

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 6th December 2023 at 7.00pm held in the Blackhorse Inn Meeting Room

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

Also Present: None

In attendance: Rob Martin, Clerk.

1 member of the general public.

MINUTES

24/58 APOLOGIES

There were no parish councillor apologies.

Neighbourhood Plan lead, Janvrin Edbrooke had apologised for her absence. District Cllr. Rylance and County Cllrs. Gent and Randall-Johnson had apologised for their absence.

24/59 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest made.

24/60 MINUTES

On a proposal by the chairman, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council meeting held on 20th September 2023.

24/61 COUNCIL REPORTS

- a) **To receive the Clerk's Report attached** – the clerk had received a New Town masterplan from Stuart Partners, one of the Reg 14 responders, which he showed to councillors. The conclusions were that there should be a 'New Town' item on parish council agendas from this point forward and that the clerk would liaise with the appropriate planning policy officers at EDDC to try to get Clyst Honiton Parish Council around the table at an early stage.
- b) **Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order** – Janvrin had circulated the following report:

NEIGHBOURHOOD PLAN AND NEIGHBOURHOOD DEVELOPMENT ORDER

1. Public Responses to NP and NDO

Thank you to all the parishioners who got involved the NPO and NDO consultation. It was not an easy form, and some really good ideas and comments were provided. All members of the

public that responded to the recent consultation of the Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order should have received a personal response to their feedback. These responses were prepared by the Steering Group.

2. Statutory Responses to the NP

26 Statutory responses have been processed by the Steering Group and the Parish Clerk is forwarding the responses to each Statutory Body.

3. Statutory Responses to the NDO

The Statutory responses to the NDO are yet to be processed by the Steering Group.

4. Health Check

Both the Neighbourhood Plan and Neighbourhood Development Order Plans were also sent to an Examiner of Neighbourhood Plans and NDO'S. The Examiner prepared a separate Health Check document for the NP and NDO. The NP Health Check has been processed by the Steering Group. The NDO document is yet to be done.

The work entailed in 1 – 4 above has resulted in the following:

A: Amending the Reg 14 Draft NP to produce the Reg 16 NP. This document will be submitted to EDDC January 31st, 2024. This has only been achieved by the dedication and hard work of the Steering Group, who have met regularly to accelerate the production of the submission document. **The Steering Group recommendation is for the PC to accept the Reg 16 Draft subject to final amendments a proofread and for it to be submitted To EDDC on January 31st, 2024.**

B: The NP and NDO will no longer progress in parallel. The decision is for the NP to go ahead and be submitted. The NDO requires further technical work and will progress independently. This is seen as a very positive step by the Steering Group as the NP and NDO are two completely different models in planning and separation will emphasise the differences.

C. The New Reg 16 Clyst Honiton Neighbourhood Plan has 23 policies. The following housing sites have been deleted: SA1 the present Allotment Site and SA3 the Bypass Site. The alternative allotment site CF3 has also been deleted. The following policies have amalgamated: E3 and E4, AC1 and AC2 and AC4 and AC5.

D. The development of the Bypass Site and delivery of a community building will ONLY be delivered through the Neighbourhood Development Order. It will NOT BE in the Neighbourhood Plan.

5. NP and NDO Lead

Having taken the Clyst Honiton NP to submission status, I have decided to resign as lead of the NP and NDO, a position I have held since 2015. I will remain part of the Steering Group as a community member. The NDO requires the technical expertise of a qualified planner, and it is hoped that Rachel Hogger will continue to work on the Clyst Honiton NDO.

6. Thank You:

As this is my last report, a big thank you to everyone involved to date. I have really enjoyed meeting and working with parishioners. It has been a long journey, for all of us. It will be exciting when the Plan is making a difference to those living and working in the NP Area.

c) **Village Maintenance** – Cllr. Muir reported on the work carried out around the village, as follows:

- Weekly inspection of the play equipment had been carried out.
- He had cut the parish field hedge.
- He had purchased fitted a new down-pipe for the shed.
- He had purchased and fitted a tube to reinforce one of the goalposts.

- Following a delivery of sand, he had collected 100 free sandbags from the EDDC depot and had distributed 57 filled sandbags.
- He had cut the grass from the Duke of York car park, on the front and side of the pumping station and in front of the Exeter Inn Lorry Park.
- He had cut the brambles and overgrowth on the river bridge and along the footpath.
- He had made a temporary repair to a missing bolt on the lawn mower, and
- He had seen the road sweeper clean up the village road on 16th October 2023.

Finally, he reported that some of Ship Lane had been resurfaced, which was a surprise to those present.

d) Other Councillor Reports –

- Cllr. Collier reported on the last Airport Consultative Committee meeting.
- Cllr. Harrison wanted to know whether the disabled space marked on the highway could now be removed as the person who requested it was no longer living in the village. The Clerk would contact highways to find out.
- Cllr. Harrison also wanted to know what was happening with Home Farm as there was a rumour that it was going to be converted into an airport car park. The clerk would find out from the agent what was happening with some time scales and an assurance that before work starts the entrance onto the roundabout would be installed, so that heavy vehicles would not access the site through the village.

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

24/62 PUBLIC AND OTHER BODIES' SESSION

There were no questions from the public.

County Council

County Cllr. Randall-Johnson had circulated a report and had added that the civil enforcement team were now focussing on enforcement of the new double-yellow lines including those in Clyst Honiton. The result had been a number of notices issued to offenders and this process would continue until better compliance was achieved.

The Chairman to reconvene the meeting.

24/63 NEIGHBOURHOOD PLAN

The clerk reported the following matters to identify the current status of all of the work still to be done before the Neighbourhood Plan could be submitted for the Regulation 16 consultation:

a) Draft Neighbourhood Plan –

Councillors had received from the Steering Group the Regulation 16 version, subject to it being proof-read, of the Neighbourhood Plan. Cllr. Wheeldon and the clerk would take responsibility for the proof-reading of the document.

On a proposal by Cllr. Wheeldon it was agreed that the Steering Group would be invited to the Council meeting on 17th January 2024 at which the final document would be available so that it can be resolved to go forward for Regulation 16 consultation.

b) Basic Conditions Statement (BCS)

The BCS was a statement of how the policies in the final Neighbourhood Plan

On a proposal by Cllr. Wheeldon, seconded by the chairman, it was **Resolved** that the preparation of the BCS would be undertaken by Rachel Hogg at a cost of £1,350 in accordance with her quotation.

c) Appendix 19 – CHNP Policy Monitor

This is a monitor document to show how and when the NP policies are used over time. It is to be drawn up and maintained by the Clerk.

d) Appendix 20 – CHNP Community Projects Monitor

This is a monitor document to show how and when the NP community projects are progressing over time. It is to be drawn up and maintained by the Clerk.

e) Equalities Impact Statement (EIS)

This is a statement of how each policy complies with equalities legislation. The EIS is to be drawn up by the clerk and has been started but not yet completed.

f) Sustainability Appraisal

The NP has to have three over-arching objectives:

- Planning for Prosperity (an economic objective)
- Planning for people (a social objective)
- Planning for places (an environmental objective)

The sustainability appraisal has to demonstrate the extent to which each policy is fulfilling these objectives. This is being drawn up by the clerk.

g) Consultation Statement

The Consultation Statement is looking at the extent of public consultations and the action taken because of them.

On a proposal by the chairman, seconded by Cllr. Collier, it was **Resolved** to appoint Janvrin Edbrooke to produce the Consultation Statement for a sum of £1,800.

h) Site Options Document

This was a statement of how the potential housing sites were chosen for the final NP document.

On a proposal by the chairman, seconded by Cllr. Collier, it was **Resolved** to appoint Janvrin Edbrooke to produce the Site Options Document for a sum of £800.

It was stressed that the two documents being produced by Janvrin would have to be complete and owned by Clyst Honiton Parish Council.

i) Strategic Environmental Assessment (SEA) – this was being worked on by AECOM, free of charge.

j) Habitat regulations Assessment (HRA) – this was being worked on by AECOM, free of charge.

k) On a proposal by the chairman, seconded by Cllr. Wheeldon, it was **Resolved** that the Regulation 16 submission date would be **31st January 2024**.

24/64 NEIGHBOURHOOD DEVELOPMENT ORDER (NDO)

The clerk explained that whilst the Regulation 16 NP documentation was being finalised, there was a need to make sure that the outstanding work on the NDO continued to progress so that it could be progressed in a timely manner.

Cllr. Wheeldon wanted to be sure that all of the necessary documentation for the NDO was available, to which the clerk answered that to the best of his knowledge this was the case. He also said that he would be keeping the pressure on the Church Commissioners to ensure they progressed the matters in their court as quickly as possible.

24/65 2024/2025 BUDGET & PRECEPT

To consider the attached budget analysis and:

- a) On a proposal by the chairman, seconded by Cllr. Wheeldon, it was **Resolved** to reduce the Clerk's hours of work from the current 20 per week to 15 per week from 1st April 2024 for the next twelve months.
- b) On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to set the Budget for the 2024/25 financial year in line with the papers circulated.
- c) On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to set the Precept for the 2024/25 financial year unchanged at £16,500. This will result in a charge per band D of £144.74, compared with that for the current year of £148.65.
- d) The parish clerk would circulate any correspondence he had in relation to the grant support towards the clerk's costs so that the chairman could approach EDDC and request that funding support is continued.

24/66 SCRIBE ACCOUNTANCY SYSTEM

The clerk had experienced the system and confirmed that it was good. Cllr. Wheeldon had researched on the Scribe website and believed that the Scribe Lite system at £12 per month would do. This was agreed and the clerk would use that if it did the job required.

24/67 CLERK'S SALARY AWARD

The calculations of the clerk's salary based on the updated national cost of living pay award were noted.

24/68 STANDING ORDERS

On a proposal by the Chairman, it was **Resolved** that the Standing Orders based on the latest nationally agreed version were adopted.

24/69 FINANCIAL REGULATIONS

On a proposal by the Chairman, it was **Resolved** that the Financial Regulations based on the latest nationally agreed version were adopted.

24/70 BANK RECONCILIATION

On a proposal by the chairman, seconded by Cllr. Harrison, it was **Resolved** to approve the 30th November 2023 Bank Reconciliation statement.

24/71 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The statement of Receipts and Payments compared to Budgets for the period from 1st April to 30th November 2023 was **noted**.

24/72 RECEIPTS & PAYMENTS SCHEDULE

On a proposal 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	Amount £	Payment No.
2023/2024			
Royal British Legion	Poppy Appeal	20.00	2324-19
Countrywide	Grass Cutting	131.84	2324-19
RJ Martin	Salary Nov 23	1,464.73	2324-20
DCC Pension Services	Pension Contributions Nov 23	521.41	2324-20
HMRC	Tax Deducted Nov 23	359.60	2324-20
RJ Martin	Salary Dec 23	1,005.67	2324-23
DCC Pension Services	Pension Contributions Dec 23	355.07	2324-23
HMRC	Tax Deducted Dec 23	245.00	2324-23
RJ Martin	Travel Allowance	90.00	2324-21
Countrywide Grounds Maintenance	Grass Cutting	131.84	2324-21
Vodafone	Mobile Nov 2023	14.85	DD
Vodafone	Mobile Dec 2023	14.85	DD
Adobe	Upgrade Nov 23	19.97	Card
Adobe	Upgrade Dec 23	19.97	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
HMRC	VAT Refund	674.37	BGC

24/73 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
23/2068/ADV	Wainhomes (South West) Holdings Ltd Unit 2 Exeter International Office Park Clyst Honiton Exeter EX5 2HL	Erect 1 no. non-illuminated 3000mm by 1500mm Wain Homes sign, which stands 1200mm off of the ground. Decision: No Objection
23/2214/MFUL	Land At Old Tithebarn Lane Clyst Honiton	Construction of four commercial, business and service units (Class E) and nine detached dwellings with associated access, parking and infrastructure Decision: No Objection with comment on effect on hedging and adequate parking.
23/2242/VAR	Land To the East Of Anning Road/ Tithebarn Way Redhayes Exeter	Variation of condition 22 (requiring the development to connect to the Decentralised Energy Network) of planning permission 21/3148/MOUT (up to 6000 sqm of office development) to allow flexibility for alternative heating options to be considered. Decision: No Objection.

24/74 DATE OF NEXT MEETING

The next scheduled meeting is on Wednesday 17th January 2024, and will be held in the Black Horse Inn starting at 7.00pm.

23/75 MEETING CLOSURE

The meeting closed at 9.15pm

Signed:.....

Print:.....

Date:.....

CLYST HONITON PARISH COUNCIL

BANK RECONCILIATION

To 31.12.2023

	£	£
FUNDS HELD IN BANK ACCOUNT @ 31st December 2023		
Lloyds account balance	65,725.11	
Petty Cash Balance	(19.64)	
TOTAL FUNDS HELD IN BANK		65,705.47
Less unrepresented payments		
		-
Total funds less unrepresented cheques		65,705.47
CASHBOOK BALANCE @ 01.04.2023	56,121.18	
Plus income received	29,889.97	
Less payments made	20,305.68	
BALANCE		65,705.47
Reconciliation		-

Agreed and signed:

Agreed and signed:

Minute ref:

Date:



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 December 2023 to 31 December 2023

Money In	£0.00	Balance on 01 December 2023	£67,796.87
Money Out	£2,071.76	Balance on 31 December 2023	£65,725.11

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 Dec 23	RJ MARTIN 400000001258985370 TRAVEL	FPO		90.00	67,706.87
08 Dec 23	COUNTRYWIDE GROUND 100000001250771318 543438	FPO		131.84	67,575.03
08 Dec 23	RJ MARTIN 300000001257485245	FPO		133.45	67,441.58
08 Dec 23	Dropbox CD 1725	DEB		95.88	67,345.70
20 Dec 23	RJ MARTIN	BP		1,005.67	66,340.03
20 Dec 23	DCC PENSION FUND	BP		355.07	65,984.96
20 Dec 23	HMRC - ACCOUNTS OF	BP		245.00	65,739.96
29 Dec 23	VODAFONE LTD 7043754209-1001	DD		14.85	65,725.11

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			

CLYST HONITON PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

BUDGET MONITOR 2023/2024

To 31.12.2023

2022/2023 Actual £		2023/2024 Revised Budget £	2023/2024 to date £	% of Budget £
RECEIPTS				
16,500.00	Precept	16,500	16,500.00	100%
9,156.00	Grants	6,150	6,111.00	99%
-	NP	-	-	0%
7,055.00	NDO Grants	-	-	0%
-	Section 106	-	-	0%
-	Clyst Chatter Income	100	-	0%
2,587.20	VAT	3,365	3,364.73	100%
-	Interest	-	-	0%
-	Community Facility Income	-	-	0%
-	CIL Income	3,914	3,914.24	100%
35,298.20	TOTAL Receipts	30,029	29,889.97	100%
PAYMENTS				
Administration				
14,509.19	Clerk's Salary	15,550	11,663.55	75%
312.00	Home as Office	312	234.00	75%
778.88	National Insurance	-	-	0%
3,064.80	Pension	3,410	2,554.28	75%
361.95	Clerking Expenses	200	244.58	122%
-	Councillor's Expenses	5	4.50	90%
330.79	Payroll & Stationery	400	273.08	68%
365.94	Room Hire/Zoom	200	109.07	55%
-	Councillor Training	-	-	0%
35.00	Clerk Training	-	-	0%
-	Clyst Chatter	100	-	0%
649.00	Subscriptions	76	37.00	49%
382.88	Audit	435	435.00	100%
1,160.65	Website & IT	800	872.32	109%
698.07	Insurance	609	608.59	100%
Maintenance				
405.41	Grass Cutting	1,150	878.96	76%
67.19	Operational	350	226.85	65%
356.85	Lawn Mower	500	155.78	31%
-	Zipwire	-	-	0%
Neighbourhood Plan				
260.20	NP Lead Expenses	100	-	0%
Other Expenditure				
50.00	Assets	300	-	0%
-	Poppy Wreath	-	20.00	0%
-	Elections	-	-	0%
19,378.06	NP/NDO Grant Expenditure	811	811.00	100%
-	Community Facility	-	-	0%
-	Community Events	144	143.68	100%
1,182.33	Play Equipment	1,100	234.52	21%
-	Memorial Garden	-	-	0%
3,627.95	VAT	1,500	798.92	53%
47,977.14	TOTAL Payments	26,552	20,305.68	76%
12,678.94	Net Payments/(Receipts)	(3,477)	(9,584.29)	276%
RESERVES				
68,800.12	Balance b/f	56,121	56,121.18	
12,678.94	Net Payments/(Receipts)	(3,477)	(9,584.29)	
56,121.18	Current Balance	59,598	65,705.47	

CLYST HONITON PARISH COUNCIL

STATEMENT OF RESERVES

To 31.12.2023

	As at 31.03.23	Transfers	Income	Spend	As at 31.03.24
	£	£	£	£	£
General Reserve	23,911.09	-	25,975.73	(19,494.68)	30,392.14
Earmarked Reserves					
Parish Field & Play Equipment	4,339.02				4,339.02
Neighbourhood Plan - Grant Funded	-	-	-		-
Neighbourhood Plan Precept Funded	25,258.07	-		(811.00)	24,447.07
Election Costs	2,000.00				2,000.00
CIL Income			3,914.24		3,914.24
Clyst Chatter Funding	613.00		-		613.00
TOTAL IN RESERVES	56,121.18	-	29,889.97	(20,305.68)	65,705.47