

Clyst Honiton Parish Council

There was a meeting of Clyst Honiton Parish Council on Wednesday 2nd October 2024 at 7.00pm held in the Black Horse Inn Meeting Room

Members Present: Parish Councillors Suzanne Hales; Grant Harrison; Mike Muir; Sean Wheeldon.

Also Present: No district or county councillors.

In attendance: Rob Martin, Clerk.

8 members of the general public.

MINUTES

25/44 APOLOGIES

No parish councillors had apologised for absence.

District Cllr. Paula Fernley had apologised for her absence.

25/45 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of interest were made.

25/46 MINUTES

On a proposal by Cllr. Harrison, seconded by the chairman, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 10th July 2024.

25/47 COUNCIL REPORTS

a) To receive a verbal Clerk's Report.

The clerk reported that:

- Comments had been made about being uncertain about the planning status of outstanding applications. The clerk had prepared a format for recording this which he would periodically send to councillors and place on the website.
- He stated that, if councillors were interested, the Devon Countywide Local Cycling & Walking Infrastructure Plan Consultation was now open, closing on 30 November 2024.
- In addition, the Devon and Torbay Local Transport Plan 4 Consultation was also open, again closing on 30 November 2024.

b) Village Maintenance

Cllr. Muir reported as follows:

- The regular visual inspections of the play equipment had taken place.
- He had replaced and repaired the mobile goalpost frame.

- He had cut the parish field hedge twice.
- He had strimmed the grass
 - In front of the Duke of York car park three times
 - Around the bus shelter opposite the Exeter Inn three times
 - Next to the pumping station twice
 - The embankment opposite St Michael's Hill once, and
 - The embankment in Churchside once.
- He had removed vegetation next to the private fence in the playing field
- He had helped with organising the fete
- He had removed the damaged gazebo from the fete
- He had removed the iron triangle from the field as it was causing a potential hazard

The clerk reminded Cllr. Muir that he had arranged to pick up some of the empty sandbags to store for any flooding episodes in the village. Cllr. Muir stated that this was organised and he would be picking up 50 bags from the Exmouth depot and that he had enough sand still to fill these.

Cllr. Wheeldon wanted to record thanks for Cllr. Muir for doing an excellent job in the village over the summer with the flower beds looking lovely throughout, and this was supporting by all councillors.

c) Other Councillor Reports

There were no further reports by councillors.

The Chairman to adjourn the meeting to allow the public to speak.

25/48 PUBLIC AND OTHER BODIES' SESSION

The members of the public in attendance were all there to offer their observations on the EDDC New Settlement Consultation (see minute 25/51 below).

Janvrin Edbrooke acted as spokesperson for the residents present, all of whom lived in the area that would be within the proposed new town boundary. She had forwarded a summary of the thoughts of the group on the two scenarios put forward by EDDC which the clerk had sent on to all councillors. The document is attached to these minutes at **Appendix A** below.

Parish Councillors discussed the various elements of this submission with the residents outlining their further concerns about way this was being handled by EDDC and questioning whether the process of choosing the location for it had taken into account the undulating topography of the site. It appeared as though there were better locations which could have been chosen with less challenging development needs.

The Chairman to reconvene the meeting.

25/49 NEIGHBOURHOOD PLAN

The clerk explained that the last process before the referendum was for the Neighbourhood Plan as adjusted by the Examiner to be agreed by the EDDC Cabinet. The Head of Planning, Ed Freeman had expressed concerns about some of the examiner's wording on some policies particularly those relating to self-build and live-work conversions. Janvrin explained that it was unlikely that the NP would not be agreed but that a report would be drawn up explaining where the differences lay. The

report for the 30th October 2024 Cabinet meeting had to be forwarded by Angela King by 8th October.

25/50 NEIGHBOURHOOD DEVELOPMENT ORDER

The clerk had circulated an email received from Matthew Naylor regarding the current position from the Church Commissioners point of view. The clerk had annotated this email with his thoughts on each element of the email. The situation was that when the viability of the project was calculated it would be necessary to have at least 41 dwellings on site to pay for the community hall valued at £1m. At this level the viability was marginal.

In order to improve the viability of the project, the question was asked whether the cost of the community hall could be reduced, **or** the site access could be via the cheaper Waterslade Lane entrance rather than the by-pass. In addition, the Church Commissioners had responded to the Neighbourhood Plan consultation with objections based on the use of its land being used as Open Space when the only requirement was for the land to be made available for footpaths. The clerk pointed out that this had now been settled by the NP Examiner who had accepted the objection and altered the policies accordingly.

As the option of the access to the site was absolutely fixed and not negotiable the only option on viability was to reduce the cost of the community hall so the clerk had contacted Andrew Kirby, the architect and asked whether a budget of between £500K and £750K would provide a facility that met the needs of Clyst Honiton. The architect thought this would be possible but would investigate further and the result of this was awaited.

Cllr. Wheeldon expressed his concerns about the NDO proposal. These concerns were, in summary:

- The need to pay for the security of the hall once operational.
- The need to pay for someone to run the hall, as it was difficult to get volunteers.
- The need to pay for insurance.
- This made the operation of the hall a 'proper business'.

The clerk pointed out that he deals with many halls in other parishes, in his role as a clerk, acting as a Presiding Officer in elections and as a user in his own village of Lapford. Every one of the halls he deals with are run without such security measures and completely with volunteers. Whilst it was important that the asset is looked after and all legal requirements are met, these are not reasons for not having a hall.

The clerk also pointed out that he believed that the parish council had a duty to continue with pursuing the project because of the enormous effort others had put in to make it happen and Clyst Honiton still had no community meeting place. He was prepared to pursue the project until it becomes a fact, or it is obvious it will not go ahead. He would answer the questions asked by the Church Commissioners, sort out what facility could be viably supplied, get the access agreed and then there would be an active project to be pursued.

Cllr. Harrison asked whether **Devon Communities Together** (DCT) could provide advice on the operational side, which the clerk confirmed he had already started to do. DCT were very keen to be

involved if that was what the parish council needed.

On a proposal by the chairman, it was **Resolved** that the clerk continue with his work on the project by sending the answers back to the Church Commissioners and to take it from there.

Cllr. Wheeldon wanted to have a council meeting where councillors discussed how the parish council is to be run going forward as he was concerned that it was being run by the clerk without receiving responses by councillors. He thinks that thought needed to be given to having more meetings to resolve ongoing problems as they occur.

The clerk pointed out that for a committee, non-councillors can be coopted to take a full part in the meeting, excluding matters of finance.

25/51 **EDDC LOCAL PLAN – NEW SETTLEMENT RESPONSE**

The clerk had circulated a report outlining his thoughts on the proposals being put forward by EDDC a good deal of which corresponded to the residents' document replicated in the public session above.

It was **Resolved** that the clerk would prepare a submission in time for councillors to comment before the end of the consultation period on 7th October 2024. This would incorporate relevant parts of the residents' thoughts alongside other strategic planning issues in relation to the allocation. The clerk would prepare something for councillors by close of play on 4th October 2024, which would also be shared with the residents involved before the final version was to be submitted.

25/52 **SUMMER FETE**

The overall income received from the fete amounted to £506.15. It was believed that the organisers should have a say in what the money should be used for, so it was agreed that, for the time being, the funds would be the subject of an Earmarked Reserve until they could be consulted about this.

25/53 **ZIPWIRE REPLACEMENT**

The Community Lottery Grant application had been submitted by Cllr. Wheeldon, in the sum of £11,500 but no answer had yet been received. The clerk had received three quotations to date ranging from £13,000 to £19,500. He was meeting a representative from Sovereign playgrounds on Wednesday 9th October 2024 and following this he would construct a report outlining the options and deciding upon the one preferred and the financing available.

25/54 **BANK RECONCILIATION**

The 30th September 2024 Bank Reconciliation statement was **Approved**.

25/55 **RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET**

The statement of Receipts and Payments compared to Budgets for the period from 1st April 2024 to 30th September 2024 was **Approved**.

25/56 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Muir, seconded by the chairman, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

PAYMENTS

Payment to	Services	Month or Reference	Amount £	Payment No.
2024/2025				
Vodafone	Mobile Phone	Sept 24	16.03	DD
Vodafone	Mobile Phone	Oct 24	16.03	DD
Simon A Martin	Payroll Services	Sept 24	8.00	Card
Simon A Martin	Payroll Services	Oct 24	8.00	Card
RJ Martin	Salary	Sept 24	803.76	2425-14
HMRC	Tax Deduction	Sept 24	223.73	2425-14
RJ Martin	Salary	Oct 24	803.76	2425-17
HMRC	Tax Deduction	Oct 24	223.73	2425-17
Adobe	Professional Upgrade	Sept 24	19.97	DD
Adobe	Professional Upgrade	Oct 24	19.97	DD
Countrywide GM	Grass Cutting	July 24	122.10	2425-11
Countrywide GM	Grass Cutting	Aug 24	122.10	2425-15
Countrywide GM	Grass Cutting	Sept 24	122.10	2425-16
UKHSS	Zipwire Removal	004426	720.00	2425-13
TK Play	Zipwire Inspection (revised)	11351	948.00	2425-15
Amazon	Loppers & Shears	206-7396126-3079552	76.93	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2024/2025			
Residents	Summer Fete Donations/Stalls	105.00	BC
Sean Wheeldon	Summer Fete Donations/Stalls	386.15	BC

25/57 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
24/1173/FUL	Hill Barton Business Park Blackmore Road Clyst St Mary EX5 1DR	Proposed extension to existing Stuarts Truck and Bus building to provide enhanced welfare facilities, office and meeting space Decision: No comment
24/1049/FUL	South West Metal Finishing Ltd Exeter Airport Business	Demolition of existing buildings and redevelopment of site to provide two replacement employment buildings, new accesses

	Park, Clyst Honiton Devon EX5 2UL	and associated infrastructure and landscaping Decision: No comment
24/1612/FUL	Land and Buildings South of Waldrons Cottages Clyst Honiton	Proposed self storage container yard (partially retrospective) Decision: Objection
24/1641/FUL	J And R Food Services Ltd Fair Oak Close Exeter Airport Clyst Honiton EX5 2UL	Extension of warehouse building for additional freezer storage Decision: No comment
24/1715/FUL	Waldrons End Cottages Clyst Honiton Devon EX5 2NJ	Retrospective application for the addition of a fence on a boundary wall. Decision: Support
24/1807/FUL	Fix 24 7 Ltd Harrier Court Exeter Airport Clyst Honiton Exeter EX5 2DR	Proposal to extend existing building to provide more warehouse space Decision: No comment
24/1915/FUL	Fair Oak Cottage Clyst Honiton EX5 2BH	Erection of new open-fronted carport to side of dwelling, over existing driveway. Decision: Support

25/58 DCC APPLICATION FOR A STOPPING UP ORDER

It was **Resolved** that there was no objection giving consent for Land Adjacent to Swordfish Avenue to be stopped up for highway purposes.

25/59 MEETING FREQUENCY

It was **Resolved** to return to holding meetings once a month from this point forward. The clerk would produce a schedule of dates for the meeting until May 2025 for approval next time.

25/60 DATE OF NEXT MEETING

The next scheduled meeting is on **Wednesday 13 November 2024** and will be held in the Black Horse meeting room starting at 7.00pm.

25/61 PARISH COUNCIL MEETING CLOSURE

The meeting was closed at 9.15pm

Signed:.....

Print:.....

Date:.....

Appendix A

EDDC Development New Settlement Masterplans

This document is a response from the residents of Holbrook (a settlement located in the centre of the new settlement area)

The comments made are from a wide demographic of residents that live and work in the settlement area, some have been resident for over 50 years.

Comments favour a Masterplan that takes features from both Scenario 1 and 2 but that there is a need for **extensive work in developing an informed Masterplan for a town that exemplars superior design.**

The following section provides positive and constructive comments.

PV Panels:

There is support for PV panels being located on all new houses and economic / commercial buildings to ensure that this is an integral part of a “sustainable” settlement.

The Solar farm of 25 hectares = 62 acres seems excessive. What is the purpose of these PV panels and for what will the electricity generated be specifically used for? If the electricity generated is not linked to the new settlement micro grid, then there is no support.

There is support for a smaller solar farm to be located by the A3052 as in Scenario 1. This roadside location and adjacent to an Industrial Estate is an appropriate siting.

Scenario 2: The location of this solar farm not only reduces space for residential development it also leaves a space beyond Hill Barton Economic Space which has no role and serves no purpose in the new settlement, especially as there is no access by foot or cycle into this green space. This lack of “land use and purpose” could allow Hill Barton to extend yet further east towards Farringdon.

Sewage Treatment

There is huge support for a new sewage treatment site. This has to be provided. No sewage plant, no town. This must be a stand-alone site and not reliant on existing overloaded systems: Clyst Honiton/ Countess Weir. It is essential that the sewage plant is built to cater for the whole town, proposed town extensions and the existing properties within the area.

Cemetery:

There is support for a cemetery to be provided as part of the new settlement. There needs to be more consideration as to what this facility requires roads / car parks to function effectively. Presently it is in a position with no road access, and it lies within a designated green space.

Challenging Topography

The topography of this area consists of rivers courses, flood, and meadow land, and in some cases steep sided valleys. There is recognition that this topography will result in huge expenses being incurred. The selection of the area for the creation of a new settlement is still not supported.

The residential group strongly disagree with the consultation process and the selection of this site for and on each of the following:

- The site's ability to deliver on The Vision.
- The 0.1 difference used to favour this site (Option 1 vs Option 3) in the comprehensive technical assessment and scored evaluation.
- The technical understanding of the environment, landscape, infrastructure opportunities and challenges.

To build a town on such challenging topography with extensive flooding incidents (which close all access routes including access over the bridge) will create a town where residential areas and facilities are isolated by the topography. To utilise walking and cycling as the major access mode and for getting to the Park and Ride in 10/ 15 minutes is not physically achievable for the majority of residents due to the topography. For residents at the far edges of the residential sites will require at least a 35-minute walk. Some hill gradients within the settlement would challenge most cyclists and walkers. Design and appropriate access infrastructure will need to be employed to compensate for the topography and for this new town to achieve "The Vision."

Cohesive Community:

To be a cohesive community, residents should be able to move around the three areas of the new settlement and to access its centres, facilities and services for both work and leisure.

Scenario 1 provides the northern residential area with vehicular access to the A30 but with no access into the rest of the settlement. The access to the Town Centre and the other two residential areas is by bus or by pedestrian /cycle path. There also seems to be no access provision to nearby offices or the economic space. This will produce a very isolated residential area, with vehicular access having to use the routing of A30 and A3052 to gain access to the other residential areas. The topography will limit walking and cycling access for a considerable number of residents wanting to access the town centre and other residential areas.

Scenario 2 design provides a much more cohesive community model where a ring road structure allows for residential movement into and out of each residential area and with links to the Town Centre. The downside is that this access is only for those using the bus. The northern area has no cycle/ footpath provision at all.

To function as "sustainable town" the community will need to be able to walk/ cycle to work, and the location of housing in discrete areas determined by water courses and topography makes walking/ cycling to work a challenge.

The presentation of Scenarios on paper provides a flat surface hiding the challenges that face a community trying to function cohesively across a topographically challenging area, where the use of electric cars is going to be inevitable. For example, if attending Brownies (or any organised child activities) in winter daylight hours will the bus system or active routes be used? the answer is NO. Providing the required infrastructure is key to a cohesive community.

There is a need for design to link the three communities. The Town Centre also needs to have links to each residential area. The ring road designed for buses and vehicles will facilitate connecting the three communities. A north /south link can be a superior design if it is circular in nature, with speed limits, and passing through communities as it will help to control the traffic flow and will stop a direct" rat run" route.

There are houses and a small community in the settlement area and there is a concern as to how these going to be interwoven into a new settlement without being compromised. The placement of a new town centre adjacent to a hamlet is therefore not supported.

Infrastructure /Access:

Roads

Why are the main road infrastructures buses only, this makes no design sense for a community divided into 3 areas to function as a new town. Happy to have bus lanes and bus priority built within the scheme, as seen in Holland but electric vehicular access will be needed and will be used. It is not flat. Is the intention that all residents will be walking / cycling? Once again it is not flat.

For both Scenario 1 and 2 there are 3 access roads onto the A3052 and only one onto the A30 Dual carriageway. This makes no sense at all, why has the traffic flow strategy not utilised or prioritised a dual carriageway over a road that is single track in each direction and one that has already got capacity issues. At the Westpoint event it was confirmed that there were no proposed changes to either the A 3052 or A30. Cranbrook required new infrastructure and so will this new settlement. The present road access strategy is flawed and needs a total re design.

Primary Road scheme needs to be a combination of Scenario 1 and 2. With the Main route still running North /South as in 1 and using the access points as seen on this masterplan but with an addition of a circular road as seen in Scenario 2 coming off the N/S route. This road design will avoid ancient woodland being destroyed and would ensure that all communities are interlinked with access to the Town centre located as in Scenario 2.

No road access to sports pitches. How do the visiting teams and their transport vehicles get to these facilities?

No road access to the Cemetery.

Roads to Service the Town Centres:

Scenario1 results in all vehicles accessing and serving the centrally located new town having to use the A 3052. There are no vehicular routes at all into the northern residential area and onto the A30. This means that there is no option; all delivery vans and lorries have to come to Junction 30 and use the Clyst St Mary roundabout. Traffic flow into and out of two residential areas will be increased by the traffic accessing a centrally located town centre.

Scenario 2: The Town centre is located centrally within the Northern residential area, with no access other than by bus!!!!!! There is no provision for any delivery vehicles at all to access the town centre. The Town centre in this location would utilise the A30 for access and this would allow access to visitors which would help with the long-term vibrancy of a town centre.

Active routes (pedestrian and cycles):

There is recognition that to be a sustainable town that active route infrastructure is a key requirement. Even though the Masterplan is in its early stage the level of this provision is extremely poor. There needs to be links into and out of the settlement, links to economic spaces (work), playing fields, the town centre, park, and rides and into and along green spaces. The provision needs to be extensive and comprehensive, neither Scenario provides this. Where are the links to Crealy/ Greendale Farm shop, CVRP, established local bike routes. Where are the links to economic spaces? There are none to northern economic spaces in both Scenario 1 and 2.

Scenario 2 is dominated by routes along side roads, there are none to playing fields, green spaces. The routes are often peripheral. There is a lot more work to be done to evidence that these routes are key element to this sustainable new town.

Economic Spaces

The provision of economic spaces in Scenario 1 is best with work evenly provided in the north and south. But to work these spaces require access. Hill Barton has 2 access routes. Scenario 2 sees a large increase in Hill Barton, which is not favoured as it will create yet more traffic onto the A3052 and takes away land for residential development .

Green spaces:

There is recognition that the landscape results in green spaces being located alongside water courses across the settlement. There is also recognition that the green spaces are located peripherally to stop coalescence with neighbouring villages. There is concern that there is little planned within the three residential blocks to support good urban design. Each Scenario provides urban green spaces but in only 2 out of 3 of the residential areas, why not in each? In scenario 1 the green space is also the playing fields. Further consideration as to the number, size, and function of green spaces within an urban setting is required, especially as habitat loss will be extensive.

Phasing:

This needs to be planned & sequenced.

Infrastructure was announced as being provided first is welcomed, but there is confusion as to what is seen as infrastructure?

A minimum requirement is for all primary and secondary roads to be in place first.

Will the existing buildings be linked up to the new roads?

Present residents' disruption needs to be minimised.

Current residents:

We have heard nothing from EDDC.

Why have we not been notified?

This will have a huge affect on our property value, businesses & lifestyle.

Will the existing properties and businesses in the settlement area be linked up to the new roads?

Present residents' disruption needs to be minimised.

Clyst Honiton Parish Council Meeting 13th November 2024

Replacement Zipwire/Cableway

Report by the Clerk

The previous cableway was condemned by the TK Play report on its condition, the result being the removal of the construction in July 2024.

I have contacted various contractors asking for quotations for the supply and installation of a replacement zipwire/cableway asking particularly for a 25m length, sufficient safety grass surfacing and of Steel construction, rather than wood, which was the basis of our problem with the previous one.

I have received quotations from four contractors, shown in the table below, the cheapest of which is that from Rhino Play of £11,502 but this was for a wooden construction which is all that Rhino appear to supply.

The three remaining steel zipwire quotations are therefore Wicksteed at £13,602.12; Kompan £15,421.57; TK Play £19,555.00. I have had personal experience of dealing with Wicksteed and can confirm that the equipment is of good quality and that the customer service has been very good.

Contractor	Quotation Price Exc. VAT	Comments
Wicksteed	£13,602.12	Steel Construction 25m
Wicksteed	£13,852.68	Steel Construction 30m
Rhino	£11,502.00	Wooden Construction
Kompan	£15,421.57	Steel Construction
TK Play	£18,555.00	Wooden Construction – includes £800 removal of old equipment, already done
TK Play	£19,555.00	Steel Construction – includes £800 removal of old equipment, already done

On the basis of this information, my advice would be to accept the quotation from Wicksteed, possibly for a 30m wire which was just £250 for the extra length. The quotation for this then becomes £13,852.68.

Financing the Zipwire

Clyst Honiton Parish Council has two reserves potentially available for new equipment, the first of which is that labelled directly for this type of expenditure of £4,339.02 and the second received from EDDC as Community Infrastructure Levy amounting to £3,914.24. In addition, it is quite possible that up to £1,000 could be obtained from the County Council from the grant funds of our councillors. This would give the potential for £9,250 available for the project, a shortfall of around £4,600.

The claim for Lottery grant of £11,500, has been rejected on the basis of no evidence of the detailed consultation required by the fund for acceptance.

25/66



Clyst Honiton Parish Council

Clyst Honiton Parish Council Meeting 13th November 2024

The parish council could find the remaining £4,600 from the £23,500 in General Reserves if this is seen as prudent use of these funds.

Rob Martin

6th November 2024

clerk@clystthoniton.org.uk

From: Alan Parris <Alan.Parris@devon.gov.uk>
Sent: 23 October 2024 14:31
To: 'clerk@clystthoniton.org.uk'
Subject: 562 - Clyst Honiton Parish Council
Attachments: Town and Parish Councils August 2024 Briefing Note on cessation.pdf

Good afternoon Rob,

The emails below show that the Town Clerk (you) has retired from the Devon Pension Fund on 1 April 2024, and it appears that no new member has yet started making contributions.

I refer you to the attached notice sent to you, and all other Town and Parish Councils, on 12 August 2024 which sets out the circumstances that the Parish Council finds itself at present relating to continued participation in the Devon Pension Fund.

The Council should consider the implications as set out in this document, bearing in mind that an estimated Cessation Deficit of £9,025 was calculated at the 2022 Valuation.

Furthermore, should the Council be considering the appointment of a new member to join the Fund in your stead, then the Council should formally resolve this and request the Fund to enter into the period of suspended participation in the Fund and commence payment of the Secondary Rate Contribution of £7.77 per month payable from 1 April 2024 onwards.

It might be worthwhile to arrange a phone call to discuss this matter, if so please let me know of convenient time.

Kind regards

[cid:image001.png@01DB1BDA.D97E11A0]

From: Clyst Honiton <clerk@clystthoniton.org.uk<mailto:clerk@clystthoniton.org.uk>>
 Sent: Friday, July 19, 2024, 7:09 PM
 To: Gary Bidder <gary.bidder@devon.gov.uk<mailto:gary.bidder@devon.gov.uk>>
 Subject: Re: 2599

Gary

I am no longer contributing, I am receiving a pension which took effect from 1st April 2024.

Rob
 Sent from my iPad

On 19 Jul 2024, at 16:31, Gary Bidder <gary.bidder@devon.gov.uk<mailto:gary.bidder@devon.gov.uk>> wrote:

Hi Rob, Do you know when you will be submitting & paying your Pension Contributions as we haven't received anything for 2024/25?

Thanks very much

<image001.jpg>

THE DEVON PENSION FUND

TECHNICAL BRIEFING NOTE - JUNE 2024

THE PRACTICES AFFECTING THE EXIT OF A TOWN COUNCIL OR PARISH COUNCIL WHEN THE LAST CONTRIBUTORY MEMBER LEAVES THE FUND

RATIONALE FOR THIS NOTE

Recently some Town Councils and Parish Councils have been exploring the possibility of ceasing participation in the Devon Pension Fund because the last active contributory member of their staff has terminated service.

This Briefing Note summarizes, in general terms, the current practice of the Devon Pension Fund when a cessation occurs to raise awareness of aspects of this complex and often expensive exercise.

SYNOPSIS

1. When the last contributory member leaves a Town Council or Parish Council it is usual that a new member is appointed to fill the vacant post.
2. If the Town Council or Parish Council intends appointing a new contributory member, but not immediately, then the council can apply for a deferment of their cessation for a brief period, which suspends full participation in the Fund if a minimal employer contribution continues to be paid.
3. If a new contributory member is not appointed the Town Council or Parish Council, by default, automatically ceases participation in the Fund.
4. The Fund Actuary then prepares a cessation actuarial valuation report.
5. If an actuarial deficit is determined this must be settled immediately by the Town Council or Parish Council.
6. If the Town Council or Parish Council cannot afford to settle the actuarial deficit immediately, then negotiations about how to settle the actuarial deficit take place.

BACKGROUND

The Local Government Pension Scheme Regulations 2013 provide that when an employer ceases to be a Scheme employer in the Fund or when it no longer has any active members, the employer is treated as a cessation from the Fund. The Fund Actuary will then carry out a valuation to determine the actuarial solvency of that entity.

Although the employer ceases active participation, the Fund still retains the obligation to pay future retirement and other benefits accrued to members who were contributing at the date

of cessation as well as for those who previously terminated service with that employer, including pensions currently in payment. These benefits are guaranteed and protected so the Fund must continuously hold sufficient assets to match the cost of providing these guaranteed benefits. This obligation is only extinguished when the last of these members or pensioners dies.

The total cost of the actuarially determined, accumulated individual actuarial liabilities based on pensionable service calculated up to cessation date is the total actuarial liability at cessation.

Consequently, as this is a long-term financial commitment, the actuarial liability must be prudently determined so that the Fund will always hold sufficient assets to provide for these accrued benefits, so that the other members in the Fund are not prejudiced by this cessation.

If at the date of cessation, the actuarial value of cost of these guaranteed benefits exceeds the assets allocated to that employer, and there is no other employer in the Fund that would absorb their residual cessation liabilities, the employer must make good this shortfall.

THE DEVON FUND'S APPROACH TO TOWN COUNCILS OR PARISH COUNCILS WHO EXIT THE FUND

CASH PAYMENT DUE AT CESSATION

It is likely that the Town Council or Parish Council would have an actuarial deficit to be settled at cessation, as most Town Councils or Parish Councils have ex-employees who are receiving pensions from the Fund and/or ex-employees who deferred the payment of their benefits until they achieved their retirement date. All Town Councils or Parish Councils had an estimated cessation at the 2022 Actuarial Valuation of the Fund.

When a residual cessation shortfall has been determined the Fund's default approach is to request an immediate cash payment from that Town Council or Parish Council. Once paid, the Town Council or Parish Council is no longer responsible for these residual liabilities. Should that Town Council or Parish Council later rejoin the Fund, it will not resume responsibility for these residual liabilities as this debt had been crystallized and has, or is being, settled separately by that Town Council or Parish Council.

ESTIMATED CESSATION VALUE

Most Town Councils or Parish Councils are not aware of the size of their actuarially determined cessation liability, which can amount to many thousands of pounds. The size of the cessation value to be settled may influence any decision to exit the Fund.

When a Town Council or Parish Council is contemplating a potential cessation, the Fund Actuary can provide an estimated cessation liability value. However, at each triennial actuarial valuation an estimated cessation value is determined for each employer and can be used as a rough guide of the possible cessation value to be paid, and this is readily available.

The final cessation valuation is based on the actuarial assumptions used by the Fund at the actual cessation date and could be higher or lower than any estimated value previously provided.

DEFERMENT OF CESSATION - THE SUSPENSION PERIOD

If the Town Council or Parish Council is intending that a new employee (typically the Clerk for the Town Council or Parish Council) join the Fund, that Council may formally request the Fund to temporarily postpone their cessation by applying to the Fund for a Suspension Notice. This suspension is usually granted for a maximum period of three years. The date that the new employee joins the Fund immediately terminates the suspension period.

To enable continued participation in the Fund during the suspension period the Secondary Contributions should continue to be paid to the Fund. The Secondary Contribution percentage rate for the Town and Parish Councils Actuarial Funding Pool is set at each actuarial Valuation of the Fund. At the 2022 Actuarial Valuation this was 0.6% of pensionable salary of the last participating member(s) of that Town Council or Parish Council (typically this is a very small amount). This interim monthly contribution amount continues until revised at the next actuarial valuation which re-determines the Secondary Contribution percentage rate for the Town and Parish Town Actuarial Funding Pool, and consequently the monthly contribution amount. The Fund requires that a standing order payment be set up by the Town Council or Parish Council for this monthly payment.

ALTERNATIVES TO THE CESSATION CASH PAYMENT

If the Town Council or Parish Council can formally prove that it is incapable of settling the actuarial deficit immediately, the Fund and the council can agree to enter into either of the following options:

- *Deferred Debt Agreement (DDA)*

Under a DDA, the Town Council or Parish Council becomes a Deferred Scheme Employer in the Fund, but with no active contributory members and retains their ongoing actuarial liability to pay the guaranteed benefits. The council continues to pay an ongoing monthly Secondary Rate contribution calculated by the Fund Actuary to settle their actuarial deficit, which is based on the demographics and actuarial liability of that council. The actuarial solvency and the consequent Secondary Rate contribution is recalculated at each subsequent actuarial valuation until the expiry of the agreement on the death of the last pensioner. The Secondary Rate contribution is not known in advance and can vary at each future Actuarial Valuation.

- *Debt Spreading Agreement (DSA)*

Under a DSA, the actuarial deficit at cessation is crystallized and, in consultation with the Fund Actuary, a fixed monthly repayment to settle this debt to the Fund is determined. The payment amount is fixed and is not reviewed. The council's only obligation is to settle this debt by paying the set monthly amount.

Details of these two options are set out on the Devon Pension Fund website: [Deferred Debt and Debt Spreading Agreement Policies - Devon Pension Fund](#), which covers establishing, monitoring and terminating of these two arrangements.

ACTUARIAL FEES

As the cessation valuation calculations and the various amounts to be paid under the two payment options are determined by the Fund actuary, fees will be incurred by the Town or Parish Council for this work. The actuary will provide the costs for this work at the time.

RESOLUTIONS

All changes to participation in the Devon Pension Fund must be made by a formal detailed resolution of the Town Council or the Parish Council. These resolutions should refer to a category of staff who will participate in the Fund. In some instances, the original resolution agreed when participation in the Fund first commenced refers to an employee by name.

CONSIDERATIONS

The circumstances of the Town Council or Parish Council determine if, and when, a cessation applies, and the method adopted to secure the pension liabilities of that council.

If the last remaining member of the council terminates service, or the council is considering leaving the Devon Pension Fund, please contact the Fund so that discussions can take place to accommodate the requirements of the council and the Fund.

Town Councils or Parish Councils should carefully consider the implications of not continuing participation in the Fund when the last member leaves their service. Often new replacement staff (typically the town or parish clerk) are offered participation in a less expensive retirement fund instead of participation in the Devon Pension Fund without first considering the superior benefits offered by the Devon Pension Fund and the possible financial implications of cessation from the Devon Pension Fund.

This Briefing Note is meant as a useful summary, as actual circumstances will dictate the procedures applicable, and the methods used in determining values at the time.

Please contact alan.parris@devon.gov.uk if you have any questions regarding this briefing note.

Devon Pension Fund

August 2024

**CLYST HONITON PARISH COUNCIL
BUDGET 2025/2026**

2023/2024 Actual		2024/2025 Budget	2024/2025 Revised Budget	2025/2026 Draft Budget
£		£	£	£
RECEIPTS				
16,500	Precept	16,500	16,500	16,500
6,111	Grants	160	150	150
3,711	NP/NDO	-	-	-
3,365	VAT	800	700	-
-	Interest	-	-	-
-	Event Income	-	506	-
3,914	CIL Income	-	-	-
33,601	TOTAL Receipts	17,460	17,856	16,650
PAYMENTS				
Administration				
15,551	Clerk's Salary	11,700	12,200	12,600
312	Home as Office	312	312	312
-	National Insurance	-	400	500
3,406	Pension	-	-	95
286	Clerking Expenses	500	500	500
5	Councillor's Expenses	-	-	-
293	Payroll & Stationery	400	300	300
203	Room Hire/Zoom	400	250	300
-	Councillor Training	200	-	-
-	Clerk Training	-	-	-
-	Clyst Chatter	100	100	100
73	Subscriptions	370	350	400
435	Audit	450	405	450
1,488	Website	200	320	350
609	Insurance	800	609	750
Maintenance				
1,209	Grass Cutting	1,200	1,220	1,300
325	Operational	350	200	200
476	Lawn Mower	550	500	550
-	Zipwire	-	600	-
Neighbourhood Plan				
71	NP Lead Expenses	-	-	-
Other Expenditure				
-	Asset Inspection	300	100	120
20	S 137	-	-	-
-	Elections	-	-	-
5,305	NP/NDO Consultants	-	-	-
-	Community Facility	-	-	-
144	Community Events	500	-	500
235	Play Equipment	-	882	-
-	Memorial Garden	-	55	100
1,233	VAT	-	703	-
31,676	TOTAL Payments	18,332	19,302	19,427
(1,925)	Net Payments/(Receipts)	872	1,446	2,777
RESERVES				
23,516	General Reserve		21,287	18,510
Earmarked Reserves				
4,339	Parish Field & Play Equipment		4,339	4,339
23,664	Neighbourhood Plan/NDO		24,447	24,447
2,000	Election Costs		2,000	2,000
3,914	Clyst Chatter Fund		613	613
613	CIL Reserve		3,914	3,914
58,046	TOTAL IN RESERVES		56,600	53,823

Clyst Honiton Parish Council

Prepared by: RTMJE
Name and Role (Clerk/RFO etc)

Date: 6/11/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/10/2024			
	Cash in Hand 01/04/2024		58,066.13
	ADD		
	Receipts 01/04/2024 - 31/10/2024		17,714.50
			75,780.63
	SUBTRACT		
	Payments 01/04/2024 - 31/10/2024		12,336.55
A	Cash in Hand 31/10/2024 (per Cash Book)		63,444.08
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2024	83.11
	Lloyds Fixed Term Deposit 4/3/25	31/10/2024	10,000.00
	Clyst Honiton Parish Council Lloyd	31/10/2024	53,360.97
			63,444.08
	Less unrepresented payments		
			63,444.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		63,444.08
<hr/>			
A = B Checks out OK			



Clyst Honiton Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-08
Account Number 22152368

TREASURERS ACCOUNT

01 October 2024 to 31 October 2024

Money In	£0.00	Balance on 01 October 2024	£54,924.19
Money Out	£1,563.22	Balance on 31 October 2024	£53,360.97

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Oct 24	The Black Horse In CD 1725	DEB		20.30	54,903.89
09 Oct 24	AMAZON* TO5RP96X4 CD 1725	DEB		76.93	54,826.96
10 Oct 24	GOCARDLESS SIMONAMARTIN-CSCWS	DD		8.00	54,818.96
10 Oct 24	COUNTRYWIDE GROUND 100000001428346041 593198	FPO		122.10	54,696.86
11 Oct 24	PKF LITTLEJOHN 600000001437876177 DV0103	FPO		252.00	54,444.86
18 Oct 24	RJ MARTIN	BP		803.56	53,641.30
18 Oct 24	HMRC - ACCOUNTS OF	BP		223.93	53,417.37
24 Oct 24	The Black Horse In CD 1725	DEB		20.40	53,396.97
28 Oct 24	VODAFONE LTD 7043754209- 1001	DD		16.03	53,380.94
31 Oct 24	Adobe CD 1725	DEB		19.97	53,360.97

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

25/11

Clyst Honiton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	16,500.00	16,500.00					(0%)
2	Grants General	160.00	150.00	-10.00				-10.00 (-6%)
4	Clyst Chatter							(N/A)
5	Interest							(N/A)
20	Clerk's Salary				11,700.00	7,162.90	4,537.10	4,537.10 (38%)
21	Home as Office				312.00		312.00	312.00 (100%)
22	National Insurance					29.53	-29.53	-29.53 (N/A)
23	Pension							(N/A)
30	Clerking Expenses				500.00	147.23	352.77	352.77 (70%)
31	Councillor Expenses							(N/A)
32	Stationery & Postage				400.00		400.00	400.00 (100%)
33	Payroll Service					66.69	-66.69	-66.69 (N/A)
34	Venue Hire				400.00	70.96	329.04	329.04 (82%)
35	Zoom or Teams							(N/A)
36	Training				200.00		200.00	200.00 (100%)
37	Clyst Chatter				100.00		100.00	100.00 (100%)
38	Subscription - DALC				300.00	111.00	189.00	189.00 (63%)
39	Subscription - SLCC				70.00	238.00	-168.00	-168.00 (-240%)
40	Audit - Internal				240.00	195.00	45.00	45.00 (18%)
41	Audit - External				210.00	210.00		(0%)
42	Computer Hardware							(N/A)
43	Computer Software				200.00	319.78	-119.78	-119.78 (-59%)
44	Computer Security							(N/A)
45	Website Hosting							(N/A)
50	Insurance Premium				800.00	608.59	191.41	191.41 (23%)
55	Elections							(N/A)
85	VAT Refund 9							(N/A)
87	Donations							(N/A)
SUB TOTAL		16,660.00	16,650.00	-10.00	15,432.00	9,159.68	6,272.32	6,262.32 (19%)

Community Facility

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Community Facility Grants							(N/A)
SUB TOTAL								(N/A)

Neighbourhood Plan and Deve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Grants NP/NDO							(N/A)
80	NP/NDO General Expenses							(N/A)
81	NP/NDO Consultancy							(N/A)
SUB TOTAL								(N/A)

Clyst Honiton Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	Playing Field Grass				1,200.00	720.37	479.63	479.63 (39%)
61	Asset Maintenance				350.00	98.00	252.00	252.00 (72%)
62	Play Equipment Inspection				300.00		300.00	300.00 (100%)
63	Play Equipment Maintenance					881.67	-881.67	-881.67 (N/A)
64	Play Equipment Installation							(N/A)
65	Zipwire Repairs and Replaceme					600.00	-600.00	-600.00 (N/A)
66	Lawn Mower & Strimmer - Maint				450.00	55.00	395.00	395.00 (87%)
67	Lawn Mower & Strimmer - Fuel				100.00		100.00	100.00 (100%)
86	Flower Bed Maintenance					55.00	-55.00	-55.00 (N/A)
88	Maintenance Equipment					64.11	-64.11	-64.11 (N/A)
SUB TOTAL					2,400.00	2,474.15	-74.15	-74.15 (-3%)

Village Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82	Grants - Community							(N/A)
83	Grants Churchyard Maintenance							(N/A)
84	Community Events		506.15	506.15	500.00		500.00	1,006.15 (201%)
SUB TOTAL			506.15	506.15	500.00		500.00	1,006.15 (201%)

Summary

NET TOTAL	16,660.00	17,156.15	496.15	18,332.00	11,633.83	6,698.17	7,194.32 (20%)
V.A.T.		558.35			702.72		
GROSS TOTAL		17,714.50			12,336.55		