

# Clyst Honiton Parish Council

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**There was a remote meeting of Clyst Honiton Parish Council on Tuesday 14<sup>th</sup> July 2020 at 7.00pm held on ZOOM**

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

**Also Present:**; Janvrin Edbrooke (NP/NDO Lead); County Councillors Ray Bloxham and Sarah Randall-Johnson.

**In attendance:** Rob Martin, Clerk.

**No members of the general public:**

## MINUTES:

### 21/030 APOLOGIES

Apologies were received from District Councillors Eleanor Rylance and Sarah Chamberlain.

### 21/031 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

### 21/032 MINUTES

The minutes of the Parish Council meeting held on 9<sup>th</sup> June 2020 needed to be expanded to include details of the NP and NDO progress, but were otherwise **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

### 21/033 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 her report for July 2020, see below.

#### 1. Locality Funded Technical Work:

#### A. **SEA scoping report:** SEA scoping consultation period finished July 2<sup>nd</sup>.

The five stages of the SEA process are identified below. Scoping (the current stage) is the second stage of the SEA process.

- i. Screening;
- ii. Scoping;
- iii. Assess reasonable alternatives, with a view to informing preparation of the draft plan;
- iv. Assess the draft plan and prepare the Environmental Report with a view to informing consultation and plan finalisation; and
- v. Publish a 'statement' at the time of plan adoption in order to 'tell the story' of plan-making / SEA (and present 'measures concerning monitoring').

The next stage will involve appraising reasonable alternatives for the Clyst Honiton Neighbourhood Plan. This will consider alternative policy approaches for the plan, including alternative spatial strategies. The findings of the appraisal of these alternatives will be fed back to the Neighbourhood Plan group so that they might be taken into consideration when preparing the draft plan.

Once the draft ('Regulation 14 consultation') plan has been prepared by the Neighbourhood Plan group, it will be subjected to SEA and the Environmental Report prepared for consultation alongside it. The Neighbourhood Plan will then be consulted on, and subsequently updated to reflect consultation comments. It will then be submitted to East Devon District Council, accompanied, if appropriate, by an updated Environmental Report.

Following submission to East Devon District Council, and publication, the Neighbourhood Plan will be put forward for Independent Examination.

**B. HRA on hold until Reg 14**

*This process was **noted** by the parish council*

- C. EIA:** After a skype meeting with **AECOM (3)** and **EDDC Officers (4)** the EIA screening letter was finally completed . This is to be checked by Locality and then sent to EDDC. At the meeting, the following points were raised:
- The need for an Archaeological desk-based study and a geophysical survey to be completed and submitted with the NDO. There is no funding put aside for this, but D.Chapman is looking to see whether Locality technical can provide this package.
  - EDDC shared that the Bypass road is at "capacity" and there are issues about the cumulative effect on Bypass site traffic movements. A Transport Assessment is therefore critical in the NDO going forward.
  - Transport Assessment which is being commissioned by the CC is being held up until EDDC respond and agree to the Noise Assessment Report. This process is delayed by JW no longer being in post. Angela King (NP Officer) confirmed that this work has been assigned to EDDC's consultant EHO, Edward Vandyke for review. Review meeting is scheduled for July 13th, with a deadline of an EDDC response by July 16<sup>th</sup>.

*Council **noted** the timings and key assessment requirements.*

**2. Funding :**

I have enquired about funding from EDDC. For every group completing an NP, EDDC has provided £2000 funding. I wrote to Angela King ( EDDC NP Officer) to ask whether the same funding is available for groups doing an NDO. Her advice was it would be "helpful for the Parish Council to write to us setting out in brief the reasons that Clyst Honiton are progressing the NDO proposals, the wider relevance (e.g. the fact you are on the national pilot programme), and to set out a summary of the funding/budget situation – what has been spent so far, from what sources, remaining funds, remaining work with estimated costs and therefore how an EDDC contribution would assist."

*The Council **noted** this and **Agreed** to write an application to EDDC for NDO funding along the lines suggested*

**Commissioning of further technical work.**

There are concerns that at every step of the NDO process yet more documentation is required for the NDO to get to examination. JE & DC to meet to compile a definitive list of documents required for Examination.

*This was **noted** and the clerk also undertook to investigate the precise need for reports to get to outline planning permission.*

**3. Church Commissioners: Zoom Meeting on July 7<sup>th</sup>.**

This was an update meeting with Matthew Naylor Strategic Land Manager for the Church Commissioners. Discussions focused on:

- Affordable housing: part of CC remit is the provision of affordable housing on sites. With the housing on the Bypass site having to deliver the Community Facility and to be mitigated for Noise the CC need a clear lead from the PC as to the affordable housing provision on the Bypass site.
- Exact details of the Community Facility Package to be delivered? (Masterplan)
- Finalise all technical assessments for the NDO site (JH to assist JE)
- Transport Assessment report will now be finalised by the end of July.
- Noise Assessment report to be sent to the CC by AK expected the week ending 17<sup>th</sup> July.
- Land deal options now need to commence. NDO facilitator (DC), CC and the PC to oversee this work. DC and MN have had initial discussion and DC will facilitate this work.

*The meeting contents were **noted**.*

*As far as the affordable housing allocations for the bypass site were concerned, this matter had already been decided upon by the parish council, at its meeting on 12 May 2020, minute 21/006 refers:*

*“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.”*

*The Parish Council is looking forward to being part of the process of arranging a land deal, involving the Church Commissioners, Dave Chapman. It should always be remembered that the land deal will be between the eventual developer and the Church Commissioners, complying with the NDO.*

**4. Steering Group Work.**

**Big Thank you** to the Steering Group members who have supported me in the drafting of the Neighbourhood Plan. Lynne Askew has submitted the Forward

The rough first draft copy has gone to Modicom Planning.

The focus of this work is to check that the Plan is within the Basic Conditions in general conformity to the East Devon Local Plan and the National Planning Framework. All policies to be checked and feedback provided chapter by chapter.

The draft was a large 124-page text heavy document. Pictures and maps are still to be uploaded.

Modicum planning has finished this work and sent written a report on July 10<sup>th</sup>. It included:

- A review of the NP as a whole
- A draft of how a revised H3 could look, together with supporting text
- An assessment of any conformity issues between the NP as drafted and the strategic policies in the Local Plan.

Comments on length of document: In terms of the length of the document, I agree it is long but generally I didn't find myself getting lost in text. The plan is well written, and the text is, in the vast majority of cases relevant. In the review, I have identified where some paragraphs are perhaps not needed. In addition, there is scope to remove some of the policies where this an overlap in other parts of the document. It is essentially a good draft.

Janvrin will work through the documents and make amendments.

*The council **noted** the progress made by and looked forward to seeing the document as a whole.*

#### **5. Preparing for Reg 14**

Keith Walton has kindly agreed to co-prepare the NP Template so that it is ready for REG 14 Consultation.

Reg 14 is when the community of Clyst Honiton, EDDC and other statutory agencies have 6 weeks to respond, provide feedback and comments on the NP.

This is an important stage for the community.

Alterations and changes to the Draft Plan will be as a result of the Reg 14 consultation process.

##### **Reg 14 Format: Options to be discussed**

- Online via website
- Summary/ addition in Clyst Chatter
- Hard copies available x 4 (Pubs, Church, School Business Centre)
- Social Media Campaign.
- Q & A session venue

*It was **Agreed** that the methods of consultation should include both written policy documents and possibly holding a further drop-in session.*

#### **6. The Greater Exeter Strategic Plan (GESP)**

- The GESP draft policies and site options document was released recently and a copy was made available to all Councillors.
- This is a critical document that will change Exeter and the surrounding areas forever.
- The GESP draft proposals will be considered individually by East Devon, Exeter, Teignbridge and Mid-Devon Councils before public consultation.
- Public consultation on a final document is from 21<sup>st</sup> Sept – 16<sup>th</sup> Nov 2020.
- Implementation would not commence until Plan is formally adopted, which is timetabled for 2023 at the earliest.

##### **Brief Findings:**

96 potential sites have made the "first cut". Another Call for Sites is still to take place.

##### **1. Clyst Honiton NP & Parish Site:**

**SA ED 3 Hill Barton Site**

- Includes Farringdon, Aylesbeare, Clyst st Mary & Sowton.
  - Whole of Parish south of A 30 to the Sidmouth Road is within the site.
  - Biggest site for housing of the 96 sites brought forward in the Draft Document
  - 10,000 houses minimum (New Town) will bring forward 2150 more houses than Cranbrook when complete.
2. Sites in adjoining Parishes: either side of B3052 Sidmouth Road
- **SA ED 2 Oil Mill Lane 4000 homes**
  - **SA ED7 Higher Greendale 1300 homes**
3. Items for consideration:  
Potential Sites only.  
The Truth. This Strategic Draft Plan will affect the longevity of the CHNP and its policies.  
The Strategic Plan content is presently unpredictable.  
The Plan's roll out and sites being developed will be affected by Covid 19/ Economic downturn.  
The Plan's process to being adopted is a lengthy process.

*The council **noted** the consultation timelines.*

*In addition, because of the potential impact on Clyst Honiton it was **Agreed** to dedicate the next (August 2020) parish council meeting to the consideration of a strategy for its response to the proposals.*

***The Chairman then closed the meeting to allow the County Councillors to report on county matters.***

**21/034 PUBLIC AND OTHER BODIES' SESSION**

In a written report by County Cllr Ray Bloxham gave an update on Covid 19 in Devon. Around 1100 confirmed cases, but the likely infection rate is 3 or 4 times higher with around 125 deaths. This is low in the national context - Devon is 146 out of 150 Council areas. Current position at time of writing this is that Devon has had 19 confirmed cases in the past 14 days, which is very low in a population of 800,000. We are currently getting new 0-2 cases a day.

There has been no change in the overall downward trend direction since the Government announced relaxations on 11th May. Having seen an influx of visitors to the County we have seen no significant change.

In care homes, the SW is the lowest region of incidents with Devon being the lowest in the SW according to Public Health England data. Devon is one of five counties in the country where there have been less care homes deaths than one would normally expect in normal times.

Devon CC has done a lot of work on PPE to ensure that supplies are available. Those shielding have been supported with around 5,000 getting food supplies. In schools, the County has been between 50-60% above national attendance rates with good attendance of vulnerable children. All of this has taken pressure off the NHS.

The County established a Pandemic Incident Management Team under the lead of the Director of Public Health. This drew together resources across the county to provide a rapid response cutting across usual delegated limitations. Despite very flexible and fast working, detailed

records have been kept which will figure in a detailed review in due course to identify lessons for the future.

DCC has 3500 staff working remotely and they will continue to do so for the foreseeable future. Good use has been made of technology and flexible working which will no doubt influence how things are done in the future. We await to see what the Communities Secretary will say about how much of these flexible arrangements can continue. But we expect to see the future as more flexibility, more home working and more use of technology. Staff welfare has been important and we have tried to ensure that staff working remotely are well managed and supported. A recent survey returned a 92% satisfaction rating.

DCC is one of 11 Beacon Councils nationally leading on track and trace. DCC's Chief Exec is the SW lead and has weekly meetings Nationally and locally with both Government and Districts. We can expect to see an increase in infections as restrictions are relaxed and tourism recovers. Track and trace will focus on local outbreaks. To date the costs of Covid in Devon has been just over £39m with the Government refunding £36.7m. DCC will cover the difference. No doubt there will be some further costs that will need to be met. Most of the costs (£26.5m) went to adult care and health.

The Economic impacts are yet to become clear but some sectors will be badly hit. Some 45% are furloughed or have self-employed support. A health recovery board has been formed to oversee how the County emerges and this board includes representatives from the local economy. The rapid Covid Action fund has now paused having granted some £350,000 to 400 community groups. Plans are now being put in place to resurrect the "Making the connection" and "Doing what matters" funds to focus on local recovery.

At the meeting Cllr. Bloxham gave an update that shielding vulnerable people would end in August and once we are the other side of the virus it will be necessary for the County Council to concentrate on Mental Health and Wellbeing as well as the poverty and hardship being suffered.

County Cllr. Sara Randall-Johnson added that caution should be used in assuming that wearing masks will in some way protect you, because they are only effective if used properly. They can indeed spread the virus rather than prevent it.

The Chairman asked people to be vigilant with reporting travellers on land in the village, as a number of caravans have been seen locally apparently looking for sites.

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

**21/035 MEMORIAL BENCH AND PLANTER(S)**

On a proposal by the Chairman, it was **Resolved** to hold a site meeting, to be attended by all councillors to decide on the precise position of a commemorative garden, and decide, precisely what it would contain. Once he had this, the Clerk would work up a project plan, showing estimated costs and undertaking a risk assessment.

**21/036 INTERNAL AUDIT REPORT**

On a proposal by the Chairman, seconded by Cllr. Harrison it was unanimously **Resolved** to adopt the report from the Internal Auditor. The Clerk pointed out that a review of the Internal Audit needed to be carried out, alongside making an appointment for the current year.

**21/037 MATTERS TO BE ADDRESSED FOLLOWING AUDIT**

Apart from the final accounts and the Annual Governance changes that have been addressed before the AGAR submission, the report highlighted the relative weaknesses in the Parish Council Governance.

The overall areas of concern were that:

- a) **We are not complying with the General Data Protection Regulations (GDPR) in many ways, with no policies and no safeguards in place.**

There was a need to consider the way in which information is made available to councillors, and how it is to be used and stored. There are specific parish council email addresses for each councillor, and these should be used. Consideration needed to be given to ensuring that once GDPR policies are adopted they can and will be followed. The Clerk would write a report on the modus operandi that needs to be in place for the council to be in compliance.

- b) **The minutes produced by the Clerk need to stand alone better, more detail should be provided.**

The clerk was in agreement with this for certain matters where decisions had been made, and more background should be minuted. This will be done from this point forward.

- c) **The way our maintenance work is undertaken needs to be reviewed.**

This matter was about the need to ensure that the Clerk and not a councillor is authorising purchases. A method statement would be drawn up by the Clerk to ensure that maintenance work is not affected by a change in system. Thought would be given to having an amount of petty cash available for immediate purchases alongside using the debit card.

- d) **All policies need to be reviewed, made Clyst Honiton specific and posted on the website.**

The Clerk had already undertaken a review of policies and procedures with the result that 28 had been prepared on many subjects, including all those on the Internal Auditor's list. On a proposal by the Chairman, seconded by Cllr. Harrison it was **Resolved** to adopt the drafts as interim policies and procedures, with a programme of review over the next year to ensure that they fulfil their purpose and that council methodologies are adapted to ensure compliance.

**21/038 FINAL ACCOUNTS 2019/2020**

The final account and the AGAR for 2019/2020 had already been approved by Council, subject to Internal Audit.

The accounts were originally agreed at the 12<sup>th</sup> May 2020 meeting, minute 21/008, but the internal auditor required the Notes to the Accounts to be revised to identify the Section 137 expenditure correctly.

On a proposal by the Chairman, seconded by Cllr. Muir, it was unanimously **Resolved** to adopt the adjusted accounts.

The statement of internal control for the year also had an additional paragraph inserted. On a proposal by the Chairman, seconded by Cllr. Muir it was **Resolved** that the revised Statement of Internal Control was adopted.

#### **21/039 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/2020**

The internal auditor has now conducted the audit for 2019/2020, see item 21/036 above, and completed the appropriate section of the AGAR, answering now to statements B & C, which the Clerk will put an explanation for and suggest the ways in which these matters will be addressed in the future.

In addition, the parish council will have to assert that it has not complied with the need to address risk assessments during the year, for the same reasons.

Attached is a revised copy of the AGAR, with the adjustments made for these issues, along with a suggested letter of explanation for the External Auditor.

On a proposal by the Chairman, seconded by Cllr. Muir it was **Resolved** to agree

- a) The revised Annual Governance Statement (Section 1), indicating that we will need to focus more on Risk assessments
- b) The Accounting Statements (Section 2)

#### **21/040 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The matters to be addressed for GDPR compliance are

- a) Data Protection and security policies – these have been drawn up and accepted
- b) GDPR training for councillors – the Chairman had undertaken training on this and questioned whether all councillors needed it. The Clerk, as the Data Processing Officer, indicated that all people using data on their machines need training in GDPR matters, but this could be provided in-house.
- c) Using the correct emails and your own computers – this should be done immediately, but needs a method statement to be produced and some hardware changes to be made before it will happen.
- d) A published Privacy Statement – now agreed and to be published on the website.

#### **21/041 GENERAL POWER OF COMPETENCE (GPC)**

Without the GPC, parish councils are restricted in their powers to undertake only those tasks that they are specifically required or empowered to do under legislation. If, as Clyst Honiton wants to do, there is a need to undertake something that is not specifically allowed to do then the GPC has to be available to it.

To be eligible to assume the GPC a parish council must be able to satisfy two criteria:

- a) Have a suitably qualified Clerk,
- b) Have, at the last normal election, 66% of its councillors 'elected'

The Clerk, Rob Martin, has the relevant CiLCA qualification for GPC and at the election in May 2019, 4 out of the 5 councillors positions were filled automatically with 'elected' councillors.

Clyst Honiton Parish Council fulfils the two criteria, and on a proposal by Cllr. Wheeldon, seconded by the Chairman, it was unanimously **Resolved** that the parish council adopts the General Power of Competence, which will be in place until the next normal parish council election in May 2023.

#### **21/042 BANK RECONCILIATION**

The 30<sup>TH</sup> June 2020 Bank Reconciliation statement was **Noted** and would be signed as a correct record when circumstances allow.

#### 21/025 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 30<sup>th</sup> June 2020 was **Noted**.
- b) The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.
- c) It was **noted** that the VAT return for three months ended 30<sup>th</sup> June 2020 had been submitted in the sum £5,282.19. It was expected that this sum would be received during August 2020.

#### 21/026 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.
<b>2020/2021</b>			
Vodafone	Mobile Phone	22.07	Direct Debit
<b>RJ Martin</b>	<b>Salary July 2020</b>	<b>829.94</b>	<b>202020</b>
<b>DCC Pension Scheme</b>	<b>Pension Contrib.</b>	<b>285.63</b>	<b>202020</b>
<b>HMRC</b>	<b>Tax/NI</b>	<b>250.00</b>	<b>202020</b>
<b>Plandscape</b>	<b>Grass Cutting</b>	<b>88.22</b>	<b>202021</b>
<b>MNR Mowers</b>	<b>Mower Repair</b>	<b>74.09</b>	<b>202021</b>
<b>Melanie Bickell</b>	<b>Internal Audit</b>	<b>250.00</b>	<b>202021</b>
<b>The Payroll Bureau</b>	<b>Payroll Services</b>	<b>21.24</b>	<b>202021</b>
<b>Mike Muir</b>	<b>Equipment</b>	<b>21.42</b>	<b>202021</b>

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

#### 21/027 PLANNING APPLICATIONS

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

Reference	Location	Proposal
19/1422/MRES	Phase 4 Infrastructure East of The Ecology Park and West of Southbrook Lane, Cranbrook New Community	<p><b>Amended Plans</b> Reserved matters comprising layout, scale, appearance, landscaping and access for the construction of a foul water pumping station (to include both underground and over ground infrastructure and secure boundary fence), two surface water basins, a shared footway and cycleway and connecting highway link and the removal and the construction of a new hedgerow. (Subsequent application in respect of permission 03/P1900 which was accompanied by an environmental statement)</p> <p><b>The Parish Council would not be able to comment on the application, but letters should be sent to the Environment Agency and South West Water expressing concern about the apparent pollution of the River Clyst at the pumping station, evidenced by the smell and the cloudiness of the water beyond that point. How much of the future housing sewage was going to be transferred through this pumping station?</b></p>
20/1361/MRES	Land East of Antiques Complex, Harrier Court Industrial Estate, Long Lane, Clyst Honiton	<p>Reserved matters application (access, appearance, landscaping, layout, and scale) for the construction of a converter station with associated equipment and plant pursuant to the outline planning permission 16/2997/MOUT including provision of main site accesses, internal circulation/parking, and landscaping. The full or partial discharge of conditions 1, 2, 3, 4, 5, 6 and 13 of the outline planning permission 16/2997/MOUT</p> <p><b>Concerns should be expressed in relation to the Access Road</b></p>
20/1101/CPL	Plot Dc1 (Amazon Building), Exeter Gateway Clyst Honiton	<p>Certificate of lawfulness for the installation of an internal mezzanine floor.</p> <p><b>No comment</b></p>
18/2339/FUL	Hill Pond Caravan Park, Clyst St Mary, Exeter. EX5 1DP	<p><b>Planning appeal</b> Major outline application, all matters reserved, for a hotel development with up to 130 bedrooms, including associated car parking, outbuilding, attenuation pond and access.</p> <p><b>To repeat the original objection.</b></p>

**21/028 DATE OF NEXT MEETING**

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 14<sup>th</sup> July 2020, at 7pm, to concentrate on the strategy for getting the best for Clyst Honiton Parish Area.

**21/029 MEETING CLOSURE**

The meeting closed at 9.30pm

Signed:.....

Print:.....

Date:.....

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