

Clyst Honiton Parish Council

There was a meeting of Clyst Honiton Parish Council on **Wednesday 8th October 2025 at 7.00pm** held in the **Black Horse Inn Meeting Room**

Members Present: Parish Councillors Sean Wheeldon (Chairman); Mike Muir; Gary Collier; Chris Jenkins

Also Present: District Cllr. Paula Fernley; County Cllr. Nat Vanstone

In attendance: Rob Martin, Clerk (remotely using Teams)

No members of the general public.

MINUTES

PUBLIC SESSION

District Councillor Fernley had previously circulated a report outlining current District Council activities, such as the designation of Marlcombe as part of a national delivery programme, recycling small electrical items and batteries, a repair café event at Broadclyst and the South East Devon Wildlife Visitors Survey.

County Councillor Vanstone was questioned about the status of the TRO for the Home Farm development and when the conditions were to be enforced and the barrier actually moved. Cllr. Vanstone undertook to raise the question of the implementation of the TRO, alongside the condition of the St Michaels Hill repairs and also raised the matter of potential grant funding for parish council projects.

26/46 APOLOGIES

Apologies had been received from Cllr. Harrison.

26/47 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

There were no declarations of interest in items on the agenda.

26/48 MINUTES

On a proposal by the Chairman, seconded by Cllr. Collier it was **Resolved** to approve, as a correct record, the minutes of the Annual Parish Council meeting held on 14th May 2025.

26/49 CLERK'S REPORT

The report below follows the discussion between the chairman and myself on my future operations with Clyst Honiton Parish Council. The questions asked by Cllr. Wheeldon are followed by my responses in **bold**.

1. What does the working pattern look like going forward?

Likely capacity?

Changes to availability etc etc

I'm looking to work on three days of the week, rather than all five. This would be Tuesday to Thursday initially but might be reviewed later.

A handwritten signature in black ink, appearing to read 'Sean', is written over a dotted line.

2. Can we get formal holidays booked. The Councillors need to know that holiday is being taken and that you are not to be contacted.

And when you are available.

Need a calendar?

I have not had much in the way of holidays since starting with Clyst Honiton, working during all 52 weeks of the year which is not good for me. I will look to book holidays in advance for the future and actually get away from my desk.

A calendar would be set up for parish council in order to record the leave required and taken.

3. Working - is there anything needed/changes required? Meetings? Driving?

We discussed the idea of me clerking meetings remotely and agreed to do this for the first couple of meetings following my return to work. There is no official reason why this cannot continue, but I also have a need to meet you face to face and get signatures etc. Whilst possible, I will need to keep this under review otherwise I could end up doing all my work at home in a small office – not necessarily a healthy environment.

Meetings will be kept to a maximum of two hours.

The clerk would consider attending the next meeting on 12 November 2025 in person rather than remotely.

4. The Minutes don't work well. They are not searchable and so progress and decisions on a given item are either remembered or unknown.

A list needs to be kept to gradually create a picture of what the PC has done and what the result was.

Recently, it would look as if the PC had spent a lot of time re-discussing things and nothing happened at the end.

We can do better.

The Minutes are produced, but useful information can be used to update the List, for internal reference. Can be read before meetings to avoid repetition and avoid repetition.

The recording of decisions in the minutes is a statutory requirement but this does not necessarily make them readable or useful as a management document. The avoidance of repetition is first tackled in the setting of the agenda backed up by good chairmanship. There is a need to produce a better and more dynamic list of tasks undertaken and still to be done.

Cllr. Jenkins would produce a revised list of tasks outstanding which would be shared between councillors as an active file on the new file-sharing system.

5. It needs to be clearer what the Clerk is proposing to do in the month after a meeting and then report back. There have been a few times where things have not happened and there is no process that picks this up.

Reporting back is what the clerk's report should be about, but I agree we need to draw up an agreed ongoing list of what the clerk is to undertake each time, so there is no misunderstanding.

A question is whether this is a thing for the clerk to do or whether it should be done following the meeting by a councillor and agreed with the clerk.

6. All CHPC files need to be on CHPC MS One Drive.

There should not be many files.



Most historical stuff is no longer useful and can be deleted.

It is mainly just agendas and minutes, insurance docs, employment docs, audits?

Using a password-protected DropBox account is not sensible if there is only one person with Administrator rights. I don't want admin rights to your DropBox.

The DropBox arrangement was set up by Angie before I took over. From my point of view, it is a useful way of ensuring that the parish computer files are stored remote from the parish council laptop. This means that I have no PC files on the laptop memory. The OneDrive mechanism seems to operate by updating itself automatically from the laptop, mirroring what this contains for access by others which seems to mean that I have to have all the files on the laptop memory, which I am reluctant to do for many reasons. It seems pointless to have the OneDrive records mirroring a separate DropBox set both remote from the laptop. I want to ensure that access to the parish council records remain secure and accessible without having them held on the PC laptop causing memory and speed problems as a result. I am OK with using OneDrive to allow access for councillors but my understanding of how it works is obviously not good, so will need to have a little guidance of achieving what we all want here.

It will need to be kept simple to operate otherwise councillors will tend not to use it.

In any case, I will be looking to simplify and rationalise the records kept so that there is not a complicated set of records to access.

There as a need to ensure that the records held by the parish council were GDPR compliant and that personal details no longer required were deleted. The minimum requirement would be transferred to OneDrive for access by all councillors.

7. Emails need to start coming from the new accounts. This can be a process, rather than a switch. Eventually, only spam will arrive at the old account and new email addresses will be on the website.

This will be arranged shortly.

The new website needs to be brought into operation as quickly as possible to ensure that we do not lose public attention, such as it is.

8. File sharing needs to be used.

We need to avoid a situation where 'emails not arriving' is not an issue as the matters being discussed are explained in the List.

I think we leave the List editable so that anyone can add but occasionally make backups.

I agree and this is tied up with 6 above. There will need to be a mechanism whereby a link is sent to inform councillors of new information to be looked at.

There would be no need for a hard switch from the existing emails, which would peter out as the new email addresses were given out.

9. Anything else – your requirements.

We agreed that the parish council would now meet monthly, except for August and December each year (unless there is an urgent need) which is a recognised pattern for small parishes. This approach was agreed.

Planning matters can usually be dealt with by asking for the deadline to be put back to enable the parish council to respond



The NDO work will continue to be on the 'back-burner' until a satisfactory response is received from the Church Commissioners.

26/50 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
25/1802/PDQ	Axehayes Farm Clyst St Mary EX5 1DP	Prior approval (Class Q) for change of use from agricultural building to 4 no. dwelling houses (Use Class C3).
On the basis that this was a prior approval notification with limited ability to object or comment it was decided that there was No Comment to be made. The clerk would ensure that something was forwarded to show that the parish council had considered the application.		
Power Used Town & Country Planning Act 1990; Localism Act 2011		Risks Assessed None
Resulting Tasks & Owner Clerk – notify EDDC		Deadline for Action 3 weeks from notification date
Financial Implications None		Equalities Impact None

26/51 PARISH ONLINE WEBSITE & EMAIL

The new website had been constructed and included most of the necessary information for it to go 'live' by the end of October 2025. The clerk to organise the new '.gov.uk' emails as soon as possible.

26/52 NEIGHBOURHOOD DEVELOPMENT ORDER (NDO)

The progress of the NDO had been halted because of the lack of response from the Church Commissioners on identifying potential contractors for the site. The clerk would pursue this with the Church Commissioners and report back at a future meeting.

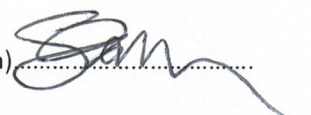
Power Used Localism Act 2011, Schedule 9	Risks Assessed Failure to progress NDO No Community Hall provided
Resulting Tasks & Owner Clerk – to continue communication	Deadline for Action 12 November 2025
Financial Implications Budget in NDO Reserve	Equalities Impact Lack of provision of suitable meeting place

26/53 LIBRARY BOX

Cllr. Wheeldon declared an interest in this matter as one of the quotations was from his neighbour. He took no part in the consideration of the quotations.

On a proposal by Cllr. Muir, seconded by Cllr. Collier it was **Resolved** to accept the quotation of £400 from Mr. Harrison for the construction of the library box using accumulated funds from the previous year's fair.

26/54 VILLAGE MAINTENANCE



Cllr. Muir reported that between June and October 2025 he had:-

- Carried out weekly visual inspections of the play equipment
- Installed a new rail and brackets for the tower.
- Purchased filler and knife for repairing the tower floor, which had still to be done.
- Cut the parish field hedge twice
- Cut the grass at the pumping station, bus stop, wishing well and the front of the Duke of York car park
- Cut back brambles around the village paths.

He had been out of action for seven weeks during August & September due to an operation.

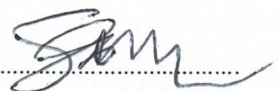
On a proposal by the chairman, seconded by Cllr. Muir it was **Resolved** to purchase 6 Bulk Bags of Playbark from RGB at a quoted price of £619.94 plus VAT. This would be ordered and paid for once the Chairman had completed some weeding.

Power Used Open Spaces Act 1906	Risks Assessed Village becoming unkempt and overgrown with no planting
Resulting Tasks & Owner Cllr. Muir – continue inspections and maintenance of village.	Deadline for Action 12 November 2025
Financial Implications None	Equalities Impact DCC has responsibility to all of the community, including those who are less able

26/55 FORTHCOMING PROJECTS

Cllr. Jenkins had researched the subject of more inclusive play area equipment and proposed that three items of equipment should be put to the community requesting its guidance on what to proceed with. The opportunity to respond would be included in the upcoming edition of the Clyst Chatter due out on 18th October 2025. This item would be included on the next agenda.

Power Used Open Spaces Act 1906	Risks Assessed Not having community agreement for proposed work.
Resulting Tasks & Owner Cllr. Jenkins – to put proposals together in time for the circulation of the Clyst Chatter.	Deadline for Action 18 October 2025
Financial Implications To use allocated reserved funds for new equipment	Equalities Impact To enhance the availability of play facilities for less able children in the community.



26/56 CLYST HONITON PLAYING FIELD

- a) The first step to set up a charitable trust to take ownership of and maintain the playing field would require agreement from the Department for Education DfE and contact with the Charity Commission. The clerk would research this and report back so that this could be achieved.

Power Used Open Spaces Act 1906	Risks Assessed The absorption of the playing field by a future organisation and its potential loss to the community.
Resulting Tasks & Owner Clerk – to report on the necessary processes for the transfer of the 'ownership' to a charitable trust.	Deadline for Action 12 November 2025
Financial Implications None	Equalities Impact Nothing specific.

26/57 POTENTIAL FOR COMMUNITY HALL ON PLAYING FIELD

There would be the possibility of someone else putting a building on the playing field, although there would be matters such as parking facilities that needed to be sorted out first. There would need to be substantial consultation on this covering not just planning but also DfE and Exeter Airport.

26/58 ROAD TRAFFIC ORDER FOR HOME FARM DEVELOPMENT

Concerns had been raised with County Cllr. Vanstone about the apparent lack of urgency in implementing the RTO work which he would take up as per his report above.

Power Used Highways Act 1980	Risks Assessed The TRO not being in place meaning that access to Home Farm is through the village.
Resulting Tasks & Owner County Cllr. Vanstone to investigate and report back	Deadline for Action 12 November 2025
Financial Implications None	Equalities Impact DCC has responsibility to all of the community, including those who are less able


26/59 2025/2026 BANK RECONCILIATION AND BUDGET MONITORING REPORT

On a proposal by the Chairman, seconded by Cllr. Collier, it was **Resolved** to adopt the attached bank reconciliation report of 30th September 2025 and to note the budget monitor analysis at that date.

26/60 2026/2027 BUDGET & PRECEPT

The clerk had circulated an analysis of a potential budget for 2026/2027 in order to help with the consideration of the necessary level of precept. The aim would be to decide whether the current precept level would be sufficient and further consideration of this would take place at the next meeting.

Power Used Local Government Act 1972	Risks Assessed Not being able to set a precept for the year beginning 1 st April 2026.
Resulting Tasks & Owner	Deadline for Action January 2026



Clerk – ensure that a budget and precept is agreed and send notification to EDDC by the notified deadline.	
Financial Implications Not having sufficient resources for the coming financial year	Equalities Impact Nothing particular

26/61 RECEIPTS & PAYMENTS SCHEDULE

On a proposal from the Chairman, seconded by Cllr. Collier, 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.
2025/2026				
RJ Martin	Salary	July 2025	838.28	2526-09
HMRC	Tax Deduction	July 2025	203.20	2526-09
HMRC	NI	July 2025	89.77	2526-09
DCC Pensions	Retainer Payment	July 2025	7.77	DD
RJ Martin	Salary	Aug 2025	838.28	2526-12
HMRC	Tax Deduction	Aug 2025	203.20	2526-12
HMRC	NI	Aug 2025	89.77	2526-12
DCC Pensions	Retainer Payment	Aug 2025	7.77	DD
RJ Martin	Salary	Sept 2025	995.62	2526-14
HMRC	Tax Deduction	Sept 2025	242.40	2526-14
HMRC	NI	Sept 2025	119.25	2526-14
RJ Martin	Salary	Oct 2025	864.47	2526-17
HMRC	Tax Deduction	Oct 2025	209.60	2526-17
HMRC	NI	Oct 2025	94.66	2526-17
DCC Pensions	Retainer Payment	Sept 2025	7.77	DD
Countrywide GM	Grass Cutting	June 2025	129.71	2526-10
Countrywide GM	Grass Cutting	July 2025	129.71	2526-13
Countrywide GM	Grass Cutting	Aug 2025	129.71	2526-15
Countrywide GM	Grass Cutting	Sept 2025	129.71	2526-16
S. Wheeldon	Flowers for Sue	Dunstans	45.00	2526-16
RGB Supplies	Bark	Play Area	742.97	2526-16
Exe Squared	Hosting Balance	0779	12.00	2526-16
Simon A Martin	Payroll	July 2025	8.00	DD
Simon A Martin	Payroll	Aug 2025	8.00	DD
Simon A Martin	Payroll	Sept 2025	8.00	DD
Lloyds Bank	Service Charge	July 2025	4.25	DD
Lloyds Bank	Service Charge	Aug 2025	4.25	DD
Lloyds Bank	Service Charge	Sept 2025	4.25	DD
Adobe	Adobe Professional	July 2025	19.97	Card
Adobe	Adobe Professional	Aug 2025	19.97	Card



Adobe	Adobe Professional	Sept 2025	19.97	Card
MNR Mowers	Fuel	Mowers	49.01	2526-11
Parish Online	Website	1 st Year	308.40	2526-11

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
East Devon DC	Precept	9,000.00	BC
Lloyds Bank	Instant Access a/c Interest	48.67	BC
Lloyds Bank	Fixed Term a/c Interest	131.34	BC
Power Used Local Government Act 1972		Risks Assessed Not making payment of amounts due	
Resulting Tasks & Owner Clerk – ensure payments are made		Deadline for Action asap	
Financial Implications Each payment has a budget		Equalities Impact Nothing particular	

26/62 COUNCILLOR REPORTS

Cllr. Collier reported on the Airport Consultative Committee meeting he had attended.

26/63 DATE OF NEXT MEETING

The next scheduled meeting is on **Wednesday 12 November 2025** and will be held in the Black Horse meeting room starting at 7pm

26/64 PARISH COUNCIL MEETING CLOSURE

The meeting was closed at 8.45pm.

Signed:.....



Date:.....

12 NOV 25