

Clyst Honiton Parish Council



Clyst Honiton Parish Council Meeting 12th January 2021

To: all Members of Clyst Honiton Parish Council

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

Issue date: Tuesday 5th January 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 meeting of **Clyst Honiton Parish Council** on **Tuesday 12th January 2021 at 7.00pm**, to be conducted remotely using Zoom, for the purpose of transacting the business on the following agenda.

Rob Martin

Clerk to Clyst Honiton Parish Council

Robert Martin is inviting you to a scheduled Zoom meeting.

Topic: Clyst Honiton Parish Council

Time: Jan 12, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88298846100?pwd=U1o0NkFuYjBGdHZFWWhpeWoxKzZDQT09>

Meeting ID: 882 9884 6100

Passcode: 741312

Clyst Honiton Parish Council Meeting 12th January 2021

AGENDA

21/122 APOLOGIES

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.

21/123 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

To receive declarations of interest in items on the agenda

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.

21/124 MINUTES

To approve, as a correct record, the minutes of the Parish Council meeting held on 8th December 2020.

21/125 COUNCIL REPORTS

- a) **To receive the Clerk's Report & consider the Action List progress attached.**
- b) **Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order** – to receive a written report from the Neighbourhood Plan lead on progress since the last meeting and to consider recommendations contained therein.
- c) **Village Maintenance** – to receive a report from Councillor Muir on the village maintenance activities undertaken since the last meeting.
- d) **Other Councillor Reports** – to receive any reports from councillors on matters the council could consider at future meetings and to report on any meetings attended on behalf of the council.

The Chairman to declare the meeting closed

21/126 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 to declare the meeting open

Clyst Honiton Parish Council Meeting 12th January 2021

21/127 FURTHER COVID19 MEASURES

To consider any further action that could be taken by the parish council to support vulnerable residents with finance, personal visits or advice.

21/128 BANK RECONCILIATION

To approve the 31st December 2020 Bank Reconciliation statement.

21/129 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

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

21/130 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:

PAYMENTS

Payment to	Services	Amount £	Payment No.
2020/2021			
Vodafone	Mobile	22.07	Direct Debit
Zoom	Meeting Access	14.39	DC2107
Parish Online	Mapping Access	43.20	DC2120
RJ Martin	Salary January 2020	851.99	202031
DCC Pension Scheme	Pension Contrib.	293.47	202031
HMRC	Tax/NI	259.66	202031

RECEIPTS

Receipt from	Services	Amount £	Method
2020/2021			
None			

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

Payment items in **bold** will be made following the meeting.

21/131 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Clyst Honiton Parish Council

Clyst Honiton Parish Council Meeting 12th January 2021

Reference	Location	Proposal
None		

21/132 SCHEDULE OF MEETINGS

To adopt the attached schedule of meetings for the remainder of the current year and for the 2021/2022 administrative year.

21/133 DATE OF NEXT MEETING

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 9th February 2021, at 7pm.

21/134 MEETING CLOSURE

Clyst Honiton Parish Council



There was a remote meeting of Clyst Honiton Parish Council on Tuesday 8th December 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 Councillor Sara Randall Johnson

In attendance: Rob Martin, Clerk

No members of the general public:

MINUTES:

The Chairman expressed the Council's concerns about County Councillor Ray Bloxham's health following his recent heart attack and wished him a speedy and full recovery, hoping that he would follow doctors' instructions and rest for as long as it takes.

21/109 APOLOGIES

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

21/110 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

21/111 MINUTES

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

21/112 COUNCIL REPORTS

a) Clerks Report

The Clerk's report and Action List were **noted**.

He also stated that:

- He was now Clerk to Rackenford & Creacombe Parish Council, for 5 hours a week.
- He would take the matter of Amazon drivers using the layby as a toilet whilst waiting their time for collection up with both EDDC Environmental Health department and Amazon. This was a totally unacceptable practice that should be stopped.
- He had updated the parish council's 'Dropbox' account to the paid for version, at a cost of £79.90 per annum, from the free version, which had very limited file storage capacity now exceeded by the files stored there.
- The vegetation around the Fighter Pen would be cleared on Friday 11th December.
- The interim Devon Carbon Plan Consultation was now taking place. There was a link on the parish council website.

- The ambulance service had promised to look at and curtail the use of alarms in the early hours, where this is possible.
- He would look to reset everyone’s specific Parish Council email addresses so that they could just use these for council business, and access to the Dropbox files could be arranged.

b) NDO/NP Lead Report

The following report was presented by Janvrin Edbrooke:

NEIGHBOURHOOD PLAN

1. Reg 14 Draft NP:

- a) The Steering Group Meeting on 20th Oct and Dec 2nd to look at the responses on the NP Draft from EDDC. Changes were reviewed and the NP Draft adjustments were agreed.
- b) The Reg 14 Draft can be created.

Recommendation 1. For Council to Note.

Noted

- 2. **Clyst Valley Regional Park:** this is out to consultation launched Nov 9th closes January 7th. As NP / NDO Lead I will separately respond to this Masterplan linking it to the NP policies and that our NP refers to this and builds on it.
 - a) Clyst Honiton parish has swathes of land within this Regional Park.
 - b) Projects in the Parish include HF1, HF2, CCC4, ASH.
 - c) Good to see that it acknowledges that the area opposite Duke of York as “It is the only remaining recreational green space of useable size for the community of Cyst Honiton”
 - d) Project ASH is about protecting the only waterway that runs in the Holbrook valley. This important biodiversity corridor connects extensive habitats and with hotspots of biodiversity: tree-lined streams, old traditional orchards, small riverine woods and small fields with good hedgerows. There is little or no buffer protecting the rivers from inputs of agricultural chemicals. Higher Holbrook Farm Grade 2 listed and with surviving orchards.

Recommendation 3.

- I. For Council to be involved in the consultation.
- II. To consider informing the community of the document maybe in Clyst chatter/ CHCA.
- III. The CVRP will be able to access money for joint projects that encourage community involvement
- IV. Outside Lockdown to invite Simon Bates to speak to the Council and open this up to residents to promote River Clyst Park and to get this area open to the community of CH

The matter was included later in the agenda. Advice 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

2. ASSESSMENTS (Tbc in blue)	UPDATES
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 section awaiting DCC go ahead. EDDC now involved as planning application should not be held up by traffic surveys 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 (Company 1) Time frame 6 – 8 weeks Trenching assessment and report Company 2	This is being carried out by AECOM. The DBA has been drafted. Draft was sent to all councillors. Gary provided errors and questions (Thank you) and the Draft has now been completed. The summary has recommended both geophysical and trench surveys. Geophysical assessment will be completed before Christmas with a report after Christmas. The report will determine the need for trenching work
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.
Strategic Environmental Assessment SEA (AECOM)	Completed. Report concluded no recommendations.
Habitats Regulation Assessment (HRA) AECOM	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	Being 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. Report to be completed by second week in Jan 2021

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

Noted.

The Clerk had liaised with the NP/NDO lead on the matter of the Geophysical Survey. The costs of the survey were likely to be covered by grant, but this was now urgent. Janvrin had agreed with Liam at AECOM that of three quotations received from three contractors, SUMO although not the lowest price at £1,800, was the best technically and scope and should be accepted. The Clerk had taken this advice, which was going to be used to support the grant claim, and had laid an official order with SUMO to carry out the work, which was expected to be done at the end of the current week.

There was full expectation that the grant would cover the cost of this work, but it might not arrive until after the work was done, and if this was so, the accumulated NP/NDO reserve would be used in lieu of receipt of the grant.

- 3. **Health Check NDO Draft and NP:** The clerk wrote to EDDC regarding examiners. Angela King has followed up on this and contacted and spoke with Dave Chapman. It is on EDDC 's

radar that we would like Anne Skippers to be our examiner and for Andrew Ashcroft to be our Health checker or vice-versa.

Recommendation 3. For Council to note progress of Health checker and Examiner for the NP
Progress noted

c) Village Maintenance Report

The Clerk read a report supplied by Cllr. Mike Muir on the work he had done since the last meeting, the contents of which were as follows:

- He had conducted the weekly visual inspection of play equipment.
- The 'D shackles' have now been replaced by Playforce.
- He had spent numerous amount of hours on memorial garden which was now complete apart from plaque to be mounted. He has the plaque waiting for a piece of Oak for plaque to be mounted on.
- A Crab Apple tree at St. Michael's hill has been vandalised and needed replacing. He had asked the Clerk to arrange a replacement.

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

21/113 PUBLIC AND OTHER BODIES' SESSION
Devon County Council

Cllr. Sara Randall Johnson referred to Ray's heart attack and said that he was not going to do any Council work for at least two months. She also requested being included in the correspondence with Amazon regarding the toilet issue. She had attended the recent meeting with the police and referred to the crime map which allows anyone to drill down to recorded crime within each postcode.

There was still some finance available within the Locality Budget at DCC for any projects we might have.

East Devon District Council

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

Public Questions

There were no members of the public in attendance.

The Chairman then reopened the meeting

21/114 DOING WHAT MATTERS

The current situation has meant that the meeting with Helen Selby to detail the highway issues with DCC has not taken place and is unlikely to happen, in the near future. She has requested that the Parish Council send a list of the matters that are currently required to be addressed to her for possible action. Janvrin Edbrooke had already sent details of the matters she believed needed addressing in the Holbrook area of the parish.

It was **Agreed** that the Clerk collect a list of items from councillors, alongside those already identified and submit this to Helen Selby as soon as possible.

21/115 BUDGET & PRECEPT 2021/2022

The Clerk had circulated more budget papers to councillors and outlined what these contained. He had made suggestions about what the analyses contained and the conclusions that could be drawn

from them. On a proposal by the Chairman, seconded by Cllr. Wheeldon, it was unanimously **Resolved** that:

- The Revised Budget for 2020/2021 is adopted as the starting point for considering the 2021/2022 Budget.
- The draft budget for 2021/2022 is adopted.
- The Precept Request for 2021/2022 should reduce from £20,114 to **£18,000** as the cautious first step in reducing the reserves down over the next few years to a more appropriate level. This will reduce the Band D charge for the year to £160.71 from £186.24, a reduction of nearly 14%
- The 5-year analysis of Receipts and Payments would be revised to accommodate this change and to highlight the effect of the income and expenditure changes on the budget and reserves for the coming few years.

21/116 BANK RECONCILIATION

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

21/117 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

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

21/118 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.
2020/2021			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	14.39	DC2107
Wickes Building Supplies	Memorial Garden Slabs and Compost	88.00	DC2114
HCT Turf	Topsoil	120.00	DC2115
Post Office	Petty Cash Reimbursement	70.00	DC2116
Amazon	Stationery	38.89	DC2117
Post Office	Online Postage	1.64	DC2118
Dropbox	Upgrade to Storage Capability	95.88	DC2119
RJ Martin	Salary December 2020	851.99	202031
DCC Pension Scheme	Pension Contrib.	293.47	202031
HMRC	Tax/NI	259.66	202031
Plandscape	Grass Cutting (August 2020)	88.22	202032
Ridgequest	Memorial Garden Plaque	309.60	202032

RECEIPTS

Payee	Services	Amount £	Payment No.
2020/2021			
HMRC	VAT Refund	280.56	BGC

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

21/119 PLANNING APPLICATIONS

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

Reference	Location	Proposal
None		

Clyst Valley Regional Park (CVRP)

The parish council should respond to the current CVRP consultation, since the proposed park adjoins the boundary of the parish. It was also expected that access to the park would be made through the church commissioner land next to Clystside.

There was also the necessity to reinforce the Neighbourhood Plan policies for open space and the area of land opposite the Duke of York Inn, which the plan had highlighted as being the only such land available in the parish.

It was **Agreed** that the Clerk would put together a Parish Council response using comments from councillors and Janvrin Edbrooke. Councillors would also respond as individuals.

It was also suggested that Simon Bates, EDDC, be invited to explain the effect of the plan on Clyst Honiton and to answer questions.

21/120 DATE OF NEXT MEETING

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

21/121 MEETING CLOSURE

The meeting closed at 8.40pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

CLERKS REPORT

Report to: Clyst Honiton Parish Council

Date: 12th January 2021

Agenda item: 21/125a

Recommendation:

- i. that the report be noted
- ii. that any recommendations contained within are considered and resolved
- iii. that any actions arising from matters contained within be actioned

Report detail:

1. ACTION LIST

The attached action list has now been updated for work done during the month since the last meeting. Where appropriate, more detail is contained below.

2. MEMORIAL GARDEN

The Memorial Garden is now installed and the plaque erected. Cllr. Mike Muir will oversee the planting of the raised bed and has planted some bulbs for the time being. When conditions allow it is suggested that there is a formal adoption of the garden by the Parish Council.

3. PRECEPT

As agreed at the December meeting, the precept for 2021/2022 has been requested from East Devon District Council.

4. CLYST VALLEY REGIONAL PARK CONSULTATION

As instructed at the last meeting, I have responded as Clerk to the Council to this consultation along the lines of the comments sent in by the Chairman. I received nothing from anyone else.

5. AMAZON DRIVERS

My email to both Amazon and EDDC Environmental Health on the issue of the Amazon drivers using the village as a car park and toilet brought an immediate response.

The Amazon Site Manager, Max Musolino, called me within an hour of the email being sent expressing regret at what had been happening. He was, that morning calling a meeting of his transport sub-contractors to lay down the law to them. In short, anyone using the hedges as a toilet would immediately be dismissed, all we have to do is report each and every incident directly to him. He said that there would be no reason for them to use the village to park in, because they had just completed work to enable their car park to be used by the drivers to wait in, and their toilets would be available to all drivers.

Shortly after this exchange, I was contacted by ??? an Environmental Officer from EDDC who wanted to know what the Amazon response had been, and was reassured to some extent by what Max had said, but we both agreed that the proof of the (Xmas?) pudding would be in the eating.

The important thing is that incidences should be reported as soon as possible and should include the registration number of any vehicles involved.

6. CORONA VIRUS COVID 19

This continues to be an issue, particularly now we are in another lockdown. There is an item on the agenda to discuss whether there is anything further the Parish Council can do. Under the latest lockdown the playground can remain open, but we will have to be vigilant to make sure it stays that way.

Rob Martin, Clerk to Clyst Honiton Parish Council

06 January 2021

CLYST HONITON PARISH COUNCIL				
ACTION LIST				
Subject	Detail	Responsibility	Action to Date	Action Still to be Taken
Neighbourhood Plan	To produce a Neighbourhood Plan for Clyst Honiton	Janvrin Steering Group Rob All councillors	All narrative being put together by Janvrin and Steering Group	To ensure the NDO is drawn together prior to both documents being ready for the Reg 14 consultation
Delivery of NDO project	To determine how the facility and housing are going to be delivered and by whom.	Janvrin Steering Group Rob All councillors	On hold whilst NP is concentrated on.	Contact made with Church Commissioners to ensure NDO process is understood
Website Updating	To ensure current website is up to date.	Rob	Updating being done more regularly Finance Papers updated	
Arrange a meeting with Amazon	To arrange for a meeting with the Facility Manager and a tour for councillors	Clerk via Ray Bloxham	Follow-up done	
Heritage Assets Listing	To try and get the Fighter Pen added to the List	Clerk	Contact made with relevant people, yet to put application in	Site visit necessary to take photographs.
Street Scene Masterplan	To instigate the idea of providing a community view of the highway arrangements in the village	Clerk	Not started yet	
Memorial Garden	Agree design and arrange for quotations for seats	Clerk	Some agreement amongst councillors on position and content of	Completed

CLYST HONITON PARISH COUNCIL

ACTION LIST

Subject	Detail	Responsibility	Action to Date	Action Still to be Taken
			Memorial Garden proposal Two benches bought for delivery before 11 November 2020	
Annual Risk Review	Write a report detailing the risks to the continuation of Parish Council business and considering further action	Clerk	Report written Report on the November 2020 agenda for adoption	Completed
Review of effectiveness of internal audit	Write a report on the effectiveness on Internal Auditor, Melanie Bickell	Clerk	Report on the November 2020 agenda for adoption	Completed
2021/2022 Budget & Precept	To present options to the Parish Council to determine the precept for next year	Clerk	2nd Report written	Completed

21/12/25 a

2.1.28

BANK RECONCILIATION

To 30.12.2020

£

£

FUNDS HELD IN BANK ACCOUNT @ 31st December 2020

Lloyds account balance	80,326.35	
Petty Cash Balance	82.91	
TOTAL FUNDS HELD IN BANK		80,409.26

Less unrepresented cheques

Total funds less unrepresented cheques 80,409.26

CASHBOOK BALANCE @ 01.04.2020	79,658.01
Plus income received	51,610.10
Less payments made	50,858.85

BALANCE 80,409.26
Reconciliation -

Agreed and signed:

Agreed and signed:

Minute ref:

Date:

CLYST HONITON PARISH COUNCIL - BANK ACCOUNT 2020/2021

Date	Cheque or Receipt	Payee	Amount				Running Total
			Total £	VAT £	Dr £	Cr £	
01/04/2020		Balance b/f					(79,658.01)
01/04/2020	BGC	East Devon District Council			-	10,057.00	(89,715.01)
07/04/2020	BGC	DCC			-	495.00	(90,210.01)
08/04/2020	202011	DALC	73.42	8.42	65.00		(90,136.59)
08/04/2020	202011	SLCC	161.00		161.00		(89,975.59)
08/04/2020	202011	Playforce Ltd	14,175.00	2,362.50	11,812.50		(75,800.59)
09/04/2020	DC2101	AVAST	45.36		45.36		(75,755.23)
13/04/2020	DC2102	Amazon	60.98	10.17	50.81		(75,694.25)
16/04/2020	BGC	DCC			-	11,000.00	(86,694.25)
20/04/2020	202012	RJ Martin	811.94		811.94		(85,882.31)
20/04/2020	202012	RJ Martin	18.00		18.00		(85,864.31)
20/04/2020	202012	DCC Pension Fund	226.67		226.67		(85,637.64)
20/04/2020	202012	DCC Pension Fund	59.06		59.06		(85,578.58)
20/04/2020	202012	HMRC	47.20		47.20		(85,531.38)
20/04/2020	202012	HMRC	202.80		202.80		(85,328.58)
22/04/2020	202013	e catering	420.66	70.11	350.55		(84,907.92)
28/04/2020	DD	Vodafone	22.07	3.68	18.39		(84,885.85)
11/05/2020	DC2103	123 Reg	43.16	7.19	35.97		(84,842.69)
12/05/2020	20214	Plandscape	127.92	21.32	106.60		(84,714.77)
12/05/2020	202014	The Payroll Bureau	102.48	17.08	85.40		(84,612.29)
20/05/2020	202015	RJ Martin	811.94		811.94		(83,800.35)
20/05/2020	202015	RJ Martin	18.00		18.00		(83,782.35)
20/05/2020	202015	DCC Pension Fund	226.47		226.47		(83,555.88)
08/05/2020	DC2104	Amazon	41.08	6.85	34.23		(83,514.80)
13/05/2020	202016	ROSPA	474.00	79.00	395.00		(83,040.80)
20/05/2020	202015	DCC Pension Fund	59.06		59.06		(82,981.74)
20/05/2020	202015	HMRC	47.20		47.20		(82,934.54)
20/05/2020	202015	HMRC	203.00		203.00		(82,731.54)
27/05/2020	202017	Community First Trading	698.08		698.08		(82,033.46)
28/05/2020	DD	Vodafone	22.07	3.68	18.39		(82,011.39)
01/06/2020	BGC	HMRC			-	3,635.86	(85,647.25)
08/06/2020	DC2105	Amazon	34.37	5.73	28.64		(85,612.88)
08/06/2020	DC2105	Amazon	32.53	5.42	27.11		(85,580.35)
12/06/2020	202019	Plandscape	88.22	14.70	73.52		(85,492.13)
12/06/2020	202019	CPRE	25.00		25.00		(85,467.13)
12/06/2020	202019	Bickerdike Allen Partners	15,960.00	2,660.00	13,300.00		(69,507.13)
12/06/2020	202019	MNR Mowers	15.95	2.66	13.29		(69,491.18)
12/06/2020	202019	RJ Martin	19.00		19.00		(69,472.18)
20/06/2020	202018	RJ Martin	811.74		811.74		(68,660.44)
20/06/2020	202018	RJ Martin	18.00		18.00		(68,642.44)
20/06/2020	202018	DCC Pension Fund	226.57		226.57		(68,415.87)
20/06/2020	202018	DCC Pension Fund	59.06		59.06		(68,356.81)
20/06/2020	202018	HMRC	47.20		47.20		(68,309.61)
20/06/2020	202018	HMRC	203.00		203.00		(68,106.61)
28/06/2020	DD	Vodafone	22.07	3.68	18.39		(68,084.54)
15/07/2020	202021	Plandscape	88.22	14.70	73.52		(67,996.32)
15/07/2020	202021	Mike Muir	21.42		21.42		(67,974.90)
15/07/2020	202021	MNR Mowers	74.09	12.35	61.74		(67,900.81)
15/07/2020	202021	The Payroll Bureau	21.24	3.54	17.70		(67,879.57)
15/07/2020	202021	Melanie Bickell	250.00		250.00		(67,629.57)
20/07/2020	202020	HMRC	47.00		47.00		(67,582.57)
20/07/2020	202020	HMRC	203.00		203.00		(67,379.57)
20/07/2020	202020	RJ Martin	811.94		811.94		(66,567.63)
20/07/2020	202020	RJ Martin	18.00		18.00		(66,549.63)
20/07/2020	202020	DCC Pension Fund	226.57		226.57		(66,323.06)
20/07/2020	202020	DCC Pension Fund	59.06		59.06		(66,264.00)
28/07/2020	DD	Vodafone	22.07	3.68	18.39		(66,241.93)
29/07/2020	BGC	HMRC			-	5,282.19	(71,524.12)
29/07/2020	BGC	East Devon District Council			-	9,000.00	(80,524.12)
20/08/2020	202023	HMRC	47.00		47.00		(80,477.12)
20/08/2020	202023	HMRC	203.00		203.00		(80,274.12)
20/08/2020	202023	RJ Martin	811.74		811.74		(79,462.38)
20/08/2020	202023	RJ Martin	18.00		18.00		(79,444.38)
20/08/2020	202023	DCC Pension Fund	226.57		226.57		(79,217.81)
20/08/2020	202023	DCC Pension Fund	59.06		59.06		(79,158.75)
28/08/2020	DD	Vodafone	22.07	3.68	18.39		(79,136.68)
12/08/2020	202024	Modicum Planning	1,000.00		1,000.00		(78,136.68)

12/08/2020	202022	ClystNet	Hosting Charges	144.00	24.00	120.00	(77,992.68)
12/08/2020	202022	Plandscape	Grass Cutting	88.22	14.70	73.52	(77,904.46)
12/08/2020	202022	RJ Martin	Microsoft 365 Subscription	79.99	13.33	66.66	(77,824.47)
12/08/2020	202022	RJ Martin	Expenses	19.90		19.90	(77,804.57)
12/08/2020	DC2106	Zoom GBP	Meeting Access	14.39	2.40	11.99	(77,790.18)
01/09/2020	BGC	East Devon District Council	Precept			-	10,057.00 (87,847.18)
01/09/2020	DC2111	Petty Cash	Transfer	100.00		100.00	(87,747.18)
04/09/2020	DD	ICO	Annual Fee	35.00		35.00	(87,712.18)
04/09/2020	DC2108	Microsoft	OneDrive Access	59.99	10.00	49.99	(87,652.19)
09/09/2020	202025	Amazon	Zipwire Clips	7.99	1.33	6.66	(87,644.20)
09/09/2020	202025	MNR Mowers	Mower Repairs	39.98	6.66	33.32	(87,604.22)
11/09/2020	DC2107	Zoom GBP	Meeting Access	14.39	2.40	11.99	(87,589.83)
15/09/2020	DC2109	Amazon	Bolts	22.76	3.79	18.97	(87,567.07)
18/09/2020	202026	HMRC	Tax/NI	71.48		71.48	(87,495.59)
18/09/2020	202026	HMRC	Tax/NI	236.40		236.40	(87,259.19)
18/09/2020	202026	RJ Martin	Salary	945.44		945.44	(86,313.75)
18/09/2020	202026	RJ Martin	Home as Office	18.00		18.00	(86,295.75)
18/09/2020	202026	DCC Pension Fund	Pension Contributions	263.88		263.88	(86,031.87)
18/09/2020	202026	DCC Pension Fund	Pension Contributions	68.78		68.78	(85,963.09)
24/09/2020	DC2110	TDP	Memorial Garden Benches	961.92	160.32	801.60	(85,001.17)
25/09/2020	BGC	Devon County Council	Memorial Garden Grant			-	1,300.00 (86,301.17)
28/09/2020	DD	Vodafone	Mobile Phone	22.07	3.68	18.39	(86,279.10)
11/10/2020		Zoom GBP	Meeting Access	14.39	2.40	11.99	(86,264.71)
13/10/2020	FPI	Adam Harding	Amazon Garden Donation			-	502.49 (86,767.20)
14/10/2020	202027	The Payroll Bureau	Payroll	21.24	3.54	17.70	(86,745.96)
14/10/2020	202027	Plandscape	Grass Cutting	44.11	7.35	36.76	(86,701.85)
20/10/2020	202028	HMRC	Tax/NI	51.06		51.06	(86,650.79)
20/10/2020	202028	HMRC	Tax/NI	208.60		208.60	(86,442.19)
20/10/2020	202028	RJ Martin	Salary	833.99		833.99	(85,608.20)
20/10/2020	202028	RJ Martin	Home as Office	18.00		18.00	(85,590.20)
20/10/2020	202028	DCC Pension Fund	Pension Contributions	232.79		232.79	(85,357.41)
20/10/2020	202028	DCC Pension Fund	Pension Contributions	60.68		60.68	(85,296.73)
22/10/2020	DC2112	WoodBlocx	Memorial Garden Raised Bed	819.60	136.60	683.00	(84,477.13)
28/10/2020	DD	Vodafone	Mobile Phone	22.07	3.68	18.39	(84,455.06)
03/11/2020	BGC	HMRC	VAT Refund			-	280.56 (84,735.62)
12/11/2020		Zoom GBP	Meeting Access	14.39	2.40	11.99	(84,721.23)
17/11/2020	202029	MNR Mowers	Mower Repairs	198.12	33.02	165.10	(84,523.11)
17/11/2020	202029	PKF Littlejohn	External Audit	360.00	60.00	300.00	(84,163.11)
17/11/2020	202029	Janvrin Edbrooke	Expenses	155.76		155.76	(84,007.35)
19/11/2020	DC2114	Wickes Building Supplies	Memorial Garden Compost	88.00	14.67	73.33	(83,919.35)
20/11/2020	202030	HMRC	Tax/NI	51.06		51.06	(83,868.29)
20/11/2020	202030	HMRC	Tax/NI	208.60		208.60	(83,659.69)
20/11/2020	202030	RJ Martin	Salary	833.99		833.99	(82,825.70)
20/11/2020	202030	RJ Martin	Home as Office	18.00		18.00	(82,807.70)
20/11/2020	202030	DCC Pension Fund	Pension Contributions	232.79		232.79	(82,574.91)
20/11/2020	202030	DCC Pension Fund	Pension Contributions	60.68		60.68	(82,514.23)
24/11/2020	DC2115	HCT Turf	Memorial Garden Topsoil	120.00	20.00	100.00	(82,394.23)
26/11/2020	DD	Vodafone	Mobile Phone	22.07	3.68	18.39	(82,372.16)
27/11/2020	DC2116	Petty Cash	Transfer	70.00		70.00	(82,302.16)
01/12/2020	DC2117	Amazon	Stationery	38.89	6.48	32.41	(82,263.27)
03/12/2020	DC2118	Post Office	Postage	1.64		1.64	(82,261.63)
08/12/2020	DC2119	Dropbox	Storage Upgrade	95.88	15.98	79.90	(82,165.75)
11/12/2020	202032	Plandscape	Grass Cutting	88.22	14.70	73.52	(82,077.53)
11/12/2020	202032	Ridgequest	Memorial Plaque	309.60	51.60	258.00	(81,767.93)
12/12/2020		Zoom GBP	Meeting Access	14.39	2.40	11.99	(81,753.54)
20/12/2020	202031	RJ Martin	Salary	833.99		833.99	(80,919.55)
20/12/2020	202031	RJ Martin	Home as Office	18.00		18.00	(80,901.55)
20/12/2020	202031	DCC Pension Fund	Pension Contributions	232.79		232.79	(80,668.76)
20/12/2020	202031	DCC Pension Fund	Pension Contributions	60.68		60.68	(80,608.08)
20/12/2020	202031	HMRC	Tax/NI	51.06		51.06	(80,557.02)
20/12/2020	202031	HMRC	Tax/NI	208.60		208.60	(80,348.42)
26/12/2020	DD	Vodafone	Mobile Phone	22.07	3.68	18.39	(80,326.35)

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CLYST HONITON PARISH COUNCIL - PETTY CASH 2020/2021

Date	Cheque or Receipt	Payee	Amount				Running Total
			Total £	VAT £	Dr £	Cr £	
01/04/2019		Balance b/f					-
01/09/2020	BGC	Bank Account			-	100.00	(100.00)
02/09/2020	PC2001	Radmore & Tucker	11.92	1.99	9.93		(88.08)
15/09/2020	PC2001	Brooks Basics	18.24	3.04	15.20		(69.84)
17/09/2020	PC2002	Wickes	6.49	1.08	5.41		(63.35)
18/09/2020	PC2002	Wickes	5.50	0.92	4.58		(57.85)
23/09/2020	PC2002	B&Q	14.25	2.38	11.87		(43.60)
24/09/2020	PC2002	B&Q	12.20	2.03	10.17		(31.40)
27/11/2020	BGC	Bank Account			-	70.00	(101.40)
30/11/2020	PC2003	Wickes	8.00	1.33	6.67		(93.40)
30/11/2020	8	B&Q	10.49	1.75	8.74		(82.91)



Treasurers Account Statement

Printed: 05 January 2021

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

BIC: LOYDGB21244

Account number 22152368

IBAN: GB14 LOYD 3099 0822 1523 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

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Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Dec 20	VODAFONE LTD 7043754209-1001	DD		22.07 ✓	80326.35
18 Dec 20	HMRC - ACCOUNTS OF	BP		259.66 ✓	80348.42
18 Dec 20	DCC PENSION FUND	BP		293.47 ✓	80608.08
18 Dec 20	RJ MARTIN	BP		851.99 ✓	80901.55
14 Dec 20	ZOOM.US 888-799-96 CD 1717 12DEC20	DEB		14.39 ✓	81753.54
11 Dec 20	RIDGEQUEST LIMITED 300000000691920702 INV 202046 FPO 601323 10 11DEC20 13:29			309.60 ✓	81767.93
11 Dec 20	PLANDSCAPE 100000000686925723 INV 5158 200000 10 FPO 11DEC20 13:29			88.22 ✓	82077.53
08 Dec 20	Dropbox CD 1717	DEB		95.88 ✓	82165.75
03 Dec 20	AMZNMktplace CD 1717	DEB		38.89 ✓	82261.63
03 Dec 20	ROYAL MAIL GROUP L CD 1717	DEB		1.64 ✓	82300.52

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

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CLYST HONITON PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

As @ 31st December 2020

2019/2020 Actual £		2020/2021 Budget £	2020/2021 to date £	% of Budget £
RECEIPTS				
20,100.00	Precept	20,114.00	20,114.00	100%
20,000.00	Grants	22,300.00	22,297.49	100%
2,302.00	NP	-	-	0%
45,170.00	NDO Grants	-	-	0%
-	Section 106	4,339.00	-	0%
929.95	VAT	10,000.00	9,198.61	92%
88,501.95	TOTAL Receipts	56,753.00	51,610.10	91%
PAYMENTS				
Administration				
14,284.55	Clerk's Salary	13,240.00	9,966.86	75%
216.00	Home as Office	220.00	402.00	183%
242.35	National Insurance	620.00	427.20	69%
2,811.58	Pension	2,800.00	1,874.30	67%
626.39	Clerking Expenses	700.00	366.42	52%
17.87	Councillor's Expenses	200.00	-	0%
376.55	Payroll & Stationery	500.00	295.64	59%
120.00	Room Hire/Zoom	100.00	256.56	257%
-	Councillor Training	200.00	-	0%
-	Clerk Training	500.00	-	0%
97.48	Councillor Subscriptions	100.00	100.00	100%
208.00	Clerk Subscriptions	190.00	186.00	98%
314.72	Audit	550.00	550.00	100%
480.00	Website	710.00	235.87	33%
425.64	Insurance	700.00	698.08	100%
Maintenance				
381.60	Grass Cutting	400.00	277.56	69%
-	Bus Shelter	-	-	0%
721.40	Operational	350.00	251.25	72%
-	SWW Trees	-	-	0%
-	Parish Shed	-	-	0%
35.01	Lawn Mower	280.00	273.45	98%
-	Footpaths	-	-	0%
1,961.43	Zipwire	-	-	0%
Neighbourhood Plan				
2,642.49	NP Lead Expenses	400.00	155.76	39%
Other Expenditure				
110.50	Assets	300.00	-	0%
-	S 137	350.00	350.55	100%
-	Elections	-	-	0%
1,050.00	NP/NDO Surveys	20,109.00	14,300.00	71%
11,812.50	Play Equipment	12,207.50	12,207.50	100%
-	Memorial Garden	1,950.00	1,724.40	88%
3,937.18	VAT	10,000.00	5,959.45	60%
42,873.24	TOTAL Payments	67,676.50	50,858.85	75%
(45,628.71)	Net Payments/(Receipts)	10,923.50	(751.25)	-7%
RESERVES				
	Balance b/f	79,658.01	79,658.01	
	Net Payments/(Receipts)	10,923.50	(751.25)	
	Current Balance	68,734.51	80,409.26	

CLYST HONITON PARISH COUNCIL

NDO & NP Grant Funding Monitor

06-Jan-21

Element of Work	Expertise Required	Locality Grant £	Other Grant £	Total Grants £	Orders Placed £	Spend to Date £	Remaining Grant £	Agency
Noise Assessment		13,300	-	13,300	13,300	13,300	-	Bickerdike Allen Partners
Commercial assessment		1,500	-	1,500	1,500	1,050	450	Stretton Creber
Housing Needs Survey		2,600	-	2,600	2,302	2,302	298	Devon Communities Together
NDO Masterplan development (RIBA 3/4)	Architect to include initial transport assessment considerations	13,770	-	13,770		-	13,770	LED Architects
Planning Consultant	Support to draft NDO conditions and healthcheck	5,000	-	5,000	5,000	1,000	4,000	Rachel Hogger - Modicum
Ecological Survey		-	2,302	2,302	1,809	-	2,302	Burton Reid Associates
NDO proposal for delivery, Business planning and support around Eol for developers and community facility		2,500	-	2,500		-	2,500	5 days at £500 per day plus VAT
Legal Fees		6,500	-	6,500		-	6,500	Simon Sander Anderson
TOTAL		45,170	2,302	47,472	23,911	17,652	29,820	

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CLYST HONITON PARISH COUNCIL MEETINGS

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2021/2022 ADMINISTRATIVE YEAR

Meetings start at 7.00pm

2019/2020

Date	Meeting Type	Venue
12 th January 2021	Ordinary	Remote
9 th February 2021	Ordinary	Remote
9 th March 2021	Ordinary	Remote
13 th April 2021	Ordinary	Remote
11 th May 2021	AGM & Parish Meeting	Remote

2020/2021

Date	Meeting Type	Venue
8 th June 2021	Ordinary	tbc
13 th July 2021	Ordinary	tbc
10 th August 2021	Ordinary	tbc
14 th September 2021	Ordinary	tbc
12 th October 2021	Ordinary	tbc
9 th November 2021	Ordinary	tbc
14 th December 2021	Ordinary	tbc
11 th January 2022	Ordinary	tbc
8 th February 2022	Ordinary	tbc
8 th March 2022	Ordinary	tbc
12 th April 2022	Ordinary	tbc
10 th May 2022	AGM & Parish Meeting	tbc