Grant. This will provide higher level assessment and surveys recommendations that will be conditioned (need to be completed by the developer), as well as a Landscape Ecology Management Plan, Biodiversity Net Gain enhancements.

Recommendation 3. For Council to note assessment timetable, completions and time implications.

Noted

2. **NDO Document:** A framework is being developed. Dave Janvrin and Rachel are working on this. Provisional timescale for the NP and NDO going to reg 14 February 2021.
3. **NDO Masterplan:** when all assessments are concluded a final Masterplan will be drawn up. There is understanding that the developer might well have some input in this process.
4. **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.
5. **Tendering Process / Land deal:** Once the indicative master plan has been drawn up and land deal sorted the CC charity status tendering process can begin. The Clerk has started working with the CC on these areas.

Recommendation 4. For Council to note points 2,3,5

Noted

Recommendation 5. For Council and to agree on the selection of personnel for the NP/ NDO health check and examination provided in point 4.

It was **Agreed** that Andrew Ashcroft and Anne Skippers be selected as the preferred examiner and Health Checker for this work. It was recommended that one would be the Health checker and the other the Examiner.

c) Village Maintenance

In the absence of Cllr. Mike Muir there was no village maintenance report. Councillors agreed that the benches constructed on the edge of the Recreation Ground were brilliant and they thanked Cllr. Muir for his work in doing this.

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

21/083 PUBLIC AND OTHER BODIES' SESSION

Devon County Council

County Councillor Ray Bloxham, who had circulated a report before the meeting, expanded information on the incidence of COVID19 within Devon which was, outside the cases within Exeter University, still very low. More information was available on the Devon County Council Website which had a dashboard of up to date available information.

County Councillor Sara Randall Johnson had also sent a report which was discussed and she also highlighted further matters on the virus, concluding that things would be better if the track and trace were locally controlled.

East Devon District Council

District Councillor Sarah Chamberlain had nothing much to report, but was able to offer her services on District Council matters as and when necessary.

The Chairman then reopened the meeting

21/084 MEMORIAL GARDEN

It was agreed that the Clerk be delegated, having regard to the budget which is currently £1,805, alongside Cllr. Mike Muir, to arrange:

- a) A circular wooden raised bed.
- b) A commemoration Plaque, with Cllr. Harrison to write the words.
- c) Suitable positioning and planting for the whole arrangement.

21/085 WEBSITE ACCESSIBILITY STATEMENT

The work on website accessibility had now almost been completed by Clystnet and the Clerk had seen a version of the Accessibility Statement which he believed was good.

It was **Resolved** to publish the website accessibility statement on the website, once the final version had been received from Clystnet.

21/086 PETTY CASH ACCOUNT

The Clerk had drawn £100 from the bank account to use as petty cash, to enable the Internal Audit requirements on not allowing councillors to purchase items for refund to be complied with. On a proposal by Cllr. Hales, seconded by Cllr. Collier, it was **Agreed** to endorse this action to allow day to day items to be bought. The Clerk would report back on any changes to Financial Regulations necessary to allow the operation of a Petty Cash Balance.

21/087 POLICY ADOPTION

On a proposal by Cllr. Hales, seconded by Cllr. Harrison it was **Resolved** to adopt, for publishing on the website, the following policy documents:-

- a) Internal Control Policy
- b) Stress management Policy
- c) Bullying Policy
- d) Email and Internet Policy
- e) Anti-Bribery Policy

21/088 BANK RECONCILIATION

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

21/089 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) The attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th September 2020 was **Noted**.
- b) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

21/090 RECEIPTS & 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.
2020/2021			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	13.49	DC2107
Amazon	Bolts for Benches	22.76	DC2109
TDP	Memorial Benches	961.92	DC2110
Post Office	Petty Cash Transfer	100.00	DC2111
The Payroll Bureau	Payroll July to September 2020	21.24	202027
Plandscape	Grass Cutting	44.11	202027
RJ Martin	Salary October 2020	851.99	202028

DCC Pension Scheme	Pension Contrib.	293.47	202028
HMRC	Tax/NI	259.68	202028
Clystnet	Accessibility Testing and Update	624.00	202029
Cash	Petty Cash Replenishment	70.00	DC2112

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

21/091 PLANNING APPLICATIONS

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

Reference	Location	Proposal
20/1663/VAR	South Whimble Farm, Clyst Honiton, Exeter. EX5 2DY	Removal of condition 16 of 16/1826/MFUL (decentralised energy network connection) to remove requirement for connection to the Cranbrook district heating network Decision: No Comment
20/0191/FUL	Home Farm, Clyst Honiton EX5 2LX	Construction of 1 no. warehouse building, renovation of brick building, construction of hammerheads and site entrance, installation of pallisade fencing, vehicular and pedestrian gates, 2.1m high wall, covered cycle store and refuse store and lockable road barrier. The Clerk was requested to find out what the current position was on this application following his conversation with Chris Rose at EDDC.

21/092 DATE OF NEXT MEETING

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 10th November 2020, at 7pm.

21/093 MEETING CLOSURE

The meeting closed at 8.30pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST