

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 18th March 2026 at 7.00pm held in the Black Horse Inn Meeting Room

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

Also Present: No District or County Councillors

In attendance: Rob Martin, Clerk

No members of the general public.

MINUTES

Minute No.	Minute Item
PUBLIC SESSION No members of the public attended	
26/104	APOLOGIES Apologies had been received from Cllr. Collier.
26/105	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) There were no declarations of interest declared.
26/106	MINUTES On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to approve, as a correct record, the minutes of the Parish Council meeting held on 18 th February 2026.
26/107	CLERK'S REPORT & CORRESPONDENCE The clerk reported on: - • The Internal Audit Contract was due for renewal from 1st April 2026 and, following a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to renew it for a further three years at the quoted £80 per hour. • The Fixed Term Deposit of £30,000 had matured during March resulting in interest of £359.01. The same amount had been deposited for a further six-month period at 2.04% interest. • The Play Bark had been ordered, delivered and installed. • The ROSPA Report had been received, and this had a few minor matters to attend to, including the lack of play bark, now resolved. Cllrs. Muir and Jenkins would attend to the outstanding matters.

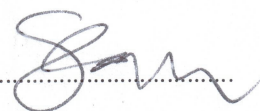
A handwritten signature in black ink, appearing to be 'Sean', written over a dotted line.

- A draft **Play Area Routine Inspection Schedule** had been produced and Cllrs. Muir and Wheeldon would edit this to a manageable document before it's use was implemented.
- Six **Slatted Fencing Panels** had been ordered to replace those behind the bus stop which had now disintegrated. These would be delivered to Cllr. Muir on Saturday 21st March.
- The **Public Rights of Way Parish Review** would now be delayed for a few weeks due to a change of staff at DCC. The new contact for this way Andy Hughes.
- The next **Exeter Airport Consultative Committee** meeting was due to take place on 23rd March 2026. Cllr. Collier would normally attend this and Cllr. Wheeldon would check to verify this would happen.

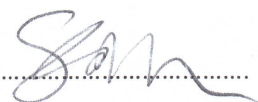
26/108

PLANNING ITEMS

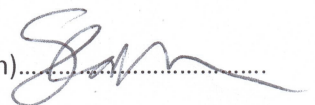
Reference	Location	Proposal
None		
	Power Used None	Risks Assessed None
	Resulting Tasks & Owner None	Deadline for Action None
	Financial Implications None	Equalities Impact None
26/109	GRASS CUTTING CONTRACT On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir, it was Resolved to accept the quotation from Countrywide Landscaping for grass cutting as an extension to the current contract. The new price for this would be £1,344.48 annually, or £112.04 per month starting at 1 st April 2026, and increase of 3.65%.	
	Power Used Open Spaces Act 1906	Risks Assessed Failure to maintain council assets
	Resulting Tasks & Owner Clerk: Notify contractor of decision	Deadline for Action 1 April 2026
	Financial Implications £1,344.48 covered by budget £1,200, further £144 to be met from General Reserve	Equalities Impact To ensure access and enjoyment to all
26/110	CAR PARKING AT SHIP LANE ENTRANCE This matter had been the subject of extensive correspondence between residents and the County Councillors for the area on the basis that there was little enforcement of breaches of the parking restrictions at this point. Clyst Honiton Parish Council supports residents in their attempts to notify Highways of these breaches but also believes that the yellow lines were no longer completely visible. Representation would be made by the parish council to highways to get the double-yellow lines repainted so that this is not used as an excuse by the culprits to avoid enforcement action.	



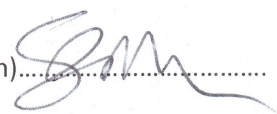
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Danger entering or exiting Ship Lane
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact Potential for hindrance of emergency vehicles accessing Ship Lane properties.
26/111	RESIDENTS' CAR PARKING SCHEME A form of words had been circulated for the Residents' Car Parking Scheme application. On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved that this form of words would be used, with the addition of the word 'of respondents' in the final sentence.	
	Power Used Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72	Risks Assessed Lack of parking for local residents
	Resulting Tasks & Owner Clerk: Notify County Highways	Deadline for Action 31 March 2026
	Financial Implications None for the parish council	Equalities Impact People need access to their properties so that no-one is disadvantaged because of outside parking
26/112	COMMUNITY FACILITY ON PLAYING FIELD A pre-application request had been submitted to East Devon Planning detailing the idea and expected location the receipt of which had been acknowledged. The next stage would be for a planner to be allocated the task of discussing the matter with the Parish Council.	
	Power Used Local Government Act 1972, s133	Risks Assessed Not being able to obtain planning permission
	Resulting Tasks & Owner Clerk: Liaise with planners	Deadline for Action 31 March 2026
	Financial Implications No implications at this stage. Funding for potential building to be sought once agreement reached.	Equalities Impact A meeting place in the village considered essential to provide for all.
26/113	PLAY EQUIPMENT Cllrs. Jenkins & Muir had met with representatives from play equipment companies to discuss the installation of a roundabout, identified as the preferred additional item by the majority of respondents to the parish council consultation. To date, just one quotation had been received from Rhino Play and the others were awaited and once received would form the basis of a report at a future meeting.	



	Power Used Local Government (Miscellaneous Provisions) Act 1976, s.19	Risks Assessed Potential for land to be too sloping, advice from potential installers being taken
	Resulting Tasks & Owner Cllrs. Jenkins and Muir to liaise with installers and to gather quotations. Clerk to write report for April meeting	Deadline for Action 30 April 2026
	Financial Implications £14,235 in reserve for provision of play equipment.	Equalities Impact The roundabout is to provide an item for children of all ages Potential for providing a roundabout for wheelchair participants considered but not implemented due to access difficulties to whole playing field
26/114	ANNUAL PARISH MEETING It was agreed that the 2026 Annual Parish Meeting would be held on 22 nd April 2026 at 7.00pm prior to the parish council meeting on that date.	
	Power Used Local Government Act 1972, Sch 12	Risks Assessed Calling the meeting required under statute
	Resulting Tasks & Owner Clerk: Notice and Agenda to be prepared and advertised	Deadline for Action 1 April 2026
	Financial Implications None	Equalities Impact None
26/115	ROAD TRAFFIC ACCIDENT A response had been received from the Community Highways Engineer saying that DCC had no record of the accident and that he would contact the police if the parish council could provide the date and time of the accident and its location as 'What three words'. This would be followed up with contact being made with both highways and the police directly. Cllr. Wheeldon would provide the location and Cllr. Muir would work with the clerk on identifying the date of the incident.	
	Power Used Highways Act 1980	Risks Assessed Lack of information on accident Having to bear the cost of repairs
	Resulting Tasks & Owner Cllrs Wheeldon and Muir to provide information Clerk to secure response from insurance company	Deadline for Action 1 April 2026
	Financial Implications Cost of replacing the planter - £450	Equalities Impact None
26/116	VILLAGE MAINTENANCE Cllr. Muir reported as follows: -	



	• He had carried out the weekly inspections of play equipment. • He had cut the grass around the bus stop at front of the Duke of York park. • He had cleared the weeds from the path and road from the A30 to both St Michaels Hill and Cllr. Wheeldon's house. • He and Cllr. Jenkins had cleared the path from the corner of the village to the wishing well. • The bark for the play area had arrived and he and Cllr. Jenkins had laid the 10 bags between them. • The two boats had been weeded and were now ready for compost and planting. • He had cleared the overgrowth from the parish field path which took him 6 hours.	
	Power Used Open Spaces Act 1906	Risks Assessed Village Maintenance becoming uncontrolled Play equipment unsafe No floral display for the year
	Resulting Tasks & Owner Cllrs. Muir, Jenkins and Wheeldon to ensure maintenance is undertaken	Deadline for Action 22 April 2026
	Financial Implications Cost of compost and other materials to ensure planting can take place	Equalities Impact None
26/117	PARISH COUNCIL AIMS & OBJECTIVES A draft set of parish council aims and objectives had been circulated and on a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was Resolved to adopt an edited version of these as a policy. It would be necessary to monitor progress against the objectives and to review the policy on an ongoing basis.	
	Power Used Local Government Act 1972 s111	Risks Assessed Lack of clarity and direction of parish council actions
	Resulting Tasks & Owner Cllr. Wheeldon to edit the paper presented and Clerk to manage the detail and publish the final document	Deadline for Action 22 April 2026
	Financial Implications None	Equalities Impact None
26/118	2025/2026 BANK RECONCILIATION AND BUDGET MONITORING REPORT On a proposal by Cllr. Wheeldon, seconded by Cllr. Muir it was Resolved to adopt the bank reconciliation report of 28 th February 2026 and to note the budget monitor analysis at that date.	
	Power Used Local Government Act 1972, ss111 & 151	Risks Assessed Not managing the parish council's finances appropriately.
	Resulting Tasks & Owner All councillors to ask questions	Deadline for Action Ongoing
	Financial Implications Annual precept of £18,000 being spent in accordance with decisions made	Equalities Impact None



26/119 RESERVES POLICY

A draft analysis of the current reserves had been circulated including the setting up of a new Community Association reserve. On a proposal by Cllr. Wheeldon, seconded by Cllr. Harrison, it was **Resolved** to adopt the analysis below as a policy for the parish council earmarked reserves.

Reserve	Balance 31 March 2026 £	Purpose of Reserve
Parish Field & Play Area	14,235.28	To provide new play equipment
NP/NDO	24,447.07	To provide for future work on potential NDO work to provide a community facility (incl. CIL)
Elections	2,000.00	To finance any future elections or by-elections for parish councillors
Clyst Chatter	598.00	Balance of Chatter funds to be spent on future editions
Events	106.00	To put towards community projects
Community Association	8,597.41	Association funds that were raised for community facility provision (incl. Interest)
TOTAL Earmarked funds	49,983.76	

Power Used

Local Government Act 1972, ss 111 & 151

Risks Assessed

Not managing the parish council's finances appropriately.

Resulting Tasks & Owner

All councillors to ask questions

Deadline for Action

Ongoing

Financial Implications

Projected reserves of £50,000 to be spent on agreed item

Equalities Impact

None

26/120 RECEIPTS & PAYMENTS SCHEDULE

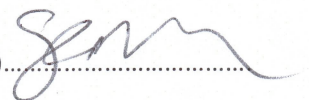
On a proposal by Cllr. Wheeldon, seconded by Cllr. Jenkins, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

RECEIPTS

Receipt from	Services	Amount £	Method
2025/2026			
Lloyds Bank	Instant Access a/c Interest	19.35	BC
Lloyds Bank	Community Association Interest	1.41	BC
Lloyds Bank	Fixed Term account Interest	359.01	BC

PAYMENTS

Payment to	Services	Month or Reference	Amount £	Payment No.
2025/2026				
RJ Martin	Salary	Mar 2026	864.47	2526-30
HMRC	Tax Deduction	Mar 2026	209.60	2526-30
HMRC	NI	Mar 2026	94.66	2526-30



DCC Pensions	Retainer Payment	Mar 2026	7.77	DD
Countrywide GM	Grass Cutting	Feb 2026	129.71	2526-29
Dan Harrison	Library Box		400.00	2526-28
Simon A Martin	Payroll	Feb 2026	8.00	DD
Lloyds Bank	Service Charge	Feb 2026	4.25	DD
Adobe	Adobe Professional	Feb 2026	19.97	Card
Playsafety t/a ROSPA	Annual Inspection	10 March 2026	118.80	2526-29
	Power Used Local Government Act 1972, s 111	Risks Assessed Making payments without authority Potential legal action for payments not made		
	Resulting Tasks & Owner Clerk to make payments	Deadline for Action When due		
	Financial Implications Management of £18,000 annual precept spending	Equalities Impact None		
26/121	COUNCILLOR REPORTS No further reports were made.			
26/122	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.30pm The 2026 Annual Electors' Meeting will take place on Wednesday 22nd April 2026 and will be held in the Black Horse meeting room starting at 7.00pm			
26/123	PARISH COUNCIL MEETING CLOSURE The meeting closed at 8.55pm.			

Signed:

Date:

