

Clyst Honiton Parish Council

There was a meeting of Clyst Honiton Parish Council on Wednesday 12th November 2025 at 7.00pm held in the Black Horse Inn Meeting Room

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

Also Present: District Cllr. Eleanor Rylance

In attendance: Rob Martin, Clerk

Four members of the general public.

MINUTES

PUBLIC SESSION

General Public

The owners of the Mammoth Strength Club gym which had been open for three months as part of the Skypark complex made representations relating to planning application 25/1904/FUL for a second gym proposal adjacent to the existing one. They were asking the council to object to the application because: -

- The description of the Mammoth Strength Club offer was inaccurate – a lot of the Planning Statement was regarding the difference the proposed gym would make in available resources and services comparing the existing offer unfavourably. In reality, there was nothing proposed that was any different to that offered by the current gym.
- Car Parking – there would be a maximum of 6 car parking spaces for the proposed development whereas the current gym has the potential for further parking behind it. Parking at such industrial sites is always at a premium and there would not be enough parking close to the new development.
- Sustainability – one element of the sustainability requirement is to ensure that there is no conflict with existing businesses and that the introduction of a new facility in this location would saturate the market, meaning that neither would be able to trade profitably.

District Council

District Cllr. Rylance expressed the wish that Clyst Honiton review the dates of its future meetings to attempt to avoid the District Council full council meetings, which the clerk was asked to try to sort out.

Cllr. Rylance summarised the District's position on Local Government Reorganisation. In future the whole of Devon and many other county councils, would have a single tier of local government by forming unitary authorities. All of the authorities in Devon had proposals for what this reorganisation would look like for the future and had to submit these to Government by 28th November 2025 which would then make a final decision.

The likely version for EDDC would be what has been called the 4:5:1 option which would mean three unitary authorities covering: 'Greater Plymouth' (1); Torbay and surrounding districts (4); Exeter and the remaining districts (5).

When questioned about the effect of the reorganisation on the work of parish councils, she confirmed that it was more than likely that they would have more jobs to do particularly in the case where government finances were being squeezed. Cllr. Wheeldon then mentioned that Clyst Honiton Parish Council would more than likely cease to exist with the increasing development around it. Cllr. Rylance was of the opinion that the boundary changes caused by the building of Marlcombe would not come into effect for at least 10 years, so it would be a time when opportunities to increase its infrastructure would come along before that happened.

The conclusion was that there was a need for the parish council to plan for the change and this needed meetings with EDDC senior officers to work out what the plan should contain.

Cllr. Rylance asked whether anything was being done about the rubbish being dumped on the land next to the bypass and the chairman said he was talking to the landowner (Church Commissioners' agent) and trying to get something done to stop the dumping from taking place.

Agenda	Agenda Item
No.	
26/65	<p>APOLOGIES No apologies had been received.</p>
26/66	<p>DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) No declarations of interest were made.</p>
26/67	<p>MINUTES On a proposal by Cllr. Muir, seconded by Cllr. Wheeldon, it was Resolved to approve, as a correct record, the minutes of the Annual Parish Council meeting held on 8th October 2025.</p>
26/68	<p>CLERK'S REPORT The clerk had circulated the following report:</p> <p>1. Shared Computer Drives</p> <p>The papers for this meeting have been uploaded to the Zoho Workdrive and are available on General - Zoho WorkDrive</p> <p>They have also been sent as attachments to emails on both parish council email accounts for each parish councillor for completeness.</p> <p>The intention is to update the access arrangements for each councillor at this meeting.</p> <p><i>The clerk and the chairman would get together and sort out how this would happen and invite councillors to join in electronically.</i></p> <p>2. Website</p> <p>The new website is up and running and Sean has put a link on the first page of the old one to direct people to the new one. I have successfully updated the relevant page for this meeting's agenda etc but some changes still need to be made.</p> <p>3. Update on the Clerk's Health</p> <p>I am still making progress whilst not yet fully fit. The time I am spending on parish council work is less than before, but I am looking to work better, not harder. My intention is to attend parish council meetings in person rather than remotely as the last meeting did not work for me. We need better technology for remote meetings to be fully operational.</p>

The clerk's health was improving and he had started gym work as part of the rehabilitation process. He would notify the council of when he intends to take time off.

4. Library Box

I emailed Grant to let him know that his son had been successful with his quotation to make the box, but to date have not heard anything further.

Cllr. Harrison reported that his son was currently working on improving his house and would get to making the box possibly in January 2026. The council accepted this delay.

The clerk had received no responses from the public on new equipment suggestions. Cllr. Jenkins apologised for the confusion on the QR codes, and it was agreed that this would be republished in the chatter with correct QR codes to encourage responses.

26/69

PLANNING APPLICATIONS

Reference	Location	Proposal
25/1904/FUL	Unit 11 Skypark Phase 2 Clyst Honiton Exeter	Change of use from general industrial unit (use class B2) to a gym (use class E(d))

The clerk had requested of EDDC that the response date be moved from 10 November to 17 November 2025 and had been instructed to email the parish council response by the later date.

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved to object** to this application on the following bases: -

Economic

This application looks to change the use from a much-needed general industrial designation to one for a gym based on a stated need for the facility and on sustainability grounds, neither of which are applicable. Clyst Honiton objects to the application partly on the grounds identified by the Economic Development Officer, as follows:

The loss of recently built B2 workspace in the Enterprise Zone to E(d) uses would clearly harm business opportunities in the local area.

East Devon is experiencing a serious and protracted market failure in the supply of available industrial space across the district. This is constraining inward investment, local business growth and forcing some employers to leave the district. The proposed development risks amplifying these supply constraints further. Industrial employment also generally offers higher average wages compared to gym or fitness-related jobs, thereby harming opportunities for better paid employment in the local area.

Given that the loss of B2 employment space would harm business and employment opportunities in the local area, our view is that Strategy 32 is engaged. The applicant is therefore required to evidence that all options for retention of the site for its current or similar employment use have been fully explored without success for at least 12 months (or 24 months depending on market conditions) and there is a clear demonstration of surplus supply of land or provision in the local area.

Given the strategic location and importance of the site, along with the chronic market failure of industrial space in the district, the view of the Economic Development team is that the unit should be marketed for B2 uses for at least 24 months.

Gym operators should consider town centre locations, where availability is less constrained and such uses can contribute positively to the diversity and vibrancy of the area.

Car Parking

According to the application form, the unit at this location has just six allocated parking spaces although it is believed that only three come as a right, which will not be sufficient to

accommodate staff cars, let alone those brought by customers. Despite an emphasis on walking, cycling or use of public transport to be in accordance with Local Plan policies the majority of users will be arriving by car. This location will at times inevitably mean that most users and staff will travel by car and require a parking space particularly if it is successful. There is already a gym facility located near the proposed site, the Mammoth Strength Club, which is frequented by a number of Clyst Honiton residents.

Inaccuracies

The Planning Statement says,

- *'1.3 One of the principal purposes of the planning system is the pursuit of sustainable development - that is, meeting the needs of today without compromising the needs of tomorrow. In development terms this is distilled as the need to ensure that development is economically, socially and environmentally compliant.'*
There is already a gym a few metres away, so there is no 'need', and two businesses fighting over the same customer base is not 'sustainable'.
- *'2.3 ... Clyst Honiton, as the site's nearest settlement, is mainly a residential settlement, with little to no amenities.'*
This is factually incorrect. It has an existing gym, The Mammoth Strength Club leafleted Clyst Honiton when it opened. It is known about and functioning well.
- *'6.3 Strategy 6 supports development within Built-up Area Boundaries where compatible with site character. The gym ... won't lead to unacceptable service pressure, impair highway safety, or prejudice adjacent development...'*
Once again, this does not seem to be correct - it is prejudicing an existing gym. And is not adding anything in mitigation.
- *'6.4 ... The gym in the near proximity of this site, named Mammoth Strength Club, also located within SkyPark zone 2, although unlike the concept behind our site at hand, the approved gym seems to be subscription based and impersonalised to the client's requirements and needs, unlike the proposal at the current proposal site, which offers 1-on-1 training with a personal trainer, as well as small group sessions between 1-6 participants, all of which are appointment-based and led by a coach.'*
This is just not true. Users of Mammoth Strength Club facilities are offered support, alongside classes with instructors. A look at the Mammoth Strength Club website reveals that a personal service is offered.

This proposal seems to be based on little research and is solely based looking for financial gain, not any benefit to the area. In fact, it will probably be detrimental due to the parking. The parish council believes that the purpose of Skypark should be retained and that it should remain designated as general industrial, in order to provide the much-needed higher wage jobs for local people that promised from the outset. Too many changes of use for other low wage jobs will devalue the offer being made to the growing local population resulting in the original concepts being watered-down to the point where it achieves none of the wider sustainability objectives that were crucial when it was approved.

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

26/70 ZIPWIRE REPLACEMENT

Dealt with under the clerk’s report above.

26/71 CHRISTMAS LIGHTING

On a proposal by Cllr. Muir, seconded by Cllr. Wheeldon, it was **Resolved** to a new set of Christmas lights, which would be organised by the clerk and Cllr. Muir.

26/72 VILLAGE MAINTENANCE

Cllr. Muir reported on the following maintenance matters attended to since the last meeting: -

- He had carried out weekly visual inspection of the play equipment
- He had filled in the holes and splits of the floor of the tower and Cllr. Jenkins had sanded it down and applied several coats of paint.
- He and Cllr. Wheeldon had started to remove the undergrowth adjacent to the climbing frame but there was still a lot to do.
- A resident had cleared some weeds in front of the hedgerow.
- He had cleaned both noticeboards and their windows and both were now back in use.
- He also gave the memorial a scrub before the remembrance service.

The jobs still to be done were: -

- Complete undergrowth clearance
- Order bark for area when it is ready, he believed that a larger quantity might be needed.
- Reduce the height of the hedge
- Put some drainage holes in the tower floor.

There was graffiti on the side of the pumping station and South West Water would be notified of this for its removal. Cllr. Wheeldon would send a photograph of this to the Cllr. Juenkins who would communicate with SWW.

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 14 January 2026
Financial Implications None	Equalities Impact DCC has responsibility to all of the community, including those who are less able

26/73 PARISH COUNCIL AIMS & OBJECTIVES

This would be deferred until the next meeting.

26/74 CLYST HONITON PLAYING FIELD

The clerk had received no applications for the possible trusteeship of the playing field. The clerk had experienced the operation of community asset charitable trust with the parish council (as a body corporate) being the ‘Sole Trustee’ which enabled VAT to be recovered as part of the parish council.

The clerk would contact Devon Communities Together and gather other advice and out a paper together on the options available for setting up a protective charitable trust for the playing field.

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 14 January 2026
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.

26/75 EXETER AIRPORT PUBLIC SAFETY ZONES (PSZ)

The clerk had researched this on the airport website and the PSZ appeared to go through the plating field with part of it outside. The chairman had a planning document from 2003 which had the whole of the playing field inside the PSZ.
The clerk would attempt to get a definitive diagram which determined where it was currently to enable sensible discussion to take place. This would be necessary information for the consideration of the future of the playing field.

26/76 POTENTIAL FOR COMMUNITY HALL ON PLAYING FIELD

This will be considered when the PSZ matters above are understood.

26/77 RESIDENTS’ PARKING SCHEME

The need for a Residents’ Parking Scheme was raised by a member of the public who lived on the village road. As a result of parking by people using the airport and other outsiders it was often difficult for residents to park anywhere near their house, if at all.
The clerk had researched this subject with the conclusion being that the charge for a resident’s permit in the Exeter region would be £35. The process for getting a parking scheme installed within Clyst Honiton would be for the ‘community’ to request it and for a feasibility assessment to be carried out by highways before being placed on a waiting list for the production of a Traffic Regulation Order. Once the TRO is produced, the signing and lining would take place and people would then have to pay to park their vehicles on the designated highway.

There were some questions about the precise extent of the proposal which would need to be sorted out before it is developed into a firm proposal. This can be researched and worked up.

26/78 2025/2026 BANK RECONCILIATION AND BUDGET MONITORING REPORT

On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison it was **Resolved** to adopt the bank reconciliation report of 31st October 2025 and the budget monitor analysis at that date was noted.

26/79 2026/2027 BUDGET & PRECEPT

On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was **Resolved** to adopt the presented budget analysis and to set the precept for the next year unchanged at **£18,000**.

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 Clerk – ensure that a budget and precept is agreed and send notification to EDDC by the notified deadline.	Deadline for Action January 2026
Financial Implications Not having sufficient resources for the coming financial year	Equalities Impact Nothing particular

26/80 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Harrison, 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	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	Oct 2025	7.77	DD
RJ Martin	Salary	Nov 2025	864.47	2526-19
HMRC	Tax Deduction	Nov 2025	209.60	2526-19
HMRC	NI	Nov 2025	94.66	2526-19
DCC Pensions	Retainer Payment	Nov 2025	7.77	DD
Countrywide GM	Grass Cutting	Oct 2025	129.71	2526-20
Black Horse	Room Hire	PC Meets	46.00	2526-18
Simon A Martin	Payroll	Oct 2025	8.00	DD
Lloyds Bank	Service Charge	Oct 2025	4.25	DD
Adobe	Adobe Professional	Oct 2025	19.97	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
HMRC	VAT Refund	315.21	BC
Lloyds Bank	Instant Access a/c Interest	9.90	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
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26/81 COUNCILLOR REPORTS

The chairman had circulated a report on the outstanding matters, most of which had been covered earlier in the meeting.

26/82 DATE OF NEXT MEETING

The next scheduled meeting is on **Wednesday 14th January 2026** and will be held in the Black Horse meeting room starting at 7pm

26/83 PARISH COUNCIL MEETING CLOSURE

The meeting was closed at 9.20pm

Signed:.....

Date:.....

CLYST HONITON PARISH COUNCIL - ACTION LIST

Action	Cause	Safeguards to consider	Assigned to	Initial Response	Update 18 February 2026	Budget Effect	Completion Target Date
Moving PC files from Dropbox to MS one drive	Accessibility of files to all parish councillors and GDPR concerns	Make sure not to delete important documents but consider GDPR data shouldn't be kept longer than legally required	Clerk (Rob Martin)	Rob already started to action and move files over to one drive	Completed	Nil	Completed
Activate new emails for PC councillors	Gov.uk email address for councillors	Individuals need to consider which of their current emails need to be migrated to new email inbox	Clerk (Rob Martin)	To be active by end of October 2025. Email address and passwords to be sent out	Councillors have their email addresses and passwords, but still need to use them as the council ones.	Nil	28/02/2026
New website to go live	Updated website and information for the community	None	Clerk (Rob Martin)	Agreed at PC meeting the website will go live by end of Oct	Website Live, some information still needs updating	Nil	28/02/2026
Village library box	Use for the community	None	Grant Harrison	Agreed that Mr Harrison will carry out the creation of the box. Estimated completion date to be requested.	No progress as at 21st January 2026	£400	To be notified
Suggestions to community for new park equipment	Use of funds that was put aside for the zip wire	None	Sean Wheeldon	To be sent out in the chatter released on 16th Oct	Sent out once again, with responses awaited	£13,235	30/09/2026
Community Association Funds	To ensure that the funds are used for the purpose for which they were accumulated	Funds need to be ring-fenced for community facility provision	Clerk (Rob Martin)	Community Association Funds banked in CHPC Account	Reserve will be set up within the accounts	£8,585	31/03/2026
Community Facility on Playing Field	To investigate the possibility of providing an appropriately scaled meeting place on the playing field	The project will need to be scaled to the future needs of Clyst Honiton	Councillors	The initial thoughts were that the Airport Exclusion Zone would prevent the use of the playing field site.	The indications are that the EZ will not prevent the positioning. Outline Permission will be needed before permission is sought from DES. Advice from Eleanor Rylance that a pre-app assessment is arranged.	Unknown	31/03/2027
Playing field Charity	To set up a charity to separate the ownership of the playing field from the parish council and ensure its continued use for the community	An appropriate constitution will need to be devised to ensure future ownership stays with the community and allows the potential for a building to be placed on it.	Clerk (Rob Martin)	There is the likelihood that the best situation is where the parish council is the sole trustee of the charity with management delegated to a management committee of volunteers.	Report written explaining options for how this could be set up, after liaising with DCT	Legal Costs	31/03/2027
Aims & Objectives	The parish council needs to ensure that its future work addresses the needs of the parish now that the NP & NDO work has finished.	To try to ensure that the PC work has a purpose in the time leading up to the development of Marcombe	Sean Wheeldon/Clerk	The chairman circulated his concerns in May 2025 wanting to ensure that the PC looked forward rather than backwards	Report written from the chairman's concerns for consideration by the council	Nil	31/03/2026
Residents' Parking	Problems with people using the airport parking for some time leave few spaces for residents.	Although there are a number of people wanting a residents' parking scheme others are not so keen.	Sean Wheeldon/Clerk	To find out what the process was to get this in place and to survey residents on the idea.	The resident charge would be £35 per year. Need to convince DCC councillor to promote the idea based on survey results.	Nil	31/03/2026
Flooding	With the likelihood of future winters having the level of rain experienced this winter or more what can the parish council do to help?	There is only so much parish councils can do. Maybe consider a community resilience plan for the future.	Councillors	Mike Muir rang clerk and asked whether certain equipment could be purchased	On agenda for 18 February 2026	Unknown	31/03/2026
Road Traffic Accident	A RTA has demolished the PC's planter and the Clyst Honiton village sign	The planter was destroyed and the debris was cleared by Mike Muir	Mike Muir/Clerk	Mike Muir rang clerk to ask him to find out how the planter and sign would be replaced.	The planter replacement would cost £286 inc VAT. A reply was awaited from Highways on the sign.	£300	18/02/2026

CLYST HONITON PARISH COUNCIL - ACTION LIST

Action	Cause	Safeguards to consider	Assigned to	Initial Response	Update 18 February 2026	Budget Effect	Completion Target Date
EDDC Engagement on Marlcombe	EDDC are pursuing Marlcombe in the Local Plan ignoring the fact that the majority will be built in Clyst Honiton.	To ensure that the parish council is seen to be working for the residents of Clyst Honiton whatever the final position.	Sean Wheeldon/Clerk	Clerk wrote to EDDC Cabinet member and officers several times to ask for CH to be considered unique asking for detailed liaison on the Marlcombe situation and how it affects CH residents	Following the latest response from Todd Olive pushing the questions into the long grass again, Sean Wheeldon has made a strong case for him to attend to answer the questions and accept a need for CH to be consulted with properly.	Clerk's Costs £13,000 per annum for X years	31/03/2026

Devon Community Resilience Forum < dcrf@devoncommunities.org.uk >

Thu, 05 Feb 2026 9:55:19 AM +0000

To "clerk"<clerk@clystthoniton.org.uk>

Apply for emergency funding if your community has been affected by recent storm events

Good morning,

Devon Community Resilience Forum are waiving the requirement to have an Emergency Plan in place in order to apply for up to £1500 funding if you have been affected by recent storms Chandra and Goretti.

This funding is intended as a "fast track" grant to provide:

- Rapid purchase of simple flood equipment (PPE, signs, sand bags etc.);
- For those communities that have recently experienced flooding, works to assist community recovery and getting things back to normal will be included.

You can apply for one of two grants available if your community has been affected by recent events, or if you want to prepare and plan in case of emergencies:

- Up to £250 if you want to start engaging your community for emergency planning
- Up to £1500 to purchase items like wellies, torches, blankets, radios, PPE etc that can be used in an emergency.

More information can be found here <https://www.devoncommunities.org.uk/projects/devon-community-resilience-forum>

Please let us know if you need any further support or guidance.

Best regards,

CLYST HONITON PLAYING FIELD

Future Management Proposals

History

The playing field was part of the former Clyst Honiton Church of England Primary School until it was transferred by Devon County Council to the parish council in 2013 or 2014 for a consideration of £1.

The Problems

There are two elements to the concerns regarding the protection of the playing field for future Clyst Honiton residents. The first is the encroachment of development onto land currently within the parish boundary and its potential to be contained within a future Marlcombe Town Council boundary instead. Secondly, the effect of Local Government Reorganisation will be to remove one tier of Principal Authorities above parish councils with the potential for the current structure to need to have to merge councils to be effective.

A combination of these two actions could make the parish of Clyst Honiton disappear and its assets be subsumed within another council. It is quite conceivable that the playing field will be taken over by a successor authority, Devon County, Exeter City or Marlcombe Town Council and be seen as an asset potentially for development and not retained as an open space for the Clyst Honiton community.

In order to ensure that the playing field is kept available for residents to use as an open space it is necessary to consider a different ownership model secured against these future changes.

Experience with the community association shows that the residents of Clyst Honiton are reluctant to offer their services as trustees. This needs to be taken into account when deciding on a future structure and modus operandi for the playing field.

Devon Communities Together

Before making the suggestions below Martin Rich of Devon Communities Together (DCT) was contacted and the matter discussed in some detail. His first suggestion was to draw up a Deed of Dedication with Fields in Trust (FIT) (see below) which provides protection of land from being able to be used for anything other than open space. He also concurred with the idea of setting up a charity in the format shown in the conclusions to this report.

Fields in Trust – Deed of Dedication

Fields in Trust has a section where landowners can apply to protect land, website address <https://fieldsintrust.org/landowners> with the result that this protection ends up being recorded on the land registry entries for the land, preventing it from being sold for another use. In order to make an application for this access to the current land registry entries for the land will be needed. In addition, it is proposed to transfer the land to a newly set up charity which will need coordinating with the FIT Deed.

What is a Charitable Trust?

The term Charitable Trust covers a number of options based on how it is structured, see below. The idea is that a group can be set up to undertake charitable activities for the community and the people who carry out charitable activities are known as trustees.

What is a Charity Trustee

A trustee is a volunteer who serves on the governing body of a charity, responsible for the general running of the organisation.

First and foremost, charity trustees make the crucial decisions. They have oversight of the charity's activities, funds and future—in other words, they're in charge of the charity's affairs.

Charity trustee responsibilities can include:

- helping to lead the organisation
- contributing skills and expertise to an important cause
- leading the strategic development of the organisation
- making sure the charity is delivering on its goals
- looking after the organisation's finances
- taking care of the charity's assets.

Future Charity Options

In order to achieve the preservation of the land for its current use, the parish council is considering setting up a charitable organisation of some sort to enable local people to manage the land for local people in perpetuity. The ownership of the land would be formally transferred to keep it secure.

The options available ([Set up a charity: Set up a charity - GOV.UK](#)) would be to:

- 1. Leave it as it is**
For reasons described above this is not considered a good option.
- 2. Set up an Unincorporated Charitable Association (CA)**
Not being incorporated means that this is just a loose group of people taking individual responsibility for actions. It is not possible for this to have a bank account and would not be able to hold land. This type of group cannot register as a charity with the Charity Commission.
- 3. Set up a Charitable Trust (CT)**
This type of organisation can register as a charity and is obliged to if the turnover exceeds £5,000 but is not considered a corporate body, meaning that the trustees take individual responsibility for the charity exposing them to potential personal liabilities.
- 4. Set up a Charitable Incorporated Organisation (CIO)**
This type of organisation is a corporate body able to hold money and land for its purposes. It has to be registered with the Charity Commission. As such, the CIO takes corporate responsibility with trustees free from this responsibility.
- 5. Set up a Private Company Limited by Guarantee (PCLG) or Community Interest Company (CIC)**
This type of organisation is usually related to charitable activities involving trading and/or capital works rather than running and maintaining a local asset. These involve being answerable and reporting to both Companies House and the Charity Commission.

Suggested Solution

Having considered the options with DCT the following summarises the suggested future framework for the ownership of the playing field.

- **Use the Charitable Incorporated Organisation (CIO) model** – which is a corporate body, able to enter into contracts, hold a bank account and own the land.
- **Appoint Clyst Honiton Parish Council as the SOLE TRUSTEE** – which means that no individual is responsible, the responsibility lying with the parish council as a corporate body (as with PC decisions, councillors are not individually responsible). The one requirement is for occasional meetings of the trustee members separate from that of the parish council. It helps if the trust chairman is different from that of the parish council.
- **Set up the Clyst Honiton Playing Field Management Committee** – this would be a group to whom the work of managing and maintaining the playing field would be delegated. This would more than likely be made up of outside volunteers plus one or two councillors none of whom would be trustees of the charity but would oversee the ongoing management of the land on behalf of the Trustee (ie CHPC)
- **Transfer of activities from CHPC to the charity** – this is subject to the views of the PC at any given time but the common-sense approach would be to transfer the physical activities on maintain the field such as grass cutting and hedge maintenance to the charity alongside decisions on what use the field could have for the future such as public events. The funding for any such activities could be covered by grant funding from the parish council in the same way as it is funded directly currently.

Action to be taken

- **Obtain a ‘Deed of Dedication’ for the land** – taking care not to lose potential for community facility.
- **Get current land registry entries**
- **Notify Devon County Council of intentions**
- **If necessary, obtain Permission from DfE**
- **Take some legal advice**
- **Set up charitable incorporated organisation**
 - **Define Purpose of Charity** – make sure this allows for possible community facility to be built.
 - **Set up Constitution & Governing Document** – using the standard form from the Charity Commission.
 - **Register with Charity Commission (not Companies House)**

Unavoidable costs

- **Land Transfer** – there will be a need for the land transfer to take place formally with a ‘sale’ for a nominal consideration to be recorded. This is so that the ownership is clearly evidenced as being that of the charity.
- **Legal Fees** – there will be a need for the whole transaction to take place officially so that all of the necessary paperwork and processes are followed appropriately.
- **Field Maintenance** – a lot of work is currently done on a voluntary basis by councillors, mostly. As time goes by, this might need paying for so

- **Insurance** – would need to separate out the field from the parish council's policy. Overall, there would be additional costs.

Additional Work

- **More Meetings** – the need to have separate meetings of the trustee, probably only 2-3 a year, means there will be additional work. In addition, meetings of the management committee will also have to take place and be serviced.
- **Form Filling** – there is a need to maintain the charity records and to submit annual accounts, although these are minor in impact. The charity finances also have to be separated from the parish council ones for the Annual Return information.
- **Set up separate bank account** – the charity will need its own bank account and payment processes. Although this can be managed within the current mechanisms it is essential if the charity registers for 'Gift Aid' from its donations.

Possible extra income

- **Grant** – as a charity there are more sources of grant funding available.
- **Donations** – once again, a charity has more chance of obtaining donations than a parish council does.
- **Event Income** – a separate body might consider putting local events on more frequently and taking the subsequent income towards future maintenance.
- **Gift Aid** – this can be claimed by a charity where donations from tax-paying individuals are received.

Decisions to be Taken

- **Acknowledge problem exists and a solution needs to be found**
- **Set up Deed of Dedication**
- **Choose Option to be pursued**
- **Agree to set up the charity**
- **Take legal advice**
- **Agree to Land Transfer**
- **Who will chair Trustee meetings?**

AIMS AND OBJECTIVES

Background

Having spent more than 10 years pursuing the Neighbourhood Plan and Development Order the time has come for Clyst Honiton Parish Council to concentrate on looking forward to the future and to concentrate on working more closely with the residents of the parish.

The Neighbourhood Plan is now in place but the Neighbourhood Development Order is currently stalled due to the lack of engagement from the other stakeholders involved, such as the Church Commissioners and EDDC. The parish council is now having to concentrate its efforts on matters with more immediate impact than the NDO would have. It will have neither the time nor resources to be involved in more complicated negotiations and work resulting in the provision of a community facility on the Church Commissioner Land being unlikely to come to fruition.

The effect of Neighbourhood Plan policies on major projects is limited but provides the parish council with a check-list of matters that can affect moderate development, and the parish council needs to continue to use the policies in its planning responses.

The new proposal from EDDC to fulfil its housing targets by building one new settlement called Marlcombe which will encroach onto more than 50% of current Clyst Honiton Parish area means new challenges in the coming years. It will also mean that a New Town Council boundary will inevitably be drawn reducing the area for CHPC down to just the current inhabited village. It is possible that the Town Council could absorb the whole area of the Clyst Honiton Parish making the parish council redundant. This would also mean the assets of the parish council could be taken over leaving local people without a voice on their future.

This along with any effects resulting from whatever form Local Government Reorganisation takes for the area means that the current parish council wants to ensure that it has some say on how the current facilities are preserved for the Clyst Honiton Community.

This paper looks at defining a set of aims and objectives for the parish council for the coming 5-10 years to get the best outcome it can for residents.

Aims

1. To have better community engagement/communication
2. To establish safe, routine volunteer working with sufficient capacity
3. To have a Parish Council which is recognised and respected by stakeholders and has good communication with statutory bodies
4. To make the Playing Field a safe, finished and affordable space for the community and its benefits to belong to the village in perpetuity
5. Provide Community Facility
6. To find a way of working so that the Parish Council makes fast, informed decisions and sticks to them
7. To have a Parish Council that has planned its own future as far as it can

1. To have better community engagement/communication

Objectives

- News page on new .gov website updated weekly (if there is any news)
- Meaningful survey about Playing Field and its facilities
- An improved Clyst Honiton Chatter available online

2. To establish safe, routine volunteer working with sufficient capacity

Objectives

- Volunteer recruitment
- General volunteers, Expert Volunteers
- Volunteer checklist – training/equipment check/hazards/experience
- Job list
- More formal thanks in Chatter/on website

3. To have a Parish Council which is recognised and respected by stakeholders and has good communication with statutory bodies

Objectives

- We had cones put out last night in the village – I don't know why. Parishioners assume we are told. This is all part of East Devon considering us a nuisance to be ignored and Devon treating us as a bit of road. Rob needs to quickly and constantly chase up on these things so that it is easier to tell us than to get hassled.
- 'Proper' email addresses .gov.uk
- We should consider escalating issues such as St Michaels Hill
- We need not to choose to meet when no one can join us!
- We need a good list of relevant contacts
- Agenda points should refer to external bodies and require communication

4. To make the Playing Field a safe, finished and affordable space for the community and its benefits to belong to the village in perpetuity

Objectives

Either Clyst Honiton will become the New Town or it will become Exeter. The Field will then be controlled by people who don't even know Clyst Honiton and it will just be a nuisance cost.

- Put the Field into a charitable trust which is NOT controlled by the Parish Council – otherwise control will simply be passed to the New Town...

- A five year plan with budgets for repair and maintenance
- Tick list of weekly equipment checks signed and dated
- A form of document that the PC issues to all potential users of the Field, making clear roles and responsibilities and all risks (including reputational)
- Obtain professional legal advice in setting up Trust in a way that prevents any default being a local authority controlling the assets

5. To Provide a Community Facility

Objective

- On the assumption that the provision of a Community Facility will not happen, to investigate other possible options to provide a community space within the parish.

6. To find a way of working so that the Parish Council makes fast, informed decisions and sticks to them

Objectives

- Reports should be submitted with enough time before meetings that they can be read and queries raised and responded to.
Reports can't create points for discussion and proposed actions that are not on the agenda.
If something needs to be on the agenda, suggest it in time for it to be included on the agenda.
- Two lists are to be created – ongoing job/progress list and a list of planning issues discussed, our response and what then happened/where we are now with it.
These will be shared by those that can organise access.
- The agendas should be in the form of
 - Topic
 - Relevant info (including risks and full life costs)
 - Decision to be taken

Again, the agenda will be round in time for any queries to be dealt with before the meeting. At the meeting, discussion should minimal.
- Emails forwarded need to have edited subject lines – info of a meeting of East Devon Swan Watchers being forwarded should have 'For info' in the subject. These can then be filtered and deleted.
Emails that HAVE to be read need 'READ' in the subject line.

7. To have a Parish Council that has planned its own future as far as it can

We have to be aware that Clyst Honiton as a Parish Council may vanish within a few years or it could carry on for the foreseeable future.

Objectives

- To ensure that the future of Clyst Honiton is secured whatever development takes place.
- To be forceful in engaging with EDDC on planning and other matters.
- This to be part of the considerations and risk matrix for agenda points.
- To secure Clyst Honiton assets for its residents whatever local government structure is in place.

26/1/26

11 February 2026 (2025-2026)

Clyst Honiton Parish Council

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

Date: 11/2/26

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

Date: _____

Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025	57,263.63
	ADD Receipts 01/04/2025 - 31/01/2026	27,762.78
	SUBTRACT Payments 01/04/2025 - 31/01/2026	85,026.41 16,065.63
A	Cash in Hand 31/01/2026 (per Cash Book)	68,960.78
	Cash in hand per Bank Statements	
	Petty Cash 31/01/2026	132.03
	Clyst Honiton Parish Council Lloyd 31/01/2026	18,707.44
	Lloyds Fixed Term Deposit 4/3/25 31/01/2026	0.00
	Clyst Honiton Parish Council Lloyd 31/01/2026	20,121.31
	Lloyds Fixed Term Deposit 7/6/25 31/01/2026	0.00
	Lloyds Fixed Term Deposit 11/03/21 31/01/2026	30,000.00
		68,960.78
	Less unrepresented payments	
		68,960.78
	Plus unrepresented receipts	
B	Adjusted Bank Balance	68,960.78
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

COMMUNITY ACCOUNT

01 January 2026 to 31 January 2026

Money In	£0.00	Balance on 01 January 2026	£19,978.39
Money Out	£1,270.95	Balance on 31 January 2026	£18,707.44

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 26	DCC PENSION FUND	SO		7.77	19,970.62
09 Jan 26	VODAFONE LTD CD 1725	DEB		18.30	19,952.32
12 Jan 26	GOCARDLESS SIMONAMARTIN-CSCWS	DD		8.00	19,944.32
15 Jan 26	GEOXPHERE LTD 100000001690095690 18UB015-	FPO		43.20	19,901.12
19 Jan 26	SERVICE CHARGES REF : 474236817	PAY		4.25	19,896.87
20 Jan 26	RJ MARTIN	BP		864.47	19,032.40
20 Jan 26	HMRC - ACCOUNTS OF	BP		304.26	18,728.14
22 Jan 26	The Black Horse In CD 1725	DEB		20.70	18,707.44

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			

Commercial Instant Access Account Statement

Printed: 11 February 2026

Clyst Honiton Parish Council

14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Sort code 30-99-08

Account number 25526360

BIC: LOYDGB21244

IBAN: GB71 LOYD 3099 0825 5263 60

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

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday 8am to 6pm, Saturday 9am to 2pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Jan 26	INTEREST (GROSS)		10.25		20121.31
09 Dec 25	INTEREST (GROSS)		9.58		20111.06

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

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/.

Mr R. Martin

Last logged on 06 February 26 at 05:07

DM

Log off

FIXED TERM DEPOSIT 22326932LS

£ 30,000.00 Balance

2.24 % Gross p.a. (fixed)

Nominated Account 30-99-08 22152368

11/03/2026 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED ON	ACCOUNT MATURES ON	DAYS TO MATURITY
28/08/2025	11/03/2026	28 days

Auto Pay	Current maturity instruction
28/08/2025	Date instruction received
£359.01	Estimated gross interest for term of deposit

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Clyst Honiton Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Precept		18,000.00	18,000.00			
2	Grants General		181.00	181.00			
4	Clyst Chatter						
5	Interest		600.00	250.46			
20	Clerk's Salary				12,600.00	10,481.70	-349.54
21	Home as Office				312.00	260.00	2,118.30
22	National Insurance				1,140.00	946.74	52.00
23	Pension				95.00	77.70	193.26
30	Clerking Expenses				250.00	147.49	17.30
31	Councillor Expenses						102.51
32	Stationery & Postage						
33	Payroll Service				100.00		100.00
34	Venue Hire				100.00	66.70	33.30
35	Zoom or Teams				150.00	112.33	37.67
36	Training						
37	Clyst Chatter						
38	Subscription - DALC				15.00	15.00	
39	Subscription - SLCC				126.00	126.00	
40	Audit - Internal				300.00	300.00	
41	Audit - External				146.00	146.25	-0.25
42	Computer Hardware						
43	Computer Software						
44	Computer Security				620.00	629.15	-9.15
45	Website Hosting						
50	Insurance Premium						
55	Elections				605.00	605.06	-0.06
85	VAT Refund 9						
87	Donations				45.00	45.00	
89	Bank Charges				50.00	42.50	7.50
90	Website & Email Renewal				267.00	267.00	
			18,781.00	£18,431.46	16,921.00	£14,268.62	2,302.84

Community Facility

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
10	Community Facility Grants						
91	CHCA Transfer			8,585.90			8,585.90
				£8,585.90			8,585.90

Neighbourhood Plan and Development

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
3	Grants NP/NDO						
80	NP/NDO General Expense						
81	NP/NDO Consultancy						

Village Maintenance

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
60	Playing Field Grass				1,290.00	1,074.56	215.44
61	Asset Maintenance						
62	Play Equipment Inspector				100.00		100.00
63	Play Equipment Maintenance				694.00	73.81	620.19
64	Play Equipment Installation						
65	Zipwire Repairs and Replacements						
66	Lawn Mower & Strimmer -				250.00		250.00
67	Lawn Mower & Strimmer -				50.00	40.84	9.16
86	Flower Bed Maintenance				73.00	72.57	0.43
88	Maintenance Equipment						
92	Library Box				400.00		400.00
					2,857.00	£1,261.78	1,595.22

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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Clyst Honiton Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

11 February 2026 (2025-2026)

Cost Centre Name

Village Services

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
82	Grants - Community						
83	Grants Churchyard Mainte						
84	Community Events						
NET TOTAL			18,781.00	£27,017.36	19,778.00	£15,530.40	12,483.96

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)